



The Maurya School, Palam Vihar, Gurgaon
(Circular for Classes Pre Nursery to XII)

Date: 26th Nov, 2020

Dear Parent

As you are aware that the PTA (Parent Teacher Association) is reconstituted every two years. We will be holding elections for the same in the first week of December, 2020 via digital media. The main objective of the PTA is to help enrich the school environment and provide the school management with required support.

Objectives:

The objectives of the PTA are to advance the education and all-round development of the students by extending relationships between teachers, parents and others associated with the School.

Constitution of PTA

1. Elected parents / legal guardians of students can become members of PTA.
2. Only those parents, who submit their "Membership Form for PTA" will be eligible to contest and vote in the elections. One parent can apply and vote in the election.
3. The PTA will be elected democratically.
4. The PTA will consist of the following:-
 - a. Chairman – Principal of the school.
 - b. Vice Chairman – from Elected Parent (1)
 - c. Secretary – from Teaching Staff (1)
 - d. Joint Secretary– from Parent (2)
 - e. Members – 1 from every Grade – from Parent, 1 from every Grade – from Teacher

Eligibility Criteria for Managing Committee for PTA

1. Membership to PTA is for 2 years only. Please note that you can become the member of PTA Managing Committee only once in 2 consecutive terms. In special circumstances (Covid), member from the previous PTA may be requested to continue being a part of present PTA incase no other parent fulfilling the criteria stated in the circular files the nomination.
2. 50% members shall be women.

Roles and Responsibility of the PTA:

The PTA will represent the parent body and assist, co-operate and help the school whenever required. They should be able to devote time to the school. The committee will ensure that parents follow the proper code of conduct during visits.

Note: PTA's role is limited to the above mentioned roles and responsibility. PTA are not permitted to intervene in the Day to Day affairs of the School Management.

Code of Conduct:

1. All PTA meetings will be held at the school.
2. No meeting will be held under the auspices of the PTA outside the school or in a public place without the approval of the School Management.
3. 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 any purpose not related to the promotion of the objectives of the PTA.
4. 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.
5. The PTA is not expected to contravene the policies or the decisions of the School Management.
6. At no times will obnoxious, aggressive behaviour, abusive language or character assaults be permitted. In the event that such practices are indulged in, the committee member will not be permitted to attend any further PTA meetings.
7. The PTA is not a platform for personal advancement and neither should it be used as a means to score favours with the Management & Teachers.

8. No special treatment is meted out to any Committee member. Members follow ALL the rules and observe ALL the regulations laid down by the school and listed in the school Almanac, as well as those implied tacitly or explicitly by the school authorities- such as entry into the school, timings for meeting teachers, coordinators, principal, trustees etc. Parents should be modestly and appropriately attired at all times in the school.
9. No access to the Mailing List can be had under any pretext.

PTA Meetings:

1. PTA Meetings will be held on a half yearly basis.
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. Points 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, the School Management shall fill the 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 will be filled by the School Management by appointment.
3. The PTA has the right to replace any member who violates the code of conduct and appoint a replacement by selection for the remaining tenure of the committee.

Finance:

1. The PTA is a non-profit making body and all funds raised or held by the PTA shall solely be 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.

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

1. The PTA will be automatically dissolved at the end of the two year term.

Kindly note:

- In order to keep personal biases and prejudices out of the process, the parents who were past employees of the school and their spouses shall not be eligible to contest the election for PTA.
- Punctuality with financial transactions (fee payments etc.) will be important criteria for being eligible for contesting the election for PTA.
- The elections for all Classes will be held online in the first week of December, 2020.

Kindly fill the PTA membership form by clicking on the link given below latest by 3rd Dec, 2020.

<https://forms.gle/xrawD9kR72bvd1tj6>

Shalini Bajaj
Head of the School