

**Christian Alliance International School Parent Association
Constitution
(Endorsed 30/09/2016)**

1. Definitions

In this Constitution

- 1.1. "Constitution" shall mean this Articles of Association of the Christian Alliance International School Parent Association (hereinafter, the "PA"), including all amendments thereof which are duly recorded and adopted by its Executive Committee in accordance with the rules outlined herein;
- 1.2. "Parent Members" shall mean fully paid members of the PA which have one or more children presently attending the School;
- 1.3. "School" shall mean the Christian Alliance International School as an operating entity, regardless of the form of incorporation thereof;
- 1.4. "PCL" shall mean the Christian Alliance P.C. Lau Memorial International School;
- 1.5. "CPCL" shall mean the Christian Alliance P.C. Lau Memorial International School Limited and all its legal affiliates and subsidiaries;
- 1.6. "BV" shall mean the School new campus located at Butterfly Valley, Kowloon, Hong Kong SAR;
- 1.7. "CAISL" shall mean Christian Alliance International School Limited and all its legal affiliates or subsidiaries;

2. Novation

- 2.1. This Constitution shall apply to the operation of the Parent Association of the School regardless of location, ownership or incorporation thereof and with intent that this Constitution shall apply presently to PCL and subsequently to CAISL.
- 2.2. Novation Date shall be the date approved by the Executive Committee on which all the rights, privileges and obligations of the Parent Association shall apply to CAISL, which date shall not be later than the first date of operation of the School at BV.

3. Association Name

- 3.1. The name of the association shall be Christian Alliance International School Parent Association.

4. Mission Statement

- 4.1. The PA is established and maintained as a non--profit making association for the parents and/or guardians of all enrolled students of the School.
- 4.2. The PA exists to provide a forum for Parent Members in relation to the School.
- 4.3. The mission of the PA is to assist the School in fostering a safe, professional, and positive environment for learning, which reflects Christian values and high standards of excellence in education, administration, personal integrity, and cooperation;
- 4.4. The PA provides an avenue for Parent Members to contribute to the School in practical support through fundraising, organizing events, publication of School activities, dissemination of information, and feedback of views from Parent Members and the School.

5. Philosophy

- 5.1. The PA exists to represent the parents of students enrolled in the School and to provide an avenue for better communication between the parents, the School administration, the governing body of the School (the Registered Management Committee, or “RMC”) and the Christian Alliance Kowloon Tong Church (hereinafter KTAC). Therefore, the philosophy of the PA is to provide honest and open communication, to anticipate needs, propose solutions, and activate resources for the betterment of the School.

6. Objectives of the Association

- 6.1. To facilitate better communication among parents, teachers, the School administration, and KTAC.
- 6.2. To provide a forum for discussion on matters of concern to parents and/or the School.
- 6.3. To promote parental participation in the future direction and development of the School.
- 6.4. To carry out educational, philanthropic, and charitable activities and undertakings for the general wellbeing of the School, the community and Hong Kong.

7. Membership: Details, Rights and Obligations

- 7.1. Membership here refers to ‘family membership’. It is open to parents of students of all grades that are currently enrolled at PCL.
- 7.2. There is just one category of membership – **Regular Parent Members**. Each single family unit will only have one Regular Parent Member, regardless of the number of siblings that are currently enrolled in the School.
- 7.3. All parents of CAIS students whose applications for membership have been accepted by the PA and who have paid the required membership fees are Regular Parent Members.
- 7.4. Each parent has the right to attend any Annual General Meeting (AGM) or Special General Meeting (SGM) while such parent is a Regular Parent Member; and in both occasions, each Regular Parent Member can raise motions, cast votes, as well as to nominate other Regular Parent Members or be elected to the Executive Committee (EC).
- 7.5. All Regular Parent Members shall pay the annual membership fee as determined by the EC of the PA from time to time; which amount of annual membership fee shall initially be ONE HUNDRED HONG KONG DOLLARS. Each family is required to pay for the fee of one membership to become a Regular Parent Member. The duration of membership is one (1) financial year, from 1st day of September of the current year to 31st day of August of the following year. Membership fees are non---refundable and non---transferable.
- 7.6. The liability of members is limited.
- 7.7. After the running of the first year, the amount of the annual membership fee to be determined by the Executive Committee shall be subject to approval at the AGM.

- 7.7. The membership of a Regular Parent Member may be rescinded by a two---thirds (2/3) majority vote of the EC conducted at any EC meeting. Such an action could be precipitated if a member:
- 7.7.1. violates the Constitution or resolutions of the AGM, SGM or EC Meetings;
 - 7.7.2. uses the name of the PA as an advantage to engage in affairs not related to the PA that may subsequently damage the interests and reputation of the PA; or
 - 7.7.3. refuses to support the philosophy and objectives of the PA.

8. Meetings

8.1. Annual General Meeting (AGM)

8.1.1. Composition and Duties

The AGM is comprised of all members of the PA and is the main authority of the organization. The privileges and duties include:

- 8.1.1.1. Approving any amendment to the Constitution;
- 8.1.1.2. Nominating and electing the Executive Committee (EC);
- 8.1.1.3. cussing, promoting and improving the business of the PA; and
- 8.1.1.4. Approving the PA budget and financial report.

8.1.2. Convening of AGM

The AGM shall be called by the EC and shall convene once per financial year. Notification of meetings shall be circulated by the Chairperson of the PA at least two (2) weeks before any proposed meeting date. In the AGM, the Chairperson shall report on the current financial status and business of the PA, and where the terms of office of any member of the current EC have come to an end or there is a casual vacancy, to conduct the election of the EC for the next financial year.

8.2. Special General Meeting (SGM)

Upon receiving written requests including a listing of items for discussion from not less than 20% of Regular Parent Members, the EC shall call a SGM. Any SGM may also be initiated by the EC. Notification of meetings of SGM shall be the same as that of any AGM.

8.3. Quorum

A quorum for an AGM is 10% of Regular Parent Members. If the number of members present is insufficient to form a quorum, another meeting shall be called. The resolutions passed at the second meeting shall be valid regardless of the number of members present. The same quorum rule and notification rule on any AGM apply to any SGM meeting.

8.4. Voting

All motions that happen in AGM or SGM meetings shall be passed by simple majority, by secret ballot. The Chairperson normally does not vote except in the case of a tie vote. All resolutions must comply with the philosophy and objectives of the PA.

9. Executive Committee (EC)

- 9.1. The EC is comprised of a Chairperson and up to 18 members inclusive of the Chairperson. If there is any change of the actual number of EC members, it will be proposed by the EC for consideration and approval at the AGM. The minimum number of essential positions shall be six posts, namely, the Chairperson, one Vice---chairperson, one Secretary, one Treasurer, and two External/Internal Communication Officers.
- 9.2. The eighteen (18) members of the EC on the date of formation are as follows:
 - 9.2.1. one (1) Chairperson
 - 9.2.2. two (2) Vice---chairpersons
 - 9.2.3. two (2) Secretaries
 - 9.2.4. one (1) Treasurer
 - 9.2.5. one (1) Assistant Treasurer
 - 9.2.6. four (4) External Communication Officers
 - 9.2.7. seven (7) Internal Communication Officers [one from representative sent from Parents---in---Touch]
- 9.3. The privileges and duties of the EC include:
 - 9.3.1. Management of the PA;
 - 9.3.2. Execution of resolutions passed in the AGM;
 - 9.3.3. Managing and keeping the meeting minutes of AGM, SGM and EC;
 - 9.3.4. Managing the financial affairs of the PA including maintenance of records and accounts, preparation of financial statements and producing an Annual Financial Report for the GM;
 - 9.3.5. Arranging for the replacement of those EC members who have resigned; and
 - 9.3.6. Subscribing to the Mission Statement and supporting the Christian philosophy of the School.
- 9.4. Formation of the EC
 - 9.4.1. Regular Parent Members of the EC will be elected bi---annually at the AGM. Members may be self---nominated or nominated by other current Regular Parent Members. Each nominee must secure one proposer and two seconders from Regular Parent Members of CAISPA.
 - 9.4.2. A single ballot election will be used to determine the elected candidate (i.e. the candidates up to the number required to fill all posts of the EC and having the most votes will be declared elected).
 - 9.4.3. The tenure of all posts of the EC is two (2) years. However, re---election is acceptable provided that no member serves continuously on the EC, regardless of post, for more than two (2) consecutive terms.
 - 9.4.4. The election of EC posts, shall be by secret ballot which shall be held under the authority of a standing ballots subcommittee appointed specially for this purpose by, and under the authority of, the EC. In this light, the ballots subcommittee members, shall consist of three current Regular Parent Members which have not been nominated for any positions in the concerned round of election, and such subcommittee shall be responsible for the running of the whole event, including the distributing, collecting, counting of ballot forms on the spot, as well as the announcing of the result. No proxy vote is allowed for the election of the EC posts.

- 9.4.5. The frequency of meeting of EC is to be determined by the EC itself, but it is expected to be not less than four (4) times annually. Notification of meetings and the agenda shall be circulated by the Chairperson at least two (2) weeks before a meeting date. All members of PA shall be informed of the meeting date and meeting agenda prior the meeting; and meeting minutes will be available for reading by all members not more than one month after the meeting has taken place.
- 9.4.6. A quorum for all EC meetings shall be one---third of the standing members of the EC if all the eighteen (18) posts are filled up. In case the number of filled up post is less than ten (10) in that term of office, the quorum of the EC meetings of that term should be fifty percent (50%). All motions shall be passed by simple majority. The Chairperson normally does not vote except in the case of a tie vote. Motions shall be seconded before discussion. All resolutions must comply with the mission and philosophy statement of the PA.
- 9.4.7. Nominations for formation of the first EC, and its election, shall commence on 30th September 2016, which marks the first meeting of the CAISPA. All members registered before or on that day of the first meeting **and** presented in the meeting will be entitled to nominate or be nominated as members of the first EC of CAISPA. The elected EC will then be bounded by all clauses as stated in this Constitution.
- 9.5. Posts of the EC
- 9.5.1. **Chairperson:** This post must be filled up by a Regular Parent Member. The same rule applies to all the following posts from 9.5.2 to 9.5.6. One's duties including calling and conducting meetings of the AGM, SGM and EC. One leads the AGM, SGM and EC in carrying out the business of the PA and reporting on PA matters.
- 9.5.2. **Vice---chairperson:** There are two (2) Vice---chairpersons. In the absence of the Chairperson, either one of the two Vice---chairpersons is the acting chair. Should the Chairperson vacate one's post, either one of the two Vice---chairperson assumes the post. If both want to take up the post, the other EC members will vote and the simple majority will take up the post accordingly. Both Vice---chairpersons assist the Chairperson in carrying out the business of the PA.
- 9.5.3. **Secretary:** There are two (2) secretaries. The secretaries prepare meeting agendas, take Minutes of meetings, and are responsible for internal and external correspondence. They are also responsible for maintaining and managing the membership data.
- 9.5.4. **Treasurer:** There is one (1) Treasurer. The Treasurer is responsible for the collection of membership fees and any other income and ensuring that they are duly deposited into an appropriate bank account. The treasurer is responsible for book keeping and other vault keeping. One keeps account of income and expenditures and prepare the annual budget for the scrutiny of the EC and the approval of the AGM. The Treasurer shall not have individual signing authority and all payments shall require two signatures.
- 9.5.5. **Assistant Treasurer:** There is one (1) Assistant Treasurer. It is assistant to the Treasurer on such function, and to take up the concerned job specification

when one is not physically present in Hong Kong when signatures or vault keeping are called upon.

- 9.5.6. **Internal / External Communication Officers:** There are, in maximum, a total of seven (7) Internal Communication Officers and four (4) External Communication Officers. The former is responsible for liaison and promotion with all parents and with student alumni and they should spread among different grades – the focus nature is more internal; the latter is responsible for planning and running of social, charity and fund-raising events, and to liaise sponsors or member-privilege package – the focus is more external.

10. Funds

- 10.1. The PA shall open a bank account for the acceptance of fees, donations and support of members and for the objects of the PA.
- 10.2. The funds of the PA shall be in a general fund, and shall be used for any lawful purpose to further the aims of the PA. In the event of a surplus of funds of the PA at the end of any financial year, the Treasurer may seek approval of the members at the AGM, to invest such surplus in legal financial products or to retain such surplus in the operating bank account of the PA.
- 10.3. Funds may also be used, at the agreement of the EC, for:
- 10.3.1. The payment of expenses for the administration of the PA, including audit of the account of the funds of the PA;
 - 10.3.2. The payment of salaries to people employed by the PA for a certain period to serve for certain purposes;
 - 10.3.3. The prosecution or defense of any legal proceedings to which the PA or any member is a party, when such prosecution or defense is undertaken for the purpose of securing or protecting any rights of the PA as such;
 - 10.3.4. The payment of donations or grants to registered lawful bodies in Hong Kong or overseas and subscriptions, fees, and contributions necessary for the PA for affiliations in Hong Kong or overseas.
- 10.4. Vouchers and cheques are to be signed by the Chairperson together with one of the following: the Treasurer, or Assistant Treasurer as agreed in the first day of office of that round of EC, or one of the two assigned Secretaries as agreed in the first day of office of that round of EC.
- 10.5. The EC has the authority to spend the funds of the PA. Any sub-committees set out within the PA must seek the approval of the EC before making expenditures.
- 10.6. The treasurer shall keep all vouchers for a period of seven (7) years. The treasurer will report the financial situation of the PA at each EC meeting.
- 10.7. The PA shall not borrow any loans and must operate under a balance budget and cannot run into deficit, except the incurrance of expenditure in the normal activities of the PA. Should a debt be incurred, an explanation must be provided and a solution sought at the AGM or SGM.

11. Account Audit

- 11.1. One (1) auditor, who must not be an EC member, shall be appointed at least annually by decision of an AGM to be responsible for the auditing of the account book of the PA. An audit must take place at least once per financial year. The

financial year of the PA shall be 1st day of September each year to the 31st day of August of the following year.

- 11.2. The auditor shall audit all the accounts of the PA. A report by the auditor will be made to the members at the nearest AGM to be held.

12. Amendment of the Constitution

- 12.1. Upon receipt of a written proposal for the amendment of the Constitution in an AGM from at least 10% of PA members, the EC will form an Amendment Sub---committee consisting of the Chairperson, with three other EXCO members.
- 12.2. Any amendments must be raised by the Amendment Sub---committee, and approval and accepted by 66% majority of the members present at the AGM, or its re---convened meeting.

13. Dissolution

- 13.1. The PA shall remain an independent entity on behalf of its members. In the event it is unable to maintain the costs of registration as a legal entity in Hong Kong, the EC shall call a SGM to alert all members to the possibility of closure of the PA and members shall be required to cast their votes on continuation or dissolution of the PA and to raise financial support for continuation of the PA.
- 13.2. The PA shall not be dissolved except with the consent of 75% of the membership of the PA obtained by means of a secret ballot in a SGM with the purpose of handling this single issue.
- 13.3. In the event of the PA being dissolved, its funds shall be used to discharge all debts and liabilities legally incurred on behalf of the PA after which any remaining funds shall be divided amongst all existing regular members in equal proportions.