

RAIMONDI COLLEGE PRIMARY SECTION
高主教書院小學部



Parent-Teacher Association
家長教師會

Constitution
會章

**RAIMONDI COLLEGE PRIMARY SECTION
PARENT-TEACHER ASSOCIATION
CONSTITUTION**

- Name 1. The name of the Parent-Teacher Association for the Raimondi College Primary Section shall be “RAIMONDI COLLEGE PRIMARY SECTION PARENT-TEACHER ASSOCIATION” (hereinafter referred to as the “Association”)
- Office 2. The office of the Association shall be situated at Raimondi College Primary Section, 1E, Shiu Fai Terrace, Stubbs Road, Wan Chai, Hong Kong (hereinafter referred to as the “School”).
- Registration 3. The Association shall be registered in accordance with the provisions of Section 5 of the Societies Ordinance Chapter 151, Laws of Hong Kong.
- Objects 4. The objects of the Association shall be:-
(a) To enable the advancement of education;
(b) For advancement of education, to strengthen the relationship between parents and teachers;
(c) For advancement of education, to secure suitable co-ordination between home education and School education .
- Ordinary Members 5. Parents/Guardians of the present pupils of the School may join as Ordinary Members of the Association provided an annual subscription have been paid pursuant to Article 30.
6. The Supervisor, Principals and Vice-Principal of the school will automatically be the Ex-officio Member in the Executive Committee. The full-time teachers of the School will automatically be the Ex-officio Members. If any teaching staff is at the same time also a parent or guardian of a current pupil, he or she shall be an Ex-officio Member only and shall not be an Ordinary Member.
7. Subject to Article 12, parents/guardians whose children/wards have left the School, and members of the teaching staff who have left employment shall automatically cease to be ordinary members/Ex-officio Members of the Association.
8. The membership of an ordinary member may be terminated by the Executive Committee if he or she is in breach of any of the terms herein.
- Rights and Duties 9. All ordinary members shall have the right to vote at all general meetings of the Association and shall be eligible for election to the Executive Committee of the Association and may participate in all the activities of the Association.
10. All ordinary members shall abide by the Constitution of the Association and follow the decisions made at the Annual General Meetings as are applicable to them.
11. Each parent/guardian member shall have one vote at all the meetings, irrespective of the number of his or her children/wards who are studying in the School.

- Honorary Members
12. Subject to Article 19, all ex-presidents of the Association whose children have left the School will automatically be honorary members of the Association and may participate in all the activities of the Association. Honorary members shall not have the right to vote and shall not be eligible for election to the Executive Committee of the Association.
- Annual General Meetings & Extra-Ordinary Meetings
13. There shall be an Annual General Meeting of the Association in each academic year. An Extra-Ordinary General Meeting may be called at short notice of not less than seven days with an agenda to go with the notice. The functions of an Annual General Meeting and Extra-Ordinary General Meeting are to decide on all matters relating to the Association.
14. The Annual General Meeting shall be held as early in the academic year as possible, and in any case not later than 30th November in each year.
15. In the Annual General Meeting or Extra-Ordinary General Meeting, 30 members present shall form a quorum. In any such meeting, other than for the dissolution of the Association, all the matters shall be decided by a simple majority of the members present at the meeting. The Chairperson at any meeting shall have an original vote and also, if upon any matter the votes are equally divided, have a casting vote. No proxy is acceptable in any meeting.
- Executive Committee
16. The Executive Committee of the Association shall consist of a President, two Vice-Presidents, one Secretary, one Treasurer, and not more than ten other committee members.
17. The list of Executive Committee members shall be adopted at the Annual General Meeting. The President, two Vice-Presidents, Secretary, Treasurer, shall be elected during the first Executive Committee Meeting.
18. Members of the Executive Committee shall hold office for a maximum of two years. All retiring committee members shall be eligible for re-election.
19. The Immediate Past President of the Association shall be an ex-officio member of the Executive Committee.
20. The Executive Committee may co-opt honorary members to serve on the committee.
21. The Executive Committee shall be responsible for the management of the Association.
22. In any Executive Committee Meeting, eight members shall form a quorum. All the matters shall be decided by a simple majority of the members voting at the meeting. The Chairperson shall have an original vote and also, if upon any matter the votes are equally divided, have a casting vote.
23. The President shall act as Chairperson of the Annual General Meeting, Extra-Ordinary General Meeting and Executive Committee Meetings. If the President is not present, one of the Vice-Presidents shall take his/her place.
24. The Secretary shall give two weeks' notice of the Annual General Meetings and one week's notice of the Executive Committee Meetings. Such notices shall state the agenda.

25. The minutes of all the meetings Executive Committee shall, after confirmation and adoption, by Executive Committee be signed by the Chairperson of the current meeting, and the signed minutes shall be placed in a book specifically for this purpose.

26. In the event of a member of the Executive Committee being temporarily unable to perform his/her duties, a substitute may be elected by the Executive Committee to serve in the place of the member during his/her absence.

Nomination
Committee

27. A Nomination Committee will be formed two months before the end of the academic year. The Nomination Committee to be appointed by the Executive Committee shall consist of one of the Vice-presidents as Chairperson and six other members recruited from the Executive Committee. The Executive Committee may have the power to co-opt ordinary members to serve on the Nomination Committee, but the size of the Nomination Committee shall not be more than 8 members. School will nominate Ordinary Members based on their participation at school events and support.

28. The Nomination Committee shall affect contacts with the selected members within one week after its formation so as to draw up a list of the members who are willing to be nominated for election. Such a list should be sent to each member, together with the notice of the Annual General Meeting.

Subscription &
Finance

29. The annual subscription payable by an Ordinary Member shall be initially set at HK\$100. The Executive Committee has the right to determine the subscription. No subscription shall be payable by an Ex-officio Member.

30. Parents/Guardians shall pay their annual subscription before 30 September each year. After payment is made, there shall be no refund. The funds collected shall be used for the operating expenses of the Association which shall be in accordance with the objects of the Association only as stated in Articles 4(a), (b) and (c) of the Constitution.

31. The finances of the Association shall be managed by the Treasurer. All funds belonging to the Association shall be deposited in one or more banks authorized by the Executive Committee. All cheques drawn on such bank accounts shall be signed by the Treasurer, President and counter-signed by the Principal. All the expenditures must be approved by the Executive Committee before the payment is made, with the exception of expenditures not exceeding HK\$1,000.00 in which case the expenditures may be put forward to the Executive Committee for endorsement after the payment has been made.

32. The Treasurer shall be responsible for the collection of all the funds due to the Association, for the deposit of the funds in the account of the Association, and for the payment of all the expenses of the Association from the account.

33. The annual financial expenditure of the Association is generally limited to the amount of the annual subscription received.

34. An Auditor shall be appointed yearly by the Executive Committee to audit the financial statement of the Association.

Amendments of the Constitution	35. The Constitution may be amended at the Annual General Meeting or at an Extra-Ordinary General Meeting provided that the simple majority of the members present at the meeting so resolved.
Dissolution of the Association	36. The Association shall be dissolved if so resolved by a majority of two-thirds of the members present at the Annual General Meeting or at the Extra-Ordinary General Meeting. 37. If upon the dissolution of the Association there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, this shall not be paid to or distributed among the members of the Association; but shall be given or transferred to some other institution or institutions, having objects similar to the objects of the Association, and which shall prohibit the distribution of its or their income and property amongst its or their members to an extent at least as great as is imposed on the Association under or by virtue of Articles 40 and 41 below and this article, such institution or institutions to be determined by the members of the Association or at or before the time of dissolution and in default thereof by a Judge of the High Court of the Hong Kong Special Administrative Region having jurisdiction in regard to charitable funds and, if this provision cannot be effected, then to some charitable object.
Miscellaneous	38. Unless the context otherwise requires, in this Constitution, words importing, the singular number only shall include the plural and vice versa and words importing the masculine gender shall include the feminine gender. 39. If there is any conflict or inconsistency between the English version and the Chinese version of this Constitution, the English version shall prevail.
Application of Income and Property	40. The income and property of the Association shall be applied solely towards the promotion of the objects as set out in this Constitution. 41. None of the income or property of the Association may be paid or transferred directly or indirectly, by way of dividend, bonus or otherwise howsoever to any member of the Association. 42. No member of the Executive Committee or governing body of the Association shall be appointed to any salaried office of the Association, or any office of the Association paid by fees and no remuneration or other benefit in money or money's worth shall be given by the Association to any member of the Executive Committee or governing body.
Disclosure of Interest and Note to Vote for Avoidance of Conflict of Interest	43. If an Executive Committee member is in anyway (directly or indirectly) interested in a transaction, arrangement or contract or proposed transaction, arrangement or contract with the Association that is significant in relation to the Association's operations and the Executive Committee member's interest is material, the Executive Committee member must declare the nature and extent of the Executive Committee member's interest to the other Executive Committee members.

44. An Executive Committee member must neither vote in respect of the transaction, arrangement or contract or proposed transaction, arrangement or contract in which he is so interested nor be counted for quorum purposes, and if he does so vote his vote shall not be counted.

Accounts

45. The Executive Committee members must prepare annual financial statements for each accounting reference period. The financial statements must be prepared to show a true and fair view and follow accounting standards issued or adopted by the Hong Kong Institute of Certified Public Accountants or its successors and adhere to all of its recommended practices.
46. The Executive Committee members must keep accounting records (including donation receipts).