

**Constitution  
of the  
Parent Teacher Association  
of  
Tak Oi Secondary School**

**Chapter I: General**

1. Name: Parent Teacher Association (“PTA”) of Tak Oi Secondary School (the “School”)
2. Address: Tak Oi Secondary School, 8, Tsz Wan Shan Road, Tsz Wan Shan, Kowloon.
3. Objectives:
  1. To promote close contact between the School and families and to develop friendly relationship among parents and between the teachers and parents.
  2. To support the School in joint development of education and improvement of student welfare.
  3. Discuss matters of common interest and promote balanced development of study and ethics of students.

**Chapter II. Members**

1. Qualification: Parents of all current students of the School are parent members.  
The Principal for the time being of the School shall be the Honorary Advisor of the PTA.  
All current teachers of the school are teacher members.
2. Rights: Parent members have voting and election rights, the right to be elected and the right to raise resolutions. During election or voting, votes shall be cast based on the unit of family. Each family is entitled to one vote. Teacher members only enjoy voting, election right and the right to raise resolutions but do not enjoy the right to be elected.
3. Obligations: Each member shall comply with all the provisions of this Constitution and the resolutions passed at the Annual and Extraordinary Members’ Meeting.
4. Members:
  1. Parent members should pay annual membership fees based on the family as a unit. Each family shall pay one membership fee. The amount of the annual membership fee for the subsequent year is to be decided based on various factors like inflation by the current Board of Committee Members by ballot.
  2. No membership fee paid will be refunded.
  3. Donations are also welcome.

**Chapter III: Organization and Duties**

- Organization:
1. Members’ Meeting The Members’ Meeting is the highest level of authority of the PTA.  
The Members’ Meeting is composed of all members.
  2. Board of Committee Members 1 The Board of Committee Members is the highest organ of execution of the PTA. The Board of Committee Members shall not have less than 10 nor more than 12 committee members.

- 2 The Board of Committee Members shall be composed of not less than 6 or more than 8 parent members and 4 teacher members appointed by the Principal.
- 3 Parent committee members shall serve for terms of 2 years. A parent committee member shall be eligible for re-election upon expiry of a term. Each family is entitled to having one parent to be a parent committee member. There is no quota for parent volunteers of the PTA. If any parent committee member (other than the Chairperson) vacates his/her office, an Additional Parent Committee Member shall perform his/her duties as a deputy until the end of the current term.
- 4 Teacher committee members shall serve terms for two school years. If any teacher committee member vacates his/her office, the Principal shall appoint another teacher as deputy until the end of the current term.
- 5 All members of the Board of Committee Members serve without remuneration.
- 6 The candidates who fail to be chosen in the election shall become Additional Parent Committee Members with their consent. The maximum number of Additional Parent Committee Members is **four**. Among the candidates who are not chosen, the ones with the largest number of votes shall become Additional Parent Committee Members. They have to bear the same rights and obligations of Parent Committee Members. If the candidates receive the same number of votes, having an impact on whether or not such candidate will become Additional Parent Committee Members, the election for such candidates shall be held again or the elected candidates shall be determined by random draw.

Additional Parent Committee Members have the right to attend meetings of the Board of Committee Members; however, they are not eligible for casting any votes or raise any resolutions in the meetings. If any Parent Committee Member is absent from a meeting, his/her rights to cast votes and raise resolutions shall be passed to an Additional Parent Committee Member. The Additional Parent Committee Member who has more votes shall be eligible for having the rights first. If any Parent Committee Members vacates his/her office, an Additional Parent Committee Members shall perform his/her duties as a deputy until the end of the current term. The Additional Parent Committee Member who has more votes shall be eligible for performing his/her duties as a deputy first.

7 The structure is as follows:

Parent Committee Members

Chairperson	1 person
Vice Chairperson	1 person
Secretary	1 person
Treasurer	1 person
Event Manager	1 to 2 persons
Liaison and General Affairs	1 to 2 persons

Teacher Committee Members

Deputy Vice Chairperson	1 person
Deputy Secretary	2 persons
Deputy Treasurer	1 person

Duties	1. Members' Meeting	<ol style="list-style-type: none"><li>1. Pass or amend the Constitution.</li><li>2. Elect Parent Committee Members of the PTA.</li><li>3. Review and pass activity and financial reports from the Board of Committee Members.</li><li>4. Discuss and determine other matters of the Members' Meeting.</li></ol>
	2. Board of Committee Members:	<ol style="list-style-type: none"><li>1. Execute resolutions passed by Members' Meeting and Extraordinary Members' Meeting.</li><li>2. Make recommendations to the Members' Meeting and handle all daily activities of the board.</li><li>3. Make work plans for the board and seek development of board activities.</li></ol>
	3. Committee Members:	<ol style="list-style-type: none"><li>1. Chairperson: The highest level leader of the PTA, responsible for holding and chairing all meetings and handling all matters of the PTA.</li><li>2. Vice Chairperson: Assist the Chairperson with the promotion of the activities of the PTA. Act as the Chairman's deputy when the Chairperson is absent, on leave or vacates the position.</li><li>3. Secretary: Responsible for drafting all internal and external correspondence of the PTA, members' list, agenda and minutes of meetings and maintain all relevant files.</li><li>4. Treasurer: Responsible for handling all financial matters, preparation of year-end closing accounts before the Annual Members' Meeting, submit it to the Board of Committee Members for review before submitting it to the Members' Meeting for</li></ol>

approval. The membership fees received by the Treasurer shall be deposited into the bank designated by the PTA. Such bank account shall be operated by the joint signatures of the Treasurer (or Chairperson) and Deputy Treasurer (or Deputy Vice Chairperson).

5. Event Manager: Responsible for the planning, organization and promotion of all events.
6. Liaison: Responsible for contacting the members, printing and distribution of correspondence and promotion of all events organized by the PTA.
7. General Affairs: Responsible for procurement of items, preparation of meeting locations and management of other matters.

Upon expiry of the term of the Chairperson and Vice Chairperson, they shall automatically become permanent honorary advisors of the PTA.

#### **Chapter IV: Meetings**

1. Annual Members' Meeting: To be organized on the date and at the time and location designated by the Board of Committee Members every school year. After such decisions are made, a written notice about the date of the members' meeting shall be sent to all members 7 days before the meeting date. The quorum for a Members' Meeting is the presence of 5% of all members.
2. Board Meetings: At least 3 regular meetings shall be held every school year to discuss the execution and review of all activities of the board. The quorum for a board meeting is the majority of all parent committee members and the majority of all teacher committee members.
3. Extraordinary Members' Meetings: May be convened by committee members' resolution in case of special needs. 5% of parent members may also ask for an extraordinary members' meeting to be held. However, the matters for discussion and resolution shall be limited to those listed in the request form. The notice to be given and the quorum for extraordinary members' meeting are the same as those for annual members' meetings.
4. Resolutions:
  1. Resolutions in annual members' meetings, extraordinary members' meetings and board meetings shall be passed by 50% of those present at the meetings.
  2. In any board meeting, no vote shall be cast on behalf of any absent committee members.
5. Adjournment:
  1. Annual Members' Meeting:

If the quorum is not constituted within half an hour from the commencement of the meeting, the Chairperson shall announce an adjournment and the meeting shall be re-convened within 14 days. The Board of Committee Members shall inform each member in writing of the details of the meeting 7 days before the date of adjourned meeting. If the quorum is not constituted within half an hour from the

commencement of the adjourned meeting, the number of persons present on such day shall constitute the quorum.

2. Board Meetings:

If the quorum, i.e. the majority of all parent committee members (Additional Parent Committee Members counted) and the majority of all teacher committee members, is not constituted within half an hour from the commencement of the meeting, the Chairperson shall announce an adjournment and the meeting shall be re-convened within 14 days. If the quorum is not constituted within half an hour from the commencement of the adjourned board meeting, the number of persons present on such day shall constitute the quorum.

3. Extraordinary Members' Meeting:

If the quorum is not constituted within half an hour from the commencement of the meeting, the Chairperson shall announce that the meeting is canceled.

## Chapter V: Elections

Initial

1. Elect Parent Committee Members of the PTA (once every 2 years).

Election:

2. Approximately 6 weeks before the election date, the current committee members shall elect two parent committee members and two teacher committee members to form the Election Committee. An election manager shall be appointed by the Chairperson or elected by the parent committee members from among themselves to be responsible for election matters.
3. The Election Committee shall print a list of all members approximately 4 weeks before the election date. Such list shall be maintained at the office of the PTA for consultation. Nomination forms shall also be printed and distributed to all members.
4. A candidate shall only participate in the election through nomination by one member. Each member can nominate up to 3 candidates.
5. After the Election Committee collects the nomination forms, the candidates' intentions shall be consulted based on the nomination situation and a list of candidates shall be printed and distributed to all members 1 to 2 weeks before the date of election.
6. All members should attend the annual members' meeting to cast a vote. Any member who cannot attend the meeting may sign a proxy, authorizing another member to cast a vote on his/her behalf.
7. During the election, two persons shall be elected during the meeting to serve as supervisors. If there are more than 8 candidates, the 8 candidates that receive the most votes shall be elected.
8. If the candidates receive the same number of votes, having an impact on whether or not such candidates will be elected, the election for such candidates shall be held again or the elected candidate shall be determined by random draw.
9. If the number of persons to be elected is less than 8, voting by trust may be carried out.
10. Election through voting by trust or no-trust shall be resolved through approval by

at least 50% of the participants.

- Subsequent Elections:
1. The Election Committee shall convene a joint meeting including new and old committee members within 14 days from the election of the new Parent Committee Members to assist the newly elected committee members to elect persons from among themselves to serve the offices of the Board of Committee Members.
  2. After such election of officers is completed, the Election Committee shall be dissolved.
  3. The old committee members shall hand over the duties within 7 days from the completion of the elections of officers.

#### **Chapter VI: Penalties**

Penalty: Any committee member or member who commits any of the following may be excluded from membership by the Board of Committee Members:

1. Breach of the Criminal Law of Hong Kong, with court judgment.
2. Engage in any activity that is not related to the PTA in the name of the PTA without the consent or authorization of the PTA.
3. Engage in any illegal act, causing damage to the reputation of the PTA.
4. Breach any provisions of this Constitution or any resolution.
5. Failure to pay membership fee shall result in the member being excluded from participating in any event sponsored and organized by the PTA.
6. The Board of Committee Members may cancel the membership of any member who commits any of the above; however this provision shall not apply to the Parent Manager or one Alternate Parent Manager of the Incorporated School Management Committee.

#### **Chapter VII: Amendment to Constitution/Dissolution**

1. Amendment to Constitution: Any matter that is not fully provided for under this Constitution shall be raised in the annual members' meeting or extraordinary members' meeting. After discussion and approval, the matter shall be submitted to the Societies Offices of the Police Force for approval.
2. Dissolution of the PTA: If the PTA is to be dissolved, a special members' meeting for this purpose shall be held and the PTA shall only be dissolved after the resolution to dissolve the PTA has been approved by at least 50 per cent of those present. All remaining assets of the PTA shall be donated to Tak Oi Secondary School.

#### **Chapter VIII: Nomination of Parent Manager and Alternate Parent Manager**

1. The Association shall conduct the election of the Parent Manager and the Alternate Parent Manager and shall nominate the Parent Managers so elected to the Incorporated Management Committee (IMC) of Tak Oi Secondary School which shall in turn apply to the Permanent Secretary for registration of the elected Parent Manager and the Alternate Parent Manager as a School Manager of the IMC.
2. Parents or guardians of current students shall have election rights.
3. The Parent Manager and the Alternate Parent Manager shall be elected in a fair and transparent anonymous ballot in accordance to the Guide for Parent Manager Election issued by the Education Bureau.

Amended on 19<sup>th</sup> October 2020