

## Proposed Amendments to the Constitution of The Good Hope School Parent-Teacher Association

<b>Existing Clause</b>	<b>Proposed Clause</b>
<p><b>Name</b></p> <p>1. The Association shall be called the Good Hope School Parent Teacher Association.</p>	<p>Name</p> <p>1A) The Association shall be called the “Good Hope School Parent-Teacher Association” (hereinafter referred to as “the Association”).</p> <p>1B) The Chinese name of the Association shall be called “德望學校家長教師會”</p>
<p><b>Office</b></p> <p>2. The office of the Association shall be situated at the said school at 303 Clear Water Bay Road, Kowloon.</p>	<p><b>Office</b></p> <p>2. The office of the Association shall be situated at <u>Good Hope School (hereinafter referred to as “the School”)</u> at 303 Clear Water Bay Road, Kowloon.</p>
<p><b>Aims</b></p> <p>3. The aims and purposes of the Association shall be:-</p> <p>a. to strengthen the relationship between teachers and parents;</p> <p>b. to assist in the advancement of the students’ welfare; and</p> <p>c. to secure suitable coordination between home education and school education</p>	<p><b>Aims</b></p> <p>3. The aims and purposes of the Association shall be:-</p> <p>a. <u>To form a parents-teachers network to facilitate the growth of the students in line with the School Mission;</u></p> <p>b. <u>To enhance communication and understanding between parents and teachers;</u></p> <p>c. <u>To secure suitable collaboration between home education and school education;</u></p> <p>d. <u>To co-operate with the school in organizing other learning experiences.</u></p>
<p><b>Membership</b></p> <p>4 a) The following people will automatically be Regular Members of the Association subject as herein otherwise provided:</p> <p>i) Parents/Guardians of the present pupils of the school,</p> <p>ii) the Supervisor, Principals and full-time teachers of the school</p> <p>b) The following people can become Honorary Members of the Association subject as herein otherwise provided:</p> <p>i) all former Executive Committee members of the Association</p> <p>ii) past students, parents of past students and ex-teachers,</p> <p>iii) people of eminence in the field of education and people in association with the</p>	<p><b>Membership</b></p> <p>4a) <u>Parents/Guardians of the present students of the school will automatically become Regular Members of the Association</u></p> <p>4b) <u>The supervisor, Principals and full-time teachers of the school shall become <u>ex-officio</u> members of the Association</u></p> <p>4c) <u>The following people can be invited to be Honorary Members of the Association by the Executive Committee, subject as herein otherwise provided:</u></p> <p>i) <u>all former Executive Committee members of the Association</u></p> <p>ii) <u>past students, parents of past students and ex-teachers,</u></p>

<p>school.</p> <p>((Honorary Members may enjoy all the privileges of a Regular Member. However, Honorary Members shall not have the right to vote and may not be elected.))</p> <p>c. Honorary Life membership may be conferred on person(s) of eminence, and may be deemed as a fully paid up member of the Association. As such, Honorary Life Members of the Association may enjoy all the privileges of a Regular Member, including the right to vote and right to be elected as an officer of the Association.</p>	<p>iii) people of eminence in the field of education and people in association with the school.</p> <p>Paragraph is to become 5c</p> <p>Delete: clause 4c</p>
<p><b>Rights and Duties</b></p> <p>5a) All Regular Members and <u>Honorary Life Members</u> shall have the right to vote at all general meetings of the Association and shall be eligible for election to the Executive Committee of the Association</p> <p>5b) All Members (Regular, Honorary and <u>Honorary Life</u>) have the right to participate in all activities of the Association.</p>	<p><b>Rights and Duties</b></p> <p>5a) delete (Honorary Life Members) add ex-officio members</p> <p>5b) all Members (Regular, ex-officio and Honorary) have the right to participate in all activities of the Association.</p> <p>5c) Honorary Members may enjoy all the privileges of a Regular Member. However, Honorary Members shall not have the right to vote and may not be elected.</p>
<p>6. All Members shall abide by the Constitution of the Association and carry out the matters decided at General Meetings. All Regular Members (<del>except those listed in Article 4.a.ii</del>) shall pay their annual subscriptions and failure to do so shall render forfeiture of all rights as prescribed in Article 5 of the Constitution.</p>	<p>Delete the clause in brackets</p>
<p><b>Subscription</b></p> <p>7. An annual subscription shall be paid by all Regular Members (except those listed in Article 4.a.ii, who are deemed to be full paid-up Members: the Supervisor, Principals, and full time teachers) as prescribed in Article 38 of the Constitution. After payment is made, no refund shall be available. The funds collected shall be used for the running expenses of the Association and according to the Aims of the Association only as stated in Article 3, (a), (b) and (c) of the Constitution.</p>	<p><b>Subscription</b></p> <p>7a) An annual subscription shall be paid by all Regular Members After payment is made, no refund shall be available. The funds collected shall be used for the running expenses of the Association and according to the Aims of the Association only as stated in Article 3(a), (b), (c) and (d) of the Constitution.</p> <p>7b) Ex-officio and Honorary members are exempted from paying annual subscription.</p> <p>7c) The Annual subscription shall be \$100 for each regular member.</p> <p>Articles 36 and 38 have been moved up to become 7b and 7c</p>
<p><b>Cessation of Membership</b></p>	<p><b>Cessation of Membership and Discipline</b></p>

8. Members whose child/children are no longer connected with the school, and members of the teaching staff no longer in employment shall cease automatically to be Regular Members.

9. The Executive Committee reserves the right to warn the Member and / or cease his / her membership if a Member

- a. is convicted in a criminal case;
- b. is involved in deeds that may ruin the name of the Parent-Teacher Association;
- c. fails to observe the constitution / resolutions of the Parent-Teacher Association ; and
- d. fails to pay the annual subscription

**Executive Committee**

10. The Officers of the Association shall be a President, two Vice-Presidents, two Secretaries and one Treasurer, who are elected in accordance with the Constitution.

**Executive Committee (Organisation)**

Executive Committee

10. The Officers of the Association shall be made up of parent executive members and teacher executive members.

10a) Parent executive members - Eight parent executive members shall be elected by ballot from among regular and ex-officio members.

Teacher executive members - The appointment of six teacher executive members shall be made through the election among serving teachers and/or by nomination of the school.

10bi. Office-bearers:

The Executive Committee shall be composed of:

- President - 1 parent
- Vice-President(s) - 2 parent / teacher
- Secretaries - 2 parent / teacher
- Treasurer - 1 parent
- Activities/Education Officer - 2 parent / teacher
- Publication Officer - 2 parent / teacher
- Liaison Officer - 2 parent / teacher
- Membership Officer - 1 teacher

	<p style="text-align: center;">General Affairs Officer - 1 parent</p> <p>10bii. Advisory Members</p> <p>The supervisor, the principal or their delegates nominated by the School Management Board shall become ex-officio advisors. They shall attend meetings and exercise their right to vote in passing resolutions.</p>
11. The Principal, one member of the School Management Committee, the PG.Ms , one senior teacher designated by the school, and two Teacher Representatives elected by the teaching staff shall be Ex-Officio members of the Executive Committee	Delete
12. The Officers together with the Ex-Officio Members shall form the Executive Committee.	Delete
13. The President shall act as Chairperson of the Executive Committee Meetings, and Annual General Meetings and the Extra-General Meetings. If the President is not present, one of the Vice-presidents shall take his/her place.	
14. The Executive Committee shall have the power to appoint any sub-committee and to delegate to the sub-committee such powers as may be deemed expedient. A sub-committee of the Association may not commit the Committee of the Association to any expenditure without the consent of the Committee.	
15. An Honorary Auditor shall be appointed yearly by the Executive Committee.	<p>15a. An Honorary Auditor shall be appointed by members yearly in the Annual General Meeting.</p> <p>In the case of resignation before the end of term, the EXCO shall appoint another to replace him/her.</p> <p>15b An Honorary Legal Advisor shall be appointed by members yearly in the General Meeting.</p> <p>In the case of resignation before the end of term, the EXCO shall appoint another to replace him/her.</p>
16. A Nomination Committee will be formed two months before the Annual General Meeting during which election is held. The Nomination Committee to be appointed by the Executive Committee shall consist of the Vice-President as Chairperson and four other Members recruited from the Officers and other Executive Committee Members,	16. A Nomination Committee will be formed two months before the Annual General Meeting during which election is held. The Nomination Committee to be appointed by the Executive Committee shall consist of the Vice-president as Chairperson and four other members recruited from the Officers and other Executive Committee Members, and/or may have the

and/or may have the power to co-opt Regular Members to Service in the Nomination Committee, but the size of the Nomination Committee shall not be more than twenty Members.	power to co-opt Regular Members to serve in the Nomination Committee.
17. The Nomination Committee shall effect contacts with Regular Members and send out the Nomination Forms within one week after its formation so as to draw up a list of all Regular and / or Honorary Life Members willing to stand for election. Such a list should be sent with the notice of the Annual General Meeting to each Member.	17. The Nomination Committee shall effect contacts with Regular Members and send out the Nominations Forms within one week after its formation so as to draw up a list of all <u>Regular Members</u> willing to stand for election. Such a list should be sent with the notice of the Annual General Meeting to each Member.
18. During election, two returning Officers shall be chosen to supervise the election. The first six candidates with the highest votes shall become the Officers. These six candidates may then decide amongst themselves the duties to be assigned.	18 a. During election, two returning Officers shall be chosen to supervise the election. The first <u>eight</u> candidates with the highest votes shall become the Officers.  18b. The elected candidates, together with Teacher Executive members and Advisory members, may then decide among themselves the duties to be assigned.
19. There shall be an Annual General Meeting of the Association in each academic year. An Extra-General Meeting may be called at short notice of not less than fourteen days with an agenda to go with the notice. The functions of the Annual General Meeting and an Extra-General Meeting will be to decide all matters relating to the Association.	
20. In the event of an Officer or member of the Executive Committee being temporarily unable to perform his/her duties, a substitute may be elected by the Executive Committee.	
21. Officers and members of the Executive Committee shall hold office for a term of two years from the time of election until the next Annual General Meeting. In case of any early retirement of an Officer, his/her office shall be assumed by any other member with the consent of the Committee. The seat vacated by an Executive Committee Member shall be taken up by a new member co-opted by the Committee. All retiring Officers and Committee Members shall be eligible for re-election.	
22. In any Executive Committee Meeting, six of the members, of which one must be the President or the Vice-President, shall form a quorum. In the event of the level of quorum not being attained at an Executive Committee Meeting, the meeting shall be adjourned to another date not later than fourteen days of the original meeting. A simple majority of the Members voting at the meeting shall be decisive. The Chairman shall be able to vote and, when there is an equality of vote, shall have a casting vote.	22. In any Executive Committee Meeting, <u>eight</u> of the members, of which one must be the President or the Vice-President, shall form a quorum. In the event of the level of quorum not being attained at an Executive Committee Meeting, the meeting shall be adjourned to another date not later than fourteen day of the original meeting. A simple majority of the Members voting at the meeting shall be decisive. The Chairman shall be able to vote and, when there is an equality of vote, shall have a casting vote.
23. Meeting of the Executive Committee shall be held a minimum of three times per year. Any member of the Committee missing two successive meetings without any acceptable reason shall ipso facto vacate his/her seat on the Committee.	
<b>Duties</b>	
24. The Annual General Meeting is to	

- a. amend the constitution;
- b. elect the Officers and members of the Executive Committee;
- c. examine and receive the Annual Report, Balance Sheet and Statement of Account of the preceding financial year; and
- d. see to other business of the Association.

25. The Executive Committee is to

- a. arrange all types of meetings for the Association;
- b. put into practice the resolutions of the Annual General Meeting;
- c. advise the Association and to conduct the routine business of the Association; and
- d. plan for development.

25A. At the first Annual General Meeting of the Association, all the six Officers as defined in Clause 10 hereof shall retire from office, and at the General Meeting in every subsequent year, the Officers shall be elected with a term of two years.

25B. Starting from the year 1995-1996, and at the General Meeting in every subsequent year, one half of the Officers for the time being, or if their number is not two or a multiple of two, then the number nearest one half, shall retire from office.

25C. The Officers to retire in every year shall be those who have been longest in office since their last election, but as between persons who became Officers on the same day those to retire shall (unless they otherwise agree among themselves) be determined by lot.

25D. A retiring officer shall be eligible for re-election.

25E. The Association at the meeting at which an officer retires in manner aforesaid may fill the vacated office by electing a person thereto, and in default the retiring officer shall, if offering himself/ herself for re-election, be deemed to have been re-elected, unless at such meeting it is expressly resolved not to fill such vacated office or unless a resolution for the re-election of such officer shall have been put to the meeting and lost.

25A to 25E to be deleted

Meetings and Quorum

26. The Annual General Meeting shall be held as early in the academic year as possible, and in any case not later than November each year.	
27. The Secretary shall give two weeks; notice of the Annual General Meetings and the Extra-General Meetings. Such notice shall state the agenda.	
28. The Executive Committee Meetings shall only discuss matters relating to general educational interest as set out in the agenda, and not be used an open forum for political issues.	
29. The minutes of all meetings shall be kept in a book which shall, after confirmation and adoption, be signed by the Chairman of the current meeting.	
30. In the Annual General Meeting fifty Members present shall form a quorum. In an Extra-General Meeting, 20% of the Members shall form a quorum. In any meeting, other than for the dissolution of the Association, simple majority of the Members voting at the meeting shall be decisive. The Chairman at any meeting shall be able to vote and have a casting vote, in case of equality of vote.	30 In the Annual General Meeting, <u>one hundred members</u> present shall form a quorum. In an Extra-General Meeting, 20% of the members shall form a quorum. In any meeting, other than for the dissolution of the Association, simple majority of members voting at the meeting shall be decisive. The Chairperson at any meeting shall be able to vote and have a casting vote in case of equality of vote.
31. In the event of the level of quorum not being attained at the Annual General Meeting or an Extra-General Meeting half an hour after the start of the meeting, the meeting shall be adjourned and be convened at a date not later than twenty one days of the original meeting. Fourteen days notice shall be given to all members. At the reconvened meeting, any number of members present shall constitute a quorum.	
32. The Executive Committee may convene an Extra-General Meeting on receipt of a written request from not less than 20% of the Members, stating the specific subject or subjects to which discussion or resolution will be strictly confined. The Extra-General Meeting must be convened within a period of twenty one days from the date the request was made. Two weeks notice and 20% of Members as quorum are required.	
<b>Amendments of the Constitution</b> 33. The Constitution may be amended at the Annual General Meeting or at an Extra-General Meeting provided that the majority of the voting at the meeting so resolve.	
<b>Dissolution of the Association</b> 34. The Association shall be dissolved if so resolved by a majority of two-thirds of Members present at the Annual General Meeting or at the Extra-General Meeting.	
35. In the event of dissolution of the Association , the liability of Members and the arrangements for the disposal of any asset shall be as laid down in Article 45 of the Constitution.	
<b>Subscription &amp; Finance</b> 36. The Annual Subscription shall be \$100 for each member.	Finance  Delete (has moved up)
37. The Financial Year of the Association shall commence on the first day of September each year and terminate on the thirty-first day of August of the following year.	

38. Members shall pay their annual subscription every year within the first three weeks of the month of September.	Delete (has moved up)
39. Each member parent/guardian irrespective of the number of children studying in this school shall have one vote at all meetings.	
40. The finance of the Association shall be managed by the Treasurer. All funds belonging to the Association shall be deposited in a bank authorized by the Committee. All cheques drawn on such bank account shall be signed by the Supervisor and a Senior Teacher designated by the Executive Committee. All expenses must be approved by the Executive Committee with the exception of expenditures not exceeding \$500 which may be brought up to the Executive Committee for ratification and approval after payment has been made.	
41. No Members of the Association shall be entitled to any payment from the income of the Association save by way of reimbursement for expenses duly authorized by the Executive Committee.	
42. The Treasurer shall be responsible for the collection of all funds due to the Association, for their deposit in the Association's account and for the payment from the account of all expenses of the Association. The Treasurer shall give a report of the Association's financial situation at the Annual General Meeting. The financial report should receive prior endorsement by the Honorary Auditor.	
43a) The financial expenditure of the Association is limited to the amount of the annual subscription and income of the current year.  43b) Any surplus is to be deposited into the Development Fund, the use of which must be approved in an Annual General Meeting or Extra General Meeting.	
44. In case of liability, the responsibility will be borne by the members of the Executive Committee.	
45. In the event of a dissolution of the Association, any assets of the Association after payment of all debts, shall be handed to the Supervisor of the School to be used at her/his discretion for purposes consistent with the aims of the Association.	