

# **Cheung Chuk Shan College Parent-Teacher Association Constitution (October 2010)**

## **1. Name**

The name of the Association shall be “Cheung Chuk Shan College Parent-Teacher Association” (hereinafter called “the Association”).

## **2. Address**

The address of the Association shall be 11 Cloud View Road, North Point, Hong Kong.

## **3. Aims**

The aims of the Association shall be

- 3.1 To establish and maintain a non-profit-making Association to promote close liaison between school and home as well as to foster friendly relations between parents and teachers, and among parents themselves.
- 3.2 To discuss matters of mutual concern in a common effort to improve the welfare of the students.
- 3.3 To promote and enhance the mission and goals of Cheung Chuk Shan College (hereinafter called “the School”).

## **4. Membership**

- 4.1 Membership is open to at most two parents or guardians of each family. In applying for membership, an applicant shall submit an application form to the Association. Membership will become effective when the application is approved by the Executive Committee and the prescribed fees are paid.
- 4.2 There shall be three classes of membership, namely:
  - (a) The present Supervisor, School Managers, Honorary Advisors, i.e. those with contributions to the Association and have subsequently been invited by the Executive Committee as such.
  - (b) Ex-officio Members consisting of the present Principal and all full-time teachers of the School. The Principal shall also be appointed an Advisor of the Executive Committee, offering advice to the Association.
  - (c) Parent-members consisting of parents and guardians of present students of the School.
- 4.3 Rights and Duties
  - (a) Parent-members and Ex-officio Members shall have the right to elect and to be elected as Executive Committee Members of the Association and to propose motions, and are entitled to receive notices of General Assemblies of the Association and to vote thereat.
  - (b) Honorary Ex-officio Members shall have the same rights of the Parent-members and Ex-officio Members save and except the right to vote and to be elected as Executive Committee Members of the Association.
  - (c) All members shall be bound to further, to the best of their abilities, the objects and influence of the Association, to abide by the Constitution of the Association and the decisions made in the General Assemblies.
- 4.4 Subscription
  - (a) No membership fee shall be subscribed by Honorary Advisors and Ex-officio Members.
  - (b) The annual subscription payable by each Parent-member shall be such as prescribed by the Executive Committee.
  - (c) Each applicant shall pay the annual subscription within two weeks upon approval of membership by the Association.

(d) Members shall have no further monetary obligations to the Association other than those specified in Article 4.4 (c). Any member willing to make donations for a worthy cause to be undertaken by the Association may do so at his/her discretion.

(e) All subscriptions once paid shall not be refunded.

#### 4.5 Cessation of Membership

(a) Parent-members whose child/children is/are no longer enrolled in the School shall automatically cease to be members.

(b) Full-time teachers and staff no longer in employment shall automatically cease to be Ex-officio Members.

(c) Membership shall be deemed to have ceased if the annual subscription remains unpaid for more than the period prescribed in Article 4.4 (c).

### 5. Organization

5.1 The organization shall consist of a General Assembly and an Executive Committee.

5.2 The General Assembly shall be the highest authority of the Association and composed of all the members. When the General Assembly is in recess, all matters of the Association shall be managed by the Executive Committee.

5.3 The General Assembly may be annual or extraordinary and shall be convened by the Executive Committee.

#### 5.4 Annual General Meeting

(a) The Annual General Meeting shall be held annually at or before early November. At the meeting, the Chairman shall report on the general affairs and the financial situation of the Association. The Chairman shall also conduct the election of Committee Members serving on the Executive Committee for the coming year.

(b) An Honorary Auditor and an honorary legal advisor shall be nominated and invited by the outgoing Executive Committee, with the appointment being confirmed at the Annual General Meeting. The Honorary Auditor and the honorary advisor shall not be members of the newly elected Executive Committee.

(c) Unless under special circumstances, the election of Parent Manager for the Incorporated Management Committee of the School shall also be held in the Annual General Meeting.

#### 5.5 Extraordinary General Meeting

(a) Extraordinary General Meetings may be called on receipt of a written request from at least 30 members of the Association stating the subject or subjects for discussion. Upon the receipt of such request, the Chairman shall cause the meeting to be held within one month from the date of requisition.

(b) The Extraordinary General Meeting so convened shall be confined to the business listed in the request.

#### 5.6 Proceedings at General Assemblies

(a) Notice given by the Chairman in respect of General Assemblies shall be 2 weeks at the least specifying the place, date, time and agenda.

(b) The quorum for General Assemblies shall be 30 members, and no proxy may be appointed.

(c) In the absence of a quorum at an Annual General Meeting, the Chairman shall arrange another meeting within 30 days and notify the members the place, date and time of the adjourned meeting, in writing 2 weeks before it will be held. For an Extraordinary General Meeting, it shall be adjourned indefinitely.

- (d) The Chairman of the Executive Committee shall preside as chairman at every General Assembly of the Association. If the Chairman is absent, the Vice-Chairman shall preside as chairman at that meeting. If both the Chairman and Vice-Chairman are absent, the meeting shall be adjourned. The Chairman shall notify the members the place, date and time of the adjourned meeting in writing 2 weeks before it will be held.
- (e) At any General Assembly all members shall each have one vote, disregarding the number of children studying in the School. A resolution put to the vote of the meeting shall be decided by a show of hands, unless a poll is demanded by at least 2 members present. If a poll is duly demanded it shall be conducted at the discretion of the chairman.
- (f) At any General Assembly other than for the dissolution of the Association and the amendment of the Constitution, the motion shall be carried by a majority vote of members present.

#### 5.7 **The Executive Committee**

- (a) The Executive Committee shall be composed of 16 members, 8 of them shall be elected from Parent-members and 8 shall be Ex-officio Members.
- (b) The Parent-members of the Committee shall be elected at the Annual General Meeting; the Ex-officio Members shall be appointed by the School and need to be confirmed by members at the Annual General Meeting. The Executive Committee shall invite members to nominate Parent-members to stand for election at the Annual General Meeting. Parent-members can also stand for election through self-nomination. The eight candidates with highest number of votes shall become Executive Committee Members, the rest shall become Reserved Executive Committee Members who shall be placed on the waiting list according to the number of votes in descending order to fill any vacancies which may occur during the year. If there is no Reserved Executive Committee Member on the waiting list, the Executive Committee may convene an Extraordinary General Meeting within three months to elect Parent-members to fill the vacancies. In case some of the candidates obtain the same number of votes at the election, the priority of the candidates shall be decided by drawing lots.
- (c) After the election of the Committee Members, the newly elected Executive Committee shall hold a meeting immediately after the Annual General Meeting to elect/appoint the following office-bearers:-
  - (i) A Chairman provided that only Committee Members who are Parent-members are eligible to hold such office.
  - (ii) A Vice-Chairman who shall be appointed by the Principal from Committee Members who are Ex-officio Members.
  - (iii) An Honorary Secretary who shall be appointed by the Principal from Committee Members who are Ex-officio Members.
  - (iv) Two Honorary Treasurers who shall be elected from Parent-members and Ex-officio Members of the Committee respectively.
  - (v) Other Committee Members shall share the roles of Publication Officers, Recreation Officers, Public Relation Officers and Committee Members.
- (d) The newly elected Executive Committee shall hold the first meeting within 1 month from the Annual General Meeting.
- (e) The Association may from time to time at General Assembly increase or reduce the number of Committee Members.
- (f) Except for the Ex-officio Members, the term of office of each Committee Member shall be one year. A retiring Committee Member shall be eligible for re-election, may serve as a Committee Member for not more than 5 years, and hold the same office for not more than 2 years.

- (g) No two members of the same family shall serve on the Executive Committee simultaneously.
- (h) All offices of the Executive Committee are honorary.

**5.8 Powers and Duties of The Executive Committee**

- (a) The Executive Committee shall have the following powers :-
  - (i) to implement the resolutions passed by the General Assembly,
  - (ii) to attend to the daily affairs of the Association,
  - (iii) to make recommendations to the General Assembly,
  - (iv) to determine the admission of members,
  - (v) to organize functions to enhance home-school relations,
  - (vi) to co-opt members in an advisory capacity for any specific purpose,
  - (vii) to co-opt members to serve on special sub-committees.
  - (viii) to invite unsuccessful candidates of the Executive Committee to be its co-opted members and the number shall be less than that of Parent-Members of the Executive Committee. The Co-opted members shall not vote on any matter to be resolved by the Executive Committee.
- (b) The Honorary Secretary shall cause minutes of all meetings to be made in books provided for the purpose, which shall, after adoption, be signed by the Chairman of the current meeting.

**5.9 Proceedings of Executive Committee Meetings**

- (a) Executive Committee Meeting shall be held at least four times a year. Notice given by the Chairman in respect of Executive Committee Meetings shall be 2 weeks at the least, specifying the place, date, time and agenda in writing.
- (b) The quorum of the Executive Committee Meeting shall be the majority of the Executive Committee Members, of whom at least 3 shall be Parent-members.
- (c) The motion shall be carried by a majority vote of the Executive Committee Members present.

**6. Finance**

- 6.1 The Executive Committee shall cause proper books of accounts to be kept with respect to
  - (a) all sums of money received and expended by the Association and the matter in respect of which the receipt and expenditure takes place; and
  - (b) sales and purchases of goods by the Association.
- 6.2 The books of accounts shall be kept at the registered office of the Association or at such other place or places as the Executive Committee sees fit, and shall always be open to inspection by the Committee Members.
- 6.3 The purposes to which the funds of the Association may be applied for are for its development and expenses.
- 6.4 It shall be the duty of the Honorary Treasurer to report on the financial condition of the Association at Executive Committee meetings.
- 6.5 The Honorary Treasurer shall be responsible for the collection of all funds due to the Association, for their deposit in the Association's account and for the payment from the account of all expenses of the Association.
- 6.6 The Executive Committee shall have the power to grant at its discretion sums of money from the Association funds to the School to be used for scholarships, prizes, or other purposes and the Principal of the School shall have full authority to use the sums so granted.
- 6.7 The Executive Committee shall cause all sums of money received by the Association to be deposited to an appointed bank. Any cheques for the withdrawal of Association money shall be valid provided they are signed by two of the following officers, namely, the Chairman, Vice-Chairman and Honorary Treasurer and the two signatories shall comprise one Parent-member and one Ex-officio Member.

6.8 When the Association is in debt, the accountability lies with the Committee Members.

### **7. Audit**

The General Assembly shall appoint an Honorary Auditor, who shall audit the accounts of the Association at least once a year.

### **8. Legal Advisor**

The General Assembly shall appoint an Honorary Legal Advisor.

### **9. The Chop**

The written documents issued by the Association must have the chop affixed to be valid. The chop shall only be accessed by the Chairman and Vice-Chairman and shall be kept at the registered office of the Association.

### **10. Amendments of the Constitution**

The Constitution may be amended by a majority of two-thirds of the members present at a General Assembly.

### **11. Dissolution of the Association**

11.1 The Association shall be dissolved if so resolved by a majority of two-thirds of the members present at a General Assembly.

11.2 In the event of a dissolution of the Association, any assets of the Association after payment of all debts, shall be handed to the School for purposes consistent with the aims of the Association.