

CONSTITUTION OF THE PARENT TEACHER ASSOCIATION, GOVERNMENT COLLEGE

1. **Aims and objectives:-** The aims and objects of the Association shall be:

- (a) To foster and promote good relationship among the members of the teaching staff, students and guardians of the students.
- (b) To create in its members a keen interest for the smooth working and the progress of the college and for maintaining good discipline and high academic standards.
- (c) To institute scholarships, prizes medals etc., to benefit students showing a high proficiency in their studies.
- (d) To provide sure amenities to the students of the college.

2. **Memberships:-** (a) The parents/guardians of all the students on the rolls of the college during a year shall be eligible to be members of the Association.

- (b) When a student is removed from the rolls of the College the parent/guardian of the student shall *ipso facto* cease to be member of the Association.
- (c) The Principal and the other members of the teaching staff shall *ipso facto* be members of the Association.

3. **Administration:-** (a) The administration of the Association shall vest in an executive committee, hereinafter referred to as the Committee, elected for the purpose.

(b) The Committee shall consist of :

- (i) A President
- (ii) A Vice President
- (iii) A Secretary elected from among the members of the teaching staff; and
- (iv) Not more than 8 other members of which at least 4 shall represent the parents/guardians and 4 the teaching staff.

(c) The term of office of the Committee shall be for a period of one year (the year for the purpose shall be the calendar year)

(d) A Committee once elected shall continue to hold office till a new committee assumes charge.

4. **Powers and responsibilities of the Executive Committee:-** Subject to the approval of the General Body of the Association the Committee shall have the following powers:

- (a) To manage all affairs of the Association, to incur and meet all necessary expenses and do all such acts as are not inconsistent with these rules;
- (b) To enlist members.
- (c) To hold meetings of the Committee at least once in a term or oftener if deemed necessary.
- (d) To periodically check the registers and the other records of the Association and to scrutinize the statement of accounts.
- (e) To scrutinise the annual report, the audited statement of accounts for the year and budget proposed for the ensuing year to be placed before the General Body.
- (f) To implement all decisions taken by the General Body.

- (g) To suggest amendments to any of the existing rules and to frame new rules for consideration of the General Body.
- (h) To fill up any casual vacancy in the Committee by co-option, to form sub-committee for specific purposes.

5. Duties of the office-bearers- President:- (a) The Principal shall be Ex-officio President and the Treasurer of the Association.

- (b) He/ She shall have control over the affairs of the Association and shall preside over all committee meetings and the meeting of the General Body.
- (c) He shall have powers to convene meetings of the Committee and of the General Body either in his own initiative or on the written requisition of at least 5 members in the case of the Committee, and 25 members in the case of General Body meeting.
- (d) He shall be the sole custodian of all the funds of the Association and all the connected accounts books, receipt books, vouchers, pass books etc
- (e) He shall have the powers to operate the accounts of the Association and to incur such expenditure as may be approved by the Committee.
- (f) He shall maintain proper records of all receipts and payments and such records shall be presented before the Committee at its meetings.
- (g) He shall get the annual statement of accounts prepared and audited and such audited statements shall be placed before the Committee and the General Body.

Vice President:- (a) He shall be elected from among the parents/guardians.

- (b) In the absence of the President, the Vice-President, shall perform all the duties of the President.

Secretary:- He shall be elected from among the members of the Teaching staff and have the following powers:

- (a) To enrol members.
- (b) To maintain proper register and records, to keep in safe custody all official papers of the Association and to attend to the day to day correspondence of the Association.
- (c) To convene meeting of the Committee or of the General Body when authorized to do so by the President.
- (d) To keep a current record of the proceedings of all committee and General Body meeting.
- (e) To perform all other functions as may be assigned to him from time to time by the President or by the Committee.
- (f) To incur such expenditure as may become necessary.

6. Committee meetings :-(a) The Quorum for a meeting of the Committee shall be six.

- (b) The President shall preside over all Committee meetings and in his absence the Vice-President. In case the Vice-President is also absent, the members of the committee present shall nominate one from among them to be the President of the meeting.
- (c) Three days' notice shall ordinarily be given for all Committee meetings.
- (d) Special meetings of the Committee may be convened by the President at the written request of at least 4 members of the Committee.
- (e) All decisions shall be by a majority of votes. In case of equality of votes, the President of the meetings shall have a casting vote.

7. (a) **The General Body** shall be the supreme authority concerning all matters of the Association.
- (b) The General Body shall meet at least once in a year or oftener if necessary.
- (c) The business to be transacted at the Annual Meeting shall include the following:
- (1) To receive the annual report regarding the activities of the Association for the year.
 - (2) To examine the audited statement of accounts of the Association for the year.
 - (3) To approve the budget proposals for the ensuing year.
 - (4) To consider any amendments to bye-laws.
 - (5) To elect office-bearers of the ensuing years.
- (d) The quorum for a General Body meeting shall be 15 or 1/5 of the total number of members on the rolls whichever is less.
- (e) Seven days' notice shall ordinarily be given for all meetings of the General Body either by direct intimation or by publishing, such information in dailies. Non-receipt of such information by any member shall notwithstanding invalidate any of the proceedings of the General Body meeting.
- (f) A special meeting of the General Body shall be convened at the written request of at least 25 members or when authorized to do so by the President. Such meeting shall discuss only the specific matter for which the meeting has been convened. The rule regarding notice and quorum shall apply to such meeting also.
- (g) The President and in his absence the Vice-President shall preside over all meetings of the General Body. In the absence of both any member elected from among the members present shall preside.
- (h) All decisions of the General Body shall be on the basis of a majority of votes. In case of equality of votes, the President of the meeting shall have a casting vote.
8. **General:-**(a) The Association shall have a common seal which shall be in the safe custody of the President/Secretary.
- (b) Any document executed by the Association shall be signed by the President and the Secretary.
- (c) In case of any legal proceedings before a court by or against the Association, the Association shall be represented by one of its Secretaries.
- (d) In case of dissolution of the Association at any time all its records and funds shall be taken over by the President and disposed of in a manner to be decided by the General Body.
- (e) None of the above rules shall be altered, amended or rescinded except at a meeting of the General Body at which 2/3 of the members present record their vote in favour of the suggested changes.