

Constitution of Po Leung Kuk Lee Shing Pik College Parent Teacher Association

Translated from the Chinese version, which has been revised
and endorsed in the 2011 AGM. (dated 25th November, 2011)

I. Definitions

‘Association’:	Po Leung Kuk Lee Shing Pik College Parent Teacher Association
‘School’:	Po Leung Kuk Lee Shing Pik College
‘Principal’:	the Principal of Po Leung Kuk Lee Shing Pik College currently in office
‘Teacher’:	teaching staff who are currently employed in Po Leung Kuk Lee Shing Pik College
‘Parents’:	parents or guardians of students currently studying in Po Leung Kuk Lee Shing Pik College
‘IMC’:	Incorporated Management Committee of Po Leung Kuk Lee Shing Pik College

II. Name and address

Name: (Chinese) 保良局李城璧中學家長教師會

(English) Po Leung Kuk Lee Shing Pik College Parent Teacher Association

Address: 12-20, On Yin Street, Tsuen King Circuit, Chai Wan Kok West, Tsuen Wan, N.T.

III. Objectives

1. Strengthen the links between parents and teachers to facilitate teaching.
2. Promote communication and cooperation to facilitate the development of education.
3. Nominate to the number of person(s) as specified in the IMC constitution to register and serve as Parent Manager(s) and Alternate Parent Manager(s) working together to facilitate better management of the school.
4. Show concern about the moral character and the cultivation of good behaviour of students.
5. Improve school facilities and cater for the welfare of the students.
6. Promote understanding between parents and teachers to establish a good working relationship.
7. Foster friendly relationship between parents and teachers.

IV. Membership, rights and duties

1. Membership

a. Ordinary Members

Parents or guardians of students in Po Leung Kuk Lee Shing Pik College who have paid the membership fees will be granted an ordinary membership. Number of seats

for ordinary members will be counted in terms of “family unit” i.e. a family with several children in school will only hold one unit of seat in the Association.

b. Official Members

The Principal and teaching staff of Po Leung Kuk Lee Shing Pik College are entitled to become Official Members.

c. Guest Members

Parents or guardians of graduates and past teachers may be invited to become Guest Members by the Executive committee.

d. Honorary Members

School Supervisor, Managers of the IMC will naturally become Honorary Members.

2. Rights and Duties

All Members are entitled to attend General Meetings and any Special General Meetings. Members are obligated to abide by the Constitution of the Association and resolutions passed by the General Meetings and the Executive Committee. Ordinary Members shall have the rights to vote, veto, be elected, put forward a motion and vote to dismiss an official (members of the Executive Committee). Official Members shall have the rights to vote, veto, be elected, put forward a motion and vote to dismiss an official. Guest Members and Honorary Members shall have the rights to vote, veto, vote to dismiss an official and to put forward a motion; yet not to be elected.

3. Membership Fee

Ordinary Members and Guest Members have to pay an annual fee of HK\$30 at the beginning of each school year. Receipts will be issued by the Treasurer on behalf of the Association and the money will be applied towards the running of the Association. The annual fee for the subsequent years will be determined by the Executive Committee. Official Members and Honorary Members are exempted from paying the membership fee. In case of termination of membership owing to withdrawal of student, membership fee paid is not refundable.

4. Term of Membership

Ordinary membership shall start from the time their child / ward enter the school, and be terminated once the child / ward graduated or withdrawn from school. The term of membership for Guest members shall be one school year only. There is no extension.

V. Organization

1. General Meeting

a. The General Meeting is the highest authority of the organization comprises of all members. It has the power to vote, appoint, dismiss, investigate and pass financial and president reports after hearing, and it also has the power to pass amendments of

the constitution. When the General Meeting stands adjourned, the Executive Committee shall act on its behalf. The General Meetings include all Annual General Meetings and Special General Meetings.

- b. Annual General Meeting will be held in or before April every school year on a date determined by the Executive Committee. Notice and agenda for the General Meeting shall be issued 14 days before the Meeting is held. If some members who were entitled to attend, did not attend due to any mis-delivery of meeting notice in the post, such circumstances would not prohibit the proceedings of the meeting.
- c. The quorum of the General Meeting shall be a tenth part of the number of all General and Official Members. In case of a lack of the quorum half an hour after the commencement of the Meeting, the Meeting shall be postponed to the following week same day, time and venue. For the extended meetings, the quorum shall be the number of members (Ordinary Members and Official Members and Guest Members) present in the meeting even though there is a lack of quorum half an hour after the commencement of the meeting.
- d. Resolution shall only be reached when the motion is passed by a simple majority of the members present in the meeting. All resolutions passed by the General Meeting shall not go against the objectives of the Association.
- e. In case the president and the vice president are both absent in a meeting, the Executive Members present shall elect among themselves a temporary chairman to chair the meeting.

2. Special General Meeting

A Special General Meeting can be called by the Executive Committee or upon written request to the President made by a tenth part of the members. The President shall call a Special General Meeting within 21 days after receiving the written request. Only matters raised in the written request shall be discussed. The quorum and the way to call a Special General Meeting are the same as that of the General Meeting, except the time for issuing notice and agenda. These should be compiled and issued one week before the meeting.

3. Executive Committee

- a. Executive Committee is responsible for the running of the Association. The organization is as follows:
 - i. The committee comprises 14 members: 7 parents and 7 teachers. Acting committee member could be nominated by the General Meeting or the Executive Committee to fill any vacant post of parent members in the committee in case of any vacancies during their term of service. Acting committee members have the right to attend Executive committee Meetings and shall have the rights to vote and veto in the meeting. The term of office will be the remaining duration of the former parent member. If there would be any

- vacant post for teacher members, no replacement would be made.
- ii. School Supervisor and the Principal are the official advisors of the committee and have the rights to attend the meetings.
 - iii. Teacher Committee members shall be recommended and appointed by the Principal.
 - iv. Parent Committee members shall be elected by members according to the regulations as stated in Section IX.
 - v. If the child leaves this school, the Parent Member in the Executive Committee must stop his committee work immediately.
- b. The Executive Committee Members:
- i. One President (the post should be taken up by a parent committee member)
 - ii. One Vice President (the post should be taken up by a teacher committee member)
 - iii. Two Treasurers (1 parent committee member and 1 teacher committee member)
 - iv. Two Secretaries (at least one of these posts shall be taken up by a teacher committee member)
 - v. Two Activity Co-ordinators
 - vi. Two Liaison Officers
 - vii. Two Editors
 - viii. Two General Affairs Officers
- c. At least three meetings, each with the quorum of more than half of the committee members, shall be held by the Executive Committee every year.
- d. The term of office for the committee members shall be two years, repeated if re-elected. With the exception of the Vice-Principal who would be serving as an ex-officio committee member, all other committee members should not serve for more than two terms (four consecutive years.) This restriction applies only to the parent committee members while teacher committee members may continue to serve in the Executive Committee.
- e. Power of the Executive Committee Members:
- i. President
 - (a) Calls and presides over General Meeting and Executive Committee Meeting.
 - (b) Executes the decisions of the General Meeting and Executive Committee Meeting.
 - (c) Offers suggestions to the school management on behalf of the parents,
 - (d) Oversees the running of the Association and be the signatory of documents.

(e) Representing the parents to provide suggestions to the school management, yet those suggestions should not go beyond the framework of the Education Ordinance, the PTA Constitution and power of the Principal.

ii. Vice President

Assists the President, acts on behalf of the President in his/her absence.

iii. Treasurers

Responsible for the accounts of revenue and expenditure, auditing, planning the budget, balancing the books for the examination and approval of the General Meeting.

iv. Secretaries

Take minutes of the meetings and handle internal and external correspondence.

v. Program Officers

Plan and organise all the activities of the Association.

vi. Liaison Officers

Responsible for the work of liaison with parents and external parties.

vii. Editors

Oversee the publication of newsletter.

viii. General Affairs Officers

Handle all supporting issues of activities held by the Association.

VI. **Management and Administration**

1. Minutes of every meeting shall be recorded and compiled by the Secretary, signed by the President, passed by the Executive Committee and kept the records in file at school address.
2. Except for the special meeting of disbandment of the Executive Committee, all voting shall be subject to the rule of simple majority. The President does not vote in general agenda, but can cast a decisive vote when there were equal affirmative with negative votes.
3. Executive committee has the right to appoint ad hoc committees to plan and organize specific activities. Members of the ad hoc committees may not be the Executive Committee members. The ad hoc committee shall be dissolved after the activities have been held.
4. Executive members are volunteers and shall not receive pay in any forms.
5. One copy of the minutes of every meeting, including the General Meeting and Executive Committee Meeting, shall be submitted to the Incorporated Management Committee. Any resolutions, including activities and measures passed in the General Meeting and Executive Committee Meeting, do not have any binding effect on the Incorporated Management Committee and the School administrators.

VII. **Finance**

1. Membership fees and other income shall be deposited in a designated bank account by the Treasurer. Cheques for withdrawal must be signed jointly by either one of the Treasurers together with either the President or the Vice President. The signatories need to be comprised of one parent committee member and one teacher committee member.
2. All expenditure shall be applied toward the promotion of the objectives of the association and/or the administration fees of the Association.
3. The Executive Committee has the right to decide how to make use of the income of the Association. Expenditure of all subcommittees must be approved by the Executive Committee. Under no circumstances should there be any over-budget.
4. In case of over-budget, the members of Subcommittee and the Executive committees in office shall be responsible for the discrepancy. The General Meeting may vote through a motion to transfer the issue of over-budget to the following year.
5. The financial year of the Association is from the 1st of September to the 31st of August of the following year.
6. Treasurers should keep all accounting receipts for three years.
7. Treasurers should present a financial report in every Annual General Meeting and the Executive Committee Meetings.

VIII. **Audit**

A voluntary auditor shall be appointed through a motion/election at a General Meeting to check the accounts of all incomes and expenses at the end of every financial year.

IX. **Election of Executive Committee**

1. Running for Election
 - a. The Chairman of the General Meeting shall issue formal notice of the opening for nomination to all members of the Association 2 weeks before the election.
 - b. The candidates will form a cabinet to run for the election. The president of the cabinet running for the election would submit a name list of the parent cabinet members and teacher cabinet members to the General Meeting.
 - c. The candidates will lose their eligibility to run for the election if half the posts in the cabinet are vacant.
2. Procedures of Voting
 - a. An Election will be valid if the number of voters is equal to or exceeding a tenth part of the total number of ordinary, official members and guest members. If the number of voters were less than one tenth part of the total number, the election would have to be re-scheduled.
 - b., In case of more than one cabinet were running for the election, the cabinet, which gets

more votes, will be elected.

- c. If only one cabinet runs in the election, it would be elected if it had received more votes of confidence than votes of non-confidence.
- d. Election results should be jointly endorsed and announced to all members by the President of the General Meeting and the Returning Officer(s).

3. Monitoring and Complaint

- a. The General Meeting appoints at least one non-member of the Association to be the Returning Officer(s) to monitor voting, the process of ballot counting and to announce the results of voting.
- b. Any complaints about the election results should be submitted to the General Meeting within 24 hours after the announcement of the election result. Final resolution will be made by a General Meeting or Special General Meeting.

4. By-election

- a. The Executive Committee will hold a by-election or appoint an acting committee member if any post in the cabinet had been vacant.
- b. By-election would be arranged for individual vacant post. Voting procedure, monitoring and complaint system are the same as those stated in item 2 and 3 of this section.
- c. The term of office and power of the Acting Executive Committee Member would be determined by the General Meeting and these should not go beyond the terms specified in the Constitution of the Association.

X. **Disbandment of the Association and Amendment of the Constitution**

- 1. If the activities or measures of the Association were found to have gone against the principles of the School, the Incorporated Management Committee has the right to disband the Association. The Association may also disband itself. The Incorporated Management Committee's decision would be the final verdict.
- 2. The Association would be disbanded should 50% or more members present in the General Meeting or two third of those members present in the Special General Meeting vote for it.
- 3. Upon disbandment of the Association, the property remained shall be given to the school or other charitable organizations should the General Meeting vote for it.
- 4. Amendments to the Constitution may be made, should 50% or more members present in the General Meeting or Special General Meeting vote for it. All members should be notified in writing of the date of meeting and items to be amended at least two weeks before the meeting. The revised Constitution shall be sent to the Societies Office of the Hong Kong Police Force by registered mail within 14 days after amendment has been made. The revised Constitution shall automatically become effective if no changes had been advised by the Societies Office within 28 days.

XI. **Parent Manager in the Incorporated Management Committee**

The Parent Teacher Association, which has been recognized by the IMC, shall arrange the election of Parent Manager according to their specific rules and regulations. The IMC shall nominate the number of elected person(s) as stated in the IMC constitution to serve as Parent Manager(s) and Alternate Parent Manager(s).

The nominated person(s):

- (a) must be parent of a current student at the school;
- (b) must not be a teacher at the school; and
- (c) must be elected for this purpose, which:-
 - (i) the election must be organized by the recognized Parent Teacher Association;
 - (ii) in the election, all parents of the current students have the same rights in entry as candidates, as well as in voting;
 - (iii) the election must be held as secret ballot; and
 - (iv) the system and other aspects of the election must be fair, open and transparent.

The specific rules and regulations of the election of Parent Manager in the IMC can be read in the relevant attached document. Enactment of any amendments to the relevant attached document must be subjected to the prior written approval from the Po Leung Kuk.

XII. **Others**

- A. Activities organized by the Association should not violate the regulations in the Education Ordinance, the School Management and the Po Leung Kuk.
- B. Without the consent from the Association, all members shall not make any statements or take part in any functions in the name of the Association.
- C. All documentary records, incomes and expenses records, cheque books and official seals must be kept at the address of the Association.
- D. Whenever the Association needs to use the school premises, school logo and/or badge for any functions, consent from the School must be sought in advance.

Notes: In case there would be any discrepancy between the meanings of the Chinese and English texts of the Constitution, the Chinese version shall prevail.

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