

Our Lady of Lourdes Catholic Kindergarten Parent-Teacher Association

CONSTITUTION

1. NAME

The name of the Association shall be Our Lady of Lourdes Catholic Kindergarten Parent-Teacher Association. (hereafter referred to as "PTA")

2. ADDRESS

The address of the Association shall be DD3 Lot No 1709 Lamma Island, New Territories.

3. AIMS

The aims of the PTA shall be

- 3.1 To strengthen communication and cooperation between parents and the school for the enhancement of school development;
- 3.2 To promote understanding and collaboration between teachers and parents to enrich the all-round development of students as a solid foundation for future learning.
- 3.3 To call together parents' contribution and align their talents in assisting learning activities at school;
- 3.4 To encourage parents to participate in educational activities for better parent-sibling relationship.

4. MEMBERSHIP

4.1 Qualification

- 4.1.1 **REGULAR MEMBERS** - Parents of the current registered students are eligible for membership and are automatically **REGULAR MEMBERS** of the Association. Membership is on family basis and membership fee once paid covers one or more currently registered students of the same family.
- 4.1.2 **EX-OFFICIO MEMBERS** - The serving Principal and serving teachers of the school are automatically **EX-OFFICIO MEMBERS**.
- 4.1.3 **HONORARY MEMBERS** – The serving Supervisor or serving Managers may be invited as **HONORARY MEMBERS** to serve as Advisors of the Association by a resolution of the Executive Committee.
- 4.1.4 Only regular members have the right to elect and be elected as Executive Committee Members. Ex-officio members may be appointed Executive Committee Members.

4.2 Rights

- 4.2.1 All Regular members have the right to propose motions, vote, elect and be elected at Annual General Meetings and General Meetings. All ex-officio members have the same right except being elected to the Executive Committee.
- 4.2.2 Honorary members have the right to give suggestions and opinions to the PTA. They do not have the right to propose motions, vote, elect and be elected.
- 4.2.3 All members have the right to join activities organized by the PTA.

4.3 Obligations

- 4.3.1 Members shall observe the Constitution and shall abide by resolutions of the meetings.
- 4.3.2 Members shall pay the annual membership fee each year.
- 4.3.3 All Executive Committee Members have the responsibility to assist the PTA in its affairs and activities;
- 4.3.4 Members shall respect the religion of the School Sponsoring Body.

5. MEMBERSHIP FEE

- 5.1 Members are required to pay the annual membership fee of HK\$50 within the first week of the first school term. Membership fee is paid on family basis and will not be refunded. Ex-officio members are exempted from membership fee.

- 5.2 The amount of membership fee can be adjusted as a resolution by the Executive Committee followed by the adoption at a General Meeting.
- 5.3 New members joining the PTA during a school term have to pay the full annual membership fee.
- 5.4 Membership fee collected is used for the pursuance of the aims of the PTA, for subsidizing its activities and for designated items for school development.
- 5.5 Members may make unconditional donations to the PTA for school development purposes with the prior approval by the Executive Committee and the School Management Committee.

6. ORGANIZATION and FUNCTION

6.1 General Meeting

- 6.1.1 The structure of the PTA consists of the General Meeting and an Executive Committee.
- 6.1.2 The General Meeting, consisting of all members, holds the highest authority in PTA. When the General Meeting is in recess, all matters of the Association shall be managed by the Executive Committee.
- 6.1.3 The Executive Committee will convene all General Meetings including the Annual General Meeting (AGM) and all additional General Meetings if needed.
- 6.1.4 The Chairman of the Executive Committee shall preside at the General Meeting. The secretary of the Executive Committee shall be the Secretary at the General Meeting.
- 6.1.5 The General Meeting shall be convened at least once annually by the Executive Committee. Members shall be informed of the date, time, venue and agenda of the meeting two weeks in advance.
- 6.1.6 If 5% or more of the regular or ex-officio members write to request an additional General Meeting the Chairman must arrange a meeting within three weeks and inform members of the date, time, venue and agenda of the meeting seven days in advance. The purpose of this meeting is only to discuss the content of the special agenda. No other motions shall be discussed.
- 6.1.7 Any decisions must be agreed upon by over 50% of attendees. In the event of a stalemate, the chairman will have the casting vote.
- 6.1.8 The quorum for a General Meeting shall be 5% of the total number of regular and ex-officio members. The General Meeting shall be adjourned when without a quorum. The Chairman must re-arrange a meeting within three weeks. The quorum for the subsequent meeting shall be the number of members who attend the re-scheduled meeting.
- 6.1.9 The General Meeting is rested with the power to conduct election, to appoint and to recall members to or from the Executive Committee, to accept general reports of the Chairman and audited financial reports of the Treasurer.
- 6.1.10 During the absence of the Chairman of the Executive Committee at the General Meeting, the Parent Vice-Chairman shall preside at the General Meeting.

6.2 The Executive Committee

- 6.2.1 The Executive Committee consists of 12 honorary members, 6 of whom are regular members elected at the General Meeting by regular and ex-officio members and the other 6 ex-officio members recommended by the School and appointed at the General Meeting.
- 6.2.2 The office-bearers in the Executive Committee shall be:
 - One Chairperson (Elected by regular members)
 - Two Vice-chairpersons (One regular member and the other ex-officio member)
 - Two Secretaries (One regular member and the other ex-officio member)
 - Two Treasurers (One regular member and the other ex-officio member)
 - Two Liaison officers (One regular member and the other ex-officio member)
 - Two Recreation officers (One regular member and the other ex-officio member)
 - School Principal
 - Co-opted MembersThe Executive Committee may invite a maximum of 2 members for planning and

implementing activities of the PTA. These members attend the Executive Committee Meeting but do not have the right to vote.

6.2.3 The Principal has the right to oversee the Executive Committee.

6.2.4 All Executive Committee posts are allocated by mutual election among regular members of the Executive Committee. All the ex-officio committee members are appointed by the School. The Principal or an experienced teacher may be appointed as the Ex-officio Vice-Chairperson.

6.2.5 Powers and Duties of The Executive Committee

Chairperson

- i. Convene and preside at General Meetings and Executive Committee Meetings
- ii. Enforce resolutions of the General Meetings and Executive Committee Meetings
- iii. Ensure regular operation of PTA and sign its documents
- iv. Deliver the annual report of the Executive Committee at the Annual General Meeting
- v. Represent PTA in external affairs

Vice-Chairperson

- i. To assist the Chairperson in fulfilling his/her duties
- ii. To substitute the Chairperson when he/she is absent

Secretary

- i. Prepare all meeting agenda after consultation with the Chairman, prepare and document all minutes of all General Meetings and Executive Committee Meetings
- ii. Keep all correspondence and documents for filing and records
- iii. Handle documents including minutes, PTA publications, circulars & notices and correspondence.

Treasurer

- i. Handle financial affairs of PTA including income/expenses statements
- ii. Compile the annual finance budgets
- iii. Present the audited financial report at the Annual General Meeting

Liaison officer

- i. Co-ordinate, promote and enhance the connection among members (including job allocation and evaluation)
- ii. Promote and strengthen communication between parents and the school
- iii. Co-ordinate the publication of various pamphlets and magazines of the PTA
- iv. Produce promotional flyers for PTA activities

Recreation Officer

- i. Plan and promote recreational activities in line with the aims of PTA.

6.2.6 The office term of parent office bearers of the Executive Committee is one year and may be re-elected. The Chairperson can only be re-elected once.

6.2.7 The Executive Committee shall meet at least four times a year.

6.2.8 The quorum of the Executive Committee Meetings shall be 6 members.

6.2.9 Any decision must be agreed upon by the half of the members in attendance. The chairman will always have the casting vote.

6.2.10 If the Executive Committee has any vacancies in the middle of the year, the duty can be shared by a co-opted member or the current executive member, until to the election of a new executive member.

7. FINANCIAL MATTERS

7.1 Finance

- 7.1.1 The purposes to which the funds of the PTA may be applied are to pursue the aims of the PTA, the welfare of members and the enhancement of school development.
- 7.1.2 The Executive Committee shall cause all sums of money received by the PTA to be deposited in a bank appointed at the General Meeting. Any cheques issued by the PTA shall be valid provided they are signed by any two of the following persons holding the posts of the Chairperson, the Vice-chairperson or the Treasurer, one being a regular member and the other being an ex-officio member.
- 7.1.3 Any fund-raising activities of the Executive Committee shall obtain the consent in writing by the School Management Committee and shall be handled in accordance with the relevant legislation of the Government.
- 7.1.4 The Executive Committee has the power to decide to allocate part of the funds from the PTA to the school, to set up scholarships, awards and for educational purposes. The school has the right to use the appropriation in accordance with the designated purpose of the Executive Committee.
- 7.1.5 The treasurer shall retain financial documents for seven years.
- 7.1.6 The Executive Committee is responsible for maintaining a financial balance of income and expenditure.

7.2 Audit

- 7.2.1 One regular member and one ex-officio member shall be elected at the General Meeting to act as the Honorary Auditor who shall audit the account of the PTA.
- 7.2.2 The current Executive Committee Members shall be liable and shall explain for any liabilities and debts incurred by the PTA.

7.3 Discipline

If a member commits any one of the following, the Executive Committee will send a warning letter or will cancel his/her membership of the PTA:

- 7.3.1 Violates the Constitution of the PTA;
- 7.3.2 Commits Criminal Offence and be convicted;
- 7.3.3 Acts in the name of the School or the PTA without authority.

7.4 Amendment to the Constitution and Dissolution of the PTA

- 7.4.1 Any changes made to this Constitution must first be accepted by the Executive Committee and presented for discussion at a General Meeting convened accordingly. All resolutions must be agreed by least two-third of the members present.
- 7.4.2 Any proposal to dissolve the PTA must first be accepted by Executive Committee to be put on the agenda of a General Meeting or a Special General Meeting to be convened accordingly. The resolution must be agreed by at least two-third of the members present.
- 7.4.3 If any decisions or actions of the PTA violate its aims, the School Management Committee has the authority to overrule or even to dissolve the PTA. All its assets will be donated to the School or to approved charitable institutions at a resolution agreed by at least two-third of the members present.

7.5 Terms and Conditions

- 7.5.1 The PTA shall act in accordance with the Education Ordinance and shall not interfere with administration of the School;
- 7.5.2 Members cannot speak or act on behalf of the PTA without the prior authorization by the Executive Committee;
- 7.5.3 If any part of this Constitution is not clear or deemed to be discriminative, the Executive Committee has the right to explain for effective functioning of the PTA;
- 7.5.4 An election must be held within the three months' period before the tenure of the current Executive Committee ends.