

# Chapter One : Inauguration



# **Chapter One**

## **Inauguration**

### **1.1 Aims and Functions of a Parent-Teacher Association**

- To promote connections and communications between parents and school and to establish a partnership between them
- To promote the development in academic performance and the physical and mental health of children through close home-school co-operation
- To develop the potential of parents and to strengthen their relationship with their children through planning and conducting a variety of developmental and recreational activities
- To help parents to better understand their children's needs and to arouse their interest and involvement in youth policy through parent education
- To provide a channel for both parents and the school to exchange opinions concerning school policies for promoting the development of the school
- To elect parent managers to the Incorporated Management Committee to work together with the other school managers in the management of the school

### **1.2 Preparation**

#### **Roles of the School**

- The school should identify parents who are interested in school business and educational issues and invite them to become members of the "Preparatory Committee for the establishment of a Parent-Teacher Association" (Preparatory Committee).
- 2 to 3 parents from each class level are to be invited to the Preparatory Committee.
- At least 3 to 4 experienced teachers are to be appointed to actively assist in the preparation work.
- The school is responsible for convening the first meeting of the Preparatory Committee so that committee members can acquaint themselves with one another.
- The chairperson of the Preparatory Committee is to be elected in the first meeting of the Preparatory Committee so as to launch the preparation work formally.

**The Work of the Preparatory Committee**

- The school can take the lead in drafting a “Working Schedule” to facilitate members of the Preparatory Committee to reserve time for attending meetings.
- To make the drafting of the constitution easier, it is advisable for the school to draw reference from the constitutions of other schools.
- For details on the drafting of constitution, please refer to paragraph 1.5 below.

**1.3 Executive Committee Members of the Parent-Teacher Association and a Summary of their Duties**

- Parents with children still studying at the school may stand for election as executive committee members of the Parent-Teacher Association.
- The school should assign a sufficient number of teachers who are enthusiastic in home-school affairs to take part in the actual work of the Parent-Teacher Association.
- The Principal/Vice-Principal(s) may act as consultants to monitor the operation of the Parent-Teacher Association.

Duties of Executive Committee Members of Parent-Teacher Association

| <b>Post (Identity)</b>    | <b>Number</b> | <b>Duties</b>   | <b>Personal Qualities Required</b>  |
|---------------------------|---------------|---|---|
| Chairman<br>(Parent)      | 1             | <ul style="list-style-type: none"> <li>• To work out a summary of duties of each executive committee member</li> <li>• To set up agendas</li> <li>• To call for meetings</li> <li>• To chair meetings</li> <li>• To establish and guide the direction of the Parent-Teacher Association</li> <li>• To monitor the progress of the execution of resolutions made</li> <li>• To act as a bridge between parents and school for enhancing communication</li> </ul> | <ul style="list-style-type: none"> <li>• With leadership and decision-making abilities</li> <li>• With good communication skills</li> </ul> |
| Vice-Chairman<br>(Parent) | 1             | <ul style="list-style-type: none"> <li>• To chair meetings when the Chairman is absent</li> </ul>   | <ul style="list-style-type: none"> <li>• With leadership and decision-making abilities</li> </ul>   |

| <b>Post (Identity)</b>                  | <b>Number</b>  | <b>Duties</b>   | <b>Personal Qualities Required</b>  |
|---|--|---|---|
|   |  | <ul style="list-style-type: none"> <li>● To assist the Chairman to follow through the resolutions made</li> </ul>   | <ul style="list-style-type: none"> <li>● With good communication skills</li> </ul>  |
| Treasurer<br>(Parent)<br>(Teacher)*     | 1<br><br>1   | <ul style="list-style-type: none"> <li>● To handle financial matters</li> <li>● To report the financial situation to the Committee and the members regularly</li> <li>● To compile budgets and financial reports</li> </ul>   | <ul style="list-style-type: none"> <li>● Proficient in numeracy and management of accounts</li> <li>● Well-organized</li> </ul>   |
| Secretary<br>(Parent)<br>(Teacher)*     | 1<br><br>1   | <ul style="list-style-type: none"> <li>● To assist the Chairman to draft and send agendas</li> <li>● To draft meeting minutes</li> <li>● To handle internal and external secretarial work</li> </ul>  | <ul style="list-style-type: none"> <li>● Meticulous</li> <li>● With good writing and expression skills</li> <li>● Well-organized</li> </ul>   |
| Recreation & Welfare<br>(Parents)       | 1 (senior form)<br>1 (junior form)   | <ul style="list-style-type: none"> <li>● To assist in promoting educational and recreational activities</li> <li>● To pay attention to the welfare of members</li> </ul>  | <ul style="list-style-type: none"> <li>● Active and outgoing</li> <li>● Good at keeping pace with the trends of the community and use of community resources</li> </ul>   |
| Liaison<br>(Parents)<br><br>(Teachers)* | 1 (senior form)<br>1 (junior form)<br><br>1 (senior form)<br>1 (junior form) | <ul style="list-style-type: none"> <li>● To establish and expand parental networks</li> <li>● To liaise with members for participation in relevant meetings and activities</li> <li>● To design activities of publicity and promotional events of the Parent-Teacher Association</li> <li>● To arrange publication of newsletter for parents</li> </ul> | <ul style="list-style-type: none"> <li>● Active and outgoing</li> <li>● Good at communication, and able to act as “Parent Ambassadors” for the Parent-Teacher Association</li> </ul>  |
| Auditor                                 | 1  | <ul style="list-style-type: none"> <li>● To audit the accounts of the Parent-Teacher Association</li> </ul>   | <ul style="list-style-type: none"> <li>● Proficient in numeracy and management of accounts</li> <li>● If the Parent-Teacher Association is registered under the “Companies Ordinance”, the auditor must be a practice unit</li> </ul> |

| Post (Identity) | Number | Duties | Personal Qualities Required   |
|-----------------|--------|--------|---|
|                 |        |        | <p>having the meaning given by section 2(1) of the Professional Accountants Ordinance (Cap. 50).</p> <ul style="list-style-type: none"> <li>• If the Parent-Teacher Association is registered under the “Societies Ordinance”, a parent interested in auditing can be entrusted to be the auditor.</li> </ul> |

\*For teacher representatives from Government schools, their work in the Parent-Teacher Association is regarded as part of their duties as Government school teachers. Therefore, when they discharge their duties in the Parent-Teacher Association, they should abide by the rules and regulations for civil servants as prescribed in the Civil Service Regulations.

#### 1.4 Types of Registration for Parent-Teacher Associations

| Type   | Fee  | Legal status   | Remarks  |
|--|------|--|--|
| Registration under the “Societies Ordinance” | Free | <ul style="list-style-type: none"> <li>• The Parent-Teacher Association shall be registered under the Societies Ordinance (Cap. 151), Laws of Hong Kong.</li> <li>• It lacks the status of a legal person.</li> <li>• It is unable to take legal action against others in the name of the society.</li> <li>• When legal action is taken against the Parent-Teacher Association, the principal office bearers will be charged individually or</li> </ul> | <ul style="list-style-type: none"> <li>• There is no need to appoint a lawyer to handle the registration formalities.</li> <li>• The registration procedure is simple. Hence, the duly completed application form, together with all required documents, shall be submitted to the Societies Office, Hong Kong Police Force, 12/F Arsenal House, Police Headquarters, 1 Arsenal Street, Wanchai, Hong Kong within one month of the formal establishment of the Parent-Teacher Association.</li> <li>• Application forms are available free of charge from the address mentioned above or by fax at 2200 4327.</li> <li>• Completed application forms,</li> </ul> |

| Type                              | Fee                                 | Legal status   | Remarks   |
|-----------------------------------|-------------------------------------|--|---|
|                                   |                                     | <p>collectively.</p> <ul style="list-style-type: none"> <li>According to Section 2(2) of the “Societies Ordinance,” the provisions of the Ordinance do not apply to any persons listed in the Schedule for the registration of a society; this includes companies registered under the Companies Ordinance (Chapter 622), or an organization registered under other ordinances.</li> </ul> | <p>together with photo copies of the identity cards of at least 3 executive committee members and proof of address of the Parent-Teacher Association, must be submitted to the Societies Office, Hong Kong Police Force in person or by post for processing.</p> <ul style="list-style-type: none"> <li>One can contact the Societies Office, Hong Kong Police Force at 2860 7743 during office hours for enquiries.</li> <li>An auditor’s report by a professional auditor is not compulsory. The Parent-Teacher Association can assign a person with relevant financial knowledge to take up this task.</li> <li>Whether or not annual reports are required depends on the provisions of the constitution.</li> <li>Registered societies must inform the Societies Office, Hong Kong Police Force within one month about any changes in personnel-related matters.</li> <li>Website of the Police Licensing Office (for downloading forms and information):<br/> <a href="https://www.police.gov.hk/pp_en/11_useful_info/licences/societies.html">https://www.police.gov.hk/pp_en/11_useful_info/licences/societies.html</a> </li> <li>Email of the Societies Office: societies-office@police.gov.hk</li> </ul> |
| Registration as a limited company | Lawyer’s fees, Company registration | <ul style="list-style-type: none"> <li>The Parent-Teacher Association shall be registered under the Companies Ordinance</li> </ul>   | <p><b>For incorporation as a limited company</b></p> <ul style="list-style-type: none"> <li>It is suggested that a lawyer be appointed to guide the registration</li> </ul>   |

| Type | Fee  | Legal status  | Remarks   |
|------|--|---|---|
|      | on fees, first time business registration fees, and levies, etc. | <p>(Cap. 622), Laws of Hong Kong</p> <ul style="list-style-type: none"> <li>● It possesses the status of a legal person.</li> <li>● It is able to take legal action against others in the name of the legal person.</li> <li>● If legal action is taken against the company, the liabilities of the directors concerned are limited to those listed in the Companies Ordinance and the Articles of Association of the Company.</li> </ul> | <p>procedure and provide legal advice.</p> <ul style="list-style-type: none"> <li>● Majority of the non-profit making organisations are registered as companies limited by guarantee because the liability of members of such a company is limited by the articles of association to the amount that the members respectively undertake to contribute to the assets of the company in the event of its being wound up.</li> <li>● Documents required for the establishment of a company limited by guarantee include: <ul style="list-style-type: none"> <li>- Incorporation Form (Form NNC1G);</li> <li>- A copy of the company's Articles of Association; and</li> <li>- A Notice to Business Registration Office (IRBR1).</li> </ul> </li> </ul> <p>The Form NNC1G can be downloaded from the website of the Companies Registry. Model Articles of Association can be found in Schedule 3 to the Companies (Model Articles) Notice (Cap. 622H). Mandatory articles required under sections 81 to 84 of the Companies Ordinance have to be included in the company's Articles. Sample Articles are available for reference at the "Electronic Services &gt; Electronic Services at the e-Registry" section of the Companies Registry's website. Full text of the Companies Ordinance can be read at the</p> |

| Type | Fee | Legal status | Remarks  |
|------|-----|--------------|--|
|      |     |              | <p>website<br/> <a href="https://www.elegislation.gov.hk/">https://www.elegislation.gov.hk/</a></p> <ul style="list-style-type: none"> <li>• If the Parent-Teacher Association is a company limited by guarantee, at least two directors must be appointed in accordance with the requirement under the Companies Ordinance. All directors of the company must be natural persons. (Revised in August 2012)</li> </ul> <p><b>For ongoing compliance with the filing obligations under the Companies Ordinance after incorporation</b></p> <ul style="list-style-type: none"> <li>• According to the provisions of the Companies Ordinance, companies must deliver statutory returns to the Registrar of Companies for registration within prescribed time periods (for example: annual return together with financial statements, specified forms for reporting changes in the company particulars such as registered office address etc.).</li> <li>• If the provisions of the Companies Ordinance are not complied with, the company and every responsible person of the company are liable to prosecution and, if convicted, to default fines.</li> <li>• Please refer to the following pamphlets for details of major statutory returns to be delivered under the Companies Ordinance:<br/> <b>Appendix (1) - "Filing</b></li> </ul> |



| Type | Fee | Legal status | Remarks  |
|------|-----|--------------|--|
|      |     |              | <p>Requirements of a Local Limited Company after Incorporation’</p> <p><b>Appendix (2)</b> – Annual Return of a Local Public Company or Company Limited by Guarantee</p> <ul style="list-style-type: none"> <li>• Companies Registry’s Website (for downloading forms and information): <a href="http://www.cr.gov.hk">www.cr.gov.hk</a></li> </ul> <p><b>Filing obligations with other government departments</b></p> <ul style="list-style-type: none"> <li>• Auditors’ report and tax return must be submitted to the Inland Revenue Department.</li> </ul> |

## 1.5 Constitution

- Regardless of the type of registration for Parent-Teacher Association, the Preparatory Committee must first draft a constitution as a basis for operation. The constitution shall clearly state the details of the daily operation of the Parent-Teacher Association, the rights and duties of the members and so on.
- The main contents of the constitution shall include the name of the Parent-Teacher Association, its address, mission, membership, pre-requisites for admission, rights and duties of members, financial management, membership fee, amendments of the constitution, organization (including the General Meeting, quorum, form of election, executive committee members, terms of office and powers of executive committee members, procedures for by-elections and so on).
- The constitution shall be adopted by the members at a General Meeting before it becomes effective.
- Any amendments to the constitution after its adoption must be passed at a General Meeting before they can be put into effect.
- Please refer to **Appendix (3)** for a sample of the constitution. If the Parent-Teacher Association is registered as a limited company, please refer to the Model Articles of Association in Schedule 3 to the Companies (Model Articles) Notice (Cap. 622H).

## **1.6 The First General Meeting of Parents**

- The purposes of convening the General Meeting are to introduce the objectives of establishing the Parent-Teacher Association, to approve its establishment, to adopt its constitution, to introduce the candidates of the executive committee of the Parent-Teacher Association and to elect the executive committee members of the Parent-Teacher Association.
- Sufficient copies of the documents including brief introductions of the candidates, an explanation of the voting procedures, ballot papers and the constitution shall be printed for use at the General Meeting.
- Invitation letters (with reply slips) together with a brief introduction of the Preparatory Committee and related documents shall be verified and sent by the school on behalf of the Preparatory Committee.
- The meeting is suggested to be held in the evening or on a weekend afternoon.
- Please refer to **Appendix (4)** for a sample of the invitation letter.

## **1.7 Points to Note during Elections and Voting**

When an election or voting is involved, be it related to Executive Committee of the Parent-Teacher Association or the General Meeting of Parents, the following points are to be noted:

- All matters related to voting and vote counting procedures and the announced polling date must be completed within the same day.
- If the counting of votes is not completed on the day of the election, the person-in-charge must lock the counted and uncounted ballot papers separately and appoint a person to ensure their safekeeping. At the same time, the counting of votes and announcement of the election result should be completed as soon as possible.
- The Executive Committee of the Parent-Teacher Association is responsible for keeping the relevant ballot papers for a minimum of six months for verification if necessary.