

**CONSTITUTION OF THE PARENT-TEACHERS ASSOCIATION, GOVT.
KUNJUKRISHNAN NADAR MEMORIAL COLLEGE,
KANJIRAMKULAM**

By-Law

1. **Name :-** The name of this Association shall be “Govt. Kunjukrishnan Nadar Memorial College, Kanjiramkulam Parent-Teachers Association”.

2. **Office :-** The Office of the Association shall be located at the Govt. Kunjukrishnan Nadar Memorial College, Kanjiramkulam.

3. **Aims and Objects :-** The aims and objects of the Association shall be-

(a) To foster and promote good relationship among the members of teaching staff, students and parents/guardians of the students.

(b) To create in its members a keen interest in the smooth working and the progress of the college and for maintaining good discipline and high academic standards.

(c) To institute scholarships, prizes, medals etc., to benefit students showing high proficiency in their studies and other co-curricular activities .

(d) To provide amenities to the students of the college.

4. **Memberships :-**

(a) The parents/guardians of all the students on the rolls of the College during a year shall be members of the Association.

(b) Every member shall pay a membership fee of **Rs 50/-** to the association.

(c) When a student is removed from the rolls of the college, the parent/guardian of the student shall ipso facto ceases to be a member of the association.

(d) The Principal and the other members of the teaching staff shall be members of the Association.

5. **Administrations:—**

- (a) The administration of the Association shall vest in an executive committee, hereinafter referred to as the committee, elected for the purpose.
- (b) The committee, shall consist of
 - (i) A President
 - (ii) A Vice President.
 - (iii) A Secretary elected from among the members of the teaching staff and
 - (iv) Not more than **15** other members of which at least **6** shall represent the parent-guardians and **9** the teaching staff.
- (c) The term of office of the committee shall be for a period of one year (the year for the purpose shall be the academic year).
- (d) A Committee once elected shall continue to hold office till a new committee assumes charge.

6. Powers and responsibilities of the executive committee :-

Subject to the approval of the General Body of the association, the committee shall have the following powers :-

- (a) To manage all affairs of the association, to incur and meet all necessary expenses and do all such acts as not inconsistent with these rules.
- (b) To enlist members.
- (c) To hold meetings of the committee at least once in a term or oftener if deemed necessary.
- (d) To periodically check the registers and the other records of the Association and to scrutinise statement of accounts.
- (e) To scrutinise the annual report, the audited statement of accounts for the year and for the ensuing year to be placed before the general body.
- (f) To implement all decisions taken by the General body.
- (g) To form sub-Committies for specific purposes.

7. Duties of the office bearers :-President-

- (a) The Principal shall be ex-officio President and the Treasurer of the Association.
- (b) He/She shall have control over the affairs of the Association and shall preside over all committee meetings and the meetings of the general body.
- (c) He shall have powers to convene meetings of the committee and of the general body either on his own initiative or on the written requisition of at least 5 members in the case of the committee and 25 members in case of the general body meetings.
- (d) He shall be the sole custodian of all the funds of the Association and all the connected account books, receipt books, vouchers, pass-books etc.
- (e) He shall have power to operate the accounts of the Association and to incur such expenditure as may be approved by the committee.
- (f) He shall maintain proper records of all receipts and payments and such records shall be presented before the committee at its meetings.
- (g) He shall get the annual statement of account prepared and audited and such audited statements shall be placed before the committee and the General body.
- (h) He shall keep an impress advance of Rs.5000 to meet necessary expenses. The balance amount shall be deposited in any Scheduled Bank approved by the General body.
- (i) If the Secretary or any member (teacher) of the executive goes on transfer or long leave the President shall fill up the vacancy.

Vice President:-

- (a) He shall be elected from among the parents/ guardians.
- (b) In the absence of the President, the Vice-President shall perform all the duties of the President.

The Secretary :-

He shall have the following powers.

- (a) To enroll members.
- (b) To maintain proper registers and records, to keep in safe custody all official papers of the Association and to attend to the day to day correspondence of the Association.
- (c) To convene meetings of the Committee or of the General body when authorised to do so by the President.
- (d) To keep a correct record of the proceedings of all committee and General body meetings.
- (e) To perform all other functions as may be assigned to him from time to time by the President or by the committee.
- (f) To incur such expenditure as may become necessary.

8. Committee meetings :-

- (a) The quorum for a meeting of the committee shall be six.
- (b) The President shall preside over all committee meetings and in his absence the Vice-President. In case Vice-President is also absent, the members of the committee present shall nominate one from among themselves to be the President of the meetings.
- (c) Three days time for notice shall ordinarily be given for all committee meetings.
- (d) Special meetings of the committee may be convened by the President at the written request of at least 5 members of the committee.
- (e) All decisions shall be by a majority of votes. In case of equality of votes, the President of the meeting shall have a casting vote.

9. (a) The General body shall be the supreme authority concerning all matters of the association.

(b) The General body shall meet at least once a year or oftener, if necessary.

(c) The business to be transacted at the annual meeting shall include the following : -

(1) To receive the annual report regarding the activities of the association for the year.

(2) To examine the audited statement of accounts of the Association for the year.

(3) To approve the budget proposals for the ensuing year.

(4) To consider any amendment to bye-laws.

(5) To elect office bearers for ensuing year.

(d) The quorum for a General body meeting shall be 15 or 1/4 to the total number of members on the rolls whichever is less.

(e) Seven days notice shall usually be given for all meetings of the General body either by direct intimation or by publishing such information in local dailies. Non-receipt of such information by any members shall not however invalidate any of the proceedings of the' General body meetings also.

(f) A special meeting of the General body shall be convened at the -written requisition of at least 25 members or when authorised to do so by the President. Such meeting shall dispense only the specific matter for which the meeting has been convened. The rule regarding notice and quorum shall apply to such meetings also.

(g) The President and in his absence the Vice-President shall preside over all meetings of the General body. In the absence of both, any member elected from among the members present shall preside.

(h) All decisions of the General body shall be on the basis of a majority of votes. In case of equality of votes, the President of the meeting shall have a casting vote.

10. General :-

- (a) The Association shall have a common seal which shall be in the safe custody of the President/Secretary.
- (b) Any document executed by the Association shall be signed by the President and the Secretary.
- (c) In case of any legal proceedings before a court by or against the Association, the association shall be represented by the Secretary.
- (d) In case of dissolution of the Association at any time, all records and funds shall be taken over, by the President and disposed of in a manner to be decided by the General body.
- (e) None of the above rules shall be altered, amended or rescinded except at a meeting of the General body at which 2/3 of the members present records their vote in favour of the suggested changes.