

CONSTITUTION OF THE PARENT -TEACHER ASSOCIATION

TKM COLLEGE OF ENGINEERING KOLLAM-691005

- 1. Name:** The name of the association shall be “The Parent-Teacher Association, TKM College of Engineering, Kollam”.
- 2. Office:** The office of the Association shall be located at TKM College of Engineering, Kollam.
- 3. Aim and objects:** The aims and objects of the Association shall be:
 - a. To foster and promote good relationship among the members of faculty, students and parents of our institution.
 - b. To create a keen interest among all stakeholders for the smooth working, progress and development of the college, maintaining good discipline, ethical values and high academic standards.
 - c. To institute scholarships, prizes medals etc., to benefit students showing a high proficiency in their studies.
 - d. To provide and ensure amenities to the students and faculty of the college.
 - e. To be an integral part of overall development of the college
- 4. Membership:**
 - a. The parents/guardians of all the students on the rolls of the college during a year shall be eligible to be members of PTA.
 - b. When a student is removed from the rolls of the College the parent/guardian of the student shall cease to be members of PTA.
 - c. The Principal and the other members of the teaching staff shall be members of the Association
- 5. Administration:**
 - 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 (The Principal of the College shall be the President)
 - (ii) A Vice President (elected from among the Parent/Guardian)
 - (iii) A Secretary nominated from among the members of the teaching staff
 - (iv) A Joint Secretary nominated among the Parent/Guardian
 - (v) A Treasurer nominated from among the faculty in the college

- (vi) Not more than 10 members of which 5 shall from faculty and parents/ Guardians respectively.
- (vii) The term of office of the Committee shall be for a period of one year or the period as decided by the President of the Parent Teacher Association.
- (viii) A committee once elected shall continue to hold office till the end of the academic year or 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 will 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 are not inconsistent with these rules
- b. To enlist members
- c. To hold meetings of the Committee at least once in a term or often if deemed necessary
- d. To periodically check the registers and records of the Association
- e. To scrutinise the annual report and audited statement of the accounts for a year to be placed before the General Body
- f. To implement all decisions taken by the General Body
- g. To suggest amendments to any of the existing rules and to frame new rules for consideration of the General Body.
- h. To fill up casual vacancy in the Committee by co-option and to form sub-committees for specific purposes.

7. Duties of the office bearers

President:

- a. The Principal shall be the ex-officio President of the Association.
- b. He/She shall have powers to convene meetings of the Association as and when necessary and shall preside over all Committee and General Body meetings.

Vice President:

- a. 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

Secretary:

- a. Shall be elected from among the teaching staff
- b. He/ She shall have the following powers:
 - i) To enrol members.
 - ii) To maintain proper register 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.
 - iii) To convene meeting of the Committee or of the General Body when authorized to do so by the President or on the written requisition of at least 5 members in the case of the committee and 100 members in the case of the General Body meetings
 - iv) He/ She shall be the joint custodian with Treasurer of all the funds of the Association and all the connected account books, receipt books, vouchers, passbooks etc.
 - v) He/ She shall sign the cheque along with Treasurer for all fund transaction, after getting approval from the President.
 - vi) To keep a current record of the proceedings of all committee and General Body meeting.
 - vii) To perform all other functions as may be assigned to him from time to time by the President or by the Committee.
 - viii) To incur such expenditure as may become necessary.

Joint Secretary:

- a. Shall be elected from among the parents/guardians.
- b. In the absence of the Secretary, the Joint Secretary shall perform all the duties of the Secretary.

Treasurer:

He/ She shall be elected from among the teaching staff

- a. He/ She shall be the joint custodian with Secretary of all the funds of the Association and all the connected account books, receipt books, vouchers, passbooks etc.
- b. He/ She shall sign the cheque along with Secretary for all fund transaction.
- c. He/ She shall get the annual statement of accounts prepared and audited and such audited statements shall be placed before the Committee and the General Body.

8. Fund

- a. The fund collected by the Association shall be deposited in a nationalized bank in the name of the Association.
- b. All receipts shall be signed by any one from among the President/Secretary/Treasurer.

9. Audit

- a. The accounts of the Association shall be audited by a chartered accountant. The audited statement approved by the Executive Committee should be presented for approval in the annual General Body meeting.

10. Committee Meeting

- 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 the Vice- President is also absent, the members of the committee present shall nominate one from among them to be the President of the meeting.
- c. Three day's 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.
- f. If an Executive Committee member is absent without prior notice for three consecutive meetings, he/she shall be removed from the Committee and a new member will be co-opted with the approval of Executive Committee.

11. General Body

- a. The General Body shall be the supreme authority concerning all matters of the Association.
- b. The General Body shall meet at least once in 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 amendments to bye-laws.
 - (5) To elect office-bearers of the ensuing years.
- (d) The quorum for a General Body meeting shall be 100 or 1/5 of the total number of members on the rolls whichever less is.

- (e) Seven days notice shall ordinarily be given for all meeting of the General Body either by direct intimation or by publishing in college website or in local dailies. Non-receipt of such information by any member shall not however invalidate any of the proceedings of the General Body meeting
- (f) A special meeting of the General Body shall be convened at the written requisition of at least 100 members or when authorized 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 meeting 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 resent 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.

12. General

- a. The Association shall have a common seal, which shall be in the safe custody of the President/Secretary.
- b. The President and the Secretary shall sign all documents on behalf of the Association.
- c. In case of any legal proceedings before Court by or against the Association, the Association shall be represented by the President and Secretary of the Association and the entire expenses related to the litigation shall be borne by the Association.
- d. In case of dissolution of the Association at any time, all its 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 record their vote in favour of the suggested changes.