



## Constitution

### 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. Definitions

(a) In this Constitution, unless the context otherwise requires:

<b>“Alternate Parent Manager”</b>	means a person who is nominated for registration as such under section 40AO of the Ordinance;
<b>“Association”</b>	means La Salle College Parent-Teacher Association;
<b>“Chairperson”</b>	means the chairperson of the Association;
<b>“Constitution”</b>	means this Constitution, as amended from time to time;
<b>“General Assembly”</b>	means the highest authority of the Association pursuant Clauses 6(a), (b) and (c) below;
<b>“General Meetings”</b>	means meetings of the General Assembly convened pursuant to Clause 6 below;
<b>“Honorary Adviser”</b>	means the adviser of the Association who acts on an honorary and voluntary basis without any remuneration from the Association. Each Honorary Adviser may become an observer, or may speak, but shall have no right to vote, at General Meetings and at meetings of the Standing Committee;
<b>“Honorary Assistant Treasurer”</b>	means the assistant treasurer of the Association;
<b>“Honorary Members”</b>	means the members of the Association from time to time pursuant to Clause 5(b) below;
<b>“Honorary Secretary”</b>	means each of the English secretary and Chinese secretary of the Association;



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<b>“Honorary Treasurer”</b>	means the treasurer of the Association;
<b>“Managers”</b>	means the persons registered under the Ordinance as managers and alternate managers of the School;
<b>“Members”</b>	means the Ordinary Members and the Honorary Members;
<b>“Ordinance”</b>	means the Education Ordinance (Chapter 279 of the Laws of Hong Kong) (as may be amended from time to time) and, unless the context otherwise requires, all subsidiary legislation made under the Ordinance;
<b>“Ordinary Members”</b>	means the members of the Association from time to time pursuant to Clause 5(a) below, i.e. the Parent-Members and the Teacher-Members;
<b>“Parent”</b>	in relation to a pupil, includes: (a) a guardian of the pupil; and (b) a person who is not the parent or guardian of the pupil but has the actual custody of the pupil;
<b>“Parent Manager”</b>	means a person who is nominated for registration as such under section 40AO of the Ordinance;
<b>“Parent-Member”</b>	shall have the same meaning as defined in Clause 5(a) below;
<b>“Principal”</b>	means the Teacher of the School who is approved as the principal of the School from time to time in accordance with the Ordinance;
<b>“School”</b>	means La Salle College;
<b>“School Year”</b>	means any period that begins on the first day of September in a year and ends on the last day of August in the following year.
<b>“Standing Committee”</b>	means the standing committee of the Association pursuant to Clauses 6(a), (b) and (g) below;
<b>“Supervisor”</b>	means the supervisor of the School from time to time in accordance with the Ordinance;
<b>“Teacher”</b>	means, in relation to the School, any “teacher” as defined in section 40AB of the Ordinance from time to time;



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<b>“Teacher-Member”</b>	shall have the same meaning as defined in Clause 5(a) below;
<b>“Vice Chairperson”</b>	means each of the 1 <sup>st</sup> vice chairperson (who is a Parent-Member) and the 2 <sup>nd</sup> vice chairperson (who is a Teacher-Member) of the Association; and
<b>“Vice Principal”</b>	means each of the Teachers of the School who act as the vice principal of the School from time to time.

- (b) Words importing the singular include the plural and *vice versa*;
- (c) Words importing the masculine gender include the feminine and neuter genders;
- (d) References to Clauses are to the clauses of this Constitution;
- (e) Except otherwise defined herein, words and expressions used in this Constitution have, unless the context otherwise requires, the same meaning ascribed to them in the Ordinance.
- (f) If there is any inconsistency between a provision of this Constitution and a provision of the Ordinance, the provision of the Ordinance shall prevail.

### 4. 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; and
- (b) to address matters of mutual concern between Parents and Teachers in a common effort to improve the welfare of the pupils and of the school.

### 5. Membership

- (a) Ordinary membership shall only be open to:
  - i. all Parents of pupils currently enrolled in the School; and
  - ii. all the serving Teachers of the School, including the current Principal and Vice Principals.

Via an application process to be decided upon by the Standing Committee from time to time, both Parents of a pupil (or pupils) currently enrolled in the School may become Ordinary Members of the Association after paying, on a per family basis, membership fee as stipulated by the Standing Committee from time to time (each a **“Parent-Member”**). Any Parent of a pupil (or pupils) currently enrolled in the School who does not pay the stipulated membership fee shall not be accepted or treated as a Parent-Member.

All the serving Teachers of the School, including the current Principal and Vice Principals, shall become Ordinary Members of the Association without being required to pay any membership fee (each a **“Teacher-Member”**). Their



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membership is ex-officio, i.e. once they become a teacher they are automatically a member.

Where a Teacher-Member is also a Parent of any pupil currently enrolled in the School, his/her status shall be that of a Teacher-Member only.

- (b) Honorary membership shall be open to:
  - i. the present Supervisor of the School;
  - ii. the present Managers (excluding the Principal and Teacher-Members) of the School; and
  - iii. the immediate past Chairperson of the Association, who shall also be an Honorary Advisor of the Association for one (1) year commencing during the current School Year.

Honorary Members are invited by the Standing Committee, and they are not required to pay any membership fee.

- (c) Only Ordinary Members shall have the right to elect and to be elected as members of the Standing Committee.

Each Parent-Member shall have one (1) vote as an Ordinary Member at each General Meeting regardless of the number of his/her children enrolled as a current pupil or pupils of the School. For the avoidance of doubt, the Association shall distribute ballot papers according to the number of Parent-Members instead of the number of families.

Each Teacher-Member shall have one (1) vote as an Ordinary Member at each General Meeting.

Honorary Members shall have no right to elect or to be elected as members of the Standing Committee. Honorary Members are entitled to attend General Meetings but they shall have no right to vote thereat.

- (d) All Members shall observe this Constitution and abide by the decisions of the Standing Committee and the resolutions passed at General Meetings.
- (e) Any Parent-Members whose child or children are no longer enrolled as a current pupil or pupils of the School shall cease automatically to be Ordinary Members. Any Teacher-Members who are no longer in employment with the School shall cease automatically to be Ordinary Members. The Standing Committee shall have the right in its absolute discretion to accept, reject or terminate the membership of any Member.
- (f) The Association may receive donations of any kind from Members or any other parties, at the discretion of the Standing Committee.
- (g) Subject to the discretion of the Standing Committee, all membership fees once paid to the Association shall not be refunded.
- (h) Under no circumstances shall the Association interfere with any policy or operation of the School.

## 6. Organization

- (a) The Association shall consist of a General Assembly and a Standing Committee.



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- (b) The General Assembly shall be the highest authority of the Association and composed of all the Members. The general business and affairs of the Association shall be handled and managed by the Standing Committee subject to the resolutions of the General Assembly passed at General Meetings.
- (c) General Meetings may be annual or extraordinary and shall be convened by the Standing Committee. Notices of General Meetings shall be given to all Members, but any accidental omission to give notice of General Meeting to, or the non-receipt of any notice of General Meeting by, any Member entitled to attend General Meetings shall not invalidate the proceedings at any General Meeting.
- (d) General Meetings shall be held at least once every School Year (the “**Annual General Meeting**” or “**AGM**”). At each Annual General Meeting, the Chairperson shall report on the general affairs and the financial situation of the Association, and shall also conduct the election of members serving on the Standing Committee for the current School Year. At least fourteen (14) days notice of such AGM shall be given to all Members.
- (e) Other General Meetings may be called, either on receipt of a written request from at least thirty (30) Ordinary Members of the Association stating the subject or subjects for discussion or by a resolution of the Standing Committee (an “**Extraordinary General Meeting**” or “**EGM**”). Once thirty (30) Ordinary Members make a written request, then the Standing Committee is obliged to convene an EGM as soon as reasonably practicable. Except in cases of emergency or otherwise resolved at a General Meeting, at least fourteen (14) days notice of such EGM shall be given to all Members.
- (f) The quorum for all General Meetings shall be thirty (30) Ordinary Members. If the quorum is not met half an hour after the time appointed for any General Meeting, the General Meeting shall stand adjourned to the same day two (2) weeks later. The number of Ordinary Members present at the original meeting within fifteen (15) minutes after its appointed time constitutes the quorum at the adjourned meeting. The Chairperson shall preside as chairperson of every General Meeting, or if no Chairperson is present within fifteen (15) minutes after the appointed time for the General Meeting, or if the Chairperson has given prior notice to the Association of his/her inability or unwillingness to act, one of the Vice Chairpersons shall preside as chairperson of that General Meeting. If no Vice Chairperson is present at the General Meeting or it cannot be agreed between the two (2) Vice Chairpersons present at the General Meeting which of them shall preside as chairperson of the General Meeting, the members of the Standing Committee present at the General Meeting shall elect one of them among themselves to preside as chairperson of the General Meeting. If no member of the Standing Committee shall be present at the General Meeting, the Ordinary Members present at the General Meeting shall by a simple majority of votes elect the chairperson of the General Meeting. In any General Meeting, subject to Clause 9 below, a simple majority of the Ordinary Members present and voted at the General Meeting shall be decisive. If the number of votes for and against a motion turns out to be equal, the chairperson of the General Meeting, after discussing with the Principal, shall place a casting vote. No proxy is acceptable in any General Meeting.



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- (g) The Standing Committee shall compose of eighteen (18) members, nine (9) of whom shall be Parent-Members, and nine (9) shall be Teacher-Members.  
The nine (9) Teaching-Members serving on the Standing Committee shall be:
- i. the Principal;
  - ii. 2 Vice Principals;
  - iii. the Teacher assigned with responsibility for the Home-School Cooperation Team from time to time;
  - iv. the Teacher assigned with responsibility for the Careers Team from time to time;
  - v. the Discipline Master of the School from time to time;
  - vi. the Guidance Master of the School from time to time; and
  - vii. 2 representatives elected among the Teachers (the “**Teacher Representatives**”) in the manner specified in Clause 6(i) below.
- (h) Appointment of Parent-Members on the Standing Committee:  
The Parent-Members on the Standing Committee shall be elected in the Annual General Meeting.
- (i) Appointment of the Teacher Representatives:  
The Teacher Representatives shall be elected by the Teachers prior to the Annual General Meeting, with their appointment to the Standing Committee (and that of the other ex-officio members of the School stated in Clause 6(g)(i) to (vi) above) being noted at the Annual General Meeting.
- (j) The old and new Standing Committees shall jointly hold the first meeting of the Standing Committee within seven (7) days after the Annual General Meeting, and the members of the new Standing Committee shall elect among them the following office-bearers of the Association:
- i. a Chairperson (which shall only be a Parent-Member);
  - ii. two (2) Vice-Chairpersons:  
1<sup>st</sup> Vice Chairperson is a Parent-Member; and  
2<sup>nd</sup> Vice Chairperson is a Teacher-Member;
  - iii. an Honorary Secretary (English);
  - iv. an Honorary Secretary (Chinese);
  - v. an Honorary Treasurer; and
  - vi. an Honorary Assistant Treasurer.
- For the purpose of this Clause, the “old” Standing Committee refers to members of the Standing Committee serving before and on the date of the Annual General Meeting. The “new” Standing Committee refers to members of the Standing Committee newly elected and/or confirmed during the Annual General Meeting.
- (k) Except for the ex-officio members of the School in the Standing Committee as stated in Clause 6(g)(i) to (vi) above, and subject to cessation of membership in the Association as set out in Clause 5(e) above and subject to any resolution of the General Assembly, the term of office of each member of the Standing Committee shall commence from the time of election at an Annual General Meeting until the date of the next Annual General Meeting.
- (l) The Standing Committee shall have the power to co-opt up to four (4) Ordinary Members from to fill casual vacancies occurring during the School Year (if the casual



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vacancy concerns a Parent-Member, then the co-opt member shall also be a Parent-Member, and the same applies to a casual vacancy concerning a Teacher-Member). Such co-opt members are not entitled to vote in meetings of the Standing Committee. If there are more than 4 casual vacancies occurring during a School Year, the Standing Committee shall as soon as practicable resolve to call an EGM in accordance with Clause 6(e) above for the re-election of the membership of the Standing Committee. Such re-elected members of the Standing Committee shall carry out the remaining term of the original Standing Committee (i.e. up to the next AGM).

- (m) The Standing Committee shall have the power to co-opt any competent person from among Ordinary Members in an advisory capacity for any specific purpose but such person shall not be entitled to vote in meetings of the Standing Committee.
- (n) The Standing 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 an election for nominating persons for registration as the Parent Manager and Alternate Parent Manager of the School in accordance with the Ordinance and the Constitution of the Incorporated Management Committee of La Salle College.
- (p) The Standing Committee shall hold at least three (3) meetings of the Standing Committee every School Year. Except in cases of emergency or otherwise agreed by all members of the Standing Committee, at least 7 days notice of meeting of the Standing Committee shall be given to all members of the Standing Committee.
- (q) The quorum for a meeting of the Standing Committee shall be nine (9) members of the Standing Committee in person. No proxy is acceptable in any meeting of the Standing Committee. The Chairperson shall preside as chairperson of every meeting of the Standing Committee, or if no Chairperson is present within fifteen (15) minutes after the appointed time for the meeting of the Standing Committee, or if the Chairperson has given prior notice to the Standing Committee of his/her inability or unwillingness to act, one of the Vice Chairpersons shall preside as chairperson of the meeting of the Standing Committee. If no Vice Chairperson is present at the meeting of the Standing Committee or it cannot be agreed between the two (2) Vice Chairperson present at the meeting of the Standing Committee which of them shall preside as chairperson of the meeting of the Standing Committee, the members of the Standing Committee present at the meeting of the Standing Committee shall elect one of them among themselves to preside as chairperson of the meeting of the Standing Committee.
- (r) At each meeting of the Standing Committee, each member of the Standing Committee shall have one (1) vote which must be cast personally, and the Chairperson, after discussion with the Principal, shall place a casting vote if the number of votes for and against a motion turns out to be equal at the meeting of the Standing Committee.
- (s) All members of the Standing Committee are honorary and voluntary workers of the Association. The Association shall not provide any member of the Standing Committee, including any office bearer of the Association, with any remuneration.
- (t) If any member of the Standing Committee has any direct or indirect interest in the matters or the business contracts to be discussed or tenders to be awarded by the Standing Committee, he/she shall disclose the nature of his/her interest at the



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beginning of the meeting of the Standing Committee, and he/she shall not, unless the Standing Committee otherwise resolves, be present, take part or otherwise vote in any deliberation or decision of the Standing Committee with respect to such matters, business contracts or tenders.

- (u) One of the Honorary Secretaries shall take and keep minutes of every General Meeting of the Association and every meeting of the Standing Committee, and shall cause minutes of all proceedings and resolutions at every such meeting to be entered into books kept for those purposes. In particular, the Honorary Secretary shall record all resolutions of the General Meetings of the Association and all resolutions of the meetings of the Standing Committee, and may record the discussions and follow-up actions as applicable.

### 7. Finance

- (a) The purposes to which the funds of the Association may be applied 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 meeting of the Standing Committee.
- (c) The Standing Committee shall have the power to grant at its discretion sums of money from the funds of the Association to the School to be used for scholarships, prizes or other purposes, and the Principal of the School 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 money of the Association shall be only be valid if they are signed by any two (2) authorized signatories comprising of at least one (1) Parent-Member and one (1) Teacher-Member, who are appointed 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.

### 8. Audit

The General Assembly shall elect an Honorary Auditor, who shall audit the accounts of the Association at least once every School Year. The audited accounts shall be presented to the members at the AGM.

### 9. Amendment to the Constitution/Dissolution of the Association.

- (a) Any proposed amendment to this Constitution shall be approved at least by a two-third majority of the Ordinary Members present at a General Meeting.
- (b) Any proposal to dissolve the Association shall be assented to at least by a two-third majority of the Ordinary Members present at a General Meeting. Upon dissolution, any remaining assets shall be donated to the School or to local charities as decided by the majority of the Ordinary Members.



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