



RANA PRATAP ENGLISH MEDIUM SCHOOL

**PARENT**

**TEACHERS**

**ASSOCIATION**

## **CONSTITUTION AND RULES**

### **1. NAME**

The name of the Organisation is “RANA PRATAP ENGLISH MEDIUM SCHOOL, BHINDER, DIST - UDAIPUR

### **2. OFFICE**

The office of the RANA PRATAP ENGLISH MEDIUM SCHOOL is in BHINDER and AFFILIATION NUMBER is 1730784

### **3. OBJECTIVES**

- 3.1 To contribute for all-round development of RANA PRATAP ENGLISH MEDIUM SCHOOL, BHINDER.
- 3.2 To promote trust and co-operation between parents and teachers of the school.
- 3.3 To protect rights and interests of the students of the school.
- 3.4 To preserve the status of teachers in the school and society.
- 3.5 To help parents and teachers to adapt themselves to the changing concepts of parenting and teaching.
- 3.6 To assist other under privileged children in the society for having education and better childhood.

### **4.0 POLICY:**

- 4.1 The Association shall be purely educational and free from any political, religious or sectarian consideration.
- 4.2 The Association shall offer suggestions in areas pertaining to administrative matters and day-to-day functioning of the school, but in no way interfere in the decisions.
- 4.3 The Association shall not work in any manner which may be prejudicial to the interests of RANA PRATAP ENGLISH MEDIUM SCHOOL and the members of the Association.

### **5. MEMBERSHIP**

#### **MEMBERSHIP**

- 5.1 Both parents are eligible for membership of the Association. However, authorized representatives of parents can act as guardian of students.

- 5.2 If a child does not have any living parent, then the guardian as per provision of law under The Constitution of India shall be eligible to be a member of the Association.
- 5.3 All teachers shall be associate members of the Association. However, if their ward(s) is / are student(s) of the school, they may opt to be bonafide member by paying the membership fees as applicable at the time of applying for membership.
- 5.4 The Association shall maintain a Register of Members with all such particulars as may be deemed necessary. The Treasurer shall be responsible for maintaining the register.

## **6. RULES OF MEMBERSHIP**

- 6.1 **Admission:** All parents are eligible to be bonafide members of the Association by paying a subscription of ` 100/- (Rupees One Hundred only) or as applicable at the time of applying for membership.
- 6.2 **Rights, Duties and Privileges:** A Member shall enjoy all the rights and privileges as laid down herein:
- 6.2.1. All bonafide members shall enjoy the right to vote whenever there is an election to the Executive Committee or there is voting to decide any matter pertaining to the Association. However, only one parent (either father or mother as decided by the couple) shall be eligible to vote.
- 6.2.2. Associate members shall have no voting right.
- 6.3 **Subscription:** Every bonafide member shall pay an annual subscription of ` 100/- (Rupees One Hundred only). The annual subscription shall have to be paid to the Treasurer of the Association latest by the 31<sup>st</sup> day of July of the corresponding academic year of the school.
- 6.3.1 Besides the subscription fees as mentioned in above clause, the Executive Committee shall have the right to levy any special subscription or contribution not

exceeding ` 50/- (Rupees Fifty only). Any higher levy, however have to be ratified by the General Body of the Association.

6.4 **Cessation of Membership:** Membership shall cease on resignation, expulsion, death or removal of name from the Register of Members.

6.4.1 Member who fails to pay the subscription fees within the stipulated date without assigning adequate reasons shall be liable to have the name removed from the Register of Members. For non-payment of subscription the Executive Committee shall have the authority to remove the name of the Parent Member by a simple majority.

6.4.2 On cessation of Membership, all rights, privileges and benefits available to the Members shall be forthwith discontinued.

6.4.3 In case of death of a member, either of the surviving parents shall be the Parent Member. In case of death of both the parents or either of the parents physically / mentally handicapped and certified by a registered medical practitioner as per general rules of the Constitution of India the legal guardian shall be the de-facto Parent Member.

6.5 **Re-admittance of Members:** Either of the following clauses shall be applicable for re-admittance of Members:

6.5.1. A Member whose name has been removed from the Register of Members due to non-payment of subscription fees shall be re-admitted on re-application with the deposit of requisite subscription fees and subsequent approval by the Executive Committee by simple majority.

6.5.2. A Member whose name has been removed from the Register of Members due to expulsion shall be re-admitted on re-application with the deposit of requisite<sup>rd</sup> of the subscription fees and subsequent approval by the General Body by  $\frac{2}{3}$

members that are present at the moment of seeking opinion.

6.5.3. A Member who had otherwise tendered his resignation at his own will from the Association for what-so-ever reason shall be considered for re-admission on re-application with the deposit of requisite subscription fees and subsequent approval by the Executive Committee by simple majority.

## **7. FINANCIAL YEAR**

The financial year of the Association will be from 1<sup>st</sup> April of the preceding year to 31<sup>st</sup> March of the succeeding year.

## **8. FUND**

The fund will be generated through the subscription of the Parent Members (as indicated in Section 5.3 above)

8.1 The fund shall be maintained in a Bank Account in the name of RANA PRATAP ENGLISH MEDIUM SCHOOL, BHINDER. The President, Secretary and Treasurer shall be the authorized signatories of this bank account. The account shall be operated jointly by Treasurer and either President or Secretary.

8.2 The President and the Secretary is empowered to spend upto ` 5000/- (Rupees Five Thousand only) on emergent expenditure on all occasions and it is to be regularized by the subsequent Executive Committee meeting.

8.3 The Secretary and the Treasurer shall be responsible for the protection, and the proper application of the funds of the Association.

8.4 The Books of Accounts alongwith the Register of Members shall be open to inspection by any member on giving clear 7(seven) days notice to the Treasurer.

## **9. ACCOUNTS AND AUDITING:**

The accounts of PTA fund shall be maintained by the Treasurer. It shall be audited annually by two auditors nominated / appointed by the General Body from amongst the members of the Association.

## **10. GENERAL BODY**

10.1 All parents and teachers who are members as per the provisions laid down in *section 5* shall constitute the General Body.

10.2 The General Body shall meet at least once in an academic year.

- 10.3 A notice of minimum 15 (fifteen) days by the Secretary or Joint Secretary shall be necessary for a General Body Meeting. The method of notice shall be through a circular.
- 10.4 The quorum for the General Body Meeting will be 1/10<sup>th</sup> or 100 of the total number of general members, whichever is less.

## **11. MANAGEMENT**

- 11.1 The Management of the Association shall be vested in the Executive Committee as per the composition as laid down in *section 13*.
- 11.2 The Executive Committee shall be responsible for day to day management, execution and working of the Association and will have necessary authority for taking all appropriate action for carrying out, executing and implementing the resolutions and directives passed and conveyed by General Body of Parent – Teacher
- 11.3 The quorum for an Executive Committee meeting shall be 1/3rd of the members from parents as well as teachers separately.

## **12. AUTHORITY AND FUNCTIONS OF EXECUTIVE COMMITTEE:**

Subject to the general control by the General Body of the Association, the Central Executive Committee will have the following functions and authority besides those that may be incidentally vested in it:

- 12.1 To admit members.
- 12.2 To frame rules and regulations subject to this constitution for the proper functioning of the Association.
- 12.3 To expend the funds of the Association and to arrange for their proper accounting and auditing.
- 12.4 To call meetings of the General Body as and when it deems fit or it is necessary by virtue of the provisions of the Constitution.
- 12.5 To do all acts and take such actions as may be necessary in furtherance of the aims, objectives and activities of the Association.
- 12.6 To submit the Annual Report on the working of the Association at the Annual General Meeting.
- 12.7 To organize activities under the auspices of the Association as may be decided by the General Body.

- 12.8 To co-ordinate and liaise with School authority / Management Committee and other Agencies with respect to matters concerned under the purview of the Association.
- 12.9 The Executive Committee shall meet at least once in three months and a notice of at least 3 days shall be necessary for it.
- 12.10 It shall communicate important decisions through circulars to all general members.

**13. EXECUTIVE COMMITTEE (E.C.):**

- 14.** The formation of Parents- Teacher's Association's Executive Committee would be as under: -

**15.**

The composition of the E.C. shall be as under:

Honorary Member: Principal, RANA PRATAP  
ENGLISH MEDIUM SCHOOL, BHINDER

Ex-officio Member: NOT APPLICABLE

President: GANPATA LAL MENARIA .

Vice-president: Dr. RAJENDRA MENARI

.Secretary: GAJENDRA SINGH RAO

Treasurer: MAYA JOSHI

**Member**

**Teachers**

**Parents**

<b>Teachers</b>	<b>Parents</b>
<b>Suresh Chandra Gadari</b>	<b>Lalit Choubisa</b>
<b>Laxmi Kant Choubisa</b>	<b>Pushkar Lal Menaria</b>
<b>Bhuvneshwari Ameta</b>	<b>Kalu Lal Janwa</b>
<b>Kusum Salvi</b>	<b>Bhagirath Mochi</b>
<b>Yasin Shekh</b>	<b>Deepika Panwar</b>
<b>Narendra Kumar Sharma</b>	<b>Girija Menaria</b>
<b>Hansa Choubisa</b>	<b>Raju Vyas</b>
<b>Anil Kumar Choubisa</b>	<b>Pooja Yadav</b>
<b>Mahendra Kumar Kothari</b>	<b>Madhu Kumari Jatav</b>
<b>Shahida Qureshi</b>	<b>Yashoda Meena</b>

Teacher Representative: 5(five nos.).

The authority and duties of the office bearers of the EC of the Association is as follows:

- a. **The President:** The President will preside over all the meetings of the Association and the Executive Committee and will guide and supervise the working of the Association. The President will have the right of casting a vote and will exercise the same whenever the Central Executive Committee is equally divided.

The President shall have to be a member of the E.C. on atleast one previous term.

- b. **The Vice-President:** In the absence of the President, Vice-President will have all the powers and responsibilities of the President.

- c. **The General Secretary:** The General Secretary (GS) will be responsible for day-to-day functions of the EC and shall carry-on all co-ordination and execution activities of the Association.

The General Secretary shall have to be a member of the E.C. on atleast one previous term.



The GS shall be the Executive in-charge of the Association and will work under the direction of the EC. The GS shall convene all meetings, keep a record of all the proceedings with the help of the Joint Secretaries, conduct all necessary correspondences with concerned authorities / agencies and make representations in conformity with the resolutions passed and in by the EC / General Body and in keeping with the constitution of the Association.

The Treasurer shall scrutinize and General Secretary shall pass all bills and / or vouchers for expenses incurred by the Association and shall have the authority to spend ordinarily not more than ` 5000/- (Rupees Five Thousand only) on a single item without prior sanction of the EC. All items of expenditure above ` 5000/- (Rupees One Thousand only) may, in emergency cases be authorized by the President, subject to ratification in the subsequent EC meeting.

- d. **The Treasurer:** The Treasurer shall be in-charge of all matters relating to income and expenditure of the Association. She / he shall make all payments on sanction by the EC and / or the GS. She / he shall maintain proper accounts and shall combine and submit reports and monthly statements of accounts to the EC and annual report to the General Body.
- e. **The Joint Secretary:** The Joint Secretaries (JS) shall be responsible for all duties allotted to them by the GS / EC and shall function under the direction of the GS and shall assist her / him in matters concerning their allotted areas. In absence of the GS, the JS (Parent member) shall officiate as the GS. However if both the GS and the JS (Parent member) is absent, then JS (Teacher member) will officiate as the GS.

## **16. MODE OF ELECTION TO THE EXECUTIVE COMMITTEE**

- 16.1 The members of the Executive Committee to each office except the Teacher members will be elected by majority vote from the members who have submitted valid nomination papers, duly proposed and seconded. The President on the chair will have a casting vote to each office. The nomination paper should reach the Secretary at least 72 hours before the commencement of the General Body. If voting becomes necessary, members will be distributed ballot paper to cast their choice.
- 16.2 If any member of the Executive Committee ceases to be the member of the PTA, the executive Committee may nominate another member in his/her position.
- 16.3 The Principal of the school shall nominate the members from teachers viz the Vice-President, one of the Joint Secretaries, the Treasurer and four members (one each from Nursery, PRT, TGT & PGT).

## **17. ELECTORATE**

All Parent Members of the Association shall constitute the Electorate.

- 17.1 For election to the posts of President, General Secretary and Joint Secretary (Parent Member), all the Parent Members shall be eligible to cast their vote.
- 17.2 For election to the posts of Class Representatives, only the Parent Members of the concerned class shall form the electorate and have the right to vote.

**18. ELECTIONS**

- 18.1 The Election shall be conducted by the outgoing Executive Committee.
- 18.2 Election to the Executive Committee, if required, shall be held on a separate day prior to the Annual General Meeting held at the end of the 2 years tenure of the outgoing Executive Committee.
- 18.3 For the purpose of conducting the elections smoothly, the Executive Committee shall appoint a Presiding Officer immediately after the issue of notification for the office bearers.
- 16. 4 The Presiding Officer appointed may in turn appoint a few Returning / Polling Officers for her/ his assistance in smooth and fair conduct of the election process.

- 16.5 Nominations duly proposed by one Parent Member and seconded by another Member for contesting the elections shall be invited from the Parent Members atleast 7(seven) days prior to the day of election. The contesting candidates must select an election symbol. However, the selected symbol shall not resemble that of any national or state political party. However, in the absence of nomination paper for any of the positions, the time limit may be relaxed by the EC.
- 16.6 The notification for call of nominations shall be widely circulated and notified at- least on the Notice Board of RANA PRATAP ENGLISH MEDIUM SCHOOL and at the two main entrances / gates to the school premises.
- 16.7 Scrutiny of nomination papers to establish eligibility for contesting the election shall be completed on the date of closing and non-eligible candidates' nomination papers shall be rejected forthwith.
- 16.8 Nominations can be withdrawn within two days from the closing or as otherwise specified by the EC.
- 16.9 The final list of contestants shall be prepared on the 3<sup>rd</sup> day from closing, i.e. after the day of withdrawal or as otherwise specified by the EC.
- 16.10 Election, if required to any of the positions shall be conducted on the day of the Annual General Meeting (AGM) in the specified venue adjoining to the place of the AGM. Results shall be declared on the very same day as far as possible, but not later than the subsequent day of the election.
- 16.11 The voting for the election to the designated positions shall be by secret ballot. Ballot papers bearing the names and selected symbols of the contesting candidates shall be handed over to the members present for casting their votes and shall be collected in sealed boxes after exercising the votes by the members.
- 16.12 In case of equal votes secured by two or more candidates contesting for the same position, selection shall be determined by toss of coin or any other method agreeable to such candidates except voting.
- 16.13 In case the number of candidates whose nomination papers are found to be valid for a particular position equals the number of vacancies, no election shall be held and the candidates shall be declared elected un-opposed.
- 16.14 Regarding any matter concerning the election process, the decision of the Presiding Officer shall be final and binding on all concerned. However, any candidate, having any reservation concerning her / him may appeal to the General Body.

**17. TENURE**

17.1 The tenure of the Executive Committee shall be 2 years from April to March.

**18. MEETINGS**

18.1 The GS in consultation with the President shall convene all meeting of the General Body of the Association. The President shall preside over all the meetings of the Association and shall exercise her / his right to vote only in case of a tie.

18.2 Atleast fifteen days prior notice specifying date, time and venue shall be given together with the agenda of the meeting. The notification shall be widely circulated and at least hanged on the notice board of RANA PRATAP ENGLISH MEDIUM SCHOOL, BHINDER and on the two main entrances / gates to the school premises. However, in case of any emergency, General Body meeting shall be conducted at short notice, but the agenda shall be restricted to the emergent issue only.

18.3 On requisition made in writing by atleast two-third members of the E.C., the GS must convene a special meeting of the E.C. for the purpose mentioned in the requisition. Failure on the part of the GS to convene such a meeting, the requisitions themselves shall convene the meeting to transact the specified business and the decision taken thereon shall be binding on all concerned and valid.

18.4 In the event of the opinion of the EC differing sharply on any issue, the entire matter shall be referred to the General Body provided two-third of the members of the EC agrees to it.

18.5 Any member of the EC failing to attend 3(three) consecutive meetings without any valid reasons and / or fails to provide reasonable ground for his absence what-so-ever shall cease to be a member of the EC.

18.6 All meetings of the EC shall be held in the School after normal hours of classes.

18.7 A register of records of the meetings and the attendees shall be maintained by the GS.

18.8 The General Body of the Association shall meet atleast yearly.

18.9 Annual General Meetings (AGMs):

In the AGMs, the following business shall be normally transacted:

- a) To adopt the General Secretary's and treasurer's report.
- b) Elect office bearers / EC members in the alternate AGMs.
- c) To consider / conduct such other business / proposal as the EC deems necessary.
- d) To consider / conduct such other business whereof notice has been received from other members with at least 7(seven) days prior notice to the AGM. Only such proposals duly proposed and seconded by the members shall be considered.

#### 18.10 Extraordinary General Meeting (EGM):

- a) An EGM may be conducted at the discretion of the EC. Three days prior notice shall be required for such a meeting.
- b) In emergency cases, EGMs may be convened by the GS to deal with important and urgent matters in consultation with the President.
- c) An EGM may also be convened on a written requisition by atleast half the strength of bonafide members on specifically stating the agenda. In case of non-compliance by the EC, the requisitionists shall have the power to convene such a meeting, giving at least three days prior notice to the members and stating specifically the agenda mentioned in the requisition. Nothing else, but the matter mentioned in the agenda may be disposed off in the meeting.

### 19. **QUORUM**

The quorum of the meetings shall be as under:

- a) General Body Meetings (including AGMs and EGMs) – 1/10<sup>th</sup> or 100 of the total number of general members, whichever is less.
- b) Executive Committee Meetings – 1/3rd of the members from parents as well as teachers separately

If within 45(forty-five) minutes of the designated time of the meeting, there is no quorum, the meeting shall be dissolved and fresh procedure shall be carried out to convene the meeting.

### 20. **AMENDMENT OF THE CONSTITUTION**

Amendment of the Constitution, if required shall be made either in the Annual General Meeting or in a special General Body Meeting specifically convened for

the purpose with notice as per the procedure for Annual General Meetings. Amendments of the Constitution shall be done by the General Body with the support of 2/3<sup>rd</sup> majority of the members present.

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**23. ADOPTION OF THE CONSTITUTION**

**The Constitution has been uploaded on the RANA PRATAP ENGLISH MEDIUM SCHOOL, BHINDER website to make it convenient for the members to go through and suggest for improvement.**

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