



4 July 2014

2013/2014 Newsletter No. 3

Dear Colleagues,

I hope this newsletter will find you well. This is usually the most hectic period of the school year, after which you should all be able to get some rest and prepare for the next academic year. So we send some cheers to boost you up on the final part of the race towards the finishing line for the year. Besides, there are things to update you on the resolution of the Extraordinary Meeting (EGM) held on 16 June 2014.

1. Annual Conference

Our Guest Speaker Professor Lui Tai Lok (呂大樂教授), Head of the Department of Sociology of The University of Hong Kong, has delivered an excellent talk on 'Education in a Liquid Society' (液態社會下的教育工作), which is very inspiring and enlightening. By sharing Professor Lui's experience in the university campus, we feel that we are not alone in meeting the challenges of the fluid society. At the same time, we are able to gain good reflection through the very meaningful dialogues in the Open Forum. It is concluded that instead of pointing an accusing finger, it is always important to be empathetic, understanding and patient. If we are courageous enough, we might transform the fluid society to a good society, one that allows all who might not be the best to get a good life. These thoughts certainly deserve our taking some quiet time for further deliberation as many of us are working on multiple pathways as well as career and life planning for our students.

2. The Extraordinary General Meeting (EGM)

The EGM was not able to be convened according to schedule due to insufficient number of full members to form a quorum. We do understand that this is a busy and difficult time for many principals. Despite this, many members stayed behind for the discussion of the 2 agenda items and views were collected for the Executive Committee's consideration. According to

Clause 29 of the Constitution, the meeting was held 7 days later i.e. 16 June 2014.

On 16 June, the EGM was convened and the following items were discussed and approved.

- a. The amendment of Constitution which entails the changes in membership categories and revision in subscription
- b. The appointment of Honorary Executive Secretary

Enclosed please find the following for your reference:

- a. Notes of meeting on 9 June 2014
- b. Notes of meeting of the EGM on 16 June 2014
- c. The fair copy of the amended Constitution

3. Farewell to Outgoing Principals and Subscription of Associate/Affiliated Membership

The Executive Committee would like to send our greatest appreciation to those who have served in schools for so many years and will be retiring or taking early retirement in the coming September. While reluctantly bidding you farewell, we earnestly appeal to your continued support to become either our life or affiliated member.

Life member: leaving the post of principal upon reaching retiring age or having been in the post for 10 or more years

Affiliated member: leaving the post of principal before reaching retiring age and with less than 10 years' service in the post

Just click [HERE](#) to register on-line or fill in the attached subscription form and send it back together with the cheque to our Honorary Treasurer. We can then keep in touch. This is a one-off good act that you should not miss.

4. The Appointment of Honorary Executive Secretary

Upon the approval of the proposal in the EGM, the Executive Committee will further deliberate on the need and search for the right person. At the same time, we will take note of all the comments collected from members on 9 and 16 June to prepare for the search process. If you have any ideas or nominations, please do not hesitate to contact us.

5. Happy Hour Forum

We will be holding a Happy Hour Forum on Wednesday, 22 October 2014 (from 4:00 to 6:00p.m.) on how to serve our students and colleagues better through the utilization of various grants. Please reserve the date and time. Information on details and registration will be sent to you in due course.

6. Special Regards for the Coming Summer

The Chairman has written to you a short while ago to express the sincerest concern and support of the Executive Committee with regard to the recent social and political development in our society. Ahead of us, there might be challenges beyond our professional and individual capabilities. We therefore need to support one another and stand firm on our core values. In case of any needs, please do not hesitate to contact the Chairman or any of our Executive Committee members even during the summer vacation either through direct phone calls or email at summer2014@hkahss.edu.hk.

Let's join hands and turn everything into an educational opportunity for all.

In the meantime, do take care of yourselves and keep up your spirits. If you are facing challenges, be encouraged with the following:

"Character cannot be developed in ease and quiet. Only through experiences of trial and suffering can the soul be strengthened, vision cleared, ambition inspired and success achieved."

- Helen Keller

"An overburdened, overstretched executive is the best executive, because he or she doesn't have the time to meddle, to deal in trivia, to bother people."

- Jack Welch

I will write some time after the new school year commences.



Mrs. Lee Shek Yuk Yu Ruth
Honorary Secretary

- Enclosure:
- 1) Notes of meeting on 9 June 2014
 - 2) Notes of meeting of the EGM on 16 June 2014
 - 3) The fair copy of the amended Constitution
 - 4) Membership Registration Form (for outgoing full members)

Hong Kong Association of the Heads of Secondary Schools

香港中學校長會

Minutes of Extraordinary General Meeting

Date : 9 June 2014 (Monday)

Time : 4:15 p.m.

Venue : School Hall, 2/F, Tsung Tsin Christian Academy, 8 Lai Hong Street, Cheung Sha Wan

Chairman of EGM : Miss Lee Suet Ying

Minutes taken by : Miss Yau Kit Ying Veronica (Honorary Secretary)

Number of members present : 64

1. The total number of members present in this EGM was less than one-fifth of full members and the quorum was not reached. Therefore, the Chairman announced that the EGM will reconvene at 3:00 p.m. on 16th June 2014 Monday at Tsung Tsin Christian Academy according to Clause 29 of the Constitution.
2. The meeting was adjourned with a follow-up discussion on the two issues to collect more views from members. The notes of this discussion are attached in the annex for record.

Signature of Chairman

Signature of Honorary Secretary

Date:_____

Hong Kong Association of the Heads of Secondary Schools

香港中學校長會

Notes of the Informal Sharing and Exchanges
on the Proposed Amendments of Constitution and
the Appointment of Hon. Executive Secretary

Date : 9 June 2014 (Monday)

Time : 4:30 – 5:30 p.m.

Venue : School Hall, 2/F, Tsung Tsin Christian Academy, 8 Lai Hong Street, Cheung Sha Wan

1. Mrs. Ruth Lee, the Honorary Secretary, highlighted the major amendments on membership categories which was first presented on 20 December 2013. Two follow-up issues were clarified. Members showed support to the proposed amendments and the membership subscription.
2. Miss Lee Suet Ying, the Chairman, put forward the proposal on appointing an Honorary Executive Secretary for the Association.
3. It was also shared that there were similar posts in other Councils and organizations. Besides working on very practical issues, the person appointed could represent the Chairman or the Executive Committee to attend meetings and seminars.
4. If approved, the appointment of Honorary Executive Secretary would be endorsed in the Annual General Meeting in a similar manner as the appointment of honorary posts.
5. After a thorough discussion, members showed support to the proposal and agreed that the post could ease the increasing workload of the Executive Committee. However, it was opined that as it was a new post, it would be desirable to be more careful with the appointment with the following concerns:
 - a. The length of appointment should be carefully set. At the same time, it might be good to set a limit on re-appointment.
 - b. The appointment of Honorary Executive Secretary should be well-discussed in the Executive Committee to ensure the person would serve for the Association without overriding the Chairman.

Notes taken by Miss Yau Kit Ying Veronica (Honorary Secretary)

Hong Kong Association of the Heads of Secondary Schools

香港中學校長會

Minutes of Extraordinary General Meeting

Date: 16 June 2014 (Monday)

Time: 3:15 p.m.

Venue: Conference Room, 1/F, Tsung Tsin Christian Academy, 8 Lai Hong Street, Cheung Sha Wan

Number of members present: 12

As the Honorary Secretary, Miss Yau Kit Ying, Veronica was not able to attend the meeting, the minutes were taken by the Honorary Treasurer Mr. Tang Chun Keung Teddy.

1. The Chairman welcomed members.
2. The Chairman explained that that the EGM was originally scheduled on 9 June 2014 but a quorum was not reached and in accordance with Clause 29 of the Constitution of the HKAHSS, the EGM was automatically held 7 days later for which a quorum was not required. The Chairman further noted that there were 12 members attending the EGM.

Proposed Amendment of Constitution

3. Mrs. Ruth Lee briefed members on the proposal to amend the Constitution of the HKAHSS.
4. Members exchanged views on the proposed amendments and suggested using 'Full Members' to replace 'members' in those clauses on authority to call EGM, quorum, dissolution of the Association and voting on amendments to the Constitution.
5. To dovetail the changes in membership categories, "members" in Clause 8 and 9 will be replaced by "Full and Associate Members". One more clause would be added in the section which reads "One-off subscription shall be paid by members who are eligible for membership categories besides full and associate membership as appropriate."
6. Members unanimously approved the proposed amendments to the Constitution of the HKAHSS.

7. Members also unanimously approved the subscriptions for different membership categories which would be applicable from the 2014-2015 school year onwards. The subscriptions for different membership categories are as follows:

- Full Member: annual subscription of HK\$300
- Associate Member: annual subscription of HK\$200
- Life Member: one-off subscription of HK\$300
- Affiliated Member: one-off subscription of HK\$300
- Honorary Member: no subscription needed as only Life Members will be invited

8. Mrs. Ruth Lee showed members the proposed amendments to the Constitution of the HKAHSS.

9. The amendments would take effect on 16 June 2014 while the new/revised subscription would take effect from 2014-2015 school year onwards.

The Proposal on Appointment of Honorary Executive Secretary

10. The Chairman briefed members on the proposal on the appointment of Honorary Executive Secretary.

11. Members opined that the proposal was worth-supporting in view of the future development of the Association. Some expressed concerns for the authority of the new post of Honorary Executive Secretary and made the following suggestions:

- The Honorary Executive Secretary should not act as a spokesperson of the Association on a regular basis. It would be desirable for him/her to speak on behalf of the Association on specific issues when instructed by the Chairman and/or the Executive Committee. He/She should follow the “Line to take” as deliberated by the Chairman and/or the Executive Committee.
- It would be desirable for the search process for the Honorary Executive Secretary to be proper, open and transparent.
- The appointment and re-appointment of Honorary Executive Secretary have to be endorsed in the AGM in a manner similar to the appointment of honorary posts.
- The length of the first appointment of any Honorary Executive Secretary should not be too long to allow time for review. The Executive Committee might consider setting a ‘terms limit’ for the post.

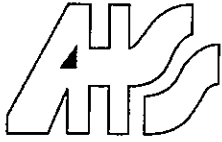
12. The Chairman appreciated members' views and reiterated that the Executive Committee would take into account the input from members on the matter in this meeting and the last.

Meeting closed at 5.30pm.

Signature of Chairman

Signature of Honorary Secretary

Date: _____



CONSTITUTION

Name

1. The Association shall be called the Hong Kong Association of the Heads of Secondary Schools.

Aims

2. The Association exists to enhance professionalism in general and to promote understanding of education in Hong Kong, especially in secondary schools; and in particular:
 - a) to study new ideas and development in education;
 - b) to promote the exchange of views on educational theories and practices;
 - c) to organize conferences and lectures on educational matters;
 - d) to attempt to create informed opinion on educational matters;
 - e) to discuss with the Education Authorities of the Government and other educational bodies the Association's views;
 - f) to liaise with similar associations.

Membership

3. Heads of all Secondary Schools may apply for full membership.
4. Membership shall cease when the Member ceases to be Head of a Secondary School unless and until he is accepted as a member in other categories.
5. Deputy Heads (Vice-Principals, Assistant Principals, Principal Graduate Masters/Mistress included) of Secondary Schools may apply to become Associate Members of the Association.
6. Heads of Secondary Schools can apply for life membership when they retire
 - a. upon reaching retirement age, or
 - b. before retirement age but have been in the post of Head of a Secondary School for 10 or more years.
7. The Executive Committee may at its discretion invite Life Members to be Honorary Members.
8. Heads of Secondary Schools who leave their posts earlier than retirement age and with less than 10 years' service in the post of Head of a Secondary School may apply for affiliated membership.
9. All memberships other than full membership shall share the same obligations and rights as Full Members except the right to vote and be voted into office.
10. Membership of the Association shall be personal and each membership may not be transferred.
11. All memberships are subject to conditions approved by the Executive Committee who also have the right to terminate membership as deemed appropriate.

Subscription

12. An annual subscription as recommended by the Executive Committee and approved in an Annual or Extraordinary General Meeting shall be paid by all Full and Associate members.
13. Upon acceptance of an invitation to join the Association, Full and Associate members shall pay the first annual subscription.
14. Thereafter the annual subscription shall become due on the date of the next Annual General Meeting.
15. One-off subscription shall be paid by members who are eligible for membership categories besides full and associate membership as appropriate.

Lapsed Membership

16. Membership shall be deemed to have lapsed if the annual subscription remains unpaid for more than two months from the due date.
17. Persons whose membership has lapsed may apply for re-admission to the Association. Such application shall be accepted on payment of any subscription outstanding.

Executive Committee

18. The Executive Committee, hereinafter called the Committee, shall consist of 9 members elected at Annual General Meetings. The term of service for each newly elected Committee Member is 3 years. A Committee Member can serve at the maximum two consecutive terms of services in the same office-bearing post if re-elected by the end of the first term.
19. Nominations shall be made in a form prepared by the Honorary Secretary to be sent out to members at least three weeks before the date of the Annual General Meeting.
20. A maximum of 6 members may be co-opted to serve on the Committee. Their term of office shall be one year.
21. The Committee shall be responsible for making all arrangements for meetings of the Association.
22. The Committee shall also be responsible for raising matters of general concern with the Education Authorities of the Government and other relevant educational bodies.
23. The Committee may appoint sub-committees/ ad hoc committees for special purposes. Such committees shall be responsible to the Committee.

Office Bearers

24. The elected members of the Committee shall elect among themselves a Chairman, two Vice-Chairmen, two Honorary Secretaries and an Honorary Treasurer, who shall be the Office-bearers of the Association.

Executive Committee Meeting

25. The Executive Committee shall meet at least six times a year. No meeting of the Committee shall be valid unless the Chairman or the Vice-Chairman is present together with not less than four other elected members.

Meetings

26. There shall be an Annual General Meeting and at least three other meetings in a year.
27. All meetings of the Association shall be called by the Honorary Secretary in accordance with the recommendations of the Committee.
28. The Annual General Meeting shall be held as early in the academic year as possible, and in no case later than 31st December of each year.
29. The Honorary Secretary shall give two weeks' notice of the Annual General Meeting and of other general meetings. Such notice shall state the agenda.
30. Business on which a vote is to be taken must be fully itemized on the agenda sent out with the notice of meeting.
31. A general meeting may be called at short notice, but at such a meeting only items of general educational interest shall be discussed. There shall not be any discussion of elections, or amendments to constitution in such a meeting.
32. An extraordinary general meeting may be convened by the Committee or by the joint request of not less than one-fifth of the full membership.
33. For the Annual General Meeting or for other general meetings to conduct any business regarding a vote or requiring discussion of elections or constitution a quorum of not less than one-fifth of the full members shall be present.
34. If a quorum is not reached, the scheduled meeting shall automatically be held 7 days later for which a quorum is not required.

35. No quorum shall be necessary for a meeting to be held to discuss matters of general educational interest.

Accounts and Finance

36. All subscriptions and any other moneys belonging to the Association shall be deposited in an account with a bank.
37. The Honorary Treasurer shall be responsible for the collection of all moneys due to the Association, for their deposit in the Association's account, and for the payment from the account of all expenses of the Association approved by the Committee.
38. The Honorary Treasurer shall present a report on the finances of the Association at the Annual General Meeting each year.
39. The Committee shall not authorize any expenditure which cannot be immediately met from the funds in the Association's account.
40. Within this limit, the Committee may authorize expenditure on any activity of the Association or for any purpose consistent with the aims of the Association.
41. The financial liability of members is limited to the amount of the annual subscription.

Dissolution of the Association

42. If the membership of the Association falls below the number of 40, it may be proposed at the Annual General Meeting that the Association be dissolved.
43. The Association shall be dissolved if two-thirds of the Full Members present at the Annual General Meeting vote for such a proposal.
44. In the event of a dissolution of the Association any assets of the Association after payment of all debts, shall be donated to a non-profit making organization to be resolved at the extraordinary general meeting held for this proposal.

Amendments to the Constitution

45. This Constitution may be amended after due notice at the Annual General Meeting or at an extraordinary general meeting provided that two-thirds of the full members present vote for the amendment.

Approval of the Registrar of Societies

46. Whenever amendments to the name of Association, objectives, office bearers and address are desired, the Honorary Secretary shall inform the Registrar of Societies of the endorsed amendments.

Address

47. The registered address of the Association shall be c/o the school of which the principal is the serving Honorary Secretary of the Association.

Version approved in the EGM on 16 June 2014



Life / Affiliated Membership Registration Form

The membership categories are defined in the Constitution as follows:

Clause 6. Heads of Secondary Schools can apply for life membership when they retire

a. upon reaching retirement age, or

b. before retirement age but have been in the post of Head of a Secondary School for 10 or more years.

Clause 8. Heads of Secondary Schools who leave their posts earlier than retirement age and with less than 10 years' service in the post of Head of a Secondary School may apply for affiliated membership.

Registration as*:

1. Life Member (membership fee \$300 one-off payment)
2. Affiliated Member (membership fee \$300 one-off payment)

Name (Surname First) : _____ (*Mr./ Miss/ Mrs./ Dr./ Sr./ Fr.)

Name in Chinese) : _____ Mobile phone no.: _____

Last Serving School : _____

Home Address : _____

Home Telephone No.: _____ Fax No., if any: _____

Email Address (personal): _____

Enclosed please find a cheque of \$300.00 for the membership fee.

(cheque No. _____ Bank _____)

Cheque should be made payable to "The Hong Kong Association of the Heads of Secondary Schools."

Date : _____

Signature : _____

Notes:

1. * please tick where appropriate
2. Updates and information about our association will be sent via email and/or SMS
3. Please update us on any change of data provided (email address and mobile phone number etc.)

Please send your reply to the following address :

Mr. Tang Chun Keung
Hon. Treasurer, HKAHSS
c/o HKMA K S Lo College
26, Tin Pak Road, Area 24, Tin Shui Wai, N.T.