

ST ALOYSIUS GONZAGA SCHOOL

KODIALBAIL, MANGALURU – 575003

PARENT TEACHER ASSOCIATION

INTRODUCTION:

The School Management is pleased to form a Parent Teacher Association in order to foster relationship between the school, teachers and parents, as well as to involve the parents in the overall growth and the development of the school and their wards. The School Management believes that the PTA would continue to foster the spirit of academic excellence that the school has been striving for and will support the school in creating an enabling atmosphere to ensure the holistic development of the students as mature and responsible citizens without interfering with the administration and management of the school.

1. AIMS AND OBJECTIVES OF THE ASSOCIATION:

- a. To foster and maintain **mutual understanding and co-operation between the parents and the school.**
- b. To promote and support the **all round development of the school.**
- c. To encourage and **enable students to achieve excellence** in academics and other related fields.
- d. **To institute awards**, trophies in academics, sports and culture.
- e. To **suggest ways and means to support excellence** in holistic education.
- f. **To co-operate with the school in the important activities** organized during the year.
- g. To assist school in resolving the **collective safety and security issues** of the students
- h. **To help the school in providing financial assistance** to students in need.
- i. To promote the **objectives of the parent organization** i.e., The Mangalore Jesuit Educational Society and its institutions.

2. FORMATION OF THE PARENT TEACHER EXECUTIVE COMMITTEE (PTEC)

- a. One parent representative from each class (Class Kindergarten - X) will be elected at the Annual General Body Meeting.
- b. The teacher representation will be either 30% of the teachers or all Coordinators, Deans and Vice-principals chosen at the staff meeting.
- c. The President has the power to co-opt PTA members not more than five.
- d. All the Office Bearers and the Members of the PTEC shall retire every year but will continue to hold office till their successors are elected.

3. OFFICE BEARERS:

1. Chair person (Ex-officio) : Vice-president of Mangalore Jesuit Educational Society (MJES) and Rector of St. Aloysius Institutions.
2. President (Ex-officio) : Principal of SAGS
3. Vice President : Elected by the PTEC from among the parent representatives.
4. Secretary : Elected by the PTEC from among the staff representatives.

- 5. Joint Secretary : Elected by the PTEC from among the parent representatives.
- 6. Treasurer : A teaching faculty member elected by the PTEC

4. FUNCTIONS OF THE OFFICE BEARERS:

a) The Chairperson:

He/she shall,

- 1. preside over the General Body meetings and attend the PTEC meetings whenever possible.
- 2. handle issues under certain circumstances wherever there is a tie or the PTEC does not come to a conclusion, he/she shall have the final word in all matters.
- 3. monitor the smooth running of the Association, as per its aims and objectives.

b) The President:

He/she shall,

- 1. preside over all the meetings of the PTEC.
- 2. be a signatory for all banking related transactions including signing of cheques and discharging of necessary documents for the conduct of the bank accounts.

c) The Vice President:

He/she shall,

- 1. preside over the meetings of the PTEC in the absence of the President.
- 2. assist the President in preparing the agenda for the meeting.
- 3. assist in organizing the important events of the school and help the President whenever there is need.

d) The Secretary:

He/she shall,

- 1. maintain all records, attendance Register, prepare a detailed report and present it before the General Body meeting every year.
- 2. attend to all PTA correspondence and send out notices for the meetings.
- 3. assist the President to carry out all his/her duties and render service in all matters of the PTEC.

e) The Joint Secretary:

He/she shall,

- 1. assist the Secretary to carry out all his/her duties and render service in all matters of the PTEC.
- 2. present the annual report of the Association of the previous year

f) The Treasurer:

He/she shall,

- 1. take care of all funds of the Association.
- 2. ensures that proper accounts of the association are maintained. Keeps a record of the audited statements.

3. in consultation with the President will prepare the annual budget and present it to the first executive meeting and execute the same.
5. **MEMBERSHIP:**

The parents or guardians of the students attending the school and the teaching faculty shall be the members of the Association.
4. **MEMBERSHIP FEE:**

The Membership fee shall be Rs.100/- (Rupees one hundred only) per year payable at the beginning of the academic year. Increase in membership fee if needed, requires the approval of the school management.
5. **CANCELLATION OF PTEC MEMBERSHIP:**
 - a. A member of the PTEC who is absent without prior intimation for three consecutive meetings shall be considered to have vacated his/her seat in the PTEC from the date of the fourth meetings unless the PTEC has condoned his/her absence.
 - b. An individual who intends to discontinue as the member of the PTEC should intimate the same in writing to the President.
6. **MEETINGS:**
 - a) **Parent Teacher Executive Committee:**
 1. The Executive Committee shall meet at least once in three months during the year.
 2. The agenda for the meeting shall be prepared by the President along with the Vice President.
 3. The Secretary of the Association shall send out notice of the meetings of the PTEC with the agenda in writing/e-mail/sms to all the members at least one week in advance.
 - b) **Office Bearers:**

As and when required, the President shall convene the meeting of the Office Bearers. A minimum of 3 members should be present at such a meeting.
 - c) **Annual General Body:**

The Annual General Body Meeting of the Association shall be held once a year by the end of July. The meeting will transact the following business:

 1. The proceedings of the General Body meeting of the previous year will be presented by the Secretary.
 2. The annual report of the Association of the previous year shall be presented by the Joint Secretary.
 3. The audited accounts of the Association for the previous year shall be presented by the Treasurer.
 4. Shall elect members to the PTEC for the current academic year.
 5. Presentation of proposals, projects and academic plans by the School, to ascertain the views of the parents.

The notice of the meeting shall be sent to members in writing/e-mail/sms not less than 15 days before the date of the meeting and such notice shall be considered to be sufficient. However, accidental irregularities of the notice shall not invalidate the proceedings of the meeting.

7. FUNDS:

- a) The Association will open a Bank Account with any of the Nationalized or Scheduled Bank, in the name of Parent Teacher Association, St Aloysius Gonzaga School. The funds of the Association shall be deposited into this account. The account will be operated by the President of the Association.
- b) The Bank will be provided with the resolution copy signed by the President and the Treasurer requesting to open an account in the name of the association.

8. AUDIT:

The accounts of the Association shall be audited once a year and be examined by a Chartered Accountant duly appointed by the Management.

9. DISSOLUTION:

If the objectives for which the Association is set up are found impossible to be achieved, the School Management has the power to dissolve the Association. In such event, all the funds of the Association will be freezeed and transferred to the school.

Approved and amended by the School Management on 9th August 2022


Member



**Mangalore Jesuit Educational Society
Principal, St. Aloysius Gonzaga School, Mangaluru**



Vice-President



**Mangalore Jesuit Educational Society
And Rector, St. Aloysius Institutions**

