

# **Constitution of the Parent Teacher Association**

## **College of Engineering Munnar**

### **Munnar-685612**

#### **1. Name**

The name of this Association shall be “The Parent Teacher Association”, College of Engineering Munnar.

#### **2. Office**

The office of the Association shall be located at College of Engineering Munnar.

#### **3. Aims & Objectives**

The aims and objectives of the Association shall be:

- (a) To foster and promote good relationship among the members of the teaching staff, students and the Parents/Guardians of the students.
- (b) To create in its members a keen interest for the smooth working and development of the College and for maintaining discipline and high academic standards.
- (c) To institute prizes, medals etc., to benefit students showing high proficiency in their studies and extracurricular activities.
- (d) To provide and ensure amenities to the students of the College.

#### **4. Membership**

The Parents/Guardians of all the students on the rolls of the College during a year shall be eligible to be members of the Association.

- a) When a student is removed from the rolls of the College, the Parent/Guardian of the student shall cease to be a member of the Association.
- b) The Principal and the other faculty members shall be members of the Association.
- c) There is no membership fee for faculty members.

#### **5. Administration**

The administration of the Association shall be vested in an Executive Committee, hereinafter referred to as the *Committee* elected for the purpose.

The *Committee* shall consist of

- A President (The Principal of the College shall be the President).
- A Vice-President (elected from among the Parent/Guardian).

- A Secretary nominated from among the faculty members in the College.
- The College Principal will be a member and in addition not more than **16** members of whom at least **8** shall represent the Parents/Guardians (Two Parents/Guardians from each year) and the remaining **8** members will be faculty members nominated by the Principal.

The term of the Office of the Committee shall be one year or the period as decided by the President who is the Principal of College of Engineering Munnar.

A Committee once elected shall continue to hold office till the end of the academic year or a new Committee assumed charge. However **2** parents from the forthcoming first year admissions may be elected to the Executive Committee during their orientation program. This selection has to be ratified in the next Governing Body or new members may be elected in the next Governing Body.

## **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.

- To elect Vice-President of the Association.
- To manage all affairs of the Association, to incur and meet all necessary expenses and do all such acts which are not inconsistent with these rules.
- To hold meetings of the Committee at least once in a semester or whenever deemed necessary.
- To periodically check the registers and the other records of the Association and to scrutinize the accounts.
- To scrutinize the annual report and the audited statement of accounts for the year, to be placed before the General Body.
- To approve budget for the ensuing year.
- To implement all decisions taken by the General Body.
- To suggest amendments to any of the existing rules and to frame new rules for consideration of the General Body.
- To fill up any casual vacancy in the Committee by co-option and to form sub-committees for specific purposes.

## **7. Duties of the Office Bearers:**

### **President:**

- The Principal shall be the Ex-officio President of the Association.
- 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.
- Joint Custodian of all funds of association.

### **Vice-President:**

- (a) He/ She shall be elected from among the Parent/Guardian members of the Association.
- (b) In the absence of President, the Vice-President shall perform all the duties of President.

### **Secretary:**

- (a) To enrol 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) He/ She shall have powers to convene meetings of the Committee and of the General Body either on his/her own initiative or on the written requisition of at least 2 members in the case of the Committee, and 40 members in case of General Body meetings.  
He/ She shall be the joint custodian with President, of all funds of the Association and all the connected account books, receipt books, vouchers, passbooks etc.
- (d) To incur expenditure as may be approved by the Committee.
- (e) He/ She shall maintain proper records of all receipts and payments and such records shall be presented before the Committee at its meetings.
- (f) He/ She shall keep an imprest advance of Rs. 5000/- (Rupees Five Thousand only) to meet unforeseen expenses.
- (g) To keep record of the proceedings of all Committee and General Body meetings.
- (h) To perform all other functions as may be assigned to him/her from time to time by the President or by the Committee.
- (i) He/ She shall sign the cheque along with President for all fund transaction, after getting approval from the President.
- (k) 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.
- (c) All transactions of the Association shall be made through the bank only.

### **9. Audit**

The accounts of the Association shall be audited by the college administrative officer. The audited statement approved by the Executive Committee should be presented for approval in the annual General Body meeting.

## **10. Committee Meetings**

- (a) The quorum for a meeting of the Committee shall be 8 of which 3 shall be Parent/Guardian.
- (b) The President shall preside over all Committee meetings and in his/her absence, the Vice-President will preside. In case the Vice President is also absent, the members of the Committee present shall nominate one from among them to preside the meeting.
- (c) Seven days 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 2 members of the Committee.
- (e) All decisions shall be by a majority of votes. In case of tie, 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 whenever the President/Executive Committee shall deem it necessary.
- (c) The business to be transacted at the meeting shall include the following :
  - To receive the report regarding the activities of the Association for the previous period.
  - To examine the audited statement of accounts of the Association for the period.
  - To approve the budget proposals for the ensuing year.
  - To consider any amendment to byelaw.
  - To elect office bearers for the ensuing year.
  - To elect Executive Committee members from among Parent/Guardian.
  - To distribute prizes/medals to the students showing proficiency in studies and extracurricular activities.
  - To consider any other matter approved by the President.
- (d) The quorum for a General Body meeting shall be 40 or 1/5 of the total number of members on the rolls whichever is less, in which at least 30 shall be Parents/Guardian.
- (e) Seven days of notice shall ordinarily be given for all meetings of the General Body either by direct intimation or by publishing such information in local dailies and College website. On non-receipt of such information by any member shall not however invalidate the proceedings of the General Body meeting.
- (f) A special meeting of the General Body shall be convened at the written requisition of atleast 40 members or when it is deemed fit by the President. Such meeting shall discuss only the specific matter for which the meeting has been convened.
- (g) The President and in his/her 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 majority of votes. In case of tie, 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 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 in which at least 51% of the members present, record their vote in favour of the suggested changes.