

C.C.C. Kei Tsun Primary School
Parent Teacher Association
Constitution
(Amended in 2021)

Chapter 1: Definitions

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| 1.1 'School': | C.C.C. Kei Tsun Primary School |
| 1.2 'Association': | Parent Teacher Association C.C.C. Kei Tsun Primary School |
| 1.3 'Members': | Members of Parent Teacher Association C.C.C. Kei Tsun Primary School |
| 1.4 'Executive Committee': | Executive Committee of Parent Teacher Association C.C.C. Kei Tsun Primary School |

Chapter 2: General

- 2.1 Name: (Chinese) 「中華基督教會基全小學家長教師會」
(English) Parent Teacher Association C.C.C. Kei Tsun Primary School
- 2.2 Address: C.C.C. Kei Tsun Primary School, 150 Tai Kok Tsui Road, Kowloon
- 2.3 Objective: To promote communication and cooperation between parents and teacher so as to jointly facilitate the development and improvement of students' education.

Chapter 3: Members

3.1 Qualifications

- a. Official members: All teachers, social workers and student guidance personnel shall be official members.
- b. Ordinary members: All parents/ guardians of our students or the person with the actual custody of the student shall automatically be qualified to become ordinary members.
- c. Honorary members: The Executive Committee deserves the right to invite dignitaries of the community to become honorary members.

3.2 Rights

- a. All members can participate in activities organised by the Association and receive the newsletters published by the Association.
- b. All official members shall have the rights to attend General Meetings, put forward a motion, vote, elect and be elected. They are exempted from paying the membership fee.
- c. All ordinary members shall have the rights to attend General Meetings, put forward a motion, vote, elect and be elected.
- d. All honorary members can attend General Meetings yet do not have the rights to put

forward a motion, vote, elect.

3.3 Obligations

- a. Members shall observe the rules of the Constitution and abide by the decision of a meeting.
- b. Ordinary members shall pay an annual membership fee based on the family as a unit. The membership fee shall be subject to the approval of the Executive Committee. All membership fee, once paid, shall not be refunded.

Chapter 4: Organisation

4.1 The Association shall be made up of the General Meeting and the Executive Committee.

4.1.1 General Meeting

- a. The General Meeting is the unit with the highest authority in the Association and is composed of all official members and ordinary members.
- b. Authorities
 - To amend the constitution
 - To review and approve the affairs and financial report, and elect the members of the next Executive Committee
 - To discuss and determine the affairs of the Association
- c. Meetings
 - The General Meeting shall be convened once a year and be hosted by the Chairperson of the Executive Committee.
 - Notice for the General Meeting shall be issued 14 days before the Meeting is held.
 - The quorum shall not be less than 30 members.
 - Members who cannot attend the Meeting can vote on motions in written.
 - In case of a lack of the quorum half an hour after the commencement of the Meeting, the Chairperson shall call off the Meeting. The adjourned meeting shall be convened again within three weeks.
 - For the extended meetings, the quorum shall be the number of members present in the meeting.
 - In case the Chairperson is absent in the meeting, the Vice Chairperson shall chair meeting. In case the Chairperson and the Vice Chairperson are both absent in a meeting, the Executive Members present shall elect among themselves a temporary Chairperson to chair the meeting.
 - A motion shall be passed only when the number of votes for the motion exceeds the number of votes against the motion.
 - If the number of votes for and against a motion turns out to be equal, the

chairman or temporary chairperson shall have a casting vote.

- All resolutions passed by the General Meeting shall not go against the objectives of the Association.

4.2 Executive Committee

4.2.1 During the adjournment of the General Meeting, the Executive Committee members shall take up the duties.

4.2.2 The Executive Committee shall be made up of 6 parent members, 6 teacher members and 1 student counsellor.

4.2.3 6 parent members shall be elected as the committee members.

4.2.4 The composition of the committee shall be as follows:

- Chairperson (parent member)
- Vice-chairpersons (11 parent member and 1 teacher member)
- Secretary (parent member)
- Assistant Secretary (parent member)
- Treasurer (parent member)
- Assistant Treasurer (teacher member)
- Recreation Officers (1 parent member and 2 teacher members)
- Liaison Officers (1 parent member, 1 social worker and 1 teacher member)

- Additional members: comprise 2 Official Members (i.e. 2 teachers), 2 Ordinary Members and parent(s) elected by the Executive Committee, who shall be responsible for all liaison duties and help with affairs of the Association. In case of resignation of any committee members, the vacancies shall be filled by additional members for the remaining term.

4.2.5 The term of office for the committee members shall be two years, repeated if re-elected. For parent members whose children graduate or withdraw from school within the term, their office will be terminated starting from the day they leave.

4.2.6 A minimum of 3 Executive Committee Meetings shall be convened each year. Additional meetings can be convened when necessary.

4.2.7 The quorum for all Committee Meetings shall be more than two-thirds of the number of committee members. A motion shall be passed only upon the consent of more than half of the committee members present in the meeting.

4.2.8 If the number of votes for and against a motion turns out to be equal, the chairman shall have a casting vote.

4.2.9 In case the Chairperson is absent in the meeting, the Vice Chairperson (parent member) shall chair meeting. In case the Chairperson and the Vice Chairperson

are both absent in a meeting, the Executive Committee members present shall elect among themselves a temporary Chairperson to chair the meeting.

- 4.2.10 If the Chairperson cannot perform his/her duties, the Vice Chairperson shall take up the duties for the remaining term.
- 4.2.11 In case of resignation of a parent member, the vacancy shall be filled by the candidate with the highest numbers of votes in the waiting list. If the Chairperson resigns or cannot perform his/her duties, the Vice Chairperson (parent member) shall take up the duties. In case of a vacancy for Vice Chairperson, the Executive Members shall elect among themselves a temporary Vice Chairperson. In case of vacancies for other committee members, they will be filled by additional members for the remaining term.
- 4.2.12 In case the vacancies cannot be filled due to insufficient members and the remaining term is more than 6 months, an election for new committee members shall be called. There should also be at least 4 additional members. If no parent members can perform the duties, the Executive Committee has the right to arrange any current committee member to take up the duties concurrently or appoint any parent member to be the committee member.
- 4.2.13 The School Principal and the Vice Principal are consultants of the Executive Committee. Teacher committee members shall be elected by the Official Members.
- 4.2.14 Parent committee members shall be elected by ordinary members.
- 4.2.15 The Chairperson of the Executive Committee shall be the candidate with the highest number of votes. The Executive Committee members shall elect among themselves the posts in the committee.
- 4.2.16 Term of office: Starting from the day of convening the General Meeting until the day before the convening day of the General Meeting two years later
- 4.2.17 Duties of the Executive Committee Members
 - a. The duties of the Chairperson include the following:
 - To make plans and lead the Association
 - To deal with external affairs on behalf of the Association
 - To oversee and deal with all affairs of the Association
 - To draft the agenda and convene and chair the General Meetings and Executive Committee Meetings
 - To present the annual reports in the annual General Meeting
 - To act as a liaison between parents and the school
 - To assist in financial affairs
 - To sign on the notices issued by the Association
 - To be a parent representative of the School Business Activity

Monitoring Committee

- To attend the school's Tender Approving Committee Meetings
- b. The duties of the Chairperson include the following:
- To assist the Chairperson with the affairs of the Association
 - To chair meetings for the Chairperson in case he/she is absent in the meetings
 - To be the parent representative on behalf of the Chairperson if he/she is absent in School Business Activity Monitoring Committee meeting
 - To follow parents', students' and teachers' welfare
 - To attend the school's Tender Approving Committee Meetings
- c. The duties of the Secretary include the following:
- To deal with administrative work of the Association
 - To assist the Chairperson to write and issue the agenda
 - To write minutes of meetings
 - To deal with internal and external clerical work
 - To keep the information of members
 - To keep the seal and documents of the Association
 - To attend the school's Tender Approving Committee Meetings
- d. The duties of the Treasurer include the following:
- To manage financial affairs
 - To write the budget and financial reports
 - To report the financial status of the Association in Executive Meetings and General Meeting
 - To attend the school's Tender Approving Committee Meetings
- e. The duties of the Recreation Officers include the following:
- To plan and promote recreation activities for parents, for example, New Year gathering and parent-child picnic
 - To attend the school's Tender Approving Committee Meetings
- f. The duties of the Liaison Officers include the following:
- To contact parents in relation to any activities/events organised by the Association
 - To plan and promote education activities for parents, for example, parent talk and workshop

- To attend the school's Tender Approving Committee Meetings

4.3 Extraordinary General Meeting

- 4.3.1 An Extraordinary General Meeting can be called by the Executive Committee or upon written request made by not less than 30 members.
- 4.3.2 The quorum of an Extraordinary General Meeting is the same as that of the General Meeting.
- 4.3.3 The Executive Committee shall inform all members to attend the Meeting two weeks in advance.
- 4.3.4 The quorum shall not be less than 30 members.
- 4.3.5 In case of a lack of the quorum half an hour after the commencement of the Meeting, it should be called off.
- 4.3.6 A motion shall be passed only when the number of votes for the motion exceeds the number of votes against the motion.
- 4.3.7 If the number of votes for and against a motion turns out to be equal, the chairman or temporary chairperson shall have a casting vote.

4.4 Consultants

- 4.4.1 The General Secretary of the Hong Kong Council of the Church of Christ in China, the supervisor of the School and the Principal are official consultants.
- 4.4.2 The Executive Committee can invite not more than 5 dignitaries of the community to become consultants.

Chapter 5: Finance

- 5.1 The Treasurer is responsible for all income and expenditure items of the Association, and presenting detailed reports in the General Meeting.
- 5.2 All expenditure shall be applied toward the affairs of the Association, members' welfare and matters that facilitate the development of the School's education.
- 5.3 Executive members are volunteers and shall not receive any salary or honorarium.
- 5.4 In addition to the fee collected in each activities, the Association can accept donation from individual member.
- 5.5 All expense shall only be spent on the affairs of the Association, members' welfare and matters that facilitate the development of the School's education.
- 5.6 The fiscal year starts from 1st September to 31st August of the following year.
- 5.7 All funds of the Association shall be deposited in an appointed bank. The signatories of all cheques shall be the Principal, the Chairperson and the Treasurer. Withdrawals of money, and documents related to the bank account shall require the signatures of two of the committee members aforementioned, and one of them must be the Principal, and to which the seal of the Association shall be affixed.

- 5.8 The Executive Committee shall have the right to grant any sums of money from the Association Funds to the School to be used for purchasing school's facilities, scholarships, or other purposes.
- 5.9 The current Executive Committee shall be responsible for providing explanation for any debts or liabilities incurred by the Association.

Chapter 6: Election of Parent Manager

6.1 Eligibility

- 6.1.1 All parents of current students at school are eligible. Parents means the legal guardians of the student, or people who are not the parent or guardian of the student but having actual custody of the student.
- 6.1.2 If the parent concerned is a teacher at the school, he/she cannot be nominated as a Parent Manager.

6.2 Procedures of nomination

- 6.2.1 The Association can appoint an electoral officer to oversee the nomination, distribution and counting of ballots. The Executive Members shall elect among themselves the electoral officer or a teacher can be appointed by the School as the electoral officer. The electoral officer cannot be the candidate of the Parent Manager election at the same time.
- 6.2.2 The nomination period shall last for 7 days from the first day of issuing the notice.
- 6.2.3 The parent can nominate himself/herself, or other eligible parents, without limit, as a candidate in the election. Prior consent should be obtained from the parents concerned.
- 6.2.4 In case of insufficient number of nominees, the electoral officer can postpone the deadline of the nomination period for 7 days or leave the decision for the Executive Committee to rearrange another election after a reasonable time.

6.3 Candidate's information

- 6.3.1 Each nominee must submit his/her personal particulars and brief introduction which should fulfil the word limit set by the Executive Committee.
- 6.3.2 The electoral officer must notify all parents in written of the information of the nominees, not less than 7 days before the election day.

6.4 Qualification of voters

- 6.4.1 All parents of current students at school are eligible for voting.
- 6.4.2 Each parent only has one vote, on individual basis, regardless of the number of children at school.

6.5 Electoral procedures

- 6.5.1 Both candidates and voters of manager elections should note the ethical conduct requirement listed in the guides for manager election to ensure fairness in the

election process.

- 6.5.2 The election day of the Parent Manager election should be held at least two weeks after the deadline of the nomination.
- 6.5.3 The voting is conducted by ballot. Parents can vote at school on a designated date or give the ballot paper in a specific envelop to their children to return it to class teachers. The class teacher will help put the ballot paper into the ballot box.
- 6.5.4 The electoral officer shall invite all parents, candidates and the Principal to oversee the counting of votes.
- 6.5.5 The candidate with most votes will be nominated as the Parent Manager while the candidate with the second most votes will be nominated as the Alternate Parent Manager. In case two or more candidates obtain the same number of votes, decisions will be made by drawing lots.
- 6.5.6 For the Parent Manager whose child is no longer current student at school within the term, their term of office can continue until the end of term or the end of the school year, whichever is earlier.
- 6.5.7 In case a Parent Manager resigns within the term and a vacancy exists, the Association must conduct a by-election in the same format within three months in order to fill the vacancy.

Chapter 7: Amendments to the Constitution

- 7.1 Any amendments to the constitution suggested must be approved by a two-third majority of members present in the General Meeting / Extraordinary General Meeting.
- 7.2 Proposal of amendments must be released 7 days before the General Meeting.
- 7.3 The Executive Committee has sole and final discretion of interpretation of the Constitution.

Chapter 8: Dissolution

- 8.1 The Association shall be dissolved with the consent of a two-third majority of members present in the Extraordinary General Meeting.
- 8.2 Any remaining assets of the Association upon dissolution shall be donated to the School for students' welfare.

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