

❖ Name:

The name of this association shall be “E.C.F. Saint Too Canaan College – Parent-Teacher Association”, hereinafter referred to as the “PTA”. [The PTA shall not be conducted or operated for its profit.](#)

❖ Address:

6 Lee On Lane, Kwun Tong, Kowloon, Hong Kong.

❖ Aims and Missions:

1. To forge close home-school contact and cooperation.
2. To facilitate communication between the school and parents in complementing family and school education.
3. To support the school in promoting teaching effectiveness and enhancing the welfare of the students.

❖ Membership and Eligibility:

1. Parent Member:

All parents, or legal guardians, of our students shall automatically be qualified to become *Permanent Members (one member per family), and shall pay the one-off membership fee thereafter.

2. Teacher Member:

The serving Principal, Vice Principal and teachers shall automatically be qualified to become Teacher Members.

*Membership will continue for parents, or legal guardians, for as long as the daughter or son is studying in the school.

❖ Members' Right and Obligation:

1. The Teacher Members are Members as of Right; no membership fee shall be paid. Parent members shall pay the membership fee in accordance with the Constitution.
2. Both Parent and Teacher Members shall enjoy the right to move motion, vote, elect and be elected in the meetings, which they are entitled to attend.
3. Any person, authorized by the “Executive Committee” (abbreviated as the “Committee”), shall be eligible to donate resources or sponsor any activities held by the PTA. The Committee shall have the rights to decline sponsorship and donations from other parties.
4. Each member shall have the obligation to obey the rules stipulated in the Constitution and comply with the resolutions adopted in the meetings.

❖ Membership Fee:

1. The membership fee shall be suggested by the Committee and submitted to the Annual General Meeting for approval. Membership Fee for Parent Member is HK\$120. The PTA shall not refund the membership fee already paid by the parents.
2. The membership fee shall only be paid once regardless of the number of his/her children studying in the school.
3. **Parent Members of junior form transfer students shall pay full membership fee of HK\$120.
4. **Parent Members of S.4-S.5 transfer students shall pay half of the membership fee of HK\$60.
5. **Parent Members of S.6 transfer students shall not have the obligation to pay the membership fee.

**If the siblings of transfer students are currently studying in the school, and their parents have been granted the membership of PTA, parents shall not be required to pay the membership fee upon the enrollment of the transfer students.

❖ Organization and Authority:

1. “Annual General Meeting” (abbreviated as the “AGM”): shall be composed of all the members and is the unit with the highest authority in the PTA. The Meeting shall be entitled to preside over the election of the new committee for each term of office, revise the Constitution on an annual basis, and approve budget making proposals, financial reports and statements.

2. “Extraordinary General Meeting”: shall be convened by the Committee or in case of a motion raised by not less than 10 per cent of members.

3. “Executive Committee” (abbreviated as the “Committee”): shall consist of a Chairperson, 2 Vice Chairpersons, 2 Treasurers and 2 Secretaries. Their duties are as follows:

Chairperson (Parent Member): shall convene and chair the AGM, Extraordinary General Meetings and Committee Meetings, and lead the Committee to carry out its work.

Vice Chairpersons (co-chaired by a Parent Member and a Teacher Member): shall assist the Chairperson in carrying out his/her duties.

Secretaries (co-chaired by a Parent Member and a Teacher Member): shall assist in writing agendas and meeting minutes.

4. The Teacher Members of the Committee shall appointed by the school.

5. Treasurers (co-chaired by a Parent Member and a Teacher Member): shall manage the financial transactions of the PTA, furnish the auditor with a complete financial statement to be reviewed by the Committee and submit to the AGM for approval.
6. If the number of candidates running for the election is less than the minimum required number of office-bearers, members shall cast votes using the approval voting method. Candidates shall be elected if he/she receives vote of confidence from no less than half of the voters. The positions of the Committee shall be altered according to the number of Committee members and its needs.
7. The Supervisor and Principal of the school shall be the ex-officio advisors in the AGM and the Committee.
8. The term of office of Committee members: shall be 2 years. The elected Chairperson may only serve for no more than 2 consecutive terms; the term of office of other members shall not be restricted.
9. In the event of the absence of the Chairperson, the Vice Chairperson (Parent Member) shall be the deputy Chairperson.
10. ***Members in attendance shall be elected during the election of the new committee in the AGM. Members in attendance are not entitled to vote on motions. In the event of absence of the Committee members, the quorum of meetings shall remain the same; members in attendance shall substitute the absent members and their positions shall be elected by the Committee.

***8 of whom receiving the most votes will be elected as Committee members and the following as the member in attendance.
11. Parent manager or alternate parent manager of the school shall be elected by and from among PTA members.
12. Honour Executive Committee of Parent-Teacher Association (Effective from 2020-2021)
After the graduation of S.6 students, their parents (Executive Committee member) will be automatically changed to 'Honour Committee member' and they will be invited to attend and assist in PTA activities*.
*Remark: Honour Executive Committee will not be invited to attend the meeting and he/she will not have any rights in decision making or vote for election as well.

13. Honour Parent Volunteer for Parent-Teacher Association (Effective from 2020-2021)

Parent member can choose to take up parent volunteer or not. Before his/her child leaving school, any parent who received the volunteer certificate during the PTA AGM, he/she will become 'Honour Parent Volunteer'. They are also welcome to join or assist in PTA activities in the future.

❖ Meeting Regulations:

1. Structure:

i. Annual General Meeting (AGM):

The AGM shall be convened at least once a year. A written notice shall be delivered to all members 14 days in advance and posted on the school's notice board by the Secretary. Report on general affairs and financial status, announcement of election result and any alterations to the Constitution shall be delivered to all members one month in advance in a written notice.

ii. Extraordinary General Meeting:

In case of urgent business, an Extraordinary General Meeting can be convened by the Committee or upon written request to the Chairperson made by not less than 10 per cent of the members. The Committee shall convene the Extraordinary General Meeting in the same way as that of the AGM.

iii. The Committee Meeting:

A minimum of four Committee meetings shall be convened regularly each year. The meeting time and date shall be determined by the Committee and announced seven days prior to the meeting date. Committee meetings are open for all PTA members; however, they are not entitled to vote.

2. Quorum of Meetings:

The quorum for AGM and Extraordinary General Meeting shall reach at least 10 per cent of all members; at least half of the Committee members shall attend the meeting.

3. Voting:

Resolution shall only be reached when the motion is passed by a simple majority of the members present in the meeting. The Chairperson does not hold voting rights.; however, in the event of a split vote on motion, the Chairperson shall have the casting vote.

❖ Finance:

1. The PTA may use its money to pay for its recurring and non-recurring expenses.

2. Membership fee shall be collected by the Treasurers and deposited into the designated bank account of the PTA. All cheques for withdrawing the monies of the PTA shall be valid only if they bear the signatures of the Chairperson (Parent Member) and either one of the Treasurers (Parent or Teacher Member).

2022-2023 Parent-Teacher Association Constitution

3. The fiscal year starts from the 1st of September to the 31st of August of the following year.
4. The annual financial report shall be completed upon mid-September, and submitted to the AGM for approval.
5. The AGM shall elect a voluntary auditor to be responsible for auditing the accounts of the PTA at the end of the fiscal year.
6. The Committee shall, in the event of contingency, have to right to raise funds for holding activities.

❖ Others

1. Any alterations to this Constitution shall receive the assent of no less than half of the members who attend AGM. The Secretary shall thereby inform the Societies Office the Constitution alternations by registration within 7 days. The revised Constitution will become valid automatically if no alternations are suggested by the Office in 28 days.
2. In the event of dissolution of the PTA, the relevant decision of dissolution shall be agreed upon by at least two-thirds of the members present at the AGM. If there are any surplus assets, they shall be donated to the school.
3. Upon the receipt of letters from parents, the Chairperson shall read the letters in advance, liaise with the Chairperson of Home-School Committee of the school, and call for Committee meetings according to its needs.