

# **Tung Wah Group of Hospitals Ginny Man Kindergarten Parent-Teacher Association Constitution**

## **1. Name of the Association (hereinafter referred to as the “PTA”)**

- 1.1 The Association is named “Tung Wah Group of Hospitals Ginny Man Kindergarten Parent-Teacher Association” (The Association).

## **2. Address**

- 2.1 The address of the Association is G/F., Wong Wui House, Queens Hill Estate, Fanling, New Territories.

## **3. Mission**

- 3.1 To promote the communication and connection between the school and parents, fostering home-school partnership.
- 3.2 To collaborate closely between home and school to support the academic, physical, and mental development of students.
- 3.3 To plan and organize various developmental and recreational activities that enhance parental potential, foster effective parenting and strengthen parent-child relationships.

## **4. Eligibility of Membership**

- 4.1 Parent Member: All parents or guardians of current students automatically become parent members, unless a written request for withdrawal is provided. Membership is granted on a family basis, regardless of the number of children enrolled, with each family holding one membership.
- 4.2 Teacher Member: Current Principal, Vice-Principals, senior teachers and teachers are considered as ex-officio members. If a teacher is also a parent of a student in the school, he/she may only join as a teacher member.
- 4.3 Parent Members shall lose their membership immediately if their children are no longer enrolled in the school.
- 4.4 Teacher Members shall lose their membership immediately upon terminating of employment at the school.
- 4.5 Membership is immediately terminated for all members convicted of criminal offenses.

## **5. Rights and Obligations**

- 5.1 All members have the right to propose motions, vote, be elected and attend General Meetings and various activities of the Association. Teacher members are required to attend the General Meeting and participate in various activities of the Association as arranged by the school.
- 5.2 All members are obliged to abide by the rules of the Constitution and comply with the decisions of the meetings.
- 5.3 The Association does not require a membership fee; however, members shall bear the costs of individual activities as applicable.

- 5.4 Members who engage in actions detrimental to the Association's interests or reputation, aside from cases outlined in Clause 4.5, may have their membership immediately terminated by a resolution passed at Special General Meeting convened by the Executive Committee.

## **6. Organization**

- 6.1 The PTA shall be made up of "the General Meeting" and "the Executive Committee".

## **7. The General Meeting**

- 7.1 The General Meeting is composed of all the members and has the highest authority in the PTA, its main responsibilities include:
- 7.1.1 Approving annual plans and reports of the Association;
  - 7.1.2 Approving financial budgets and reports of the Association;
  - 7.1.3 Promoting and improving the affairs of the Association;
  - 7.1.4 Hosting the annual election of the Executive Committee.
- 7.2 The General Meeting shall be convened by the Executive Committee at least once a year. The chairperson of the Executive Committee (including parent chairperson and ex-officio chairperson) shall also serve as the chairperson of the meeting. In the absence of a Chairperson, the corresponding Vice Chairperson shall assume that role. The Secretary of the Executive Committee shall be responsible for drafting the meeting minutes.
- 7.3 Notice of convening the General Meeting must be issued to members through written and electronic messages at least 20 days in advance. The agenda must also be posted on school's notice board at least 7 days prior to the meeting.
- 7.4 The quorum for the General Meeting shall consist of at least 20 attendees, including a minimum of 10 parent members.
- 7.5 The voting matters of the General Meeting must be approved by half or more of the members present before they are finalized.
- 7.6 The meeting minutes shall be compiled and reviewed by all Executive committee members, then endorsed and signed by the Parent Chairperson and the Ex-officio Chairperson. It must be announced to all members within 4 weeks after the meeting.

## **8. Executive Committee**

- 8.1 The Executive Committee shall serve as the highest administrative body of the Association and handles the affairs of the Association during the recesses of the General Meetings.
- 8.2 The Executive Committee is composed of parent executive committee members and teacher executive committee members.
- 8.3 Parent executive committee members shall be elected by the votes of Parent, their positions are elected from among themselves at the first Executive Committee Meeting.
- 8.4 Teacher executive committee members shall be appointed by school.

- 8.5 The term of executive committee members is one academic year, from 1<sup>st</sup> September of each year to 31<sup>st</sup> August of the following year, and they may re-elect for at most one additional term.
- 8.6 The Executive Committee shall meet at least 3 times annually.
- 8.7 The quorum for the Executive Committee Meeting shall be at least two-thirds of the executive committee members. Resolutions require over half the attending members' support. Tied votes are decided by the Ex-officio Chairperson's casting vote.
- 8.8 All executive committee members must be qualified members. Members losing their membership are immediately disqualified from their Committee roles, with vacancies filled as outlined in clause 8.11.
- 8.9 The composition of the Executive Committee is as follows:

Post	Quota	Role and Responsibility
Parent Chairperson	1 Parent Member	<ul style="list-style-type: none"> <li>● Lead the Executive Committee in performing its duties.</li> <li>● Call and chair the General Meeting and Executive Committee Meeting.</li> <li>● Report the affairs at the General Meeting.</li> </ul>
Ex-officio Chairperson	1 Teacher Member (The serving Principal)	
Vice Chairperson	2 1 Parent Member & 1 Teacher Member (Senior Teacher)	<ul style="list-style-type: none"> <li>● Assist the chairperson in the implementation of the committee's affairs.</li> <li>● Execute the duties of the chairperson in his/ her absence.</li> </ul>
Secretary	2 1 Parent Member & 1 Teacher Member —	<ul style="list-style-type: none"> <li>● Assist the chairman in drafting and issuing agendas</li> <li>● Draft meeting minutes</li> <li>● Handle internal and external documentation works.</li> </ul>
Treasurer	2 1 Parent Member & 1 Teacher Member	<ul style="list-style-type: none"> <li>● Handle financial matters and report financial status periodically.</li> <li>● Prepare financial reports and submit them to the general meeting for approval.</li> </ul>

Liaison	2 1 Parent Member & 1 Teacher Member	<ul style="list-style-type: none"> <li>● Organize and expand parent network.</li> <li>● Contact members to participate in meetings and activities.</li> <li>● Design publicity and promotion of in-event activities.</li> </ul>
Leisure	2 1 Parent Member & 1 Teacher Member	<ul style="list-style-type: none"> <li>● Plan and coordinate recreational and educational activities</li> <li>● Collect and reflect members' opinions on various activity arrangements</li> </ul>

8.10 If a Parent Committee Member loses his/her membership during the term, his/her position will be automatically revoked.

8.11 Vacancies

8.11.1 If the post of Chairperson is vacant, the corresponding Vice-chairperson shall fill the vacancy.

8.11.2 If the post of Vice Chairperson is vacant, the Executive Committee will elect among themselves to fill the vacancy.

8.11.3 If there are vacancies in other positions of the Executive Committee, the Executive Committee shall appoint parent members or the school shall appoint teacher members to fill up the vacancy accordingly.

## 9. Election of Executive Committee

9.1 Election of Executive Committee is held annually and managed by the Election Committee. The Election Committee shall be chaired by the Principal and shall be composed of members of the previous Executive Committee (including Parent Chairpersons, Parent members and Teacher members) unless written objections are raised.

(Read Appendix (1) for details: Election—Clause 1.3.2)

9.2 Parent Members have the right of one-person-one-vote.

9.3 For details on election matters, please refer to Appendix (1): Election.

## 10. Code of Conduct of the Executive Committee

10.1 All Executive Committee Members serve on a voluntary basis

10.2 Executive Committee Members must adhere to the Code of Conduct as outlined in Appendix (4): Code of Conduct for Executive committee members.

10.3 Executive Committee Members must read and sign the Code of Conduct in the presence of school representatives prior to assuming office.

10.4 The Executive Committee reserves the right to pursue anyone who utilizes the

name of the Parent-Teacher Association to harm the interests of the school or others.

Executive committee members who violate the Constitution or Code of Conduct, or commits any acts detrimental to the interests of the association, may be reprimanded, punished or dismissed by the General Meeting.

10.5 If an executive committee member engages in any of the following violations, he/she may be suspended with the approval of a majority vote of the Executive Committee:

- i. Absent from 2 or more Executive Committee Meeting without the prior approval of Executive Committee;
- ii. Engaging in any actions that violate the constitution or code of conduct;
- iii. Engaging in any actions that damage the reputation of the association; Utilizing information, documents or materials obtained as an Executive Committee member for purposes outside the association

10.6 Any executive committee member is suspended from their duties by a vote during their term must immediately cease all responsibilities their duties until further notice. The suspension shall be subject to a reasonable time limit, and if no action is taken within the specified period, the member shall be reinstated upon the expiration of the suspension period."

Except for the matters listed in clause 10.8, a motion to dismiss an Executive Committee member must be submitted by at least two-thirds of the Executive Committee members and subsequently approved by resolution at the general meeting.

If an executive committee member loses their membership due to any circumstances outlined in clauses 4.1 to 4.5, their position as an executive committee member shall be automatically terminated without the necessity of a resolution at the General Meeting."

## **11. Finance**

11.1 The Executive Committee shall report the financial status of the Association at the General Meeting.

11.2 All financial records and related documents of the Association, such as financial reports and receipts, must be properly archived for a minimum of 7 years.

## **12. Amendments to the Constitution**

12.1 Member may propose amendments to the constitution to the Executive Committee, who shall decide whether to propose amendments.

12.2 A motion to amend the constitution must be proposed by at least two-thirds of the Executive Committee members, and then approved by at least two-thirds of the attending members at the General Meeting.

## **13. Dissolution of the Association**

13.1 A motion to dissolve the association must be proposed by two-thirds or more

of the executive committee members, and then approved by at least two-thirds of the attending members at the General Meeting.

13.2 The remaining assets upon dissolution of the association will be donated to the Tung Wah Group of Hospitals in the name of Executive Committee.

**14.** The English version is provided for reference only. The Chinese version shall prevail in case of any discrepancies between the English and Chinese versions.

**- End -**

## **Appendix (1) – Election**

According to the 《Parent-Teacher Association Handbook》 published by the Committee on Home-School Cooperation, the Parent-Teacher Association (PTA) must pay attention to the following when handling elections and voting matters at the executive committee meeting or General Meeting.

- Executive committee members or teachers whom are responsible for election and voting must ensure that the election and voting procedures, including nomination, voting and counting, are conducted in an open, fair and honest manner.
- Candidates and voters must uphold moral integrity and refrain from any election-related misconduct, including but not limited to soliciting or accepting benefits, bribing voters, using force, or engaging in coercion.

The following are the election details of the Association:

### **1. Election of Executive Committee**

- 1.1. The election for the Executive Committee of the PTA shall be held once every school year, with election conducted on an individual basis. All parent members can register to participate.
- 1.2. The General Meeting should be held at least once a year. The outgoing executive committee members shall report on the affairs and financial status of the previous school year, and preside over the election of the Executive Committee to select the executive committee members for the upcoming school year.
- 1.3. Election Committee
  - 1.3.1. The Election Committee handles nominations, voting, counting, complaints and other election-related matters to ensure that the election is conducted fairly and smoothly.
  - 1.3.2. The Election Committee shall be chaired by the Principal, and other members are composed of the o Executive Committee (including parent executive committee members and teacher executive committee members).

The Election Committee is recommended to be formed between June to July each year to prepare in advance for the election arrangements for the upcoming school year.
  - 1.3.3. The election of new PTA Executive Committee members is recommended to be held between September and October of each year. All parent members shall be informed through written and electronic messages, including PTA introduction, nomination period, promotion period, the procedures and arrangements for polling day, ensuring that the election is conducted in a fair, open and honest manner.

### **2. Candidates**

- 2.1. Candidates must be parent members of the Association.

- 2.2. Parent members may apply for the election through self-nomination.
- 2.3. Members who have been suspended from duties are not allowed to participate in the election of the Executive Committee until they have been reinstated.

### **3. Nomination process**

- 3.1. The Election Committee shall arrange a briefing session no less than 14 days prior to the nomination period to provide information about the PTA and the duties of Executive Committee members to all parents. This session will inform parents who intend to participate in the election of the election arrangements and will distribute application forms.
- 3.2. The Election Committee shall arrange a nomination period of no less than 7 days to provide parents sufficient time to prepare. To ensure fairness, any late submissions will not be processed.
- 3.3. If no candidate is submitted by the deadline, the election period will automatically be extended for 7 days.
- 3.4. After the nomination period, if the number of qualified candidates is fewer than the number of vacancies, those candidates will be automatically elected as a member of the Executive Committee.
- 3.5. If the number of qualified candidates exceeds the number of vacancies, the campaign and voting period shall begin.

### **4. Election Campaign Period**

- 4.1. After the nomination period ends, the Election Committee shall provide qualified candidates with a Campaign period of no less than 7 days.
- 4.2. Candidates can only conduct official campaigning during the designated election campaign period. If any candidate violates the regulations, he or she may be disqualified from the election after discussion by the Election Committee.
- 4.3. The Election Committee must hold at least one candidate briefing session during the campaign period to allow other members to understand the candidate's information and election statement.
- 4.4. Relevant election expenses shall be borne by the candidates themselves.

### **5. Voting period**

- 5.1. The Election Committee shall distribute ballots after the campaign period and hand them over to parents in the form of an official notice.
- 5.2. The election of the Executive Committee shall be conducted on a one-person-one-vote basis using a ballot system.
- 5.3. The Election Committee shall set a two-days voting period after distributing of ballots.
- 5.4. After the voting period, the ballot box should be securely locked and kept by the Election Committee until the votes are counted at the General Meeting. The Election Committee shall appoint a school representative and a parent



representative as scrutineers. Additionally, each candidate may appoint a Parent member representative to serve as the observer.

- 5.5. The validity of all questionable votes shall be subject to the final decision of the scrutineer.
- 5.6. If the entire counting process cannot be completed at the General Meeting, the Election Committee shall ensure that all ballots are kept securely and resume counting process in the following day.
- 5.7. The number of voters must reach 20% of the total parent members for the election to be valid.
- 5.8. The candidate receiving the highest number of votes will be elected.

## **6. Election Complaint Mechanism**

- 6.1. All complaints must be well-founded and clearly signed.
- 6.2. All complaints must be submitted in writing to the Election Committee within 24 hours after the completion of the counting process.
- 6.3. The outcome of all complaints shall be determined by the Election Committee.

## **7. Announcement of Results**

- 7.1. Within 24 hours after the completion of the vote counting, and in the absence of objections, the Election Committee shall announce the voting results in writing and through electronic messages by the following day.
- 7.2. All ballot papers must be properly archived for no less than 3 years following the election.

## **8. Mutual Election of Executive committee members**

- 8.1. The position of parent executive committee member is elected through mutual election, while the position of teacher executive committee member is appointed by the school.
- 8.2. The selection of executive committee members shall be conducted anonymously.
- 8.3. Upon completion of the mutual selection, the Executive Committee shall announce the results to all parents.

## **9. By-election**

- 9.1. If a by-election is required due to a vacancy in the executive committee is vacant, the form and procedure of the by-election shall be decided by the Executive Committee, and the results of the by-election shall be approved by the current Principal.
- 9.2. After the by-election and the results are approved by the Principal, the appointment arrangements shall be announced within 7 days.
- 9.3. The by-election results are valid for the same term as that the current term of other executive committee members.

- End -

## Appendix (2): Working Timeline

According to the 《Parent-Teacher Association Handbook》 published by the Committee on Home-School Cooperation, prior to each term, the school shall take the lead and draft a "Working Timeline " to facilitate the executive committee to arrange time to attend meetings.

The following is a suggested timeline for reference:

The term of "Parent Committee " shall last for one school year, commencing on 1<sup>st</sup> September of each year to 31<sup>st</sup> August of the following year, and can be reappointed for a maximum of additional term.

Period	Event	Sample Date
June - August	The " <b>Election Committee</b> " is composed of the principal and the Board of Directors. It is responsible for handling nominations, voting, counting, complaints and other election-related matters to ensure that the election of the Executive Committee is conducted fairly, impartially and transparently.	July Last Committee Meeting
August - September	<b>PTA briefing session</b> The Election Committee shall arrange a briefing session no less than 17 days prior to the nomination period to explain information about the PTA to all parents, and inform the interested parties about participating in the nomination period arrangements.	24 Aug (Sat)
	<b>Nomination period</b> <ul style="list-style-type: none"> <li>● The Election Committee shall arrange a nomination period of no less than 7 days to provide parents sufficient time to prepare</li> <li>● If no candidate is submitted by the deadline, the election period will automatically be extended for 7 days.</li> <li>● If the number of qualified candidates exceeds the number of vacancies, the publicity and voting period shall begin.</li> </ul>	10 Sept (Tue) to 20 Sept (Fri)
	<b>Election Campaign Period</b> <ul style="list-style-type: none"> <li>● After the nomination period ends, the Election Committee shall provide qualified candidates a Campaign period of no less than 7 days.</li> </ul>	24 Sept (Tue) to 3 Oct(Thur)



Period	Event	Sample Date
	<b>First executive meeting</b> <ul style="list-style-type: none"> <li>● New Executive Committee shall elect its member to determine the position of each officer.</li> <li>● Treasurer reports financial status.</li> <li>● Plan meetings for the upcoming year.</li> <li>● Prepare and notify the PTA members of the appointment list.</li> </ul>	18 Oct (Fri)
November – December	<b>The second general meeting</b> <ul style="list-style-type: none"> <li>● Report on The affairs of the Executive Committee, event arrangements, etc.</li> </ul>	8 Nov (Fri)
June of next year	<b>Terminal General Meeting</b> <ul style="list-style-type: none"> <li>● Report on the closing summary of the Committee conference affairs and finance</li> <li>● The school would like to express its gratitude to the PTA</li> </ul>	28 Jun (Fri)

### Appendix (3): Quorum

The following provides an overview of the basic statutory number of meetings and the number of attendees for each parent-teacher association meeting:

Meeting/matter	Frequency	Quorum
General meeting	At least once annually At least 7 days' notice provides prior to the meeting  Complete meeting minutes within four weeks after the meeting and announce to all members	<ul style="list-style-type: none"> <li>● The quorum for attendance shall be a minimum of 20 people which must include at least 10 parent members</li> <li>● The resolution can only be finalized if it is passed by half of the members present or more.</li> </ul>
Committee Meeting	Board of Directors meetings shall be held three times a year.	<ul style="list-style-type: none"> <li>● Attendance must be at least two-thirds or more of the executive committee member.</li> <li>● The motion shall be approved by more than half of the attendees before the resolution can be established.</li> </ul>
Election	N/A	<ul style="list-style-type: none"> <li>● The number of voters must reach 20% of the total parent members</li> </ul>
Suspension	N/A	<ul style="list-style-type: none"> <li>● If an executive committee member violates any matters of the listed in Article 10.6 (i)-(iv) of the Association's Constitution, his or her duties may be suspended following approval by more than half of the directors vote.</li> <li>● Without the consent of the Board of Directors, a member who fails to attend two meetings of the Board of Directors during his term of office</li> <li>● Engage in any conduct that may damage the reputation of the Association; <ul style="list-style-type: none"> <li>● Any violation of relevant confidentiality provisions, including but not limited to disclosing the association's</li> </ul> </li> </ul>

		<p>financial status and internal meeting-related documents;</p> <ul style="list-style-type: none"> <li>● Use any information, documents or materials obtained as an officer for purposes outside of the Association</li> </ul>
Remove	N/A	<ul style="list-style-type: none"> <li>• A motion to remove an executive committee member must be proposed by two-thirds or more of the directors, and subsequently passed by resolution at the general meeting of members</li> <li>• If an officer loses membership due to any of the listed items in Article 4.1 to 4.5 of the Association's Constitution, the association will automatically terminate his or her duties as an officer without the need for a resolution at the general meeting.</li> <li>• Parent membership: Parents or guardians of students currently studying in our school will automatically granted parent members unless they submit a written request. The association operates on a family basis. Regardless of the number of children in school, each family is entitled to only one membership.</li> <li>• Teacher membership: The current principal, director and teachers of our school will automatically become teacher members. If a teacher member is also a parent of a student at the school, he or she may only hold a membership as a teacher member.</li> <li>• If a parent member's child no longer studies in our school, his or her membership will be automatically terminated effective immediately</li> <li>• If a teacher member no longer teaches at the school, his or her membership will also be automatically terminated effective immediately</li> <li>• If a member is found guilty of violating the law, his or her membership shall be</li> </ul>

		automatically terminated immediately
Amendment of constitution	N/A	<ul style="list-style-type: none"> <li>A motion to amend the association's constitution must be proposed by a minimum of two-thirds of the executive committee members, and subsequently approved by at least two-thirds of the members present at the general meeting.</li> </ul>
Dissolution	N/A	<ul style="list-style-type: none"> <li>A motion to dissolve the association must be proposed by two-thirds or more of the officers, and must be then passed by at least two-thirds of the members present at the general meeting.</li> </ul>

## **Appendix (4): Code of Conduct for Executive committee member**

According to the 《Guidelines on Corruption Prevention in Kindergarten Operations》 published by the Independent Commission Against Corruption (ICAC), the following is based on to the Code of Conduct for Kindergarten Parent-Teacher Association executive committee member as outlined in the appendix of the aforementioned guideline.

### **1. Preface**

- 1.1. This code of conduct applies to all executive committee members of the Parent-Teacher Association (hereinafter referred to as the "Association").
- 1.2. Officers serve as agents of the Association and shall adhere to their commitment to integrity and ethical conduct.
- 1.3. Prior to their inauguration, all executive committee members (including the principal) must read this code thoroughly and sign to confirm it in the presence of the school representative(s).

### **2. Soliciting and accepting benefits**

- 2.1. “**Advantage**” includes almost anything which is of value, including but not limited to gift (both of monetary and in-kind), loan, fee, reward, commission, office, employment, contract, service and favors, etc.
- 2.2. Any executive committee member who solicits or accepts any advantage without the permission of the Association as a reward or inducement to perform or refrain from performing any act related to the affairs of the Association, or to provide or withheld preferential treatment in matters related to the affairs of the Association, shall be in breach of the Code of Conduct.
- 2.3. Executive Committees shall not solicit or accept any benefits, including monetary or in-kind gifts, loans, fees, remuneration, commissions, positions, employment, or contracts, from individuals or companies having official dealings with the Association, without the approval of the Association. Services, entertainment and privileges, may be exempted under specific circumstances.
- 2.4. Promotional or promotional gifts or souvenirs with only symbolic value;
- 2.5. Discounts or other benefits provided by any individual or company to our executive committee members provided that the relevant terms and conditions also apply to other general customers.
- 2.6. If executive committee members wish to accept an advantage offered from the above individuals or companies that is not listed in item 2.3 above, they should seek for permission from the ex-officio chairman.
- 2.7. Even if the benefit provider does not have any official dealings with the PTA, if accepting the benefit compromises the objective handling of the PTA’s affairs, leads to actions detrimental to the interests of the PTA, or feel indebted to the benefit provider, the executive committee member should refuse to accept any advantage. This applies particular if there is a reason to believe that the provider of the advantage has such intention, or that



acceptance of the advantage is likely to be considered or alleged to be inappropriate or result in a conflict of interest.

### **3. Received Advantage in his/her official capacity**

- 3.1. Benefits provided to an officer in relation to his or while her duties or attending an event in his or her official capacity (such as souvenirs given by the organizer during a ceremony presides over by the officer on behalf of the association) are deemed to be benefits given to the association.
- 3.2. Officers should try their best to refuse to accept gifts offered/given in connection with their official duties. If the officer is unable to refuse immediately due to etiquette or to avoid causing offense or embarrassment, the secretary must report the situation to the ex-officio chairman and seek guidance on how to appropriately handle the gift or souvenir received.

### **4. Accepting Hospitality**

- 4.1. Executive committee members should not accept any entertainment that may result in actual or perceived conflicts of interest, create obligation to repay favors, or lead to favoritism in the performance of their duties, or damage the reputation of the Association.

### **5. Provide benefits**

- 5.1. When handling the affairs of the Association, officers must not provide benefits to any individual or organization either directly or through a third party to influence the decision of that individual or organization on any official matter.
- 5.2. Executive committee members should avoid giving gifts or souvenirs to others while performing their duties. If it is necessary to present gifts or souvenirs for practical operations, etiquette or other reasons, the giving of expensive or luxurious gifts or souvenirs should be avoided, minimize the quantity, and limit exchanges to those between institutions.

### **6. Avoid and declare conflicts of interest**

- 6.1. Executive committee members must try to avoid any actual or perceived conflicts of interest. Should a conflict arise that cannot be avoided, the officer must report it to the Association. If in doubt, the executive committee members should seek the advice from the Association.
- 6.2. Upon receiving the report of a conflict-of-interest report, the ex-officio chairman will make appropriate decisions, such as exempting the relevant officers from participating in work related to the declared conflict, etc., and will provide clear instructions to the relevant officers.
- 6.3. All declarations and decisions made by the Association must be properly recorded.

## **7. Abuse of power**

- 7.1. Executive committee members shall act impartially and perform their duties fairly, impartially and impartially. They must not abuse their powers or allow others to do so for personal gain, the benefit of others, or for treating.

## **8. Confidentiality of information**

- 8.1. Executive committee members are prohibited from disclosing any information of the PTA without authorization, or from misusing any information of the PTA.
- 8.2. Executive committee members must ensure data security at all times to prevent misuse, unauthorized disclosure, or inappropriate use of data. Executive committee members must continue to perform confidentiality responsibilities after termination.

## **9. Use the assets and resources of the PTA**

- 9.1. Executive committee members may only use assets, including funds, property, information and intellectual property rights, etc., for the affairs of the Association or approved purposes. It is strictly prohibited to misappropriate or use the assets of the PTA without authorization for personal or private gain abide by the code of conduct
- 9.2. All executive committee members, whether in Hong Kong or elsewhere, are responsible for understanding and adhering to the provisions of this Code of Conduct when performing their duties.
- 9.3. Any executive committee member who violates this Code of Conduct will be subject to disciplinary action, as detailed in Chapter 10 of the Constitution. If corruption or other criminal offenses are involved, the Association reserves the right to report such matters to the relevant law enforcement agencies.