



SANSKAR INTERNATIONAL SCHOOL

Amravati Road, Near Astamasidhi Temple, Paratwada,
Dist. - Amravati, 444805 Maharashtra

Notice for the Election of Parents Teachers Association **Academic Session 2022-23**

Dear Parent,

Sanskar International School PTA has been functioning effectively as per the guideline issued by CBSE new Delhi and playing a constructive role towards the holistic development of the students.

This is to inform you that this year election for the PTA Executive Committee will be held in two stages. At first stage class representative from each section of all the grades shall be elected and then the class representatives will elect the Executive Committee of the PTA for the academic session-2022-23.

Parents who are willing to spare sufficient time in playing an instrumental role in bringing parents teachers together to understand each other and co-operate in the task of the total development of young impressionable minds are welcome to file their nominations.

PTA (PARENT TEACHERS ASSOCIATION)

PTA is a nonprofit, nonpolitical and non-religious organization made by the school staff and parents which work to help/ support the school in the development of the students and play a vital role in coordination among the parents, staff and school management and support in the improvement and development of the school.

KEYWORDS:

1. **Association** means all the parents, teachers and employee of the Sanskar International school.
2. **Members** means among all individual who have been accepted and admitted by the association.
3. **Executive committee members** means any /all individual who are being elected as a representative.
4. **Executive committee** core members of representative with dignitaries

AIMS AND OBJECTIVES

The objective of the PTA are to advance the education and all round development of the students by extending relationship between teachers, parents and associated with the school.

To foster mutual understanding, harmonious relationship and cooperation among parents, guardians, and teachers in the fulfillment of their common aim, the welfare of the school and the pupils/students therein.

To make for a healthy understanding of the education policies and programs of the school and thus influence the Process of constitution of PTA

1. Parents interested in becoming members of the Managing committee of the PTA 2018-19 are requested fill in the Nomination form 'attached to this circular.

- Parents who submit their "Nomination form of the Managing Committee of the PTA" will pay a membership fee Rs.50/- and only then will they be eligible to contest in the elections.
- The Executive Committee of the PTA will be formed as far as practicable within a period of 2 (two) weeks from the date of formation of the managing committee of the PTA. A notice period of 1 (one) week will be given for formation of the Executive Committee.
- The PTA Executive and Managing Committee will be elected democratically.

Eligibility Criteria for Managing Committee for PTA

- Membership to Managing Committee is for 1 year only. Please note that you can become the member of PTA Managing Committee only once in 3 years.
- 1 Member from the Parent/ Legal Guardian will be from Schedule Caste category.
- 50% Members shall be women.
- Parents/guardians whose children or wards attend school in Sanskar International School. Such participation shall be non - political and non -religious.
- For every class/ Division one parent and one teacher (As per the number of divisions, Parent members)
- The class teacher will be the member of PTA.

EXECUTIVE COMMITTEE

The formation of Parents- Teacher's Association's Executive Committee would be as under: -

Chairperson	Principal of the School
Vice-Chairperson	One from amongst the parents
Secretary	One from amongst the coordinators
Two Joint Secretaries	Both from amongst parents
Treasurer	One from amongst the teachers
Joint-Treasurer	One teacher &/ one parent from members
Member	One parent & one teacher from every standard

Election Process

For Membership of Executive Committee of PTA

- Elections for the Executive Committee will be announced after the PTA Managing Committee is formed.
- Upon formation of the PTA Managing Committee, the School Management will invite 2 nominations from candidates for the post of members of Executive Committee of the PTA.
- The school management will give a notice period of 1 (one) week for filing of nominations.
- Upon completion of the 1 (one) week notice period, the School Management will announce the list of candidates based on the eligibility criteria mentioned in the eligibility criteria section.
- The School Management will announce the date of elections.
- The voting process will be through anonymous ballot process.

For Executive Posts of Managing Committee of PTA

1. Upon election of the members of the Managing Committee of PTA, members of the committee will nominate parents from the elected members for the post of Vice – Chairman and Joint Secretary.
2. The members of the Managing Committee will then elect the Vice -Chairman and Joint Secretary through vote of simple majority.

Roles and Responsibility of the PTA:

- **The PTA IS A CONSULTATIVE BODY AND NOT A DECISION MAKING BODY.**

To see that syllabus as planned be completed. The PTA Managing Committee partakes in assisting the school in planning co-curricular activities and co-operate and assist with such other activities of the school. The committee will oversee that the planned syllabus is completed & will suggest methods to help pupils who are weak in studies. The committee will assist the school in other such issues including ensuring that parents follow the proper code of conduct during visits.

Note: PTA's role is limited to the above-mentioned roles and responsibility. PTA and PTA Managing Committee are not permitted to intervene in Day-to-Day affairs of the school Management. Code of Conduct:

1. All communications will be as per the communication policy as mentioned in the communication section.
2. All PTA meetings will be held at the school.
3. No meeting will be held under auspices of PTA outside the school or in a public place without the approval of School Management.
4. The name of the PTA and the names of any members, in their official capacities, shall not be used in connection with any commercial concern or for purpose not related to promotion of the objectives of the PTA.
5. No PTA member will communicate with any outside organization or persons in their official capacities without expressed permission of the school management or a resolution of the PTA Management Committee.
6. The PTA is not expected to contravene policies or decisions of the School Management.
7. At no times will obnoxious, aggressive behavior, abusive language or character assaults be permitted. In the event that such practices are indulged in, the PTA management committee member 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 score favors with the Management & Teachers.
9. No special treatment is meted out to any Executive Committee member. Members follow ALL the rules and observe ALL the regulations laid down by the school and listed in the school Handbook, as well as those implied tacitly or explicitly by the school authorities- such as entry into the school, timings for meeting teachers, coordinators, principal, director, trustees etc. Parents should be modestly and appropriately attired at all times in the school.
10. No access to the Mailing List can be had under any pretext.
11. If any classes are taught or workshops conducted by members, then it is done purely voluntarily with no monetary or other remuneration expected.

PTA Meetings:

1. PTA Meetings of managing committee should be called minimum once in three months.
2. Prior notice period of 1 (one) week for the meeting will be given to all members.
3. Members need to inform their points of agenda to the Secretary at least 2 (two) days prior to the meeting.
4. Point not on the agenda will not be discussed during the meeting.
5. Quorum must include the Chairman, Secretary and at least 3 parents and 3 teachers of the Managing Committee.

Vacancies and Replacements:

1. Upon resignation of any standing member of the PTA Managing committee, the School Management will fill vacancy by appointment. The appointed person shall serve only the remaining time that the original committee member would have served.
2. Any vacancies during nomination for the election of PTA Managing Committee will be filled by the School Management by appointment.
3. The PTA managing committee has the right to replace any member who violates the code of conduct and communication and appoint a replacement by selection for the remaining tenure of the committee.

Communication:

1. All communication by PTA members in their official capacities will be addressed to the PTA Managing Committee only.
2. All communication by PTA Managing 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.

Finance:

1. The PTA is a 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 officials act in an honorary capacity, and no member of the PTA shall receive any remuneration or payment other than refund of previously-authorized expenditures.
2. All expenditures of the PTA fund need to be approved by the managing committee through a majority vote.

Alterations to Constitution

No alterations to this constitution shall be proposed or adapted by the members Without prior written approval of the School Management.

Dissolution of PTA

The PTA will be automatically dissolved at the end of the academic year. Parents are requested to fill in the Nomination Form and submit it along with Rs. 50/-membership fee to their res pectize Class teachers on or before 5th July 2021. No nominations will be accepted after the given date.

NOTE: The Members who wish to enroll themselves as PTA member should make it sure that they will actively take part in all the events and activities as and when required. The parent who can devote time for the same should enroll themselves.

Thanking you
Principal



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NOMINATION FORM for PTA- 2022-23

All parents of students in the school are eligible to put themselves forward, for election onto the PTA Committee (Please read Eligibility Criteria on Pg 1). Parents, please refer to covering letter regarding rules and criteria for formation of the PTA. Also Pages 131-132 of the school handbook

Teacher Representatives will be the class teachers themselves.

Name of Parent: _____

Name(s) of child and Class: _____

Email: _____

Phone: _____

SIGNATURE OF CANDIDATE: _____

(Date)

Nomination forms to be returned to their respective Class teachers on or before

6th August 2022.