Constitution
of
The Incorporated Management Committee
of
The Church of Christ in China
Kei Tsun Primary School
(中華基督教會基全小學)

Part 1 – Preliminary

1. Definitions

1.1 In this Constitution:

"EDB" means the Education Bureau;

"Government" means the Government of the Hong Kong Special Administrative Region;

"HKCCCC" means the Hong Kong Council of the Church of Christ in China;

"IMC" means the Incorporated Management Committee of the School which is agreed by the Hong Kong Council of the Church of Christ in China to be established under the Ordinance and in accordance with this Constitution;

"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 The Church of Christ in China Kei Tsun Primary School;

"School Year" means the period that begins on 1st September in a year and ends on 31st August in the following year;

"Secretary" means the secretary of the IMC;

"Sponsoring Body" means the sponsoring body of the School, namely HKCCCC;

"Supervisor" means the supervisor who is also the chairperson of the IMC of the School;

"Sponsoring Body Manager" means the Manager nominated by the Sponsoring Body in accordance with section 40AM of the Ordinance;

"Treasurer" means the treasurer of the IMC.

2. Status of the School and the IMC
   2.1 The School is registered with the EDB as an aided primary school under the Ordinance and the establishment of the IMC is agreed by the Sponsoring Body.
   2.2 The School is under the sponsorship of the Sponsoring Body and as such, it shall be managed in accordance with Christian principles. Unless otherwise provided, no property belonging to or provided by the Government, Sponsoring Body or any other person for the operation of the School, including the land on which the School is built, shall become property of the IMC.

3. Vision, Mission and Core Values of the School
   3.1 The Vision, Mission and Core Values of the School shall be set by the Sponsoring Body only.
   3.2 The Vision of the School shall be: "Together we nurture fullness of life; Hand in hand we witness the love of Christ."
   3.3 The Mission of the School shall be: "With the love of Christ, compassion for humanity and a progressive attitude, we strive to deliver a quality education, to develop pupils' potential to the fullest, to share with them the Gospel, and to cultivate in them a sense of good citizenship which will benefit our society and nation."
   3.4 The Core Values of the School shall be: "With the aim of spreading the word of God and serving the community, we provide a holistic education to all with loving care, a progressive attitude and total commitment."
   3.5 The Chinese version of the Vision, Mission and Core Values of the School is set out in Schedule 1 of this Constitution and shall prevail in case of conflict with the English version as set out in this paragraph.

4. Objects of the IMC
   4.1 To faithfully manage the School and provide education in accordance with Christian principles and the faith of the Sponsoring Body, and to implement the Vision, Mission and Core Values set out in this Constitution.
   4.2 To operate the School in accordance with the Ordinance or any other relevant laws of Hong Kong, the relevant Code of Aid, as well as other directives of the EDB and the Sponsoring Body applicable to the School from time to time.
   4.3 To promote education in the School.

5. Responsibilities of the IMC
   5.1 To formulate education policies of the School in accordance with the Vision, Mission and Core Values set out in this Constitution;
   5.2 To ensure the mission of the School is carried out in good faith;
   5.3 To develop and manage the financial and human resources of the School;
   5.4 To promote quality education for the School; and
   5.5 To approve school plans and formulate standards for self-improvement.

6. Powers of the IMC
   6.1 Without limiting the generality of section 40AF(1) of the Ordinance, the IMC may:
      6.1.1 take on lease, purchase or otherwise acquire, and hold, manage and enjoy property owned by the IMC, and sell, let or otherwise dispose of the same;

6.1.2 subject to section 40AG of the Ordinance, employ such teaching staff and non-teaching staff as it thinks fit, and determine the terms and conditions of their service;

6.1.3 engage the service of such professionals or persons as it thinks fit and determine their remuneration;

6.1.4 use and dispose of the funds and assets owned by the IMC;

6.1.5 handle funds and assets received from Government in the capacity of a trustee;

6.1.6 open and operate bank accounts and manage the funds of the IMC;

6.1.7 apply for and receive any grant in aid from Government, non-government organizations, or business sectors or individuals for the purpose of promoting quality education for the School;

6.1.8 solicit and receive gifts or donations, whether on trust or otherwise, and act as trustee of money or other property vested in it on trust;

6.1.9 enter into any contract, agreement or arrangement; and

6.1.10 do such things as are provided by the Ordinance or as are necessary for, or incidental or conducive to, the furtherance of the objects of the School.

6.2 The exercise of powers of the IMC is subject to:

6.2.1 the provisions of the Ordinance, other relevant laws of Hong Kong and the relevant Code of Aid; and

6.2.2 the guidelines and directives issued by the Sponsoring Body, such as:

6.2.2.1 raising funds;

6.2.2.2 entering into contracts, agreements or arrangements involving funds other than funds received from Government.

7. Functions of the Sponsoring Body in relation to the School and the IMC

7.1 The Sponsoring Body shall be responsible for:

7.1.1 setting the Vision, Mission and Core Values for the School;

7.1.2 maintaining full control of the use of funds and assets owned by it;

7.1.3 deciding the mode of receiving government aid for the School;

7.1.4 ensuring, through the Sponsoring Body Managers, that the Vision, Mission and Core Values of the School are carried out;

7.1.5 giving general directions to the IMC in the formulation of education policies of the School;

7.1.6 overseeing the performance of the IMC; and

7.1.7 drafting the Constitution of the IMC.

8. General Provisions and Rules of Interpretation

8.1 The IMC shall comply with the Ordinance and the relevant Code of Aid.

8.2 This Constitution shall be interpreted in a manner that is consistent with the Ordinance, the relevant Code of Aid and the directives and guidelines issued by the Sponsoring Body.

8.3 Words and expressions used in this Constitution have, unless the context otherwise requires, the same meanings as in the Ordinance and the relevant Code of Aid.

8.4 Words and expressions importing the masculine gender include the feminine and neuter genders.

8.5 Words importing the singular number only shall include the plural number and vice versa where appropriate.

9. Amendment of this Constitution

9.1 A Manager may propose that this Constitution be amended.

9.2 The proposal for amendment has no effect unless it is:

9.2.1 in writing and signed by the Manager who makes the proposal;

9.2.2 supported by two other Managers, who shall countersign the proposal; and

9.2.3 submitted to the Supervisor.

9.3 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.

9.4 The Supervisor shall give written notice of the meeting to all Managers not later than 14 days before the meeting. A copy of the proposal shall be attached to each copy of the notice.

9.5 The quorum for the meeting for the purpose of amending this Constitution shall be not less than 75% of all the Managers, of which not less than 50% shall be the Sponsoring Body Managers.

9.6 The proposal shall not be lodged with the Permanent Secretary unless it is supported by:

9.6.1 not less than 75% of all the Managers; and

9.6.2 the approval of the Sponsoring Body.

Part 2 – Composition of IMC

10. Composition

10.1 The total number of Managers shall be twelve.

10.2 The Managers shall include:

10.2.1 the Principal who is an ex-officio Manager;

10.2.2 seven Sponsoring Body Managers (including the Supervisor) and one Alternate Sponsoring Body Manager nominated by the Sponsoring Body according to section 40AM of the Ordinance;

10.2.3 one Teacher Manager and one Alternate Teacher Manager elected and nominated amongst the teachers according to section 40AN of the Ordinance;

10.2.4 one Parent Manager and one Alternate Parent Manager elected and nominated amongst the parents according to section 40AO of the Ordinance;

10.2.5 one Alumni Manager if there are nominations under section 40AP of the Ordinance;

10.2.6 one Independent Manager nominated by the IMC according to section 40AQ of the Ordinance.

11. Term of Office of Managers

11.1 The person who is for the time being the Principal shall hold office as a Manager.

11.2 The term of office of all other Managers shall be two School Years beginning on the date of registration and end on 31st August of the following School Year.

11.3 For the purpose of paragraph 11.2, any period of less than 12 calendar months in the first School Year of the term of office of a Manager, by reason of his registration on a date later than 1st September, shall be deemed to be a complete School Year.

11.4 A Manager other than a Sponsoring Body Manager or Alternate Sponsoring Body Manager shall not serve as a Manager of the same category for more than two consecutive terms.

11.5 For the purpose of calculating a Manager's consecutive terms as stated in paragraph 11.4, the term of office for which he fills a vacancy arising prematurely shall not be counted.

11.6 Transitional Arrangements

11.6.1 Notwithstanding paragraphs 11.2 and 11.3, the term of office of the Sponsoring Body Managers and Alternate Sponsoring Body Manager nominated for registration immediately after 1st August 2009 shall -

11.6.1.1 end on 31st August 2011, if they are registered in the period from 1st August 2009 to 31st August 2009; or

11.6.1.2 end on 31st August 2012, if they are registered in the period from 1st August 2010 to 31st August 2010.

11.6.2 Notwithstanding paragraphs 11.2 and 11.3, the term of office of a Manager other than a Sponsoring Body Manager or Alternate Sponsoring Body Manager, who is registered in the period from 1st August 2009 to 31st August 2009, shall end on 31st August 2011.

11.6.3 Notwithstanding paragraph 11.4, a Manager, other than a Sponsoring Body Manager or Alternate Sponsoring Body Manager, who was in office prior to 1st August 2009, can be re-nominated for registration of the same category of Manager, and shall only hold office for not more than one term consecutive to his current term of office.

12. Suspension of Managers' Rights

If :

12.1 by virtue of the Ordinance or otherwise, a person is no longer entitled to hold office as a Manager; and

12.2 the registration of the person as a Manager has not yet been cancelled,

the person shall not be entitled to exercise any rights or powers of a Manager.

13. Resignation and Vacation of office of Managers

13.1 Any Manager not being the Principal may resign from office by giving a notice in writing to the Supervisor.

13.2 The IMC may by passing a resolution consider a Manager no longer suitable to serve as a Manager if:

13.2.1 he has comes of unsound mind;

13.2.2 he has been convicted in Hong Kong or elsewhere of a criminal offence punishable with imprisonment;

13.2.3 he has been absent from all meetings of the IMC held during the School Year without the consent of the chairperson of the IMC; or

13.2.4 he is a bankrupt within the meaning of the Bankruptcy Ordinance (Cap.6) or has entered into a voluntary arrangement under that Ordinance.

13.3 In the case where a Manager is considered to be unsuitable to continue to hold office under paragraph 13.2, the IMC shall give notice to the party which nominates the Manager concerned (if applicable) to the IMC and request that party to take appropriate action, including replacing the Manager concerned, within a reasonable period of time as specified in the notice. If a Manager is to be replaced, the procedure stipulated in the Ordinance should be followed.

13.4 Notwithstanding other provisions in this Constitution, the term of office for the Principal, Teacher Manager and Alternate Teacher Manager shall cease in the event that he ceases his employment.

14. Filling of Vacancies of Managers

14.1 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.

14.2 The notice shall require the relevant party to nominate a person to fill the vacancy within 2 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 and take appropriate action within a reasonable time.

14.3 In this paragraph, "relevant party" means:

14.3.1 in relation to a Sponsoring Body Manager or Alternate Sponsoring Body Manager, the Sponsoring Body; or

14.3.2 in relation to a Teacher Manager or Alternate Teacher Manager, all persons who are entitled to elect such a Manager; or

14.3.3 in relation to a Parent Manager or Alternate Parent Manager, the RPTA; or

14.3.4 in relation to an Alumni Manager, the RAA.

14.4 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.

14.5 The term of office for a new Manager filling a vacancy arising prematurely should be the remaining period of the term of the Manager whom he replaces. For the purpose of calculating a Manager's consecutive terms as stated in paragraph 11.4, the term of office for which he fills a vacancy arising prematurely shall not be counted.

15. Giving notice as regards cancellation of registration of Managers

15.1 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.

15.2 The request must be annexed to the notice.

15.3 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

16. Nomination or Election of Persons for Registration as Managers

16.1 A person for registration as Sponsoring Body Manager or Alternate Sponsoring Body Manager shall be nominated by the Sponsoring Body in accordance with the

Ordinance and the rules of the Sponsoring Body.

16.2 The election for nominating persons for registration as Teacher Manager or Alternate Teacher Manager shall be conducted in accordance with the Ordinance and this paragraph.

16.2.1 The election shall be conducted by the Principal.

16.2.2 Not less than 14 days before the date on which the election is to be conducted ("the Election Day"), the Principal shall give notice to all teachers of the School. The notice shall:

(a) specify:

(i) the Election Day;

(ii) the number of vacancies of the Teacher Manager;

(iii) the period of nomination of candidate(s);

(iv) the method of nomination of candidate(s);

(v) the time in the election day within which ballot papers can be returned;

(vi) the manner in which ballot papers are to be returned; and

(vii) the arrangements for counting of votes and announcement of election result;

(b) invite teachers to nominate candidate(s) for election in accordance with the method of nomination; and

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

16.2.3 Not less than 7 days before the Election Day, the Principal shall give notice to all teachers of the School. The notice shall:

(a) include a list of names of all the candidates nominated in accordance with the method of nomination; and

(b) be accompanied by a ballot paper.

16.2.4 The candidate who obtains the highest number of votes shall be nominated for registration as the Teacher Manager, and the candidate who obtains the second highest number of votes shall be nominated for registration as the Alternate Teacher Manager.

16.2.5 If the election results in an equality of votes, the result shall be determined by drawing lots. The candidate on which the lot falls shall be deemed to have obtained more votes.

16.3 A person for registration as Parent Manager or Alternate Parent Manager shall be nominated by the RPTA in accordance with the Ordinance.

16.4 A person for registration as Alumni Manager shall be nominated by the RAA in accordance with the Ordinance.

16.4.1 Where no person is nominated, 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 present and voting in a meeting of the IMC.

16.5 A person for registration as Independent Manager shall be nominated by the IMC in accordance with the Ordinance. The IMC may nominate a person for registration as Independent Manager if the nomination is supported by a majority of all the Managers present and voting in a meeting of the IMC.

17. Re-nomination

A person who has ceased to be a Manager may be re-nominated for registration as a Manager. Notwithstanding other provisions in this Constitution, a person except the Sponsoring Body Manager shall not serve as a Manager of the same category for more than 2 consecutive terms.

18. Role and Responsibilities of Managers

18.1 The Managers as a whole shall be responsible for:

18.1.1 the overall well-being of the [pupils/pupils] of the School;

18.1.2 ensuring that the Vision, Mission and Core Values of the School set out in this Constitution are carried out;

18.1.3 developing the general direction, and formulating the educational and management policies of the School;

18.1.4 overseeing the planning and budgetary processes, monitoring the performance of the School, ensuring the accountability of School management and strengthening the community network; and

18.1.5 dealing with disagreement between the Principal and the staff.

18.2 A Manager shall promote communication and co-operation between the IMC and the relevant party which nominates that person for registration as a Manager;

18.3 A Manager shall act, at all times, in his personal capacity for the interests and benefits of the pupils of the School.

Part 4 – Supervisor

19. Supervisor

19.1 The Supervisor of the School:

19.1.1 must be a Manager of the School;

19.1.2 must be appointed by the Sponsoring Body of the School; and

19.1.3 shall hold and vacate office as such in accordance with this Constitution.

19.2 If the Supervisor of the School is unable to perform his functions during a period of not less than 28 days due to absence from Hong Kong or illness, the Sponsoring Body shall appoint another Manager of the School as the Acting Supervisor to act in the place of the Supervisor during the period.

19.3 The Principal or a teacher of the School shall not be the Supervisor or act as the Supervisor.

19.4 The IMC shall give notice in writing of the assumption of office:

19.4.1 of the first Supervisor to the Permanent Secretary within 14 days after its establishment; and

19.4.2 of any subsequent Supervisor to the Permanent Secretary within 14 days after his appointment.

19.5 A notice given under paragraph 19.4 shall contain the English and Chinese names of the Supervisor and such other information as the Permanent Secretary may specify.

19.6 The Supervisor shall:

19.6.1 preside over the meetings of the IMC;

19.6.2 within one month from the happening of any of the following events, give notice of the event to the Permanent Secretary:

19.6.2.1 any person ceases to be a Manager of the School;

19.6.2.2 the Principal of the School ceases to hold office as such;

19.6.2.3 any teacher of the School is employed to teach or commences teaching at the school;

19.6.2.4 any teacher of the School ceases to hold office as such; or

19.6.2.5 there is a change in any particulars furnished under the Ordinance in respect of the tenancy of the school premises;

19.6.3 sign the statement of accounts of the IMC;

19.6.4 within one month of:

19.6.4.1 the receipt of issue of a writ or other originating process (except one issued in proceedings in the Small Claims Tribunal within the meaning of the Small Claims Tribunal Ordinance (Cap. 338) and the Minor Employment Claims Adjudication Board within the meaning of the Minor Employment Claims Adjudication Board Ordinance (Cap.453)) by the IMC; or

19.6.4.2 the handing down of the judgment in the proceedings to which such writ or originating process relates,

give notice in writing of the event to the Permanent Secretary; and

19.6.5 perform such functions as may be provided for in this Constitution.

Part 5 – Office Bearers of IMC

20. Office Bearers

20.1 There shall be the following office bearers of the IMC:

20.1.1 the Supervisor;

20.1.2 the Secretary; and

20.1.3 the Treasurer.

20.2 The Supervisor shall be appointed and removed by the Sponsoring Body only.

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

20.4 Apart from the Supervisor, other office bearers shall be elected by the Managers present and voting in a meeting of the IMC.

20.5 Each Manager has one vote. In the case of equality of votes, the presiding Manager shall have a casting vote.

20.6 An Alternate Sponsoring Body Manager, Alternate Teacher Manager or Alternate Parent Manager is not eligible to hold the office of an office bearer.

21. Term of Office, Removal from and Vacation of Office

21.1 The term of the office of the Supervisor shall be six years except for cases as stated in paragraphs 21.5 and 21.6.

21.2 Apart from the Supervisor, an office bearer shall be elected to hold office for a term, which shall begin on the day following the day of the meeting where the office bearer is elected and end on the day of the first IMC meeting held on or after 1st September in the following calendar year. Subject to other provisions of this Constitution, the term of an office-bearer (apart from the Supervisor) shall be renewed by a majority of all the Managers.

21.3 The Supervisor may be appointed or re-appointed by the Sponsoring Body.

21.4 Apart from the Supervisor, an office bearer may be elected by the IMC to hold office

for not more than four consecutive terms.

21.5 An office bearer may be removed from office:

21.5.1 if he is the Supervisor, by the Sponsoring Body;

21.5.2 if he is not the Supervisor, by a majority of all the Managers.

21.6 An office bearer vacates office when:

21.6.1 the office bearer's term of office expires;

21.6.2 the office bearer resigns from office; or

21.6.3 the office bearer ceases to be a Manager.

22. Functions of Office Bearers

22.1 The Supervisor shall be the chairperson of the IMC and perform the functions and responsibilities in accordance with this Constitution and the Ordinance.

22.2 The Secretary shall be responsible for:

22.2.1 providing secretarial support to the IMC;

22.2.2 keeping the common seal of the IMC; and

22.2.3 maintaining a register of interests in accordance with section 40BH of the Ordinance.

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

Part 6 – Meetings and Proceedings of IMC

23. Number of Meetings

23.1 The IMC shall meet at least 3 times in any School Year.

24. Convening of Meetings

24.1 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.

24.2 At the request in writing of not less than 4 Managers, the Supervisor shall, not later than 7 days after the receipt of the request, give notice to convene a special meeting of the IMC to be held at such time and place as the Supervisor may specify by written notice given to the other Managers.

24.3 In specifying the time for a meeting under paragraph 24.2, the Supervisor shall not specify a date that is later than 14 days after the receipt of the request.

24.4 A notice of meeting shall:

24.4.1 be accompanied by the agenda of the meeting; and

24.4.2 except in cases of emergency, be given to all the Managers by not later than 7 days before the date specified for the meeting.

25. Agenda

25.1 The agenda of a meeting shall be set by the Supervisor.

25.2 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.

25.3 No other business except that placed in the agenda shall be transacted at the meeting unless it is requested before the commencement of the meeting and is agreed to be added to the agenda by a majority of the Managers present and voting in a meeting of

the IMC.

26 Quorum

26.1 Subject to other provisions of this Constitution, the quorum of all meetings shall be not less than half of the Managers, of which not less than half shall be the Sponsoring Body Managers. An Alternate Manager does not constitute part of the quorum unless he is entitled to vote in accordance with Section 40AS of the Ordinance.

26.2 If no quorum is formed at the end of 30 minutes after the time appointed for a meeting, the meeting shall stand adjourned for not less than 7 days and no more than 30 days, to be held at such time and place as the Supervisor may specify.

26.3 At the adjourned meeting, the Managers present shall form a quorum and shall have full power to transact the proposed business of the adjourned meeting provided that not less than 50% attending are Sponsoring Body Managers. If no quorum is formed at the end of 30 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 3 times in a School Year.

26.4 In any meeting of the IMC, the number of managers who hold salaried positions in the School should be less than the number of managers who do not hold such positions.

27. Proceedings of Meetings and Voting

27.1 The Supervisor shall preside at meetings of the IMC. If the Supervisor is absent, the Managers present shall elect one of the Sponsoring Body Managers to preside at the meeting. No Alternate Manager may preside over an IMC meeting.

27.2 Unless otherwise provided in this Constitution, 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 presiding Manager shall have a casting vote. There shall be no proxy vote.

27.3 A resolution put to vote in any meeting shall be decided on by a show of hands unless a poll is demanded by:

27.3.1 the presiding Manager; or

27.3.2 at least 2 Managers present in person.

27.4 Notwithstanding paragraph 27.2 herein, matters relating to the promotion, demotion, and dismissal of a member of teaching staff shall be determined by a majority of all the Managers of the IMC and in accordance with regulation 76 of the Education Regulations in a meeting of the IMC.

27.5 The Supervisor may invite any staff of the School to be present in any meeting of the IMC to assist or to give information.

27.6 The proceedings of an IMC meeting shall not be affected by the vacancy of any category of Managers as provided in paragraph 10.2 herein.

28. Transaction of Business by Circulation of Papers

28.1 Where it is impracticable to convene a meeting, business of the IMC may be transacted by circulating papers amongst Managers.

28.2 A resolution that is circulated and endorsed with the support of the stated necessary number of Managers shall be valid as if it was passed in a meeting of the IMC.

29. Disclosure of Interests in Certain Circumstances

29.1 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 in a meeting of the IMC if:

29.1.1 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

29.1.2 the Manager is the parent of a [pupil/pupil] of the School and the matter involves the taking of disciplinary actions against the [pupil/pupil]; or

29.1.3 the Manager is directly related to a complaint against a [pupil/pupil] or teacher of the School or another Manager, and the matter involves the taking of disciplinary actions against the [pupil/pupil], teacher or that other Manager respectively; or

29.1.4 the matter relates to a complaint against the Manager; or

29.1.5 the Manager is directly or indirectly related to or has direct or indirect interest in the matter which involves trading or business operation of the School.

30. Minutes of Meetings

30.1 The Secretary shall take and keep minutes of every meeting of the IMC. In particular, the Secretary shall record truthfully the decisions and follow-up actions.

30.2 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.

30.3 The minutes of a meeting shall be tabled for approval in a subsequent meeting of the IMC.

Part 7 – Parent-Teacher and Alumni Associations

31. Parent-Teacher Association

31.1 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.

31.2 The IMC shall work closely with the RPTA.

32. Alumni Association

32.1 For the purpose of section 40AP of the Ordinance, the IMC shall be responsible for recognizing a body of persons as the RAA.

32.2 The IMC shall work closely with the RAA.

Part 8 – Committees

33. Principal Selection Committee

33.1 For the purpose of section 57A of the Ordinance, the Principal Selection Committee of the School shall be composed of four representatives from the Sponsoring Body and two Managers representing the IMC. One of the two Managers representing the IMC shall be the Supervisor.

33.2 The Supervisor shall be the chairperson of the Principal Selection Committee.

33.3 The Principal Selection Committee shall consider only the candidates nominated by the Sponsoring Body and select therefrom a suitable person for recommendation by the IMC under section 57A of the Ordinance. The IMC shall recommend to the EDB the person selected by the Principal Selection Committee for appointment.

34. Other Committees

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

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

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

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

Part 9 – Miscellaneous

35. Managers to act on an honorary basis

35.1 The IMC shall not provide any of the Managers with 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.

36. Distribution and use of funds and assets

36.1 The IMC shall not distribute any of its funds and assets among the Managers.

36.2 Unless with the consent of the Sponsoring Body, the IMC shall not:

36.2.1 borrow monies from whomsoever with interest or without interest; or

36.2.2 invest any of the non-government funds.

36.3 The use and management of government funds by the IMC shall be in accordance with the relevant Code of Aid as well as other related regulations and other directives of the EDB applicable to the School from time to time.

36.4 The funds and assets of the IMC shall only be used for the purposes in conformity with its objects and the Vision, Mission and Core Values of the School.

37. Auditor

37.1 The appointment of an auditor of the IMC and the determination of the auditor's remuneration (if any) must be approved by a majority of votes of the Managers present and voting in a meeting of the IMC.

38. School development plan, etc.

38.1 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 EDB.

39. The IMC shall have a common seal.

40. The official address of the IMC shall be the same address of the School.

41. Receiving donations in the form of money

41.1 Prior to receiving donations in the form of money, the IMC should check with the donors whether they wish the IMC to return any unused part of 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 donation is not tax-deductible.

Schedule 1

Vision, Mission and Core Values of the School

(Chinese Version)

願景

並肩培育豐盛生命，攜手見證基督大愛

使命宣言

我們願以基督愛心爲動力，以人爲本的信念，積極進取的態度，

提供優質教育，啓發學生潛能，分享整全福音；

培育學生成爲良好公民，回饋社會，貢獻國家。

核心價值

傳道服務、愛心關懷

有教無類、全人教育

積極進取、勇於承擔