

PANCHSHEEL ACADEMY PTA BYE-LAWS

1. DEFINITION & AIM OF THE PTA

Parent Teachers Association (PTA) is a non-profit, non-political and non-sectarian organization 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.

DEFINITION OF KEYWORDS

Association: All Parents and Teachers of Panchsheel Academy.

Members: Any/All individuals who have been accepted and admitted by the Association.

Executive Committee: The Committee in which the management of the Association is vested i.e. elected parents, appointed teacher representatives, Principal chosen by the School. Out of the total members of the Executive Committee, there shall be at least one member from the Scheduled Castes, the Scheduled Tribes or Backward Class of citizens to be appointed by rotation so that every category gets representation in every year.

PREAMBLE

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

2. AIMS AND OBJECTIVES

The aims and objectives of the association shall be:

1. To provide the platform for parents, guardians, and teachers of students of Panchsheel Academy to meet, exchange, deeply analyze issues, make recommendations and effectively pursue the implementation of decisions on matters affecting education / learning in Panchsheel Academy with appropriate agencies.
2. To foster mutual understanding, harmonious relationship and cooperation among parents, guardians, and teachers in the fulfillment of their common aim, the welfare of the school and the pupils therein.
3. To make for a healthy and sympathetic understanding of the education policies and programs of the school and thus influence the same to create a suitable climate for the reception of the same.

3. MEMBERSHIP OF PTA, QUALIFICATION

Membership of the association shall be open to:

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

4. **EXECUTIVE COMMITTEE**

1. Chairman- Principal of the school
2. Vice-Chairman – One from amongst the parents
3. Secretary –One from amongst the teachers
4. Two Joint Secretaries- Both from amongst the parents
5. Members – 1 Parent and 1 Teacher from every standard.

5. **GUIDELINES AND RULES OF CONDUCT**

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

Members shall be immediately terminated on the following grounds:

4. 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 School.
5. Any office holder of the association who goes into or intends to or is invited to or elected into partisan politics shall resign his PTA post or be requested to resign and vacate his post. Under no circumstances shall anyone involve the association into partisan politics.
6. If a member's child/children leave(s) the school.
7. If a member's employment at school is terminated.

8. **SELECTION PROCESS**

- The school shall select the Chairman, Secretary and Teacher representatives of the PTA. Vice Chairman can be nominated from the selected parent representatives.
- The Executive Committee shall be selected by lottery system method if more than one parent representative volunteers from each level within 30 days of the commencement of the academic session.
- A list of parents per Class level who had submitted their willingness to be a member of the Executive Committee, shall be compiled and kept for future use, in case of a resignation or termination of a selected parent.
- If a selected parent tenders his resignation in writing to Panchsheel Academy, his children leave the school or are terminated, then a new member will be selected from those who stood in the Executive Committee nomination process OR any vacancy occurring in the executive committee of the association before another selection may be filled by a special meeting provided that the Chairman on the advice of the executive members may appoint any member to fill such a vacant post until a substantive holder is selected.
- Parents will be notified via circular of selected members of the Executive Committee for the PTA. Contact details and circular will be posted on the Panchsheel Academy website under PTA.
- In the event of any officer vacating his/her office before or due to another selection, he/she shall immediately hand over the properties of the association to the Chairman. The association shall be in order to seek police assistance, where such vacating officer refuses to hand over the properties.

6. **THE EXECUTIVE COMMITTEE**

- The Executive Committee will meet when necessary but, at least, once in every three months.
- The committee meetings are not open for nonmembers. However, PTA members may refer any relevant matter of their interest through the Secretary of the Association or through the Class Parent Representative, for discussions at these meetings.
- Decisions will be made by majority vote process.
- All committee members have equal voting rights, with the exception of the Chair, who has an additional casting vote, should this be needed.
- One third of the total strength of the Executive Committee shall constitute a quorum and more than 50% of the parent members shall be present at the Executive committee meetings. Without a quorum, no business shall be transacted.
- A selected member of the Committee shall cease to be a member of the Committee if the member fails to attend 3 consecutive meetings of the Committee.

GENERAL RESPONSIBILITIES WILL INCLUDE BUT NOT LIMITED TO

- 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.
- Work with the Parent Volunteer System to plan activities that support the vision and mission of the school.
- 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 overall and all round education experience and work with Panchsheel Academy for review and implementation of the same.
- Build a sense of community at school through increased and sustained parental participation and involvement in school events.
- 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 Executive Committee.
- Foster a relationship between parents, teachers, school management and Board of Trustees.

CHANGE IN RULES AND REGULATIONS OF THE EXECUTIVE COMMITTEE

- Rules and regulations / roles and responsibilities will be constantly evolving and subject to review and changes based on the changing needs of Children, Parent, the School and the Teachers.
- Any changes in the Rules and Regulations must be approved at the Executive Committee meeting.