

**THE CONSTITUTION  
OF THE AUCKLAND HOUSE SCHOOL FOR BOYS  
PARENT TEACHER ASSOCIATION**

**VISION**

The Vision the PTA are to advance education and all round development of the students by improving relationships between teachers, parents and other associated with the School.

**CONSTITUTIONS OF PTA**

The present members of the first PTA of AHS for Boys were elected/constituted on 22.7.2019, and the election for the same was held under the supervision of the Observers Dr. P.K. Salaria , Principal, Rajeev Gandhi Degree College and Dr. Brijesh Chauhan , Associate Professor ,Department of Physics, Rajeev Gandhi Degree College, Shimla. At the time of election of the present members there was no constitution but only certain guidelines of Government of Himachal Pradesh. The members elected by the parents of the respective classes elected office bearers of the Executive Committee. The First PTA Executive Committee consisting of office bearers is as follows:-

a. Chairman	-	Mr. Michael A. John
b. President	-	Mr. Rajesh Mandhotra (Parent)
c. Vice President	-	Dr. (Mrs.) Priti R. Nagal (Parent)
d. Secretary	-	Dr.(Mrs.) Mala Kuthiala (Teacher)
e. Joint Secretary	-	Mr. Gagan Lakhanpal (Parent)
f. Treasurer	-	Mrs. Anjana Janartha (Parent)
g. Advisor	-	Mrs. Sugandha Sood (Parent)

The draft constitution of PTA was circulated by the School Management to all members vide letter dated 22.8.2019 to be adopted by the PTA. The Constitution was discussed in the meeting of PTA held on 31.8.2019 in the school and certain amendments were suggested by the PTA. The Constitution shall explain the aim and objectives of PTA and its formation and policy, rights and duties / responsibilities and functions of members of PTA and of office bearers of executive body.

**NAME**

The name of the organisation shall be Auckland House School for Boys Parent Teacher Association, Shimla, hereinafter shall be referred to as AHSB PTA.

1. *[Signature]*
2. *Rajesh Mandhotra*
3. *P. Nagal*
4. *Anjana Janartha*  
12/10/19
5. *Sugandha Sood*
6. *[Signature]*
7. *M. K. Salaria*  
12/10/19

## AIM AND OBJECTIVES

1. To advance education and supporting holistic overall development of the students.
2. To promote trust and co-operation between parents and teachers of the school.
3. To protect rights, interest and safety of the students of the school.
4. To preserve, protect and maintain the dignity and status of teachers in the school and society.
5. To help parents and teachers to adapt themselves to the changing concepts of parenting and teaching.
6. To improve relationship between parents and teachers and other associated for overall development of the students.
7. To assist other under privileged children in the society for having education and better childhood, to support inclusive education.
8. To provide a platform for the parents to meet the teacher, exchange and understand idea for a healthy and sympathetic understanding of education and policy of government regarding better education for overall development of students.

## COMPOSITION OF PTA

### **I. Rules**

1. PTA shall consist of one parent representative from each class or from each section as decided. The parent representative shall be nominated/ elected by the parents of that class or section.
2. Three fourth members of the PTA shall be parents or guardian.
3. 50% Members shall be women.
4. One Member i.e. Parent/ Legal Guardian will represent the Economically Disadvantaged background.
5. One Member to be Co-Opted from amongst parents of a differently/divinely abled child.
6. The Principal of the school and one teacher from each level of schooling that is Pre-primary, Primary, Upper Primary, Secondary and senior secondary, consisting of five teachers.

*[Handwritten signatures and dates in blue ink on the left margin:]*  
Rajeshwaraloh...  
Rajagopal  
Sujana  
Sugandha  
12/10/19  
12/10/19

7. Tenure of the PTA shall be for one academic session only or till the election of the next PTA is held.

## II. Constituents

1. The PTA shall be elected democratically. It consists of the following members:

- a. Chairman
- b. President
- c. Vice President
- d. Secretary
- e. Joint Secretary
- f. Treasurer
- g. Advisor
- h. Members: - 1 Parent from every Class or each section, Two members parents of differently abled child and economically disadvantaged background & 5 Teachers.

### EXECUTIVE COMMITTEE FOR PTA

1. Membership to the Executive Committee is for 1 Academic Session only or till the election of next PTA is held.

2. Executive Committee of PTA shall be consisting of following Office Bearers:-

1. Chairman - The Principal of the school shall be the Chairman of Executive Committee.

2. President - The President shall be elected amongst the members of PTA by way of election and shall be parent only.

3. Vice President - The Vice President shall be elected amongst the members of PTA by way of election and shall be parent only.

4. Secretary - The Secretary shall be elected amongst the teachers of the PTA.

5. Joint Secretary - The Joint Secretary shall be elected amongst the members of PTA by way of election and shall be parent only.

6. Treasurer - The Treasurer shall be elected amongst the members of PTA by way of election and shall be parent only.

7. Advisor - The Advisor shall be elected amongst the members of PTA by way of election and shall be parent only.

1. *[Signature]*  
2. *Rajeshwar Chato*  
3. *[Signature]*  
4. *[Signature]* 12/10/19  
5. *Supandya*  
6. *[Signature]*  
7. *M.K. Mishra* 12/10/19

## PTA MEETING:

PTA meetings will be held as specified in the following manner given below.

1. Prior Notice of one week for the meeting will be given to all members.
2. Members need to inform their points agenda to the Secretary two days before notices for the meetings are sent out.
3. Points not on the agenda will not be discussed during the meetings.
4. There shall be three types of meetings:-

i. **General House** :- There shall be one General House which shall be held in the first month immediately after opening of the school , where PTA shall be elected. It is further provided here that the major decisions taken by PTA in the previous year have to be brought into the notice of all parents in the General House.

ii. **Meeting of PTA** :- The meeting of PTA shall be held quarterly.

iii. **Meeting of the Executive Committee Of Office Bearers of PTA:** The meeting of the Office bearers of the Executive Committee shall be held once in a month. It is specifically provided that the decision of the Executive Committee shall have to be approved by the PTA members with 2/3 majority in the next meeting.

### **5. Recording of the minutes:**

i. The minutes of the meeting shall clearly be recorded in the register maintained by the school, by the Secretary and in the next meeting be signed by the President and the Secretary and copy of the same shall be sent to all the members of PTA by E-mail.

ii. The minutes of the meeting shall be typed and pasted in the Numbered Minute Book. The President and the Secretary should sign each page of the confirmed minutes.

## ROLE ,RESPONSIBILITIES AND FUNCTIONS OF THE PTA

1. The PTA, an Advisory Body is Non –Political and created for better Co-ordination and interaction between Parents, Teacher to Academic Standard and Facilities in the school.
2. The PTA shall work effectively for achievement of its aim and objective.

1. Refer  
2. Rajeshwarachari  
3. Rajag  
4. 12/10/19  
5. Surya  
6. Seenu  
7. M. K. H. L.  
12/10/19

3. The PTA and School will join hands to improve the conduct of the Students and also to restrict the entry of anti-social elements in the Campus.

4. To inform Parents / Guardians about the performance of their wards from time to time and arrange for parents to meet staff once in three months.

5. To make parents aware of various schemes of the Government in the area of Education and also give information about various activities and programmes of the Education Department at the school, District and State Level.

6. To make a collective effort for the overall development of the organisation and the students , by arranging at least one meeting of the PTA quarterly and that of its General House, once in a year giving utmost priority to student welfare.

7. It shall be duty of the PTA to upload the decisions of PTA in the Official website of the school and shall be displayed on the notice board for the information of the parents.

**PTA's role is limited to the above mentioned roles and responsibilities. PTA and Executive Committee are not permitted to intervene in Day to Day affairs of the School Management.**

#### CODE OF CONDUCT

1. All Communication by PTA members in their capacities will be addressed to the PTA Executive Committee only.

2. All communication by PTA Executive Committee members to the school management will be in writing after due process of passing of resolution by the appropriate quorum at PTA meeting after it is completed.

3. All PTA meetings will be held at school. No meeting will be held under auspices of PTA outside the school or in a public place without the approval of the School Management.

4. The name of the PTA and the name of any member in their official capacities, shall not be used in connection with any commercial concern for purpose not related to promotion of the objectives of the PTA.

5. No PTA member will communicate with any outside organisation or persons in their official capacities without permission of the School Management or a resolution of the PTA Executive Committee.

1.   
2. Rajeshwar Kholo  
3. Pragal  
4. Ujjain 12/10/19  
5. Sy...  
6. ...  
7. M.K.H. 12/10/19

6. The PTA is not expected to contravene policies or decisions of the School Management.

7. At no time will obnoxious, aggressive behaviour, abusive language or character assaults be permitted. In the event that such practices are indulged in, the Executive Committee members will not be permitted to attend any further PTA meetings.

8. The PTA is not a platform for personal advancement or as a means to settle score with Teachers.

9. All members shall follow the school code of conduct and if any member found violating the school Code of Conduct then the Executive Committee shall form a Committee for verifying the same and if any member found wilfully violating the Code of Conduct, the member found guilty shall not be allowed to attend the meeting.

#### VACANCIES AND REPLACEMENTS

1. Vacancy may occur during the tenure of PTA on account of resignation or for any other reasons. If ward of the member leave the school or ceases to be students of the school for any reason, then seat of the said member shall be treated as vacancy.

2. The Post of member fell vacant for any reason then some other parent shall be elected by the parents of the said class and the vacancy shall be filled up accordingly.

3. The PTA Executive Committee has the right to replace any member who violates the code of conduct and communication and appoint or replace by selection for the remaining for the tenure of the committee.

#### FINANCE

1. The PTA is non-profit making body and all funds raised or held by the PTA are solely used for meeting the objectives of the PTA. All committee members and appointed or elected official act in an honorary capacity, and no member receive any remuneration or payments other than refund of previously-authorized expenditures.

2. All expenditures of the PTA fund need to be approved by the Executive committee through a majority vote.

*[Handwritten notes and signatures on the left margin:]*  
Rajeshwarachari  
D. Nagal  
Sujay J. 12/10/19  
S. S. S.  
6.7. S. S.  
7. M. K. S. 12/10/19

## AMENDMENTS TO CONSTITUTIONS

1. No alterations to this constitution shall be proposed or adapted by the members without prior written approval of the School Management.
2. Amendment of the constitution can be made after due deliberation with prior notice of one month and amendment shall be approved of  $\frac{3}{4}$  members of the PTA.

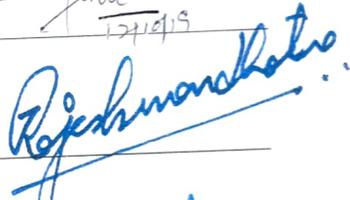
## DISSOLUTION PTA

1. The PTA will be automatically dissolved at the end of the academic year or till the election of the next PTA is held
2. The PTA Executive Committee will hand over all PTA related documents such as Minutes Book etc. to the Principal of the school for safe keeping.

1. Mr. Michael A. John  
Chairman

Signature   
12/10/19

2. Mr. Rajesh Mandhotra  
President

Signature 

3. Dr. (Mrs.) Priti R. Nagal  
Vice President

Signature 

4. Dr. (Mrs.) Mala Kuthiala  
Secretary

Signature  M.K. Kuthiala  
12/10/19

5. Mr. Gagan Lakhanpal  
Joint Secretary

Signature 

6. Mrs. Anjana Janartha  
Treasurer

Signature  Anjana  
12/10/19

7. Mrs. Sugandha Sood  
Advisor

Signature 

8. Mrs. Dipika Dhiman  
Member

Signature 

- 9 Mr. M. K. Sareen  
Member  
Signature M.K. Sareen
10. Mr. Deepak Sood  
Member  
Signature \_\_\_\_\_
11. Mr. Mehboob Ali Khan  
Member  
Signature Mehboob
12. Mr. Vijendra Mehra  
Member  
Signature \_\_\_\_\_
- 13 . Mr. Prakash Singh Rawat  
Member  
Signature Prakash
14. Dr. Arti Sareen  
Member  
Signature Arti
- 15 . Mr. Pravesh Kumar Sharma  
Member  
Signature Pravesh  
12/10/19
16. Mrs. Anu Bala Zinta  
Member  
Signature Anu Bala
17. Mrs. Shikha Sharma  
Member  
Signature Shikha Sharma
18. Mr. Avtar Singh  
Member  
Signature Avtar
19. Mr. Rajneesh Kainth  
Member  
Signature \_\_\_\_\_
20. Mrs. Parul Sood  
Member  
Signature Parul  
12/10/19
21. Mrs. Meenaskhi Thakur  
Member  
Signature Meenaskhi  
15/10/19
22. Mrs. Alka Sharma  
Member  
Signature Alka  
21/10/19
23. Mrs. Rashmi Pathak  
Member  
Signature Rashmi  
17/10/19