

“Articles of Association”
OF
Good Hope School Parent-Teacher Association

1. Name

- A. The Association shall be called “Good Hope School Parent-Teacher Association” (hereinafter referred to as “the Association”).
- B. The Chinese name of the Association shall be “德望學校家長教師會”.

2. Office

The office of the Association shall be situated at Good Hope School (hereinafter referred to as “the School”) at 303 Clearwater Bay Road, Kowloon.

3. Mission

The objects of the Association shall be:

- A. to form a parent-teacher network to facilitate the growth of the students in line with the School Mission.
- B. to enhance communication and understanding between the parents and the teachers to secure suitable collaboration between home education and school education.
- C. to co-operate with the School in organizing other learning experiences.
- D. to assist the School to improve its facilities to enhance students’ welfare.

4. Membership

A. Regular Members

The parents/guardians of the present students shall automatically become Regular Members of the Association.

B. Ex-officio Members

The Supervisor, Principal and full-time teachers shall become Ex-officio Members of the Association.

C. Honorary Members

The following person may be invited to be Honorary Members who enjoy lifelong membership of the Association:

- I. former Executive Committee Members of the Association;
- II. past students, parents of past students, and ex-teachers; and
- III. person of eminence in the field of education and person in association with the School.

(Remark: There shall be only one Association member in one family. Any family eligible for applying two types of membership must choose either one.)

5. Rights and Obligations

- A. All Regular Members and Ex-officio Members shall have the right to move motions and vote and shall be eligible for election to the Executive Committee of the Association.
- B. Honorary Members shall not have the right to vote and may not be elected as member of the Executive Committee.
- C. Regular Members, Ex-officio Members and Honorary Members shall have the right to participate in all activities of the Association.
- D. All Regular Members shall pay their annual subscriptions and failure to do so shall render forfeiture of all rights as member of the Association.
- E. All members shall abide by the Article of Association and carry out matters resolved at the Annual General Meeting as well as Executive Committee meetings.
- F. All members shall comply with the regulations set out in the Article of Association and shall have the right to obtain any information of the Association. Any release of information, both verbal and written, and any materials used in any activity organized by the Association must be discussed and approved by the Executive Committee, which has the absolute right to pass resolution to the matters being discussed.

6. Subscription

- A. The Association shall collect HK\$100.00 being the annual subscription fee from each Regular Member to defray all expenses incurred in fulfilling the objects of the Association.
- B. After payment is made, no refund shall be allowed.
- C. Ex-officio and Honorary Members are exempted from paying annual subscription fee.
- D. For each subscription fee paid, membership shall last from the beginning of a school year to its end.

7. Cessation of Membership

- A. Members whose child/children are no longer students of the School, and teaching staff who are no longer in employment shall cease automatically to be Regular Members and Ex-officio members respectively.
- B. Notwithstanding of the provision of Article 7A above, if the child/children of an Executive Committee member is/are no longer a student/students of the School during the term of service of the Executive Committee member, the person will continue to be a member of the Association until the expiry of his term of office.
- C. The Executive Committee has the right to terminate the membership of a member if he/she:
 - I. is convicted in a criminal case;
 - II. is involved in any act that may ruin the name of the Association;
 - III. fails to observe the Article of Association /resolutions of the Association; and/or
 - IV. fails to pay the annual subscription fee.

8. Organization

A. Annual General Meeting

- I. The Annual General Meeting comprising all Members of the Association shall be the highest authority.
- II. During the period the Annual General Meeting is adjourned, the Executive Committee shall be responsible for all affairs or perform all duties of the Association.

B. Executive Committee

- I. The Association shall have an Executive Committee comprising of twelve Office-bearers and two Ex-officio Advisory Members.
- II. The Office-bearers shall be made up of eight Parent Executive Members and four Teacher Executive Members:
- III. The titles of the Office-bearers of the Executive Committee are:

Chairperson	(parent)
Vice-Chairperson-Internal Affairs	(teacher)
Vice-Chairperson-external Affairs	(parent)
Secretary (English)	(teacher/parent)
Secretary (Chinese)	(teacher/parent)
Treasurer	(parent)
Education Officer	(teacher)
Activities Officer	(parent)
Publication Officer	(parent)
Liaison Officer	(parent)
Membership Officer	(teacher)
General Affairs Officer	(parent)

C. Non Executive Members shall include:

I. Ex-officio Adviser

The Supervisor and the Principal, or their delegates nominated by the School Management Board shall become Ex-officio Advisory Members of the Executive Committee. They shall attend meetings and exercise their rights to vote in passing resolutions.

II. Honorary Auditor

An Honorary Auditor shall be appointed every two years by members at the Annual General Meeting.

III. Honorary Legal Advisor

An Honorary Legal Advisor shall be appointed every two years by members at the Annual General Meeting.

D. Appointment and Election Procedure of Executive Members

Teacher Executive Members

The appointment of Four Teacher Executive Members shall be made through the election among serving teachers and/or by nomination of the School.

II. Parent Executive Members

Eight Parent Executive Members shall be elected by ballot amongst Regular and Ex-officio Members.

a. Election Procedures of Parent Executive Members

- i. The election shall be undertaken by Ex-officio Advisers as the Nomination Committee which is empowered to appoint Executive Member, Regular Members or Ex-Officio Members to assist in the election.
- ii. The Nomination Committee shall effect contacts with Regular Members and send out the nomination forms so as to draw up a list of all Regular Members who are willing to stand for election as Parent Executive Members.
- iii. The Nomination Committee shall, at least fourteen days prior to the date of the Annual General meeting, deliver the ballots to all members of Association by post or by other means. Every such ballot shall contain a list of all candidates running the election.
- iv. Ballots shall be returned by post to the address of the Association or dropped into the ballot box placed at the address of the Association before the specified date.
- v. If there are only eight candidates, he or she will be automatically elected.
- vi. If there are more than eight candidates, the first eight candidates with the highest votes shall become the Executive Members.
- vii. If two or more candidates have obtained an equal number of votes, election result shall be decided by drawing lots.
- viii. The elected candidates, together with Teacher Executive Members and Ex-officio Advisers, may then decide among themselves the duties to be assigned.

III. By-Election of Executive Members

a. Teacher Executive Members

For any reason, a Teacher Executive Member resigns from office, the procedure for appointing Teacher Executive Member shall be adopted in filling the vacancy.

b. Parent Executive Members

If a Parent Executive Member resigns or retires from the Association for any reason, the following procedures shall apply to fill the vacancy:

- i. if the remaining service period is less than six months, a substitute shall be appointed by Ex-officio Advisers.
- ii. if the remaining service period is in excess of six months, the vacancy shall be filled by the candidate who has obtained the next highest number of votes but has not been

elected in the election.

iii. should a member chosen by the aforesaid method refuse to accept office, or no candidate is available, the procedure for appointing Parent Executive Members shall be adopted in filling the vacancy.

c. Honorary Auditor and Honorary Legal Advisor

In the case of resignation before the end of term, the Executive Committee shall appoint a substitute to replace him/her.

d. Term of office

Office-bearers of the Executive Committee shall hold office for a term of two years from the time of election. At the expiry of the term, he or she may sit for re-election.

The Chairperson may only hold the post for two terms.

e. Dismissal of Executive Members

Any member of the Executive Committee missing three consecutive meetings without acceptable reason shall ipso facto vacate his/her seat in the Committee.

9. Duties

A. The Annual General Meeting is to:

I. amend the Article of Association;

II. examine and receive the Annual Report, Balance Sheet and Statement of Account of the preceding financial year; and

III. consider and attend to the other affairs of the Association.

B. Executive Committee

The Executive Committee is to:

I. arrange all types of meetings for the Association;

II. put into practice the resolutions passed at the Annual General Meeting;

III. advise the Association to conduct its routine affairs and plan for its future development,

IV. appoint any sub-committee and to delegate to the sub-committee such powers as deemed expedient,

V. ensure the funds of the Association will be used to attain its stated objects only; and

VI. ensure there will be no distribution of its income and properties amongst its members

C. Executive Members

Executive Members are working on a voluntary basis and shall not have any remuneration, nor shall they be employed or deemed employed by the Association.

Chairperson

I. To convene and preside at Annual General Meetings, Extraordinary General Meetings and Executive Committee Meetings.

II. To lead the Executive Committee to carry out its duties.

III. To report on the affairs of the Association at the Annual General Meetings.

IV. To represent the Association in external liaison.

External Affairs Vice-Chairperson and Internal Affairs Vice-Chairperson

- I. To assist the Chairperson in managing the Association's affairs.
- II. If the Chairperson is absent from a meeting, the External Affairs Vice-Chairperson shall act as deputy.
- III. If the External Affairs Vice-Chairperson is unable to perform the duties of the Chairperson, the Internal Affairs Vice-Chairperson shall act as deputy.

Secretary

- I. To prepare agenda for meetings.
- II. To take minutes at Annual General Meetings, Extraordinary General Meetings and Executive Committee Meetings.
- III. To handle documents and correspondence for external and internal use.

Treasurer

- I. To prepare income and expenditure accounts.
- II. To prepare annual financial budgets for the Executive Committee's approval.
- III. To prepare annual balance sheet for the Executive Committee's examination and for approval at Annual General Meetings.
- IV. To report on the financial position of the Association at Annual General Meetings

Educational Officer

To organize the Association's academic and educational activities.

Activities Officer

To organize the Association's recreational and cultural activities.

Publication Officer

To publish the Association's Newsletters and handle all printed materials of the Association.

Liaison Officer

To facilitate internal communication and promote members' affairs.

Membership Officer

To maintain a membership record and process registration.

General Affairs Officer

To manage general affairs and assist in promotional activities.

D. Non Executive Members

Ex Officio Adviser

The Ex Officio Advisers shall attend meetings and exercise his/her right to vote in passing resolutions.

Honorary Auditor

The Honorary Auditor shall audit the Association's books and income and expenditure accounts.

Honorary Legal Adviser

The Honorary Legal Adviser shall provide legal advice to the Association.

10. Meetings & Quorum

A. Annual General Meeting and Extraordinary General Meeting

- I. Annual General Meeting shall be held as early in the academic year as possible, and in any case not later than December each year.
- II. An Extraordinary General Meeting shall be convened on receipt of a written request from not less than twenty percent of the Members, stating the specific subject or subjects to which discussion or resolution will be strictly confined. The Meeting must be convened within a period of twenty-one days from the date the request was made.
- III. Members shall be given at least fourteen days' notice before the date of the Annual General Meeting or the Extraordinary General Meeting. Such notice shall include the agenda.
- IV. Other than for the dissolution of the Association, one hundred Members shall form a quorum in the Annual General Meeting. An Extraordinary General Meeting shall be deemed validly constituted if it has a quorum of no less than twenty percent of Members of the Association present at the Meeting.
- V. In the event a quorum is not present, the meeting shall be adjourned and be convened 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.
- VI. Other than for the dissolution of the Association, a resolution passed at an Annual General Meeting or an Extraordinary General Meeting shall be deemed valid if two-thirds of the members present at the Meeting vote for the resolution.

B. Executive Committee Meetings

- I. Executive Committee Meeting shall at least be held three times per year.
- II. At any Executive Committee Meeting, two-thirds of the Executive Members shall form a quorum. In the event a quorum is not present at an Executive Committee Meeting, the meeting shall be adjourned to another date not later than fourteen days of the original Meeting.

- III. The Secretary shall give at least fourteen days' notice in writing to all Executive Members prior to the date of the Executive Committee Meeting and shall only discuss matters relating to matters set out in the agenda of the Meeting.
- IV. A resolution passed by two-thirds of the Executive Committee Members present at the Meeting shall be valid and effectual.

C. Minutes

The minutes of all Meetings shall be kept in a book which shall after confirmation and adoption, be signed by the chairperson of the current Meeting.

11. Amendments of the Article of Association

- A. Any motion to amend the "Article of Association" shall be first submitted to the Executive Committee for discussion and approval.
- B. The motion, which has been discussed and approved by the Executive Committee, shall be submitted to the Extraordinary General Meeting or Annual General Meeting for determination.
- C. A motion shall have no effect unless it has been passed by votes cast by two-thirds of the members present at the Meeting.

12. Dissolution of the Association

- A. The Association shall be dissolved if it fails to work in accordance with its objects, or if it stops to perform its objects provided herein.
- B. Procedures of dissolution
If members wish to dissolve the Association, they shall seek opinion from the School Management Board. If the School Management Board forms the same opinion the Association should be dissolved, the Executive Committee shall convene an Extraordinary General Meeting. The Extraordinary General Meeting must be attended by at least fifty percent of all members. Any resolution concerning the dissolution of the Association shall have no effect unless it has been passed by vote cast by three-fourths of members present at the Meeting.
- C. In the event of dissolution of the Association, the liabilities of members and the arrangements for the disposal of any asset shall be managed in according with Article 13H of the Article of Association.

13. Finance

- A. The Financial Year of the Association shall commence on the first day of September each year and end on the thirty first day of August of the following year.
- B. The finance of the Association shall be managed by the Treasurer. All funds belonging to the Association shall be deposited in a bank account(s) operated by the Executive Committee. All cheques drawn on such bank Accounts shall be signed by the Supervisor

or his/her delegate.

- C. The Treasurer shall be responsible for the collection of all funds due and owing to the Association for depositing into 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 position at the Annual General Meeting. The financial report shall receive prior endorsement by the Honorary Auditor.
- D. The Executive Committee shall exercise its discretion to allocate a certain amount of the Association's income to the School for setting up scholarships, awards or for any other purposes incidental to the objects of the Association. The School shall have the power to decide on the use of funds provided in order to fulfill the objects set out in the Articles of Association.

The financial expenditure of the Association is limited to the amount of the annual subscription fees and income of the current year.

- E. Any surplus is to be deposited into the Development Fund, the use of which must be approved in an Annual General Meeting or Extraordinary General Meeting.
- F. Funds of the association can only be utilized for purposes as provided for in this Article of Association and to attain its objects and shall not be distributed amongst its members.
- G. In case of liability, the responsibility will be borne by the Members of the Executive Committee.
- H. In the event of dissolution of the Association, any asset of the Association after payment of all debts shall be donated to the School or its sponsoring body for purposes consistent with objects of the Association in promoting the students' welfare.

14. Others

- A. In order to fulfill the Association's objects and to ensure its independence, the Association shall not join, under normal circumstances, any other organization.
- B. Executive Members shall not, in their capacity as Office-bearers, take part in any activities irrelevant to the Association.
- C. Executive Members shall not, without the previous consent of the Association, have their office title printed on personal name card or any other documents.