



**KENDRIYA VIDYALAYA
PARENTS FEDERATION**

ARTICLES OF ASSOCIATION

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- 1. These Rules will be known as the Rules of Kendriya Vidyalaya Parents Federation**
- 2. These Rules shall come into force from the date of its adoption by the First General Body Meeting.**

3. NAME OF THE ASSOCIATION:

The name of the association is KENDRIYA VIDYALAYA PARENTS FEDERATION (in short KVPPF).

4. REGISTERED OFFICE & ADDRESS:

The Registered Office and address of the Federation is at – BLORRA -41, Blossom Road, Elamakkara, Kochi – 682026

5. AREA OF OPERATION:

The area of operation of the Federation is within the territorial limits of Kerala State.

6. AIMS AND OBJECTIVES:

The objectives of the Federation are:

- a) To work for the improved academic standard of the students of Kendriya Vidyalayas in the Kerala State.
- b) To work for the improved harmonious relationship among the parents, Students and between the Parents and Staff of Kendriya Vidyalayas with a view to improve the welfare of the Kendriya Vidyalaya student's community.
- c) To take up all matters which are ancillary and necessary for the development and welfare of the Kendriya Vidyalaya Students.
- d) To provide financial aid to the members of the Federation.
- e) To provide special amenities and incentives to the children of the members of the Federation
- f) To represent the students and parents of Kendriya Vidyalayas in all matters pertaining to the welfare and rights of the students and parents.
- g) To do such other acts and things as are or may be deemed incidental or conducive for the attainment of all or any of the objects specified above.

President

Secretary

Treasurer

7. DEFINITIONS

- a) "Federation" means Kendriya Vidyalaya Parents Federation
- b) "Child" means a student who is in anyway related to the Vidyalaya in connection with his education and includes a prospective or a past student.
- c) "Chief Co-ordinator" means the Co-ordinator appointed as such by the Managing Committee for each Vidyalaya from amongst the Co-ordinators.
- d) "Co-Ordinator" means a member appointed as such by the Managing Committee from among the members of a Vidyalaya to manage the affairs of the Federation in that Vidyalaya.
- e) "General Body "means and includes, Chief Co-ordinators, Co-ordinators and Managing Committee Members of the Kendriya Vidyalaya Parents Federation.
- f) "Managing Committee" means the committee duly nominated or elected for the management of the affairs of the Federation.
- g) "Member" means a person admitted as a member into the Federation by the Managing Committee or Vidyalaya Level Managing Committee
- h) "Notice" means any communication made in writing by any modes.
- i) "Parent" means either the father or mother or the guardian or anyone taking care of a child.
- j) "Student" means the child who intent to take or has ever taken admission in Kendriya Vidyalaya.
- k) "Vidyalaya" means all the Kendriya Vidyalayas established or to be established from time to time within the territorial limits of Kerala State.
- l) "Vidyalaya Level Forum means the unit formed at each Vidyalaya under the supervision of Chief Co-ordinator
- m) "Vidyalaya Level Managing Committee" means the Managing Committee of the Vidyalaya Level Forum constituted at Vidyalaya Level.
- n) "President" means a member of the Federation duly nominated or elected as the President from among the members.
- o) "Vice-President means a member of the Federation duly nominated or elected as the Vice-president from among the members.
- p) "General Secretary" means a member of the Federation duly nominated or elected as the General Secretary from among the members.
- q) "Secretary" means a member of the Federation duly nominated or elected as the Secretary from among the members.
- r) "Treasurer" means a member of the Federation duly nominated or elected as the Treasurer from among the members.
- s) "Managing Committee Member" means a member of the Federation duly nominated or elected as the Managing Committee Member and includes any office bearer.

President

Secretary

Treasurer

8. MEMBERSHIP AND ADMISSION:

- a) Any parent who binds himself to strive for the objectives of the Federation and agrees to follow the Rules can be admitted as a member.
- b) There shall be 2 categories of members, namely;
 - 1. Co-ordinators and
 - 2. Vidyalaya Level Members.

9. MEMBERSHIP FEES:

- a) There shall be an admission fee of Rs 200/ for admitting as a member.
- b) Every parent admitted as a member has to pay an annual subscription of Rs. 100/-. This fee is to be paid on or before the 30th day of September.
- c) A member, instead of paying the annual subscription, can opt to pay a one-time subscription of paying Rs.300 for the full term of his membership in addition to the admission fee.
- d) The membership fee and annual subscription fee is to be credited in to the account of the Federation directly by the members.
- e) The membership and annual subscription fees can be altered by the Managing Committee from time to time.

10. CESSATION, REVIVAL, EXTENSION AND REMOVAL OF MEMBERSHIP:

- a) A membership shall be deemed to have ceased if he has defaulted in the payment of annual subscription for more than 3 months from the due date
- b) A member, though paid the subscription, will cease to be a member at the expiration of a period of 1 year from the date of completion of his last child's last academic year in the Vidyalaya unless the member expresses his intention to continue or revive the membership by necessary implication in writing to the Managing Committee or the Managing Committee of the Vidyalaya Level Forum..
- c) If the Managing Committee is of the opinion that the service of any member is desirable it can extend the membership of any person for any period with the consent of that member.
- d) A parent admitted as a member can be removed from the membership by the Managing Committee in consultation with the Co-ordinators of the concerned Vidyalaya if he has acted against the objectives of the association or guilty of any mis-conduct provided that no such removal shall be effective unless a reasonable opportunity is given to him to explain why his membership shall not be removed and the Managing Committee adopts a resolution for his removal by a majority of members present and voting.
- e) A Member shall cease to be a member if he resigns from the Federation by writing a letter addressed to the President or the concerned Chief co-ordinator

President

Secretary

Treasurer

11. MANAGEMENT OF THE FEDERATION:

The affairs of the management of the Federation shall be vested in the Managing Committee. The Managing Committee shall consist of President, Vice-president, General Secretary, 4 Secretaries, Treasurer and 3 other members.

12. ELECTION OF THE MANAGING COMMITTEE:

The Annual General Body shall nominate or elect the Managing Committee for a period of 3 years

13. FILLING UP OF INTERIM VACANCY:

- a) The Managing Committee shall have power to fill up interim vacancy in the Managing Committee by co- option from among the members till the next General Body Meeting is held.
- b) The General Body Meeting shall either ratify the vacancy filled by the Managing Committee or fill any vacancy by nomination or election during the next General Body Meeting for the unexpired portion of the period.

14. TERM OF OFFICE OF THE MANAGING COMMITTEE:

- a) The term of office of the Managing Committee shall be for a period of three years from the date of nomination or election and any Member or Office Bearer of the Managing Committee can be re -nominated or re- elected for a further period of three years
- b) If the General Body is of the opinion that the services of any member is desirable, it can nominate or elect any member to any position in the Managing Committee for a further term of 3 years but in no circumstances any member cannot be appointed for a total period exceeding 9 years in any or all the positions taken together.

15. QUORUM OF THE MANAGING COMMITTEE:

The quorum for holding a meeting of the Managing Committee shall be 6.

16. MEETING OF THE MANAGING COMMITTEE:

- a) For holding a meeting ordinarily 3 days notice shall be given. However in case of emergency, a notice of 12 hours will be sufficient.
- b) The meeting can also be convened on a shorter notice if at least 6 members of the Managing Committee consent to hold the meeting in case of any emergency.

President

Secretary

Treasurer

- c) The notice for the meeting shall be in writing and shall specify the date, time, place and the agenda for the meeting. The notice can also be given through electronic modes and in case of any contingency, over telephone calls by the authorised person.
- d) The committee shall meet at least once in 3 months or as often as may be necessary.
- e) The meeting can be conducted through electronic modes or it can be held in any convenient place according to the situation.
- f) Every issue or subject before the committee shall be decided by a majority of votes. In every case of equality of votes, the President will have the option of exercising a casting vote.

17. DUTIES AND POWERS OF THE MANAGING COMMITTEE:

The Managing Committee shall have the powers and duties necessary for the management of the affairs of the Federation in general and specifically;

- a) To plan and organise policies for the welfare of students and members.
- b) The collection of admission fees, subscription fees and any other funds and to alter and fix the amount of admission fees and subscription fees from time to time.
- c) To provide for the manner in which the audit and accounts of the Federation shall be carried out.
- d) To see that the cash book is written-up promptly and to inspect the accounts of the Federation
- e) Maintain a register containing the address particulars of all Co-ordinators.
- f) Convene the Annual General Body Meeting and such other General Body Meetings.
- g) Place before the annual general body meeting, the receipt and payment account and the balance sheet.
- h) Maintain such accounts and registers as are required for the smooth conduct of the affairs of the Federation
- i) To hear complaints from members and parents and take steps to redress their grievances.
- j) To appoint or remove any co-ordinator or Chief Co-Ordinator.
- k) To appoint any internal auditor or auditors.
- l) To open and manage any bank account in the name of the federation.
- m) To issue such circulars or directions to the Vidyalaya Level Forum
- n) To conduct any inquiries regarding the affairs of the Vidyalaya Level Forum and to initiate any disciplinary or legal proceedings if necessary, against any member or Vidyalaya Level Forum.
- o) To grant honorarium or other expenses if any, to Committee Members and Co-ordinators
- p) To appoint any staff for the functioning of the Federation, if necessary.
- q) To pay fees or remuneration to any person providing any advice or opinion or the expenses towards any legal matters or such other proceedings.

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- r) To appoint any person or persons for resolving any disputes or differences between the members or between members and Co -Ordinators , or between Co-Ordinators or any stakeholders of the Federation except in the case of disputes or differences in which any Managing Committee Member is involved.
- s) To manage and advise Vidyalaya Level Forum and it's formation.
- t) To engage participation of experts in the committee meetings as and when necessary.
- u) To do such other activities as is consistent with the objectives of the Federation and as may be incidental or ancillary to the administration of the affairs of the Federation.

18. REMOVAL OF MANAGING COMMITTEE MEMBERS:

A Managing Committee Member or office bearer shall stand removed from the committee;

- a) If he willfully absents himself from discharging his duties or obligations or doesn't actively participate in the affairs of the management of the Federation; or
- b) If he absents himself from 3 consecutive Committee meeting without leave of absence from the Managing committee; or
- c) If he is a defaulter for paying the annual membership fee for more than three months from the due date; or
- d) If he has acted against the objectives of the Federation or has done any fraudulent activity causing any damage to the Federation or to any member of the Federation; or
- e) If he has done any monetary abuse or misappropriation, or fraud or
- f) If he is mis-behaviour of any activities.

Provided that a resolution for his removal is to be adopted by a majority by Members present and voting in a Special General Body Meeting convened for the purpose which is to be held after at least 3 days notice in writing.

Provided further that he shall be given a reasonable opportunity to show cause why such a resolution shall not be adopted against him by giving him a notice in writing at least 7 days prior to the meeting.

19. RESIGNATION FROM MANAGING COMMITTEE:

- a) A Managing Committee Member or Office bearer may resign at any time by sending a letter of resignation to the president.
- b) The president can resign at any time by sending a notice to the vice president.
- c) The tender of resignation shall take effect only from the date on which it is accepted by the Managing Committee. The Committee has to consider the resignation in the next committee meeting.
- d) The resignation from the committee by any member shall not absolve him from any liability incurred by him while he was acting as a member.

President

Secretary

Treasurer

20. DUTIES AND POWERS OF PRESIDENT:

- a) The President shall be the Chief Executive Officer of the Federation and shall have general control over all the affairs of the Federation.
- b) The President shall preside over all the meetings of the Federation and may convene or authorise the General Secretary to convene the meetings of the Federation.
- c) The President shall authenticate the minutes of the meetings of the Federation, whenever possible, by signing it or by duly acknowledging through any other mode to the satisfaction of the Managing Committee from time to time.
- d) In case of emergency, the President can convene or hold Managing Committee or General Body Meeting by any shorter notice subject to the provisions of Rule 16(b) and 29 (c)

21. DUTIES AND POWERS OF THE VICE- PRESIDENT:

The Vice - President shall assist the President and shall discharge the functions of the President during the temporary absence of the President.

22. DUTIES AND POWERS OF THE GENERAL SECRETARY:

- a) The General Secretary shall be responsible for the day - to - day administration of the Federation and will act under the direction and control of the Managing Committee and the President.
- b) The General Secretary shall, as and when directed by the President, convene the meetings of the Federation in accordance with the rules and shall maintain the minutes book for recording the proceedings of the meetings of the Federation.
- c) The General Secretary shall Keep all the records and documents of the Federation and shall carry out correspondence, issue various notices and circulars as per the decision of the Managing Committee and the General Body.
- d) The General Secretary shall ensure that all the expenses incurred for the administration of the affairs of the Federation shall be supported by a resolution passed by the Managing Committee.
- e) The General Secretary shall assist the Treasurer in maintaining the accounts and will be jointly responsible with the Treasurer for the proper maintenance of the accounts of the Federation.
- f) The General Secretary shall be responsible for submitting all reports and returns to the authorities periodically or as called for by any authorities

President

Secretary

Treasurer

23. DUTIES AND POWERS OF SECRETARIES:

The Secretary shall assist the General Secretary in discharging his functions and will also discharge the functions of the General Secretary during the temporary absence of the General Secretary.

24. DUTIES AND POWERS OF THE TREASURER:

- a) The treasurer shall be the custodian of Federation funds and securities and shall also be responsible for full and accurate accounts of all receipts and disbursements in the books of the Federation.
- b) The Treasurer shall be responsible for the collection of all the fees and subscriptions and other funds that may be credited to the account of the Federation.
- c) The Treasurer shall be responsible for the prompt deposit of funds of the Federation in the bank accounts approved by the committee.
- d) The Treasurer shall not effect any payment without the concurrence of the General Secretary.
- e) The Treasurer shall present to the Managing committee an annual statement of accounts and balance sheet for its approval and place it before the Annual General Body meeting.

25. DUTIES OF MANAGING COMMITTEE MEMBERS:

The Managing Committee Members shall help the Office Bearers of the Federation to manage the affairs of the Federation.

26. DUTIES AND POWERS OF CO-ORDINATORS:

- a) The Co-ordinators are the Principal Officers appointed for promoting the objectives of the Federation in each Vidyalaya and the Chief Co-ordinator shall act as a Liaison Officer between the Managing Committee of the Federation and the Parents in the Vidyalaya.
- b) The Co-ordinators shall be responsible for the formation of Vidyalaya Level Forum and the Vidyalaya Level Managing Committee.
- c) The Co-ordinators shall cause to admit Members to the Federation and shall cause the remittance of Membership fee and annual subscription fee to the account of the Federation.
- d) The Chief Co-ordinator shall be responsible for reporting all matters of importance in which the involvement of the Federation is required wherever possible.
- e) The Co-ordinators shall assist the Managing Committee in all matters for the smooth administration of the affairs of the Federation and are bound to follow the guidelines given by the Managing Committee from time to time.
- f) There shall be a maximum of 7 Co-ordinators for each Vidyalaya and one among whom shall be appointed as a Chief Co-ordinator.
- g) Every Member of the Managing Committee of the Federation shall be Ex- Officio members of Vidyalaya Level Forum and Vidyalaya Level Managing Committee.

President

Secretary

Treasurer

- h) The Chief Co-ordinator shall be responsible to cause the up keep of the address particulars of all members admitted as members in the Vidyalaya Level Forum under his jurisdiction with other Co-ordinators.
- i) The Co-ordinators of a Vidyalaya shall be Ex- Officio members in the Vidyalaya Level Managing Committee of that Vidyalaya if he is not holding any post of office bearer in the Forum.

27. VIDYALAYA LEVEL FORUM (VLF)

- a) There shall be a Vidyalaya Level Forum.
- b) The parents who join in the membership of Kendriya Vidyalaya Parents Federation at Vidyalaya Level and continue as such constitute the Forum.
- c) Each Vidyalaya Level Forum shall constitute a Managing Committee consisting of Co-ordinators.
- d) It is the responsibility of Vidyalaya Level Managing Committee to manage the affairs at school level.
- e) The Vidyalaya Level Forum or Vidyalaya Level Managing committee shall not undertake any activities without the concurrence of Managing Committee.
- f) The Vidyalaya Level Forum or Vidyalaya Level Managing Committee shall not incur any financial liability or spend any money without the written consent of Managing Committee.
- g) The Vidyalaya Level Forum shall meet at least once in a year or as often as may be necessary, after giving at least 7 days notice.
- h) The Vidyalaya Level Forum Managing Committee shall meet at least once in 3 months or as often as may be necessary, after giving at least 2 days notice

28. ANNUAL GENERALBODY MEETING:

- a) All Co-ordinators and the Members of the Managing Committee shall constitute the General Body.
- b) An annual General Body Meeting shall be held every year before the end of March.
- c) If necessary, such other General Body Meeting can be convened periodically at such interval as may be decided by the Managing Committee from time to time.
- d) The ultimate authority in all matters of the Federation shall vest in the General Body of the Federation.

President

Secretary

Treasurer

29. QUORUM FOR GENERAL BODY MEETING:

The quorum for all type of General Body Meeting shall be 20 or 20 percent of the members whichever is less, of which at least 6 shall be from Managing Committee. A meeting which is adjourned for want of quorum may be fixed for another day and such an adjourned meeting shall be conducted with the members present, whether there is quorum or not.

30. NOTICE OF ANNUAL GENERAL BODY MEETING:

- a) Notice for Annual and other General Body meeting along with agenda shall be given to the Members at least 7 days before the day appointed for such meeting.
- b) A General Body Meeting which is adjourned for want of quorum can be called on any day after at least a notice period of 3 days.
- c) The General Body shall have powers to waive the notice period for holding any General Body for transacting an urgent matter with a two - third majority of members present and voting.

31. CONDUCT OF GENERAL BODY MEETING:

- a) The General Body Meeting shall be presided over by the President or during his absence by the Vice-president.
- b) Every issues or subject before the General Body Meeting shall be decided unanimously or by a majority of votes by members present and voting unless otherwise provided elsewhere in the rules. In every case of equality of votes the President shall have the right to exercise a casting vote.
- c) The Members of the Managing Committee shall be nominated or elected at the Annual General Body Meeting.
- d) The General Body shall fill any vacancy in the Managing Committee or ratify the the vacancy filled by the Managing Committee.

32. EXTRAORDINARY GENERAL BODY MEETING:

- a) The Managing Committee may at any time call an Extraordinary General Body Meeting of the Federation and shall also call such a meeting within 7 days from the date of receipt of a requisition in writing by at least one - fifth of the Members of the General Body.
- b) The notice for such Extra Ordinary General Body shall be given to the members at least 3 days before the day appointed for such meeting

President

Secretary

Treasurer

33. AMENDMENT OF RULES AND MEMORANDUM.

Any amendment to the Rules and Memorandum shall be brought before the General Body Meeting. However, no such amendment shall be effective unless it is approved by a majority of Members present and voting.

34. BANK ACCOUNT

- a) The Federation shall open and maintain a Savings Bank Account or such other Accounts in a nationalized or a scheduled bank as the Managing Committee may decide from time to time for the management of its financial affairs.
- b) The Account shall be jointly opened and maintained in the name of the President, General Secretary and Treasurer and the account shall be jointly operated by at least any two of the above office bearers

35. LITIGATION:

The President or General Secretary shall be the person who will sue or be sued for the Federation in all legal proceedings unless the Managing Committee by resolution appoint any other person for any occasion.

36 DISPUTES OR DIFFERENCES:

In case of any dispute and difference in which a Member of the Managing Committee is involved, attempts shall be made to resolve or settle the same by a Committee of 3 members appointed by the General Body and if it is practically difficult at any point to implement, then member or members appointed by the Managing Committee can be assigned the task.

37. CORRESPONDENCE:

Any letter or communication to any person or authority on behalf of the Federation is to be carried out in the name of the President or General Secretary unless otherwise directed by the President or General Secretary.

38. FUND:

Admission fees, annual subscription voluntary contributions etc basically constitute the corpus of the Federation and this corpus can be used to meet the expenses of the Federation.

President

Secretary

Treasurer

39. DISSOLUTION OF THE FEDERATION:

If at any time, it is decided to dissolve the Federation, by a resolution supported by at least 3/4 th Members, the assets remaining after satisfying all the debts or liability shall be handed over to some other Association having almost similar objects or to the Government.

40. OTHER MATTERS:

Any matter not specifically dealt in the Rules and Regulations shall be in accordance with the provisions contained in the Travancore- Cochin Literary scientific and Charitable Societies Registrar

41. DECLARATION:

- 1) This Federation has not been registered in this name or in any other name under the Travancore- Cochin Charitable Societies Registration Act 1955.
- 2) No other Association with the same name functions in the area of opration of this Federation
- 3) Any of the clauses included in this Bye-Law or that will be appended or deleted in future remains invalid if it contradicts any of the rules or clauses of the Travancore- Cochin Charitable Societies Registration Act ,1955.

We, the undersigned members of Kendriya Vidyalaya Parents Federation do hereby declare that this Bye-Law is approved by the General Body held on 1st November 2020.

President

Secretary

Treasurer