

Mui Wo School Parent-Teacher Association
Constitution (amended version, November 2013)

- 〈1〉 Name: The name of the Association shall be "Mui Wo School Parent-Teacher Association (hereafter referred to as "the Association").
- 〈2〉 Address: Mui Wo School
Tai Tei Tong, Mui Wo, Lantau Island
- 〈3〉 Aims: The aims of the Association shall be:-
- (a) To promote close liaison between the School and home so as to foster better cooperation amongst parents and teachers.
 - (b) To discuss matters of mutual concern in a common effort to improve the welfare of the pupils.
 - (c) To not interfere with the policy of the School.
- 〈4〉 Membership:
- (a) The following persons can be the members of the Association:
 - i. parents of current pupils of the School;
 - ii. serving principal and teachers of the School.
 - (b) All members are entitled to attend the General Meetings and Extraordinary General Meetings in which they shall have the right to vote, elect and be elected as the Executive Committee Members of the Association. Vote shall be cast on a household basis, i.e. one vote per family.
 - (c) All members of the Association should abide by its Constitution; and abide by the resolutions of the General Meetings and of the Executive Committee Meetings.
 - (d) During any meetings, in order not to interfere with the progress, the Chairperson shall remove a member or an Executive Committee Member who behaves badly, use offensive or insulting language, when someone makes a proposal which is seconded by at least two attendees. The Chairperson may adjourn the meeting when someone proposes and at least two attendees second such motion.
 - (e) A member shall speak only once on a question for no more than two minutes in any meetings.
 - (f) Apart from the charging activities, no members shall be obliged to provide any financial support. However, any members can donate money to the Association to run meaningful projects.
 - (g) No member shall use the name of the Association to express any views or engage in any activities without prior approval of the Association. Otherwise, it may result in the revocation of membership.
- 〈5〉 Structure
- (a) The Association shall be composed of the General Meeting and the Executive Committee.
 - (b) The General Meeting shall be the highest authority of the Association and shall be composed of all members. During the adjournment of the General Meeting, the business of the Association shall be managed by the Executive Committee.
 - (c) General Meetings or Extraordinary General Meetings shall be convened by the Executive Committee.
 - (d) There shall be at least one General Meeting every year. The Chairperson shall report the work in the Committee and the financial situation to the members. The Chairperson shall distribute the agenda and the minutes to the members for every meeting.
 - (e) The Chairperson of the Executive Committee shall, on the written requisition of not less than 15 members, proceed duly to hold an Extraordinary General Meeting.

The requisition must state all the objects of the meeting. The requisite notice period for convening such Extraordinary General Meeting shall be 10 days.

- (f) The quorum for all General Meetings shall be 15% of the total number of members.
- (g) The number of Committee Members shall be 17, consisting of 13 parent members and 4 teacher members which include the principal and administrative teacher(s). Teacher members shall be appointed by the principal prior to the General Meeting, and the appointment shall be announced at the meeting.
- (h) The Term of Office shall last for 2 years. If the children of the Committee Members leave school before the end of the Term of Office, they shall retire and could choose to remain at the Committee as the advisor. In the event of resignation or retirement, should it be the Chairperson, the vacancy shall be directly replaced by the Vice-Chairperson until the end of the Term of Office; should it be the Vice-Chairperson, Secretary, Recreational Officer or Treasurer, the position shall be elected from among the Executive Committee Members.
- (i) The Executive Committee shall have the power to appoint a parent member to fill in the casual vacancy of a retiring Ordinary Committee Member.
- (j) No family shall have two Executive Committee Members during one Term of Office.
- (k) The Chairperson shall have no voting right at all meetings. In the case of an equality of votes in any meeting, the Chairperson of that meeting shall be entitled to a casting vote.
- (l) The Chairperson of the Executive Committee must be a parent member.
- (m) At the General Meeting, every parent shall have the right to elect the parent(s) to be the Chairperson and the Executive Committee Members (once every 2 years).
- (n) All Executive Committee Members shall be volunteers.
- (o) Only Executive Committee Members and the school staff who provide interpretation are entitled to attend the Executive Committee Meetings. The school staff acting as interpreters shall not have the right to vote.
- (p) The quorum for all Executive Committee Meetings shall be half of the total number of Executive Committee Members.
- (q) The Structure of the Executive Committee
 - i. One Chairperson (parent member)
 - Call and preside over General Meetings and Executive Committee Meetings. Lead the Executive Committee Members in executing the affairs of the Association.
 - Preside over the Executive Committee's election of the next Term of Office.
 - Submit the annual report at the General Meeting.
 - Represent the Association to liaise with external parties and attend events.
 - ii. Three Vice-Chairpersons (2 parent members & 1 teacher member)
 - Assist the Chairperson in the execution of the affairs of the Association, and serve as Chairperson in the absence of the Chairperson.
 - iii. Two Treasurers (1 parent member & 1 teacher member)
 - Keep proper books of accounts regarding all sums of money received and spent, as well as submit the financial report at the General Meeting annually for approval.
 - iv. Two Recreational Officers (1 parent member & 1 teacher member)
 - Plan and organize all recreational activities of the Association.
 - v. Two Secretaries (1 parent member & 1 teacher member)
 - Handle all documentation and correspondence, as well as record and manage filing.
 - vi. Seven Ordinary Committee Members

- Support the execution of the affairs of the Association.

〈6〉 Finance

- (a) Any income of the Association shall be applied solely towards its regular expenditures, activities and matters.
- (b) The Treasurer shall report the financial situation of the Association at the Executive Committee Meetings.

〈7〉 Amendments of the Constitution / Dissolution of the Association

- (a) Any resolution to amend the Constitution of the Association shall only be valid if it is passed by two-thirds of the members present in person at a General Meeting.
- (b) The Association may be dissolved only with the approval of two-thirds of the members present in person at a general meeting. If upon the dissolution of the Association there remains, after satisfaction of all its debts and liabilities, any assets or property whatsoever, the same shall be donated to the School or the charitable organizations in Hong Kong.

〈8〉 Parent Manager

- (a) The following persons can elect or be elected as the Executive Committee Members of the Association.
 - i. parents of current pupils of the School; or
 - ii. serving principal and teachers of the school.
- (b) A recognized Parent-Teacher Association can nominate such number of persons for registration as parent manager or alternate parent manager of the school as may be provided for in the Constitution of the Incorporated Management Committee of the School.
- (c) A person nominated under subsection (9b)-
 - i. must be a parent of a current pupil of the school;
 - ii. must not be a teacher of the school; and
 - iii. must be elected in that behalf in an election-
 - conducted by the recognized Parent-Teacher Association of the school;
 - in which all parents of the current pupils of the school have equal voting right and right of candidature;
 - the voting for which is conducted by secret ballot; and
 - the system of which is otherwise fair and transparent.
- (d) Period of Nomination: 7 days
- (e) Nomination: The maximum number of nominees that each parent can nominate is 2.
- (f) Counting of votes:
 - i. If there is only one parent manager vacancy and one alternate parent manager vacancy, the one who obtains the greatest number of votes will be nominated for registration as the parent manager whereas the one who obtains the next greatest number of votes will be nominated for registration as the alternate parent manager. If there are more than one vacancy, the successful candidates are the ones who obtain the greatest number of votes, then the next greatest and so on until all vacancies are filled.
 - ii. When two or more candidates obtain the same number of votes, lots will be drawn to decide which candidate(s) will be nominated for registration as the parent manager.
 - iii. A candidate shall be nominated uncontested if the number of candidates is less than or equal to the number of vacancies.

- (g) Appeal mechanism: Unsuccessful candidate may, within one week of the announcement, appeal to the Association in writing together with the reasons. The Association, upon the joint written appeal of not less than 25 members, shall consider conducting a re-election in the same manner within three months.

- (h) Filling of casual vacancies
 - i. If a parent manager whose child is no longer a current pupil of the school during his / her term of office, he/she shall continue to be the manager until the term of office expires or the end of the school year, whichever is the earlier.
 - ii. If a parent manager vacancy arises as a result of a parent manager resigning during his / her term of office, the Association shall conduct a by-election in the same manner to elect another parent manager to fill the vacancy within three months. If the Association cannot conduct the by-election accordingly, the Incorporated Management Committee shall apply on good grounds to the Permanent Secretary for further extension of the period for filling the vacancy.