

### **BYE-LAWS**

**1. Name:** The name of. the Association shall be Parent Teacher Association, Vidya Academy of Science and Technology, herein after called PTA

**2. Office:** The office of the PTA shall be VAST college campus.

**3. Jurisdiction:** For all legal matters the jurisdiction of the PTA shall be Thrissur District.

#### **4. Aims and Objectives**

4.1 To work for the welfare of the students and the institution and to offer constructive suggestions for the smooth and successful functioning of the college.

4.2 To promote better participation of the parents in the various programs of the college and to establish better liaison with teachers.

4.3 To set up facilities in the college premises for the benefit of the students as and when required.

4.4 To institute scholarships, prizes, medals etc. to benefit students showing high proficiency in their studies and extracurricular activities.

4.5 To arrange guest lecturers to give career, educational guidance etc.

#### **5. Membership**

5.1 The parents/guardians of all students on the rolls of the college during the respective academic year shall be members of PTA.

5.2 The Principal and the faculty of the college shall be honorary members of PTA.

5.3 Every member other than honorary members shall pay one time subscription of Rs.1000/- or as amended by the general body from time to time.

5.4 If a parent has more than one ward admitted to the college during the same academic year, he/she need pay only one subscription.

**6. Cessation:** When a student leaves the college, the parent/guardian of the student shall ipso facto cease to be a member of the PTA.

**7. Code of Conduct of PTA members:**

Members are not expected to be defaulters (defaulter means a member who has not paid the subscription or any other dues to the PTA for three consecutive months after the due date, provided notice of such default has been issued to such a member and the member has failed to pay the amount so demanded within a month from the date of issue of such notice.)

Members should not deliberately commit any breach of rules of the PTA.

Or do any act which is likely to be injurious to the credit/goodwill or interest of the PTA.

Or act in any manner which hinders the day to day activities of the PTA by using external influence or by misusing his/her personal/official position.

**8. General Body:**

8.1 The General Body of the association shall consist of all the members including honorary members of the PTA.

8.2 The General Body shall be supreme authority in all matters concerning the affairs of the PTA.

8.3 The General Body Meeting shall be held at least once a year to discuss the general and academic functioning of the college and to transact business which requires the approval of the body and to conduct annual elections to the executive committee. This meeting will be referred to as Annual General Body Meeting.

8.4 Fifteen days notice, excluding the day of the meeting, shall be given on the notice board in the office of the PTA.

8.5 The quorum of the meeting shall be 1/3<sup>rd</sup> of the members on the rolls of the PTA or 25 members whichever is less.

8.6 Non receipt of the notice by any members or delay in receipt of such notice shall not invalidate the proceeding of the meeting.

8.7 The majority of the members present shall decide on all issues and, in the event of a tie, the Chairman of the meeting shall exercise the casting vote.

8.8 Special General Body Meeting may be called by the Executive committee on its initiative or upon a requisition in writing signed by at least 1/6<sup>th</sup> of the members on the rolls as on the date of the said requisition, to discuss any urgent matter.

8.9 Emergency meeting, if required, can be convened by the Executive Committee at 24 hours notice.

## **9. Executive Committee:**

The administration of the PTA shall vest with the office bearers and the executive committee members. The executive committee shall consist of 12 members of whom 5 will be elected at the general body meeting from the parents. The principal shall be the patron and the others will be nominated by the Principal from among the teaching staff.

### **Structure of the Executive Committee:**

- (i)** President - 1
- (ii)** Vice-President – 2
- (iii)** Secretary – 1
- (iv)** Joint-Secretary – 2
- (v)** Treasurer – 1
- (vi)** Executive Members – 4

From among the executive members, the following officer bearers shall be elected.

- (i) President (Parent)
- (ii) Vice-President (One from the parents' side)
- (iii) Joint-Secretary (One from the parents' side)
- (iv) Members (Two from the parents' side)

## **10. Powers and Responsibilities of the Executive Committee**

Subject to the control of the General Body of the PTA, the Executive committee shall have the following powers:

- 10.1 To manage the affairs of the PTA, incur/meet on necessary expenses and do all such acts which are consistent with these rules.
- 10.2 To hold meetings of the committee at least once in two months.
- 10.3 To prepare the annual report and audited statement of account for the financial year to be placed before the general body for approval
- 10.4 To implement all decisions taken by the general body.

10.5 To maintain rules and regulations of the constitution of the PTA.

10.6 To acquire movable or immovable property for the PTA up to Rs. 50,000/- per item, and to spend more than Rs 50,000/- only by the unanimous decision of the PTA Executive Committee.

10.7 To arrange for audit of accounts of the PTA.

10.8 To institute, defend or compromise legal proceeding on behalf of the PTA and to negotiate and settle all the issues on its behalf.

10.9 The quorum for an Executive Committee Meeting shall be 5 members of which at least two shall be elected parent members.

## **11. Duties of Office Bearers:**

### **11.1 President:**

The president shall be the chief executive authority of the PTA and shall have the following powers and duties.

- To chair the general body meeting and conduct the proceedings.
- To chair and the meetings of Executive Committee and to exercise a casting vote in the event of tie.
- To direct, guide and supervise the working of the PTA.
- To lead all delegations, negotiations, give timely suggestions etc.
- To sign cheques jointly with Secretary/Treasurer.

### **11.2 Vice-President:**

- To assist the President and the Committee in general in conducting the business of the PTA
- To carry on the duties and the functions of the President in his/her absence.

### **11.3 Secretary:**

The Secretary shall perform such functions as the committee may determine from time to time.

- To be in charge of the day to day administration of the PTA.
- To ensure the maintenance of the registers up to date.
- To arrange proper safe custody of all documents and other properties belonging to the PTA.
- To sanction and incur contingent and other expenditure within the limits prescribed or approved by the Executive committee

- In case of emergency, with the concurrence of the patron, the Secretary can spend up to Rs.5000/- which will subject to ratification at the next Executive Meeting.
- To sign cheques jointly with President.
- The Secretary shall convene the meetings of the General body, maintain the membership register and the minutes of all meetings.

#### **11.4 Joint-Secretary:**

- To assist the Secretary and the committee in general for the smooth functioning of the PTA.
- To perform all the duties of the Secretary in the his/her absence excepts signing the cheques unless otherwise authorized specifically.

#### **11.5 Treasurer**

- To be the custodian of the finance and accounts
- To receive and make payments of bills sanctioned by the Committee/President/Vice-President/Secretary, or as per the delegation of powers given by the Executive Committee.
- To receive all subscriptions, levies, contributions etc. and issue proper receipts for them.
- To maintain proper books of accounts.
- To arrange to get the books/statements of accounts audited every year by the auditor appointment by the general body.
- To arrange for safe investment of funds of the PTA under intimation to the Executive committee.
- To sign cheques jointly with the President.
- The cash in hand to be kept by the treasurer will be Rs.2000/- and by cheque up to Rs.3000/-.

#### **11.6 Members:**

- To actively participate in all the Executive Committee meeting and to contribute to the betterment of the students.
- To liaise with all the PTA members and students to bring out their views etc. before the executive committee.
- To assist the Executive Committee in conducting the General Body Meeting
- To elect the members of the Executive Committee as per the rules.

**12. Funds of the PTA**

12.1 The membership subscription received by the Committee will constitute the PTA fund

12.2 The Committee may raise special purpose funds to meet any non-recurring expenses for providing facilities to the students with the prior approval of the general body, including acceptance of donations from members. Such funds shall be used only for the specific purposes. Their diversion to any other purpose or transfer to the general fund of the PTA shall be done only with the approval of the general body.

12.3 Any specific service rendered by the PTA to the student shall generally be on a no profit no loss basis.

12.4 All subscriptions, donations, collections, deposits etc. shall be deposited in the bank account of the PTA.

12.5 Bank Account: The PTA may open one or more bank accounts as per need which shall be operated by the President jointly with the Secretary/Treasurer.

**13. Amendments:**

If any member proposes to make amendments to the clauses of the Bye-Law for the better, the proposal shall be submitted to the Secretary within 30 days before the annual general body meeting and the same shall be presented to the general body meeting for approval. The amendment shall be deemed to have been agreed to if 2/3<sup>rd</sup> members present at the general body meeting approve the same.

**14. Representation in the Executive Committee:**

As far as possible different departments/institutions/organizations/localities shall be given representation in the Executive Committee.

**15. Dissolution:**

Dissolution of the PTA shall be subject to the rules of Act 21 of 1860.

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