

**CONSTITUTION**  
**(as at 16.11.2018)**

**1. NAME OF THE ASSOCIATION**

Po Leung Kuk Camões Tan Siu Lin Primary School Parent-Teacher Association  
(保良局陳守仁小學家長教師會)

*\*In the terms below it will be abbreviated as our PTA.*

**2. ADDRESS OF THE ASSOCIATION**

Po Leung Kuk Camões Tan Siu Lin Primary School,  
6 Hoi Ting Road, Yaumatei, Kowloon.

**3. OBJECTIVES OF THE ASSOCIATION**

- a. To establish a good relationship between the school and the parents. Parents and teachers can build up better communication network with one another.
- b. To provide opportunities for parents to discuss pupils' benefits in education.
- c. To provide more chances for parents and teachers to discuss and solve problems about the pupils in order to develop their potentials in all aspects.

**4. MEMBERS**

- a. Parent members –

Parents or guardians of the pupils of our school in the current academic year will automatically be members of our PTA.

- b. Official members –

The teachers who are currently working in our school will automatically be members of our PTA. The headmaster/headmistress shall be an Honorary member and shall be entitled to attend and speak at all general meetings of our PTA but shall not be entitled to vote nor have any executive power or function.

**5. RIGHTS AND DUTIES OF THE MEMBERS**

- a. All members have the rights to nominate, be nominated, make proposals and vote for any decisions. (except the headmaster/headmistress)
- b. All members should follow, observe and agree on the constitution and the decisions made by the Committee.
- c. All parent members should subscribe the annual membership fee.
- d. All members have the rights to participate in the activities held by our PTA.
- e. All members have the duties to attend the Annual General Meeting of our PTA.
- f. All members should not do or say anything that would be damaging to the prestige of our PTA or our school.
- g. All members could make donations to our PTA for promoting the benefits of our students or our school.

## **6. MEMBERSHIP FEE**

- a. Annual subscription should be collected on student unit basis.
- b. The financial year of our PTA is from 1<sup>st</sup> September to 31<sup>st</sup> August of each academic year. The Committee sets the amount of the annual membership fee.
- c. All parent members should subscribe the membership fee within a week when they receive the payment notice. Such payment will be valid till the end of the financial year once collected.
- d. No refund of the membership fee once the payment is accepted.

## **7. ORGANIZATION**

- a. The highest decisive authority of our PTA is the General Meetings of All Members; the Committee of our PTA will handle other PTA administrative affairs and take up all the duties during the recess period.
- b. General Meetings of All Members:
  1. The Annual General Meeting (AGM) will be held between September and December of each academic year. The Chairperson will notify all members at least one week before the AGM. The accidental omission to give notice of a meeting to, or the non-receipt of such notice by, any person entitled to receive notice shall not invalidate any resolution passed or proceeding had, at any meeting.
  2. The quorum for the General Meetings shall be 10% of the total number of Members present in person or by proxy. If within half an hour from the time appointed for the meeting, a quorum is not present, the meeting shall be adjourned to another date and time as the Chairperson shall by notice to all the members appoint, and at such adjourned meeting, the quorum shall be 8% of the total number of members present in person or by proxy. If at such adjourned meeting a quorum of members is not present, the members present shall be a quorum and may transact the business for which the meeting was called.
  3. The main objectives of the AGM are to consider the accounts, balance sheets, and Financial Statement as prepared by the Treasurers, election of the Committee members and discuss any other proposals.
  4. The Committee may whenever if think fit, convene an Extraordinary General Meeting and an Extraordinary General Meeting shall also be convened on such requisition in writing by 40 members of our PTA.
  5. Every member, whether in person or by proxy, shall have one vote. In the case of an equality of votes the chairperson shall have a second casting vote.
- c. The Committee
  1. The main duties of the Committee are to execute and to promote the development of the PTA. The Committee can call for any Extraordinary General Meetings.
  2. The members of the Committee are elected at the AGM. It consists of 13 members 7 of which are parent members and 6 are official members. The headmaster/headmistress is the advisory member of the Committee.

3. The structure of the Committee is as follows:
  - A. 1 Chairperson (1 parent member)
    - ~ Represents our PTA, in charge of all internal and external affairs of our PTA
  - B. 2 Vice-chairpersons (1 parent member +1 official member)
    - ~ Assist the Chairperson to perform his/her duties
  - C. 2 Secretaries (1 parent member +1 official member)
    - ~ Take charge of all incoming/outgoing correspondence, documents, circulars, agendas and minutes of all meetings
  - D. 2 Treasurers (1 parent member +1 official member)
    - ~ Take charge of all the bookkeeping of our PTA accounts and handle all expenses
    - ~ Prepare the Financial Statement
  - E. 4 Activity and welfare officers (2 parent members +2 official members)
    - ~ Plan and organize activities for our PTA
  - F. 2 Coordinators (1 parent member +1 official member)
    - ~ Promote activities and follow up on all matters

The new and old Committee members need to have meetings together to discuss about the Handover.

- d. The Committee members shall hold office for a term of two years and shall be eligible for re-election **once**.
- e. All the proposals in the Committee Meetings are valid if they are agreed by at least half of the total number of Committee members present in person.
- f. The Committee shall hold at least two meetings in a year. The quorum for the Committee Meetings is half of the total number of the Committee members present in person.
- g. The Committee needs to prepare a Financial Statement duly audited and present it at the AGM.
- h. The Chairperson may appoint one of the Vice-Chairpersons to act his/her position during his/her absence.
- i. The Committee may invite professionals, parents of our ex-pupils or members of our school Alumni as Honorary members or Advisory bodies to sit in the Committee Meetings. However, they do not have the right to cast a vote, be nominated or elected as Committee Members.
- j. The Committee shall have the power to co-opt members in an advisory capacity for any specific purpose.
- k. The Committee shall have the power to co-opt members to fill vacancies occurring during the year.

## **8. FINANCE**

- a. The funds of our PTA (subscription and donation inclusively) are used to develop our PTA, to benefit members and to improve pupils' learning and benefits.
- b. The financial year of our PTA is from 1<sup>st</sup> September each year to 31<sup>st</sup> August next year.
- c. All monies of the PTA should be kept in an account under the name of our PTA at the designated bank. The Chairperson and the 2 Treasurers should sign all cheques for expenses.
- d. By the end of the term of office, the Treasurers need to prepare the Financial Statement, which is audited by the Auditors. The audited statements shall be declared at the AGM.
- e. The Committee has the right to arrange some of the funds to be donated to our school for the purchase of equipment or to sponsor the school activities accordingly. The headmaster/headmistress has the right to request for donations from our PTA.
- f. In case of any debts, deficits and financial problems, the Committee should bear the responsibilities and give sound explanation to all members.

## **9. ELECTION AND NOMINATION OF PERSON FOR REGISTRATION AS PARENT MANAGER AND ALTERNATE PARENT MANAGER**

- a. The election for nominating persons for registration as parent managers should be conducted in accordance with Section 40AO(5) of the Education Ordinance.
- b. A person nominated:
  1. must be a parent of a current pupil of our school;
  2. must not be a teacher of our school; and
  3. must be elected in that behalf in an election –
    - A. conducted by our PTA;
    - B. in which all parents of the current pupils of our school have equal voting right and right of candidature;
    - C. the voting for which is conducted by secret ballot; and
    - D. the system of which is otherwise fair and transparent.

## **10. MISCELLANEOUS**

- a. Any amendments of the Constitution shall be discussed in the AGM and shall be agreed by at least half of the total number of members at the AGM.
- b. All issues discussed and activities of our PTA should not be against any regulations or ordinances of the Education Bureau and regulations or policies of Po Leung Kuk or our school administration.
- c. In case of the dissolution of our PTA, two-thirds of the votes of the members are required. Any remaining funds of our PTA shall be donated to our school.
- d. Any member who commits any of the followings may be subject to warnings from the Committee or be removed from our PTA:
  - A. neglects or refuses to comply with the Constitution;
  - B. is convicted of an indictable offence; or
  - C. uses the name of our PTA without consent.