



La Salle College Parent Teacher Association

18 La Salle Road, Kowloon
Hong Kong



Constitutions

1. Name

The name of the Association shall be the La Salle College Parent-Teacher Association.

2. Address

The address of the Association shall be 18 La Salle Road.

3. Aims

The aims of the Association shall be

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

4. Membership

- (a) Ordinary Membership shall be open to
 - i. All parents of pupils currently enrolled in the school.
 - ii. The present School Supervisor, Principal, Vice Principals, Managers and Teachers of the School.
- (b) Honorary Membership shall be open to the past School Supervisors, Principals, Vice Principals, Managers and Teachers of the School.
 - i. The Founding Chairman shall be a life Honorary Advisor of the Association.
 - ii. The Immediate Past Chairman of the Association shall be an Honorary Advisor for one year.
- (c) Alumni Membership shall be open to parents of pupils formerly enrolled in the school.
- (d) Ordinary members or ex-officio 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.
- (e) Members shall have the obligation to observe the rules of the constitution, to abide by the decision of a meeting.



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4. Membership (cont'd)

- (f) A parent shall become a member after paying a subscription as stipulated by the Standing Committee.
- (g) The Association may receive donations from members or other parties.
- (h) All subscriptions once paid shall not be refunded.
- (i) No attempt shall be made by any member to interfere with the policy of the school.

5. Organization

- (a) The organization shall consist of a General Assembly and a Standing Committee.
- (b) The General Assembly shall be the highest authority of the Association and composed of all the members. When the General Assembly is in recess, all matters of the Association shall be managed by the Standing Committee.
- (c) The General Assembly may be annual or extraordinary and shall be convened by the Standing Committee.
- (d) The General Meeting shall be held at least once a year. At the meeting, the Chairman shall report on the general affairs and the financial situation of the Association, and shall also conduct the election of office-bearers serving on the Standing Committee for the coming year. 14 days notice of such meeting shall be given to members.
- (e) Extra-ordinary General Meetings may be called on receipt of a written request from at least 30 members of the Association stating the subject or subjects for discussion. 14 days notice of such meeting shall be given to members.
- (f) The quorum for all General Meetings shall be 30 members. Should the quorum be not met half an hour after the time appointed for the meeting, the meeting will be called off. It shall stand adjourned to the same day at the same 2 weeks later. The number of members present within 15 minutes after the appointed time constitutes the quorum at the adjourned meeting.
- (g) The Standing Committee shall be composed of 18 members, 9 of whom shall be parent-members, 2 teacher-members and 7 ex-officio members, who shall include the School Principal, 2 Vice Principals, one teacher assigned responsible for the Home-School Cooperation Team, one teacher assigned responsible for the Careers Team, one school social worker and an Office Bearer or Committee Member of the La Salle College Old Boys' Association Limited. The Principal shall also be the Advisor of the Standing Committee. In compliance with Section 40AO(3) of the Education Ordinance, only parents of current pupils and serving teachers of the School may elect or become office-bearers of the body.



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5. Organization (cont'd)

- (h) Appointment of parent-members on Committee:
The parent-members shall be elected in the Annual General Meeting.
- (i) Appointment of teacher-members on the Committee:
The teacher-members shall be elected by the teaching staff prior to the Annual General Meeting, their election being confirmed at the Meeting.
- (j) The old and new Standing Committee shall jointly hold the first meeting within thirty days after the Annual General Meeting and shall elect the following office-bearers:
 - i. Chairman (elected among the parent-members)
 - ii. 2 Vice-Chairman:
 - 1st Vice Chairman is a parent and
 - 2nd Vice Chairman is a teacher
 - iii. Honorary Secretary (English)
 - iv. Honorary Secretary (Chinese)
 - v. Honorary Treasurer
 - vi. Honorary Assistant Treasurer
- (k) Except for the ex-officio members, the terms of office of each committee member shall be one year.
- (l) The Committee shall have the power to co-opt members to fill vacancies occurring during the year.
- (m) The Committee shall have the power to co-opt members in an advisory capacity for any specific purpose.
- (n) The Committee shall have the power to appoint sub-committees to promote activities in pursuit of the aims of the Association.
- (o) The PTA shall conduct the election of the Parent Manager and Alternate Parent Manager to the IMC in accordance with the Education Ordinance and as provided for in the constitution of the College IMC.
- (p) The Committee members shall hold at least 3 meetings every year.
- (q) During the same term, no two members of the same family shall serve on the Standing Committee.
- (r) The quorum for a committee meeting shall be 9.
- (s) At all the meetings mentioned above, the Chairman shall have the casting vote in the absence of a simple majority when both sides have an equal number of votes.
- (t) All officers in the Standing Committee are honorary.



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6. Finance

- (a) The purpose to which the funds of the Association may be applied to are for its development and expenses.
- (b) It shall be the duty of the Honorary Treasurer to report on the financial condition of the Association at Standing Committee Meetings.
- (c) 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 School Principal shall have full authority to use the sums so granted.
- (d) 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 two signatories comprising one parent-member and one teacher-member, who are nominated by the Standing Committee.
- (e) When the Association is in debt, the accountability lies on all members and the maximum liability should not exceed HK\$100 per member.

7. Audit

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

8. Amendment to the Constitution/Dissolution of the Association.

- (a) Any amendment to the Constitution must be approved by a two-third majority of members present.
- (b) Should the Association dissolve, the decision shall be assented to by a two-third majority of members present at the Annual General Meeting or Extra-ordinary General Meeting. Any remaining assets shall be donated to the school or to local charities as decided by the members.

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