

Parent-Teacher Association
Constitution

I. Name: The name of the Association shall be “The Ying Wa Girls’ School Parent-Teacher Association”

II. Address: The address of the Association shall be Ying Wa Girls’ School, 76 Robinson Road, Hong Kong

III. Aims:

The aims of the Association shall be

1. to strengthen the co-operation between the school and the parents so as to achieve a better integration of school and home education.
2. to discuss education issues and to facilitate experience sharing in educating the children among parents.
3. to assist the moral and academic development and to enhance the general welfare of the students.

IV. Members

1. Membership

- (i) Honorary members
School Supervisor, members of the School Council, former Principals and Chairmen of the Parent-Teacher Association invited by the standing Executive Committee.
- (ii) Ordinary members
 - (a) Parent members – include all parents/guardians of present students.
 - (b) Teacher members – include all serving teachers and staff of the school.

2. Rights and obligations

- (i) Honorary members shall have the right to make proposals but shall not have the right to vote, to elect or to be elected.
- (ii) Ordinary members shall have the right to propose motion, to vote, to elect and to be elected.
- (iii) Each parent member, irrespective of the number of children studying in this school, shall have one vote at all meetings.
- (iv) All members shall abide by the constitution of the Association and carry out the matters decided at the General Meetings.
- (v) All members shall pay the annual subscription and participate in all activities of the Association.

3. Cessation of membership

Parent members whose child/children is/are no longer studying in this school and the teacher members who are no longer working in this school shall cease to be the members.

V. Organization of the Association

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

2. **The Executive Committee**
 - (i) Committee members
 - (a) The committee members, elected in accordance with the constitution at the Annual General Meeting (AGM), shall form the Executive Committee. The Present Principal shall serve on the Executive Committee as Advisor *ex-officio*, and give advice to the Committee, as appropriate.

 - (b) The Executive Committee shall consist of 19 members, 12 of whom are parent members and 7 are teacher members. The latter shall include a Vice-Principal.

 - (c) The Executive Committee shall consist of :
 1. Chairman (1) – a parent member
 2. Vice-chairman (2) – one parent member and one Vice-Principal
 3. Secretary (2) – one parent member and one teacher member
 4. Treasurer (2) – one parent member and one teacher member
 5. Co-ordinator (3) –two parent members and one teacher member
 6. Recreation Manager (3) – two parent members and one teacher member
 7. Business Manager (3) – two parent members and one teacher member
 8. Publicity Manager (3) – two parent members and one teacher member,

and members shall be elected from amongst themselves to hold the respective posts above mentioned.

 - (d)
 1. The parent members of the Executive Committee are elected by postal vote and the election is confirmed at the AGM.
 2. The teacher members of the Executive Committee are elected and the election is confirmed at the AGM.

 - (e)
 1. The parent members of the Executive Committee shall hold office for one year. They may be re-elected according to the constitution at the Annual General Meeting, except that the Chairman may only be re-elected for a maximum of two successive years.
 2. The teacher members of the Executive Committee, shall hold office for one year. They may be re-elected according to the Constitution at the Annual General Meeting.

 - (f) All officers and committee members of the Executive Committee are honorary. They shall receive no remuneration from the income of the Association.

 - (ii) Duties
 - (a) The Executive Committee shall be responsible for making all arrangements for the AGM and electing members for the posts as stated in V2(i)(c).

 - (b) An Auditor shall be appointed yearly by the Executive Committee to audit the accounts of the Association at least once a year.

 - (c) In the event of a member of the Executive Committee unable to perform her/his duties, a substitute may be appointed by the Executive Committee.

 - (d) The Executive Committee may co-opt members for any specific purpose.

VI. Meetings

1. *The Annual General Meeting (AGM)*

- (i) The AGM shall be held as early as possible from September to November of each year.
- (ii) The Secretary shall give two weeks' notice of the AGM together with an agenda to each member of the Association.
- (iii) The Chairman of the Association shall act as the Chairman of the AGM. If the Chairman of the Association is not present, the Vice-Chairman shall take her/his place.
- (iv) At the AGM, the Chairman and Treasurer shall respectively report the general affairs and the financial situation of the Association. The Chairman shall also confirm the election of the Executive Committee members.
- (v) In the AGM, 80 members shall be present to form the quorum. No proxy is acceptable in the AGM.
- (vi) If the quorum of the meeting fails, then a second meeting shall be called within a month and the members should be informed of the meeting 7 days before. If the quorum still fails, the meeting proceeds.
- (vii) A simple majority of votes is required for the passing of any motion. The Chairman shall have the casting vote in the absence of a simple majority.

2. *The Extra-ordinary General Meeting (EGM)*

- (i) An EGM may be called on receipt of a written request signed by at least 30 members of the Association for any proposal. The Secretary shall give 5 days' notice of the EGM together with an agenda to each member of the Association.
- (ii) The Chairman of the Association shall act as the Chairman of the EGM. If the Chairman of the Association is not present, the Vice-Chairman shall take her/his place.
- (iii) In the EGM, 80 members shall be present to form the quorum. No proxy is acceptable in the EGM.
- (iv) If the quorum of the meeting fails, the meeting shall be cancelled. Another EGM may be called in accordance with the procedure as stated in VI.2.(i).
- (v) A simple majority of votes is required for the passing of any motion. The Chairman shall have the casting vote in the absence of a simple majority.

3. *The Executive Committee Meetings*

- (i) The Executive Committee must meet at least twice a year.
- (ii) In any of the Executive Committee meetings, 10 members shall form the quorum. The Chairman or Vice-Chairman of the Association shall chair the meeting.
- (iii) The minutes of all meetings, after confirmation and adoption, shall be signed by the Chairman and be kept in a book.

VII. Finance

1. Each member shall pay her/his annual subscription every year before November.
2. All subscription paid shall not be refunded in the event of withdrawal of membership.
3. Membership fees may be altered by the recommendation of the Executive Committee subject to the approval of the members at the AGM.
4. All subscriptions and funds made available to the Association shall be deposited into the bank account designated by the Executive Committee.
5. All cheques issued by the Association shall be signed by the Treasurer and counter-signed by either the Chairman or Vice-Chairman.
6. The Executive Committee shall administer the funds for the Association to promote those activities for purposes consistent with the aims of the Association.
7. 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 scholarship, prizes or other purposes and the Principal of the school shall have full authority to use the sum of money so granted.
8. The Treasurer shall maintain a proper account of all receipts and payments.
9. The Auditor shall audit the accounts of the Association at least once a year.
10. In case of any liability the responsibility will be borne by the members of the Executive Committee of the current year.
11. 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 to be used at its discretion for purposes consistent with the aims of the Association.

VIII. Amendments of the Constitution / Dissolution of the Association

1. Any amendment of the Constitution shall be approved by a two-third majority of members present at the AGM or EGM.
2. In the event of the Association being dissolved, the decision shall be approved by one-third of all the members of the Association.

* *In case of any discrepancy between the meanings of the English and Chinese versions of the Constitution, interpretation of the Constitution will be based on the English version.*