

**Lingnan Kindergarten and Day Nursery
Parents and Teachers Association**

Articles of Association

(English translation only. If there are any discrepancies between this version and the Chinese version, the Chinese version should be referred to.)

1. Name:

Lingnan Kindergarten and Day Nursery Parents and Teachers Association (hereinafter referred to as the “Association”).

2. Address:

Lingnan Kindergarten and Day Nursery, G/F & 1/F, Kindergarten Building of Cheerful Garden, 23 Siu Sai Wan Road, H.K.

3. Objects:

- (i) To promote closer relationships and communications between parents and teachers.
- (ii) To organise seminars, talks and other activities for parents and teachers.

4. Members:

- (i) Membership criteria:
 - (a) There shall be 2 types of members: Parent Members and Appointed Members (hereinafter referred to as the “Parent Members” and the “Appointed Members” respectively and collectively as the “Members”).
 - (b) Irrespective of the number of current and/or graduated students of Lingnan Kindergarten and Day Nursery (hereinafter referred to as “Lingnan”) in each family, one parent from such family is automatically entitled to become a Parent Member upon payment of the membership fees. (Amended at the extraordinary general meeting held in June 2011)
 - (c) Lingnan is entitled to appoint any of its current teaching staff, including the Headmaster/Headmistress, Deputy Headmaster/Headmistress, Head-teachers and Teachers to act as Appointed Member.
- (ii) Parent Members and Appointed Members are entitled to attend the Association’s general meetings; and are entitled to vote in the Association’s general meetings to pass any resolutions.
- (iii) All Members shall abide by these Articles of Association.

- (iv) Only Parent Members are required to pay membership fees and activity fees. Other than these fees, there is no further obligation to provide any financial assistance to the Association. Appointed Members are not required to pay any membership fees and activity fees.
- (v) Lingnan is entitled to terminate any Appointed Members' membership at any time. Parent Members can withdraw their membership in writing to the Association's Executive Committee (hereinafter referred to as the "Executive Committee") at any time provided that the effective date of such withdrawal shall not be earlier than the date on which the Executive Committee receives such notice.

5. Membership fees:

- (i) Membership fees shall be determined by the Executive Committee. (Amended at the general meeting held in October 2001) (Membership fees for 2004-2005 being HK\$150) (From 2011-2012 onwards, membership fees shall be HK\$50.)
- (ii) Parent Members shall pay membership fees by submitting a crossed cheque payable to "Lingnan Kindergarten and Day Nursery Parents and Teachers Association" together with the completed membership form. (Amended at the extraordinary general meeting held in June 2011)
- (iii) Annual membership fees shall be payable at the beginning of each academic year. (Amended at the general meeting held in October 2001)
- (iv) Once paid, membership fees are non refundable. (Amended at the general meeting held in October 2001)

6. General meetings:

- (i) All general meetings, including Annual General Meetings and Extraordinary General Meetings shall be called by the Executive Committee; which will also determine the date, time, venue and agenda of such general meetings.
- (ii) The quorum for any general meeting shall be 50 Members or more. (Amended at the general meeting held in October 2001)
- (iii) There shall be at least 1 general meeting per year, to be held either in September or October each year. The Chairperson of the Executive Committee shall chair the general meeting. In the absence of the Chairperson of the Executive Committee, the Vice-Chairperson of the Executive Committee shall chair the general meeting. The chairperson of the general meeting shall report on the Association's affairs and financial status. (Amended at the general meeting held in October 2004)

- (iv) Extraordinary General Meetings shall be called by the resolution of the Executive Committee or by the requisition of the Members. Members' requisition for an Extraordinary General Meeting shall be made jointly by at least 10% of the Members of the Association. The Executive Committee shall hold the requisitioned general meeting within 42 days after receipt of the requisition; and shall notify all Members of such meeting and the meeting agenda in writing 14 days before the date of the said meeting.
- (v) All resolutions raised at general meetings shall be proposed by 1 Member and seconded by another Member and shall be passed if voted upon in favour of by more than one half of the Members present.

7. Executive Committee:

- (i) All businesses of the Association, including termination of membership, shall be conducted by the Executive Committee. Members of the Executive Committee serve on a voluntary basis.
- (ii) The Executive Committee shall consist of at least 14 members, made up by Parent Members and Appointed (Staff) Members; the constitution and titles of the posts to be as follows:

Posts:	To be filled by:
Chairperson	1 Parent Member
Vice-Chairperson	1 Parent Member, 1 Appointed Member, the Appointed Member being the Headmaster/ Headmistress or Deputy Headmaster/ Headmistress of Lingnan (Amended at the general meeting held in September 2009)
Adviser(s) (also acting as Alumni Officer) (Amended at the general meeting held in September 2009)	1-2 Immediate past member(s) of the Executive Committee
Secretary (Chinese Language)	1-2 Parent Member(s) 1 Appointed Member
Secretary (English Language)	1 Parent Member 1 Appointed Member
Treasurer	1 Parent Member
Assistant Treasurer	1 Appointed Member
General Secretary	1-2 Parent Member(s) 1 Appointed Member
Recreational Officer	1-2 Parent Member(s) 1 Appointed Member
Communications Officer	1-2 Parent Member(s) 1 Appointed Member
Multimedia Editor	1 Parent Member

(Amended at the general meeting held in September 2018)

- (iii) Parent Members of the Executive Committee shall be nominated by one Member and seconded by another Member and upon agreement by the nominated Parent Member, shall be appointed at general meeting. All Parent Members of the Executive Committee shall elect amongst themselves the office bearers of the posts allocated to Parent Members of the Executive Committee. The posts allocated to Appointed Members of the Executive Committee shall be taken up by Appointed Members recommended by Lingnan.
- (iv) The quorum for meetings of the Executive Committee shall be one half or more of the total number of current members of the Executive Committee.
- (v) The term of office of a member of the Executive Committee shall be for one year, to run from the appointment at the general meeting held in September or October each year until the appointment of new members of the Executive Committee at the general meeting held in September or October of the following year. Retiring members of the Executive Committee are eligible for re-appointment. In case of vacancies arising during the term of office, the Executive Committee is entitled to appoint additional member(s) to fill up such vacant post(s). (Amended at the general meeting held in October 2004)
- (vi) To improve its organisation, the Executive Committee is entitled to invite any Member to act as its adviser; such appointment shall only be effective upon approval by one half or more of the total number of current members of the Executive Committee.
- (vii) Upon retirement of the Appointed Members of the Executive Committee, Lingnan shall recommend new Appointed Members as successors.
- (viii) All resolutions raised at Executive Committee meetings shall be proposed by 1 member of the Executive Committee and seconded by another member of the Executive Committee and shall be passed if voted upon in favour of by more than one half of the current members of the Executive Committee. Each member of the Executive Committee is entitled to one vote.

8. Finance:

- (i) The financial year of the Association shall run from 1 October to the following 30 September every year. (Amended at the general meeting held in October 2004)
- (ii) Membership fees may be applied towards the promotion of the Association's affairs and other expenses.
- (iii) If required, the Treasurer may, upon compliance with the Executive Committee's requirements, set up a "Petty Cash Fund" from the Membership fees to meet the daily expenses of the Association.

- (iv) The Treasurer shall report on the Association's financial status at Executive Committee meetings.
- (v) The Executive Committee is entitled to grant any sums of money from the Association's funds to Lingnan for any purpose such as for scholarships, prizes. The Headmaster/Headmistress of Lingnan shall use such funds according to their designated purpose(s).
- (vi) The Executive Committee should deposit the Association's income into the Association's bank account. Any withdrawals from such bank account shall be signed by 2 of the 6 named members of the Executive Committee, namely, the Chairperson, the Vice Chairperson, the Treasurer, the Assistant Treasurer and the General Secretaries and such 2 signatories shall consist of 1 Parent Member and 1 Appointed Member.
- (vii) The Executive Committee shall consider the Association's income before incurring expenses in order to balance its income and expenditure and shall not pass any resolution which will result in a debt in the Association's accounts.

9. Honorary Auditor and Honorary Legal Adviser:

An Honorary Auditor shall be appointed at the Annual General Meeting. The Honorary Auditor shall audit the Association's accounts at least once per year. At the Annual General Meeting, a parent of a Lingnan student who is also a qualified solicitor shall be appointed as the Association's Honorary Legal Adviser. In case the posts of the Honorary Auditor or Honorary Legal Adviser remain vacant after 2 consecutive Annual General Meetings, the Executive Committee may appoint qualified person(s) to fill up such vacancy/vacancies.

10. Amendment to the Articles of Association:

Any amendment to the Association's Articles of Association shall be by special resolution of two thirds of the Members present at an Annual General Meeting or Extraordinary General Meeting.

11. Dissolution of the Association:

The dissolution of the Association shall be by special resolution of two thirds of the Members present at an Annual General Meeting or Extraordinary General Meeting. Upon dissolution of the Association, if any surplus remains in the Association's account, such surplus shall be donated to Lingnan or other organisation(s) as determined by the Members.

12. Notices:

All notices and correspondences to Members shall be in writing; to be delivered by post or via students of Lingnan who are also the children of the Parent Members. Service of such notices shall be deemed effective 3 days after the date of posting.