

**The Association of The Women’s Welfare Club (Eastern District) Nursery Hong Kong
Parent – Teacher Association
Constitution**

1. Titles	<p>香港東區婦女福利會幼兒園家長教師會</p> <p>The Association of The Women’s Welfare Club (Eastern District) Nursery Hong Kong Parent – Teacher Association</p>
2. Office	Ground Floor, Oi Ping House, Oi Tung Estate, Shau Kei Wan, Hong Kong
3. Aims	<p>3.1 To fasten the connections and communication between the kindergarten and parents.</p> <p>3.2 To build a well-established consultative machinery and care for the whole-person development of children.</p>
4. Membership	Memberships are given to the parents or guardians of the students of the school; the serving administrative staff and teachers.
5. Guidelines	The membership of our association shall not be abused to secure special privilege or personal advantage, nor to violate the constitution or resolution.
6. Membership Fee	The annual membership fee per student shall be set by the general committees, in which it is valid for one academic year (from September of the year to August of next year).
7. Annual General Meeting	<p>7.1 The Annual General Meeting shall be convened at the start of each academic year.</p> <p>7.2 The quorum of all general meetings shall not be less than one-third of all members.</p>
8. General Committees	<p>8.1 The general committees are endowed with the management right of the association; they may delegate work to its members and working groups.</p> <p>8.2 The general committees shall be made up to 15 committee members with at least 3 committee members, which shall be selected by “one person one vote”, including a teacher appointed by the principal.</p> <p>8.3 The term of office for all committee members shall be 2 school years in a row, they shall continue in office only for once. All the members of the committee shall be voluntary workers of the association.</p>

8.4 Organization

8.4.1 Chairman (parent member)

The chairman is responsible to convene and hold the General Meetings and Executive Committee Meetings; to lead the general committees in fulfilling the affairs of the association and carry out the resolutions on the agenda. The chairman shall have a casting vote if the number of votes for and against a motion turns out to be equal.

8.4.2 Vice Chairman (teacher member)

The vice chairman is responsible to assist the chairman in carrying out the affairs of the association and act on behalf of the chairman when the chairman is absent.

8.4.3 Treasurer (1 parent member and 1 teacher member)

The treasurer is responsible for handling all settlement expenses and auditing the accounts of the association. The treasurer shall report the financial status of the Association regularly and submit the Statement of Cash Flows and Annual Financial Report.

8.4.4 Secretary (parent member)

The secretary is responsible to assist the chairman to complete the meeting agenda, as well as to compose the meeting minutes and other paperwork both internally and externally.

8.4.5 General Affairs (2 parent members and 1 teacher member)

The general affairs are responsible for supplies purchase, set decorations, recreation programmes, contacts and other general affairs.

8.4.6 Parents Representative

The parents representative is responsible for contacting and convening members to the activities.

8.4.7 Committee (6 parent members at most)

The committee is responsible to assist and support all the association affairs.

8.5 The chairman shall hold at least one Executive Committee Meeting in every three months. The vice chairman shall be the host if the chairman is absent.

8.6 The Principal shall, in the event of contingency, have the right to elect additional committee members to provide consultancy and handle related jobs/duties.

8.7 All motions in the Executive Committee Meetings shall be hosted by the

	<p>chairman and voted by the present general committees. The chairman shall have a casting vote if the number of votes for and against a motion turns out to be equal.</p>
9. Finance	<p>9.1 The financial year starts from every 1st of September to 31st of August of the next year.</p> <p>9.2 The treasurer shall keep all the income received by the Association in a bank account opened in the name of this association.</p> <p>9.3 The balance remaining on each August of the financial year shall be fully funded as the operating expenses for the next financial year.</p>
10. Publications	<p>The association shall issue at least one newsletter or other publication with the approval of the general committees.</p>
11. Use of funds	<p>The funds of our association shall only be used on considerations that go with our aims.</p>
12. Constitution	<p>The constitution of the association will be effective following the official establishment of the association announced by the chairman. The amended constitution will be effective following the official announcement by the chairman.</p>
13. Amendments of the Constitution/Dissolution of the Parent-Teacher Association	<p>13.1 After receiving a written request proposing matters for discussion on the amendments of the constitution from no fewer than 20 members of the Association, the chairman shall convene an Extraordinary General Meeting.</p> <p>13.2 The general committees could propose discussion on the amendments of the constitution after discussing in an Executive Committee Meeting.</p> <p>13.3 Any amendments to the Constitution shall be passed by at least two-thirds of the parent members present at the General Meeting or Extraordinary General Meeting.</p> <p>13.4 In the event of dissolution of the Association, the relevant decision of dissolution shall be agreed upon by at least two-thirds of the parent members present at the General Meeting or the Extraordinary General Meeting. If there are any surplus assets, they shall be dealt with according to the resolution of the parent members participating in the meeting, donate to the kindergarten or other registered Charities in Hong Kong.</p>
14. Bye-laws	<p>14.1 All motions and functions held by the association shall not violate the Child Care Services Ordinance, Child Care Services Regulations or any related laws, and the serving objectives of the Women's Welfare Club (Eastern</p>

District) Nursery Hong Kong.

14.2 All members shall not represent the association in any format without the approval of the general committees.

14.3 Any teacher members or parent members are eligible to call for an Extraordinary General Meeting according to the constitution if the general committees seriously contradict or violate the objectives of the kindergarten; they shall discuss the dissolution of the association, the general committees or any other solutions in the Extraordinary General Meeting.

14.4 If members use the name of the association to damage the reputation or interests of the association, the general committees may immediately remove its membership and reserve the right for any legal action against relative laws or regulations.

14.5 If a general committee is convicted of any criminal laws, or used the name of the association to damage the reputation or interests of the association, the chairman must convene an Extraordinary General Meeting immediately to remove its role and membership.