

PARENTS' - TEACHERS' ASSOCIATION BYE-LAWS



Name of the Association

Christ Nagar Senior Secondary School
Parents' - Teachers' Association

Address of the Association

Christ Nagar Senior Secondary School
Thiruvallam P.O, Thiruvananthapuram
Kerala – 695 027

Objectives / Purposes

1. Christ Nagar Senior Secondary School Parents' - Teachers' Association is organized for the purpose of supporting the education of children at Christ Nagar Senior Secondary School by fostering relationships among the parents and teachers of the school.
2. The association helps the Management for the efficient and smooth running of the school and in planning and executing the development activities of the school so that it may best achieve the lofty ideals of education.
3. It strives to promote the welfare of the students of the school by caring and protecting the students while at school.
4. It stands exclusively for educational and charitable purposes within the laws of the Constitution of India.
5. It promotes closer relationship between the home and the school so that parents and teachers co-operate effectively in curricular, co-curricular and extra-curricular activities.

Execution of the Objectives / Purposes

The objectives and purposes of the Association are achieved through the decisions of the General Body / Executive Committee meetings held every year. In addition, awareness programmes will be conducted for the parents and teachers through conferences, seminars and projects.

Basic Policies

1. The Association shall be non-commercial, non-religious, non-sectarian and non-partisan.
2. It shall work with the school and the community to provide quality education.
3. It shall participate in the decision-making process in consultation with the management recognizing its responsibilities within the frame work of State / Educational Board / Legal Authorities.
4. It shall seek to promote the welfare of the students by providing them security in collaboration with the parents, the teachers and the community at large.
5. No part of the net earnings shall accrue to the benefit of, or be distributed to its members, office bearers or other private persons.
6. In situations of emergency which require immediate attention for the safety of the students and for the well-being of the community at large the PTA shall remain socially committed for action in collaboration with the Management.
7. The office bearers and members of the Association, in their official capacities, shall not, directly or indirectly, participate or intervene (including the publishing or distributing of statements) in any political, non-political campaign on behalf of, or in opposition to, any candidate for public office that could damage the association.

Membership

Any parent or legal guardian of the students of the school is a member of the Association and has voting rights. The membership will automatically cease when student leaves the school.

The Principal, Vice Principal, Academic Co-ordinator, the school Administrator / Bursar and three teachers representing the teaching staff will have membership and have voting rights.

The Manager of the school will be an ex-officio member of the PTA without voting rights.

General Body Meeting

General Body meetings will take place as recommended by the President / Secretary. The Association shall convene its General Body meeting class wise, section wise or for the entire school as per convenience at least once in every year. The members of the executive committee are elected / nominated during the Annual General Body meeting.

The Executive Committee

The members of the Executive Committee are the representatives of each class / section elected / nominated by the General Body. The executive committee members shall take office at the close of the General Body at which they are elected or nominated.

The executive committee should have equal representation of both male and female members.

The executive committee shall elect the office bearers – President, Vice President, Joint Secretary and Treasurer. The quorum of the executive committee consists of the majority of the office bearers.

Terms and Conditions for the Office Bearers

All the executive committee members are eligible for the post of office bearers. Members must indicate their willingness as and when nominated / elected. The executive committee shall serve until the successors take office. It is mandatory that the ward of an executive committee member who is elected / nominated to the post of an office bearer must have completed two years of study in the school. The wards of eligible executive members must maintain an excellent academic and discipline record. The executive member should be a regular participant in all the meetings including the Class PTA. The executive members eligible for the post of office bearers must not have any pending / unsolved legal issues to ensure the integrity and trust worthiness of our leadership.

The executive committee shall meet at least four times a year. All the office bearers other than the ex-officio Secretary are elected by the Executive Committee. The titles of the office bearers and their powers and duties are as follows:

a) President

The President presides over all meetings and is the key contact person of the Association. He shall be an ex-officio member of all committees and coordinates the activities of the PTA.

b) Vice President

The Vice President acts as an aide to the President; performs the duties of the President in his absence or inability to serve. He also assumes other responsibilities as assigned by the executive committee.

c) Secretary

The Principal is the ex-officio Secretary of the Association. He convenes the meetings of the association at any level with the consent of the President. He is responsible for the minutes of all meetings.

d) Joint Secretary

The Joint Secretary acts as an aide to the Secretary; performs the duties of the Secretary in his absence or inability to serve. The Vice-Principal is the ex-officio Joint Secretary of the Association.

e) Treasurer

Treasurer is responsible for and has custody of PTA funds. He makes timely transactions with the consent of the President and the Secretary. The authorized signatories for any kind of transactions will be the Secretary and the Treasurer.

Resignation / Removal

Any office bearer may resign at any time by giving a written notice to the President and a copy to the Secretary. The resignation, if accepted, will be effective upon the receipt of the notice. An office bearer may be removed from office by two-third of vote or on the basis of immoral behaviour which is reported by two-third of the committee members. The vacancies caused by resignation / removal will be filled by the majority decision of the executive committee.

Circulation of notices or statements by any member in the print or visual media that is against the interests and policies of the PTA and of the Management shall be treated as a breach of discipline and will be a sufficient reason for the removal of his / her membership of the PTA and of the post of office bearer.

Books and Records

The PTA shall keep correct and complete records of the following.

1. Bye-Laws of the association.
2. Minutes books of General Body and Executive committee meetings.
3. Register recording the names and addresses of the members.
4. PTA Account Books if PTA fund is collected.

Amendments

Any amendments can be done with the suggestion and information of the PAT General body and approval of the Executive Committee.

The Amended Bye-Laws presented above is approved unanimously by the members of the PTA Executive Committee in the meeting held on Tuesday, 7th June 2015 and accepted by the School Management Committee.

Fr Chacko Manackal CMI
Manager

Fr Cyriac Kanayil CMI
Principal