



AISHK PARENT ASSOCIATION

RULES AND CONSTITUTION

1. Title and Address of Association

- 1.1 The full title shall be 'AISHK – Parent Association' – hereinafter referred to as 'the Association'.
- 1.2 The registered address shall be: Australian International School Hong Kong
(hereinafter referred to as 'the School') 3A Norfolk Road
Kowloon Tong
Kowloon
Hong Kong

2. Objectives of the Association

- 2.1 To promote and support the activities of the Australian International School Hong Kong, so long as the School operates on a non-profit making basis.
- 2.2 To promote close co-operation between parents, members of the School and the Australian International School Foundation Limited. As such an executive member of the Association will be nominated to attend meetings of the Board of Governors to act as a representative of the Association.
- 2.3 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.
- 2.4 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 income and properties of the Association among its members is prohibited.
- 2.5 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 basis.

3. General Powers of the Association

- 3.1 To provide information to the Association members through the weekly newsletter, Dhanara, distributed by the School.
- 3.2 To seek contributions, donations and/or sponsorship.

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 activity or function.

5. Management of the Association

The affairs of the Association shall be managed by an Executive Committee, which shall consist of:

- (i) The President/Co-Presidents
- (ii) The Vice President – Secretary
- (iii) The Vice-President - Finance
- (iv) The Vice-President - Events
- (v) The Vice-President - Community
- (vi) The Vice-President – New Parent Coordinator

No more than ten (10) other General Committee members shall be nominated and instated.

Each year, no later than the month of November, the Annual General Committee Meeting (AGM) will be held and will include the election of the above office bearers. The office bearers are not entitled to any salaries or remuneration for their positions. All new details shall be forwarded within one (1) month to the Hong Kong Police Force Societies Office.

6. Responsibilities of the Elected Office Bearers

6.1 *The President*

- (a) Shall Chair any meeting of the Association.
- (b) Shall be responsible for the execution of all official/legal requirements of the Association.
- (c) Shall be responsible for attending School Board and/or Foundation meetings and acting as a liaison between these groups and the Association.
- (d) Shall oversee all activities of the Association – such as fundraising and social events.
- (e) Shall have a whole-school perspective, and
- (f) Shall attend all Head of School and Association Meetings where possible.

6.2 *The Vice-President - Secretary*

- (a) Shall be responsible for keeping a complete and orderly file of all Association minutes, registrations, records, and other documents, and organise meeting notices, agendas, etc.
- (b) Shall be responsible for ensuring all records are available to incoming Secretary.
- (c) Shall attend all Head of School and Association Meetings where possible.

6.3 *The Vice-President - Finance*

- (a) Shall be responsible for dealing with, and keeping, a complete and updated record of all financial matters of the Association.
- (b) Shall be responsible for presenting a true and reconciled account of the financial position of the Association as requested for Association meetings.
- (c) Shall be responsible for liaison with members of the Executive Committee in relation to official documentation.
- (d) Shall ensure that all records are available to incoming Treasurer, and to be available to provide assistance and information necessary for the following year.
- (e) Shall present the accounts to the School's Business Administrator as requested.
- (f) Shall attend all Head of School and Association Meetings where possible.

6.4 The Vice President – Events

- (a) Supports the PA President, Secretary and specific event committees to plan and schedule PA events for the year.
- (b) Coordinates with and supports the PA President and Secretary and specific event committees to maintain related documentation and communications regarding PA events.
- (c) Works proactively and closely with the School's Development Office to leverage from and align messaging with the School's official communication platforms and ensure timely delivery.
- (d) Works closely with the Treasurer to observe the budget for PA events.
- (e) Assists with attracting volunteering, donations, rostering and on-the-day planning for PA events.
- (f) Shall attend all Head of School and Association Meetings where possible.

6.5 The Vice-President – Community

- (a) Shall be responsible for coordinating the regular engagement of the Association with the parent community including through the management of the year representatives, welcoming and informing new parents and providing parent forums.
- (b) Shall adhere to Class Rep and year level group school "ICT Acceptable Use Policy". The latter is to be a guide for school community information. The ICT acceptable use policy will be provided to PA Executive as necessary.
- (c) Shall attend all Head of School and Association Meetings where possible.

6.6 The Vice President - New Parent Coordinator

- (a) Shall be responsible for coordinating New Parent Forums. Liaising with School counsellors and external parties as appropriate to organise forums for parents. These forums typically involve issues regarding moving and settling into Hong Kong and AISHK school life.
- (b) Shall be responsible for coordinating Welcome Coffee Mornings at School at the beginning of each term.
- (c) Shall attend all Head of School and Association Meetings where possible.

6.7 Other General Committee Members

- (a) Shall be responsible for assisting with tasks as they arise throughout the year or take on specific responsibilities for the Association such as;
 - i) Website/Webpage Coordinator:
Shall be responsible for maintaining information on the Association's website/webpage
 - ii) Sub Committees:
Shall be formed during the year to organise key events such as the AISHK Fair/AISHK Ball.
- (b) Shall attend all General Association Meetings where possible.

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) months' notice of intention.

All members of the Administration Committee of the Association shall be accountable for 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 – executive 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 the 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, organised by the Association.

7. Executive Committee Meetings

For an Executive Committee meeting to be held a quorum of three (3) Executive members are necessary.

The Executive Committee of the Association shall meet with the Head of School at least once a term.

8. Open General Meetings of the Association

These meetings will be held at least once per school term.

9. Annual General Meetings (AGM)

9.1 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 incoming committee before the end of the school year.

9.2 All existing Executive Committee members shall step down from their positions but are free to stand again for election.

9.3 Nominations and elections of the Executive Committee will be conducted through a secret ballot system. Nomination forms shall be circulated to the association members not later than the second (2nd) week of Term 4 to enable sufficient time for the ballot. Voting will occur during the AGM on nominations received by the designated due date. All positions that remain unnominated or open at the closing of voting will be re-advertised to the community with voting to take place via email by the Outgoing PA Executive, as well as the incoming PA Executive and any voting member present at the AGM.

The P.A. Executive member positions are:

- President/Co-Presidents
- VP Treasurer
- VP Community
- VP Secretary
- VP Events
- VP New Parent Coordinator

9.4 Nomination and Election of President(s)

The Parent Association shall be led by either:

- One President, or
- Two Co-Presidents, serving jointly, if mutually nominated and elected.

Nomination guidelines are as follows:

- Candidates may nominate either as a single President or as a Co-President pair.
- Co-President nominations must be submitted jointly, with both individuals agreeing to run together.
- Single President nominees may indicate if they are open to being paired with another candidate, though pairing will only occur if mutually agreed and supported by the voting process.
- All nominations must be submitted prior to the AGM and will be subject to the standard voting procedures.

9.5 The newly elected committee shall convene, with the Head of School, no later than one (1) month after the election to organise the calendar of events for the following school year.

10. Amendments to this Constitution

Shall only be effective if certain conditions apply:

10.1 Changes are subject to approval and consequent passing by quorum – the quorum shall consist of three (3) PA Executive members.