

**Po Leung Kuk Lui Chan Wai Ching (Kwai Fong) Kindergarten-cum-Nursery  
Parents-Teacher Association  
<Association Charter>**

1. Name

Po Leung Kuk Lui Chan Wai Ching (Kwai Fong) Kindergarten-cum-Nursery  
Parents-Teacher Association (hereinafter as the Association)

2. Address

Unit 15-22, G/F, Kwai On House, Kwai Fong Estate, Kwai Chung, N. T.

3. Mission

- (a) Facilitate contact and communication between parents and schools to build partnerships.
- (b) Through close collaboration between home and school, work together to facilitate children's healthy academic, physical and mental development.

4. Membership

- (a)
  - i) Parents or guardians of students currently enrolled in our school are automatically parent members. If a member has more than one child attending the school, the membership will be counted as one;
  - ii) The current Principal, Vice-Principals and Directors of the School are all ex-officio members.
  - iii) All teachers in our school are teacher members. If our teachers are also parents of students in our school, they can only join the Association as teacher members.
- (b) Parent Members shall have the right to elect and be elected as officers and to vote at meetings at which they are entitled to attend.
- (c) Each Member shall observe the rules of the Association and comply with the decisions of the meeting.
- (d) There will be no membership fee.

5. Organisation

- (a) The Association shall consist of "General Meeting" and an "Executive Committee".
- (b) A "General Meeting" shall be held at least once a year. At this meeting, members of the previous executives committee shall report on the general and financial affairs of the previous academic year and shall preside over the election to elect the current office-bearers of the "Executive Committee" to carry out the business of the Association.
- (c) The quorum for all "General Meetings" shall be not less than one quarter of the total number of members.
- (d) The "Executive Committee" consists of 10 office-bearers, six of whom

- are parent members and four are teacher members.
- (e) Parent members are elected to the Executive Committee by secret ballot on a one-person-one-vote basis at the General Meeting.
  - (f) Four teacher members shall be appointed to the Executive Committee prior to the annual General Meeting of the school.
  - (g) Executive Committee posts:
    - i) Chairman (1 parent member)
    - ii) Vice-chairman (1 parent member and 1 teacher member)
    - iii) Treasurer (1 parent member and 1 teacher member)
    - iv) Clerk (1 parent member and 1 teacher member)
    - v) Recreation (1 parent member)
    - vi) Communication (1 parent member and 1 teacher member)
  - (h) A resolution shall only be valid if three-fifths or more of the office-bearers are present at a meeting of the "Executive Committee" and a majority of those present agree.
  - (i) In the case of an equality of votes at a meeting, the Chairman shall have a casting vote.
  - (j) All office-bearers are appointed for one academic year.
  - (k) The "Executive Committee" shall have the power to elect office-bearers to fill vacancies arising mid-year.
  - (l) All office-bearers of the "Executive Committee" shall be volunteers of the Association.

## 6. Finance

- (a) The Association is financed by the Home-School Co-operation Grants for recurrent expenses and for organising home-school activities;
- (b) The Treasurer shall report on the financial position of the Association at a meeting of the "Executive Committee".

## 7. Amendment to the Charter / Dissolution of Parent-Teacher Association

- (a) Amendments to the Charter shall be approved by two-thirds or more of the members present at a "General Meeting".
- (b) In the event of the dissolution of the Association, the decision to dissolve shall be approved by two-thirds or more of the members present at the General Meeting. If there are any remaining assets, they shall be carried out in accordance with the resolution of the members present at that meeting.