

S.K.H. St. Timothy's Primary School
Parent-Teacher Association
Constitution (2015-2016 annual revision)

Chapter1 General Outline

1. Member name

1.1 Chinese name: S.K.H. St. Timothy Primary School Parent-Teacher Association
(hereinafter referred to as "the Association")

1.2 English name: SKH . ST . TIMOTHY ' S PRIMARY SCHOOL PARENT TEACHER ASSOCIATION

2. Venue: No. 14, Hok Yuen Street, Hung Hom, Kowloon

3. Status: This association is an S.K.H. St. Timothy's Primary School managed by the Incorporated Management Board of St. Timothy's Primary School (hereinafter referred to as the "School Management Board") **under the S.K.H. Primary School Supervisory Committee** (hereinafter referred to as the "Supervisory Committee"). An affiliated organization of an elementary school (hereinafter referred to as "the school") .

4. purpose

4.1 Strengthen the relationship between parents and schools to promote the all-round development of students.

4.2 Increase understanding and partnership between parents and teachers.

4.3 Cultivate friendly relationships between parents.

4.4 Promote the welfare of students.

5. Approved Parent-Teacher Association: This association is the school management committee in accordance with Regulation 40AO of the Education Ordinance Recognized parent-teacher associations recognized by Article 1 .

Chapter 2 Member Rights and Obligations

1. Member category

1.1 parent membership

1.1.1 All parents or guardians of students currently studying in our school who apply for membership are parent members.

1.1.2 Parent members have the right to attend general meetings and have the right to make

motions, make peace, vote, elect and stand for election.

1.1.3 Parent members are required to pay an annual membership fee.

1.1.4 Each family only occupies one membership seat and must be registered by a designated member.

1.2 Faculty Membership

1.2.1 All current principals and teachers of this school are teacher members.

1.2.2 In addition to the right to be elected, teacher members have the right to attend general meetings and also have the right to make motions, make peace, vote and elect .

1.2.3 Teacher members are not required to pay annual membership fees.

1.3 Honorary member

1.3.1 The current school supervisor and school directors are all ex-officio honorary members.

1.3.2 Honorary members have the right to attend the general meeting and have the right to make motions and peace talks, but they do not have the right to vote, elect or stand for election .

1.3.3 Honorary members are not required to pay annual membership fees.

2. Member rights

2.1 Members have the right to participate in the work and activities of the Association.

3. Member Obligations

3.1 Members are obliged to attend general meetings.

3.2 Members are obliged to abide by the articles of association and resolutions passed by the general meeting or the executive committee.

3.3 Members are obliged to actively participate in the work and activities of the Association.

3.4 Parent members are obligated to pay dues.

4. Membership

4.1 Membership term is **11 years per year** Month 1 day to **10 next year** Month 31 End of day.

4.2 he or she may be warned or expelled from membership after approval by all members present at the executive committee :

4.2.1 If a parent member fails to pay the annual membership fee for two months overdue in that year and fails to provide a reasonable explanation.

4.2.2 Those who violate the rules or resolutions of the association.

4.2.3 Those who falsely use the name of the Association and damage the reputation and interests of the Association.

4.2.4 Those who have violated any criminal laws and been sentenced and convicted.

4.3 Withdrawal: If a member intends to withdraw from the association, he must send a written circular to the association two months in advance. The membership can only be

formally withdrawn after being approved by the entire executive committee.

Chapter3 Organization

The association consists of a general meeting of members and an executive committee.

1. Members of the General Assembly

The General Assembly is composed of all members and is the highest authority of the Association. During the recess of the general meeting, all business affairs of the Association will be handled by the Executive Committee.

1.1 The powers of the general meeting:

1.1.1 Elect, appoint and remove members of the Executive Committee.

1.1.2 Review and approve the business and financial reports submitted by the Executive Committee.

1.1.3 Adopt or amend the articles of association.

1.1.4 Discuss and adopt other motions.

1.2 General meetings are convened by the Executive Committee, which may convene annual general meetings or special general meetings.

1.2.1 Annual General Meeting: Held once every year in **November** , the chairman reports on the affairs and financial status of the year , submits a financial budget, elects members of the next executive committee, discusses proposals and temporary motions, etc. should.

1.2.2 Extraordinary General Meeting: convened by the Executive Committee when deemed necessary, or upon the written request of the Chairman signed by more than half of the members. After receiving the request, the chairman must convene the meeting within one month, and the meeting will discuss and vote on matters Items are limited to those listed in the joint letter.

1.3 The chairman of the general meeting shall be the chairman of the executive committee. The notice and agenda of convening a general meeting must be issued before the meeting
10 Delivered to members every day.

1.4 The voting on the resolutions of the General Assembly is passed by a simple majority. If the number of votes for and against is equal, the Chairman may cast an additional casting vote.

1.5 The quorum of a general meeting is valid when the number of attending members exceeds **10% of the total number of members entitled to attend.** If so

After the convening of the general meeting **30** Minutes, if the number of attendees does not reach the quorum, the meeting will be abandoned. The chairman must convene another general meeting within one month. If the postponed general meeting is still insufficient to meet the quorum, the number of attendees shall be the quorum.

2. Executive committee

2.1 Executive committee powers

- 2.1.1 Implement the resolutions of the general meeting of members.
 - 2.1.2 Handle daily meetings.
 - 2.1.3 Plan all the work and activities of the association and promote active participation of members.
 - 2.1.4 Formulate conference reports, financial reports and financial budgets.
 - 2.1.5 Make suggestions to the general meeting of members and promote the development of conference affairs.
 - 2.1.6 Has the right to interpret the association's charter.
 - 2.1.7 The first executive committee was composed of members of the preparatory committee and the transition was smooth after approval by the majority of parents and ratification by the general meeting.
- 2.2 Executive Committee Structure The Executive Committee has a total of **24** members, consisting of **12 parent members** and **12 teacher members** . Parent committee members are elected by parent members at the annual general meeting, while teacher committee members are recommended by the school. There are also several alternate parent committee members. The structure of the Executive Committee is as follows:
- 2.2.1 Consultant **2** people (The school supervisor and principal will serve as ex officio)
 - 2.2.2 Chairman **1** Person (appointed by parent committee)
 - 2.2.3 Vice Chairman **2** people (The first vice-chairman is appointed by the parent committee member, and the second vice-chairman is served by the teacher committee member)
 - 2.2.4 Treasurer **2** people (The first treasurer is appointed by the parent committee, and the second treasurer is appointed by the teacher committee)
 - 2.2.5 Secretary **2** people (Served by one parent committee member and one teacher committee member each)
 - 2.2.6 General Affairs **4** people (Served by two parent committee members and two teacher committee members each)
 - 2.2.7 Recreation and **Education** **4** people (Served by two parent committee members and two teacher committee members each)
 - 2.2.8 Contact **4** people (Served by two parent committee members and teacher committee members)
 - 2.2.9 Number of cores **2** people (Served by one parent committee member and one teacher committee member each)
 - 2.2.10 Propaganda **3** people (Served by one parent committee member and two teacher committee members)
- 2.3 Responsibilities of Executive Committee Members
- 2.3.1 Consultant: Provide advice, assistance and decision-making to the association.
 - 2.3.2 Chairman: Responsible for convening and presiding over the general membership meeting and executive committee meetings; presiding over all affairs of the association and the signing of documents .

- 2.3.3 Vice-Chairman: Assists the Chairman in carrying out conference affairs; when the Chairman is absent, the First Vice-Chairman performs his duties on his behalf .
- 2.3.4 Treasurer: Responsible for managing the association’ s various revenue and expenditure accounts; submitting financial budgets and audited financial reports at the annual general meeting.
- 2.3.5 Secretary: Responsible for handling all correspondence, documents and meeting minutes; issuing meeting notices and minutes to members and other clerical tasks.
- 2.3.6 General Affairs: Responsible for assisting in various tasks of the association.
- 2.3.7 Recreation and Education: Responsible for planning and coordinating the academic, cultural, recreational, social and other activities of the Association.
- 2.3.8 Liaison: Responsible for contacting members for meetings and notifying absent members of important matters at the meeting.
- 2.3.9 Audit: Responsible for auditing all income and expenditure accounts of the association.
- 2.3.10 Publicity: Responsible for assisting in publicizing the affairs of the association.

2.4 Administration of the Executive Committee

2.4.1 term of office

- a. Members of the Executive Committee are elected for a term of two years and shall take office at the Annual General Meeting.
- b. All members are voluntary and do not receive any salary or benefits.
- c. If the parent committee members are elected for re-election, they can serve a maximum of three terms.
- d. Faculty members are appointed by the school and have no term limit. There are also no term limits for consultants.

2.4.2 election

Teacher committee members are appointed by the school, while parent committee members are elected by parent members. The procedure is as follows:

- a. Nominations can be submitted in writing to qualified parent members as candidates two months before the Annual General Meeting .
- b. Each candidate must state his personal reasons for running and his expectations for the association, and must be nominated and supported by 2 members before he can run.
- c. There is no limit to the number of people who can be nominated for election. If the number of candidates exceeds the number of parent committee seats, parent members must vote. The **12 people** with the most votes will be elected as parent committee members, and the rest will automatically become alternate parent committee members.
- d. If the number of candidates is less than or equal to the number of parent committee seats, the candidates will be automatically elected as committee members. The remaining seats will be filled by parent members invited by the executive committee.
- e. Among the parent committee members, parents from the upper and lower schools each

account for 6 name.

2.4.3 Position assignment

- a. Teacher committee members are appointed and assigned positions by the school.
- b. Parent Councilors are elected by election.
- c. Parent Council positions are elected from among themselves at the first Executive Committee meeting.

2.4.4 Executive Committee Meeting Rules

- a. The meeting is chaired by the chairman. In the absence of the Chairman, the First Vice-Chairman shall preside. If both are absent, the meeting will be held as an affair.
- b. The minimum number of people allowed in a legal meeting is 11 people (Except consultants), including at least 6 parent committee members people.
- c. The chairman must start the meeting at 10 Days before, the meeting notice and agenda were sent to each executive committee member.
- d. The voting on meeting resolutions is passed by a simple majority. If the number of votes for and against is equal, the Chairman may cast an additional casting vote.
- e. The Executive Committee has the power to appoint consultants or groups to plan and implement specific activities, and their members do not need to be members of the Executive Committee. After the activity is completed, the consultant or group will disband on its own.
- f. The content of the meeting shall be in line with the purpose of the Association and not in violation of the Education Regulations. Political and personal issues shall not be discussed, nor shall it interfere with the administrative powers of the school.

2.4.5 by-election

- a. If any parent committee member is absent for two consecutive times without reasonable explanation, his/her duties may be replaced by an alternate parent committee member assigned by the Executive Committee.
- b. If a parent committee member resigns (apply in writing one month in advance) or if a vacancy occurs due to other reasons, the executive committee must arrange for an alternate parent committee member to take over.
- c. If the vacant position is that of Chairman, it shall be filled by the First Vice Chairman.
- d. Teacher committee members are filled by teachers appointed by the school.

Chapter 4 Finance

1. Annual membership fee

1.1 The annual membership fee is HK\$ 50 Yuan Zheng.

1.2 Parent members must pay their membership fees and renew their membership in early **October each year**. If a parent member has multiple children studying in the school , only the eldest child should be charged, and the remaining children should be exempted from payment.

1.3 Teacher members and honorary members are not required to pay annual membership fees. If teacher members and honorary members have children studying in the school, they should also be exempted from paying.

1.4 The increase or decrease in the fixed annual membership fee must be resolved by the executive committee and approved by the general meeting before it is legal.

1.5 Annual membership fees paid are not refundable.

1.6 In addition to paying annual membership fees, parent members are not obligated to provide financial support to the association. However, any member can voluntarily make donations or materials to the association to carry out meaningful activities.

2. financial management

2.1 The funds of this association are only used to pay for administrative expenses, develop conference affairs, member benefits and help promote education matters of our school .

2.2 The Executive Committee has the authority to use funds. The finances of the Association are managed by the Treasurer, who is required to report on the financial status of the Association at each Executive Committee meeting.

2.3 All funds of the Association shall be deposited in a designated bank. All withdrawals must be signed by one of the following two groups of committee members and must be signed by the association's seal to be valid:

Group A: Parent Committee -

Chairman, Treasurer

Group B: Teacher Committee - Vice Chairman,

Treasurer

2.4 The financial year of the association starts from **11 every year Month 1 day to 10 next year Month 31 End of day**.

2.5 The Treasurer shall be responsible for keeping all receipts and expenditures with the Association for seven years. The document can be invalidated after seven years.

2.6 If a member withdraws midway, the fees paid (including annual membership fees) and donations will not be refunded.

2.7 The activities organized by this association can be charged based on needs.

2.8 The Executive Committee has the discretion to allocate certain amounts from the funds of the Association to establish scholarships or awards. The evaluation method for the awards is determined by the school.

3. Number of cores

3.1 At the end of each fiscal year, the treasurer must prepare a statement of income and expenditure for that fiscal year, submit it to the Audit Committee for review, and then submit it to the Executive Committee for review and submission to the general meeting for approval.

3.2 The audit is conducted by a parent committee member and a teacher committee member.

4. debt

4.1 The association's finances are based on the principle of living within its means and no debt is allowed.

4.2 If the association has debts, the executive committee must explain it in detail to the general meeting, and the general meeting shall approve the handling method .

4.3 Ways to deal with debt can be:

4.3.1 Allocate to next year's financial processing.

4.3.2 The debt is borne by all current members of the Executive Committee to whom the debt arose.

4.3.3 It will be shared equally by all parent members and teacher members, with a maximum limit of HKD10 . Yuan Zheng.

Chapter 5 Election of parents and directors of our school

1. As the accredited parent-teacher association of our school, our association is responsible for holding parent manager and alternate parent manager elections on time in accordance with the Education Ordinance, the School Management Committee Charter and the "Parent Manager Election Rules of S.K.H. St. Timothy Primary School".

2. Any changes to the above parent manager election rules must be approved in writing by the Board of Supervisors before they can take effect.

Chapter 6 Dissolution

1. Reason for dissolution

1.1 The development of club affairs violates the purpose of the association or the educational regulations.

1.2 Members of the Executive Committee have seriously neglected their duties and are not trusted by members.

1.3 If it violates the educational purposes and regulations of the Supervisory Committee or the School Management Committee, the Supervisory Committee or the School Management Committee reserves the right to dissolve the association .

2. dissolution procedure

2.1 The chairman of the executive committee shall notify all members in writing to convene a

general meeting of members and the resolution shall be passed by two-thirds or more of the members present at the general meeting; or

2.2 Resolved by the school board of directors.

3. Asset handling

3.1 Pay off all debts.

3.2 All surplus funds and supplies will be donated to St. Timothy's S.K.H. Primary School. It shall be at the sole discretion of the School Management Committee and shall be used for matters consistent with the purpose of the Association.

Chapter 7 Supplementary Provisions

1. Modification of the Articles of Association

1.1 If there are any shortcomings in the association's constitution, it may be proposed by the executive committee and revised and implemented after approval by the general meeting. The school board has the final right to interpret the charter.

1.2 The chairman of the executive committee shall notify all members in writing to convene a general meeting of members for resolution.

1.3 Upon the approval of two-thirds or more of the members present at the general meeting and the written consent of the school board of directors, the regulations shall
Chapter takes effect immediately.

2. meeting address

2.1 The venue of our association is borrowed from the site of St. Timothy's S.K.H. Primary School.

2.2 When the association holds any activities and uses the above venue, it should still obtain the prior consent of the principal of St. Timothy's S.K.H. Primary School before it can be held.

2.3 Activities are held on the principle that they will not affect the normal operations of the school.

3. Give opinion

All members may not make any remarks in the name of the Association or conduct any activities in the name of the Association without the consent of the Association.

4. Record filing

4.1 After the constitution is revised, it must be completed on 14 Mailed to members within days.

4.2 A copy of the minutes of each meeting (including the general meeting and executive committee) must be submitted to the school board for record. The school board has the final veto power on any resolution (including activities and measures passed by the general meeting and executive committee) .

5. Use the name or emblem of "Hong Kong Sheng Kung Hui"
Any use of the name or emblem of "Hong Kong S.K.H. Communion", or any abbreviation or extension of the name, by the Association, its agents or its members shall be subject to the written permission or agreement given by the Archbishop of Hong Kong S.K.H. Communion to the Association from time to time and condition.

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