

**CONSTITUTION
OF
THE INCORPORATED MANAGEMENT COMMITTEE
OF
KOWLOON TONG SCHOOL (SECONDARY SECTION)**

Part 1 – Preliminary

1. Definitions

1.1 In this constitution –

“IMC” means the incorporated management committee established under the Ordinance in respect of the School;

“Manager” means a person registered under the Ordinance as a manager of the School;

“Ordinance” means the Education Ordinance (Cap. 279) (as may be amended from time to time) and, unless the context otherwise requires, all subsidiary legislation made under the Ordinance;

“Permanent Secretary” means the Permanent Secretary for Education of the Hong Kong Special Administrative Region Government;

“Principal” means the principal of the School;

“RAA” means the body of persons recognized under section 40AP of the Ordinance as the recognized alumni association of the School;

“RPTA” means the body of persons recognized under section 40AO of the Ordinance as the recognized parent-teacher association of the School;

“School” means “Kowloon Tong School (Secondary Section) ”;

“Secretary” means the secretary of the IMC;

“Sponsoring Body” means the sponsoring body of the School, namely “Kowloon Tong School”; a company with limited liability incorporated under the Companies Ordinance (Cap.32) of the Laws of Hong Kong (Company Number 0005374).

“Supervisor” means the supervisor of the School;

“Treasurer” means the treasurer of the IMC.

2. Object of IMC and vision and mission of School

- 2.1 The object of the IMC is to manage the School and to promote education in the School.
- 2.2 The School aims at academic achievement as well as moulding a student into a person of the highest integrity. The school motto is "Diligence, Simplicity, Sincerity, Courage".
- 2.3 It is the mission of the School to inculcate in students the desire for righteousness and self-discipline. Students are constantly taught of the corrosive effects of extravagance and materialism.

3. General provisions and rules of interpretation

- 3.1 The IMC shall comply with the Ordinance and the code of aid for secondary schools.
- 3.2 This constitution shall be interpreted in a manner that is consistent with the Ordinance and the code of aid for secondary schools.
- 3.3 Words and expressions used in this constitution have, unless the context otherwise permits or requires, the same meanings as in the Ordinance and the code of aid for secondary schools and words importing the singular number shall include the plural number and vice versa; words importing the masculine gender shall include the feminine and the neuter genders; and words importing persons shall include companies and corporations.

4. Amendment of constitution

- 4.1 A Manager may propose that this constitution be amended.
- 4.2 The proposal has no effect unless it is –
 - (a) in writing and signed by the Manager who makes the proposal; and
 - (b) supported by and countersigned by not less than one third of all the Managers, including the Manager who makes the proposal; and
 - (c) submitted to the Supervisor.
- 4.3 As soon as practicable after receiving the proposal, the Supervisor shall convene a meeting of the IMC to decide whether the proposal should be lodged with the Permanent Secretary under section 40AY of the Ordinance.

- 4.4 The Supervisor shall give written notice of the meeting to all Managers not later than twenty-eight days before the meeting. A copy of the proposal shall be attached to each copy of the notice.
- 4.5 The quorum for the meeting shall be not less than two-thirds of all the Managers.
- 4.6 The proposal shall be lodged with the Permanent Secretary if it is supported by –
- (a) not less than 60% of the Managers attending the meeting; and
 - (b) the Sponsoring Body.

Part 2 – Composition of IMC

5. Number of each category of managers

- 5.1 In addition to the Principal who is an ex-officio Manager, there shall be –
- (a) not more than six sponsoring body managers and one alternate sponsoring body manager; and
 - (b) one teacher manager and one alternate teacher manager; and
 - (c) one parent manager and one alternate parent manager; and
 - (d) one alumni manager, if there are nominations under section 40AP of the Ordinance; and
 - (e) one independent manager.

6. Term of office of managers

- 6.1 The person who is for the time being the Principal shall hold office as a Manager.
- 6.2 The term of office for the other Managers are as follows –
- (a) the sponsoring body managers and the alternate sponsoring body manager shall hold office as managers so long as they remain as members of the management committee of the Sponsoring Body;
 - (b) one year for the teacher manager and alternate teacher manager;
 - (c) one year for the parent manager and alternate parent manager;
 - (d) two years for the alumni manager;
 - (e) two years for the independent manager;

beginning on the date on which the Manager concerned is registered as a Manager.

7. Suspension of managers' rights

7.1 If –

- (a) by virtue of the Ordinance or otherwise, a person is no longer entitled to hold office as a Manager; and but
 - (b) the registration of the person as a Manager has not yet been cancelled,
- the person shall not be entitled to exercise any right or power of a Manager.

8. Resignation of managers

- 8.1 A Manager who is not the Principal may resign from office by giving a notice in writing to the Supervisor.

9. Filling of vacancies of managers

- 9.1 If the office of any Manager who is not an independent manager becomes vacant, the IMC shall give notice of the vacancy to the relevant party.
- 9.2 The notice shall require the relevant party to nominate a person to fill the vacancy within two months, or such shorter period of time as is specified in the notice. If the relevant party fails to do so within that period, the IMC shall require the party to provide reasons for the failure.
- 9.3 In this paragraph, "relevant party" means –
- (a) in relation to a sponsoring body manager and alternate sponsoring body manager, the Sponsoring Body; or
 - (b) in relation to a teacher manager and alternate teacher manager, all persons who are entitled to elect such a manager; or
 - (c) in relation to a parent manager and alternate parent manager, the RPTA; or
 - (d) in relation to an alumni manager, the RAA.
- 9.4 If the office of a Manager who is an independent manager becomes vacant, the IMC shall nominate a person to fill the vacancy as soon as possible and in accordance with the Ordinance.
- 9.5 The term of office for a new Manager filling a vacancy arising prematurely should not run afresh but shall only be for the remaining term of the outgoing manager. For the purpose of calculating a Manager's consecutive terms as

stated in paragraph 16.1, the term of office for which he fills a vacancy arising prematurely shall not be counted.

10. Giving notice as regards cancellation of registration of managers

10.1 Upon receiving a request under subsection (2), (3), (4) or (5) of section 40AX of the Ordinance, the IMC shall without delay issue a notice under subsection (1) of that section unless it has reasonable ground to believe that the request is not valid. In such event the IMC may make such enquiry as is necessary to ascertain the validity of the request.

10.2 The request must be annexed to the notice.

10.3 The Supervisor shall send a copy of the notice to each of the Managers.

**Part 3 – Nomination or election of persons for registration as Managers and
role of Managers**

**11. Nomination of person for registration as sponsoring body manager and
alternate sponsoring body manager**

11.1 A person for registration as sponsoring body manager and alternate sponsoring body manager shall be nominated by the Sponsoring Body in accordance with the Ordinance.

**12. Election and nomination of person for registration as teacher manager
and alternate teacher manager**

12.1 The election for nominating persons for registration as teacher manager and alternate teacher manager shall be conducted in accordance with the Ordinance and this paragraph.

12.2 The election shall be conducted by the Principal.

12.3 Not less than fourteen days before the date on which the election is to be conducted ("election day"), the Principal shall give notice in writing to all teachers of the School. The notice shall –

(a) specify –

- (i) the election day; and
- (ii) the time slots of the election day within which ballot papers can be returned; and
- (iii) the manner in which ballot papers are to be returned; and
- (iv) the arrangements for counting of votes and declaration of election result; and

(b) require the recipient to state whether he intends not to stand as a candidate; and

(c) be accompanied by a copy of the text of this paragraph.

12.4 Not less than seven days before the election day, the Principal shall give notice in writing to all teachers of the School. The notice shall –

(a) include a list of the names of all candidates (which shall be the names of all teachers except those who intend not to stand as candidates); and

(b) be accompanied by a ballot paper.

12.5 The candidate who obtains the greatest number of votes shall be nominated for registration as teacher manager, and the candidate who obtains the second greatest number of votes shall be nominated for registration as alternate teacher manager.

12.6 If the voting results in an equality of votes, there shall be a second round of voting for the candidates who obtain the same number of votes. A candidate may withdraw candidature before the second round of voting. If only one candidate remains due to withdrawal of candidature, the remaining candidate shall be nominated for registration as manager and the second round of voting shall not be conducted. If there is a second round of voting, the candidate who obtains the greatest number of vote shall be nominated for registration as manager. If there is still an equality of votes in the second round of voting, the result shall be determined by drawing lots. The candidate on whom the lot falls shall be deemed to have obtained more votes and shall be nominated as a manager.

13. Nomination of person for registration as parent manager and alternate parent manager

13.1 A person for registration as parent manager and alternate parent manager shall be nominated by the RPTA in accordance with the Ordinance.

14. Nomination of person for registration as alumni manager

14.1 A person for registration as alumni manager shall be nominated by the RAA in accordance with the Ordinance.

14.2 Where no person is nominated according to paragraph 14.1, the IMC may nominate an alumnus under section 40AP of the Ordinance for registration as alumni manager if the nomination is supported by a majority of all the Managers.

15. Nomination of person for registration as independent manager

15.1 A person for registration as independent manager shall be nominated by the IMC in accordance with the Ordinance.

15.2 The IMC may nominate a person for registration as independent manager if the nomination is supported by a majority of all the Managers.

16. Re-nomination

- 16.1 A person who has ceased to be a Manager may be re-nominated for registration as a Manager. However, a person, except sponsoring body manager and alternate sponsoring body manager, shall not serve as a Manager of the same category for more than three consecutive terms.

17. Role of managers

- 17.1 The Managers as a whole shall be responsible for –
- (a) ensuring that the vision and mission of the School as set by the Sponsoring Body are carried out; and
 - (b) developing the general direction for the School, formulating the educational and management policies of the School; and
 - (c) overseeing the planning and budgetary processes, monitoring the performance of the School, ensuring accountability of School management and strengthening the community network.
- 17.2 A Manager shall promote communication and co-operation between the IMC and the body that nominated him for registration as a Manager.
- 17.3 A Manager of any category shall act in his personal capacity for the interests and benefits of the students of the School.

Part 4 – Office bearers of IMC

18. Office bearers

18.1 Apart from the Supervisor, there shall be the following office bearers of the IMC –

- (a) the Secretary; and
- (b) the Treasurer.

18.2 A Manager shall not at any time hold the offices of two or more office bearers.

18.3 Subject to paragraph 18.4, the Supervisor shall be appointed by the Sponsoring Body and the other office bearers shall be elected by the Managers among them.

18.4 A Manager who is the Principal or a teacher of the School shall not be appointed as the Supervisor.

18.5 The election shall comply with the following requirements –

- (a) the election shall be conducted by voting by secret ballot; and
- (b) each Manager has one vote; and
- (c) in the case of an equality of votes, the election should be determined by drawing of lots.

19. Term of office, removal from and vacation of office

19.1 An office bearer shall hold office for one year.

19.2 An office bearer may be removed from office –

- (a) if he is the Supervisor, by the Sponsoring Body; or
- (b) if he is not the Supervisor, by a majority of all the Managers.

19.3 An office bearer vacates office when –

- (a) the office bearer's term of office expires; or
- (b) the office bearer resigns from office; or
- (c) the office bearer ceases to be a Manager.

20. Functions of office bearers

20.1 The Supervisor shall perform the functions specified in the Ordinance.

20.2 The Secretary shall be responsible for –

- (a) providing secretarial support to the IMC; and
- (b) keeping the common seal of the IMC; and
- (c) maintaining a register of interests in accordance with section 40BH of the Ordinance.

20.3 The Treasurer shall ensure that the IMC complies with section 40BB of the Ordinance.

Part 5 – Meetings and proceedings of IMC

21. Number of meetings

- 21.1 The IMC shall meet at least three times in any school year.

22. Convening of meetings

- 22.1 The Supervisor may convene a meeting of the IMC to be held at such time and place as the Supervisor may specify by notice given to the other Managers.
- 22.2 At the request in writing of not less than two Managers, the Supervisor shall, not later than seven days after the receipt of the request, advise that a meeting of the IMC will be convened. It shall be held at such time and place as the Supervisor may specify by notice given to the other Managers.
- 22.3 In specifying the time for a meeting under paragraph 22.2, the Supervisor shall not specify a date that is later than fourteen days after the receipt of the request.
- 22.4 A notice of meeting shall –
- (a) be accompanied by the agenda of the meeting; and
 - (b) except in cases of emergency, be given to all the Managers by not later than seven days before the date specified for the meeting.

23. Agenda

- 23.1 The agenda of a meeting shall be set by the Supervisor.
- 23.2 Any Manager may request the Supervisor to place an item on the agenda of a meeting. If the Supervisor refuses to do so, the Supervisor shall give the reasons of refusal at the meeting.

24. Quorum

- 24.1 The quorum for a meeting of the IMC is not less than half of all the Managers.
- 24.2 In any meeting of the IMC, the number of managers who hold salaried positions in the School should be less than those who do not hold such positions.

24.3 If no quorum is formed within thirty minutes after the time appointed for a meeting, the meeting shall stand adjourned for not less than one week and not more than four weeks, to be held at such time and place as the Supervisor may specify.

24.4 At an adjourned meeting, if not less than one-thirds of all the Managers present, the Managers present shall form a quorum and shall have full power to transact the proposed business of the adjourned meeting. If no quorum is formed within thirty minutes after the time appointed for a meeting, the proposed business of the adjourned meeting shall be included in the agenda of the next IMC meeting. Under any circumstances, the IMC shall meet at least three times in any school year.

25. Proceedings of meetings

25.1 The Supervisor shall preside at meetings of the IMC. If the Supervisor is absent and has not authorized another Manager to preside at the meeting, the Managers present at the meeting shall elect among themselves a Manager to preside at the meeting.

25.2 Unless any other provision of the Ordinance or this constitution provides otherwise, every question to be resolved during a meeting shall be determined by a majority of votes of the Managers present and voting. In the event of an equality of votes, the Manager presiding shall have a casting vote.

26. Transaction of business by circulation of papers

26.1 Where it is impractical to convene a meeting, businesses of the IMC may be transacted by circulating papers amongst Managers.

26.2 A resolution, which is not related to amendment of the Constitution of the IMC, shall be valid if it is endorsed with the support of six Managers as if it was passed at a meeting of the IMC.

26.3 A resolution, which is related to amendment of the Constitution of the IMC, shall be valid if it is endorsed with the support of seven Managers as if it was passed at a meeting of the IMC and in accordance with item 4 of this constitution.

26.4 Every manager who has a pecuniary or other personal interest within the meaning of S.40BG of the Ordinance shall observe all restrictions imposed on him under that Section in relation to all IMC meeting and voting.

27. Disclosure of interests in certain circumstances

- 27.1 Without limiting section 40BG of the Ordinance, a Manager shall make disclosure in accordance with that section in respect of a matter that is considered or is to be considered at a meeting of the IMC if –
- (a) the Manager is the Principal or a teacher of the School and the matter involves the appraisal of the Manager's performance as a staff member; or
 - (b) the Manager is the parent of a student of the School and the matter involves the taking of disciplinary actions against the student; or
 - (c) the Manager is directly related to a complaint against a student or teacher of the School or another Manager, and the matter involves the taking of disciplinary actions against the student, teacher or that other Manager respectively; or
 - (d) the matter relates to a complaint against the Manager; or
 - (e) the Manager is directly related to the trading operations/business contracts to be discussed or tenders to be awarded.

28. Minutes of meetings

- 28.1 The Secretary shall take and keep minutes of every meeting of the IMC. In particular, the Secretary shall record the discussions, decisions and follow-up actions.
- 28.2 A Manager who has expressed a dissenting view may ask for his view to be recorded in the minutes. The Secretary shall make a record in the minutes accordingly.
- 28.3 The minutes of a meeting shall be tabled for approval in a subsequent meeting of the IMC.

Part 6 – Parent-teacher and alumni associations

29. Parent-teacher association

- 29.1 For the purpose of recognizing an RPTA under section 40AO of the Ordinance, if there are more than one body of persons that can be so recognized, the IMC shall recognize the one that has the greatest number of parents in its membership.
- 29.2 The IMC shall work closely with the RPTA.

30. Alumni association

- 30.1 For the purpose of section 40AP of the Ordinance, the IMC shall be responsible for recognizing a body of persons as the RAA.
- 30.2 The IMC shall work closely with the RAA.

Part 7 – Committees

31. Principal selection committee

31.1 For the purpose of section 57A of the Ordinance, the principal selection committee of the School shall be composed of –

- (a) three representatives of the Sponsoring Body; and
- (b) two representatives of the IMC.

31.2 Only Managers may be appointed as representatives of the IMC.

31.3 Both the Sponsoring Body and the IMC may nominate candidates for selection by the principal selection committee.

32. Other committees

32.1 There shall be –

- (a) a Teacher Recruitment and Promotion Committee whose function is to ensure objectivity, fairness as well as impartiality throughout the selection process so that the decision made is in accord with the interests of the School;
- (b) a Tender Opening and Vetting Committee which is set up in accord with the tendering and purchasing procedures in aided schools prescribed by the Education Bureau. The function of such committee is to ensure that the procurement system of the School is properly administered with checks and balances in place;
- (c) an Appeal Committee whose function is to put in place a procedure for dealing with staff queries after formal investigation of complaints has been completed.

32.2 The IMC may also establish such other committees as it thinks fit.

32.3 The members and the chairperson of a committee shall be appointed by the IMC.

32.4 Persons who are not Managers may be appointed as members of committees, but the chairperson of a committee must be a Manager.

32.5 Subject to any direction of the IMC, the committees may determine their own proceedings.

Part 8 – Miscellaneous

33. Managers to act on an honorary basis

- 33.1 The IMC shall not provide any of the Managers with any remuneration. No manager, other than the Principal, teacher manager and alternate teacher manager shall be appointed to any salaried positions of the School. The Principal, teacher manager and alternate teacher manager shall not be present or take part in any deliberation or decision of the IMC with respect to their own appointment, dismissal, conditions of service and remuneration.
- 33.2 The funds and assets of the IMC shall only be used for the purposes and in conformity with its objects and the vision and mission of the School. Also, the IMC shall not distribute any of its funds and assets among the Managers.

34. School development plan etc.

- 34.1 The IMC shall submit the School Development Plan, Annual School Plan and School Report to the Sponsoring Body according to the schedule proposed by the Education Bureau.

35. Auditor

- 35.1 The appointment of an auditor of the IMC and the determination of the auditor's remuneration (if any) must be approved by not less than two-thirds of all the Managers.

36. Receiving donations in the form of money

- 36.1 Prior to receiving donations in the form of money, the IMC should check with the donors whether they wish the IMC to return the money to them in the event of the dissolution of the IMC. If they have such intention, the IMC should explain to them that such money is not tax-deductible.

37. Notices

- 37.1 A notice shall be served either personally; by sending it by post to the addressee or to his registered address, or (if he has no registered address with Hong Kong) to the address, if any, within Hong Kong supplied by him to the IMC; by facsimile to the personal facsimile number of the addressee or such number(s) as provided by him; or by e-mail to the personal e-mail address of the addressee or such other e-mail address(es) as provided by him.
- 37.2 Where a notice is sent by post, service of the notice is deemed to be effected by properly addressing, prepaying and posting a letter containing the notice, and to have been effected in case of a notice of a meeting at the expiration of 48 hours after the letter containing the same is posted, and in any other case at the time at which the letter would be delivered in the ordinary course of post. Where a notice is sent by facsimile or e-mail, it is deemed in both cases to have been effected immediately after the notice has successfully been sent.

**This constitution is approved by the
Education Bureau on 31 May 2011.**