

Affiliated to the University of Mumbai

Sadhubella Education Society's

Minority Institution

Estd. 1994

J. WATUMULL SADHUBELLA GIRLS COLLEGE, ULHASNAGAR -1

Undergraduate and Postgraduate

COLLEGE PARENT-TEACHER ASSOCIATION CONSTITUTION

J. WATUMULL SADHUBELLA GIRLS COLLEGE, ULHASNAGAR

COLLEGE PARENT-TEACHER ASSOCIATION

CONSTITUTION

Introduction :

An association of parent and Teachers was formed in the college in the year _____

The parent of each student who is admitted into the college shall join the association by paying a membership fee of Rupees 30 in lump sum per year at the time of the student's admission. All the teachers are members of the Association.

Constitution of the Parent – Teacher Association

1. **Name :**

   The name of this association shall be **"The Parent-Teacher Association, Sadhubella College, Ulhasnagar".**

2. **Office :**

   The office of the Association shall be located at the College, Ulhasnagar.

3. **Aims and Objects :**

   The aims and objects of the Associations shall be –

   a] To foster and promote good relationship among the members of the teaching staff, students and guardians/ parents of the students.

b] To create in its members keen interest for the smooth working and the progress of the college and for maintaining good discipline and high academic standards.

c] To institute scholarships, prizes, medal etc., to benefit students showing a high proficiency in their studies.

d] To provide some amenities to the students of the college.

4. Membership –

a] The Parents of all the students on roll of the college during a year are eligible to be the members of the Association.

b] When a student is removed from the roll of the college, the parent of the student shall ceases to be a member of the association.

c] The parent of each student admitted to the College shall join the Association by paying membership fee of Rs. 30 at the time of admission.

d] 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 Committee.

b] The committee shall consist of -

i. President

ii. Two Secretaries – one elected by the parents and the other is the staff member.

iii. Four members, one each from every programme.

c] The term of office of the committee shall be for a period of one year (the year for the purpose shall be the calendar year).

d] A Committee once elected shall continue to hold office till a new committee assumes charge

6. Powers and responsibilities of the Executive committee-

Subject to the consent of the General body of the Association, the executive shall 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 accept application for membership and enlist members.

c] To hold meetings of the committee at least once in a term.

d] To periodically check the registers and the other records of the Association

e] To prepare the annual report and the audited statement of 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 any causal vacancy in the committee by co-option

i] To form sub-committees for specific purpose, if need arises.

7. Duties of the office Bearers – President :

a] The Principal shall be Ex-officio President and the Treasurer of the Association.

b] He shall have control over the affairs of the Association and shall preside over the committee meetings and the meetings of the General Body.

c] He shall have powers to convene meetings of the committee and of the General Body either on his own initiative or on the written requisition of at least 3 members in the case of the committee and 10 members in the case of the General Body meetings.

d] He shall be the sole custodian of all the funds of the Association and all the connected account books, receipt books, vouchers, passbooks etc.

e] He shall have powers to operate the Accounts of the Association (and to incur such expenditure as may be approved by the committee.

f] He shall maintain proper records of the receipts and payment and such records shall be produced before the committee at its meetings.

g] He shall get the annual statement of accounts prepared and audited and such statements shall be placed before the committee and the General Body.

h] He shall keep an imprest advance of Rs. 500 at a time to meet unforeseen expenses. The balance amount shall be deposited in a Scheduled Bank approved by the General Body.

The Secretaries –

There shall be two Secretaries one to be elected from among the parents and one from among the members of the teaching staff. They shall have the following powers :

a] To enroll 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] To convene meeting of the Committee or of the General Body, when authorized to do so by the president.

d] To keep a correct record of the Proceedings of all committees and General Body meetings

e] To perform all other functions as may be assigned from time to time by the President or by the Executive Committee.

f] To incur such expenditure as may become necessary.

8. Committee Meeting

a) The quorum for a meeting of the committee shall be 4

b] Three day's notice shall ordinarily be given for all committee meetings.

c] Special meetings of the committee may be convened by the President at the written request of at least 3 members of the committee.

d] All decisions shall be by a majority of votes. In case of equality of votes, the president of the meeting shall have a casing vote.

9. General Body and its Meetings

a] The General Body shall be the supreme authority concerning ail matters of the Association.

b] The General Body shall ordinarily meet 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 proposal for the ensuing year.
4. To consider any amendments to byelaws.
5. To elect office bearers for the ensuing year.
6. The quorum for a General Body meeting shall be 10 or 1/5 of the total numbers on the rolls whichever is less.

d] Seven day's notice shall ordinarily be given for all meetings of the general body either by direct intimation or by publishing in local dailies/whatsapp. Non receipt of such information shall not however invalidate any of the proceedings of the General Body Meetings.

e] A special meeting of the General Body shall be convened at the written requisition of at least 15 members. Such meeting shall discuss only the specific matter for which-the meeting

has been convened' The rule regarding notice and quorum shall apply to such meetings also.

f] The President shall preside over ail meetings of the General Body'

g] All decisions 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.

10. General :

a] The Association shall have a common seal, which shall be in the safe custody of the President / Secretary.

b] Any document executed by the Association shall be signed by the President.

c] In the case of dissolution of the Association at any time, all its records and funds shall be taken over by the President and dispose of in a manner to be decided by the General Body.

d] None of the above rules shall be altered, amended for rescinded except at a meeting of the General Body at which 2/3 of the member present record their vote in favour of the suggested changes.

11. The Chairman shall be sole judge of any point of order. He may call any member to order and shall have power to make any action as may be necessary to enforce his decision.

12. Notwithstanding anything contained in the foregoing rules it shall be competent to the Principal to dispose of any matter.

-x-x-x-x-

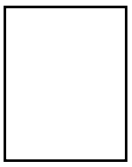
Form No. _____



Sadhubella Education Society's

J. WATUMULL SADHUBELLA GIRLS COLLEGE

Near Government Dispensary, Ulhasnagar 421 001, Dist – Thane



Alumni Membership Form

Name : _____

Date of Birth : _____

Qualification : _____

Year of Passing : _____

Present Address : _____

: _____

: _____

Tel No. : _____

Mob. No. : _____

E-mail ID : _____

Occupation (Service / Business/House Wife)

Details of Occupation : If service or Business

Name of Organization : _____

Designation : _____

Address : _____

: _____

: _____

No. of years of employment _____

_____ _____

Signature of Secretary Signature of Alumni

College Alumini Association