

**Constitution
of
Baptist (Sha Tin Wai) Lui Ming Choi Primary School
Parent - Teacher Association**

Baptist (Sha Tin Wai) Lui Ming Choi Primary School

No. 8 , Yuen Chau Kok Road , Shatin , New Territories

**Baptist (Sha Tin Wai) Lui Ming Choi Primary School – Parent Teacher Association
(established in 1999)**

Constitution (effective from October 1999)

Revised and translated in October 2011

In the event of any inconsistency or ambiguity between the Chinese and the English versions of this constitution, the English version shall prevail.

1. TITLE

The title of the Association shall be “Baptist (Sha Tin Wai) Lui Ming Choi Primary School - Parent Teacher Association” (hereinafter referred to as “ the Association ” or “ PTA ”). In this constitution, “ Baptist (Sha Tin Wai) Lui Ming Choi Primary School ” shall be abbreviated as “ the School ” .

2. ADDRESS

The address of the Association shall be No. 8, Yuen Chau Kok Road, Shatin, New Territories.

3. OBJECTIVES

The objectives for which the Association is established are:-

- ✓ To do such works or participate in such activities or functions as shall be conducive to the promotion of the welfare and benefit of the pupils ;
- ✓ To promote the mutual communication and co-operation between the parents and the School ; and
- ✓ To foster the liaison amongst the School, pupils and parents so as to assist the School to utilize resources effectively to enhance the balanced development of the pupils in academic, recreational, physical and Christian values and the thorough care of the pupils at their developmental phases.

4. MEMBERSHIP

4.1. Parent Members

- 4.1.1. Annual membership shall be valid from 1st September to 31st August of the following year.
- 4.1.2. Unless otherwise specified, all parents or guardians of current pupils (excluding those who are Honorary Members under Clause 4.3) shall become Parent Members automatically. Regardless of the number of children studying at the School, each family shall only have one membership. Membership fee shall be payable by a Parent Member.

4.2. Teacher Members

Principal and teachers of the School shall automatically become Teacher Members of the Association whose membership shall cease upon official termination of or retirement from their office. Where any teacher is also a parent /guardian of a pupil, his status shall be that of a Teacher Member only.

4.3. Honorary Members

Any person (including but not limited to former Supervisors, former Principals and former Vice Principals of the School and former Chairpersons of the Association) who, in the opinion of the Executive Committee of the Association (“the Executive Committee”), has substantially contributed to the well being of the School or the Association may, at the sole discretion of the Executive Committee and by majority vote of the Committee Members of the Executive Committee, be invited by the Executive Committee to be an Honorary Member for such term as the Executive Committee shall determine.

4.4. Parent Members, Teacher Members and Honorary Members shall, unless the context otherwise requires, be referred to collectively as “Members” and “Membership” shall be construed accordingly.

5. RIGHTS AND OBLIGATIONS OF MEMBERS

5.1. Parent Members and Teacher Members shall enjoy all such rights and privileges as are given to or enjoyed by Members of the Association, including but not limited to the right to propose motions, second motions, vote at meetings of the Association and stand for election to the Executive Committee and shall be entitled to participate in any functions organized by the Association.

5.2. Honorary Members shall enjoy all such rights and privileges as are given to Parent Members or Teacher Members of the Association save and except that while they shall be entitled to attend meetings of the Association, they shall not have the right to propose motions, second motions, vote at meetings of the Association nor stand for election to the Executive Committee.

5.3. All work undertaken by Members for and on behalf of the Association is on a wholly voluntary basis and no remuneration whatsoever shall be paid or payable for any such work.

5.4. Members must abide by the terms of this Constitution and all such resolutions properly passed at any meeting of the Executive Committee, at any General Meeting, and at any Extraordinary General Meeting.

5.5. No Member shall do any act to cause any interference, whether directly or indirectly, with the daily management or the proper running of the Association or the School.

5.6. No Member shall be allowed to use the name of the Association except with the express written consent of the Executive Committee, on behalf of the Association, and in any event, any such use shall not be for any illegal, unlawful, political, or any other unauthorized act not in the interest of the Association or calculated to bring the name of the Association into disrepute.

5.7. No Member shall be allowed to use the name of the School except with the express written consent of the Principal, on behalf of the School, and in any event, any such use shall not be for

any illegal, unlawful, political or any other unauthorized act not in the interest of the School or calculated to bring the name of the School into disrepute.

5.8. Membership shall not in any way be transferable.

6. MEMBERSHIP FEE

6.1. Parent Members must pay an annual subscription fee which covers the period of twelve months beginning from 1st September in each year and is payable in advance, the amount of which shall be such sum as shall be decided at the General Meeting. There shall be no refund of the subscription fee or any part thereof should the Member cease to be a Member for whatever reason.

6.2. Members other than Parent Members are not required to pay any subscription fees.

7. ORGANISATION AND MANAGEMENT

7.1. Organization

7.1.1. There shall be an Executive Committee of the Association.

7.1.2. The Supervisor of the School shall be the Honorable Advisor of the Association.

7.1.3. The management of the affairs of the Association shall be vested in the Executive Committee which shall have the power to lay down any rules, regulations, policies and procedures from time to time as may be deemed necessary.

7.1.4. There shall be a General Meeting of the Members in accordance with Clause 7.2.1 herein below (“the General Meeting”) and, where necessary, Extraordinary General Meeting(s) of the Members in accordance with Clause 7.2.2 herein below (“Extraordinary General Meeting”).

7.2. General Meeting and Extraordinary General Meeting

7.2.1. The General Meeting shall be held between October and December each and every year for the following purposes :

7.2.1.1. To elect members of the Executive Committee for the year.

7.2.1.2. To report on the work of the Association.

7.2.1.3. To discuss the affairs of the Association.

7.2.1.4. To examine and approve the financial report of the Association.

7.2.1.5. To make any necessary amendments to the Constitution.

7.2.2. Extraordinary General Meeting(s) may be convened at any time by the Executive Committee and shall be convened within 28 days from the receipt of a requisition in writing signed by not less than 50 percent of the total number of Parent Members and Teacher Members of the Association (specifying the object of the meeting) for any of the following purposes :

7.2.2.1. To deal with any special matters which the Executive Committee may desire to be placed before the Members;

- 7.2.2.2. To remove any Committee Members of the Executive Committee from office and to fill any vacancy or vacancies caused by such removal;
- 7.2.2.3. To deal with any special matter which the Members requiring the meeting may desire to be placed before the Members.
- 7.2.3. For all purposes, the valid quorum for the General Meeting or Extraordinary General Meeting(s) shall be not less than 10 percent of the total number of Parent Members and Teacher Members of the Association present in person and entitled to vote. Where there is an insufficient quorum, the meeting will be adjourned to a later date as determined by the Executive Committee, being at least 21 days but not more than 42 days thereafter, and notice of the adjourned meeting shall be given as in the case of an original meeting together with notice of the business to be transacted at such adjourned meeting. In the adjourned meeting, there shall be deemed to be a valid quorum irrespective of the numbers of Members present, and in any such adjourned meeting, any resolutions will be deemed to have been validly passed if voted for by more than half of those Parent Members and Teacher Members present in person and entitled to vote.
- 7.2.4. The General Meeting and Extraordinary General Meeting(s) of the Association shall be called by at least 7 days' notice in writing to the Members. The notice shall specify the place, day and hour of meeting and, in case of special business, the general nature of the business. The notice shall (1) either be sent to the last known address of all such Members as recorded in the register of members of the Association or be circulated to Parent Members through their children who are enrolled in the School; AND (2) either be exhibited prominently on the notice board of the School or be posted on the current available web site of the School; PROVIDED that such notice shall be physically delivered to the office of the Principal of the School within the prescribed time
- 7.2.5. The accidental omission to give notice of a meeting to, or the non-receipt of notice of a meeting by, any Member entitled to receive notice shall not invalidate the proceedings at that meeting.
- 7.2.6. Questions at any General Meeting or Extraordinary General Meeting shall be decided by a majority of votes and the Chairperson of the Executive Committee shall be the chairman of such meetings and in case of an equality of votes, the Chairperson of the Executive Committee shall have a second or casting vote.
- 7.2.7. If at any General Meeting or Extraordinary General Meeting, the Chairperson of the Executive Committee is absent for whatever reason, the Parent Committee Member holding the post of Vice Chairperson of the Executive Committee, and in his/her absence as well for whatever reason, the Principal of the School in his/her capacity as the other Vice Chairperson of the Executive Committee, shall be the chairman of such meeting who shall have the same right of a second or casting vote as if he were the Chairperson of the Executive Committee.
- 7.2.8. For the avoidance of doubt, if the Chairperson and both the Vice Chairpersons of the Executive Committee are not present within 60 minutes of the time appointed for such meeting, for whatever reason, at any General Meeting or Extraordinary General Meeting, such meeting shall automatically stand adjourned and the provisions relating to adjourned meetings in paragraph 7.2.3 above shall apply.

7.3. The Executive Committee

- 7.3.1. The Executive Committee shall be composed of 15 members including 8 Parent Members (“Parent Committee Members”) and 7 Teacher Members (“Teacher Committee Members”). The members of the Executive Committee shall collectively be referred to as “the Committee Members”. There may also be 3 Alternate Committee Members chosen from the candidates receiving the next highest number of votes in the election and who shall be entitled to attend any meeting of the Executive Committee but shall not be entitled to vote at any meeting.
- 7.3.2. Any Parent Member may be elected as a Parent Committee Member at the General Meeting and any Teacher Member may be appointed as a Teacher Committee Member by the School, such appointment to be made by the date of the General Meeting.
- 7.3.3. The Principal of the School shall be the Vice-Chairperson of the Executive Committee and the Chairperson of the Executive Committee will be chosen by a majority vote amongst Committee Members within 7 days after the General Meeting provided that no Parent Committee Member shall serve as the Chairperson of the Executive Committee for more than 3 consecutive years. For the avoidance of doubt, any Parent Committee Member who has held the post of Chairperson of the Executive Committee for 3 consecutive years immediately prior to the election of members of the Executive Committee for any given year, may nevertheless offer him/herself for re-election as a Parent Committee Member but may not serve as Chairperson of the Executive Committee.
- 7.3.4. Within a further 7 days after all such posts have been filled, the new Committee Members shall take up the posts of the previous Committee Members. The list of the newly elected Committee Members shall be supplied to the office of the Societies Officer forthwith for their records. The composition of the Executive Committee shall be as follows:
- (i) One Chairperson
(being a Parent Committee Member only)
 - (ii) Two Vice Chairpersons
(being the Principal of the School and one Parent Committee Member)
 - (iii) Three Honorary Secretaries
(being one Teacher Committee Member and two Parent Committee Members)
 - (iv) Two Honorary Treasurers
(being one Teacher Committee Member and one Parent Committee Member)
 - (v) Four Recreations Team
(being two Teacher Committee Members and two Parent Committee Members)
 - (vi) Three Publications Team
(being two Teacher Committee Members and one Parent Committee Member)
- 7.3.5. Should any of the Parent Committee Members resign from the Executive Committee or for any other reason relinquish his post during the term, the vacancy in the Executive Committee will be taken up by the Alternate Committee Member with the next highest number of votes in the election at the General Meeting. Any such vacancy of any of the posts of Office Bearers to be filled by Parent Committee Members within the Executive Committee will be jointly appointed by the Chairperson of the Executive Committee and the Principal of the School as

Vice-Chairperson of the Executive Committee within 14 days after such vacancy arises and such changes shall be notified to the office of the Societies Officer forthwith for their records.

- 7.3.6. The Executive Committee shall have power to co-opt a Parent Member to fill any casual vacancy arising from any Parent Committee Member resigning from or otherwise relinquishing his post in the Executive Committee which may occur during a term of office. Any Parent Member so co-opted shall hold office only until the next General Meeting and shall then be eligible for re-election.
- 7.3.7. The Executive Committee shall also have power to nominate any Alternate Committee Member or to co-opt a Parent Member to act in place of any Parent Committee Member who is temporarily unable to attend meetings of the Executive Committee for whatever reason for a period of not less than three months during the term of office of that Parent Committee Member, and any such Alternate Member or co-opted Parent Member shall cease to act as a Parent Committee Member of the Executive Committee on the resumption of attendance at any meeting of the Executive Committee by the Parent Committee Member who was temporarily absent.
- 7.3.8. Should any Teacher Committee Member resign from the Executive Committee or for any other reason relinquish his post during the term, another Teacher Member shall be appointed as a Teacher Committee Member by the School within 14 days after such vacancy arises in place of the Teacher Committee Member who has so resigned and/or relinquished his post. Any vacancy of any of the posts to be filled by a Teacher Member within the Executive Committee will be appointed by the School within 14 days after such vacancy arises.
- 7.3.9. The term of office of the Committee Members of the Executive Committee shall continue until the next General Meeting where the next Executive Committee is elected. Parent Committee Members may offer themselves for re-election and may be re-elected. Parent Committee Members may remain in office until the end of their term notwithstanding the graduation of their children within the term of office. If such Parent Committee Member's child leaves the School for any other reason, the Parent Committee Member must also resign from his/her post in the Executive Committee within one month after his/her child leaves the School.
- 7.3.10. Any meeting of the Executive Committee shall be called by at least 3 days notice to the Committee Members but the accidental omission to give notice of a meeting to any Committee Member entitled to receive notice shall not invalidate the proceedings at that meeting. There shall be at least 3 meetings of the Executive Committee each year. A valid quorum will be formed if 50% of the Members of the Executive Committee are present at any such meeting, of which at least three Members shall be Teacher Committee Members and three Members shall be Parent Committee Members
- 7.3.11. Questions at any meeting of the Executive Committee shall be decided by a majority of votes and the Chairperson of the Executive Committee shall be the chairman of such meetings and in case of an equality of votes, the Chairperson of the Executive Committee shall have a second or casting vote.
- 7.3.12. If at any meeting of the Executive Committee, the Chairperson of the Executive Committee is absent for whatever reason, the Parent Committee Member holding the

post of Vice Chairperson of the Executive Committee, and in his/her absence as well for whatever reason, the Principal of the School in his/her capacity as the other Vice Chairperson of the Executive Committee, shall be the chairman of such meeting who shall have the same right of a second or casting vote as if he were the Chairperson of the Executive Committee.

- 7.3.13. For the avoidance of doubt, where there is an insufficient quorum at any meeting of the Executive Committee or where the Chairperson and both the Vice Chairpersons of the Executive Committee are absent, for whatever reason, at any such meeting, the meeting shall automatically stand adjourned to a later date as determined by the Chairperson of the Executive Committee, being at least 3 days thereafter, and in such case, the provisions relating to the calling of meetings in paragraph 7.3.10. above shall apply.
- 7.3.14. With the written approval of the School, the Executive Committee shall have power to appoint sub-committees consisting of Committee Members of the Executive Committee and/or other Members of the Association as it may deem necessary or expedient with the object of furthering any particular activities or organizing/arranging any particular function of the Association, and/or for the purpose of assisting the School to further any particular activity or to organize/arrange any particular function of the School, and the Executive Committee may depute or confer on each of such sub-committees such powers and duties of the Executive Committee as it may determine.
- 7.3.15. With the written approval of the School, the Executive Committee may appoint working groups for any given activities or functions of the Association and/or for the purpose of assisting the School in any such activities or functions of the School. The members of the working group shall be appointed by the Executive Committee from among Committee Members and/or other Members of the Association. The working group will automatically be dissolved at the end of the given activity or function.

8. EXPULSION OF MEMBER AND CESSATION

- 8.1. The Executive Committee shall have power to reprimand any Member or to suspend or expel from membership any Member who acts in breach of this Constitution or any rules, regulations, policies or procedures of the Association as laid down by the Executive Committee from time to time or whose conduct shall be prejudicial to the interests of the Association or the School or other Members or which shall in the opinion of the Executive Committee render him unfit for Membership.
- 8.2. A Member shall cease to be a Member of the Association:-
 - 8.2.1. upon the Parent Member's child ceasing to be a pupil of the School but without prejudice to paragraph 7.3.9. hereinabove;
 - 8.2.2. by resignation which shall be in writing addressed to the Honorary Secretary accompanied by all outstanding subscription fees due up to the date of such resignation; or
 - 8.2.3. due to suspension or expulsion as provided in this Constitution.
- 8.3. Any person upon ceasing to be a Member of the Association shall forfeit all his rights to,

and/or claims upon, the Association, its property and its funds, and he shall have no right to the return of any part of his subscription fee.

9. FINANCIAL MATTERS

- 9.1. The expenditure of the Association must be strictly based on the amount of income received so that the Association shall not run into deficit.
- 9.2. The Honorary Treasurers are responsible for collecting subscription fees and other receivables and must deposit the same in an appointed bank account opened in the name of the Association. The Executive Committee may, by a resolution duly passed by Committee Members at any meeting of the Executive Committee, appoint and/or authorize any person to open, operate or close any bank account or subsidiary bank account of the Association as may be necessary for the purposes of the Association or of any function or activity held by the working groups or sub-committees of the Association or formed to assist the School, and in this regard, any written resolution of the Executive Committee properly identifying such appointed or authorized person and duly signed by the Chairperson and the Principal of the School in his/her capacity as Vice Chairperson of the Association shall be sufficient authority for the opening, operating and closing of such account or subsidiary account.
- 9.3. The Executive Committee shall have the power to authorize and make payments on behalf of the Association provided such payments are limited to those of an administrative nature or are made pursuant to the objects of the Association. All payments, including all payments relating to any working groups or sub-committees must be approved by the Executive Committee.
- 9.4. The Association may from time to time assist the School in the running of various functions, activities or clubs and for such purpose the Association may be authorized by the School to collect fees or other receivables and make payments or other outgoings.
- 9.5. The accounting period for the Association shall begin on 1st September and end on 31st August the following year.
- 9.6. The Honorary Treasurers shall cause proper books of account to be kept with respect to all sums of money received and expended by the Association or received and expended on behalf of the School for the purpose of assisting the School in the running of any functions, activities or clubs, and the matter in respect of which the receipt and expenditure relates, as well as all payment and receipt vouchers and other accounting records for a period of not less than 7 years. The books of account shall be open at all times to inspection by the Chairperson, the School or the Committee Members of the Executive Committee upon reasonable notice.
- 9.7. The Honorary Treasurers shall report to the Members at the General Meeting of the financial status of the Association. The Honorary Treasurer shall also produce a financial statement as approved by a qualified accountant. The financial statement shall be submitted for the approval of the Executive Committee and the Members at the General Meeting respectively.
- 9.8. The income and property of the Association, irrespective of the source, shall only be used for the objects as listed in this Constitution and shall not be distributed in any way to the Members.
- 9.9. The Executive Committee shall recommend an Honorary Auditor for the purpose of auditing the accounts of the Association at the end of each accounting period.

10. AMENDMENTS OF THIS CONSTITUTION

10.1. The constitution may be amended by the Incorporated Management Committee of the School by prior notice given to the Association or by special resolution passed at an Extraordinary General Meeting of the Association. An amendment so passed by the Association shall not take effect unless and until the same has been approved by the Incorporated Management Committee of the School.

11. DISSOLUTION

11.1. The Association shall only be dissolved in either of the following ways:

11.1.1. By a resolution passed by a majority of at least 75% of Members present at an Extraordinary General Meeting; or

11.1.2. A special resolution of the School Management Committee.

11.2. Any property of the Association left over upon winding-up or dissolution of the Association shall be donated and passed to the School.

12. MISCELLANEOUS

12.1. The income and property of the Association, whatsoever derived, shall be applied solely towards the promotion of the objects of the Association, as set forth in this Constitution, and no portion thereof shall be paid or transferred, directly or indirectly, whether by way of dividend, bonus, or otherwise, to any persons who at any time are or have been Members of the Association or to any of them or to any person claiming through any of them.

12.2. Any formal documents or circulars issued by the Association or any working group or sub-committee under the Association must be signed by the Chairperson of the Association and the Principal of the School or with their consent for such document to be valid and before the same may be issued.

12.3. In the event of any inconsistency or ambiguity between the Constitution of the PTA herein and the Constitution of the Incorporated Management Committee of the School, the Constitution of the Incorporated Management Committee of the School shall govern.