



St Joseph's Indian Institutions



St. Joseph's Indian Primary School (SJIPS)

Bylaws – Parent Teacher Association (PTA)

1. Definition and Aim of the PTA:

Parent Teachers Association (PTA) is a non-profit, non-political and non-sectarian organisation made up of school staff and parents which work to support the school in a wide variety of ways including improvement and development of the School.

Preamble

We desire to sustain the promotion and continuity of sound, meaningful and qualitative education for the students of SJIPS. We, the parents/guardians and teachers of the students hereby jointly and severally agree to constitute ourselves into an organization whose membership shall embrace all parents, guardians, and teachers of registered pupils in SJIPS.

2. Aims and Objectives:

- A. PTA shall be a non-commercial, non-sectarian, and nonpartisan body supporting the development of the school.
- B. To promote the welfare of children and advocate education, physical and mental health.
- C. PTA is for helping, co-operating in development & not for criticizing the school.
- D. To arrange skill based and outbound learning to understand the strengths and weakness of every pupil apart from academics.
- E. Organizing classes for students weaker in studies, special classes in music, dancing, painting other fine arts.
- F. To sponsor programmes like workshops, sports etc. to students, parents or teachers.

3. Membership of PTA:

Membership of the association shall be open to:

- A. Parents / guardians whose children or wards attend school in SJIPS. Such participation shall be non-political and non-religious.
- B. Any person who is a member of the teaching staff of SJIPS.

4. Executive Committee:

- A. President- Principal of the school.
- B. Vice-President – One from amongst the parents.
- C. Secretary – One from amongst the teachers.
- D. Two Joint Secretaries - Both from amongst the teachers.
- E. Members – 1 Parent and 1 Teacher from every standard.

Committee Meeting:

- A. The quorum for a meeting of the Committee shall be $1/3^{\text{rd}}$ of the total members of the executive committee of which two shall be parent members.
- B. The President shall chair all Committee meetings and in his/her absence, the Vice- President.
- C. In case the Vice-President is also absent, the members of the Committee present shall nominate one among them to be the Chairman of the meeting.
- D. Three days' notice shall ordinarily be given for all Committee Meetings.
- E. Special meetings of the Committee may be convened by the President at the written request of at least $1/3^{\text{rd}}$ members of the Committee, specifying the purpose.
- F. All decisions shall be on a simple majority of votes. In-case of equal votes, the chairman of the meeting shall have a casting vote.
- G. A member who fails to attend three consecutive meetings of the Committee shall cease to be a member of the Committee. However, the President may condone such absence and restore his/her membership.
- H. No quorum is necessary at the adjourned meeting which were originally postponed for lack of quorums.
- I. The committee meetings are not open for non-members. However, PTA members may refer any relevant matter of their interest through the President of the association for discussions at these meetings.

Termination:

1. If a member is found acting prejudicially to the interest and working of the School and/or towards other members. Sufficient opportunity will be given to the member to submit an explanation. Final decision will be made by the President.
2. Any office holder of the association who goes into or intends to or is invited to or elected in-to partisan politics shall resign his/her PTA post or be requested to

resign and vacate his/her post. Under no circumstances shall anyone involve the association into partisan politics.

3. If a member's child/children leave(s) the school or if a member's employment at school is terminated.

5. Rules of Conduct and Guidelines:

- A. Members will at all times, during its deliberation and actions, work with proper conduct and respect to one another and to the School.
- B. Each member must attend general meetings unless a member has a sound reason that will hinder him.
- C. Executive Committee will not concern themselves in individual / personal matters.

6. General Responsibilities Will Include and Not Limited To:

- A. Help School in any events outside and beyond standard school functions such as: organizing intra school quiz competitions, science fair, community outreach, teacher appreciation event etc.
- B. Work with the PTA to plan activities that support the vision and mission of the school.
- C. Provide an "ear" to the issues concerning the parent body at large and take it up with school management for satisfactory resolution.
- D. Solicit new ideas and suggestions from the parent body to help enhance the overall and all-round education experience and work with the management for review and implementation of the same.
- E. Build a sense of community at school through increased and sustained parental participation and involvement in school events.
- F. The Committee has the responsibility of approving the school fees as proposed by the Management within a period of 30 days after the proposal has been submitted by the management to the Committee.
- G. Foster a relationship between parents, teachers and school management.

7. Funds Utilization:

Create a common pool of fund that can be used for various expenses of the PTA.

- A. Meeting expenses like circular, refreshments etc.
- B. Awarding prizes & scholarship to the meritorious students.
- C. Awarding mementos for Guest Speakers etc.
- D. Expenses for arranging lectures of outstanding personalities.