

AISHK – Parent Association

Rules and Constitution

1. Title and Address of Association

- i) The full title shall be “A.I.S.H.K. – Parent Association”. Hereinafter referred to as the Association.
- ii) The registered address shall be:
Australian International School, (hereinafter referred to as the School)
5 Tonkin Street
Cheung Sha Wan
Hong Kong

2. Objectives of the Association

- i) To promote and support the activities of the Australian International School Hong Kong, so long the school operates on a non-profit making basis.
- ii) To promote close co-operation between parents, members of the School and the Australian International School Foundation Limited. (As such a member of the Association will be nominated to attend meetings of the Board of Governors to act as a representative of the Association.
- iii) To promote financial assistance for the maintenance and improvements of school activities and resources through fundraising activities so long as the School operates on a non-profit making basis.
- iv) To assist the Principal in the setting up of various subcommittees for the management of the School, i.e. discipline, uniform, etc.
- v) All funds raised by the Association will be used only for the School, so long as the School operates on a non-profit making basis, and the distribution of the incomes and properties of the Association among its members is prohibited.
- vi) Upon dissolution of the Association, all funds and assets will be returned to the School so long as the School operates on a non-profit making basis.

3. General Powers of the Association

- i) To provide information to the Association members through the weekly newsletter distributed by the school.
- ii) To seek contributions, donations and/or sponsorships.

4. Membership of the Association

Any person who is a parent or guardian of a child attending the school, or is a member of the staff of AISHK, is considered a member of the Association. Friends and private or corporate acquaintances are welcome by invitation only to participate in and contribute to all Association functions and meetings.

Member's responsibilities and privileges as such will include

- i) the right to hold any office in the Association.
- ii) the right to vote at any Association meeting.
- iii) the right to assist and participate in any Association activities or functions.

5. Management of the Association

The affairs of the Association shall be managed by an executive committee which shall consist of:

- i) The President
- ii) The Vice-President
- iii) The Secretary; and
- iv) The Treasurer.

No more than TWENTY other general committee members shall be nominated and instated.

Each year, no later than the month of November, The Annual General Meeting will be held and will include the election of the above office bearers. The office bearers are not entitled to any salaries or remuneration's for their positions. All new details shall be forwarded post haste to the Hong Kong Police Force Societies Office.

6. Responsibilities of the Elected Office Bearers

- i) The President
 1. Shall chair any meeting of the Association.
 2. Shall be responsible for the execution of all official/legal requirements of the Association.
 3. Shall oversee all activities of the Association – such as fundraising and social events.
- ii) The Vice-President
 1. Shall assume the responsibilities of the President where the President is absent or unable to carry out said duties.
 2. Shall promote communication and co-operation between all members of the Association.
 3. Shall be responsible for ensuring a correct and orderly administration of Association procedures in relation to fundraising and other events, e.g. documenting and distributing members set or delegated duties.
- iii) The Secretary
 1. Shall be responsible for keeping a complete and orderly file of all Association minutes, registrations, records and other documents, and ensure that all said documents are updated and ready for the AGM; organize meeting notices, agendas, etc.
 2. Shall be responsible for collating and presenting information for:
Police Licensing Office
17/F to 21/F Wanchai Central Building
89 Lockhart Road
Wanchai
Fax: 2866 2530
- iv) The Treasurer
 1. Shall be responsible for dealing with, and keeping, a complete and updated record of all financial matters of the Association.
 2. Shall be responsible for presenting a true and reconciled account of the financial position of the Association at least once per month and as requested for Association meetings.

3. Shall be responsible for liaison with members of the executive committee in relation to official documentation and setting up of Association accounts.
 4. Shall ensure that all records are available to in-coming treasurer, and to be available to provide assistance and information necessary for the following year.
 5. Shall ensure that all cheques presented for, and on behalf of, the Association shall have no less than two of the four executive members' signature.
 6. Shall present the accounts to the school's financial administrator once every term.
- v) Other committee members
1. Shall be responsible for promoting extensive communications between all Association members, the School and the Board.
 2. Shall be responsible for attending School Board and/or Foundation meetings acting as a liaison between these groups and the Association.

Note:

All office bearers will be responsible for notifying the Secretary of their absence from Association meetings, etc., or if they will be unavailable for Association matters for any time due to absence from Hong Kong, etc.

If one of those elected has reason to stand down during the year then there will be a re-election held at that time for the position that will be vacated. If possible, the executive member who is standing down should give one (1) month's notice of intention.

All members of the Administrative Committee of the Association shall be accountable to the Association and the School administration. Persistent disregard to responsibilities shall give rise to a request to stand down and allow re-election for the position.

Whilst it is understandable that the Association is based on voluntary services, it is expected that all members – committee, general or other – uphold the expectations of integrity, excellence and success created by the Australian International School Hong Kong administrative and academic staff and student bodies.

The Association accepts no liability whatsoever for any loss, damage or injury which may be suffered by any member or person attending any of the functions organized by the Association.

7. Executive Meetings

For an executive meeting to be held a quorum of THREE (3) executive members are necessary. The executive of the Association shall meet with the Principal of the School at least once per term.

8. Open Meetings of the Association

These meetings will be held at least once per calendar month of the school year – with the exception of those months where school term holidays occur.

9. Annual General Meetings

- i) An AGM shall be held at least once in every calendar year – no later than November, thus allowing acceptable time for the establishment of the in-coming committee before the end of the school year.
- ii) All existing executive members shall step down from their positions but are free to stand again for election.

- iii) Nominations and elections of the executive committee will be conducted through a secret ballot system. Nomination forms should be circulated to Association members no later than the second (2nd) week of term 4 to enable sufficient time for ballot. Voting will be carried out before the AGM. In the event that insufficient nominations have been received, voting will take place at the AGM in lieu of ballot voting.
- iv) The newly elected committee shall convene, with the Principal, no later than two (2) weeks after the election to organize the calendar of events for the following school year.

10. Amendments to this Constitution

Shall only be effective if certain conditions apply:

- i) Changes are subject to approval and consequent passing by quorum – the quorum shall consist of three (3) members.
- ii) Said changes are sent in writing to the Societies Officer, Hong Kong Police Force, and duly acknowledge.