

## Kau Yan School (Kindergarten Section) Parent Teacher Association

### Constitution

#### 1. Name of the Association

Chinese name : 救恩學校 (幼稚園部) 家長教師會

English name : Kau Yan School (Kindergarten Section) Parent Teacher Association  
(hereinafter, the “PTA”)

#### 2. Office

97B High Street, Sai Ying Pun, Hong Kong

#### 3. Missions

- 3.1 registering the PTA in accordance with the Societies Ordinance (Cap. 151)
- 3.2 providing a channel for parents and teachers of Kau Yan School (Kindergarten Section) (hereinafter, the “School”) to build a friendly relationship, to promote co-operation and to enhance communication
- 3.3 advancing the education and wellbeing of students by home-school co-operation
- 3.4 engaging in developmental and recreational activities and talks to encourage parental education on children development and on parent-child relationship
- 3.5 promoting interaction among parents for support and experience exchange

#### 4. Rights and Responsibilities of Members

##### 4.1 Membership

###### 4.1.1 *Ex officio* members

The serving principal and vice-principal of the School shall be the *ex officio* members. Membership fee is not required.

###### 4.1.2 Parent members

All parents or guardians of students currently enrolled in the School shall be the parent members. Membership fee is not required.

###### 4.1.3 Teacher members

The serving teachers of the School shall be the teacher members. Membership fee is not required.

##### 4.2 Right

4.2.1 The *ex officio* members shall have the right to propose, concur, speak and vote in general meetings, but shall not have the right to elect nor be elected to executive committees.

4.2.2 The parent members shall have the right to propose, concur, speak and vote in general meetings, and to elect and be elected to executive committees.

4.2.2.1 For each parent or guardian of student, regardless the number of students from his/her family currently enrolled in the School, the said parent or guardian has one vote.

4.2.2.2 If a parent or guardian of student is the serving principal, vice-principal or a teacher of the School, he/she shall join the PTA as an *ex officio* member or a teacher member, without the right to

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elect nor be elected to executive committees.

4.2.3 The teacher members shall have the right to propose, concur, speak and vote in general meetings, but shall not have the right to elect nor be elected to executive committees.

4.3 Obligations

4.3.1 Members shall comply with the laws of Hong Kong, shall obey the rules stipulated in this constitution (hereinafter, the “Constitution”) and the resolutions passed at general meetings and at executive committee meetings.

4.3.2 Members shall attend general meetings and extraordinary general meetings, and support the PTA’s affairs.

**5. Organization**

5.1 The PTA shall be made up of the general meeting and the executive committee (hereinafter, the “General Meeting” and the “Executive Committee” respectively).

5.2 The General Meeting is composed of all the members and is the unit with the highest authority in the PTA. During the recess of the General Meeting, all the affairs of the PTA shall be handled by the Executive Committee.

5.3 The General Meeting shall be convened by the Executive Committee, and the Executive Committee may convene extraordinary general meeting (hereinafter, the “Extraordinary General Meeting”) according to its needs.

5.4 The General Meeting shall be convened at least once a year, usually before 31<sup>st</sup> October. The Executive Committee shall inform members of the PTA by a written notice at least 14 days prior to the General Meeting.

5.5 The General Meeting shall be chaired by the PTA’s chairman of the previous year. During the meeting, the chairman shall report the PTA’s general affairs and the financial status in the previous academic year; and shall preside over the new Executive Committee election for the current academic year.

5.6 The Extraordinary General Meeting shall be convened when the Executive Committee receives a written request jointly proposed by not less than 150 members, suggesting matters for discussion. The Executive Committee shall inform members of the PTA by a written notice at least 14 days prior to the Extraordinary General Meeting.

5.7 The quorum for the General Meeting shall not be less than 100 members. If the quorum is not present within half an hour from the time appointed for the General Meeting, the chairman shall announce that the meeting is dissolved. Within 14 days thereafter, the Executive Committee shall inform members of the PTA by a written notice about details of the adjourned General Meeting. At the adjourned General Meeting, the number of members attended within 15 minutes from the time appointed for the adjourned General Meeting shall be a quorum. Resolution passed at the adjourned General Meeting shall be valid.

5.8 The Executive Committee shall be composed of 13 members, including 7 parent members and 6 teacher members. The *ex officio* members shall be entitled to attend all meetings of the PTA, including the Executive Committee’s meeting, their presence shall not be counted for the quorum.

5.9 In accordance with the election rules stipulated in Appendix 1 of the Constitution, parent members shall elect members of the Executive Committee by voting.

5.10 The School shall nominate 6 teachers to join the Executive Committee before the General Meeting. The said nomination shall be confirmed during the General

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Meeting.

- 5.11 The new and the previous Executive Committee shall jointly hold the first meeting (hereinafter, the “Joint Meeting”) soonest after the General Meeting to decide the duties of the newly elected committee members in the following capacity:-
  - 5.11.1 Chairman (parent member )  
To call for and to chair the General Meeting, the Extraordinary General Meeting and the Executive Committee meeting; to report the PTA’s general affairs at the General Meeting; to preside the new Executive Committee election
  - 5.11.2 Vice-Chairman (a parent member and a teacher member )  
To assist the chairman to implement any resolutions passed; to perform the chairman’s duties when he/she is absent. The parent member shall be the 1<sup>st</sup> vice-chairman and the teacher member shall be the 2<sup>nd</sup> vice-chairman.
  - 5.11.3 Secretary (a parent member and a teacher member )  
To assist the chairman to draft and send meeting agendas; to prepare meeting minutes; to handle internal and external secretarial work
  - 5.11.4 Treasurer (a parent member and a teacher member )  
To handle all financial matters; to report to the Executive Committee the financial status regularly; to prepare final budgets and reports for the Executive Committee’s review and for the General Meeting’s approval. The parent member shall be the 1<sup>st</sup> treasurer and the teacher member shall be the 2<sup>nd</sup> treasurer.
  - 5.11.5 Recreation and Welfare (a parent member and a teacher member )  
To assist in planning and promoting educational and recreational activities and on member’s welfare matters
  - 5.11.6 Liaison (two parent members and two teacher members )  
To liaise with parent members for volunteering in the School’s activities; to organize and expand parental networks; to design and promote PTA’s activities; to arrange publication of PTA’s newsletters
- 5.12 The quorum for the Executive Committee meeting shall not be less than two-third of the number of committee members. Resolutions shall be passed upon consents of more than half of the committee members present in the Executive Committee meeting.
- 5.13 If the number of votes for and against a motion turns out to be equal, the chairman shall have a casting vote.
- 5.14 The term of office for all committee members of the Executive Committee shall be about 1 year, starting from the date when members are elected and ending on the date when the Joint Meeting is held. An elected member shall be eligible for re-election at the expiry of his/her term of office, provided that no person shall serve as an Executive Committee member consecutively for more than 3 years
- 5.15 The Executive Committee shall be entitled to fill any vacancy arising during the year as follows:
  - 5.15.1 when the position of the Executive Committee chairman becomes vacant, the same shall be filled by the Executive Committee vice-chairman
  - 5.15.2 when the position of the Executive Committee vice-chairman becomes vacant, the same shall be filled by an Executive Committee member who is elected by the Executive Committee

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- 5.15.3 when any position of the Executive Committee becomes vacant, the same shall be filled by the substitute members who obtains the next most of votes in the election, provided that, if there is no such substitute member or if the relevant remaining term of office is short, the Executive Committee shall be entitled to make decision as it deems fit.
- 5.15.4 when an Executive Committee member resigns, he/she shall inform the Executive Committee by an one-month written notice; he/she shall assist the Executive Committee to properly transfer his/her duties to other Executive Committee members.
- 5.16 The Executive Committee shall be entitled to elect additional committee members to provide consultancy in the event of contingency.
- 5.17 The Executive Committee shall be entitled to form sub-committee constituted of any PTA members for promotion and implementation of any PTA's activities. The said sub-committee shall be dismissed after completion of relevant duties and activities.
- 5.18 The Executive Committee shall meet at last 3 times a year.
- 5.19 The quorum for the Executive Committee meeting shall not be less than two-third of the number of committee members, in which both the number of parent members and teacher members present respectively shall not be less than half of the number of committee members. For instance, the Executive Committee is composed of 13 members, the quorum is 8, in which both the number of parent members and teacher members present shall not be less than 4. If the quorum is not present within half an hour from the time appointed for the Executive Committee meeting, the chairman shall announce that the meeting is dissolved. Within 14 days thereafter, the Executive Committee shall convene an adjourned Executive Committee meeting. The adjourned meeting shall be valid when there are at least 6 Executive Committee members present, including 3 parent members or 3 teacher members.
- 5.20 During the same term of office, one family shall not have more than one of its members serving as an Executive Committee member.
- 5.21 All members of the Executive Committee shall be voluntary workers of the PTA.

**6. Finance**

- 6.1 The PTA shall administer its funds to develop its affairs and to pay for its expense.
- 6.2 The financial year starts on 1<sup>st</sup> September and ends on 31<sup>st</sup> August. In accordance with the Hong Kong Accounting Standards and the Hong Kong Financial Reporting Standards, the Executive Committee shall register all relevant transactions and economic events and prepare financial statements.
- 6.3 All financial transactions and statements shall be recorded in Hong Kong dollars. Transactions in foreign currency shall be converted to Hong Kong dollars at a reasonable exchange rate.
- 6.4 The treasurer shall report the PTA's financial status at every Executive Committee meeting.
- 6.5 All funds of the PTA shall be deposited in a current or saving bank account, which is jointly opened by the chairman, the vice-chairman (parent member) and the treasurer (parent member) of the PTA. All cheque for withdrawing funds from the said bank account shall be jointly signed by two members of the following three, the chairman, the vice-chairman (parent member) and the treasurer (parent member) of the PTA.
- 6.6 All expenditures exceeding HKD3,000 shall be approved by the Executive

Committee in advance, or be confirmed in the Executive Committee meeting after the said payment is made.

- 6.7 All receipts shall be retained for 7 years. Receipts after 7 years shall be invalid.
- 6.8 The PTA shall ensure a prudent use of its financial resources. No member shall be entitled to make any loan in the PTA's name. When the PTA is liable for any debt, the treasurer shall report and explain the financial status in the General Meeting and shall seek all possible solutions.
- 6.9 In the event of dissolution of the PTA, all assets of the PTA shall be donated to the School.

## **7. Procurement and Fixed Assets**

- 7.1 For any procurement with a cumulative value less than HKD3,000, the Executive Committee shall follow the School's existing procurement arrangement for the same financial limit. For any procurement with a cumulative value more than HKD3,000, the Executive Committee shall obtain not less than 2 quotations for its consideration. Under normal circumstances, if the product or service meets the specified requirements, the Executive Committee shall consider the quotations on basis of the lowest-bid criterion. If the product or service has its own uniqueness in the market, upon the Executive Committee's approval, the said product or service shall be purchased as a single-source procurement; obtaining not less than 2 quotations for consideration shall not be required.
- 7.2 In the event of contingency or when the procurement arrangement cannot be followed, consents shall be obtained by way of email from two members of the following three, the chairman, the vice-chairman (parent member) and the treasurer (parent member) of the PTA, in advance of the purchase. Thereafter, the purchaser shall report in the next Executive Committee meeting for approval.
- 7.3 In the event of purchasing a tangible good of a value more than HKD3,000 with an estimated useful life exceeding one year, the said good shall be registered as a fixed asset, with depreciation of value after seven years. The treasurer shall conduct inventory in August for preparation of financial report. In the event of disposition of a fixed asset, regardless of its net book value, the Executive Committee's approval shall be obtained in advance.

## **8. Audit**

A voluntary auditor shall be elected or be appointed in the General Meeting for auditing the PTA's account at least once a year.

## **9. Cancellation of Membership**

The membership of any parent member who ceases to have any child as a student of the School, or of any teacher member who ceases to work at the School, will terminate automatically. If the said member is an Executive Committee member, his/her vacancy shall be filled in accordance with Clause 5.15.

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

- 10.1 Any amendments to the Constitution shall be passed by at least two-thirds of the parent members present at the General Meeting or the Extraordinary General Meeting. The Executive Committee shall inform members of the PTA about the date of meeting and the relevant clauses in the Constitution to be amended, by a written notice at least 14 days prior to the meeting.

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- 10.2 The Executive Committee shall be entitled to amend the rules stipulated in Appendices of the Constitution from time to time as required, provided that the amendments shall be consistent with the provisions of the Constitution. In the event of any inconsistency, the provisions of the Constitution shall prevail.
- 10.3 The Executive Committee shall be entitled to interpret any provision of the Constitution when the meaning of the same is unclear, for efficient handling of the PTA's affairs.

**11. Dissolution**

The *ex officio* members or the Executive Committee shall have the right to propose a dissolution of the PTA. The said proposal shall be agreed upon by at least two-thirds of the parent members present at the General Meeting or the Extraordinary General Meeting to be effective. In the event of dissolution of the PTA, all assets of the PTA shall be donated to the School, after satisfaction of all the PTA's debts and liabilities.

**12. Annexure**

All issues discussed and activities organized by the PTA shall not contravene to the National Security Law of Hong Kong and relevant education regulations.

## Appendix 1 – Rules on Election

1. The election system shall be fair and just.
2. Each parent shall have equal voting right, i.e. one vote for each father and mother (or each guardian, if applicable), provided that for each parent or guardian, regardless the number of students from his/her family currently enrolled in the School, the said parent or guardian has one vote.
3. Each parent or guardian shall have equal right to be elected, provided that in the same term of office, one family shall not have more than one of its members serving as an Executive Committee member.
4. Eligibility of Candidate
  - 4.1. Parent member shall participate in the election by self-recommendation
  - 4.2. There is no upper limit on the number of candidates
  - 4.3. The nomination period shall not be less than 7 days
  - 4.4. Parent member shall complete the election form using the student's email account designated by the School; photos, self-introduction and election statement shall also be submitted to the designated platform before the deadline, with consent that the information provided shall be distributed to members by the PTA for the purpose of election. Upon approval on the election form, the parent member shall become a candidate.
  - 4.5. Any election form submitted after the deadline shall not be accepted.
5. Election arrangements
  - 5.1. Election shall be conducted by ballot. The candidate with the most votes will be elected.
  - 5.2. Election procedure and date shall be arranged and set by the Executive Committee.
  - 5.3. The Executive Committee shall inform members of the PTA by a written notice on the list of candidates at least 7 days prior to the election day.
  - 5.4. Each parent member shall cast his/her vote via the School's COMPUS system.
  - 5.5. The number of candidates that each parent member can choose on the ballot shall be the number of parent members in the current Executive Committee. If there are 7 parent members in the Executive Committee, each parent can choose at least 1 candidate or up to 7 candidates on the ballot, provided that duplication is not allowed. If a parent member chooses more than 7 candidates on the ballot, or if a candidate is repeatedly chosen on a ballot, the said ballot shall be invalidated.
  - 5.6. The 7 candidates with the most votes will be elected as parent members of the Executive Committee. In the event of having two or more candidates obtaining a same number of votes, for the position of the 7<sup>th</sup> candidate with the most votes, it shall be determined by drawing lots among the relevant candidates.
  - 5.7. Non-elected candidates shall be automatically included, according to the number of votes they receive, in a list of substitute members. When any position of the Executive Committee becomes vacant, the same shall be filled by the substitute member who obtains the next most of votes, provided that, if the relevant remaining term of office is short, the Executive Committee shall be entitled to make decision as it deems fit.

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- 5.8. If the number of candidates is less than the number of parent members in the Executive Committee, each candidate will be automatically elected. New candidates shall be accepted for vacant positions. In the event of still not having enough parent members in the Executive Committee, the Executive Committee shall be entitled to make decision as it deems fit.
  
6. Election Result
  - 6.1. The elected members of Executive Committee shall be approved in the General Meeting before commencement of their term of office.
  - 6.2. The new and the previous Executive Committee shall hold the Joint Meeting soonest after the General Meeting to decide the duties of the newly elected committee members
  - 6.3. The Executive Committee shall inform members of the PTA by a written notice on a list of elected members as soon as possible.



Appendix 2 – Source of Funding

1. According to item 4, "Rights and Responsibilities of Members," members are not required to pay membership fees.
2. The funding sources for this association primarily come from annual grants provided by the Education Bureau. The types and amounts of these grants are specified in the notice for the " Home-School Co-operation Grants Application Form," which is attached to this appendix for reference.
3. According to item 6.1, the association must use the grants from the Education Bureau to develop the association's activities and cover the expenses of various events.
4. In addition to the grants from the Education Bureau, the association may also organize activities on the principle of user self-payment.
5. Without contravening Hong Kong laws and educational regulations, members may voluntarily contribute donations to support the development of the association's activities.