

St Mary's Canossian College Parent-Teacher Association

CONSTITUTION **(Proposed Amendment)**

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 invite an Honorary Auditor who shall audit the accounts of the Association. The person so invited shall not be a member of the Executive Committee of the forthcoming term. His/her appointment shall be confirmed at the AGM.

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.

To be Amended on 06 October 2012 (AGM 2012-13)

St Mary's Canossian College PTA Constitution (Appendix)

Procedure for Parent Manager Election (Proposed Amendment)

1. Introduction

- 1.1 The Parent-Teacher Association (PTA) of St. Mary's Canossian College shall nominate one Parent Manager and one Alternate Parent Manager in accordance with the Education Ordinance (EO) and Constitution of the Incorporate Management Committee (IMC) of the School.
- 1.2 The election of both parent manager and alternate Parent Manager should be conducted in the same manner by the PTA in accordance with EO.
- 1.3 Any changes made to the arrangements and regulations for the Parent Manager election stated in this 'Procedure for Parent Manager Election' should be agreed upon in a General Meeting. Such amendments must be in accordance with the IMC Constitution and have to be properly documented in the notes of meeting.

2. The Candidature

- 2.1 All parents of current students of the School are eligible to become candidates. 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.
- 2.2 A parent should not be nominated as a parent / alternate Parent Manager if he / she is a serving teacher of the School. [EO Section 40AO (5)(b) refers]
- 2.3 As stipulated in the Ordinance, no manager shall serve in an IMC in more than one capacity. Thus, no one can serve as a Parent Manager and an alumni manager at the same time. If there are two elections under different categories to be conducted concurrently in a school, no candidate shall participate in more than one election.

3. Number & Tenure

- 3.1 The term of office of a Parent Manager shall be two years; it will come into effect on 1 September or the date of issue of the Manager registration certificate, whichever the later, and terminate on 31 August. The election should be conducted within the period from September to November.
- 3.2 If the post of Parent Manager is vacant for more than three months, the IMC should apply to the Permanent Secretary for further extension of the period for filling the vacancy. [EO Section 40AU refers]

4. Nomination Procedures

4.1 Returning Officer

The PTA will assign a Returning Officer to monitor the nominations and supervise the issue of ballot papers and counting of votes. The Returning Officer will be a teacher appointed by the School.

4.2 Period of Nomination

The period of nomination for the Parent Manager election shall be at least 7 days. [PTA Constitution refers]

4.3 Nomination

- 4.3.1 The Returning Officer will issue a letter informing all parents of the number of Parent Manager vacancies, the period of nomination, method of nomination, date of voting, date of counting session, date of announcement of results and other relevant information. A nomination form shall be enclosed. At the same time, the letter should outline the eligibility and responsibilities of candidates.
- 4.3.2 A parent may nominate oneself or another eligible candidate to stand for the election. [PTA Constitution refers]

- 4.3.3 The maximum number of nominees that each parent can nominate shall not exceed the total number of vacancies. [PTA Constitution refers]
- 4.3.4 Each nomination shall be supported by at least two seconders. One of which shall be the candidate if he/she is not self-nominated. [PTA Constitution refers]
- 4.3.5 The candidate shall return the nomination form to the designated venue of the School either in person or through their children before the nomination deadline.
- 4.3.6 If the number of candidates is smaller than the number of vacancies, the PTA shall consider extending the deadline of nomination.
- 4.3.7 If an election is conducted to fill one casual vacancy and there is only one nomination, the candidate shall be nominated uncontested. [PTA Constitution refers]

4.4 Candidates' Information

- 4.4.1 Each nominated candidate should supply, to the Returning Officer, a brief statement of his / her personal information in not more than **200 words**.
- 4.4.2 Not less than 7 days before the election day, the Returning Officer should issue another letter to all parents listing the names of the candidates being nominated. The brief introductory statements of the candidates including their declarations should be attached. The PTA should guard against the risk of incurring any legal liability in publishing those statements. The letter should also explain the procedures and the time-table of the election. If possible, the Returning Officer can arrange a meeting for the candidates to introduce themselves to all parents and answer questions from them.

5. **Electors' Eligibility**

- 5.1 All parents of current students of the School are eligible to vote. A teacher of the School who is the parent of a current student of the School also has the right to vote.
- 5.2 Every eligible elector has equal voting right. Every parent should vote individually and should have only one vote irrespective of the number of children the parent has at the School.
- 5.3 The PTA will give students two votes each for their parents to vote. On request, a ballot paper may be given to the guardian of the student or the person who has the actual custody of the student.

6. **Election Procedures**

6.1 Date of Voting

The period between the date of voting for Parent Manager election and the deadline of nomination should at least be two weeks.

6.2 Voting Method

- 6.2.1 To ensure a fair election, the voting should be conducted by secret ballot.
- 6.2.2 A ballot box shall be made available for the election. It should be locked and the key should be kept by the Returning Officer. Parents are allowed to ask their children to return their ballot papers to the class teachers, the ballot papers should be sealed in envelopes specifically designed for that purpose before placing them into the ballot box. Blank ballot papers should also be returned to the School. The Returning Officer will also specify any other means of returning the ballot papers, such as in person, but not by post. The School should make a record of those parents who have submitted the ballot papers and then arrange to put the ballot papers in the ballot box.

6.3 Counting of Votes

- 6.3.1 The Returning Officer should arrange a counting session and invite all parents, all candidates, and/or the principal to attend and witness the counting of votes.
- 6.3.2 The chairperson of PTA, the Returning Officer and/or the principal of the School should participate to witness the counting. During the counting session, the Returning Officer must make sure that all ballot papers have been poured out from the ballot box before counting starts. A ballot paper will be deemed invalid if –

- (i) the number of candidates marked on the ballot paper exceeds the number that is allowed;
- (ii) the ballot paper has not been marked properly; or
- (iii) the ballot paper is marked in such a way that the identity of the elector can be traced.

6.3.3 If there is one Parent Manager vacancy and one Alternate Parent Manager vacancy, 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.

6.3.4 When two or more candidates obtain the same number of votes, the Parent Manager shall be determined by drawing lots.

6.3.5 After the election, the Returning Officer should put all the cast ballot papers in an envelope, which will then be signed and sealed by him / her and the Chairperson of PTA. The envelope and the cast ballot papers should be kept by the PTA for at least six months. This is to facilitate investigations in case of allegations against voting irregularity.

6.4 Announcing Results

6.4.1 The Returning Officer may issue a letter informing all parents of the results of the election.

6.4.2 Unsuccessful candidate may, within one week of the announcement, appeal to the PTA in writing together with the reasons. The PTA Executive Committee will arrange for an investigation and adjudicate the appeal in a fair and impartial manner.

7. Follow-up Actions after Election

7.1.1 The PTA should nominate to the IMC the parents elected as the Parent Manager and Alternate Parent Manager of the School. The IMC shall then apply to the Permanent Secretary the registration of the elected parent(s) as School Manager(s).

7.1.2 On receiving an application for registration as a manager of a school, the Permanent Secretary shall make such inquiry as he considers necessary. The Permanent Secretary may refuse to register an applicant as a manager of a school on grounds stipulated in Section 30 of the Education Ordinance.

8. Filling of Casual Vacancies

- 8.1 If a Parent Manager whose child is no longer a current student of the School during his / her term of office, he/she shall continue to be the manager until the term of office expires or the end of the School year, whichever is the earlier.
- 8.2 On the ground that a manager is not suitable to continue to hold office, the PTA may pass a resolution, in a manner which is similar to the manner in which the manager concerned is elected, and make a written request to the IMC to cancel the registration of the manager. [EO Section 40AX refers]
- 8.3 If a Parent Manager vacancy arises as a result of a Parent Manager resigning during his / her term of office or other reasons, the PTA shall conduct a by-election in the same manner to elect another Parent Manager to fill the vacancy within two months. If the PTA cannot conduct the by-election accordingly, the IMC shall apply on good grounds to the Permanent Secretary for further extension of the period for filling the vacancy.

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