

# Hong Kong Taoist Association Wun Tsuen School

## Parent Teachers Association Constitution

*(The Chinese version of the constitution shall prevail in case of the discrepancy)*

### (1) NAME OF THE ASSOCIATION

The name of the association shall be “Hong Kong Taoist Association Wun Tsuen School Parent Teacher Association”.

### (2) REGISTERED ADDRESS

The registered address of the Association shall be “On Shin Road, Ngau Tau Kok Upper Estate, Kowloon.”

### (3) OBJECTIVE & AIMS

#### (i) Objective

To promote close co-operation and contact between Parents and Teachers in improving the educational environment for students’ benefit academically with strict morality being strengthened.

#### (ii) Aims

(a) To act as a bridge to facilitate strong collaboration between parents, teachers and the principal through effective communication.

(b) Parents are playing a role in contributing their professionalism in providing educational aids and assisting extra-curricular activities. Students’ talent can then be fully explored in all aspects of learning under the home-school sincere cooperation.

(c) In the interaction through different recreational, cultural and educational activities, parents are encouraged to convey their feelings and share their experience to the teachers over their ways in bringing up their children, so that teachers and parents could work out the best way to nurture the child.

### (4) MEMBERSHIP; MEMBERSHIP RIGHTS & OBLIGATIONS

#### (i) MEMBERSHIP

##### (a) Parent Members

Any parent or guardian whose child (children) is (are) studying in this school is “**Members**”. The subscription shall be payable per family. Parents and Guardians are eligible to attend the meeting, however, they could cast only one vote in the meeting.

(b)Teaching Members

Teaching Staff & Principal of the school shall be “Teaching members” of the Association by virtue of school appointment.

(c)Honorary Members

The Executive Committee of the Association has the authority to invite any person from the Board of Disciplinary Committee, Alumnus or celebrities to be an Honorary Member.

(ii)RIGHTS

(a)All members are entitled to the right to participate all activities offered by the Association.

(b)“Parent Members” and “Teaching Members” shall be eligible to make propositions in the General Meeting and the Extraordinary General meeting. Besides voting rights, they have the rights to nominate as and for the nominees of any position in the Executive Committee.

(iii)OBLIGATIONS

All members shall observe and comply with the Membership Obligations of the Association and implement the resolutions passed at the Meeting. He is obliged to attend the Annual General Meetings and Extraordinary General Meetings. An annual subscription shall be payable **annually**.

(5) HONOURABLE ADVISER

The Executive Committee of the Association has the authority to invite any person from Board of Disciplinary Committee, Alumnus or celebrities to be an Honorary Adviser.

(6) SUBSCRIPTION FEE

The Executive Committee of the Association will collect a subscription fee from the members to meet the ordinary expenses like printing, paper consumption and stationeries, etc. and the sponsorship on all the activities launched by the Association. The Executive Committee can determine the amount of the subscription fee payable. The first annual subscription fee will be HK\$30. Once a member withdraws his/her membership, all the fee paid will be forfeited and non-refundable. No subscription shall be payable by an “Honorary Member”.

(7) ORGANIZATION STRUCTURE

The Association shall comprise of the General Meeting and the Executive Committee.

(i)The General Meeting

(a)The General Meeting shall comprise of all the members in the Association. It is the supreme empowered body with functions including : Amendments of the Membership Constitution; Making rules in governing the organisation; Deciding in furtherance of the organisation affair; Adopting the financial report and election on the appointment of the Executive Committee Members.

(b)Annual General Meeting shall be held early in every school year **no later than 31<sup>st</sup> December**. The quorum of the Meeting is 50 members of the Association. Once a quorum is not present within half an hour

of the time appointed for the meeting, the meeting has to be adjourned. The meeting has to be held within 14 days at the same time and venue for a second time. If a quorum is not still present at the meeting, the members present shall form a quorum.

(c) For a case which the Executive Committee recognizes the need to call for an Extraordinary General Meeting, or a joint written request of at least fifty percent (50%) of the members of the Association has been received for the same proposition, discussion details shall be stated first before calling for the Extraordinary General Meeting. The procedure & the quorum for the Extraordinary General Meeting are the same as that of the General Meeting.

(ii) The Executive Committee

At the time when the General Meeting is in a recess, the running of the Association will lie on the responsibility of the Executive Committee. The Executive Committee shall comprise 17 members. **“Parent Members” are elected by “Members”**. “Teaching Members” are elected by Teachers or assigned by the school. The function of the Executive Committee is stated as follows:

(a) Chairman: One placement

“Parent Member” is entitled to this position. He or she will represent this Association and is responsible to convene meetings and to preside over all Executive Committee meetings and General Meetings. He or she will take overall charge of the Association. He or she will on behalf of the Executive Committee present a Report at the General Meeting on the issue of activities launched and the financial status of the Association. Moreover, he has to preside the meeting on the next election of the Executive Committee.

(b) Vice-Chairmen: Two placements

one is elected from “Parent Members” & the other is confined to the Principal. They assist the Chairman in running the Association and to act for the Chairman when he/she is absent or has vacated his/her office.

(c) Secretaries: Two placements

one is elected from “Parent Members” & the other from “Teaching Members”. They assist the Chairman in the area of keeping agenda, drafting the correspondence for the Chairman, preparing the Executive Committee Meetings and the General Meetings and maintaining the membership portfolio.

(d) Treasurer: Two placements

one is elected from “Parent Members” & the other from “Teaching Members”. They are responsible to administer all the statement of accounts and finance for the Association. The Balance Budget has to be prepared and audited by the Executive Committee before submission at the General Meeting for adoption.

(e) The Committee Members – Ten placements

Five are from “Parent Members” & another Five from “Teaching Members”. They are responsible for the implementation of social, recreational and academic activities for the Association.

(iii) Resignation or dismissal

(a) Any committee member who infringes the benefit or reputation of Hong Kong Taoist Association School or its PTA if it passed in the PTA meeting, the committee member will be dismissed. Before being dismissed he/she will be given a chance to self-clarify or resign at the meeting.

(b) Any committee member who would like to resign in the tenure, he/she must inform the committee chairman in written form before 30 days and passed by the committee. Candidate of committee who would like to resign, he/she must resign in written form within 3 days of announcing the winning of election and passed by this year committee meeting.

#### (8) PROCEDURE AND ADMINISTRATION

(i) Notice of the General Meetings shall be given in writing to all Members of the Association by the Chairman at least two weeks before with details on the date, time, venue and the agenda of the General Meeting.

(ii) All resolutions shall be adopted by a simple majority of the quorum of the Executive Committee members present that exceeds fifty percent (50%) of the Executive Committee members. In the event of equality of votes, the Chairman of the Meeting shall have a casting vote .

(iii) The Executive Committee will be convened no less than twice every year. The quorum of the Executive Committee members shall consist of at least fifty percent (50%) of the Executive Committee. In the event of equality of votes, the Chairman of the Meeting shall have a casting vote.

(iv) All members of the Executive Committee hold service for one year. Those who are reappointed can be renewed his or her terms of the service in the coming year.

(v) Executive Committee is a voluntary body and is free from any salary remuneration.

#### (9) FINANCE

(i) The Treasurer is responsible to collect all the subscription fee. Along with other income, he or she will deposit it into a specific bank account. The withdrawal of money is authorized therefrom against the following three signatures in a cheque:

(a) The Principal

(b) The Chairman or the Vice Chairman (from Parent Member Committee) – One person

(c)Treasury (from Parent Member/Teaching Member Committee) – One Person

The funds of the Association (including fee subscription and donations) is confined to promote activities of the Association, member affairs and the education reinforcement. The credit balance is in no way in deficit and no borrowings in the name of the Association is allowed.

(d)The treasurer should keep all the payment slips & receipts for three years. After that, all concerned payment slips & receipts are null then.

(e)The treasurer shall present the financial status of the Association in every Executive Committee Meeting.

(10) Honorary Auditor

(i)A voluntary member will be elected in the General Meeting as an Honorary Auditor who will audit the account for the Association at least once a year.

(ii)After administering all financial statements of accounts and balance sheets for the Association, the Honorary Auditor has to undergo checking and audit for the Association on a voluntary basis. The report then submitted to Executive Committee for examination and resolution for adoption at the General Meeting.

(11) Appendix

(i)The Association may be dissolved under the rights of the Board of Disciplinary Committee if the activities and amendities are in breach of the underlying purpose of education.

(ii)Dissolution of the Association

The Association will suspend its office if the quorum of the Extraordinary General Meeting exceeds 50% of the members of the Association. Any assets remaining on dissolution of the Association can be served as donations to school or charity organisations.

(iii)Alteration of the Constitution

Regarding any alteration of the Constitution, it can only be eligible if a resolution is made at the General Meeting with the approval of the Association Registration Bureau on such alterations for execution.