

**The Neighbourhood Advice-action Council Tung Yan Day Nursery  
Constitution of Parent-Teacher Association**

**1. Name of Association and its address**

- 1.1. Chinese Name of Association: 鄰舍輔導會東欣幼兒園家長教師會
- 1.2. English Name of Association: The Neighbourhood Advice-action Council Tung Yan Day Nursery Constitution of Parent-Teacher Association (“The association”)
- 1.3. Address: 1/F, Tower 15, Caribbean Coast, 1 Kin Tung Road, Tung Chung, Lantau Island, New Territories

**2. Purpose**

- 2.1. To strengthen the connection and cooperation between parents and the School to provide high-quality preschool education services.
- 2.2. To participate in School activities and seek social resources to carry out relevant activities.
- 2.3. Parenting education activities are organized to enhance parents' understanding of children's growth and improve their ability to raise children.
- 2.4. Unites parents and teachers to create a favorable environment for preschool children's physical and mental well-being.
- 2.5. Fosters relationships among parents and encourages them to share parenting experiences.

**3. Membership/ Membership fee and application procedure**

**3.1. Membership**

**3.1.1. Parent Members:**

- Parents or guardians of children attending the NAAC Tung Yan Day Nursery are eligible to become members.
- Each child can apply for only one membership.

**3.1.2. Teacher Members:**

- Current school supervisors, principals, and teachers are eligible to become teacher members.
- Teacher members do not need to pay membership fees.

**3.2. Membership fees and application procedures**

- 3.2.1. The membership fee for each school year is \$100 (per student), and parents must pay in cash before September 30th. The association will issue a receipt.
- 3.2.2. If a child enrolls in the middle of the year, parents still need to pay the full membership fee.
- 3.2.3. Any adjustment of the membership fee must be approved by the executive committee and submitted to the general meeting for approval.
- 3.2.4. Membership fees once paid are non-refundable.

#### 4. Members' Rights and Obligations

##### 4.1. Rights

- 4.1.1. Parent members have the right to propose, deliberate, speak, vote, and be elected in the general meeting.
- 4.1.2. Teacher members have the right to propose, deliberate, speak, and vote in the general meeting, but do not have the right to be elected.
- 4.1.3. All members of the association have priority to participate in all activities organized by the association.
- 4.1.4. Regardless of the number of children, each family can only have one parent member representative participate in the election and voting.

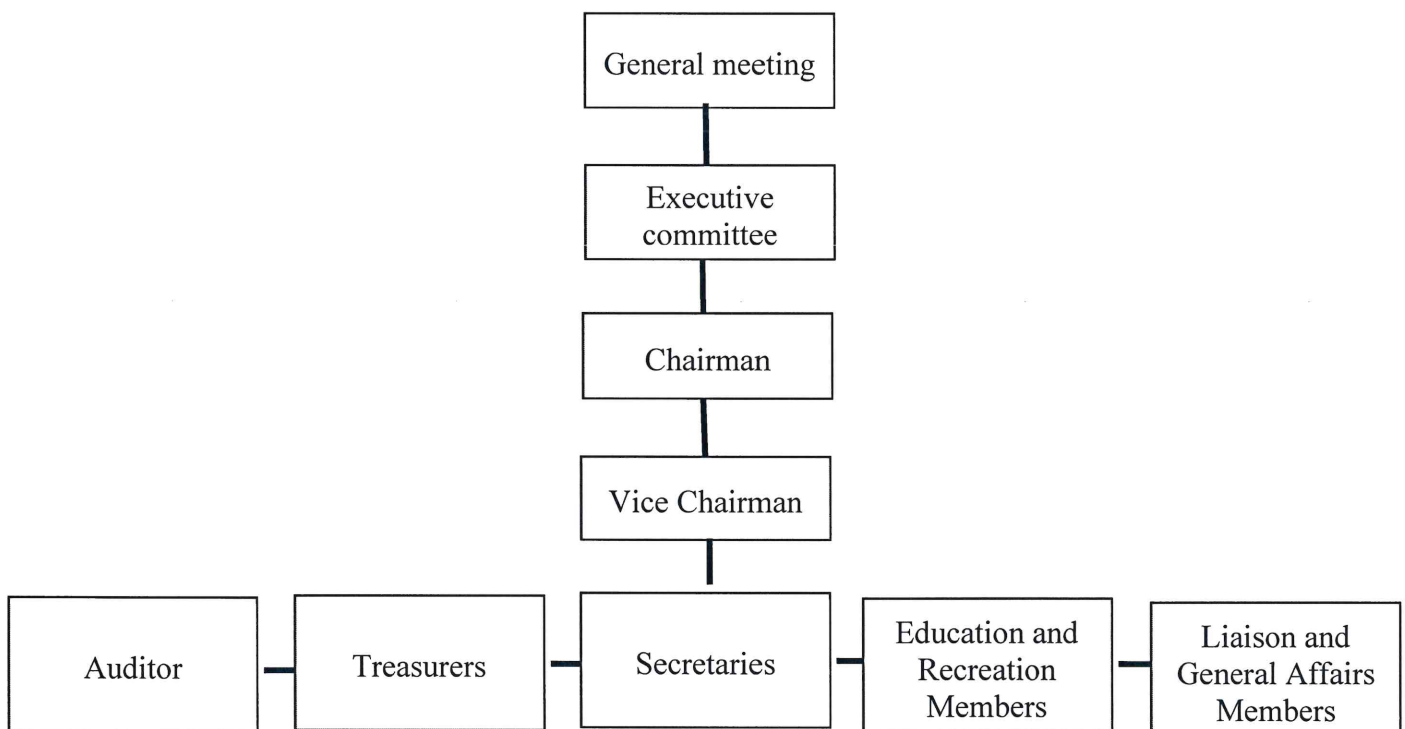
##### 4.2. Responsibilities and Obligations

- 4.2.1. Each member is obliged to attend each general meeting and special general meeting, and comply with the association's regulations and resolutions passed by the general meeting.
- 4.2.2. Parent members must pay the membership fee every school year. The membership fee is determined by the executive committee. If a member withdraws for any reason, the membership fee already paid will not be refunded.

#### 5. Organization and Functions

5.1. The association is organized by the general meeting and the executive committee.

##### Structure of the association



## 5.2. General meeting

- 5.2.1. The general meeting is composed of all members and is the highest authority of the association. During the adjournment of the general meeting, the executive committee is responsible for carrying out the affairs of the association and is directly accountable to the general meeting.
- 5.2.2. Powers and responsibilities of the general meeting:
  - Approving revisions to the association's bylaws(constitution?);
  - Electing and dismissing members of the executive committee;
  - Discussing, promoting, and improving the association's affairs;
  - Approving the financial and operational reports of the association for the previous year;
  - Approving the financial budget and operational plan of the association for the next year.
- 5.2.3. The executive committee may convene the annual general meeting or a special general meeting of all members.
- 5.2.4. The general meeting must be held at least once a year, and the executive committee must notify members in writing fourteen days before the meeting.
- 5.2.5. The term of office for all parent committee members is two years, and they can be re-elected for another term. Anyone who leaves during their term of office must notify the executive committee in writing.
- 5.2.6. Three of the parent committee seats on the executive committee are elected by current members in a mutual selection process before each annual general meeting, and they are automatically elected. The other four seats are elected from other parent members to ensure the smooth handover of association affairs.
- 5.2.7. Parent committee members are elected by parent members, and the candidate with the highest number of votes is elected as a parent committee member.
- 5.2.8. The chairman of the annual general meeting is appointed by the previous executive committee chairman. The chairman must report on the association's general affairs and financial status and conduct elections to elect members of the next executive committee.
- 5.2.9. The quorum for the general meeting is 20% of all members. If the quorum is not met after half an hour of the meeting, the chairman must announce the adjournment and convene the meeting again within three weeks, with written notice given seven days before the meeting. The quorum for the second meeting is reduced by 5%, and this continues until the quorum reaches a minimum of 10% of all members. The decisions made in a successfully convened general meeting are valid.
- 5.2.10. Any proposal must be approved by a majority of members present at the general meeting to be adopted. The chairman is not allowed to vote when voting on proposals. If the votes for and against a proposal are equal, the chairman can cast the decisive vote.



### 5.3. Special General meeting

- 5.3.1. If the chairman receives a written motion from more than 20% of members requesting a special general meeting, the executive committee must convene the special general meeting within three weeks.
- 5.3.2. The executive committee may also convene a special general meeting if necessary.
- 5.3.3. The special general meeting shall notify all members of the "special general meeting" agenda seven days prior to the meeting.

### 5.4. Executive Committee

#### 5.4.1. Functions:

- Implement resolutions passed by the annual general meeting;
- Develop annual financial budgets and plans;
- Plan annual events;
- Handle daily affairs;
- Submit an annual report on association affairs to the annual general meeting;
- Submit a financial report to the annual general meeting;

#### 5.4.2. Positions and Responsibilities:

The Executive Committee comprises 10 members, including 7 parent members and 3 teacher members. There is also a natural advisor position, which is held by the school principal. Parent members are elected by the parent association, while teacher members are appointed by the school each year. The positions of the Executive Committee members are generated through mutual selection, and the position of the teacher members is appointed by the School.

- 1 Chairman (1 parent member)  
Responsible for convening and presiding over general meetings, special general meetings, and Executive Committee meetings, leading the Executive Committee in its work, and reporting on association affairs and organizing Executive Committee elections at general meetings.
- 1 Vice Chairman (1 parent member)  
Assists the chairman in carrying out all association affairs and acts as the acting chairman when the chairman is absent.
- 2 Secretaries (1 parent and 1 teacher member)  
Prepare meeting agendas, meeting minutes, and handle internal and external correspondence.
- 2 Treasurers (1 parent and 1 teacher member) and 1 auditor (1 non-member)  
Handle all income and expenditure accounts, regularly report on the financial situation to the Executive Committee, prepare and report annual financial budgets, submit them to the Executive Committee for review, and submit them to the general meeting for approval.
- 2 Education and Recreation Members (2 parent members)

Responsible for planning and coordinating all recreational and educational activities of the association, collecting and reflecting the opinions of members on cultivating children.

- 2 Liaison and General Affairs Members (1 parent and 1 teacher member)

Responsible for organising and expanding the parent network, contacting parents and teachers to promote all association activities, and managing all administrative affairs, such as assisting in reserving activity venues, and assisting in purchasing goods in accordance with procurement procedures.

#### 5.4.3. Vacancies:

- If the position of the Executive Committee Chairman becomes vacant, it shall be filled by the Vice Chairman.
- If the position of the Executive Committee Vice Chairman becomes vacant, it shall be filled by mutual selection of the Executive Committee members.
- If vacancies occur in other positions of the Executive Committee, the Executive Committee shall decide whether to hold a special general meeting to elect substitute members.
- If there are no candidates, the Executive Committee and the School will discuss and invite parents or teachers to take up the position.



## 6. Financial management

6.1 The funds of this organisation must be used for the development of the organisation and to pay for all activities.

6.2 All account records of this organisation must be kept in savings or current accounts at a bank, and the bank account must be jointly opened and managed by the President, Vice President, and Treasurer.

6.3 All cheques issued by this organisation must be signed jointly by two of the following persons: President, Vice President, and Treasurer.

6.4 All expenses of this organisation must be approved by the Executive Committee.

6.5 The Treasurer must keep all receipts and payment vouchers for seven years for audit purposes.

6.6 In the event of the dissolution of this organisation, all assets of the organisation will be donated to and managed by "The Neighbourhood Advice Action Council Tung Yan Nursery School" after all debts and obligations have been settled.

6.7 Fees and donations paid are non-refundable under any circumstances.

6.8 Fees may be charged for activities organized by this organization as necessary.

## 7. Audit

The School will invite a voluntary auditor to audit the organization's financial records at the end of each fiscal year.

## 8. Cancellation of Membership

8.1 Membership of any member shall be terminated immediately upon withdrawal of his/her child from the School.

8.2 Membership of any teacher shall be terminated immediately upon resignation from the School.

8.3 If any member commits any act detrimental to the interests or reputation of this organization, the Executive Committee may convene a special general meeting of the members and, upon resolution of the meeting, terminate the membership of the member immediately.

### **9. Dissolution**

In the event of dissolution of this organisation, the decision must be approved by a vote of two-third or more of all members. After the dissolution of the organisation, all assets of the organisation will be donated to and managed by "The Neighbourhood Advice Action Council Tung Yan Day Nursery" after all debts and obligations have been settled.

10. This constitution has been translated into English. If there is any inconsistency or ambiguity between the Chinese version and English version. Chinese version shall prevail.

