

CCC Chuen Yuen College
Parent-Teacher Association
Constitution (amended on 10 November 2007)

1. Name

The name of the association shall be CHUEN YUEN COLLEGE PARENT-TEACHER ASSOCIATION. (hereinafter called “the PTA”)

2. Address

Inside CCC Chuen Yuen College, 15 Sheung Kok Street, Kwai Chung Estate, N.T.

3. Objectives

- 3.1 To enhance connection and cooperation between parents and school
- 3.2 To support the educational objectives of the school and to improve students’ welfare, study atmosphere, and students’ wellbeing
- 3.3 To assist in implementing and executing school policies
- 3.4 To promote communication between parents and teachers so as to establish the basis for mutual cooperation

4. Membership

There shall be three classes of members including Ordinary Member, Ex-officio Member, and Honorary Member.

4.1 Ordinary Member

All parents or guardians of students currently enrolled in the School are members of the PTA automatically and shall pay the membership fee.

Each family shall have one first member, whilst another would be a supplementary member.

The registered member shall have the priority right to vote for a motion. If the first member is absented, the supplementary member shall substitute its place.

Disqualification of Members:

The membership of a member shall be terminated under two situations:

1. If an ordinary member whose child withdraw from school, the membership shall be terminated automatically.
2. If an ordinary member’s behavior or character damaged the image and operation of the PTA, the membership shall be terminated after the passage of the Executive Committee.

4.2 Ex-officio Member

The existing principal and teaching staff shall be the ex-officio member of the PTA. They shall not pay the membership fee.

4.3 Honorary Member

The PTA shall invite a person who tends to general affairs of the PTA or contributed to the PTA as the Honorary Member.

5. Consultant

5.1 Ex-officio Consultant

The existing principal shall be the ex-officio consultant.

5.2 Honorary Consultant

The PTA shall invite celebrities or a person who contributed to the PTA as the Honorary Consultant.

6. Membership Fee

Parent members shall pay a membership fee and an annual fee whilst his/her child first enrolled in the school. Then, they shall only pay for the annual fee every year. The membership fee and annual fee formulated in 1996/97 is HKD 30 and HKD 20 respectively. The annual adjustment of the membership fee and annual fee are decided by the Executive Committee; Membership fee paid is not-refundable if members withdraw the membership. After the payment of the membership fee and annual fee, members would receive an official receipt delivered by the Treasurer.

7. General Meeting

7.1 The General Meeting is organized by all of the Parent Members and Teacher Members. It is the supreme authority of the PTA. The authority shall include elections, appointments, removal, examining and approving the Financial Report, attending and approving the Annual Report. During the adjourned period of the general meeting, all matters arising shall be handled by the Executive Committee.

7.2 The Annual General Meeting shall be held in October or November. The date shall be decided by the Executive Committee. The notice and the agenda of the General Meeting shall be issued fourteen days before the meeting.

7.3 The quorum for General Meetings shall be 40 members or 20% of the total number of Members or above - whichever is less.

7.4 All motion shall be resolved if it is approved by more than half of the members who attend. The resolution shall not contravene the objectives of the PTA.

7.5 During the Annual General Meeting, the number of members to attend does not reach the quorum, the meeting shall be adjourned. The quorum for the adjourned meeting shall be the number of members who attend the meeting.

7.6 Extraordinary General Meeting can be convened by the Executive Committee or by the quorum mentioned in 7.3 of members who jointly sign a written request to convened by the Chairperson of the Executive Committee. Within 15 days after receiving of the written request, the Chairperson shall convene the Extraordinary General Meeting. All issues to be discussed and resolved shall be restricted to those listed in the joint request. The quorum to attend the meeting shall be the same as mentioned in 7.3 except that the notice and agenda of the meeting can be issued one week before the meeting.

8. The structure and responsibility of the Executive Committee

8.1 The business and affair are conducted by the Executive Committee, the following is the structure of the Executive Committee:

- i. The Executive Committee shall be constituted by 15 Members including Parent Members and Teacher Members. There shall be 4 Potential Parent Committee Members in the waiting list. Once a Parent Committee Member withdraws, the Parent Committee Member shall be substituted by a Potential Parent Committee Member. If all Potential

Parent Committee Members became Parent Committee, the Executive Committee shall co-opt the parents from the volunteers by appointment to substitute for the Parent Committee.

- ii. The Potential Parent Committee Members shall attend the Executive Committee's meeting, but they have no authority in resolution.
- iii. The Teacher Committee Members are appointed by the School whilst the Parent Committee Members are elected in the General Meeting.
- iv. Members of the Executive Committee shall elect, amongst themselves for all the offices.

8.2 The offices of the Executive Committee are as follows:

- i. 1 Chairperson (1 Parent Member)
- ii. 2 Vice-Chairpersons (1 Parent Member and 1 Teacher Member)
- iii. 1 Treasurer (1 Parent Member)
- iv. 1 Audit (1 Teacher Member)
- v. 2 Secretaries (1 out of 2 shall be a Teacher Member)
- vi. 4 Recreation Officers
- vii. 4 General Officers
- viii. 4 Potential Committee Members

8.3 The duties of the Executive Committees are as follows:

- i. Chairperson
 - a. To convene and preside at the General Meeting and meeting of the Executive Meeting
 - b. To Execute the resolution approved in the General Meeting and meeting of the Executive Meeting
 - c. To execute the business and sign the document
 - d. To participate in school activities and give suggestion to school policy on behalf of the parents
- ii. Vice-Chairperson
To assist the Chairperson in executing the business. In the absence of the Chairperson, the Vice-Chairperson shall act as the Chairperson
- iii. Treasurer
 - a. To manage the income and expenditure and sign the financial document
 - b. To prepare and submit the Audited Financial Report and request for approval in the General Meeting
- iv. Auditor
To audit the financial record written by the Treasurer and sign for authentication
- v. Secretary
To handle all minutes, internal and external correspondences
- vi. Recreation Officer
To implement and organize all kinds of recreational activities
- vii. General Officer

To assist in executing the business

8.4 The Executive Committee shall hold at least 3 meetings in an academic year

8.5 The meeting of the Executive Committee shall be valid on behalf of the committee members attending the meeting

8.6 The term of the Parent Committee Member shall be two years and can be re-elected for the subsequent term.

8.7 If any Committee member is absent from the meeting of the Executive Committee for 3 times consecutively, his/her duty shall be terminated after the resolution of the Executive Committee. The vacancy of the duty shall be handled according to 8.1.i of the constitution.

9. The nomination of the Parent Manager

After the formation of the Incorporated Management Committee, the Executive Committee shall elect and recommend a Parent Manager in accordance with the guide of electing a Parent Manager issued by CCC Chuen Yuen College.

10. Finance and Debt

10.1 The fund of the PTA shall be applied as follows:

- i. To all the overheads of the PTA
- ii. To all the expenditure which aims at achieving the objectives of the PTA

10.2 The Treasurer shall be responsible in collecting the membership fee and depositing the income to the designated bank account of the PTA. All cheques to be issued shall be jointly signed by Chairperson or one of the Treasurers and the Vice-Chairperson (Teacher Committee Member). In principle, the cheque shall be jointly signed by the Chairperson and the Vice-Chairperson (Teacher Committee Member). Once the chairperson cannot sign the cheque for personal reason, the cheque shall be jointly signed by the Treasurer and the Vice-Chairperson (Teacher Committee Member).

10.3 All expenditures shall be approved by the Executive Committee. Unless the expenditure does not exceed HKD 500, the treasurer shall ask for approval by the Executive Committee after the payment.

10.4 The budget of the PTA shall keep the expenditure within the limit of the fund and shall not contain any deficit. Should there be any necessity, the above situation shall be legitimate after the approval in the Extraordinary General Meeting.

10.5 Should the PTA incur any debts or liabilities, the Executive Committee shall give an explanation in the Extraordinary General Meeting. The PTA shall be liable.

10.6 Should the PTA dissolve, all the property shall be donated to the school's Incorporated Management Committee or other charitable bodies according to the decision of the existing Executive Committee.

11. Amendment on constitution

Any amendment to the Constitution of the Association shall be proposed in the General Meeting.