

# **Rules of Consortium of Gujarati Schools**

## **1) NAME**

The name of the organisation shall be 'Consortium of Gujarati Schools' hereinafter called 'the Consortium' or CGS.

## **2) OBJECTS**

The Objects of CGS are:

- To develop and promote the professional, academic and personal development of all teachers of Gujarati in mainstream and supplementary schools through the organisation of in-school and external support.
- To develop and promote good teaching, learning, leadership and management in Gujarati supplementary schools.
- To provide leadership and direction to Gujarati supplementary schools and to act as their representative in matters concerned with teaching, learning, leadership, management, curriculum, examinations, assessment, training and qualifications.
- To liaise with schools, local councils, examination boards, Ofqual, DfE, training organisations, parents' groups and community organisations to improve standards and to increase the numbers of pupils learning and taking external examinations in Gujarati.

## **3) MEMBERSHIP**

Any organisation running classes in Gujarati may become an Organisational Member upon completing the Membership Form and paying the subscription that the Consortium may decide from time to time. The member organisations may nominate up to three of their members to represent them at the General Meetings of the Consortium.

Any individual subscribing to the Objects of CGS may become an Individual Member on completing the Membership Form and paying such subscription as CGS may decide from time to time.

## **4) COMMITTEE**

A committee of ten people shall carry out the management of CGS. It will include three Officers – Chair, Secretary and Treasurer – and seven committee members. The committee members shall be elected (or nominated) at the Biennial General Meeting of CGS convened for that purpose.

Nomination for any post must be in writing on a prescribed form. Such nomination must be proposed by at least one member and seconded by one other member of CGS. Such nomination must contain written consent of the nominee. The nomination form must reach the Secretary not less than three days before the date of the General Meeting.

The committee will determine any vacancy in between General Meetings.

## **5) CO-OPTION**

The CGS committee may co-opt up to three additional members who may be teachers or members with relevant experience, expertise and commitment.

## **6) DUTIES OF OFFICERS**

**The Chair** shall be responsible for the welfare of CGS, for furthering contact among members and for the strict observance of the Rules.

**The Secretary**, in addition to exercising the general supervision of the detailed working of the Rules of CGS shall also: -

- Record minutes of all meetings, conduct correspondence and put the decisions of the committee meetings into execution.
- Prepare a Report for presentation at the Annual and Biennial General Meetings.

**The Treasurer**, in addition to keeping general control over the finances of CGS shall also: -

- Collect, receive and pay money on behalf of CGS
- Keep such books and accounts as may be required by the committee and shall be responsible for the correct accounting of all receipts, payments and for the safe custody of the monies of CGS.
- Deposit all monies received into CGS's Account.
- Issue receipts on approved forms for all monies received by them on behalf of CGS.
- Prepare a final Statement of Accounts for CGS to be presented to all members.

The committee shall appoint an Independent Examiner\* to verify the Accounts. The Independent Examiner shall not be an Officer or a member of the committee.

## **7) FINANCE**

CGS shall maintain an Account or Accounts in a Bank or any other institution approved by the Committee. Any two joint signatures of the Treasurer, the Secretary and the Chair will operate the Account.

All accounts of CGS shall be open for perusal and inspection by the Independent Examiner at any time.

## **8) MEETINGS**

The committee shall meet at least three times during the year. Additional committee meetings may be summoned as required, dependent on activities and tasks undertaken by the committee. A Biennial General Meeting (BGM) will be held every two years. A General Meeting will be held every other year in between BGMs. Special General Meetings may be held as required.

## **9) ANNUAL AND BIENNIAL MEETINGS**

The committee will present reports at Annual General Meetings and Biennial General Meetings. Elections of the new committee shall take place every two years at the Biennial General Meetings.

## **10) QUORUM**

For committee meetings, five members or 50% of the committee (whichever is less) shall form the quorum. For General meetings, the quorum shall be 25 members.

Passed at the General Meeting held at the SKSS Temple on Sunday 22<sup>nd</sup> April 2018 at 2:30 pm

Jayantilal Tanna - Chair

Vijyaben Bhanderi – Secretary