

Ling Liang Church Sau Tak Primary School

Parent-Teacher Association Constitution

Chapter 1 General Constitution

- 1.1 Name: Ling Liang Church Sau Tak Primary School Parent-Teacher Association
- 1.2 Address: Ling Liang Church Sau Tak Primary School, 35 Man Tung Road, Tung Chung, Lantau Island
- 1.3 Objectives:
 - 1.3.1 Strengthen the communication, understanding and cooperation between school and parents.
 - 1.3.2 Support school facilities and students' welfare and promote and facilitate educational issues.
 - 1.3.3 Provide opportunities of education and development for parents.
 - 1.3.4 Collection of opinions from parents towards the school.

Chapter 2 Members

2.1 Membership

- 2.1.1 Parents Member: Parents or guardians of students of Ling Liang Church Sau Tak Primary School in the current school year are eligible to be a parent member. There will be one membership from each family and one designated parent will become a parent member by registration.
- 2.1.2 Teacher Member: Teaching staff of Ling Liang Church Sau Tak Primary School are Teacher Member. A teacher can become both Teacher Member and Parent Member concurrently if she is a teaching staff and parent of the school at the same time.
- 2.1.3 Parent Member of Graduate: Parents of graduates of the school can apply to be Parent Member of Graduate. There will be one membership from each family and one designated parent will become a parent member of graduate by registration.
- 2.1.4 Honorary Member

People who love and have made contributions to the school can be invited to become an honorary member of Ling Liang Church Sau Tak Primary School Parent-Teacher Association. Honorary Member will be recommended by school head, school supervisor or parent member and the candidates should be approved and accepted by the executive committee.

2.2 Rights of Members

- 2.2.1 Members are eligible to join activities organized by the Parent-Teacher Association and receive and enjoy the relevant welfare and benefits.
- 2.2.2 Parent Member and Teacher Member have the rights to elect, be elected, to propose and vote.
- 2.2.3 Parent Member of Graduate and Honorary Member have no rights to elect, be elected, to propose and vote.

- 2.3 Obligation of Member
 - 2.3.1 Members have the obligation to attend the Annual General Meeting and Special General Assembly.
 - 2.3.2 Members have to comply with all contents of Association Chapter and all resolutions.
 - 2.3.3 All members have to pay the membership fee (except Teacher Member and Honorary Member).

- 2.4 Register, Withdraw and Change of Membership
 - 2.4.1 Parents of new students will receive an invitation letter from the school for registration of a Parent Member. The register will be renewed annually. There will be one membership from each family. If there are more than one student from the school in the family, parents should state clearly in their documents during registry. For participations in activities organized by Parent-Teacher Association, parents will be given the memberships of Parent Members based on their student who are in the senior form.
 - 2.4.2 All rights and eligibilities of parent members who quit or withdraw from the association will be cancelled and membership fees will not be refunded.
 - 2.4.3 Parent Member and Parent Member of Graduate are required to go through the procedural for registration if they need to make change via the register and candidates. The parents should submit the application form to the school. The school then submits the form to the Parent-Teacher Association. Change to be made effective after the approval by the Executive Committee of the Association
 - 2.4.4 Change of Membership: Application for a change from a student parent to a parent member of graduate should be submitted to the school. The school then will proceed it to the association. The change will be made effective after it is approved by the Executive Committee.

- 2.5 Term and Termination of Membership
 - 2.5.1 The membership period: starts from the date of Annual General Meeting of current year and end on the date of the next Annual General Meeting (except Teacher Member and Honorary Member).
 - 2.5.2 Membership will be terminated when a member child withdraws from the school or graduates or the teaching staff resigns.
 - 2.5.3 Membership will be terminated if a parent member is unable to pay the membership fee (overdue for 2 months) and with no valid reason.
 - 2.5.4 Executive Committee has the right to terminate the membership of a member when he or she violates the contents of Association Chapter and resolution.

- 2.6 Membership Fee
 - 2.6.1 The membership fee is \$20 in the first year of establishment of the Parent-Teacher Association. Fee in the future will be decided by the General meeting.
 - 2.6.2 Members have to submit membership fee annually (except Teacher Member and Honorary Member).
 - 2.6.3 Membership fee of the parents or guardians won't be refunded if a student withdraws from the school before the school year ends.
 - 2.6.4 Official receipt should be issued by the Financial Secretary.
 - 2.6.5 All membership fee will be used for implementing affairs and business of the Parent-Teacher Association or spent on the items which have been approved by the Executive Committee.

2.6.6 The financial year will be same as the school year. It starts from 1st September and ends on 31st August of next year.

Chapter 3 Organization

3.1 Annual General Meeting

General Meeting is the highest authority which is formed by parent members and teacher members. The Executive Committee will take up the affairs and business during intersessional period. Annual General Meeting will be held once in the first term of the school year by the Executive Committee (date will be decided by the Executive Committee).

3.2 Power and Authority of the Annual General Meeting

3.2.1 Approve the Association Regulations

3.2.2 Election of members of the Executive Committee

3.2.3 Evaluate and approve the business and affairs and financial report of the Executive Committee

3.2.4 Discussion for suggestion and Proposals

3.3 Notice of Annual General Meeting

Notice with the date, time, venue and agenda for the meeting should be released in written to members 14 days before the meeting date.

3.4 Special General Meeting for Members

A special general meeting can be arranged to hold with 14 days prior written notice by the chairperson of Parent-Teacher Association when the Executive Committee think it's necessary or it's required by at least 30 members with their cosignatory. The effect on decision making of the special general meeting will be the same as the Annual General Meeting. The contents to be discussed and decided in the special general meeting will be limited to the contents with cosignatory.

3.5 Number of People required for the General Meeting

3.5.1 There must be at least 30 members attending the General Meeting to make it a valid one.

3.5.2 For a member who is unable to attend the meeting can authorize his or her family member (aged 18 or above) to be a representative to attend and poll.

3.5.3 The General Meeting will fail to be convened for lack of a quorum when there are still fewer than 30 members attending after the meeting starts for 30 minutes. The Executive Committee need to rearrange an alternative schedule and a written notice should be released within 14 days. If the meeting coming up is the Annual General Meeting, there will be no requirement for

number of members attending. If the alternative meeting is a special general meeting, there must be at least 30 members attending or the chairperson of the meeting will announce the dismissal of the meeting and no agenda will be gone through.

3.6 Proposals to be passing through

3.6.1 All proposals must be voted by more than 50% of attendees in the Annual General Meeting to make it valid.

The chairperson can make the final poll on issues with equivalent votes in order to make the final decision.

3.6.2 Proposals in the Special General Meeting must be supported by at least 2/3 of the attendees in order to be passing through.

3.7 Executive Committee

3.7.1 Affairs of the Parent-Teacher Association are implemented and promoted by the Executive Committee.

3.7.2 The Executive Committee should be formed by no more than 14 Parent Members and Teacher Members. Teacher members will replace the Parent members if the number of Parent Members is not meeting the requirement.

3.7.3 School supervisor, the Principal of Secondary School and school parent manager (non parent members in the Executive Committee) will be the advisors and they have the rights to attend meetings held by the Executive Committee.

3.8 The Election and Term of Service of the Executive Committee

3.8.1 The Executive Committee are voluntary and the post are elected among the group.

3.8.2 The Term of Service of the first Executive Committee will be from 29 June, 2002 to 30 November, 2003.

3.8.3 The Terms of Service starting from the second Executive Committee will be 2 years. Parents can take up the post in service for no more than 3 consecutive rounds. when a member resigns from his or her post before the service period ends, the post will be replaced by the candidate who received the most votes (next to the original member for the same post).

3.8.4 Teacher Committee Member will be nominated by school head. Parent Committee Member will be elected in the General Meeting. The way of voting will be decided by the Executive Committee.

3.9 The Organization of the Executive Committee

3.9.1 Chairperson: 1 person (take up by a Parent Member)

3.9.2 Vice Chairperson: 2 people (1 parent, 1 teacher)

- 3.9.3 Secretary: 2 people (1 parent, 1 teacher)
- 3.9.4 Treasurer: 2 people (1 parent, 1 teacher)
- 3.9.5 General Affairs: 2 people (can be parents and/ or teachers)
- 3.9.6 Recreation: 2 people (parents and/ or teacher)
- 3.9.7 Promotion and Contact: 2 people (parents and/ or teachers)

- 3.10 The authority of members in the Executive Committee
 - 3.10.1 Advisor: Take care of affairs and business of the association and provide guidelines.
 - 3.10.2 Chairperson: Hold and manage the Annual General Meeting, special General Meeting and Meeting of Executive committee, lead the Executive Committee to execute the affairs of the association, sign on documents, make announcements and reports in the Annual General Meeting.
 - 3.10.3 Vice Chairperson: Assist the chairperson to manage the affairs and contact the related parties. If the chairperson is absent, the vice chairperson (parent member) will take up the post and duties.
 - 3.10.4 Secretary: Take minute in meetings. Prepare meeting agenda and manage all internal and external documents.
 - 3.10.5 Finance: responsible for income and expenditure account, prepare financial budget and financial report. The financial report should be reviewed by a volunteer(non executive committee) or a professional auditor before proceeding to the executive committee. The executive committee approves the report. Then it will be passed through in the Annual General Meeting.
 - 3.10.6 General Affairs: responsible for managing all records of members, organizing and keeping inventory, conduct all preparation work and arrangements before meetings, managing issues not belonging to other groups and assisting the promotions of all affairs of the association.
 - 3.10.7 Promotion and Contact: responsible for all contacts among members.
 - 3.10.8 Recreation: Responsible for planning and implementing all activities.

- 3.11 The Management and Administration of the Executive Committee
 - 3.11.1 The Executive Committee will hold meeting at least once in a school term, notification of meeting should be done two weeks before it. It must be more than 50% of committee members attending the meeting to make it valid.
 - 3.11.2 The current Executive Committee (except teacher member and honorary member) should serve until the formation of the next team of executive committee.
 - 3.11.3 The Secretary must keep a clear record of meeting minutes for all meetings held by the Executive Committee. The minutes should be signed by the chairperson of the meeting and submit to the Executive Committee for approval and properly keeping file.

- 3.11.4 A photocopy of all meeting minutes including General Meeting and Executive Committee to be submitted to the Incorporated Management Committee for a record, all resolutions including approved by the General Meeting and Executive Committee can be overruled by the Incorporated Management Committee.
- 3.11.5 The Parent-Teacher Association will not be responsible for all activities conducted by a member of non representative of and not being authorized by the Parent-Teacher Association.

Chapter 4 Finance

4.1 Source of Funding

- 4.1.1 School allocates fund (including the funds given by Education Bureau).
- 4.1.2 Donation
- 4.1.3 Fee collected for activities organizing by the Parent-Teacher Association
- 4.1.4 Membership fee of the Parent-Teacher Association

4.2 Use of Funds

All expenditures are restricted to the development of the proposals, benefits of members and facilitate school education.

4.3 Management of membership fee

- 4.3.1 The management of the membership fee of the Parent-Teacher Association is required to make a balance between income and expenditures.
- 4.3.2 The fiscal year of the association will be same to the school year, from 1 September of current year to 31 August of next year.
- 4.3.3 The Treasurer will be responsible for managing the regular income and expenditures of the association. The receipts issued by the shigeru will be valid and official.
- 4.3.4 The Treasurer should deposit all amount collected into the designated bank account.
- 4.3.5 The Treasurer reports the financial status of the association in the meeting of the Executive Committee, submits the budget and financial report of the fiscal year to the Executive Committee and proceed it to be passed through by the Annual General Meeting.
- 4.3.6 For issuing a cheque, it must be signed by the chairperson and Treasurer (teacher member) to be valid. If the chairperson is unavailable to sign, it will be taken up by the vice chairperson and the Treasurer (teacher member). If the treasurer (teacher member) is unavailable to sign, the vice chairperson (teacher member) will replace. The cheque must be signed by a parent member and a teacher member of the association.

- 4.3.7 The Executive Committee has the right to use the funds of the association. The expenditure and funding of groups should be approved by the executive committee.
- 4.3.8 When the term of service of the Executive Committee of the current year is expiring, deficit should be avoided. The Executive Committee of the current year should give members explanation when deficit occurs and the committee members are responsible for the deficit. The ceiling of amount paid by each should be \$100.
- 4.3.9 The treasurer should keep all official receipts and records for 7 years.
- 4.3.10 No budget of social entertainment is for The Executive Committee.

Chapter 5 Amendment

- 5.1 To make any amendment of the constitution, it can be suggested by the Executive Committee before passing through in the Annual General Meeting. Two or more members can make suggestions of amendment by writing application, agree by the Executive Committee and to be passed through in the annual general meeting or special general meeting.
- 5.2 To make a proposal valid, it must be voted by 50 percent of the members attending the annual general meeting or voted by at least $\frac{2}{3}$ of the members attending the special general meeting.
- 5.3 After the completion of amendment, the secretary should file the record to the Societies Office.

Chapter 6 Dissolution

- 6.1 If the Parent-Teacher Association violates the school philosophy and ethos of Ling Liang Church Sau Tak Primary School, the school council can take relevant follow up actions or make announcements for dissolution of the association.
- 6.2 If members want to make the dissolution of the association, it must be approved and supported by half (50 percent) of the members attending the annual general meeting or voted by at least two thirds ($\frac{2}{3}$) of the members attending the special general meeting.

Once the dissolution of the Parent-Teacher Association has been announced, all assets of the association will be donated to Ling Liang Church Sau Tak Primary School for the improvements on students' benefits and use of educational resources.

- 6.3 The Executive Committee will be authorized by the annual general meeting or the self-school council selects some organizing committee to work for dissolution. Upon dissolution, all legal debts should be paid off by bank savings. The balance will be managed by the Incorporated Management Committee. The use should be fulfilling regulations stated in 6.2 or donate to an organization with school philosophy same to Ling Liang Church Sau Tak Primary School.

Chapter 7 To Recall and Sanction

7.1 The Executive Committee Member

7.1.1 Offend Hong Kong Criminal Law, declared guilty by court decision or

7.1.2 - 7.1.3 Make fraudulent use of the name of the Parent-Teacher Association and cause loss of the reputation and benefits of the association.

7.2 The Executive Committee will give warning to the relevant party and the position will be recalled after it is voted and passed by the executive committee members. The member and his or her position will be officially recalled after it is officially voted and passed through in the annual general meeting.

Chapter 8

8.1 Affairs promoted by the Parent-Teacher Association, items to be discussed and activities to be held are not allowed to conflict Education Regulations and conflict the religious beliefs of Ling Liang Church.

8.2 The Parent-Teacher Association will not discuss issues not related to the association. The association will not intervene the school administration of Ling Liang Church Sau Tak Primary School.

8.3 The Parent-Teacher Association will not accept and hear any case of parents, members and teaching staff.

8.4 Donations to The Parent-Teacher Association for promoting the constitution affairs will be accepted after the voting and approval by the executive committee.

8.5 All members are not allowed to give out speech or conduct activities with the name of The Parent-Teacher Association before he or she is given an agreement from the association.

8.6 Work of the executive committee of by the Parent-Teacher Association is voluntary. No one should take any kind of advantages from activities organized by the Parent-Teacher Association.

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