

## MODEL CONSTITUTION FOR COLLEGE P.T.A.

### Name

Name of the Association is “ \_\_\_\_\_ ” College Parent Teacher Association.

### Aims and objects

- (a) To promote the welfare of students in the college.
- (b) To create better understanding between parents and teachers.
- (c) To stimulate the parents in their wards and the college by watching the necessary awareness among them.
- (d) To work for the improvement of the college with the involvement of parents & teachers.
- (e) To help parents and teachers to adapt themselves to the creating concepts of society.

### Functions

1. To help the parents to understand the college programme by arranging open days at college when parents can visit the college and observe their children at work.
2. To arrange for frequent general meeting where parent teacher consultation are possible in a group as well as individually.
3. To prepare programme which can increase cooperation between college and community and can create better mutual understanding between parents and teachers.
4. To provide various opportunities to parents and teachers to meet on equal footing, and discuss, problems of their children.
5. To arrange for social get-together and programmes of recreation for parents and teachers.

## Policy

This Association will be purely educational, non-commercial non-sectarian and non-political. It will not seek to interfere in the administrative matters of the colleges.

## Management

There shall be an Executive Committee of the \_\_\_\_\_ following:-

1. President: Principal of the College in Ex-officeo President of the Association.
2. Sr. Vice President: To be elected by the parents.
3. Secretary: To be elected by the parents.
4. Treasurer: To be elected by the teachers.
5. Joint Secretary: President of the G.C.T.A.
6. Vice President: Senior Most lecturer of the college

and

some members of the Executive Committee according to the strength of college. 50% members of Executive Committee will be elected by parents of the students and remaining 50% by the college staff. The following criteria is suggested:-

- I. upto one thousand students:- two executive members
- II. upto two thousand students- four executive members
- III. above two thousand students – Six executive members.

- From college staff side Sr. No.:
- I. Bursur of the college
  - II. Members of college council & Bursur.
  - III. To be nominated by the Principal a part from above two.

## Funds

All the funds of the Association will be deposited in the Band/Post Office in the name of College P.T.A. and account be operated by the President, Secretary and Treasurer of the P.T.A. the money will be with-drawn by the joint signatures of any two of the above mentioned three office bearers.

All the funds will be utilized for the welfare of the college and community as per the Executive Committee sanctions.

Provided that the President of the Association is empowered to spend 500/- in case of emergence but for the expenditure Es-post facto approval has to be taken from Executive Committee within 60 days.

6. Managing Committee

I) The Managing Committee will co-operate with the office bearers and suggest ways and means for the benefits of the society.

11) Any member falling to attend three consecutive meetings of the Managing Committee without assigning any reason brought to the notice of the Secretary shall cease to be member of Managing Committee.

111) The meetings of the Managing Committee will be called by Secretary once a month.

IV) The term of Managing Committee will be once academic session.

7. Functions of Managing Committee

I.) The Management of the association shall be vested in the Managing Committee. In addition to the powers expressly conferred upon them the committee shall be entitled to exercise all such powers and to do all such things and acts as may be exercised or done by the association.

II) The Managing Committee shall have powers to dispense with any kind of business, appointment, suspension or dismissal if any servant of the association, to check and control the funds to supervise and carry on the activities of the association and to sanction expenses of any amount.

III) One third of the members of the management committee will be changed each year.

IV) The powers of the Managing Committee shall be regulated by the resolution passed from time to time at the meeting of the association.

V) The Rules relating to the constitution of the association or the Managing Committee can not be altered or modified except by the General body provided that three fourth of the members present in the meeting of the association agree.

VI) The Society shall frame its own rules of business and may from time to time amend alter or cancel them if necessary.

VII) The financial control shall rest in the Managing Committee subject to approval by the General House of the association.

VIII) No part time lecturer will be appointed out of P.T.A. funds.

8. The Managing Committee shall have the power

a) To invest funds of the Association in :-

1) Postal cash certificate in name approved by Managing Committee.

2) Deposit in bank approved by the Managing Committee.

3) In any other manner in which the Managing Committee may decide.

b) To collect funds for the association.

c) To spend any money which may be necessary for carrying out the objects of the association.

d) To keep the records of the association.

9. General Body Meeting

I) The annual general meeting of the association shall be held every year.

II) The Secretary shall read the annual report of the work done by the association.

III) The balance sheet audited by a Charter Accountant/Auditors for the year shall be placed before the house for confirmation.

IV) The Secretary shall i.e. publicity to the date and place fixed for such annual general meeting at least fifteen days earlier.

V) In addition of the general meeting, a General Meeting will be called by the Secretary of the Association whenever he/she deemed fit when so required by the President or on receipt or requisition signed by the at least one tenth members of association.

10. Quorum

General Meeting	One Third Members
Managing Committee	Five Members

11. Adjourned General Meeting

- a) Any General Meeting convened shall be adjourned if there is no quorum.
- b) The next meeting of the general house or Managing Committee shall be held at the time and place declared at the sppt. No. quorum shall be necessary of any adjourned meeting.

c) Books to be Maintained

The records of all the proceedings of all meetings will be maintained in minute books which shall be open to the inspection of the members under authority of the Managing Committee. The account books and the register of members, with full address, will be maintained.

Membership

Every parent of a student in the college and all teachers of the college will be member of the Association by paying at least Rs. 100/- per annum, provided the Association with the prior approval of Govt. can lay down a new criteria for this from time to time.

A parent will cease to be member of Association whose ward leave the college provided that in the case of parents whose one or more children will be studying in the college will pay only Rs. 100/- as membership per annum.