



ST. CLARE'S GIRLS' SCHOOL PARENTS-TEACHERS ASSOCIATION

聖嘉勒女書院家長教師會

50 Mount Davis Road, Hong Kong.

ST. CLARE'S GIRLS' SCHOOL PARENTS-TEACHERS ASSOCIATION CONSTITUTION

1. NAME

St. Clare's Girls' School Parents-Teachers Association

2. ADDRESS

50 Mount Davis Road, Hong Kong

3. AIMS

- i. To enhance the co-operation between parents and teachers, aligning family education with school education in order to effect the School's education philosophy;
- ii. To enhance the communication and better understanding among students, parents and teachers in order to develop a friendly relationship;
- iii. To enhance the quality of the education of students and to improve their welfare.

4. MEMBERSHIP

- i. The parents and guardians of the current students are eligible for Membership;
- ii. The School Supervisor, Principal and all serving teachers of the school automatically become ad hoc members;
- iii. The parents of all students who enroll and register in the School in the year 2000 and thereafter are members of the Association;
- iv. The parents of the past students together with the past teachers can still apply for membership;
- v. For the members with more than one daughter studying at the School, only one membership will be counted.



5. MEMBER'S RIGHTS AND RESPONSIBILITIES

Members enjoy the rights to attend the General Meetings, make motions, second motions, vote, elect, being elected and to participate in all the activities organised by the Association provided they abide by the Constitutions and any resolutions adopted by the General Meeting. Membership is valid on payment of the annual subscription.

6. MEMBERSHIP SUBSCRIPTIONS

- i. Each member has to pay the annual subscription of Hong Kong Dollars One Hundred and Ten only which is to be paid in the first two weeks of September and a receipt will be issued by the treasurer of the PTA;
- ii. Ad hoc members are not required to pay subscriptions;
- iii. All proceeds will be used to promote, develop and execute the mission of the Association;
- iv. All subscriptions will not be refunded to those who terminate their memberships;
- v. The revision of the annual subscription has to be agreed by a majority and adopted by the executive committee.

7. ORGANIZATION

- i. The Association is composed of its members and the Executive Committee;
- ii. The business of the Association shall be carried out by an Executive Committee elected in the Annual General Meeting. The committee shall consist of seventeen members, nine of whom are parent-members, six are teacher-members and two ad hoc members;
- iii. The Supervisor and the Principal are ad hoc members. The teacher-members shall be appointed by the Principal. The parent-members should be parents of current students of the school and shall be elected in the Annual General Meeting by members through secret ballot;



7. ORGANIZATION (Continued)

- iv. The following office-bearers except the Supervisor and the Principal shall be elected amongst the committee members:
 - a) One Chairman (a parent-member elected amongst the executive committee members)
 - b) Two Vice-Chairmen (a parent-member and a teacher-member where the parent-member is the First Vice-Chairman and the teacher-member is the Second Vice-Chairman)
 - c) Two Honorary Treasurers (a parent-member and a teacher-member)
 - d) Two Honorary Secretaries (a parent-member and a teacher-member)
 - e) Five Public Relation Officers (three parent-members and two teacher-members)
 - f) Four General Affairs Officers (two parent-members and two teacher-members)
 - g) No more than five co-opted committee members (parents of current students of the school invited and agreed by at least two-thirds of the executive committee members)
- v. The Supervisor and the Principal will serve as Advisors in the committee and the committee may invite no more than five Honorary Advisors.
- vi. The Executive Committee shall hold a minimum of three meetings annually and fifty percent of the prevailing total number of committee members shall form the quorum;
- vii. The committee shall appoint an honorary auditor to audit the accounts of the Association at the end of each academic year;
- viii. The term of office of the office-bearers shall be two years and can be renewed if re-elected provided always that if the child or the children of any office-bearer shall leave the School during the term of office of such office-bearer, such office-bearer shall remain in his/her office until the end of his/her current term but he / she shall not be eligible for re-election as Chairman or Vice-chairman.
- ix. In the event of a committee member being unable to perform his/her duties, the committee shall have the right to co-op members to fill the vacancy;
- x. The committee shall make preparation on the annual election in September.
- xi. All executive committee members are voluntary and shall not accept any remuneration;



7. ORGANIZATION (Continued)

xii. Any former Executive Committee member may become an Honorary Advisor to the Association upon the invitation of the current Executive Committee. The appointment as Honorary Advisor is to be made upon the issue and subsequent acceptance of such invitation, and would only be terminated by the Executive Committee by notice in writing if:

- a) The Honorary Advisor is found to have committed a breach of The Constitution;
or
- b) The Honorary Advisor is found to act contrary to the interest and benefit of the School.

The role of an Honorary Advisor is to provide independent advice and voluntary services to the Executive Committee. The Honorary Advisor does not form part of the quorum nor does he/she have the right to vote at any meeting of the Executive Committee.

8. THE ELECTION OF PARENT-MEMBERS OF THE EXECUTIVE COMMITTEE

- i. To be a candidate eligible for election, a parent-member has to be nominated by one member and subject to the acceptance of the nomination by the nominated parent-member. Self-nomination can be accepted;
- ii. A completed nomination form has to be sent to the Secretaries for compilation twenty-one days prior to the Annual General Meeting;
- iii. In every election, the members should elect amongst the candidates a minimum of nine members. The nine candidates with the greatest number of votes will become the elected EX-CO members. In case there are equal number of votes, a second and last round of secret ballot will be taken, in which the one with greater vote will be elected. In the event that there are still equal numbers of votes, the Chairman shall then exercise his/her casting vote.



9. DUTIES OF THE OFFICE-BEARERS IN THE EXECUTIVE COMMITTEE

i. Chairman

- a) To be responsible to convene and chair the Annual General Meeting, the Extraordinary General Meeting and the Executive Committee Meetings;
- b) To be responsible to execute the resolutions adopted in the General Meeting and the Executive Committee Meetings;
- c) To be responsible to promote the business of the Association and to approve and sign all documents;
- d) To submit proposals to the School on behalf of the parents provided that they do not exceed the scope of duties of the Principal or the Permanent Secretary for Education.

ii. Vice-chairman

To assist the Chairman to carry out the business of the Association. In the absence or resignation of the Chairman, the First Vice-Chairman will be acting on his/her behalf.

iii. Secretary

To be responsible for the documentation and filing of the minutes of meetings as well as all the secretarial work.

iv. Treasurer

To be responsible for the collection and disbursement of funds and has to report in the Executive Committee Meetings and to prepare an audited financial statement to report in the Annual General Meeting.

v. Public Relation Officer

To be responsible to organize and conduct general public relation activities of the Association.



9. DUTIES OF THE OFFICE-BEARERS IN THE EXECUTIVE COMMITTEE (continued)

vi. General Affairs Officer

To be responsible to assist in the execution of the general business of the Association.

vii. Co-opted Members

The Co-opted members who are invited by the Executive Committee to fill the vacancies during the year shall *sit in meetings* and deliberate, but has no rights to vote.

10. THE ANNUAL GENERAL MEETING

- i. The Annual General Meeting shall be the highest authority of the Association. Its rights include election, appointment, power of removal, dissolution, examination and acceptance of the Annual Report, following year's plan and financial budget presented by the Executive Committee. During the recess of the Annual General Meeting, all matters of the Association shall be managed by the Executive Committee;
- ii. The Annual General Meeting shall be held in each academic year as early as possible, and in any case no later than 30th December of the year. The date will be determined by the Executive Committee. The notice and agenda of the meeting will be circulated fourteen days before the meeting;
- iii. Any discussion items that are to be included in the agenda of the Annual General Meeting have to be delivered to the Secretaries of the Executive Committee twenty-one days in advance;
- iv. The quorum for all Annual General Meeting is fifty or one fifth of the Total parent-members and ad hoc members whichever number is smaller (present in person or by proxy). Other than the dissolution of the Association, the majority vote of the members at the meeting will be decisive. In addition to the ordinary voting right, the Chairman shall have a casting vote in the absence of a simple majority. At the meeting, the votes of members may be given either personally or by proxy;



10. THE ANNUAL GENERAL MEETING (continued)

- v. The instrument appointing a proxy shall be in writing signed by the member. The appointment of a proxy shall have no effect unless the instrument appointing the proxy is lodged with the Secretary of the Executive Committee not less than 24 hours before the time for holding of the meeting at which the proxy proposes to vote, or within such lesser time as the Chairman will allow;
- vi. The Annual General Meeting will be postponed if the number of members attending or by proxy does not reach the quorum. Upon the next meeting, the number of attending members shall be the quorum;
- vii. An Extraordinary General Meeting can be called by the Executive Committee or upon receipt of a written request from at least half of the members of the Association. Upon receipt of the request, the Chairman has to convene the meeting within fifteen days and the items to be discussed and resolved are confined only to those stated in the written request. The quorum and the procedures to notify all members are the same as for the Annual General Meeting except that the notice and the agenda can be sent one week in advance.

11. FINANCE AND LIABILITIES

- i. The yearly expenditure on the running cost of the association is limited to the total sum of annual income.
- ii. From the cumulative surplus carried over from previous sessions, the Association will keep a balance of Hong Kong Dollars Fifty Thousands as reserve fund for contingency uses. The Executive Committee of each session is empowered to use up to Hong Kong Dollars Forty Thousands from the remaining fund on matters in line with the aims of the Association as set forth in the Constitution.
- iii. The Honorary Treasurer is responsible to collect all subscriptions and deposit into the designated bank account. For withdrawal of any fund, the cheque shall only be valid with two signatures, i.e. those of the Treasurer and the Chairman or the Vice-Chairman. Under any circumstances, the two signatures should consist of one parent-member and



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one school-member;

- iv. All expenditure must be approved by the Executive Committee. For expenditure of not exceeding HKD500.-, a post-ratification and approval can be obtained from the Executive Committee by the Treasurer after the disbursement is made.

12. AMENDMENT TO THE CONSTITUTION/DISSOLUTION OF THE ASSOCIATION

- i. Apart from Section I and II, the Constitution of the Association can be amended in the Annual General Meeting or the Extraordinary General Meeting provided it is approved by a majority of the attending members;
- ii. Whenever amendments to the Constitution are desired, the Secretary shall submit a draft of the proposed amendments to the Registrar of Societies and the Permanent Secretary for Education and request approval in accordance with the Societies Ordinance in force;
- iii. The Association shall be dissolved if so resolved:
 - a) by a two-thirds majority of the members at the Annual General Meeting or at the Extraordinary General Meeting; and
 - b) by the decision of the management Committee of St. Clare's Girls' School after consultation with the Executive Committee.
- iv. In the event of the dissolution of the Association, any remaining assets shall be donated to St. Clare's Girls' School to be used in accordance with the aims of the Association.

END

Remarks: In the event of any conflicting representation, the English version will be abided by and is final.