



**CERTIFICATE OF REGISTRATION**

(See Rule 5)

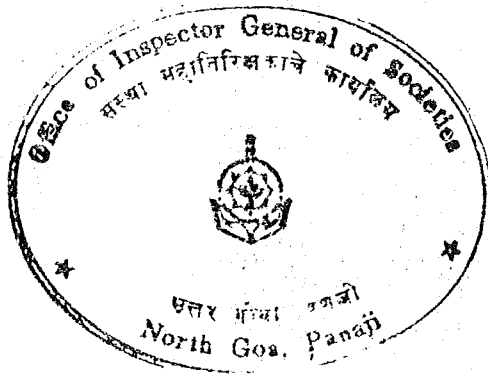
**(The Societies Registration Act, 1860)**

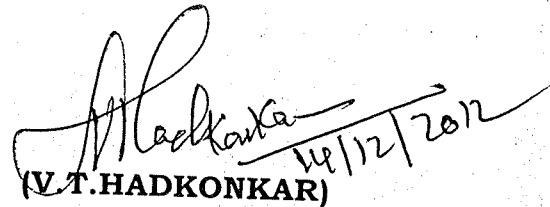
(Central Act 21 of 1860)

Registered No. **938/Goa/2012**

It is certified that the Society **"PARENTS AND TEACHERS ASSOCIATION OF S.S.DEMPO COLLEGE OF COMMERCE AND ECO PANAJI"** has this day been duly registered under the Societies Registration Act, 1860 (Central Act 21 of 1860).

Given under my hand this day of **14<sup>TH</sup> DECEMBER 2012**



  
(V.T.HADKONKAR)  
14/12/2012

Inspector General of Societies  
District Registrar (North Goa)

**CONSTITUTION OF ASSOCIATION OF****“PARENTS AND TEACHERS ASSOCIATION OF S.S  
DEMPO COLLEGE OF COMMERCE & ECO PANAJI”**

- 1] The Name of the Association shall be “Parents and Teachers Association of  
S.S Dempo College of Commerce & Eco panaji”

**DEFINITIONS**

- 2] a) Association means “Parents and Teachers Association of S.S Dempo College  
of Commerce & Eco. Panaji”

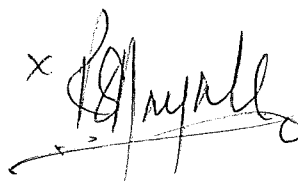
b) Committee means: Managing Committee.

**OFFICE**

- 3] The office of the Association shall be situated at “S.S Dempo College of  
Commerce & Economics, Altinho, Panaji - Goa”

**4] OBJECTS OF THE ASSOCIATION**

- a) To impart, to create and foster effective relationship between the parents and  
the Teachers.
- b) To enable parents and teachers to create a forum for the sharing and  
exchange of ideas and information in the areas of academic and non  
academic performance of students.
- c) To promote students health, well being and educational success. To instill  
values for life, encourage social awareness, social responsibility and ensure  
wholesome personality development.
- d) To help parents and teachers to understand the changing demands of society  
and to assist students in developing the skills they need to face the  
challenges.
- e) To organize and conduct fund raising programs, to award freeships and  
scholarships to deserving students inorder to enable them to continue their  
studies.

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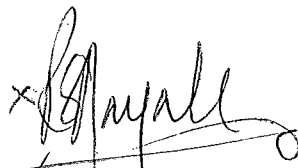
- f) To conduct programmes for the academic and personal development of the students.
- g) To create in its members keen interest for the smooth working and the progress of the college and for maintaining good discipline and high academic standards.
- h) To provide various opportunities to Parents and Teachers to meet on equal footing and discuss problems of their children such as ragging, admission fees etc.
- i) To co-operate in promoting education, sports, culture and general welfare of the students of the college.
- j) To carry out other activities consistent with the aim of improving the standard of education on the institution.

#### **MEMBERS OF THE ASSOCIATION**

- 5] Any person who is a parent of a bonafide student studying in S.S Dempo or who is appointed as teacher by S.S. Dempo College of Commerce & Economics shall be eligible to become the member of the society. He/She shall have to produce written declaration to the effect that he will observe the rules and regulation of the society faithfully.

#### **MEMBERSHIP**

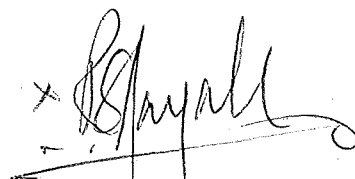
- 6] The Society shall have the following category of members.
  - a) **FOUNDER MEMBER** : A person who contributes necessary amount as and when required either in one lump sum or in installments while working for the establishment of the Association and also who signs the Memorandum and the Constitution of the Association shall be the founder members of the Association. The initial amount to be contributed in Rs.500/-
  - d) **ORDINARY MEMBERS**: A person who has contributed Rs.200/- in one lump sum or in installments within 1 year but not less than Rs.100/- at a time. The applicants shall be deemed to be the members only after full & final payment of contribution towards membership fees.



- e) **NOMINATED MEMBER:** A person who has been nominated by the Managing Committee for specific period for guidance and co-operation if necessary.
- 7] Persons desirous of becoming members of the Association shall forward their application to the President of the Society in the prescribed form available as specified in the Appendix and duly get registered his/her name along with prescribed contribution in full or in part as mentioned in clauses 6A & C by Bank Demand Draft/Challan in favour of the Association.
- 8] The name of the applicant and address should be written in Block letters on the backside corner of the Demand Draft, incomplete forms are liable to be rejected & the amount received will be refunded.
- 9] The Committee shall decide the admission of the members. The applicant shall be deemed member only after his/her full payment of contribution towards membership is received.
- 10] The Committee shall have the discretion to accept or reject any applications for membership and they are not bound to give any reason or reason for the rejection of the application.

**11] RIGHTS AND DUTIES OF THE MEMBERS :**

- a) To attend General Body meeting.
- b) To participate and vote at the General Body Meeting.
- c) To contest the election of Managing Committee provided that such rights shall be acquired only in case his/her membership continues for a period of three consecutive years.
- d) To put forth the proposal for the welfare of the Association at the General Body Meeting.
- e) To verify the books and correspondence, if need be, by intimation to the Secretary of the Association well in advance of period not less than 15 days.



**RESIGNATION BY A MEMBER**

- 12] Whenever a member of the Association desires to resign, he/she shall forward an application to this effect to the President of the Association. He/she shall cease to be the member of the Society, if the resignation is accepted by the Committee. No refund of membership fees contribution will be made.

**EXPULSION OF A MEMBER**

- 13] A member of the Association shall be expelled on the following grounds.
- a) If he/she is convicted of any offence.
  - b) If his/her acts are against the interest of the Society.
  - c) If a motion of No Confidence is put before the General Body on a written application by at least 1/5<sup>th</sup> of the total members of the Association and adopted by 2/3<sup>rd</sup> of the members of present and voting.
  - d) If he has committed any offence of deceiving the Association. However, prior to his expulsion, he shall be provided with an opportunity of show cause as to why he should not be expelled. His expulsion shall be subject to the approval by 3/5<sup>th</sup> majority of those present at the General Body Meeting.
  - e) No refund of contribution / fees will be made if expelled.

**GENERAL BODY AND MANAGING COMMITTEE:**

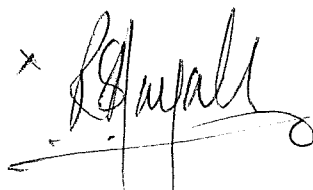
- 14] The Society shall consist of General Body of all the members and elect Managing Committee of Seven members for three years. However, they can get re-elected for the next term. The same members will not be the members of the Managing Committee for more than two consecutive terms.

**GENERAL BODY MEETING**

- 15] The Annual General Body Meeting shall be held within a period of two and half month after closing of the working year. The working year for the purpose shall be from 1<sup>st</sup> April to 31<sup>st</sup> March.

**FUNCTIONS OF GENERAL BODY MEETING**

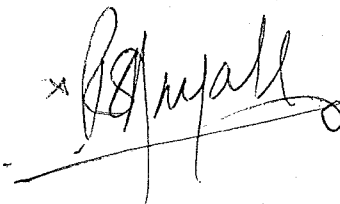
- 16] a) To elect the Committee for a period of three years.

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- b) To appoint certified auditors for the period of every 3 years.
  - c) To receive from the Committee the audited accounts and the annual report.
  - d) To consider any other business with the permission of the President.
  - e) To confirm the minutes of last General Body Meeting.
- 17] The Annual General Body Meeting of the Association shall be convened by giving at least 15 days notice in advance to all the members of the Association. Such a notice shall be displayed in the Association's Office.
- 18] Special General Meeting of the Association may be convened by the Secretary on a intimation from the President or three members of the Committee or  $2/3^{\text{rd}}$  members of the Association by giving at least 5 days notice in advance to all the procedure specified in Article 16.
- 19] The proceeding of the General Body Meeting shall be written in the minute book and shall be endorsed by the Secretary and the President. Signature of the members present at the meeting shall be also recorded in the minute book. In case of equal number of votes President shall have right for deciding vote in addition to his ordinary vote.
- 20]  $2/3^{\text{rd}}$  of the total number of members of the Association or 15 whichever is less shall form the quorum at the General Body meeting. If this is inadequate the meeting shall be adjourned for half an hour and resolution passed at such adjourned meeting shall be held valid. Quorum shall not be taken into consideration at such meeting.

#### ADVISORY COMMITTEE

- 21] The affairs of the PTA shall be subject to the suggestions and supervision of the advisory committee which shall comprise of
1. Administrator, DCT.
  2. Principal
  3. Vice – Principal



**MANAGING COMMITTEE**

- 22] The Committee shall consist of President, Vice President, Secretary, Treasurer, Advisor and Two Members.
- 23] All the member of the Committee shall be elected by Annual General Body Meeting at the end of the every three years among the founder members only.
- 24] Members elected as the members of the Committee shall elect from amongst themselves for office bearers as President, Vice President, Secretary, Treasurer, Advisor and Two Members, within a period of ten days from the date of Annual General Meeting.
- 25] The Committee may meet once in four months or whenever necessary. The quorum for the Managing Committee shall be  $2/3^{\text{rd}}$  of member.
- 26] Resolution of the President shall be passed by the simple majority.  $2/3^{\text{rd}}$  members shall form the quorum.
- 27] The President presides over the meeting of the Committee. In case of absence of President, one of the members of the Committee shall have an elected as the President of the meeting. The President thus elected shall have a right for deciding vote in addition to this ordinary vote in that meeting only.
- 28] If vacancies on the Committee are created due to death, resignation, or any other reason the same shall be filled by co-option for a period till the next elections take place.
- 29] A special meeting is convened by the President through the Secretary if he receives a written application from the three members of the Committee specifying reason for which they intended to hold such meeting.

**FUNCTION OF THE COMMITTEE**

- 30] To scrutinize applications for membership and admit patrons, life members and ordinary members of the Society, also to appoint a nominated members in the Managing Committee.

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- 31] To appoint, dismiss any employee of the Association.
- 32] To submit audited account and the annual report of the Association for adoption at the Annual General Body Meeting.
- 33] To collect and deposit the amount received in the Bank from the various institutions, run by Association.
- 34] To raise funds by legal means as committee thinks fit.

### **FUNCTIONS OF THE PRESIDENT**

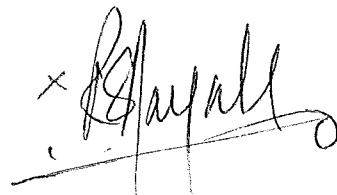
- 35] To fix the date and timing of the General Body Meeting, the Committee Meeting, and to call the same through the Secretary.
- 36] To preside over the General Body Meeting of the Association, and meeting of the Committee.
- 37] To direct the matters of the Association.
- 38] To look after the correspondence of the Association.

### **FUNCTION OF THE VICE-PRESIDENT**

- 39] To perform all the duties and exercise powers of the president in the event of the president's absence from the meeting or being out of station.

### **FUNCTION OF THE SECRETARY**

- 40] To convene the meeting of the Managing Committee and the General Body on intimation from the President.
- 41] To write the proceedings of the General Body Meeting and the Managing Committee Meeting in the minute books.
- 42] To carry out the correspondence of the Association.
- 43] To prepare and to read annual report of the General Body Meeting.
- 44] To return all the files and other books in his custody to his successor on his retirement from the office.

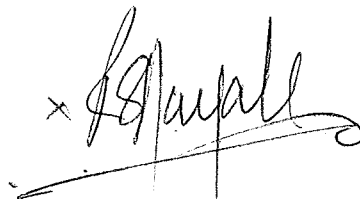
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- 45] To receive application for membership addressed to the President, sent by the applicant and produce the same before the Committee Meeting for their decision.
- 46] To receive resignation of membership from the members, and to place the same before the meeting of the Committee for their decision.
- 47] To look after the property of the Association.

### FUNCTION OF THE TREASURER

- 48] All Financial transactions shall be operated jointly under signature of management representative and treasurer.
- 49] To sign the receipt of the subscription, and other receipts of the Association.
- 50] To maintain the Receipt and Expenditure accounts of the Association.
- 51] To maintain member book and subscription book with necessary details.
- 52] To deposit money in the Bank, to receive interest.
- 53] To operate Bank Accounts of the Association on behalf of the President and the Secretary of the Association.
- 54] To produce an Audited statement of Accounts at the General Body Meeting, or to produce the same under demand of the Committee.
- 55] Treasurer shall return all the accounts books, cheque books, pass book, subscription books and other property in his custody to his successor at the time of retirement from the office.
- 56] No members shall be allowed to withdraw his contribution or interest accrued thereof.

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**FUNCTION OF THE ADVISOR**

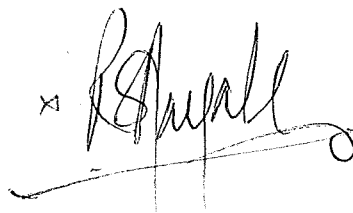
- 57] To advise, the committee of the Parents and Teachers Association for achieving the aims and objects of the society.

**DISSOLUTION OF SOCIETY**

- 58] The Association shall be dissolved as per decision of the General Body Meeting provided notice for such meeting has been given 15 days in advance for dissolution of the Association. If the property whatever, remains after the satisfaction of all its debts and liabilities, the same shall not be distributed among its members but shall be given, to some other Association with same objects and aims determined by votes not less than 3/5<sup>th</sup> members present at the General Body Meeting with conformity of Association Registration Act.1860.

**AMENDMENTS**

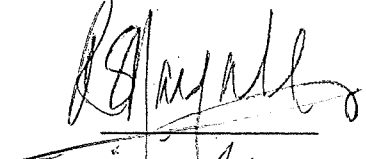
- 59] The General Body of the Association shall have powers to form, amend, alter or modify and revise these rules and regulations of the Association, provided that the resolution concerned shall be adopted by 3/5<sup>th</sup> of the contributing members present and voting and the procedure prescribed under Societies Act 1860, shall be adopted.

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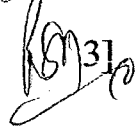
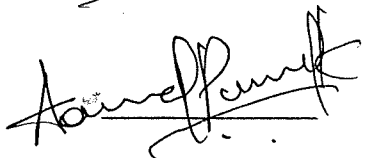
**CERTIFICATE**

60] This is to certify that this is a correct copy of the original constitution  
of "PARENTS AND TEACHERS ASSOCIATION OF S.S  
DEMPO COLLEGE OF COMMERCE & ECO PANAJI"

SR.NO	NAME	DESIGNATION	SIGNATURE
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1]	Radhika S. Nayak	President	
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 2]	Feley Coelho	Secretary	
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 3]	Anand Panvalker	Treasurer	
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