

**THE YMCA OF HONG KONG CHRISTIAN COLLEGE**  
**PARENT-TEACHER ASSOCIATION**

**CONSTITUTION**

**ARTICLE I**

The name of the Association is the YMCA of Hong Kong Christian College Parent-Teacher Association (hereinafter referred to as “the Association”).

**ARTICLE II**

The purposes of the Association are to promote home-school co-operation, to improve home-school relations, and to provide an organization through which all those engaged and interested in the work of the YMCA of Hong Kong Christian College (hereinafter referred to as “the College”), may meet, collaborate, co-operate and generally exchange ideas and information, in order to advance the mission of the College.

**ARTICLE III**

Upon winding up or dissolution of the Association, any assets of the Association remaining after the satisfaction of its debts and liabilities shall be transferred or given to an organization, the objectives of which are similar to the objectives of this Association, as may be determined by the members at the time of winding up or dissolution, and if effect cannot be given to the aforesaid provision, then such funds shall be given or transferred to some other organization, provided that such organization referred to in this paragraph shall be a charitable organization or charitable trust recognized by the Government of the Hong Kong Special Administrative Region, People’s Republic of China, as being qualified as such under the provisions of the relevant Ordinance or Ordinances from time to time in effect.

**ARTICLE IV**

The Association may accept donations from any person, institution or group that wishes to assist the Association financially towards achieving its objectives.

## BY-LAWS

### SECTION I – MEMBERSHIP

1. The Association shall consist of Honorary members, Ordinary members and Ex-Officio members.
  - (a) Honorary membership shall be accorded by a majority vote to persons who are members of the Alumni Association of the College, former Principals, former Deputy Principals, current and former members of the School Management Council, former teachers, former students and former Parents or Guardians, who have contributed to the well-being of the College or who are otherwise deemed worthy of the honor. Each proposal to enroll a person as an honorary member shall be submitted on recommendation of the Executive to the Annual General Meeting for the approval of the membership. Honorary members have the right to vote during meetings but shall not be eligible to hold office in the Association. No membership fee and no subscription is payable by an Honorary member.
  - (b) Ordinary membership shall be accorded to one parent or guardian of each student enrolled at the College who shall become a member upon paying the annual membership fee in accordance with the by-laws of the Association. Ordinary members have the right to propose, second and vote during meetings and to hold office.
  - (c) Ex-Officio membership shall be accorded to the Principal, the Deputy-Principal(s) and all teachers of the College. Ex-Officio members have the right to propose, second and vote during meetings (save and except for the election of Ordinary Executive Committee members referred to hereinafter), and to hold office in the Association. No membership fee and no subscription is payable by an Ex-Officio member.
2. The membership year shall be the same period as the Association's fiscal year.
3. The scale and amount of the membership fee shall be determined, from time to time, by the Executive Committee of the Association, subject to the approval of the membership at the Annual General Meeting. Annual membership fees shall be paid yearly in advance, at the start of the school year.
4. The minimum number of members shall be no less than 40 or as determined by the School Management Council.

## **SECTION II – FINANCE**

1. The fiscal year of the Association shall begin on 1 September and end on 31 August of the following year.
2. An Auditor, whose duty it shall be to review the accounts and present a report to the Annual General Meeting next following, shall be appointed by the School Management Council. For the sake of transparency of a pre-audit should be carried out by a parent selected by the PTA in conjunction with the elected PTA treasurer.

## **SECTION III – MEETINGS**

1. The Annual General Meeting of the Association shall be held in the Hong Kong SAR to commence on a day between the first day of September and the fifteenth day of October, or as near thereto as circumstances will permit in each year. The specific date of the Annual General Meeting shall be determined by the Executive Committee. In the event that a General Meeting is called and then adjourned because of bad weather, it shall be resumed within seven days of such an adjournment.
2. At least fourteen (14) days notice of any General Meeting, specifying the date, hour and place of the meeting and, in the case of special meetings, the nature of special business, shall be given members, but the non-receipt of such notice by any members shall not invalidate the proceedings of any General Meeting.
  - (a) The presence in person of at least one-tenth of the members in good standing or at least forty members, whichever is the lesser number, shall be necessary to constitute a quorum at any General Meeting.
  - (b) Votes are conducted by a show of hands unless a resolution is presented and passed by a majority to establish a secret ballot or in the case of the election of officers which will always take place by secret ballot. There shall be no voting by proxy.
  - (c) All votes on the election of officers and on resolutions shall be decided by a simple majority except as otherwise provided for in the Constitution and By-Laws of the Association. The Chairperson shall not have a second or casting vote.

3. Meetings other than the Annual General Meeting may be called at the discretion of the Executive Committee, or on the requisition of 50 or more Ordinary members.
4. At least fourteen (14) days notice of any Executive Committee meeting, specifying the date, hour and place of the meeting and, with regard to the agenda, two days notice, shall be given to members of the Executive Committee, but the non-receipt of such notice or agenda by any Executive Committee members shall not invalidate the proceedings of any Executive Committee meeting.
  - (a) A majority of Ordinary Executive Committee members and a majority of Ex-Officio Executive Committee members together shall be necessary to constitute a quorum at any Executive Committee meeting of the Association.
  - (b) Votes at Executive Committee meetings are conducted by a show of hands unless a resolution is presented and passed by a majority to establish a secret ballot or in the case of the election of officers which will always take place by secret ballot. There shall be no voting by proxy.
  - (c) All votes on the election of officers and on resolutions shall be decided by a simple majority except as otherwise provided for in the Constitution and By-Laws of the Association. The Chairperson shall not have a second or casting vote.

#### **SECTION IV – OFFICERS**

1. The affairs of the Association shall be carried out by an Executive Committee of thirteen members, elected, and/or selected as the case may be, in accordance with the procedures set out herein.
2. Seven of the members of the Executive Committee, hereinafter referred to as Ordinary Executive Committee members, shall be selected from, elected by, and act as representatives of, the Ordinary membership of the Association. All Ordinary Executive Committee members shall be elected by the Ordinary membership at an Annual General Meeting of the Association. The term of office for each Ordinary Executive Committee member will be one year, subject to re-election from year to year, provided however that in no case shall a member hold the same Office in the Association for more than three consecutive years.

3. The other six members of the Executive Committee, hereinafter referred to as Ex-Officio Executive Committee members, shall be selected from, and act as representatives of, the Ex-Officio membership of the Association. The Principal of the College, while Principal, shall be an Ex-Officio Executive Committee members from year to year, and shall have the power to appoint, from the Ex-Officio Membership of the Association, the remaining five Ex-Officio Executive Committee members, the said appointments to be announced by the Principal of the College, or her or his nominee, at each Annual General Meeting of the Association. Save and except for the Principal of the College, the term of office for each Ex-Officio Executive Committee members will be one year, subject to re-appointment by the Principal of the College.
4. Following each Annual General Meeting, at the first meeting of the Executive Committee, the newly elected and re-elected Ordinary members of the Executive Committee together with the Ex-Officio members of the Executive Committee, then from amongst themselves, shall select, in accordance with the provisions of these By-laws, those members of the Executive Committee who will fill the following offices until the next Annual General Meeting, namely, the offices of:
  - (a) Chairperson
  - (b) First Vice-Chairperson
  - (c) Second Vice-Chairperson
  - (d) First Secretary
  - (e) Second Secretary
  - (f) First Honorary Treasurer
  - (g) Second Honorary Treasurer
5. All offices described herein shall be filled by Ordinary Executive Committee members, save and except the following offices which shall be filled by Ex-Officio Executive Committee members only, namely, the offices of Second Vice-Chairperson, First Secretary, and Second Honorary Treasurer. No member of the Executive Committee shall hold more than one office concurrently.
6. The membership of the Association shall have the power by a majority vote on a special resolution at a General Meeting, which may be by letter ballot, to remove from the Executive Committee any Ordinary Executive Committee member who, in the judgment of the membership is no longer worthy of serving on the Executive, and such Executive Committee member shall cease to be

connected in any way with the Executive, but the membership shall first give to any such Executive Committee member the right to appear before the Association and be heard. Should the membership not approve the removal of an Ordinary Executive Committee member in any case that may be brought to its attention, the matter shall not be entered into the minutes of the Association. In any case in which it is proposed to remove an Ordinary Executive Committee member from the Executive, that Executive Committee member who it is proposed to remove may not cast a vote for or against removal. If removed from the Executive, the former Ordinary Executive Committee member shall continue to sit as a voting member of the Association unless subsequently expelled from the Association.

#### **SECTION V – DUTIES OF THE EXECUTIVE COMMITTEE**

1. The Chairperson shall have executive supervision over the activities of the Association and the Executive Committee. The Chairperson shall preside over the meetings of the Association and the Executive Committee.
2. The First Vice-Chairperson, and in the absence of the First Vice-Chairperson, the Second Vice-Chairperson, shall discharge the duties of the Chairperson in the Chairperson's absence and serve as an ex-officio member of each and any Sub-Committee created in accordance with these by-laws, and shall report on the general activities of each Sub-Committee to the Executive Committee.
3. The First Secretary, and in the absence of the First Secretary, the Second Secretary, shall keep the minutes of all meetings of the Association and the Executive Committee, shall maintain a list of the members, shall be responsible for all current records, and shall engage in correspondence in the name of the organization at the direction of the Executive Committee.
4. The First Honorary Treasurer, and in the absence of the First Honorary Treasurer, the Second Honorary Treasurer, shall be responsible for the proper keeping of the books of account of the Association. The First Honorary Treasurer shall print a duly reviewed financial statement of the receipts and disbursements for each fiscal year and such other financial statements as required by the Executive Committee. The First Honorary Treasurer shall receive all monies accruing to the Association, and shall deposit the same in the College bank account designated for that purpose. Monies shall be paid out by numbered checks signed by the duly authorized signing officers

appointed for that purpose by the Executive Committee and approved by the School Management Council.

5. The Executive Committee shall fill by appointment any vacancy in its membership which occurs between Annual General Meetings. Such appointments shall be in effect until the next Annual General Meeting and shall be made in accordance with the provisions of Section VI of the By-laws herein, so as to preserve the balance and equality of representation on the Executive Committee between the Ordinary membership and the Ex-officio membership.
6. Each newly elected Ordinary member of the Executive Committee and each newly appointed Ex-Officio member of the Executive Committee, shall assume office immediately after the Annual General meeting and shall serve until the termination of the first Annual General Meeting following her or his election or appointment.
7. The Executive Committee shall meet as often as is practicable, and in any case, at least three times per year, on all matters affecting the policy and interests of the Association, shall call and report to the Annual General Meetings, and shall be responsible for the appointment of officials and committees to carry on the work of the Association.
8. Any member of the Executive Committee of the Association shall be deemed to have vacated office:
  - (a) if that member holds any other office or place of profit under the Association.
  - (b) if that member is concerned in or participates in the profits of any contract with the Association, provided that the member shall not be required to vacate office by reason of being a shareholder or member of any corporation that has entered into contract with the Association, but that member shall not vote in respect of such contractor work.
  - (c) if that member fails to attend three consecutive duly constituted Executive Committee meetings of the Association.

#### **SECTION VI – ELECTION OF ORDINARY MEMBERS OF THE EXECUTIVE COMMITTEE**

1. Nomination of candidates for office in the Executive Committee each year shall be in writing, signed by the nominator and a seconder, both of whom shall be Ordinary members of the

Association in good standing, together with a consent in writing signed by the candidate, who shall be an Ordinary member of the Association in good standing, and the said writings are to be received by the Secretary of the Association not earlier than thirty, and not later than fourteen, days before the Annual General Meeting. In the event that there are insufficient nominations for Office received by the Secretary within the time so limited, then nominations shall be open to the floor during the Annual General Meeting.

2. If more than one candidate for any office is presented to the Annual General Meeting, the elections shall be conducted at the Annual General Meeting.
3. If an Ordinary member of the Executive Committee resigns before completing her or his term, then immediately upon the date effective for that resignation, the Executive Committee, by motion in a meeting duly called, shall appoint to the vacant office to serve until the next Annual General Meeting the candidate with the second highest number of votes in the election for officers that occurred at the previous Annual General Meeting. In the event there is no such person, the Executive Committee shall appoint from the membership, a person to fill that position who will serve out the rest of the term.
4. The Principal of the College shall fill by appointment any vacancy of an Ex-Officio member of the Executive Committee which occurs between Annual General Meetings. Such appointment shall be in effect until the next Annual General Meeting and shall be made so as to preserve on the Executive Committee the balance and equality of representation of, and as between, the Ordinary membership and the Ex-officio membership.

#### **SECTION VII – COMMITTEES**

1. The Executive Committee may establish committees as required to carry out specific tasks. Such committees will cease to exist at the termination of the next Annual General meeting.
2. Committee Chairpersons shall be appointed by the Executive Committee.
3. Each Committee Chairperson shall submit the names of the members of the committee for the approval of the Executive Committee.



4. Sub-committees may be established as and when needed to supervise the procedural operations of the Association and to advise the Executive Committee on matters of policy within its jurisdiction, and such sub-committees may be subsequently dissolved by the Executive Committee.

#### **SECTION VIII – PARENT MANAGER**

1. The Parent Manager will be elected through the election in September of every school year. The Parent Manager elected will represent the parents' voice and report to the PTA Executive Committee regularly.
2. The Parent Manager elected will be included in the PTA Executive Committee as a voting member but s/he will not be the Chairperson of the PTA Executive Committee.

#### **SECTION VIII – RECORDS**

1. The preparation and custody of minutes of proceedings of the Association and the Executive Committee and other books and records of the Association, shall be the responsibility of the Executive Committee of the Association. At the end of the fiscal year, retiring officers and chairpersons shall convey to the Secretary all books and records of the Association, and if the Secretary has finished her or his term, she or he shall convey all records to the incoming Secretary.
2. Any member may inspect the books and records of the Association, provided that at least three days notice of intention to inspect the books and current records is given to the Secretary. The Secretary shall make the current books and records available to the enquiring member at a mutually convenient time and place.
3. The books and records of the Association shall be administered according to the retention and disposal schedules approved by the Executive Committee.

#### **SECTION IX – AMENDMENTS**

1. The By-laws of the Association shall not be altered or added to except by a special resolution of the Association passed by a majority of not less than two-thirds or 67% of the members in good standing as are present. Notice to propose a special resolution shall be deemed to be duly given if signed by a member in good standing and received by the Secretary and the Secretary has notified

the members, not less than two weeks before the Annual General Meeting or a Special Meeting of the Association. No amendment of any By-law shall have any legal force or effect until and unless it has been approved in writing by the School Management Council.

2. The School Management Council reserves the sole right of final interpretation of this Constitution.

#### **SECTION X – DISSOLUTION**

1. The School Management Council has the sole power and discretion to dissolve the Association at any time.