

SOP - CONSTITUTION OF PARENT TEACHER ASSOCIATION

- All the parents of the students studying in school to be enrolled as the members of the General Body and all teachers to be ex-officio.
- Two parents from every class to be selected as representatives for election of the Executive Committee.
- Election of the officer bearers (Executive Committee) to be held after every two years.
- The Executive Committee to be formed through structured election procedure initiated by the School Principal.
- The Executive Committee to be formed consists of:
 - Chairman - Head of the School (ex-officio)
 - .Vice Chairman two elected (1 male 1 female) one from among from parents and one from among teachers
 - Hony. Secretary elected from among the parents
 - Hony. Joint secretary -two elected from among the teachers and parents (1 male 1 female)
 - Hony. Treasurer elected from among the teachers
 - Members 9 (5 from among parents & 4 among teachers)
 - Members may be co-opted in place of outgoing members.
- No parent to continue as a member or office bearer of the PTA if his/her ward has left the school.
- The Chairman to preside over the meeting of the Executive Committee. One of the Vice Chairman to preside over the meeting of the Association in the absence of the Chairman.
- Secretary to be responsible for all the correspondence and agenda for the meeting of the Executive Committee. Agenda to be circulated a week before the meeting. Minutes of the Meeting to be recorded and attendance record to be maintained.
- General Body Meeting to be held at least once a year. Executive Committee to meet as often as necessary but at least once in two months. Quorum for GBM will be 50 members or 1/3 of the total strength whichever is less and for the Executive Committee, 5 members. No quorum is required for adjournment.
- All the students to pay an Annual Subscription towards PTA fund. The amount of the Annual Subscription to be decided by the General Body in case the annual fee to be collected is to be increased further, resolution to this effect to be passed by the General Body. It will require approval of the Managing Committee of the School.
- The PTA accounts to be opened with a scheduled bank and to be jointly operated by the treasurer along with the chairman/ Secretary.
- The Treasurer to maintain the records of the Association including the income and the expenditure account.
- The accounts of PTA to be maintained separately by ledger, expenditure, vouchers to be maintained and audited by the Chartered Accountant.
- Funds to be spent on the activities of the Association related to the welfare of the children and arrangement of social get together and programmes of recreation for parents and teachers, subject to control of the Executive Committee.
- The budget estimate for the new session to be proposed and approved by the Executive Committee Members prior to the commencement of new session.