

THE PARENT TEACHER ASSOCIATION OF ST. STEPHEN'S GIRLS' COLLEGE
Revised Constitution,
December 1988
November 1992
November 2003
Proposed Amendments November 2018

1. Name

The name of the association shall be "The Parent Teacher Association of St. Stephen's Girls' College".

2. Registered Office

The registered office is situated at No. 2 Lyttelton Road, Hong Kong.

3. Aim

The aim shall be to promote closer relations between parents or guardians and teachers in the common interest of the pupils provided that the Association shall not engage in any activities which in the opinion of the St. Stephen's Girls' College Council may be detrimental to the interest of the school or contrary to the policy of the St. Stephen's Girls' College Council.

4. Membership

Membership shall be automatically granted to:

- (a) All parents or guardians of students currently enrolled in the school.
- (b) The Principal of St. Stephen's Girls' College, the Principal of the Primary School, the Head of the Kindergarten and all teaching and administrative staff of the school.

An annual fee may be paid by members but shall be entirely voluntary and optional.

5. Officers and Committee Members

- a. The Committee shall consist of eighteen (18) members : -
 - (i) nine (9) of whom shall be parents
 - (ii) three (3) of whom shall be teachers
 - (iii) three (3) of whom shall be Vice Principal(s) of St. Stephen's Girls' College or Deputy Head(s) of the Primary School
 - (iv) the remaining three (3) shall be ex-officio : the Principal of St. Stephen's Girls' College, the Head Teacher of the Primary School and the Head Teacher of the Kindergarten.
- b. Four (4) of the parents on the Committee shall be nominated and elected by a show of hands by the outgoing Committee members and five (5) shall be elected from a list of candidates nominated by members and elected by ballots prior to the Annual General Meeting, their election being confirmed

at the meeting.

- c. The teachers on the Committee shall be appointed by the teaching staff prior to the Annual General Meeting, their election being confirmed at that meeting.
- d. The representatives on the Committee in 5a(iii) above shall be nominated and agreed by the Principal of St. Stephen's Girls College and the Head Teacher of the Primary School but so that each of these sections of the school shall be represented on the Committee.
- e. The old and new Committee shall hold a meeting as soon as possible after the Annual General Meeting and shall elect, from the new Committee members, the following office Bearers:
 - Chairman who shall be a parent
 - Vice-Chairman
 - Hon. Secretary (English)
 - Hon. Secretary (Chinese)
 - Hon. Treasurer
 - Hon. Assistant Treasurer

Apart from the three (3) ex-officio members the term of office shall be one year.

- f. The Committee shall have power to co-opt members to fill vacancies occurring during the year.
 - g. The Committee may co-opt members in an advisory capacity for any specific purpose.
 - h. Parent-members of the Committee may be re-elected for a maximum of three successive years. They should then stand down from the Committee for a minimum of one year before they are eligible for re-election.
6. Finance
- a. A maximum fee for Membership shall be fixed by the Committee.
 - b. Membership fees may be altered by a decision of the Committee.
 - c. The Committee shall administer the funds for the Association to promote those activities stipulated under article 3 of the Constitution.
 - d. Any donation in cash or in kind (apart from membership fees) made to the Association shall be subject to the prior approval of the St. Stephen's Girls' College Council. The St. Stephen's Girls' College Council may in its absolute discretion delegate to the Supervisor of the school the authority to accept donations to the Association when such donations are deemed to be of a value not greater than a sum to be determined from time to time by the St. Stephen's Girls' College Council. All cheques and monies shall pass through the school accounts before being paid into the account of the Association.

- e. The Hon. Treasurer shall maintain a proper account of all receipts and payments.
- f. The Hon. Treasurer shall request the Principal and the School Accountant to audit the annual accounts.
- g. After auditing, the Hon. Treasurer shall present the statement of Accounts at the Annual General Meeting.
- h. Any fund-raising activities of the Association must have the prior approval of the St. Stephen's Girls' College Council and be carried out in such manner and on such terms and conditions as shall be acceptable to the Council.

7. Meetings

- a. The Annual General Meeting shall be held during October or November each year. At least ten (10) days' notice shall be given to members.
- b. The Committee shall meet at least twice a year. The first meeting shall be held as soon as possible after the Annual General Meeting to elect Office Bearers in accordance with Section 5.e. of this Constitution. Another meeting shall be held to plan the next Annual General Meeting.
- c. The Committee, at one of its meetings, shall receive the Principal's plans for Parents' Days for the school year and shall make proposals for necessary amendments to these plans.
- d. Extraordinary General Meetings may be called on receipt of a written request from ten (10) subscribing members, stating the subject or subjects for discussion. Fourteen (14) days' notice of such meeting shall be given to members.
- e. General Meetings shall normally be in the form of Parents' Days. The Principal and staff shall undertake the detailed organization of Parents' Days on behalf of P.T.A. (The cost of light refreshments at Parents' Days shall be met by the school).

8. Procedure

- a. At Committee Meetings, Annual General Meetings and Extraordinary General Meetings the Chair shall be taken by the Chairman or the Vice-Chairman; or in their absence by someone temporarily appointed by the Committee for that purpose.
- b. (i) The Quorum for the Committee shall be eight (8) members including at least five (5) parents.
(ii) The Quorum for all General Meetings shall be fifty (50) members.
- c. Minutes of all meetings shall be kept by the Secretary in a book provided for the purpose.
- d. Nothing in this Constitution shall be altered except at an Annual or Extraordinary General Meeting. Changes must be approved by a two-thirds majority of members present and are subject to the approval of the Registrar of Societies.

- e. No question of personal criticism of a member of staff shall be brought up or discussed at any meeting.
- f. No attempt shall be made by the Association to interfere with the policy of the school, which is the responsibility of the Principal in conjunction with the School Council.
- g. In case the Association should be involved in any debts or liabilities, it shall be the responsibility of all the office bearers of the term in which the debts or liabilities are incurred to meet such debts or liabilities.
- h. In case the Association should dissolve, the decision shall be made by the Annual General Meeting or Extra-ordinary General Meeting and assented to by a two-thirds majority of members present. Any remaining assets shall be donated to the School or to local charities, as decided by the members.