

# **HKCCCU Logos Academy Parent-Teacher Association Constitution**

## **香港華人基督教聯會真道書院家長教師會章程**

### **NAME**

The Chinese name of the Association shall be named “香港華人基督教聯會真道書院家長教師會” or abbreviated as “家教會”, and the English name shall be “HKCCCU Logos Academy Parent-Teacher Association” or abbreviated as “LAPTA”.

### **1. ADDRESS**

The address of the Association shall be No 5, Ling Kwong Street, Tseung Kwan O, Hong Kong.

### **2. OBJECTIVES**

- a. To advise the HKCCCU Logos Academy (hereinafter referred to as “the School”) on the viewpoints of parents and guardians of the students.
- b. To support and sustain the mission of the School for the advancement of education, in particular those matters concerning students and teachers.
- c. To strengthen communication, connection and co-operation amongst the School, parents and teachers for complementary development and implementation of home education and school education in order to improve the effectiveness of teaching and learning.
- d. To discuss issues of mutual concern of parents, the School and teachers; to support the development of school affairs and to jointly improve and promote student welfare.
- e. To enhance communication amongst parents, the School and teachers to facilitate healthy mental and physical development of students.
- f. To enhance communication and understanding amongst members and to launch activities of healthy and mental benefits for members.
- g. To hold Parent Manager Election and nominate the Parent Manager for The Hong Kong Chinese Christian Churches Union Logos Academy Management Committee Limited (hereinafter referred to as “the School Management Committee, SMC”).

### **3. MEMBERSHIP**

- a. Teacher members: current Principal, Deputy Principals, Assistant Principals and teachers of the School.
- b. Parent members: All parents or guardians of current students of the School would automatically become parent members. Each family of current students may have up to two memberships. Parents or guardians could give written notice to the School if not willing to be a parent member.
- c. Should the Principal, Deputy Principal, Assistant Principal, any teacher or executives be at the same time the parent or guardian of any students of the School, his/her membership should be categorized as “teacher member”.
- d. A parent member should have only one vote no matter how many of his/her children are students of the School.
- e. All parent members are required to pay an annual membership fee (if any) which is determined by the Association. The parent member may not exercise his/her membership’s rights if he/she has not paid the annual membership fee.
- f. All the personal data collected shall be kept by the Executive Committee and shall be processed

in accordance with the “Personal Data (Privacy) Ordinance” (CAP 486).

#### **4. MEMBERSHIP’S RIGHTS**

- a. Only parent members have the right to elect and be elected as Executive Committee members of the Association.
- b. All members have the right to propose, second and vote on motions in Members’ General Meetings.
- c. All members are at liberty to attend Members’ General Meetings and participate in all activities organized by the Association.

#### **5. MEMBERSHIP’S RESPONSIBILITIES**

- a. All members shall have the responsibility to attend Members’ General Meetings, and the obligation to obey this Constitution and to follow the decisions and resolutions passed in Members’ General Meetings or Executive Committee Meetings.
- b. Members have no responsibility, other than the annual membership fee, to advance any financial assistance to the Association. All members are at liberty to make voluntary donation to the Association.

#### **6. STRUCTURE**

- a. The “HKCCCU Logos Academy Parent-Teacher Association” is an affiliated body under HKCCCU Logos Academy.
- b. The Association is organized by Members’ General Meeting and Executive Committee.
- c. Members’ General Meeting is formed by all members which is the highest authority of the Association. During the recess of the Members’ General Meeting, all business and affairs of the Association shall be conducted by the Executive Committee (hereinafter referred to as “the Ex-Co”).
- d. The Session of the Ex-Co:
  - i) The first Session of the Ex-Co shall serve from 1 January 2012 to 31 December 2012
  - ii) The second Session of the Ex-Co shall serve from 1 January 2013 to 31 May 2014.
  - iii) Starting from the third Session, the Ex-Co shall serve from 1 June to 31 May of the next year.
- e. For the first and the second Sessions, the Ex-Co shall be constituted by eight to twelve Parent Executive Members and four to six Teacher Executive Members. From the third Session onwards, the Ex-Co shall be constituted by eight to twelve Parent Executive Members, the Parent Manager, and four to six Teacher Executive Members. The ratio of Parent Executive Members to Teacher Executive Members shall be about 2:1.
- f. Not more than six Teacher Executive Members (one being the Principal) shall be appointed by the School from teacher members prior to the Annual General Meeting and they shall be confirmed during Annual General Meeting.
- g. For the first Ex-Co, if there are more than twelve candidates, Parent Executive Member Election will be held. No more than twelve parent members are to be elected with the highest number of votes as Parent Executive Members with immediate effect during the Meeting for the formation of the Association. They shall use the method of general election amongst themselves to elect the parent office bearers of the first Ex-Co.
- h. Apart from the first Ex-Co, the Parent Executive Member Election will only be held when there are more candidates than the number of vacancies. Where there are not more candidates than

the number of vacancies, candidates running for Parent Executive Members shall be declared as elected ipso facto. Where there are more candidates than the number of vacancies, Parent Executive Members shall be elected by “one person one vote” in secret ballot by the highest number of votes present in the Annual General Meeting. The remaining candidates in the immediately preceding election shall stand as replacement of Parent Executive Members if there is any vacancy during the Session of the Ex-Co. The replacement list will rank in the descending order of the numbers of votes obtained by the remaining candidates.

- i. For the first and second Sessions, the term of office of Parent Executive Members shall be one Session. For the third Session, four to six Parent Executive Members shall be elected with a term of office of one Session, and another four to six Parent Executive Members shall be elected with a term of office of two consecutive Sessions. From the fourth Session onwards, the term of office of Parent Executive Members shall be two consecutive Sessions. Each parent member cannot serve as a Parent Executive Member for more than 3 consecutive terms. There is no upper limit on the total number of terms a parent member can serve as a Parent Executive Member.
- j. After the Annual General Meeting, the Parent Executive Members of the new Session shall convene a meeting as soon as possible. They shall use the method of general election amongst themselves to elect the following parent office bearers of the next Ex-Co. (If more than one Parent Executive Member obtains the same number of votes; a second general election shall be conducted and the Parent Executive Member who obtains the highest number of votes shall be elected. If the number of votes is still the same, the method of drawing lots shall be adopted):
  - i) Chairman (1 person): the post shall be held by the Parent Executive Member who shall be responsible for convening and in charge of Members’ General Meetings and Ex-Co Meetings and shall lead the Ex-Co to implement and develop the business of the Association.
  - ii) Vice-chairmen (2 persons): the posts shall be held by 1 Teacher Executive Member and 1 Parent Executive Member for assisting the Chairman to implement all businesses. During the absence of the Chairman, the Parent Vice-chairman shall take the place of Chairman.
  - iii) Secretaries (2 persons): the posts shall be held by 1 Parent Executive Member and 1 Teacher Executive Member to deal with all meeting minutes, information and to prepare the relevant meeting agenda.
  - iv) Treasurer (1 person): the post shall be held by 1 Parent Executive Member to deal with all incoming and outgoing ledgers, and to submit balance sheets and accounts for endorsement by the Ex-Co before submitting the same to Members’ Annual General Meeting for resolution.
  - v) Coordinator (1 person): the post shall be held by 1 Parent Executive Member to notify members to attend PTA activities and enhance the close communication in the committee.
  - vi) Committee Members: the remaining Parent Executive Members and Teacher Executive Members. They shall be responsible for planning and implementing all Association business and all kinds of relevant liaison, educational, recreational, academic and experience-exchange activities, etc.
- k. In the case of no replacement of Parent Executive Member as specified in Clause 6h, the Ex-Co shall have the power at any time, and from time to time, to appoint any parent member of the Association to be a Parent Executive Member, either to fill a casual vacancy or as an addition to the existing Parent Executive Members, but so that the number of Parent Executive Members and Teacher Executive Members shall not at any time exceed the limit fixed in

accordance with clauses in this Constitution. Any Parent Executive Member so appointed shall hold office only till the end of the term of the replaced Parent Executive Member and shall then be eligible for re-election subject to the provision of Clause 6i.

- l. The Ex-Co has the right to invite any person to act as consultant to the relevant committee for any designated purpose.
- m. For any one term of membership of the Ex-Co, no two Parent Executive Members shall come from the same family.
- n. All members of the Ex-Co shall be voluntary officers save the teacher members as employees who as employee of the School receive salaries.

## **7. MEETINGS**

### **a. Members' Annual General Meeting**

- i) An Annual General Meeting shall be called by at least 21 days' notice in writing to all members. Other than an Annual General Meeting and a Members' Extraordinary General Meeting (a meeting for the passing of a special resolution), a meeting of the Association shall be called by at least 14 days' notice to all members in writing. The notice shall be exclusive of the day on which it is served or deemed to be served and of the day for which it is given, and shall specify the place, the day and the hour of the meeting and, in case of special business, the general nature of the business shall be given, in the manner hereinafter mentioned or in such other manner, if any, as may be prescribed by the Association in general meeting, to such persons as are, under the Constitution, entitled to receive such notice from the Association
  - ii) An Annual General Meeting shall be conducted with not more than a lapse of 15 months between the date of one annual general meeting of the Association and that of the next meeting. The Meeting shall be convened by the Chairman. In the Meeting, Chairman shall report the general business of the Association; Treasurer shall report the financial status and submit the financial statements for endorsement; Election shall be held to vote on the Parent Executive Members and confirm the Teacher Executive Members of the coming session.
  - iii) Quorum of Annual General Meeting is defined as not less than 50 parent members (in person or by proxy) of the Association. All proposals should be passed by more than half of the attendees for turning into resolutions. Resolutions shall not contravene the objectives of the Association.
  - iv) If during the Annual General Meeting, the number of parent members present does not reach the quorum thirty-minutes after the commencement time as stated in the annual general meeting notice, the Annual General Meeting shall be adjourned to seven days later, at the same time and place, or to such other day and at such other time and place as the Ex-Co may determine with at least 7 days' notice in writing to all members, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the members present shall be a quorum.
- b. Ex-Co Meetings: At least 3 meetings shall be convened each year, and the number of persons to attend shall be at least half of the members of the Ex-Co. All business to be resolved during the meeting shall have the consent of more than half of the Ex-Co members who attended in order to be effective.
- c. Extraordinary General Meetings: Extraordinary General Meetings can be convened by the Chairman, or any two Ex-Co members, or by the written request of 10% or more of members

of the Association who jointly sign and list particular issues to be discussed with names of students and the respective class stated and to be convened by the Chairman or the Ex-Co. Within 28 days after the receipt of the written request, the Chairman or the Ex-Co shall convene the meeting in which all issues to be discussed and resolved shall be restricted to those listed in the joint request. The quorum and the method of notifying members to attend meeting shall be the same as those of Members' Annual General Meeting.

- d. In any of the aforesaid meetings, if the respective number of votes in support and dissent shall be the same, the Chairman shall have 1 additional decisive vote.

## **8. FINANCIAL MATTERS**

- a. The Association can apply money for developing businesses and discharging expenditure.
- b. The Treasurer shall report the financial status of the Association during each Ex-Co Meeting and shall prepare the statement of income and expenditure of the financial year. The Treasurer shall submit the account for endorsement by the Ex-Co and submit the same to the Annual General Meeting for resolution.
- c. The Ex-Co shall deposit all the money received by the Association into the designated bank account. All expense applications shall be duly signed by two authorized persons (i.e., any one person amongst the Chairman and the Treasurer plus the Principal) in order to be validated.
- d. All expenditures shall need prior approval of the Ex-Co. The Ex-Co shall, according to the actual circumstances, set out detailed principles that shall be applied for expenditures below a certain amount, in respect of which the Ex-Co can give covering endorsement after such payment is made.
- e. The Association can accept all financial donations which are made in accordance with the objective of the Association.
- f. The Ex-Co shall have the discretion to allot a certain amount of money from the Association to the School for provision of scholarships, prizes or other uses that are commensurate with the objectives of the Association.
- g. Should the Association incur any deficit during the Session of the Ex-Co, the Ex-Co Members who serve/served during the same Session shall be liable.
- h. The financial year of LAPTA shall be from 1 September to 31 August of the following year.

## **9. AMENDMENT OF CONSTITUTION/DISSOLUTION OF LAPTA**

- a. If it is desirous to dissolve the Association, the approval of two thirds or above of the members who attended the General Annual Meeting or Extraordinary General Meeting is required. After dissolution, all the remaining assets shall be donated to the SMC. The SMC of the school reserves the right to dissolve the LAPTA.
- b. If it is desirous to amend the Constitution herein, approval of two thirds or above of the members present at the Annual General Meeting or Extraordinary General Meeting is required. The date of the meeting and the amendments sought shall be notified in writing by the Ex-Co to all members at least 2 weeks prior to the scheduled meeting. The Amendment of the Constitution should be endorsed by the SMC of the School to be effective.

## **10. APPENDIX**

- a. The administrative matters of the School are sole affairs of the School which shall not fall within the scope of matters to be discussed by the Association.
- b. Should there be any dispute on school or LAPTA matters amongst Parents and Teachers

Members, the same shall be disposed of by the School.

- c. Should there be any conflict between this English version of the Constitution with the Chinese version of the Constitution, the English version shall prevail.
- d. The Association will notify the School of its activities and keep a record of the School's endorsement of the activities. The Association shall note that activities not endorsed by the School may not be covered by the School's public liability insurance.

## **11. ELECTION OF PARENT MANAGER**

The Association shall elect parent manager nominees for the SMC in accordance with the following procedures.

- a. Only the parent or guardian or person having the actual custody of current students of the School is eligible to become a candidate except those who:-
  - i) are serving teachers at the School; or
  - ii) do not meet the registration requirements of manager set out in section 30 of the Education Ordinance; or
  - iii) are already manager(s) of the SMC in another capacity or are seeking nomination as such manager in another capacity.
- b. The Association shall elect such number of parent manager as stipulated in the SMC's Articles of Association.
- c. The term of office is 1 year from 1 June to 31 May of the following year.
- d. The Association may assign a Returning Officer to monitor the nominations and supervise the issue of ballot papers and counting of votes. The Returning Officer must not be a candidate for the parent manager election.
- e. The Returning Officer may issue a letter informing all parents of the parent manager vacancy, the period of nomination, method of nomination, date of voting, date of counting session, date of announcement of results and other relevant information, with a nomination form attached. The letter should also outline the eligibility and responsibilities of candidates.
- f. A parent may nominate himself/herself or another eligible candidate to stand for the election. One parent can nominate one person only and such nomination must be seconded by two other parents. The written consent of the candidate to stand for election must also be obtained.
- g. If the number of candidates is equal to or less than the number of vacancies, the candidate(s) will be elected automatically. If no one is nominated, the deadline of nomination may be extended.
- h. Each nominated candidate should supply a brief statement of his/her personal information to the Returning Officer within such number of words as stipulated by the Returning Officer. In the brief statement, the candidate must declare whether he/she has violated section 30 of the Education Ordinance regarding the grounds for refusal to register as manager by the Permanent Secretary for Education.
- i. Not less than 7 days before the election day, the Returning Officer should issue another letter to all parents listing the names of the candidates with their brief statements and declarations. The letter should also explain the procedure and timetable of the election. If so required, the Returning Officer may arrange a meeting for the candidates to introduce themselves to all parents and answer questions.
- j. All parents of current students at the School are eligible to vote. A teacher of the School who is a parent also has the right to vote. Every parent should vote individually and has one vote irrespective of the number of children the parent has at the School. Each student may be given

two votes for the parents or, where there are no parents, one vote for the guardian or person having actual custody of the student.

k. The period between the date of voting and the deadline of nomination should at least be 2 weeks.

l. Voting Method

i) Voting should be conducted by secret ballot. Electors are not allowed to put down their names or any other marks of identification on the ballot papers.

ii) The Returning Officer should provide locked ballot boxes at the School and inform the parents of the ways of casting votes, such as in person or by post or in sealed envelopes given to class teachers by students or any combination of ways.

m. Counting of Votes

i) The Returning Officer should arrange a counting session and invite all parents, candidates, executives and the Principal of the School to attend and witness counting of votes.

ii) A ballot paper will be deemed to be invalid if it is not marked properly or is marked in such a way that the identity of the elector can be traced.

iii) The one who obtains the greatest number of votes will be nominated for registration as the parent manager. The second greatest number will be nominated for the registration as alternate parent manager. Where two or more candidates obtain the same number of votes, the successful candidates should be chosen by drawing lots.

iv) The ballot cast should be put in a sealed envelope signed by the Returning Officer and any one executive and kept by the Association for at least 6 months.

n. Announcing Results

The Returning Officer may inform the parents of the results of election by notice to be distributed.

o. Appeal

i) Unsuccessful candidates may, within 7 days of the announcement, appeal to the Association in writing together with the reasons.

ii) Appeal without reason will not be entertained.

iii) The Ex-Co will convene an appeal sub-committee comprising one parent and one teacher appointed by the Principal to adjudicate on the appeal. The two sub-committee members must not have participated in the previous vote counting. If re-counting of votes is required, the appellant and other candidates must be invited to attend. The decision of the appeal sub-committee is final. If the sub-committee cannot reach a unanimous decision, the appeal will be decided by the Ex-Co.

p. Follow-up actions

The Association shall submit the name(s) of the successful candidate(s) to the SMC for registration as parent manager.

q. Causal Vacancies

i) A parent manager whose child is no longer a current student of the School during his/her term of office shall cease to be the parent manager and must resign with immediate effect.

ii) A parent manager vacancy arising from resignation during a term of office shall be filled by a by-election among Parent Executive Members of the Association in the following Ex-Co meeting. The elected Parent Executive Member will be nominated to the SMC as parent manager till the end of the concerned SMC session.