

Delia Memorial School (Hip Wo) Parent-Teacher Association Constitution

1. Name

The Association shall be named the "Delia Memorial School (Hip Wo) Parent-Teacher Association". ('the Association' as the short form shall be adopted below)

2. Address

The address of the Association shall be 221, Hip Wo Street, Kwun Tong, Kowloon, Hong Kong.

3. Aims

- 3.1 to promote close liaison between the school, teachers and home as well as to foster friendly relations among parents themselves.
- 3.2 to discuss matters of mutual concern in a concerted effort to improve the welfare of the pupils.

4. Membership

- 4.1 All parents of pupils enrolled in the School, the current principal and teachers of the school are members.
- 4.2 Members shall have the right to elect office-bearers and to be elected as office-bearers, as well as the right to vote at meetings which they are entitled to attend.
- 4.3 Members shall have the obligation to observe the rules of the Constitution and to abide by the decision of a meeting.
- 4.4 Membership is free.

5. Organization

The organization shall consist of a General Assembly and a Standing Committee.

6. Standing Committee

- 6.1 The Standing Committee shall be the highest authority of the Association and all matters of the Association shall be managed by the Standing Committee.
- 6.2 The Standing Committee shall be composed of 7 members, 3 of whom are parent-members which are elected from the General Meeting, 1 from the teacher-members which is appointed by the Standing Committee and 3 ex-officio members, including the school principal and the school administrators.
- 6.3 The term of office of the parent committee members shall be two academic years, with the extension of a second term to the maximum total of four years.
- 6.4 The Chairman shall report to members on the general affairs and financial situation of the Association annually in the General Meeting.
- 6.5 Each outgoing parent-member must nominate and invite at least three parent-members to join the election, two of whom shall be elected by members.

- 6.6 The members of the Standing Committee shall elect among themselves the following office-bearers: Chairman, Vice-Chairman, Treasurer, Assistant Treasurer, Coordinator, Assistant Coordinator and Secretary.
- 6.7 The Chairman has to be elected among the parent-members. The Treasurers have to be elected from (ex-officio) members.
- 6.8 The Standing Committee shall have the power to increase committee members by election to replace vacancies occurring during the year.
- 6.9 The Standing Committee shall have the power to increase committee members by election in an advisory capacity for any specific purpose.
- 6.10 Within a term of office, no two members of the same family shall serve on the Standing Committee.
- 6.11 The voting system of the Standing Committee is one vote for one member. However, the Chairman shall have the casting vote in the absence of a simple majority when both sides have an equal number of votes.
- 6.12 All members in the Standing Committee are on voluntary basis.

7. The General Meeting

- 7.1 The Standing Committee shall have the right to call on an Extra-ordinary General Meeting if the need arises.
- 7.2 Extra-ordinary General Meetings may be called on receipt of a written request from at least 15 members of the Association stating the subject or subjects for discussion and the secondment of 15 other members .
- 7.3 14 days notice of such meeting shall be served to all members.
- 7.4 The quorum for a General Meeting shall be 20 members.
- 7.5 At the meeting, the Chairman shall have the casting vote in the absence of a simple majority when both sides have an equal number of votes.

8. Finance

- 8.1 The purposes to which the funds of the Association may be applied to are for its development and expenses.
- 8.2 It shall be the duty of the Honorary Treasurer to report on the financial condition of the Association at the Standing Committee Meetings.
- 8.3 The Standing Committee shall have the power to grant at its discretion sums of money from the Association funds to the School to be used for scholarships, prizes, or other purposes and the Principal shall have full authority to use the sums so granted.
- 8.4 The Standing Committee shall cause all sums of money received by the Association to be deposited in an appointed bank. Any cheques for the withdrawal of Association money shall be valid provided they are signed by the two Treasurers.
- 8.5 Members shall have no further monetary obligations to the Association other than those specified. Any member willing to make donations for

a worthy cause to be undertaken by the Association may do so on a voluntarily basis.

8.6 All subscriptions once paid shall not be refunded.

8.7 When the Association is in debt, the accountability lies on the Committee members.

9. Audit

The General Assembly shall elect an Honorary Auditor, who shall audit the accounts of the Association at least once a year.

10. Amendment to the Constitution/Dissolution of the Association

10.1 Any amendment to the Constitution must be approved by a two-third majority of the members present in a General Meeting.

10.2 In the event of dissolution of the Association, the decision shall be assented to by a two-third majority of members present at the Annual General Meeting or an Extra-ordinary General Meeting. Any remaining assets shall be donated to the school or to local charities as decided by the members.

Constitution (12th PTA) 15/11/2010