

Kendriya Vidyalaya Rishikesh

Parent Teacher Association

Membership Criteria

Who can be a member of the PTA?

- Every parent (either mother or father or legal guardian of the child studying at Kendriya Vidyalaya) will be member of the PTA. Only one membership shall be allowed for a child studying in the school. Membership will lapse when the pupil ceases to be on the roll of the school.
- Members of the teaching staff of the Vidyalaya shall ipso facto be teacher members of the Association. The membership shall lapse immediately on their ceasing to be member of the teaching staff of the school.

Executive Committee

- Executive Committee:
 1. The management of the affairs of the Association shall be vested in the Executive Committee, which will consist of seven members.
 2. All the members will be nominated by the Chairman. These will include four Parent Members out of which at least two shall be ladies. Apart from the Parent Members, there will be two teacher members.
 3. The Principal of the school shall be the ex-officio Chairman of the Association.
 4. The terms of the parent members as well as teacher members of the Executive Committee shall be two years or till the child of the parent ceases to be a student of the Vidyalaya or the teacher ceases to be posted in the Vidyalaya (whichever is earlier).
- Office Bearers of the Association: The following shall be the honorary Office Bearers of the Association:
 1. Chairman - Principal of the Vidyalaya.
 2. Vice Chairman - Parent Member (to be decided by the four members nominated by the Chairman, VMC from amongst themselves)
 3. Secretary - Parent Member (to be decided by the four members nominated by the Chairman, VMC from amongst themselves).
 4. Jt. Secretary - Teacher Member (to be decided by the four members nominated by the Chairman, VMC from amongst themselves).
 5. Three other Members - Two parents and one teacher

Duties of the committee members

- Function of the Executive Committee
 1. Executive Committee shall look after the affairs of the Association and manage the business of the Association
 2. It may appoint a sub-committee from amongst the members of the Executive Committee or members of the Association and assign such function to them as may be considered necessary in the best interest of the Association.
 3. Executive Committee shall have full power from time to time to make or amend rules and bye-laws consistent with the constitution of the Association for the proper conduct of the business of the Association which will be placed before the General Body for consideration in its next meeting.

Function of the Office Bearers

4. **Chairman:** The chairman shall attend and preside over all meetings of the Executive Committee and the General Body and preserve due order and approve the minutes of the meeting of the Association.
5. **Vice-Chairman:** In the absence of the Chairman, the Executive General body may request the Vice-Chairman to preside over the meeting and to perform the functions and duties of the Chairman.
6. **Secretary:** He/She shall be in charge of the Association's office and shall be responsible for conducting the day-to-day affairs, calling of meetings of both Executive and General Body, recording of proceedings and issue of minutes of the meetings, maintaining of registers and records of the association, preparing the Annual General reports and perform all other functions generally incidental to the office of the General Secretary.
7. **Jt. Secretary:** The Jt. Secretary shall assist the Secretary in the discharge of his/her duties and in the absence of the Secretary, the Jt. Secretary shall perform his/her functions and duties.