

SURAJ
SCHOOL
Delho Road Rewari (Hr), 123106

4.16.1 PARENT TEACHER ASSOCIATION (PTA)

PTA constituted as per norms	YES
PTA supportive	YES

Aims or Objectives

To create a conducive environment for education, by keeping all channels of communication open between teachers and parents and giving them a platform to assess the performance of their respective wards and suggest ways to improve and promote education.

PTA, apart from membership fee, will also make efforts to generate funds for the Welfare activities of the students. The collected PTA fund will be utilised to make up for any shortfall or shortage (related to students) in the institution on temporary or permanent basis.

The schemes of the government and the education department (related to college students) too would reach the parents through the PTA.

General Body

All the staff members (Teaching), all the parents/guardians who have paid the PTA fund and also those parents who have been duly exempted from paying the PTA fund form the general body.

Society Bye-Laws/Constitution of PTA

The following guidelines will be applicable only on teachers, parents, students and other stake holders

Parent Teacher Association (PTA) is a body which consists of parents/ guardians and teachers. Only two persons with technical expertise are the co-opted members of PTA, only in case none of the parents / guardians with such expertise is available or is not willing to take up the responsibility of such nature. All these members together will form the General House and the co-opted members will automatically be a part of the Executive Council, with **no voting rights**. The Executive Council will be democratically elected by majority vote or nomination in the first meeting of the General house which will be convened under the chairmanship of the head of the institution i.e. the Principal. Once the Executive Council is elected the President will head the subsequent meetings. In the absence of the President, vice-president will have all the rights of the President. If,

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both are absent then the members of the executive can elect anyone amongst them to preside over the meeting.

The Executive Council will be elected in the General House for a period of **one academic year** and in special circumstances the term can be extended to a maximum period of **six months**. All the members of the PTA who have contributed towards the PTA fund will have the right to cast one vote for each proposal put forward.

The General house meeting of the PTA will be held at least once in a year and the executive council meeting will be held on quarterly basis or whenever the need arises. The General Body Meeting will be called on a Sunday or a gazetted holiday or as decided by the Executive Council. Date and time of the meeting will be notified on the notice board and other social media platforms. A proper record of all the meetings will be documented by the Secretary of the PTA. The members of PTA will enter their names and signature along with the names of their wards and the class in which they are studying in the register. All the expenses/ expenditure of the meetings will be met out of the PTA fund.

Members of PTA

The following will be the eligible members of the general house of PTA:

- Only Parents/guardians of the enrolled students but not the students of the same college.
- Teachers
- Head of the college and
- Two co-opted members.

Membership Fee

- Will be charged annually
- Fee for the next session will be fixed and approved in the last meeting of the session by the Executive Council
- In case it has already been collected before the Executive Council's decision then it will be approved in the very first meeting of the newly constituted Executive Council.
- Principal will have the right to exempt the PTA fee in exceptional cases.

Termination of Membership

- If the member fails to pay the membership fee his membership will stand terminated.
- If any member acts against the objective of PTA and one third of the members act/vote against him then his membership will stand terminated, but he will be given 15 minutes time to reply to the allegation.
- If a person is selected by the Executive Council and by any chance his ward leaves the institution, his membership **will not be terminated** for that particular year.

Quorum of the General House

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Postponement and Rescheduling of the meeting

If the quorum is not complete within an hour of the scheduled time the meeting will be postponed and convened again within a month. In case the quorum in the rescheduled meeting is also incomplete within half an hour of the scheduled time, members present at that time will be considered to form the quorum, but in such a case only those subjects will be taken/discussed which were on the agenda of the postponed meeting and no new issue will be taken up. The norm will be followed after the first General Meeting and the members present at that time will form the quorum.

Rights of the General House

- To elect the Executive Council unanimously or by majority vote.
- To deliberate on the audit report and to elect the auditors from amongst the general members for a period of 1 year
- To deliberate upon the issues related to Student Welfare
- To decide the rate of membership fee and donations and to ensure the proper usage of the funds.

Executive Council

The membership of executive council shall be strictly limited to the parents of the concerned district where the respective institution is located i.e. Shimla District in case of RKMV Shimla.

The meetings of the executive Council should be held at least **once in three months** or whenever the need be. The quorum will be two third of the total members of the Executive Council. If the quorum is incomplete the meeting will be postponed and can be held again within 10 days. The members present in the scheduled meeting will form the quorum but in such a case only those subjects will be discussed which were on the agenda of the postponed meeting.

Structure and Duties of the Office Bearers

Following will be the office bearers of the executive council and its composition will have 14-16 members.

- Chairman/Patron - The **Principal** (will be a witness to all the proceedings of PTA. The Principal and the treasurer jointly, will have the right to withdraw money from the account of PTA)
- President - To be elected from amongst the **parents** (will head the general session and meetings. Will have the right to cast a **decisive vote** in case of a tie)
- Vice-President - To be elected from amongst the members of **PTA** (will have all the rights of the President in his absence)

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- Secretary - To be elected from amongst the **teachers** (will call the meeting of executive council with the permissions of president. Will record all the proceedings in a register)
- Joint Secretary - To be elected from amongst the **parents or teacher** (same as Secretary).
- Advisor - To be elected from amongst the **parents** (will guide and suggest ways to improve the functioning of PTA).
- Treasurer - To be elected from amongst the **parents** (will work according to the orders of the Executive Council. Will maintain an account statement and ensure a proper audit of all the expenditure incurred. The Principal and the treasurer jointly, will have the right to withdraw money from the account of PTA)
- Members (5-7) - 3 to be elected from amongst the teachers and rest from the parents. One **female** must be selected from amongst the teachers.
- Co-opted members - Two technical experts of repute with **no voting rights**. The college will be at liberty to hire a clerk from the non-teaching staff (who will not be a part of the PTA body) on monthly remuneration basis, fixed by the executive body.

Filling the vacant post

If, after elections any post falls vacant in the executive council due to transfer, resignation or any other reason, the Executive Council will have the right to nominate from the registered members for the rest of the year. It will also have the right to accept or reject the resignation of its members. A member who is involved in a particular case will not be allowed to vote for or against that particular case.

Functions and Rights of Executive Council

- The executive council will be responsible for the smooth functioning of the association.
- It will sanction and implement the schemes and proposals for the welfare of students.
- It will collect fees, donations, aids and will spend the same on the welfare activities of college.

Sources of Income

Membership fee, donations, grants and aids from Government and other agencies.

Audit

Audit will be conducted annually by the auditors appointed from amongst the members of the General House. Proper record in the form of registers, files and other supporting documents will be maintained by the auditors and the whole record (after audit), in **original**, will be submitted to the institution at the end of the session.

Non-participation in the meetings of the PTA

If, any executive member of PTA, remains absent for **three consecutive meetings** without any adequate reason, the Executive Council has the right to terminate his membership.