

Charter of the Parent-Teacher Association of Ching Chung Wu King Kindergarten

- i. Name of the Association: Parent-Teacher Association of Ching Chung Wu King Kindergarten
- ii. Address of the Association: The registered and correspondence address of the Association is G/F Wu Kwong House, Wu King Estate, Tuen Mun, New Territories.
- iii. Purposes
 - a) To help build close ties between the Kindergarten and families and become a bridge of communication.
 - b) To discuss matters of common concern.
 - c) To enhance the effectiveness of cooperation between the Kindergarten and families.
 - d) To enhance parents' knowledge about, understanding of and sense of belonging to the Kindergarten.
 - e) To create an ideal environment for communication between parents and teachers.
 - f) To hold developmental, educational, instructional, cultural and recreational activities for parents.
- iv. Members
 - a) The following persons are members:
 1. Parents of all students enrolled in the Kindergarten; and
 2. The present principal, heads and teachers of the Kindergarten.
 - b) Each member shall have the right to elect and be elected as a Director, as well as the right to vote at meetings they are entitled to attend.
 - c) Each member shall abide by the rules specified in the Charter, obey meeting decisions and pay the annual membership fee.
 - d) Members need to pay the membership fee within the time limit set by the Standing Committee. The annual fee shall be determined by the Standing Committee and be calculated on a per-family basis. Any changes therein will be notified to members in writing.
 - e) Except the annual fee, members are not obliged to provide financial support to the Association, but any member may make voluntary contributions to the Association to carry out meaningful work.
- v. Organization
 - a) The Association shall consist of the General Meeting of Members and the Standing Committee.
 - b) The General Meeting of Members, composed of all members, is the highest authority of the Association. When the General Meeting of Members is not in session, all affairs of the Association shall be handled by the Standing Committee.
 - c) Plenary General Meetings of Members shall be held by the Standing Committee, which may convene annual or extraordinary plenary General Meetings of Members.
 - d) At least one General Meeting of Members shall be held each year. At the meeting, the Chair must present a report on the general affairs and financial situation of the Association. At the end of each

semester, the Association shall distribute the application form for membership at the Standing Committee to the members who are parents of students in K1 and K2 classes so that the parents who are interested can join the Standing Committee. If the number of candidates exceeds the limit on the number of parent members of the Committee, the Association will distribute the personal information and election manifesto to all parents. The candidates with higher number of votes will be elected as members of the Standing Committee in the new year, and the candidates not elected will automatically become alternate members of the Committee.

e) An extraordinary General Meeting of Members may be held upon acceptance of a written request specifying the matter or matters to be discussed from at least fifty members of the Association. The notice of an extraordinary General Meeting of Members must be sent to all members fourteen days prior to the meeting.

f) The quorum for all General Meetings of Members shall be twenty-five members.

g) The Standing Committee shall consist of sixteen members. Half of them shall be parents and the rest shall be teachers. The Principal and heads shall be ex-officio members.

h) Appointment of teacher members to the Standing Committee:

Teacher members shall be appointed by the Kindergarten prior to the annual general meeting and be confirmed at the General Meeting of Members.

i) The new and old Standing Committees shall, as soon as possible after the annual general meeting, contact each other, hold the first meeting and elect a new Standing Committee:

1. President (ex-officio member)
2. One Chair (elected from among parent members)
3. Vice Chair
4. Secretary
5. Treasurer
6. Liaison and recreation
7. General affairs

(The Standing Committee shall have the right to invite trustees, professionals, social workers, former chairs, councillors, etc. to serve as advisors to the Association.)

Except ex-officio members, the term of office of each member shall be two years. However, as it takes time to arrange an election, the term of office of each member may be extended until new members of the Standing Committee are elected. A parent member may be re-elected upon expiration of his/her term of office.

j) During the term of office, if a member withdraws, the alternate member for that year with the highest number of votes will automatically become a member of the Standing Committee, and the Standing Committee shall have the right to elect/appoint additional members to fill vacancies arising during the year.

k) The Standing Committee shall have the right to organize special members to carry out any particular activity.

l) No two members of the same family may serve on the Standing Committee during the same term of office.

vi. Management and Administration

a) Any proposal shall be finalized only upon the approval of a majority of the Committee members present at the Committee member meeting.

- b) The Standing Committee shall meet at least three times a year. At least half of members of the Standing Committee shall be present at each meeting.
- c) The Standing Committee membership is voluntary and no remuneration whatsoever is offered.
- d) A copy of the minutes of each meeting (including General Meetings of Members and meetings of the Standing Committee) needs to be submitted to the Kindergarten for the record.
- e) Any resolution adopted by the General Meeting of Members and the Standing Committee that concern administration and teaching at the Kindergarten, such as personnel, curriculum and teaching, shall be valid only if approved by the Kindergarten.

vii. Finance

- a) The Association may use its funds for its development and the payment of various expenditures.
- b) The Treasurer shall report the financial position of the Association at meetings of the Standing Committee.
- c) All expenditure plans must be approved by the Standing Committee. Miscellaneous purchases need to be confirmed by purchase forms signed by the Chair and the Treasurer (parent and teacher members).
- d) The Standing Committee shall not overspend to cause the Association to incur debts; if that happens, the Standing Committee must be liable therefor.
- e) A financial year of the Association shall be from August 1 of a year to July 31 of the following year.
- f) The Treasurer must retain all revenue and expenditure documents for a period of three years, after which such documents shall become void.
- g) The membership fee shall be calculated on an annual basis. Those who join the Association in the second semester shall be charged half of the annual membership fee.
- h) The Association will not refund any membership fee paid.

viii. Audit

The Standing Committee must appoint one or two voluntary auditors, who shall be responsible for auditing the accounts of the Association at least once a year. One of the voluntary auditors shall be appointed from among the ordinary members and shall not be a member of the Standing Committee.

ix. Revision of the Charter/Dissolution of the Parent-Teacher Association

- a) Any revision to the Charter must be made at a meeting of the Standing Committee and be approved by half or more of the Committee members present.
- b) In the event of the dissolution of the Association, the relevant decisions must require consent from a two-thirds majority of the members present at the annual general meeting or extraordinary General Meeting of Shareholders. The remaining assets, if any, shall, as decided at the General Meetings of Shareholders, be dealt with or donated to the Kindergarten or charitable organizations in Hong Kong.

Revised in 2020