

St Mary's Canossian College Parent-Teacher
Association

CONSTITUTION

1. NAME

The name of the Association shall be St. Mary's Canossian College Parent-Teacher Association. (hereafter referred to as "the Association")

2. ADDRESS

The address of the Association shall be 162, Austin Road, Kowloon, HONGKONG.

3. AIMS

The aims of the Association shall be

- 3.1 To strengthen communication between parents and the college, to add strengths to school development;
- 3.2 To promote understanding and cooperation between teachers and parents and among parents;
- 3.3 To promote the quality of school life and family life of each and every one of our students through close cooperation between home and school.

4. MEMBERSHIP

4.1 Qualification

- 4.1.1 Parents of the current registered students are eligible for membership and are automatically REGULAR MEMBERS of the Association. Parents in relation to a student include a guardian of the student and a person who is not the parent or guardian of the student but has the actual custody of the student.
- 4.1.2 The principal and serving teachers of the college are EX-OFFICIO MEMBERS.
- 4.1.3 Only regular members and ex-officio members may elect or become office-bearers, i.e. Executive Committee Members of the Association.

4.2 Rights

- 4.2.1 All Members shall have the right to elect Executive Committee Members, as well as the rights to participate in activities and to enjoy all privileges of the Association.
- 4.2.2 The Principal and teachers appointed by the Principal shall become Ex-officio Executive Committee Members.

4.2.3 All Regular Members, excluding serving teachers of the School, is eligible to be elected as Executive Committee Member. All Regular Members, excluding serving teachers of the School, is eligible to be elected as Parent Manager of the Incorporated Management Committee (IMC) of the School.

4.2.4 All Regular Members shall have the right to vote for the election of Parent Manager of the IMC.

4.3 Obligations

4.3.1 Members shall observe the Constitution and shall abide by the decisions of meetings.

4.3.2 All Regular Members shall contribute an annual subscription to pursue the aims of the Association and to meet recurrent expenditure.

5. ORGANIZATION

5.1 The General Meeting(s) shall be the highest authority of the Association and is composed of all members. When the General Meeting is in recess, all matters of the Association shall be managed by the Executive Committee.

5.2 The General Meeting shall be convened at least once annually by the Executive Committee. Members shall be informed of the date, time, venue and agenda of the meeting two weeks in advance.

5.3 At the Annual General Meeting (AGM), the Chairperson shall report on the general affairs and the Treasurer shall give an audited financial report of the Association. The Executive Committee, assisted by ex-officio members, shall also conduct the election of office-bearers serving on the Executive Committee for the ensuing year.

5.4 The quorum for all General Meetings shall be 100.

5.5 The Executive Committee shall be composed of no more than 16 members including not more than 5 ex-officio members.

5.6 The specific roles of ex-officio members are to be the Home-School Liaison Officer and the Advisors of Working Groups.

5.7 The Executive Committee shall meet at least three times a year. The quorum of the Executive Committee Meetings shall be 8 members.

5.8 The new Executive Committee shall hold its first meeting as soon as possible after the AGM and shall elect the following office-bearers among themselves :

5.8.1 one Chairperson

5.8.2 one or two Vice-chairpersons (shall be decided by the outgoing Executive Committee according to needs arising)

5.8.3 one Secretary

5.8.4 one Treasurer

5.8.5 five Convenors (each for Welfare Team; Culture & Recreation Team; Parenting Education Team; Publication &

Communication Team; School Service Team).

- 5.9 All officers in the Executive Committee are honorary.
- 5.10 Executive members, once elected, shall serve in such capacity and hold such position for TWO Years or until after new committee members have been elected or as and when he/she ceases to be a member of the Association.
- 5.11 The Executive Committee shall have the power to co-opt members to fill vacancies occurring during the year(s). Any member so co-opted shall hold office until the next election.

6. Incorporated Management Committee (IMC) PARENT MANAGER ELECTION

- 6.1 The PTA shall in accordance with the Education Ordinance and the IMC Constitution of the School formulate arrangements and regulations for the election of one Parent Manager and one Alternate Parent Manager for the School.
- 6.2 According to the Education Ordinance, all regular members have equal voting right and right of candidature in the election.
- 6.3 According to the Constitution of the IMC, the term of office of the Parent Manager and the Alternate Parent Manager shall be two years. A Parent Manager and an Alternate Parent Manager shall serve for no more than two consecutive terms. After two terms, there must be a lapse of at least one year before a Parent Manager and an Alternate Parent Manager can stand for election again.
- 6.4 The period of nomination for the Parent Manager and Alternate Parent Manager election shall be at least 7 days.
- 6.5 All Regular Members may nominate oneself or another Regular Member to stand for the election. However, according to the Education Ordinance, serving teachers of the School should not be nominated as Parent Managers.
- 6.6 The maximum number of nominees that each Regular Member can nominate shall not exceed the total number of vacancies.
- 6.7 Each nomination shall be supported by at least two seconders, one of which shall be the candidate if he/she is not self-nominated.
- 6.8 If there are two or more nominations, the candidate who obtains the greatest number of votes will be nominated for registration as the Parent Manager whereas the one who obtains the next greatest number of votes will be nominated for registration as the Alternate Parent Manager.
- 6.9 When two or more candidates obtain the same number of votes, the Parent Manager and/or Alternate Parent Manager shall be determined by drawing lots.
- 6.10 If the number of candidates is smaller than the number of vacancies, the PTA shall extend the deadline of nomination and conduct the election again after a lapse of some time.
- 6.11 If an election is conducted to fill one casual vacancy and there is

only one nomination, the candidate shall be nominated uncontested.
6.12 For the arrangements and regulations, reference should be made to the appendix, 'Procedure for Parent Manager Election'.

7. FINANCE

- 7.1 All regular members shall make a contribution of an annual subscription fee of \$50.00 per family; any change in the amount of which shall be agreed upon in an Executive Committee meeting and well-documented. Official receipt shall be issued by the Treasurer upon request.
- 7.2 The purposes to which the funds of the Association may be applied are to pursue the aims of the Association and to meet recurrent expenditure.
- 7.3 It shall be the duty of the Treasurer to report on the financial position of the Association at Executive Committee Meetings.
- 7.4 The Executive Committee shall cause all sums of money received by the Association to be deposited in an appointed bank. Any cheques issued by the Association shall be valid provided they are signed by any two of the following persons - Chairperson, Vice-chairperson, Principal, Vice-principal, Assistant Principal, Home-School Liaison Officer.
- 7.5 The Executive Committee Members shall not be liable for any debts incurred by the Association.

8. AUDIT

Each year, the Executive Committee shall appoint an Auditor who shall audit the accounts of the Association at a fee to be determined by the Executive Committee. The Auditor so appointed shall not be a member of the Executive Committee, nor in other ways related to any member of the Executive Committee save for any relationship which is declared by the relevant member.

9. AMENDMENT TO THE CONSTITUTION

- 9.1 Any proposed amendment to the Constitution must be sent to all members two weeks prior to the AGM. The amendment must be approved by a two-third majority of members present at the AGM.
- 9.2 Amendment in connection with the Parent Manager Election must be in accordance with the IMC Constitution.

Remarks: The Chinese translation is for reference purposes only. In the event of any inconsistency between the English version and the Chinese version, the English version shall prevail.

Amended on 04 October 2014 (AGM 2014-15)