



**St. Stephen's College Parent-Teacher Association**

22, Tung Tau Wan Road, Stanley, Hong Kong. Tel: 2813 0360 Fax: 2813 7311

聖士提反書院家長教師會

香港赤柱東頭灣道 22 號。電話: 2813 0360 傳真: 2813 7311

7<sup>th</sup> September 2017

Dear Parents/Guardians:

**PTA Annual General Meeting 2017 & Parent-Teacher Meeting**

Date: 23<sup>rd</sup> September, 2017 (Saturday)  
Time: 1:40 pm – 5:30 pm  
Venue: Tang Shiu Kin Hall, St. Stephen's College

For this year's Annual General Meeting (agenda attached, documents to follow), PTA has invited a renowned speaker, Dr. HO Yuk Fan, Esther (Principal, Carmel Alison Lam Foundation Secondary School) to share with us on "Positive Education for Teens". Dr. HO is the Vice-chairperson, Hong Kong Association of Careers Masters and Guidance Masters (HKACMGM); Member, Quality Education Fund Steering Committee; radio host of a RTHK program on education.

We have also scheduled a parent-class teacher conference for all parents. The Principal and all teaching staff will attend the event to answer inquiries and update parents on their children's performance at school. Please join us at the AGM and the Parent-Class Teacher Conference by replying to e-Class on or before Friday, 15<sup>th</sup> September 2017. For enquiries, please contact Ms. Ou Yong at 9194 -1888 and Mr. Clinton Chong at 2813- 0360.



Su Liu (Ms.)  
Chairlady, St Stephen's College Parent-Teacher Association

親愛的會員:

**家長教師會周年大會 2017 及家長老師面談會**

家長教師會周年大會 2017 (議程見附件, 相關文件容後補發) 將於本年九月二十三日舉行。屆時家教會將邀請迦密愛禮信中學校長何玉芬博士與大家分享「想他飛得更高? 正能量教育」。何博士現為香港輔導教師協會副主席、優質教育基金督導委員會成員、香港電台節目「教學有心人」主持。大會詳情如下:

日期: 二零一七年九月二十三日 (星期六)  
時間: 下午一時四十分至五時三十分  
地點: 聖士提反書院鄧肇堅堂

我們誠邀閣下出席是次周年會員大會, 屆時校長及全體老師將會出席是次活動, 家長可以與老師直接面談, 以瞭解學生在校內的學習情況, 故是次活動是增進家長與老師溝通的好機會。請於二零一七年九月十五日(星期五)或之前回覆學校內聯網通告。若有查詢, 請致電 9194-1888 聯絡區詠女士或 2813-0360 聯絡張庭霖老師。



聖士提反書院家長教師會  
主席 劉素女士謹啟

二零一七年九月七日

2017-18 / 032 / ICKL



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聖士提反書院家長教師會

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### Rundown of PTA Annual General Meeting & Parent-Teacher Meeting (23<sup>rd</sup> September 2017)

#### 家長教師會周年大會及家長老師面談會(2017年9月23日)程序

| Time (p.m.)<br>時間(下午) | Programme 程序  | Venue 地點                    |
|-----------------------|---|-----------------------------|
| 1:40 – 2:00           | Reception and Registration 接待及登記  | Tang Shiu Kin Hall<br>鄧肇堅禮堂 |
| 2:00 – 2:05           | Welcoming Speech by the Principal, Ms. Carol Yang<br>楊清校長致歡迎辭   |                             |
| 2:05 – 2:20           | To Approve Minutes of PTA AGM 2016<br>PTA General Overview for 2016-17 by Ms. Su Liu (Chairlady)<br>PTA Financial Report for 2016-17 by Dr. K.S. Fung (Treasurer)<br>通過 2016 年家長教師會周年大會會議紀錄<br>2016-17 年度家長教師會會務報告 – 主席劉素女士<br>2016-17 年度財政報告 – 司庫馮家璇博士 |                             |
| 2:20 – 2:30           | Proposed amendments to PTA Constitution<br>by Ms. Brenda Ng (Vice-Chairlady)<br>重整及修訂家長教師會會章草案 – 副主席吳邦瑋女士   |                             |
| 2:30 – 2:40           | By-election of SSCPTA Parent EXCO Members (2017-2018)<br>補選家長教師會執委會家長委員 (2017-18 年度)  |                             |
| 2:40 – 3:40           | Talk by Dr. HO Yuk Fan, Esther on “Positive Education for Teens”<br>專題講座: 「想他飛得更高? 正能量教育」<br>講者: 何玉芬博士  |                             |
| 3:40 – 4:10           | Refreshment 茶點  | Classrooms<br>各班課室          |
| 4:10 – 5:30           | S1 - S6 : Parents meeting with Class Teachers<br>中一至中六: 家長與班主任面談  |                             |
| 4:10 – 4:40           | 5L and 5Y: Meeting with IB Coordinator (Mr. Derek Barham) &<br>CAS Coordinator (Mr. Alan Wong)<br>5L 及 5Y: 與 IB 課程負責老師 (Mr. Derek Barham) 及<br>CAS 負責老師 (黃雅倫老師) 面談  |                             |
| 4:40 – 5:30           | S5 and S6: Talk by Ms. Claudia Yung (Careers & Higher Education<br>Counsellor) on “Get Prepared for Applying to Universities”<br>中五及中六專題講座: 「為申請入讀大學作準備」<br>講者: 翁佑甄女士 (就業及海外升學輔導主任)   | CB001<br>百周年大樓<br>CB001 室   |

**ST. STEPHEN'S COLLEGE**  
**PARENT-TEACHER ASSOCIATION**  
聖士提反書院家長教師會

MINUTES OF THE ANNUAL GENERAL MEETING (“AGM”) OF THE ST. STEPHEN’S COLLEGE PARENT-TEACHER ASSOCIATION (“PTA”) HELD AT TANG SHIU KIN HALL OF ST. STEPHEN’S COLLEGE (“SSC”) AT 2:00P.M. ON SEPTEMBER 24, 2016.

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1. Opening

Ms. Carol Yang, the School Principal welcomed all parents and teachers to the meeting.

2. Attendance

258 parents/students and 84 teaching staff attended the AGM.

3. Report of PTA Activities for the year 2015-16

Dr. K.S. Fung, the Chairman of the PTA, presented a report of PTA activities held in the year of 2015-16. The report was received at the meeting with no comments from members.

4. Financial Report for the year ended 31 August 2016 and Proposed Budget for 2016-17

Dr. Victor Lui, the Treasurer of the PTA, presented the Financial Report for the year ended 31 August 2016 and the proposed budget for 2016-17. Both were received at the meeting with no comments from members.

5. Election of Parent Members for the New Executive Committee 2016-18

There were 10 candidates running for the election and each candidate gave a brief presentation on their platform. According to the Constitution of the PTA, the executive committee should comprise of 7 to 16 parent members. Since the number of candidates for parent members is less than the maximum quota, all 10 candidates as listed below are automatically elected to the Executive Committee.

- a) Mr. Eric CHOW – parent of Hailey Chow (2C)
- b) Mr. FUNG Ka Shuen – parent of Fung Chak Sang (3Y)
- c) Ms. Su LIU – parent of Ambery Harris (5Y) and Athansor Harris (3L)
- d) Ms. Brenda NG – parent of Hugo Leung (5L)
- e) Mr. Collin NG – parent of NG Tin Wing (3H)
- f) Ms. OU Yong – parent of Kwan Yee Tung (3Y) and Kwan Yee Kei (1J)
- g) Mr. QIN Han Qiang – parent of Qin Xin Ying (1J)
- h) Mr. Jack TSUI – parent of Winnie Tsui (3L)
- i) Mr. Eric WONG – parent of Sam Wong (4D)
- j) Mr. WONG Hon Yu - parent of Wong Luk Hoi (1H)

6. Talk by Guest Speakers

Two brothers, Mr. Andrew Choi from Youth Global Network and Dr. Jonathan Choi from Breakthrough, co-delivered a talk on “Building Family Resilience in the Age of Polarization”. The talk was well received by both parents and teachers.

7. Close of the Meeting

There being no further business, the AGM was adjourned at 4:10pm followed by refreshments and meeting with class teachers/IB coordinator.

**Post Meeting Notes:**

Election of Key Positions for the New Executive Committee 2016-18

All Parent and Teacher Executive Committee members (with the exception of Ms. Abby Kwok who is currently on maternity leave) met at SR006 to elect members for the key positions as listed below:

- Ms Su LIU was elected unopposed as Chairperson (Proposer: Ms. Brenda Ng; Seconder: Dr. K.S. Fung)
- Ms Brenda Ng was elected unopposed as Vice Chairperson (Proposer: Mr. K.S. Fung; Seconder: Ms. Su LIU)
- Dr. K.S. Fung was elected unopposed as Treasurer (Proposer: Ms Brenda Ng; Seconder: Mr. Collin Ng)
- Ms. OU Yong was elected unopposed as Secretary (Proposer: Ms. Su LIU; Seconder: Ms. Brenda Ng)

The appointments of Assistant Secretary, Assistant Treasurer, and Person-in-charge for each of the 7 Sub-Committees will be made at the next Exco meeting to be held on October 7, 2016 (Friday) at 6:30pm in CB101.

Prepared by: Brenda Ng

To be confirmed at the next AGM scheduled on September 23, 2017.

## Proposed amendments to SSC PTA Constitution (1997 version)

### ST. STEPHEN'S COLLEGE PARENT-TEACHER ASSOCIATION CONSTITUTION

1. The **English** name of the Association is "ST. STEPHEN'S COLLEGE PARENT-TEACHER ASSOCIATION" (the "Association"). The Chinese name of the Association is "聖士提反書院家長教師會".
2. The registered office of the Association is situated at 22 Tung Tau Wan Road, Stanley, Hong Kong.
3. The **objectives** for which the Association is established are:
  - 3.1. To strengthen the understanding, communication and co-operation between parents and **St. Stephen's College (the "School")**.
  - 3.2. To bridge the link between school-education, ~~and~~ home-education and foster their mutual achievement of good education result.
  - 3.3. To organize activities in line with the school curricula and to improve and enhance the students' welfare.  
The Association shall not engage in any political nor commercial activities, It shall not permit its name to be used in connection therewith.
4. **Membership, their rights and duties**
  - 4.1 Membership:
    - 4.1.1 Parent Members:- who is ~~All~~ (a) a current parents ~~and~~ (including current legal guardians) of the School; and (b) has paid an annual subscription fee payable by a Parent Member. ~~will automatically become members.~~ A family unit shall be deemed to be one membership unit. A Parent Member will automatically cease to be a Parent Member forthwith when his/her child (including a child under the relevant guardianship) is no longer a student of the School.
    - 4.1.2 ~~Life Member:— Parents and guardians of any old students can apply to become "Life Member".~~
    - 4.1.3 ~~Honorary Member:— Any retired Committee Member who had rendered valuable services to the Association may, on the invitation of the Committee, be appointed as "Honorary Member".~~
    - 4.1.42 Teacher Members:- All teachers (including the Principal) of the sSchool are "Teacher Members".  
(Parent Members and Teacher Members, collectively mean "Members")
  - 4.2 Rights and Duties :
    - 4.2.1 All Members have the right to: -

~~(a) \_\_\_\_\_move a motion;~~

~~(b) \_\_\_\_\_ and vote in a resolution/at any General Meetings;~~

~~(c) \_\_\_\_\_ attend any General Meetings; and~~

~~(d) \_\_\_\_\_ nominate, elect, and the right of election and \_\_\_\_\_ to be elected or hold office to the executive committee ("Executive Committee")office.~~

~~4.2.2 Life Members have the right to move a motion and vote but no right of election to office.~~

~~4.2.3 Honorary members have the right to move a motion and vote in a resolution.~~

4.3 Duties:

~~4.3.12 All Members are eligible to shall attend any the Annual General Meetings and Extraordinary General Meetings.~~

~~4.2.3 and All Members shall comply with the Constitution and shall abide by the constitution and the resolutions passed in an Annual General Meeting, an Extraordinary Meeting or decisions as determined in the Executive and Committee Meeting.~~

~~4.3.24 Save as otherwise determined by the Executive Committee, no Parent Member shall be entitled to enjoy the rights attached to his/her membership until he/she shall have paid the membership fee or any other claim the Association may have against him/her.~~

~~4.2.5 The Executive Committee can determine and has the right to strike off his/her name off the roll of Members for any outstanding claim and/or in the event a Member's act is likely to be injurious to the reputation and interests of the Association and/or the School.~~

~~4.2.6 All membership fees once paid shall not be refundable. Except Teacher Members, Life Members and Honorary Members, all Members shall pay a non refundable annual subscription fee.~~

## 5. Organization

5.1 This Association shall consist of a General Meeting of Members and an Executive Committee.

5.2 The Annual General Meeting or Extraordinary General Meeting (collectively, "General Meeting") is constituted by all Members and the highest governing body of the Association. During the adjournment of the General Meeting the affairs of the Association shall be managed by the Executive Committee.

5.3 Annual General Meetings and Extraordinary General Meetings may be convened by the Executive Committee.

5.3.1 A notice of convening of an Annual General Meeting and of an Extraordinary General Meeting shall be sent (including but not limited to sending by post, electronic means or through the School), delivered or passed convened to the Members not by no less

than ~~14~~ 10 calendar days before the date of such General Meeting. ~~notice in writing to the Members. Accidental omission to send, deliver or pass such notice to any of the Members or non-receipt of such notice shall not invalidate any resolution passed or any proceedings at such General Meeting.~~

5.3.2 At any General Meeting, a Member may attend in person or be represented by proxy. An instrument appointing a proxy shall be signed by the Member and delivered to the office of the Association at least 24 hours before the General Meeting.

5.4 The Annual General Meeting shall be held before 31 October ~~the 31 December~~ in each year. The date and the venue of ~~such the~~ Annual General Meeting shall be decided by the Executive Committee.

~~5.56 Extraordinary General Meeting can be convened by the Executive Committee:-~~

~~5.6.1—The Executive Committee may, whenever it deems as necessary, convene an Extraordinary General Meeting upon the requisition in writing of at least 30 Members setting out the matters to be discussed. —the Executive Committee shall within 14 days convene an EGM for the matters specified by the requisitioning members.~~

5.56 The Rights and Responsibilities of a General Meeting:-

5.5.1 To amend the Constitution:-

5.5.2 To appoint ~~by way of nomination~~, the members of the Executive Committee Members:-

5.5.3 To discuss and promote the affairs of the Association:- and

5.5.4 To improve the affairs of the Association.

—During the Annual General Meeting, the ~~chairman~~chairperson shall give a report on the general affairs and financial state of the Association.

~~5.6 Extraordinary General Meeting can be convened by the Executive Committee:-~~

~~5.6.1 The Committee may, whenever it deems it necessary, convene an Extraordinary General Meeting upon the requisition in writing of at least 30 members setting out the matters to be discussed, the Executive Committee shall within 14 days convene an EGM for the matters specified by the requisitioning members.~~

5.7 The quorum of a General Meeting shall be 11.

5.8 The Executive Committee shall consist of 11 to ~~20~~ 20 Executive Committee ~~M~~members (“Executive Committee Members”). The number of Parent Members shall not be less than 7 and Teacher Members (including the Principal) shall not be less than 4. All Executive Committee Members are voluntary and without remuneration.

- 5.9 New Executive Committee Members shall hold their first committee meeting soon after the Annual General Meeting to elect the Executive Committee Members. The ~~4~~ Teacher Members shall be nominated by the School Authority.
- 5.9.1 ~~Chairman~~Chairperson (one person)
- (a) To chair the General Meetings and Executive Committee Meetings;
  - (b) To lead the Executive Committee and to perform the affairs of the Association;
  - and
  - (c) To report the affairs and financial status of the Association at an Annual ~~the~~ General Meeting.
- 5.9.2 Vice-chair~~persons~~~~men~~ (two persons)
- (a) To assist the ~~chairman~~chairperson to implement the affair of the Association;
  - and
  - (b) ~~!In~~ In his absence, to act on his behalf to carry out his duties.
- The Principal or his/her appointed representative shall be the ex-officio Vice-~~chairman~~chairperson.
- 5.9.3 Secretaries (two persons)
- Secretary and Assistant Secretary.
- (a) To prepare the agenda for meetings;
  - (b) To keep minutes of meetings;
  - (c) To prepare all internal and external correspondence and documents.
- The Assistant Secretary shall assist the School to deal with membership matters.
- 5.9.4 Treasurers (two persons)
- Treasurer and Assistant Treasurer.
- (a) To keep up-to-date accounts of the Association; and
  - (b) ~~to~~ To present audited financial statements to the Executive Committee and Annual General Meetings.
- 5.9.5 Parent Members (1 to 10 persons)
- (a) To prepare and publish the Newsletters; and;
  - (b) To promote academic activities, social functions, liaison and assist organizing activities of the Association.
- 5.9.6 Teacher Members (at least 3 persons excluding the Principal)
- To participate and help the association to organize various activities.
- 5.10 The Executive Committee may from time to time redeploy the appointment of the Executive Committee Members to above-mentioned posts.
- 5.10.1 A member shall immediately cease to be an ~~member of the~~ Executive Committee Member upon the happening of any the following events:-
- a) Loss of mental capacity owing to mental or physical illness;



- b) Failure to attend the Executive Committee meetings for three successive occasions or more without the consent of the Executive Committee;
- c) Resignation by notifying the Executive Committee in writing;
- d) Removed as a Member by a resolution passed in a General Meeting;
- e) Removed as a Member by a two-thirds majority vote of the Executive Committee;
- f) Owing to whatever reasons, the ~~s~~School has ceased appointing the Teacher Member as a member of the Executive Committee; or -
- g) ~~A Member shall not cease to be a member of the Executive Committee by reason only that his/her child (including a child under the relevant guardianship) is no longer a student of the School has left the school and resulting in disqualification of him/her as a Parent member and therefore his/her Parent Member membership will be automatically ceased forthwith. -~~

5.10.2 The Executive Committee may, by vote, appoint a Parent Member to substitute for any vacancy arisen as a result of the departure of any Parent member of the Executive Committee.

5.10.3 If the number of Members of the Executive Committee falls below the quorum required for the meeting of the Executive Committee, the serving Executive Committee Members may appoint new Executive Committee Member to fill up the vacancies in accordance with Clause 5.10.2.

5.10.4 If any Teacher Member of the Executive Committee ceases to be such member, the School may appoint another Teacher Member to fill the vacancy.

5.10.5 All Executive Committee Members must retire from the Executive Committee in the 2<sup>nd</sup> Annual General Meeting from the commencement date of the service period of the Association and thereafter on every alternate Annual General Meeting. The Executive Committee Members so retired may be eligible for re-appointment unless he/she has already been disqualified as a Parent Member.

5.10.6 Any Executive Committee Member who has ceased to act pursuant to Clause 5.10.1 or retired pursuant to Clause 5.10.5 and not been re-appointed must within 7 days of his/her ceasing to act or retirement from his/her office deliver to the ~~Chairman~~Chairperson, the Secretary or other Executive Committee Members all accounts, records, books, receipts, documents and other records in his/her possession or control together with all movable properties belonging to the Association.

5.11 The Executive Committee shall meet not less than three times a year, the quorum of the meeting shall be half or more than half of the number of all the ~~Members of the~~ Executive Committee Members.

- 5.12 The meeting of the Executive Committee shall be convened at any time by the ChairmanChairperson or by the Secretary within 14 days of a requisition of 5 Executive Committee Members.
- 5.13 A notice of Executive Committee Meeting shall be sent (including but not limited to sending by post, electronic means or through the School), delivered or passed to every ~~member of the~~ Executive Committee Member at least 75 calendar days before the meeting by the Secretary or the Chairperson.
- 5.14 A notice pursuant to Clause 5.3.1 and 5.12 shall specify the date of meeting, the time and venue and each resolution proposed to be passed and matters to be discussed at the meeting.
- 5.15 The ChairmanChairperson shall chair the General Meeting and Executive Committee Meeting. If the ChairmanChairperson is absent from the meeting, one of the Vice-~~chairpersonschairmen~~ shall chair the meeting. If the ChairmanChairperson and Vice-chai~~rpersonsirmen~~ are absent, the members at the meeting shall elect a chairmanchairperson of the meeting from amongst themselves. If the ChairmanChairperson is absent from the Executive Committee Meeting, one of the Vice-~~chairpersonschairmen~~ shall chair the meeting. If the ChairmanChairperson and Vice- chai~~rpersonsirmen~~ are absent, the Executive Committee Members shall elect a chairmanchairperson of the meeting from amongst themselves.
- 5.16 At the General Meetings or Executive Committee Meetings, the members in attendance or their proxies each has one vote for each resolution before them. If the votes for and against the resolution are equal, the ChairmanChairperson shall, in addition to his/her vote, have a casting vote.
- 5.17 Except for amendment of this constitution and removal of an Executive Committee Member by resolution of the Executive Committee, all matters before the General Meetings and/or Executive Committee Meetings may be determined by a majority vote of the attending Members or Executive Committee Members, as appropriate.
- 5.18 All resolutions passed at a General Meeting shall be invalid unless the resolutions were contained in or annexed to the notice of meeting sent to the members in accordance with Clause 5.3.1. The requirement in this clause shall not affect an amended resolution to be passed at a General Meeting.
- 5.19 Unless otherwise provided in this ~~e~~Constitution, the General Meeting or Executive Committee Meeting may determine the procedures of their meetings.
- 5.20 The Secretary shall keep a copy of the record of the events of ~~the an Annual~~ General Meeting and send to every Member a copy of such record before or after at the following Annual General Meeting. the meeting. The Secretary shall keep a copy of the record of the events of the Executive Committee and send (including but not limited to sending by post, electronic means or through the School) or deliver or pass to every Executive Committee Member a copy

of such record after the meeting.

~~5.21 The notice of meeting sent pursuant to Clause 5.3.1, Clause 5.6 or Clause 5.13 and the copy of record of meeting sent pursuant to Clause 5.20 may be served in the following manner:-~~

~~5.21.1 By personal service or sent to the Members or Executive Members through the school, or~~

~~5.21.2 By post to the member's or Executive Member's last known address by post.~~

## 6. Finance

6.1 The income received by the Association shall be used as follows:-

6.1.1 To defray all expenses for the accomplishment of the objectives of the Association; and -

6.1.2 To defray all recurrent expenditure of the Association.

6.2 The Treasurer shall collect the membership fees and other income, deposit the same with a designated bank; in order to be valid, all cheques shall be signed by any two persons among the ~~Chairman~~Chairperson, ~~Vice-Vice-chairmen~~chairpersons, Treasurer and Assistant Treasurer.

6.3 The prior consent of the Executive Committee must be sought before reimbursement of expenses except that for a single expenditure item not exceeding HK\$500.00. The Treasurer and the ~~Chairman~~Chairperson may give consent for the expenditure and seek ratification of the Executive Committee afterward.

6.4 The financial year of the Association is from 1 September to 31 August of the following year.

6.5 The Treasurer shall report to the Executive Committee during each meeting the financial state of the Association and compile an Income and Expenditure Account of the financial year. The account shall be ~~audited~~reviewed by a voluntary ~~auditor~~accountant and be scrutinized by Executive Committee and presented to the General Meeting for endorsement.

6.6 The guideline for the conduct of the financial affairs of the Association is when the current term of the Executive Committee expires s there shall be no deficit balance.

6.7 If there is a financial or legal liability, the Executive Committee shall be responsible for explaining the reason to the General Meeting and all the Members shall bear the relevant responsibility.

## 7. Accounts ~~auditing~~

A voluntary ~~accountant~~auditor shall be appointed by the Executive Committee ~~nominated from among the members who~~ who must not also be an Executive Committee Member. The voluntary ~~accountant~~auditor shall conduct a review ~~audit~~ on the annual Income and Expenditure Account of the Association at the end of each financial year.

## 8. Amendment of Constitution/Dissolution of the Parent-Teacher Association

8.1 Any amendment of the Constitution of the Association shall be passed by a two-thirds majority vote of those Members present at a General Meeting.

8.2 A resolution to dissolve the Association must be passed by a two-thirds majority vote of the Members present at the Annual General Meeting or Extraordinary General Meeting. After the dissolution of the Association, any assets shall be donated to the ~~s~~School or charitable organizations in Hong Kong in accordance with the decisions made at the Annual General Meeting or Extraordinary General Meeting which passed the resolution of dissolving the Association. ~~of the Members.~~

## 9. Privacy

9.1 All personal data given to the Executive Committee by the Members shall be treated as having a consent to use, transfer or process for the purpose of organizing activities, keeping necessary records or anything incidental to the needs of the Association.

9.2 Unless a Member advises the Executive Committee in writing the otherwise, all images (including photos and/or videos) of a Member or a Member's family taken during activities may be published on the Association's, the School's or related websites, social media platforms and/or publications.

## 10. Indemnity

1. Every Executive Committee Member and/or the School shall be indemnified by the Association against, and it shall be the duty of the Association out of the funds of the Association to pay, all costs, losses and expenses which any such Executive Committee Member or the School may incur or become liable to by reason of any contract entered into or act or deed as such Executive Committee Member or the School or in any way in the discharge of his/her/its duties and in connection with which such Executive Committee Member or the School has not been guilty of any gross negligence, default, breach of trust or breach of duty whatsoever.

## 11. Language

This Constitution is written, restated, amended and adopted in English. A copy of the Chinese translation shall be provided to a Member upon request. In case of any inconsistencies relating to the clauses in this Constitution, the English version shall prevail.

*This Constitution will be amended, restated and adopted at the Annual General Meeting of September 23, 2017.*