

Estd. 1972



**ALL INDIA KENDRIYA VIDYALAYA TEACHERS' ASSOCIATION**

(Reg. No. 10296)  
DEJURE RECOGNISED BY

**KENDRIYA VIDYALAYA SANGATHAN, MINISTRY OF HRD, GOVT. OF INDIA**

**M B AGRAWAL**  
**General Secretary**  
**& Leader (Staff Side)JCM(KVS)**  
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**Opposite Super King School Ram Nagar**  
**Sodala, JAIPUR (Raj.)-302019**  
**Web Site :www.aikvtahq.**

F.01/AIKVTA(HQ)/GS /112

Dated:- 19.02.2016

**The Joint Commissioner (Pers)**  
**Kendriya Vidyalaya Sangathan,**  
**18 Institutional Area, Shaheed Jeet Singh Marg**  
**NEW DELHI-16**

**Subject : Submission of AIKVTA constitution for KVS records.**

**Sir,**

I enclosed here with the copy of the Memorandum / Bye- Laws of AIKVTA for KVS records.

**Thank you sir!**

**With kind regard,**

**Yours faithfully,**

**M B AGRAWAL**  
**GENERAL SECRETARY, AIKVTA**  
**&**  
**Leader (Staff Side) JCM, KVS**

**Encl:- As stated above Total page 1-14**

**Copy to: -**

**The Dy. Commissioner, All Regional Offices/ Director, All ZIET for records.**

**GENERAL SECRETARY, AIKVTA**

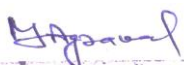
**MEMORANDUM OF**  
**ALL INDIA KENDRIYA VIDYALAYA TEACHERS' ASSOCIATION**  
**SHORT TITLE - "AIKVTA" (Regn.No.10296) DEJURE RECOGNISED**  
**OFFICE OF GENERAL SECRETARY: 42B MITRA NAGAR COLONY,**  
**OPPOSITE SUPERKING SCHOOL, RAM NAGR, SODALA JAIPUR**

**AIMS & OBJECTIVES**

The aims and objectives for which the society has been established are :

- a) To inculcate professional pride in every teacher.
- b) To strive for professional excellence in education in Kendriya Vidyalayas.
- c) To promote emotional and National integration among its members.
- d) To develop high sense of responsibility and love for profession among its members.
- e) To strive for harmonious relation and mutual understanding between Administration and its members.
- f) To work for diffusion of knowledge in every way and manner.
- g) To publish in various languages incorporated in constitution of India books, magazines, souvenirs and brochures pamphlets and handbills on educational, social and cultural activities of AIKVTA, KVS and sister Associations.
- h) To organise meetings, seminars, conferences, debates and other programmes on educational, social and cultural activities of teachers and students in Kendriya Vidyalayas and sister institutions throughout the country.
- i) To extend benevolent help to the members and their families in case of emergency or at the time of need.
- j) To organise short term refresher courses for the advancement of professional skill of the teachers in collaboration with Kendriya Vidyalaya Sangathan, Ministry of HRD, Govt.of India, UNESCO, and other voluntary welfare organisations.
- k) To work for any other professional interest which is for the good of the organisation.
- l) To have negotiations with authorities and officers of KVS for redressal of the grievances of its members, individuals as well as collective.
- m) To find ways and means for protecting and furthering service interest of its members.
- n) To try for and arrange educational tours, both inland and foreign to broaden the out look and academic horizon of its members.
- o) To try for and to form Federation of all the Associations of KVS to further interests which are common to two or more Associations.



  
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## RULES & REGULATIONS

(Amendment upto on 12<sup>h</sup> April 2015 in the XX Biennial Convention of AIKVTA)

### 1. a) MEMBERSHIP:

Any teacher serving in any of the Kendriya Vidyalaya ( under the administrative control of Kendriya Vidyalaya Sangathan) shall be eligible to become a member of the Association by paying an enrolment fee of Rs.10-(Rupees ten only) and monthly subscription as in force from time to time. He/she will, subject to provisions of Rule-2 continue as a member even if placed under suspension by KVS or AIKVTA. The prospective member for acceptance will fill in an application form for membership. No person who is not an employee of the Sangathan shall be member/ member of the executive of the Association. However, if the services of an Office Bearer are terminated and the Association considers it as an act of victimisation, the post of such an Office Bearer shall be kept vacant till the departmental appeal and other legal remedies to challenge the same are exhausted. On his reinstatement by the KVS or by a court order, he would occupy his post again from the date of such order.

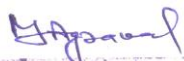
### b) AFFILIATION

- i) Sister Associations of teachers having common aims, objectives, service conditions, interests etc. may be granted affiliation on their request subject to the approval of CEC.
- ii) An annual affiliation fee of Rs.500/- shall be charged from the affiliated Association and would be renewed further annually subject to payment of this amount.
- iii) The affiliation may be cancelled in case the renewal fee is not paid by such Association within six months from the date on which the renewal falls due.
- iv) AIKVTA reserves the right to de-affiliate the affiliated Association at any time without assigning any reason.
- v) AIKVTA can seek affiliation with other educational, academic, literary and cultural Associations subject to approval of CEC / Delegates Convention.
- vi) AIKVTA shall pay the affiliating fees that is in force from time to time to such affiliating Associations and conform to the constitutions of the affiliating Association.
- vii) AIKVTA may join or form a federation of different Associations in or out side KVS subject to approval of CEC/ Delegates Convention and act in accordance with the constitution and decisions of such federation.

### 2. SUBSCRIPTIONS,FUNDS AND ASSETS:

- a) Every member shall pay an enrolment fee of Rs.5.00 at the time of enrolment and this amount shall be sent to General Secretary/ Treasurer AIKVTA through Bank Draft in favour of AIKVTA along with enrolment/membership forms by each Unit Secretary.
- b) Each member shall pay a subscription of Rs.10.00 per month or at the rate in force, from date of enrolment.
- c) The amount of monthly subscription shall be collected annually and shall be shared by Centre, Region and Units in equal proportions.
  - i) One – third of the annual subscription shall be retained by the Vidyalaya Unit for use at Unit level.



  
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- ii) Another one – third of the above stated annual subscription shall be sent directly to the concerned Region by the Unit Secretary under intimation to Centre.
- iii) Rest one-third of the above stated annual subscription shall be sent to the centre directly by the Unit Secretary under intimation to the Region.

**3. No other collections in the shape of special contribution, donations shall be made by the Units/ regions unless specially directed / approved by the CEC.**

- 3.1 Donations from teaching community of KVS may be raised and accepted in furtherance of the above objectives, subject to approval of CEC.
- 3.2 Grants from Government, Semi -Government bodies, Charitable trusts, Voluntary donations from members, funds raised by publishing advertisements in souvenirs / other publications of AIKVTA/ KV Link, money collected by organising charity shows by members and subscriptions as fixed from time to time shall constitute the funds and assets of AIKVTA.

**4. CEASATION OF MEMBERSHIP & READMISSION:**

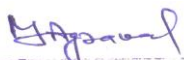
A member ceases to one :

- a) If he/she goes out of the service of Kendriya Vidyalaya sangathan.
- b) On his/her written resignation from the AIKVTA from the date of acceptance.
- c) His/ Her failure to pay the monthly subscription vide Rule-2(a) above for continuous twelve months,(one year) the person will cease to be a member of the Association. In such cases the membership can be revived if the member concerned pays all the arrears of his previous dues or enrol afresh.
- d) An Office bearer cannot continue as such if his/ her membership lapses on account of non-payment of monthly/ annual subscriptions,
- e) If he/she is expelled from AIKVTA on disciplinary grounds.

**5. SUSPENSION OF OFFICE BEARERS / MEMBERS:**

- a) Central/Regional Office –bearer, any member of CEC/REC or any member of the Association ceases membership temporarily(maximum for a period of six months) to be one if he/she is suspended by the CEC/REC or its standing committee on a prima-facie charge of anti Associational activities, embezzlement, indiscipline etc. followed by procedure detailed in 2 (d) below. Suspensions by REC subject to approval of CEC/ Standing Committee.
- b) A Unit Office-bearer/member may be suspended by the General body of the Vidyalaya Unit on a prima-facie charge of anti Associational activity, embezzlement, indiscipline etc. for a period of six months subject to approval of CEC/ Standing Committee.
- c) Any Office- bearer/ member (CEC/REC/Unit) or any member can be suspended by CEC/Standing Committee for a period of six months on prima-facie charge of anti-Associational activities/embezzlement/indiscipline etc. And further disciplinary proceedings (as detailed below (d) may be undertaken for extension of suspension for one or two years.
- d) A charge sheet detailing the allegations of anti-Associational activity /embezzlement /indiscipline etc along with the incidents, communication, witness relied upon must be served within one month of date of suspension and a reasonable opportunity must be provided to the suspended Office-bearer/ member to defend him/her self against the charges levelled.

If the CEC/ REC or its standing committee arrive at the conclusion that further inquiry was called for it can set up an inquiry committee consisting of one or more of CEC/REC member(s) to enquire into the matter; after the receipt of Inquiry report the CEC/REC or its standing



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committee can decide by simple majority as to absolve or extend period of suspension or press for expulsion in the manner detailed in rule no.6 (a & b). Similarly General body of the Unit by simple majority can decide about its action in case of a Unite office bearer/member.

6. **EXPULSION FROM MEMBERSHIP:**

a) The General Body of the Vidyalaya Unit may by a majority of not less than two-thirds of members present at the time of voting expel a member for his /her anti-Associational activities provided that the notice for such a general body meeting has been circulated at least one week in advance and the item has been included in the agenda for the meeting.

b) Any Office bearer or member of CEC/REC may be expelled from CEC/REC by 2/3<sup>rd</sup> majority of CEC/REC members present at the time of voting for his/her anti-Associational activities, provided a notice of not less than two weeks is given for convening the for such expulsion by the Regional Secretary or the General Secretary as the case may be. The expulsion may be for a period of 2, 4 or 6 years.

c) However any Office bearer/member of CEC/REC /any member of the Association may be expelled by the CEC/Standing committee on prima-facie charges of his/her indiscipline /anti-Associational activities subject to its ratification by CEC within six months from the date of such expulsion as detailed in 6(b) above.

d) Expulsions ordered by the Unit/REC is subject to approval of Standing committee (CEC).

7. **CENTRAL EXECUTIVE COMMITTEE (CEC)**

It will be the supreme Executive body and will be constituted as under:

a) 25 Office bearers to be elected by the Delegate Convention.

- |                                     |   |
|-------------------------------------|---|
| 1. President                        | 9. Secretary, Public Relations              |
| 2- 3. Senior Vice President(s)      | 10. Secretary, Welfare                      |
| 4. General Secretary                | 11. Secretary, Organisation                 |
| 5. Assistant General Secretary (HQ) | 12. Secretary, Academics                    |
| 6. Treasurer                        | 13-17. Vice President (I - V)               |
| 7. Joint Treasurer                  | 18-23. Assistant General Secretary (I – VI) |
| 8. Secretary, Press & Publication   | 24-25. Auditor (I –II)                      |

b) Number of Regions × two ex-officio members as detailed here under:

c) All Regional Presidents & General Secretaries will be the ex-officio members of CEC.

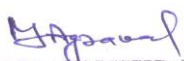
d) One member to be elected by each of the Regions, by the Delegates of the Regions concerned, during Delegates Convention, named as CEC member of the Region.

e) Another one also to be elected from each region by the Delegates of the concerned Region during the Delegates Convention, named as OSD (Officer On Special Duty- region).

f) **Total members of CEC will be: 25 + 4 × No. of Regions.**

g) All Central/ Regional/ Unit Office bearers will adhere to the norms of functions developed, approved and as amended from time to time by the CEC/Delegates Convention. Any Lapse in this regard may subject him/her/them to disciplinary proceedings as detailed in clause 5 & 6 above.



  
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- h) The three Central Office bearers, President, General Secretary and the Treasurer will have to join Delhi or adjoining stations if he/she/they have not been already posted in Delhi and will have to continue there till their term expires. They would not apply for transfer without the clearance of CEC failing which it will amount to indiscipline and concerned Office bearer (s) will be proceeded against accordingly.

**8. POWERS & DUTIES OF OFFICE BEARERS:**

**A. PRESIDENT:**

He / She

- i. Shall Preside over the meetings of CEC
- ii. Shall be Ex- Officio member of all Committees / Sub-committees at the centre & preside.
- iii. Shall lead the central delegations.
- iv. Shall have access to all the records of the Association.
- v. Shall have a casting vote in case of a tie, during CEC meetings
- vi. Shall have powers to pass vouchers up to Rs.5000/-.
- vii. Shall send a copy of the communication to the General Secretary for records when ever & whom so ever he communicates in his official capacity

**B. SENIOR VICE PRESIDENT:**

He / She


- a) In the absence of President, the Senior Vice President ( senior in age among the two) shall perform the duties and functions of the President.

**C. GENERAL SECRETARY:**

He / She

- a) Shall be the Chief Executive Official of the Association.
- b) Shall take down and record minutes of all general meetings (including the Delegate Convention and that of all Committees).The minutes shall be recorded or pasted in a register which shall be open for inspection to any member of the CEC during working hours. The minutes of the delegates Convention shall be open for inspection to ant delegate in a similar manner.
- c) Shall conduct all correspondence.
- d) Shall convene all meetings.
- e) Shall exercise supervision over the affairs (including finances) of the Association.
- f) Shall be member of all delegations and shall serve as delegations Secretary there to.
- g) Shall be ex-Officio member of all committees / sub committees of the Association at the region/ HQ.
- h) Shall have power to pass voucher up to Rs.5000/-
- i) Shall sue or be sued in the name of AIKVTA in legal matters.
- j) Shall manage the property, movable and immovable of the Association.



  
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- k) Shall act as the Head of AIKVTA secretariat.
- l) Shall nominate members of sub-committee as and when formation is warranted.
- m) Shall act as the Liaison Officer of the Delegates Convention.
- n) Shall be Chief Editor of KV LINK, National Souvenirs etc

**D. ASSISTANT GENERAL SECRETARY(HQ)**

He / She

- a) Shall assist the General Secretary as his/her assistant in all his/her duties referred to above under his/her direction.
- b) Shall perform all the duties of the General Secretary when General secretary is on tour or leave or resigns or expelled.

**E. SECRETARY, ACADEMICS**

- a) Shall be in-charge of Academic affairs of the Association e.g. arranging Academic Seminars, work shop. Symposia, Kavi Sammelan, Exhibition, Musical concert etc.
- b) Shall act in liaison with the General Secretary and Press & Publication Secretary AIKFVTA.

**F. SECRETARY, PRESS & PUBLICATION**



He / she

- a) Shall be in-charge of all kinds of publicity of aims, objectives and activities of the Association through different media e.g. Press, Radio, TV etc under the guidance of the General Secretary.
- b) Shall generally be the Editor of KV LINK, National Souvenirs etc. and assist the Chief Editor.
- c) Shall be in-charge of all the publications of the Association including KV LINK, Souvenirs, News Letters etc.
- d) Shall act as the managing Editor of all Associational publications.
- e) Shall act as the Manager of Printing press when setup.

**G. SECRETARY, ORGANISATION:**

He / She

- a) Shall be in-charge of all kinds of Organisational matters such as holding of training camp for Office bearers and making arrangements for CEC meetings, seminars, conventions etc.
- b) Shall advise the General Secretary on Organisational matters.
- c) Shall go on organisational tours as and when necessary & to conduct regional training camps in consultation and approval of the General Secretary.

**H. SECRETARY, PUBLIC RELATIONS:**

He / She

- a) Shall be responsible for developing cordial, meaningful, and useful relationship between AIKVTA and other sisterly Associations.
- b) Shall assist the General Secretary in redressing the grievances of members pertaining to CPF/GPF and other advances from KVS
- c) Shall meet various agencies,/offices/organisations to propagate the plans and programmes of AIKVTA.
- d) Shall plan and execute various other public relation matters under the guidance of the General Secretary.

**I. SECRETARY,WELFARE:**

He / She

- a) Shall plan and execute various welfare measures e.g. financial assistance and compassionate ground appointment to family members of deceased member of AIKVTA if requested, under the guidance of the General Secretary.
- b) Shall arrange for financial assistance to members who are under suspension/termination orders of KVS till the pendency of appeal against such order/final decision of the case in appropriate court of law if specially request by the member and subject to approval of CEC/ standing committee.

**J. VICE PRESIDENT (I-V)**



He / She

- a) Shall preside over the zonal meetings as when held.
- b) Shall generally work in liaison with the Assistant General Secretary(zone) in the interest of and for the growth of AIKVTA in a particular zone.
- c) Shall undertake tours to different regions in particular zone/ offices as directed by the General Secretary in the interest of Associational functions.

**K. ASSISTANT GENERAL SECRETARY (I-VI)**

He/ She

- a) Shall be in-charge of zone to be demarcated as zone I to VI.
- b) Shall generally be responsible for raising new units and members in his/ her zone.
- c) Shall co-ordinate the functioning of different regions under his/her zone and act as liaison Officer for the particular zone under the guidance of the General Secretary.



**L. TREASURER :**

He / She

- a) Shall be personally responsible for the management of funds of the Association and maintenance of records and accounts.
- b) Shall receive contributions, subscriptions, donations, and all other dues from the Vidyalaya Units and all other incoming money and issue receipts for them in printed form.
- c) Shall not keep in hand any amount in excess of Rs.500/-.
- d) Shall deposit the surplus balance in hand in a post office/ current/ savings Bank account of a scheduled Bank in the name of Association within a week. In case of a holiday it may be deposited on the next working day. The Bank account shall be jointly operated by the General Secretary and the Treasurer.
- e) Shall make payment after getting vouchers attested by General Secretary or other authorised Office-bearer and maintain vouchers for all payments made.
- f) Shall maintain a register of Vidyalaya units showing the strength of membership and financial position.
- g) Shall present the accounts at the time of each meeting of CEC.
- h) Shall get the accounts audited by the Audit Commission to elected by the delegates convention and render every assistance to the commission in this regard.
- i) Shall keep record of all receipt books issued on behalf of the Association.
- j) Shall maintain a stock register of articles of the Association.

**M. JOINT TREASURER:**

He / She

- a) Shall assist the treasurer in discharging his/her Associational duties as and when necessary and asked by the Treasurer.
- b) Shall act as Treasurer when he/she is on leave, tour, resigns for any reason or is suspended /removed from office on the basis of a vote of no- confidence/ disciplinary action/ cessation of membership etc.

**N. AUDITOR (I & II)**

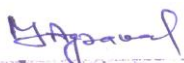
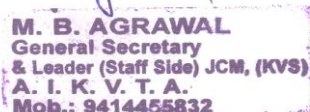
He / She

Shall audit the central and regional accounts before every regular CEC meeting. They will undertake tour to the HQ and regions to get the accounts audited. They will be paid T.A & D.A for this purpose.

**9. TERM:**

All the Office Bearers and regionally elected members of CEC (member CEC & OSD Region) will be elected at the time of Delegates Convention which will be convened at the interval of two years. **An adjustment of six months**, three months at the maximum on either side, can be made while deciding the dates of the Delegates Convention.

However the term should not be less than seven and more than nine quarters. If still the convention is impossible to be organised, then an ad-hoc body of **1 + 24** (maximum) will be selected by the CEC within one month of the completion of last quarter permissible ( i.e. the ninth quarter), to function till the next Delegates Convention is held.

In such case convening of Delegates Convention be not later than three months from this date of formation of ad-hoc body. President, General Secretary, Treasurer of the dissolved body will act as the ad-hoc President, ad-hoc General Secretary and the ad-hoc Treasurer and other members will be co-opted by the CEC and will co-operate in functioning of the Association. In case such situation arises in Region(s), CEC will appoint the ad-hoc body to function till the Delegates Convention of the region is held.

In the event of resignation of entire or majority of the members of CEC or in case of passing of a vote of no confidence, an ad-hoc body will be nominated by the President, if he/she is not one of those, from amongst remaining members who did not resign and/or is/are not voted out in a no-confidence motion or will be co-opted by the remaining members of CEC.

In the event of vacancy (ies) being caused on account of resignation(s) or suspension/expulsion of Central Office-bearer(s) / CEC member(s) the CEC may make ad-hoc appointment against vacancy (where there are no Assistant Office-bearer) and those may continue till the ensuing Delegates Convention. On this very pattern the vacancies in REC may also be filled in. In the event of Assistant Office-bearers taking over the main office, the post of Assistant Office-bearer may be filled in by CEC/REC.

Emergency meeting of CEC can be convened in view of emergent circumstances. Decisions regarding this shall be taken by the Standing committee of CEC.

The CEC will meet at least once in every six months in different venues(Regions), as far as possible, to create organisational impetus in that region. TA/DA of Office bearers will be paid by the centre and that of other members by the respective regions. Quorum will be one-third of the total strength of the CEC. The first meeting of CEC will be held on the same day or the day following the elections. The membership of CEC member will lapse if he/she fail to attend two consecutive meetings of CEC without satisfactory reason there for, in which case prior written and valid excuse is sought and got from the General Secretary of the Association.

#### **10. DELEGATES CONVENTION:**

Will be supreme policy making body and will plan Association's activities in advance for the next term.

##### **a) VENUE:**

Venue of the next convention shall be decided by a majority vote by CEC from among the offers made by the Regional Bodies who will make such proposal detailing the facilities and suitability of the venue suggested, in the CEC meeting held at least three months before the proposed date of convention. In case due to some valid reasons to be recorded in writing during the CEC meeting the decision on venue could not be arrived at, then Standing Committee will decide and communicate the same.

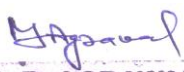
##### **b) ELECTION PROCEDURE**

Election of CEC excluding the ex-officio members will be held during the Delegates convention as per procedure detailed below:

##### **i) REPRESENTATION:**

Live Vidyalaya Units of AIKVTA will elect one delegate for every thirty members or part there of to the maximum of three delegates to represent the Unit at the Delegates(National)Convention and pay the delegation fee as decided by CEC. The delegates will be elected by the General body of the concerned unit in a meeting specially convened for the purpose, on notice of not less of one day. In case of any dispute the decision of the election commission will be final.



  
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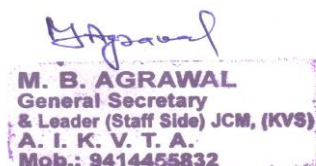
- ii) **An Election Commissioner** who is not a member of the Association shall be appointed by the CEC preferably from among the Patrons/General Secretary of sister Association in federation/ state/central Govt. employees /teachers Association etc.
- iii) **Two outsider -Election Officers** to assist the Election Commissioner will be appointed by the CEC. Voters list will be prepared by the General Secretary on the basis of the clearance given by the five member Scrutiny Board to be appointed by the CEC from among its members at least one day / 12 hours before Election Session and the same will be circulated among the delegates of the Convention. The norms of scrutiny will be decided by the CEC from time to time. Objections regarding bonafieds of delegates, if any, may be raised at least two hours before the beginning of the Election Session. The decision of the Election Commissioner on the objection shall be final. No further objections will be entertained. The final list of delegates will form the Electoral College for the Delegates convention.
- iv) **Nominations will be filed by the delegates** for Offices or membership of CEC duly proposed and seconded by a delegate each on the Nomination form duly signed by the Election Commissioner at least one hour before the actual voting time. All the nominations will be scrutinised by the Election Commissioner and if the same are found to be in order, their candidature will be accepted and published by the Election Commissioner.
- v) **The candidates will be free to canvass** their candidature by gentlemen- like and parliamentary methods e.g. pamphlets, speeches and hand bills etc. The Association will provide opportunity to contestants for three key offices viz. President, General Secretary and the Treasurer to speak to voters who may gather at the venue of Election. The maximum time available to each candidate for the purpose will be ten minutes. Such session will be presided by either the Election Commissioner or one of the two Election Officers.
- vi) **Voting will be by secret ballot** under the direct control and super vision the Election Commissioner duly assisted by the Election Officers. Voting may be panel voting or Office wise but the counting will take place only when the voting for all offices/ CEC membership is completed. Candidates, if so desire may depute their agents to be present at the time of counting of votes which will be undertaken almost just after the voting is over. Candidates polling highest number of valid votes cast for an office /membership will be declared Elected by the Election Commissioner. The nomination forms, votes etc. will be sealed after the election is over and preserved by the General Secretary of the Association till the next Delegates Convention.
- vii) **The Election Commissioner shall authenticate the result of the election** by putting his/her signature on the list of successful candidates. The two Election Officers will also put their signatures on the said list. A copy of the same will be supplied to each of the delegates before he/she leaves the venue of the Convention. The Election thus concluded will be final and no objection be entertained. There after the Election Commissioner and the Election Officers cease functioning as such after the election results are declared by them.

## 11. **SUB-COMMITTEES:**

The following sub-committees of CEC will be constituted.

### i) **STANDING COMMITTEE OF CEC:**

The President, General Secretary and the Treasurer will co-opt two other HQ based Office bearers/Members to form the Standing Committee of CEC which will take up urgent resolutions to face emergent situations where in it may not be possible to hold emergency meeting of CEC. Decisions will be arrived at by a majority note.

**ii) WELFARE SUB- COMMITTEE:**

The President, General Secretary and the Secretary- Welfare shall co-opt four members from among the members of CEC to form the Welfare Sub- Committee to look into the welfare measures for the members of the Association. The decision will be arrived at by majority vote.

**iii) Other Sub-Committees may be formed** to meet the needs of growing work by the President, General Secretary and the Treasurer by co-opting even number of members from among the CEC members. Formation of such Sub-Committee must be got ratified by CEC in its next meeting.

**12. REGIONAL SET-UP:**

**A.** AIKVTA is one Association and the Regions function as branches of AIKVTA for Organisational / Administrative matters. AIKVTA regions are not separate or independent units of the Association. In all policy matters, regions will have to follow the decisions of AIKVTA(HQ). No region shall file court cases in the name of AIKVTA without prior approval of the Standing Committee (CEC).

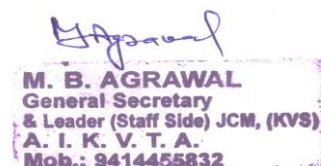
The Association shall follow the grouping of Kendriya Vidyalayas into Regions placed under the administrative control of the Assistant Commissioner, KVS. The number of regions may therefore vary from time to time and will correspondingly affect the personnel and constitution of CEC.

Regional units will be regional editions of central body generally speaking and shall function with autonomy but under the guidance of CEC. In matters of difference of opinion between REC and CEC the stand taken by the CEC shall be binding and final. The term of the REC will be two years, extendable by six months in two consecutive periods of three months each if situation demands and any extension is subject to approval of CEC/Standing Committee. If any REC fails to hold regional convention even by the end of tenth quarter to be reckoned from the date of the last convention and does not decide upon a date falling in the first month of the eleventh quarter, the CEC/Standing committee of CEC is empowered to dissolve the REC and set up an ad-hoc REC consisting of a Regional President, Regional Secretary, Regional Treasurer and other Office bearers with provision that the overdue convention shall have to be convened within next three months to reckoned from the date of appointment of the ad-hoc REC. The three Office bearers of the dissolved REC viz. Regional President, Regional Secretary and the Regional Treasurer will hand over the entire charge of the region with them to the ad-hoc body which in turn pass the charge on to the elected REC of the concerned region soon after the elections are over i.e. latest by the end of a week from the date of the election. Failure in this regard on the part of the dissolved or the outgoing Office-bearers of the REC will amount to indiscipline and they can be proceeded against accordingly.

In the event of coming up of new Region or vacancies caused by transfer of office bearer/CEC member of a region due to realignment of units in the Region, nomination of ad-hoc office bearers against resultant vacancies / in newly created regions may be made by the CEC/Standing Committee.

**B. ORGANISATION OF REC:**

- a) 25 Office bearers to be elected by the Regional Delegates convention.
- b) REC members to be elected by the Regional Delegates Convention maximum to the tune of 1/3<sup>rd</sup> of total live units in whole numbers.
- c) One member to be elected by the REC from among the delegates of units which is/are not represented under (a) or (b). Thus The total number of members of REC will correspond to the number of live units at the time of Regional convention plus 25 Regional Office-bearers.



**C. MEETINGS OF REC:**

The REC will meet at least twice in every calendar year. Quorum will be 1/3<sup>rd</sup> of the strength of REC. Emergency meetings may also be called if warranted by emergent conditions in the concerned region. The gap between two regular meetings should not be less than three months. The venues of the regular meetings should change every time. At least a weeks notice should be given for regular meeting of REC. Reasonable time be given to members to respond to emergency meeting notices. The membership of REC member / office bearer will lapse if he/she fails to attend two consecutive meetings of REC without satisfactory reasons there for in which case prior written and valid excuses are sought and got from the Regional General Secretary concerned.

**D. REGIONAL OFFICE-BEARERS:**

Each region will have 25 Office bearers with regional version of designations corresponding to those of Central Office- bearers.

**i) POWERS AND DUTIES OF REGIONAL OFFICE- BEARERS:**

The powers and duties of Regional Office bearers will generally be same as those of corresponding Central Office-bearers but in a regional context, except that financial powers of the Regional President and General secretary will be limited to Rs.400/-.If the amount exceeds, approval/concurrence of REC should be got.

**ii) REGIONAL SUB-COMMITTEES:**

Will be formed on the model of Sub-Committees of CEC with marginal adjustment, it will be the regional edition of CEC in this regard.


**iii) ELECTION PROCEDURE:**

This will follow the pattern of CEC election with the difference that the dates will be declared only after getting clearance from the General Secretary (HQ) and elections will be conducted under the guidance of a CENTRAL OBSERVER to appointed by the Central Standing Committee , who will also act as Election Officer and his ruling in any matter of dispute will be final. Nominations / Election/ selection of Office-bearers/members of REC should be made to conform to central model. Delegation to Regional Delegate Convention will be at the ratio of 20 members to one delegate maximum being three. The election result and the Central Observers report will be submitted to the General Secretary (HQ) for approval of Standing Committee and circulation to KVS Office for necessary action. Elections conducted without approval of Standing Committee and without a central Observer may be declared null and void by the Standing Committee, AIKVTA (HQ).

**13. A. VIDYALAYA UNITS:**

- a) Each Vidyalaya Unit shall be a single Unit directly affiliated to AIKVTA.
- b) General body of the Unit shall be the Supreme Authority for the administration of the affairs of the Association at the Unit level, subject to directives of Regional and Central offices of AIKVTA.
- c) The general body of each Unit shall elect the following Office-bearers every year (calendar year) to carry on day to day activities of the Association :-
  - i. Unit President
  - ii. Unit Vice President
  - iii. Unit Secretary
  - iv. Unit Assistant Secretary
  - v. Unit Treasurer
  - vi. Unit Joint Treasurer



  
**M. B. AGRAWAL**  
General Secretary  
& Leader (Staff Side) JCM, (KVS)  
A. I. K. V. T. A.  
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Executive Committee members maximum to the tune of 20% of the strength of the Unit at the time of election may also be elected.

Election of Unit Office-bearers should be held between 1<sup>st</sup> July to 15<sup>th</sup> July. REC Standing Committee may nominate ad-hoc body for the Unit in case the Unit elections are not completed in due date as provided above.

**B. DUTIES OF UNIT OFFICE- BEARERS:**

- a) **Unit President will** Preside over all Unit meetings, lead Unit Delegation in meetings at Vidyalaya level with the Principal/ Chairman VMC etc. He / She will authenticate decisions taken at Unit meetings and recorded by the Unit Secretary. President shall have access to all documents including accounts at the unit level. He/ She will have powers to pass vouchers up to Rs.100/-.President shall have a casting vote in case of tie in voting on any issue at unit level.
- b) **Unit Secretary will** be responsible for preparing agenda for meetings; convene the unit level meetings; record the minutes of meetings; collect the subscriptions and other dues of Association and hand it over to Treasurer; shall keep members informed about developments and co-ordinate activities of AIKVTA with Regional and HQ office of AIKVTA; Shall be Member Secretary of all delegations to Principal/Chairman, VMC/ other local Authority to negotiate the problems of members.
- c) **Unit Treasurer will** maintain a register of members who are paying subscriptions; maintain complete accounts of the Unit funds and submit details to Region/ HQ of AIKVTA as and when directed so.
- d) **Other Office-bearers (who deputies the main office) shall** take over the functions of the main Office bearer in the event of the post lying vacant due to resignation /suspension/ expulsion/transfer or any other such reason.

**14. INSPECTION OF BOOK OF ACCOUNTS:**

The Books of Accounts of the Association shall be open for inspection to any member of CEC/REC or any member of Delegates convention at the Headquarters of AIKVTA or at a place the same are kept, during the office hours with prior notice of 15 days from the concerned member.


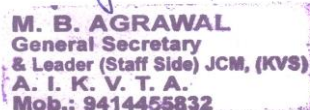
The Books of Accounts of Region/Unit shall be open for inspection by any member of concerned REC/Unit with notice of at least a week.

**15. AMENDMENT OF RULES & REGULATIONS:**

The Rules and Regulations (Constitution/Bye Laws) of the Association can be amended, altered, replaced, deleted or added to at any time with the approval of the Delegates Convention by 2/3<sup>rd</sup> majority of the Delegates present at the time of voting provided that the items have been specifically included in the agenda and duly circulated for the CEC/Standing committee meeting in which it is discussed a fort night in advance.

**16. HOLDING OF OFFICES:**

No Office-bearer at a given point of time will hold more than to offices unless otherwise provided in the Bye laws of AIKVTA. If one does, excepting one of his/her choice, other office should be resigned from, within one month of election to other office.

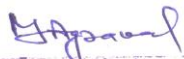

  


**17. NOTES:**

- a) Total number of members of CEC will change every time a change is made by KVS in the number of regions.
- b) In case of vacancies of Office bearers/ CEC member arising due to any reason, the CEC will nominate a substitute if there is no apparent mode of replacement e.g. the senior Vice President taking over as President etc.
- c) CEC will by a majority vote, arrive at a decision with regard to a point which is not covered in these Rules & Regulations or to the interpretation of those contained therein. Such decisions will have the same force as other Rules & Regulations and shall be binding on all members of the Association.
- d) The CEC however will arrange for incorporation of such decision in Rules & Regulations of the Association properly during the next Delegates Convention subject to its approval.



**KVD PRASAD**  
**PRESIDENT**

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General Secretary  
& Leader (Staff Side) JCM, (KVS)  
A. I. K. V. T. A.  
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**M B AGRAWAL**  
**GENERAL SECRETARY**