

RULES OF THE INDIAN PUBLIC SCHOOLS CONFERENCE TRUST

In exercise of power conferred under Clause 15 of the Trust Deed of the Indian Public Schools Conference Trust, the Trustees on this 18th day of Feb. 1985 make the following rules:

1) (a) These Rules shall be known as the Rules of the Indians Public Schools Conference Trust.

(b) These Rules shall become operative with immediate effect.

2) DEFINITIONS

a) "Chairman" shall mean the Chairman of the Trust appointed in accordance with Clause 16 (b) of the Trust Deed.

b) "Executive Committee" shall mean the Executive Committee in accordance with Rules.

c) "Experts" shall mean invitees, experts and other select personnel appointed by the Trustees for the purposes of assisting the Selection Committee in selecting candidates for grant of scholarships.

d) "Secretary" shall mean the Secretary of the Trust appointed in accordance with rule 21 of these rules.

e) "Selection Committee" shall mean the Committee appointed by the Trustees for selection of candidates for grant of scholarships.

f) "Trust" shall mean the Indian Public Schools Conference Trust.

g) "Trustees" shall mean the Trustees of the Trust.



h) "Trust Deed" shall mean the deed of declaration of the Trust executed on 18th Feb. 1985.

3) MEETING OF THE TRUSTEES:

There shall be held every year within six months of the closing of the accounts of the Trust or within such further periods as the Trustees may in their discretion determine, a meeting of the -Trustees which shall be called the Annual Meeting to transact, inter alia, the following business:

- (a) to receive and adopt the annual report of Executive Committee and audited accounts of the Trust Fund.
- (b) to elect members of Executive committee or to elect Trustees when necessary and
- (c) to appoint auditors for ensuing year.

4) SPECIAL MEETING:

The trustees may, whenever they deem convenient, convene a meeting of Trustees, to transact such business as it may decide to place before the meeting and shall on requisition of at least two trustees specify the business for the meeting.

5) NOTICE OF MEETING:

A Meeting of the trustees, whether annual or special, may be called on not less than thirty clear days notice in writing provided that the Executive Committee may if circumstances so warrant call a meeting at a shorter notice.

6) SERVING OF NOTICE:

A notice of the meeting of the trustees specifying the place, date and hour with an agenda of the business to be transacted at the meeting shall be sent to every trustee by post or by hand delivery as the Secretary may think fit. If the notice is sent by post to a trustee not less than ten days prior to the meeting it shall be deemed to be delivered.



7) QUORUM:

- (a) The quorum of the meeting of the trustees shall be five trustees.

- (b) if within half an hour from the time appointed for a meeting the quorum is not present,
the meeting shall stand adjourned to such time as the Chairman of the meeting shall determine and if at such adjourned meeting also quorum is not present, those trustees who are present may transact the business for which the meeting was call shall not be necessary to give notice to the trustees of any adjourned meeting.

8) VENUE OF THE MEETING:

- (a) The meeting shall be held at the head office of the Trust which may be determined by the Trustees or at such place as the Chairman may from time to time determine.

- (b) The chairman of the Trust shall be the Chairman of the meeting of the Trust; if at any meeting the Chairman is absent, the Trustees may nominate a Chairman for the meeting from amongst themselves.

9) MINUTES OF MEETING OF THE TRUSTEES:

The Secretary shall maintain minutes of every meeting of the trustees. The minutes of a meeting of the trustees shall be placed for confirmation by the trustees and signature by the Chairman of the meeting. Such confirmation shall be conclusive proof of the business conducted in the previous meeting.

10) ELECTION OF TRUSTEES

The election of the trustees shall be held in accordance with such procedure as the trustees may formulate in consonance with the Trust Deed.



11) FILLING OF VACANCIES:

Where a trustee has resigned, died or has been removed from office and is not an ex-officio trustee, the vacancy for such a trustee shall be filled by nomination by the remaining trustees and any such appointed trustee shall hold office for a period equal to the unexpired period of term of office of the trustee so replaced.

12) EXECUTIVE COMMITTEE:

The trustees shall appoint an Executive Committee to carry out the day to day functioning of the Trust. The Executive Committee shall consist of at least the Chairman of the IPSC who will be ex-officio Chairman of the Executive Committee of the Trust, the Secretary of the IPSC, the joint secretary-cum-treasurer of the IPSC and three members of the Trust as nominated by the trustees and two members of IPSC who are Head Masters/Head Mistresses of any of the schools comprising the IPSC, and may include more trustees as the Board of Trustees may decide and may include such other persons as the trustees may in their absolute discretion decide.

13) FUNCTIONS AND DUTIES OF THE EXECUTIVE COMMITTEE:

Subject to the provisions of the Trust Deed and these Rules and subject to the general supervision of the Trustees, the Executive Committee shall carry out management, administration and day-to-day functioning of the Trust and shall exercise all powers and do all acts and things as necessary for the purpose. Without prejudice to the general powers conferred on the Executive Committee by the trustees, the Executive Committee shall inter-alia be entitled.

- a) to appoint with or without remuneration and on such terms and conditions as it may think proper any committee or persons or agents as it may think necessary to function under the authority and control of the Executive Committee for carrying out the Trust work and may within limits of their own powers invest them with all such powers including powers to incur all such expenditure as may be necessary for carrying out the object of the Trust.



- b) to settle, compromise or compound, in or out of court, all suits, actions and other proceedings and to settle all differences and demands and to refer any or all of such suits, actions or other proceedings, differences or demands to arbitration and to adjust, settle all accounts relating to the Trust Fund to do all things relating thereto.
- c) to hire, take on lease or licence any property to carry out the objects of the Trust.
- d) to borrow money, subject to the total loan liabilities not to exceed rupees five lakhs at any time, on such terms and conditions as may be deemed fit and for the purpose may authorize the Trustees to enter into such agreements, assurances, deeds and things in relation thereto for giving security for such loans and interest.
- e) to manage any immovable property or properties for the time being forming part of the Trust Deed in such manner as it shall think fit with full power to make improvements, repairs or alterations and to grant or renew leases of any description and to accept surrender of leases.
- f) subject to the prior approval of the Trustees to sell or assign any moveable or immovable property or properties for the time being forming part of the Trust Fund on such terms and conditions as may be thought fit and to get executed and done all s h acts and deeds by the Trustees as may be necessary.

14) REMOVAL OF MEMBER OF EXECUTIVE COMMITTEE:

- a) a member of Executive Committee shall cease to be a member, if he:
- b) in case he is a trustee, ceases to be a trustee for any reason whatsoever;
- c) is declared to be an insolvent or takes the benefit of the law of insolvency;
- d) becomes, in the absolute discretion of the trustees, incapable of acting as a member of the Executive Committee;



- e) is removed by a resolution passed by a vote of at least one third of the Trustees present at a meeting; or
- f) has completed his term of five/three years as may be applicable as specified in Rule 12 hereof

15) Where any person ceases to be a member of the Executive Committee as a result of the provisions of Clause 14, the trustees shall nominate such person as they may in their sole discretion deem fit in place of such person

16) MEETING OF THE EXECUTIVE COMMITTEE

A meeting of the Executive Committee shall be held at least once in six months. Meeting shall be convened by the Secretary whenever required or when required in writing by at least two members of the Executive Committee.

- 17) (a) A notice of the meeting of the Executive Committee specifying the place, date and hour with an agenda of business to be transacted shall be sent to every member of the Executive Committee at least ten days in advance by post or by hand delivery as the Secretary may think fit. The accidental omission to give notice or non-receipt thereof shall not invalidate the proceedings of any such meeting. The notice period may however be waived/changed by the Committee.
- (b) Meeting of the Committee will be presided over by the Chairman. In his absence, the Executive Committee shall nominate a person from amongst themselves to be the Chairman of the meeting.
- (c) The quorum of the meetings of the Executive Committee shall be three members. If within an hour from the time appointed for a meeting a quorum is not present, the meeting shall be adjourned to such time as the Chairman of the meeting shall determine and if the adjourned meeting the quorum is not present, those who are present at the adjourned meeting may transact the business for which the meeting was called. It shall not be necessary to give a notice to members of such adjourned meetings.



18) The Secretary shall maintain minutes of the meetings of the Executive Committee and shall place such minutes at its next meeting for approval by the Executive Committee and for signature by Chairman of the Executive Committee. The confirmed minutes shall be conclusive evidence of the business conducted at the meeting.

19) SUB-COMMITTEE:

The Trustees or the Executive Committee may appoint such Sub-committees as they may, in their discretion, deem fit, to carry out such specific functions as may be decided by the Trustees OR the Executive Committee.

20) POWERS AND FUNCTIONS OF CHAIRMAN:

The Chairman of the Executive Committee shall be responsible for informing the Trustees about the decision of the Executive Committee and the Chairman shall have such duties and functions as may from time to time be delegated by the Trustees.

21) SECRETARY OF THE TRUST:

- A) The Trustees shall appoint a person to be the Secretary of the Trust. The Secretary shall be the ex-officio Secretary of the IPSC and the secretary so appointed shall also act as the Secretary of the Executive Committee and be an ex-officio member of all Sub-Committees appointed by the Trustees or the Executive Committee. The Secretary shall be responsible for the routine management and administration of the Trust and shall carry out all the directions as, may be given by the Trustees or the Executive Committee,
- B) Notwithstanding the generality of the provisions of Clause (A) hereinabove, the duties of the Secretary shall be:
 - (a) to keep and maintain, in proper condition, the records, title deeds, securities, vouchers, papers, and documents relating to all Trust properties, funds and matters:



- (b) to keep accurate minutes of all resolutions and proceedings of all meetings of the trustees, the Executive Committee or any of their Sub-Committees:
- (c) to cause to be kept proper books of accounts and to get the accounts fully and correctly posted therein, with all vouchers in respect of all receipts and expenditure relating to the management of the Trust properties as also in respect of all things done for carrying out the objects of the Trust:
- (d) to prepare draft of the Annual Budget in respect of the management of the trust properties as also in connection with the carrying out of the objects of the Trust in such form as the Executive Committee may approve:
- (e) to prepare draft of the Annual Reports showings the financial position of the Trust and giving a summary of the activities of the Trust in such form as the Executive Committee may approve:
- (f) to get all the accounts of the Trust audited annually after the close of the year but within proper time for placing the same before the Annual Meeting of the Trustees:
- (g) to cause the publication of accounts as required under the rules:
- (h) to prepare the Agenda for all meetings of trustees, Executive Committee and Sub-Committees:
- (i) to sign and issue all notices for meetings to trustees, Executive Committee and the Sub-Committees:
- (j) to employ such subordinate clerical and other staff as may be necessary from time to time on such salary and emoluments as may be approved by the Chairman of the Executive Committee: and
- (k) such other duties as the trustees or the Executive Committee may from time to time decide.



- (C) The Secretary shall be reimbursed for any out of pocket expenses including air-travel, hotel and other incidental expenses incurred in the course of performance of his duty as a trustee.

22. BUDGET ESTIMATE:

- (a) About the end of the financial year, the Secretary shall prepare an overall statement of budget estimates for the next year for consideration and approval of the Executive Committee.
- (b) The Executive Committee shall consider the budget estimates and approve the same with such alterations as it may deem proper.
- (c) The Executive Committee shall submit the budget estimates for the ensuing year for the sanction of the trustees before the end of the financial year.
- (d) Till the budget is sanctioned, the Executive Committee will have power to incur all the expenditure necessary for the purpose of all the Trust matters and schemes in force at the close of the year including the expenditure on staff and other incidental matters for the administration of the Trust properties and funds.
- (e) In cases of urgency, the Executive Committee, or the Chairman, may authorise expenditure at anyone time in respect of any item not provided for in or in excess of the Budget. All such expenditure shall be reported forthwith by a circular to the trustees and the members of the Executive Committee.
- (f) Every payment or disbursement from moneys received from the trustees in excess of rupees one hundred shall ordinarily be made by the Secretary by cheque, draft or any other kind of negotiable instrument on such account and
- (g) The Secretary shall maintain proper accounts of all moneys and properties received as aforesaid and all disbursements made therefrom.



- (h) No disbursements whether on account of expenditure or advance shall be made and no moneys shall be received without a voucher or a receipt duly signed by the Secretary in such form as may be approved by the Chairman of the Executive Committee.
- (i) No disbursements or payment in respect of any expenditure or as advance in excess of Rs. 5000 shall be made unless such expenditure or payment is expressly authorised by the Executive Committee or by the Chairman of the Executive Committee in anticipation of the approval of the Executive Committee.
- (j) All income, cash or otherwise, shall be paid by the Secretary into a bank account or deposited in such manner as may from time to time be specified by the trustees; trustee member of the Executive Committee signing the receipt shall be a valid discharge to the Secretary in respect of such funds and properties. The Secretary shall also have the power to sign such receipts.

3. ANNUAL REPORT:

- (a) The Secretary shall prepare draft of the Annual Report to be submitted to the Board of Trustees at their Annual Meeting and shall submit the same in due time to the Executive Committee for their consideration.
- (b) The Executive Committee shall consider the draft and approve it as their draft with such alterations as they may deem fit.
- (c) Copies of the draft Annual Report along with a copy of the audited annual statement of accounts shall be sent to every member of the Executive Committee along with the notice of the Annual Meeting.

24. AMENDMENT OF RULES:

The rules may be amended by a resolution of the trustees by a vote of more than half the Trustees present and voting at a particular meeting.



25. BOOKS OF ACCOUNTS:

- (a) The Executive Committee shall cause to be kept proper books of accounts with respect to all sums of money received or expended on account of the Trust and the matter in respect of which such receipts and expenditure take place. The books of accounts shall be kept at Head Office of the Trust or at such other place or places as may from time to time be determined by the Executive Committee.
- (b) The Executive Committee shall have, in each year. Before the closing of accounts, made and prepared all proper accounts of receipts and expenditure in connection with the pointed auditor; and after such accounts are passed at the Annual Meeting of the Trustees, the Executive Committee shall have the same or an abstract thereof issued for publication in the press in India.

26. BANK ACCOUNTS:

The trustees shall nominate two or more trustees to open and maintain a bank account or accounts with such bank or banks as may from time to time be determined by the trustees **IN THE NAME OF THE TRUST**. The trustees shall forthwith pay or cause to be paid the rents, income, profits, dividends and all other moneys forming part of the Trust Fund to be credited to any such account or accounts. The account or accounts shall be operated by such trustees as may from time to time be authorised by a resolution of the trustees.

27. SELECTION COMMITTEE

The selection of the candidate of whom scholarship are to be granted in accordance with the objects of the Trust shall be recommended to the trustees by a Selection Committee to be appointed by the Trustees and Selection Committee shall consist of members nominated from amongst the Trustees and such experts as the Trustees may deem fit to include in Selection Committee.



28. GENERAL:

- (a) The trustees shall be entitled to modify or amend any decision made by the Executive Committee, the Secretary or any Sub-Committee or the Selection Committee or any other Committee appointed by the Trustees or the Executive Committee.
- (b) All points of order at any meeting, questions of relevancy or admissibility, sufficiency or otherwise of notice, necessity of notice and all points of procedure, general or special, shall be decided by the Chairman of the Meeting and his decision on every such point shall be final.
- (c) Till decided otherwise by the Executive Committee, the financial year for all purposes concerning the Trust matters shall be computed from 1st April of a year to 31st March of next Year.

Sd/-

(Mrs. SHARDA MUKERJEE)

TRUSTEE

Sd/-

(Dr. S.D.Singh)

TRUSTEE

Sd/-

(Mr. S.R.Das)

TRUSTEE

Sd/-

(Wg. Cdr. Saran)

TRUSTEE

Sd/-

(Mr. Peter Rogerson)

TRUSTEE



ANNEXURE I
THE BOARD OF TRUSTEES OF THE INDIAN PUBLIC SCHOOLS
CONFERENCE TRUST, AS AT AUG. 31, 1985

S.No.

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|----|------------------------------------------------------------------------------------------------------------------|-------------------------|
| 1. | Ms. Sharda Mukerjee 8-A,
Sea-Face Park
Bhulabhai Desai Road
BOMBAY-400026 | TRUSTEE AND CHAIRPERSON |
| 2. | Mr. L.K.Jha
10, Janpath
NEW DELHI – 110001 | TRUSTEE |
| 3. | Mr. M.J. Scindia
Minister of State for Railways
AB-7, Tilak Marg
NEW DELHI | TRUSTEE |
| 4. | Mrs. Madhuri R.Shah
Chairman
University Grants Commission
Bahadur Shah Zafar Marg
NEW DELHI - 110002 | TRUSTEE |
| 5. | Mr. Nusli Wadia
Bombay Dyeing & Mfg. Co. Ltd.
Neville House, Ballard Estate
BOMBAY - 400001 | TRUSTEE |
| 6. | Mr. J.B.Dadachandji
1st Floor, Jeevan Vihar 3, Sansad Marg
NEW DELHI – 110001 | TRUSTEE |



7. Mr. Peter Rogerson Principal
Rajkumar College
RAJKOT - 360001
Gujarat TRUSTEE
8. Mr. S.R. Das
Principal
Lawrence School
SANAWAR - 173202
Simla Hills
H.P. TRUSTEE
9. Wg.Cdr. R.M.Saran (Retd)
Comdt & Director
Shri Shivaji Preparatory Military School
Shivajinagar
PUNE-411005
Maharashtra TRUSTEE
10. Dr. S.D. Singh
Principal
The Scindia School,
GWALIOR
M.P. TRUSTEE AND HONY. SECRETARY

