

## **Jordan Road Govt Primary School Parents-Teachers Association**

(Revised Version — February 2024)

(I) Name: Jordan Road Govt Primary School Parents-Teachers Association

(II) Address: 1B Nanking Street, Yaumatei, Kowloon.

(III) Objectives:

1. Promote close relationship between our school and the students' families and develop friendly relationship between the parents and the teachers and among the parents.
2. Discuss issues of common concern and collaborate to improve the students' benefits.

(IV) Members:

1. Category:

- a) Ordinary Members — All parents and guardians of our current students are our ordinary members.
  - b) Ex-officio Members — Current headmistress/headmaster and teachers are our ex-officio members.
  - c) Honorable Consultants — We may invite the former headmistress / headmaster of our school or celebrities to be our honorable consultants.
  - d) Honorable Members — We may invite our former teachers, students and graduates as well as their parents to be our honorable members.
2. All ex-officio members and ordinary members are entitled to elect or be elected directors and vote in the meeting entitled to be present.
  3. All members are obliged to comply with and perform the rules of our Association and resolutions passed in the meetings.
  4. All Ordinary Members need to pay the membership fees and membership fee is based on one member from each family.
  5. An ordinary member may apply to our Association for withdrawal in writing at the beginning of the term annually.

(V) Organization:

1. Our Association consists of the Members' General Meeting and the Standing Committee.
2. The Members' General Meeting comprising all members is the highest organ of our Association. When the Members' General Meeting is adjourned, all the affairs of our Association are handled by the Standing Committee.

3. The Committee may convene the Annual Members' General Meeting and the Members' Extra-ordinary Meeting.
4. The Members' General Meeting shall be held at least once a year. The chairperson shall report on the general affairs and financial status of our Association. Upon expiry of the tenure of the Standing Committee members, new members shall be elected in the Members' General Meeting.
5. Upon receipt of written request from at least 50 members for discussing certain issues and upon the approval by the Standing Committee, the Members' Extra-ordinary Meeting shall be convened.
6. The notice for convening the Members' General Meeting shall be sent to all members 14 days in advance. The quorum for the Members' General Meeting is 30 members.
7. The Standing Committee consists of 10 members including 5 parent-members and 5 teacher-members. In addition, two co-opt members are elected from the parents.
8. The parent-members of the Standing Committee shall be elected in the Members' General Meeting. The teacher-members shall be appointed by our school prior to the Members' General Meeting and confirmed subsequently in the meeting. The current headmistress/headmaster shall be the executive consultant.
9. The new and the old Committee shall hold the joint meeting as soon as possible after the Annual Members' General Meeting. to elect the following directors:

<u>Chairperson (elected from the parent-members)</u>	[1 parent]
<u>Vice-Chairperson</u>	[1 teacher]
<u>Clerk</u>	[1 teacher]
<u>Treasurer</u>	[1 parent]
<u>Recreation and Culture</u>	[1 parent. 1 teacher]
<u>Liaison</u>	[1 parent. 1 teacher]
<u>General Affairs</u>	[1 parent. 1 teacher]
<u>Executive Consultant</u>	[Current headmistress / headmaster]
10. Apart from the ex-officio members, all members have tenure of two years and are eligible to be re-elected for successive tenure. The vacancy (if any) will be taken up by the co-opt members.
11. One to three co-opt members are elected by the parents. The Standing Committee is entitled to elect the suitable candidate to fill up the vacancy in the year.
12. Within the same tenure, no family shall have two members serving as the Standing Committee members.
13. In all the meetings, the Chairperson shall cast the veto vote in case of equal votes from both sides.

14. All the personnel of the Standing Committee are volunteers.

(VI) Finance:

1. Our funds may be used for the development and expenses of our Association.
2. The Treasurer shall report on the financial status of our Association in the meeting of the Standing Committee.
3. The Standing Committee has the discretionary right to appropriate a certain amount from our funds to our school for offering scholarship, awards or other purposes, and the headmistress/headmaster has the absolute right to use such sum appropriated.
4. The Standing Committee shall deposit all the funds received by our Association to the designated bank account. All cheques for withdrawing money from our funds must be signed by two of the parent-members mentioned in the following in order to take effect: Chairperson, the Treasurer and another parent-member (the two signing parties must include the Treasurer).
5. If our Association is in debt, the Standing Committee shall have to explain accordingly.

(VII) Auditing:

The Standing Committee shall elect a member as the voluntary auditor to audit the accounts of our Association at least once a year.

(VIII) Revision of the Articles of Association

Any revision of Articles of Association shall be passed by majority comprising two-thirds of the members present at the Members' General Meeting; or the majority comprising two-thirds of all parent-members shall pass in writing all sorts of revision.

(IX) Dissolution of Parents-Teachers Association

In case of dissolving our Association, it shall be subject to the consent of the majority comprising two-thirds of members present at the Annual Members' General Meeting or Members' Extra-ordinary Meeting. The residual assets (if any) shall be donated to our school or charity agencies in Hong Kong subject to the decision of all members.

(X) Election of the parent-members of the School Management Committee:

Reference is made to "The Guidelines for Electing Parent-members under the Articles of Association of the School Management Committee of the

Government School" for electing the parent-members of the School Management Committee of our school.

1. Our Association has the obligations and responsibilities to arrange for electing the parent-members of the School Management Committee.
2. The nomination period for electing parent-members of the School Management Committee shall not be less than two weeks.
3. The number of candidates to be nominated by each parent shall not exceed the number of vacancies of the parent-members of the School Management Committee for the current year.
4. Every nominated candidate shall at least have three seconders. The candidates and seconders must be parents of our current students.
5. Every nominated candidate shall provide the election officer with an introduction to his / her personal information not exceeding 100 words.
6. In the course of counting the votes, in case if two or more candidates get the same number of votes, it will be subject to re-election.
7. The unsuccessful candidates may, within one week after the announcement of the election result, appeal with reasons to the Parents-Teachers Association.
8. If the children of the parent-members of the School Management Committee are no longer our existing students, the tenure of the committee members concerned may continue until its expiry or the end of our school year, whichever the earlier.

[The Articles of Association was revised in February 2024]