

**CONSTITUTION AND ELECTION RULES OF  
PARENTS – TEACHERS ASSOCIATION**

1. **Name**

The name of the Association will be **‘Bal Bharati Public School (Noida) Parent-Teachers Association’**.

2. **Office**

The office and the Headquarter of the Association shall be in the premises of Bal Bharati Public School, Noida.

3. **Aims and Objectives**

The Association will be educational, non-political and non-commercial body devoted to the following aims and objectives:

- (a) To promote the welfare of the school students.
- (b) To work for the improvement of the school with combined efforts of the school community and the school authorities.
- (c) To create better understanding between the parents and staff.
- (d) To create necessary consciousness among the parents as well as stimulate their interest in the education of their children.
- (e) To assist the school authorities to take up students welfare projects e.g. Excursions, Holiday Camp and any suitable project which has a far reaching and deep impact on the school.

4. **Functions**

- (a) Arrange meetings and discussions of parents and teachers and organize activities whenever welfare of the school community demands it.
- (b) Arrange periodical meetings between parents and teachers to further the cause of better education of the students.
- (c) Initiate programmes for establishing contacts between parents and teachers and for increasing rapport between them.
- (d) Provide a forum for discussing the problems in teaching so that the nature of the problems and their cause can be understood, solutions can be discussed, and joint action initiated by the teachers, parents and the school authorities towards their solution.

(e) To invite suggestions from time to time from teachers, parents and students for the general improvement of the school and on matters relating to studies and extra curricular activities of the students and forward necessary recommendations to the authorities concerned.

(f) To raise and establish funds and utilize them as and when necessary for the furtherance of the objects and functions of the Associations.

## 5. **Membership and Subscription**

(a) All parents of the children studying in the Bal Bharati Public School (Noida) shall become member of the Association by paying the enrolment membership fee of Rs.20/- in the first instance plus Rs.10/- per annum as annual subscription. The membership shall cease after the ward(s) have left the school.

(a a) The Annual Fee was amended to Rs.100/- vide PTA Executive Committee Decision at para 4 (a) of the meeting held on 18 Sep 04.

(b) Only permanent members of the teaching staff of the school shall be de facto members of the Association. Their membership shall be honorary and shall be active only while they remain as permanent members of the teaching staff.

### (c) **Associate Member**

Parents who are not eligible as member under rule (a) and (b) but are in sympathy with the objects and principles of the Association and whose services are considered as useful for the betterment of Association may be co-opted as Associate members by Executive Committee subject to ratification at the next Annual or Special General Body Meeting.

### **Note**

(i) Honorary or Associate members shall not have to pay any admission fee or subscription but they may make any voluntary contribution fee towards the funds of the Association as they like.

(ii) Among parents only one can be the member either mother or father. In the absence of parents, the authorized guardian can become the member. Only one membership shall be allowed irrespective of any number of children of a person studying in the school.

## 6. **Register of Members**

A register showing the name, address and description of members shall be maintained at the office of the Association.

## 7. **Executive Committee**

The management of the Association shall be vested in the Executive Committee which shall consist of:

- (a) President
- (b) Vice President
- (c) Secretary
- (d) Asstt. Secretary
- (e) Treasurer
- (f) Ten Members (Parents)  
&  
All Class Representatives – Ex-officio

## 8. **Elections**

Election of the office bearers and Executive committee members shall be held at the General body meeting specially called for this purpose. The term of the Committee shall be for two years. Principal of the school shall be the Ex-officio President of the Association and he shall also act as the Returning Officer for the election of the Executive Committee. Executive Committee Members shall be elected in the following manner:

- 1. Vice President : Candidate shall be from amongst parent member
- 2. Secretary : -- do –
- 3. Joint Secretary : -- do –
- 4. Treasurer : Candidate shall be from amongst teacher member
- 5. Executive : Committee Members

<b>Zone</b>	<b>Localities</b>
A	11, 15, 15A, 17, 26, 27
B	19, 20, 21, 25
C	11, 12, 22, 23, 24, 55, 56
D	62, Khoda Colony
E	61, 52, 53, 34, 70, 71, 73, 74, 75, 76, 77, 78, 79, 117, 118, 119, 120, 121, 122
F	49, 50, 51, 82, 93, 100, 104, 105, 107, 110, 134, 135, 137, 166, Noida Expressway
G	37, 38, 39, 40, 41, 44, 45, 46, 47, 48, 49
H	28, 29, 30, 31, 33, 34, 35, 36
I	Gaur City – 1 & 2, Greater Noida West, Noida Extension, Crossing Republic
J	<b>Ghaziabad</b> Vasundhara, Indirapuram, Shipra Suncity, Vaishali
K	<b>Delhi</b> Vasundhara Enclave, East End Appts, Mayur Vihar Phase I, II, III and IP Extnesion

## 9 **Financial Year**

Financial year of the Association shall be from 01 April to 31 March each year.

## 10. **Vacancies**

In the event of any vacancy occurring in the Executive Committee during the term due to resignation, death or otherwise it may be filled up by co-option of a member by the Executive Committee and the arrangement so made shall be in force for the remainder of the session.

## 11. **Powers and Duties of Executive Committee and Office-Bearers.**

(a) The Executive Committee shall look after the general direction, management and transactions of the business of the Association. It shall see that the rules of the Association are correctly interpreted and shall be responsible for their due observance. It shall have power to decide all questions on which these rules are silent and its decision shall be effective until the next meeting of the General Body.

(b) It shall have full power to make from time to time necessary bye-rules subject to these rules for the proper conduct of the business of the Association until the next General Body Meeting when they will be confirmed, modified or rescinded.

(c) It may appoint sub-committees either from amongst its own committee members or from the General members, and assign such functions to them as may be considered necessary in the best interests of the Association. These sub-committees shall together be responsible for good management of the Association. The Executive Committee may delegate powers to any of its members to help the Secretary and/ or the Treasurer if the committee considers it necessary in the best interests of the Association.

(d) It shall have power to select delegates to attend conferences of such Association, Union or Society in India or abroad to which the Association is federated or affiliated.

(e) It shall have power to appoint, either at a fixed salary or on remuneration, such person or persons as are necessary for the purposes of the Association and to suspend or dismiss such persons.

(f) **President**

The President shall attend and preside over all meetings of the Association, preserve due order, sign all minutes of the Association and keep a watchful eye over the general affairs of the meeting of the Association. He shall initiate and direct action relating to the general policy of the Association. He shall have power to authorize an expenditure up to Rupees Five thousand. The President may represent the Association in important matters.

(g) **Vice President**

The Vice-President shall carry out all the duties of the President generally to further the cause of the Association when and where the President may not be able to do that. A vice-President shall have power to authorize an expenditure of Rupees Two thousand in emergent cases.

(h) **Secretary**

The Secretary shall be the in-charge of the Association's Office and shall supervise and keep a watch over the affairs of the Association. He/she shall convene meetings, record minutes and scrutinize the books and accounts of the Association periodically. Shall have the power to spend rupees five hundred without prior sanction of the Executive Committee. Shall be responsible for proper execution of the directives of the Executive Committee. Shall attend to all relevant correspondence. Shall jointly with the Treasurer be responsible for proper maintenance of the books and accounts of the Association and may also countersign receipts for money and pass bills and vouchers for payment.

(j) **Assistant Secretary**

In the absence of the Secretary, Asstt. Secretary shall act for him/her and shall perform all such duties assigned by the Secretary.

(k) **Treasurer**

The Treasurer shall have the charge of all matters relating to income and expenditure. He/she shall keep and be responsible for all the books and accounts of the Association and submit a monthly statement of receipts and disbursements to the Executive Committee supported by duly passed bills and vouchers. Shall grant receipts and counter sign vouchers, bills or orders for payment of money as specified rules. Shall pay in to the bank for credit of the Association collections with in a week, retaining not more than Rupees two thousand in hand to meet current expenditure.

12. **Removal of Office-Bearers and Members of the Association.**

The Executive Committee may, by giving sufficient notice and on a resolution passed by at least two-third of its members remove, suspend or expel any member or office-bearers of the Association who in its opinion has been guilty of conduct calculated to injure or bring disrepute to Association, or who has acted contrary to these rules provided that no such action will be taken without giving the member concerned an opportunity to explain his/her conduct/act.

13. **Funds and Finance**

(a) The general funds of the Association shall comprise of the subscriptions and donations received from members or otherwise and profits or interests accruing on deposits or investments and receipts of like nature.

(b) The fund of the Association shall be kept in such nationalized Bank or Banks as the Executive Committee may think best, and all collections shall be paid into the credit of the Association by the Treasurer in accordance with rule 11 (k).

(c) The Executive committee shall be responsible for the protection and proper application of the funds, properties and effects of the Association which shall, upon a resolution duly passed by it, be dealt with on its behalf jointly by the Secretary and Treasurer along with either the President or the Vice President.

14. **Inspection of Accounts by Office-Bearers and Members**

The books and accounts of the Association including the Register of Members shall be open to inspection by any office-bearers or members at any time during normal office hours at the office of the Association with the prior permission of the Secretary.

15. **Audit**

The account of the Association shall be audited yearly by the auditors appointed at the Annual General Meeting of the Association. Any auditor appointed once can be elected again if so required. The annual Accounts shall be placed at each Annual General Body Meeting for approval.

16. **Meetings**

(a) The Secretary shall convene all meetings of the Association and the President when present shall preside at all such meetings. In the absence of the President, the Vice-President may act for him, and in the absence of both a Chairman may be elected from amongst those present to conduct the business of the meeting, and he may exercise the full powers of the President.

(b) Meeting of Executive Committee. The Executive Committee shall meet ordinarily four times a year and at least once in three months to transact business of the Association after giving five days clear notice to all its members, specifying therein the list of subjects to be considered at such meeting. The first meeting of the new Committee should be held immediately after the General Body Meeting. At least one third of the total strength of the Executive Committee shall be necessary to form a quorum. Quorum, however, will not be necessary in an adjourned meeting.

(c) Any member of the Executive Committee not attending three consecutive Meetings without previously assigning any reason for absence, shall be deemed to have vacated his seat.

### **17. Annual Meeting of the Association**

(a) The annual General Body Meeting of the Association shall be held within five months from the close of financial year. At least fourteen day's notice of the date and place of such meeting shall be given to all members of the Association, and the following business shall be transacted:

(i) To adopt the report and audited statement of accounts of the Association.

(ii) Elect Executive Committee Members and Auditors for the ensuing year.

(iii) To transact any other business recommended by the Executive Committee for consideration.

(b) 30 percent members and 15 teacher members shall jointly form quorum of the General Body Meeting. If there be no quorum within thirty minutes from the appointed time the meeting may be adjourned for half an hour after which business shall be disposed off irrespective of there being a quorum or not.

### **18. Special Meeting of the General Body**

(a) The Executive Committee may call a Special Meeting of the General Body to deal with matters it considers necessary and of special importance in the interest of the Association or on a requisition made in writing by at least one-third of the total number of members of the Association for the time being for transaction of special business mentioned in the requisition. Seven days notice shall be given of such meeting.

(b) All the resolutions to be moved at such a requisitioned Meeting shall be decided by a majority of votes of those present. Each member shall have one vote and no proxy shall be allowed. In the event of votes on a subject being equal the President or the Chairman shall have an additional or casting vote.

(c) Except as provided under Rule 11 (b) of these Rules, the General body shall have full power to add, to amend or rescind any of the rules contained therein with two thirds of the total number of members of the Association present at a meeting specifically called for the purpose or at the Annual Meeting.

(d) The Association shall have perpetual succession and a common seal with power to acquire and hold both movable and immovable properties.

19. **Dissolution.**

The Association may be dissolved by a resolution to the effect passed by 80% of the members present at a General Body Meeting specifically called for the purpose and attended by at least 2/3 of the total strength of the members and the funds, if any, shall be disposed of in the manner decided by the members.



