

國民學校  
家長教師會

PTA 01/20  
(For P.1 and new students only)

PARENT & TEACHER ASSOCIATION, KWOK MAN SCHOOL



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Address : 30 Kwok Man Road, Cheung Chau  
Date: 18<sup>th</sup> September, 2020

Parent & Teacher Association, Kwok Man School notice of membership dues 2020-2021

Dear Parents,

Hello everyone! On behalf of the Parent & Teacher Association at Kwok Man School, we would like to extend a warm welcome to your child and delighted he/ she is studying with us. As a school parent you will automatically become a member of the Association. Your membership dues (2020-2021) are payable at the same time as the payment for your child's books. The constitution of the Association is attached to this letter for your parents' reference. If your parents have any comments or suggestions regarding on the Association or the school at any time, please feel free to submit them by the following methods:

- 1) Email kwokmanpta@yahoo.com.hk
- 2) Fill in the "Parent Opinion Reply Slip" on our website and send it back to the school
- 3) Call 29810432 or speak to us in person

We will do our best to follow up and act on your opinions or suggestions, and work together to make Kwok Man School outstanding. In addition, we strongly encourage and hope that parents to participate more in school activities and voluntary work in the school, such as the 'Story aunts and uncles' (once a week) and 'parent-child volunteers' (individual activities). If you are interested in participating, please look out for the forthcoming Notice and sign up as soon as possible.

Your sincerely

Ms Lam Yee Ling (Chairperson of Parent Teacher Association)  
Kwok Yuen Ki (Principal) (Vice-chairperson of Parent Teacher Association)



*Revised at the 4th (first) General Assembly on November 23, 2007*

## **Constitutions of Parent & Teacher Association, Kwok Man School**

### 1. Name

The association was named "Parent & Teacher Association, Kwok Man School".

### 2. Meeting place

The venue of the association is 30 Kwok Man Road, Cheung Chau.

### 3. Purpose

The purpose of this association is to

- a) Promote close ties between school and family, and cultivate friendly relations between parents and teachers.
- b) Discuss matters of common concern and work together to improve student welfare.

### 4. Members

#### a) Member categories:

- i) Parent membership: All approved guardians of current students of the school can apply for membership.
- ii) Teacher membership: The current principals and teachers of Kwok Man School are ex officio members. Teachers of our school who are also parents of students of our school are also teacher members.

b) All members have the right to vote, be elected, propose and vote, and participate in various activities organised by the Association.

#### c) Membership obligations:

- i) Observe the constitution and all resolutions.
- ii) Payment of membership dues.

#### d) Membership fee:

- i) The annual membership fee is 40 dollars, paid in two installments. If the membership fee needs to be adjusted, the Standing Committee shall move it and submit it to the General Assembly for consideration.
- ii) Parent members must pay the membership fee at the beginning of each semester.
- iii) The fee paid will not be refunded if the member withdraws halfway through.
- iv) Teacher members do not need to pay membership fees.

e) Except for the expenses listed in (d), members are not obliged to provide financial assistance to the Association. Any member can voluntarily donate to the Association for a meaningful work.

## 5. Organisation

### a) Standing Committee election

i) The Standing Committee is composed of nine parents elected by the General Assembly every two years, together with the principal and three teachers of the school, with two additional members. The faculty members shall be elected by the faculty from each other before the annual general meeting.

ii) Members of the Standing Committee: mutual election by the Standing Committee

One chairman (elected by the parent)

The first vice chairman (elected by the parent)

Second Vice Chairperson (represented by the principal)

One treasurer (to be filled by a parent)

One Finance Secretary (to be filled by a teacher)

One secretary and director (filled by parents)

One secretary assistant (filled by a teacher)

Two Recreation Directors (to be filled by one parent and one teacher)

The rest are executive members

iii) The members of the Standing Committee are all volunteers. The term of the parent members is two years, and they may be re-elected. The term of office of faculty members is one year. If the committee resigns midway, alternate members will be replaced in turn.

iv) The Standing Committee meets regularly every three months. For special matters, the chairman may convene an extraordinary meeting. Standing Committee meetings are valid when more than half of the members are present.

v) The Standing Committee may set up a special group to handle meeting affairs.

vi) After receiving a written request from at least 20 members of the association to set out certain matters, a special general meeting can also be held. The notice of convening a special general meeting must be sent to all members seven days before the meeting.

vii) Appointing parent members to join the Standing Committee:

The outgoing members of the Standing Committee should send letters inviting all parent members to run for election and there should be nine new members elected at the annual general meeting.

viii) The Standing Committee has the right to co-opt members as consultants for any specific purpose.

a) Nomination or election for registration as a parent manager of an incorporated management

committee

- b) Each member can nominate an existing parent as the parent candidate of the Incorporated Management Committee
- c) No one can run for election or serve as a manager in more than one sector at the same time (eg parent manager and alumni manager)
- d) The election for nomination and registration as parent manager shall be conducted in accordance with the Education Ordinance and this paragraph:
  - i) The election must be presided over by the Returning Officer. The Returning Officer is elected by the Standing Committee of the Association or a teacher appointed by the school. However, the Returning Officer cannot be a candidate for the election of parent managers.
  - ii) The Returning Officer must give written notice to all parents no less than 14 days before the election date. The notice:

Specify—

- (1) Candidate qualifications and responsibilities for parent manager election
  - (2) Number of vacancies for parent managers
  - (3) Nomination period
  - (4) Nomination method
  - (5) Voting date
  - (6) Counting date
  - (7) Announcement date and
  - (8) Other information
- iii) The Returning Officer must send a letter to all parents no less than seven days before the election day, listing the names and profiles of the nominated candidates.
  - iv) The candidate with the most votes is nominated to register as a parent manager, and the second most nominated candidate to register as an alternative parent manager.
  - v) If the voting result shows that the number of votes is equal, the Returning Officer will decide by drawing lots, and the winner will be regarded as the one with more votes.
  - vi) The Association shall nominate the selected parents to the Incorporated Management Committee of the school to serve as parent managers. The Incorporated Management Committee applies to the Permanent Secretary of Education for the registration of the selected parents as managers of the Incorporated Management Committee.
  - vii) If the child of a parent manager is no longer an existing student of the school during his/her manager's term, the manager's term can continue until the end of the term or the end of the school year, whichever is earlier.

viii) If the parent manager resigns during the term of office and there is a vacancy, the Association shall conduct a by-election within three months in the same way to fill the relevant vacancy. The Council is unable to conduct a by-election during this period, and the Incorporated Management Committee may apply to the Permanent Secretary to fill the relevant vacancy for a further extension based on this reason.

6. General Assembly: This association takes the General Assembly as the highest authority. The chairman usually informs the members three weeks in advance to convene a meeting. During the closing of the conference, the Standing Committee will be the highest executive organisation. The quorum of the general meeting shall be valid with more than 30 members present. Those who are not free to attend can authorise other members in writing to act as representatives. If there is not enough a sufficient number to form a quorum for the assembly, it must be rescheduled and all members shall be notified to attend. If there is still not enough for a quorum, the daily attendance is the quorum. All resolutions are valid when passed by the majority of the present members.

a) Annual general meeting: The annual general meeting is held once from October to December. The chairman reports on the business situation and financial situation of the past year, elects the next Standing Committee, discusses proposals and temporary motions and other matters.

b) Temporary General Meeting: When the Standing Committee deems it necessary, or at the request of more than 30 members, it may convene a temporary general meeting.

7. Powers of the General Assembly:

a) Approve or modify the chapter.

b) Election of a Standing Committee.

c) Review and approve the conference affairs and financial reports submitted by the Standing Committee.

d) Discuss and decide other conference affairs.

8. Powers of the Standing Committee:

a) Execute the resolutions of the general meeting and special general meeting.

b) Handle daily conference affairs.

c) Submit conference business reports and financial reports to the General Assembly.

d) Plan all the work of the association and promote the development of the meeting affairs.

e) May hire the school manager or local enthusiastic person as the president, consultant, honorary president or honorary consultant. These persons have no right to vote or be elected. The superintendent of this school is an ex officio consultant.

f) Approve the acceptance of donations.

g) Approve the membership applications.

#### 9. The powers of the Standing Committee members:

- a) The chairman is the representative of the association, steering the groups under the committee, supervising all meetings, and in charge of all conference affairs.
- b) The vice chairperson assists the chairperson to handle conference affairs. If the chairperson asks for leave or resigns, the first vice chairperson (parent) will act for him in turn.
- c) The Treasurer is in charge of all financial and revenue and expenditure affairs, and formulates the financial year end and budget before the general meeting is held every year, and sends it to the Standing Committee for review and then submits it to the general meeting for approval.
- d) The chief secretary is in charge of all correspondence, documents and meeting minutes.
- e) Recreation Directors are responsible for all recreational activities.
- f) Other Committee members assist with meeting affairs.

#### 10. Finance

- a) The finances of the Association (including membership fees and donations) are only used for the development of conference affairs, membership benefits and promotion of school education.
- b) The treasurer shall report on the financial status of the association at the meetings of the Standing Committee.
- c) The Standing Committee has the discretion to decide to allocate a certain amount from the funds of the Association to the school for the establishment of scholarships, awards or other purposes, and the Principal has full authority to use the funds allocated.
- d) The Standing Committee shall deposit all funds received by the Association at the bank. All cheques for withdrawal of the funds of the Association must be signed by two of the chairman, the first vice chairman and the treasurer to be valid.

#### 11. Penalties

If a member violates one of the following, the Standing Committee may warn him or expel his membership:

- a) Violation of the articles of association or resolutions.
- b) Violation of local criminal laws and penalties determined by law.
- c) Fraudulent use of the name of the Association to commit illegal acts.
- d) Those who owe their dues.

#### 12. Amending the Constitution/Disbanding the Parent Teacher Association

- a) If the constitution of this association is not done well, it can be revised by the general meeting and approved by a two-thirds majority of the attending members.
- b) The matters discussed and the activities held by the club must not contravene the education

regulations.

- c) This Council cannot discuss personal issues.
- d) No members are not allowed to make any comments in the name of the association or use the name of the association for any activities without the consent of the association.
- e) In the event of the dissolution of the Association, all assets and surplus will be given priority to the Incorporated Management Committee of Kwok Man School or other registered charities.