

Invitation for Scholar's High – PTA Annual General Body Meeting

Subject: Nomination of Parent representatives for Scholar's High – PTA for academic year 2020-21

Dear Parents (STD I to VIII),

At the start of the new academic year 2020-2021, we invite Parents of Class I to VIII for the '**Annual General Body Meeting**' (GBM) and for the selection of 'Parent Representatives from each section for Scholar's High-PTA for this year.

PTA Body is an important link between parents at large and the school. As a school, our focus is our students. Since we are all significant adults in the child's life, we feel that we need to journey this path together. We are continuously creating platforms for an enriching partnership.

We urge you to join us for meeting to save collective time, energy and efforts and to take responsibilities along with us to define and follow policies and procedures in interest of your own respective ward/s

Details of the Meeting

Date:

Day:

Time:

Venue:

Agenda of the meeting:

Election & formation of PTA executive committee for the Academic Year 2020-21

Please make it a point to attend the GBM so that there is a fair representation from all classes, all divisions and all levels.

Duties of the Parents Teacher Association are as follows-

- Help School in any events outside and beyond standard school functions such as: organizing intra school quiz competitions, various fairs, community outreach, teacher appreciation event etc.
- Provide an 'ear' to the issues concerning the parent body at large and take it up with School Management for satisfactory resolution.
- Solicit new ideas and suggestions from the parent body to help enhance the all-round education experience and to work with Scholar's High for review and implementation of the same.
- Elected parents will communicate relevant activities and current issues of the school to the parents at large via circular
- Foster a relationship between parents, teachers, school management and Board of Trustees.
- Parents will have a say in the formulation of Fee Structure

Policy

- The Association shall be purely educational and free from any political, religious or sectarian consideration.
- 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.
- The Association shall not work in any manner which may be prejudicial to the interests of Scholar's High, Ramgarh and the members of the Association.

Class representative (Class 1 to 8)

- The Class Representatives (CR) shall be responsible for academic matters concerning her / his class of representation as per the provisions of the Constitution and shall work under the direction of the GS and shall assist her / him in matters concerning their class.
- Each class will have 2 representative one father and one mother of 2 different wards
- Only one concern/suggestion at a time.
- The suggestions made by CR should be supported by similar case study.
- Agenda of the meeting should be informed 10 days in advance
- Selection by nomination on the basis of Professional expertise/Social Awareness by Teacher belonging to PTA membership by payment of Rs 100/- yearly subscription or life time membership of Rs 700/-.
- Only the person nominated is allowed (No substitution) for any meetings and representation.
- For election to the posts of President, General Secretary and Joint Secretary, all the Parent Members shall be eligible to cast their vote at General body meeting.

Teacher Representative(s):

- The Teacher Representatives (TR) shall be responsible for academic matters concerning her / his classes of representation as per the provisions of the Constitution and shall work under the direction of the Joint Secretary (teacher) and shall assist her / him in matters concerning their classes. In the absence of both the President and Vice-President, the members present at the General Body / EC shall elect a President from amongst the members present to preside over the proceedings of the schedule meeting.
- For election to the posts of President, General Secretary and Joint Secretary, all the Teachers shall be eligible to cast their vote.

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 shall officiate as the GS. However if both the GS and the JS is absent, then JS (Teacher member) will officiate as the GS.

The Treasurer: (Teachers representative)

- 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

The General Secretary:

- The General Secretary (GS) will be responsible for day-today functions of the EC and shall carry-on all co-ordination and execution activities of the Association.
- 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 ` 2000/- (Rupees Two Thousand only) on a single item without prior sanction of the EC. All items of expenditure above 1000/- (Rupees One Thousand only) may, in emergency cases be authorized by the President, subject to ratification in the subsequent EC meeting.

The Vice-President:

- In the absence of the President, Vice-President will have all the powers and responsibilities of the President.

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.

EXECUTIVE COMMITTEE (E.C.):

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

President: 1(one) no. Principal, Scholar's High School

Vice-president: 2(two) nos. (one bonafide and one associate member).

Secretary: 1(one) no. (bonafide member).

Joint Secretary: 2(two) nos. (one bonafide and one associate member).

Treasurer: 1(one) no. (associate member).

Class Representative: . (bonafide member, two from each class).

Teacher Representative: All

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:

- To admit members.
- To frame rules and regulations subject to this constitution for the proper functioning of the Association.
- To expend the funds of the Association and to arrange for their proper accounting and auditing.
- 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.
- To do all acts and take such actions as may be necessary in furtherance of the aims, objectives and activities of the Association.
- To submit the Annual Report on the working of the Association at the Annual General Meeting.
- To organize activities under the auspices of the Association as may be decided by the General Body
- To co-ordinate and liaise with School authority / Management Committee and other Agencies with respect to matters concerned under the purview of the Association.
- The Executive Committee shall meet at least once in three months and a notice of at least 7 days shall be necessary for it.
- It shall communicate important decisions through circulars to all general members.
- To initiate Charity/Project involving education awareness drives in neighborhood /Community outreach program

MODE OF ELECTION TO THE EXECUTIVE COMMITTEE

- 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.
- 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.

- The Principal of the school shall nominate the members from teachers viz the Vice-President, one of the Joint Secretaries, the Treasurer and teachers representatives.

Election

- 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.
- The voting for the election to the designated positions shall be by secret ballot. Ballot papers bearing the names 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.
- 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.
- 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.
- 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

TENURE

- The tenure of the Executive Committee shall be 1 year from April to March.

MEETINGS

- 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.
- At least 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 Scholar's High and on the 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.
- On requisition made in writing by at least 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 requisitionists themselves shall convene the meeting to transact the specified business and the decision taken thereon shall be binding on all concerned and valid.
- 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.
- 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.
- All meetings of the EC shall be held in the School on holidays or on days decided by the EC members.
- A register of records of the meetings and the attendees shall be maintained by the GS.
- The General Body of the Association shall meet at least yearly.
- Annual General Meetings (AGMs):
In the AGMs, the following business shall be normally transacted:
 - To adopt the General Secretary's and treasurer's report.

- Elect office bearers / EC members in the alternate AGMs.
- To consider / conduct such other business / proposal as the EC deems necessary.
- 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.

Extraordinary General Meeting (EGM):

- An EGM may be conducted at the discretion of the EC. Three days prior notice shall be required for such a meeting.
- In emergency cases, EGMs may be convened by the GS to deal with important and urgent matters in consultation with the President.
- An EGM may also be convened on a written requisition by at least 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.

Cessation of Membership:

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

- 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.
- Any Member found to be working to the detriment of the Association, and / or who appears to be acting in contravention of the provisions and spirit of the Constitution and the Rules of the Association shall render herself / himself liable to disciplinary action as may be considered necessary and appropriate by the Executive Committee including expulsion by the General Body. The General Body is authorized to expel a member by passing a resolution by 2/3rd of the members that are present at the moment of seeking opinion
- On cessation of Membership, all rights, privileges and benefits available to the Members shall be forthwith discontinued.
- 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.

QUORUM

The quorum of the meetings shall be as under:

- General Body Meetings (including AGMs and EGMs) – 1/10th or 100 of the total number of general members, whichever is less.
- 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.

SUPREMACY

- The General Body of PTA, Scholar's High shall be the supreme authority and have the right to impose / take away any power and responsibility from the EC in case of violation of the Constitution.