

**ARTICLES OF ASSOCIATION OF  
PEAK SCHOOL  
PARENT TEACHERS ASSOCIATION LIMITED**

**Incorporated the 3rd day of July, 2008**

**JSM**

in association with MAYER BROWN LLP  
and MAYER BROWN INTERNATIONAL LLP

No. 1252659

[COPY]

**CERTIFICATE OF INCORPORATION**  
**公 司 註 冊 證 書**

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**I hereby certify that**  
本人謹此證明

**PEAK SCHOOL PARENT TEACHERS ASSOCIATION LIMITED**

**is this day incorporated in Hong Kong under the Companies Ordinance**  
於本日在香港根據《公司條例》(第32章)

**(Chapter 32) and that this company is limited.**  
註冊成為有限公司。

**Issued on 3rd July 2008.**

本證書於2008年7月3日發出。

(Sd.) Ms. Fanny Wing-chi LAM  
.....  
**for Registrar of Companies**  
**Hong Kong** 香港公司註冊處  
處長  
( 林詠芝 代行 )

**Note:**

Registration of a company name with the Companies Registry does not confer any trade mark rights or any other intellectual property rights in respect of the company name or any part thereof.

**THE COMPANIES ORDINANCE (CAP. 622)**

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**COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL**

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**ARTICLES OF ASSOCIATION OF  
PEAK SCHOOL PARENT TEACHERS ASSOCIATION LIMITED**

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**NAME**

1. The name of the company is "PEAK SCHOOL PARENT TEACHERS ASSOCIATION LIMITED" (the "**Association**").

**REGISTERED OFFICE**

2. The registered office of the Association will be situated in Hong Kong.

**OBJECTS**

3. Subject to the ESF Ordinance (as defined in Article 9), the objects of the Association are:-
  - (1) to acquire and takeover all the assets and liabilities of the unincorporated association known as Peak School Parent Teachers Association (the "**Predecessor Association**") as at such date as determined between the Committee (as defined in Article 9) and the Predecessor Association;
  - (2) to promote co-operation between the Parents (as defined in Article 9) of the Students (as defined in Article 9) of Peak School (the "**School**") and the Teachers (as defined in Article 9) for the promotion of education;
  - (3) to facilitate discussion between the Parents and the Teachers on matters relating to the education offered by the School including but not limited to:-
    - (a) the School's curriculum;
    - (b) the quality of education provided at the School;

- (c) the assessment of, and school reports on the Students; and
- (d) the behaviour of the Students;
- (4) by the agreement of the Principal (as defined in Article 9), to organise extra-curricular and other supporting activities for the Students and provide or assist in providing, through financial and other support, educational aids, facilities and materials for Students;
- (5) to raise, accept and collect funds, and to organise any lawful activities as decided by the Committee to raise, accept and collect funds, to support the Association and the School and/or for the purposes of carrying out or achieving any charitable objects herein contained and/or to make donations to any charitable organisations;
- (6) to support the School and to improve the educational environment of the School for the benefit of the Students;
- (7) to provide opportunities for the Parents to take an active part in the life of the School with a view to promoting the education of the Students;
- (8) to provide opportunities for the Parents and for the members of the Association to meet and discuss on general educational matters;
- (9) subject to the discretion of the Committee, to represent the views of any Parents to the Foundation (as defined in Article 9), the school council of the School or any board of governors or any other management body or committee of the Foundation or to any body or committee representing the interest of the Parents under the ESF Ordinance;
- (10) to carry out and perform all and any other acts, works, enterprises or things as are of a charitable nature;
- (11) in furtherance of its charitable objects but not otherwise, the Association may:-
  - (a) provide or organise, or facilitate, arrange for or co-ordinate the provision or organisation by third parties of a school bus service (i) for the Students; provided that such bus service shall, to the extent practicable, be fully financed by the Parents of the Students using the service, and (ii) for such activities of the School as the Principal and the Committee shall jointly approve;
  - (b) establish and operate shops for the primary purpose of serving the Students and the Parents, provided that such shops shall each be financially self-supporting;
  - (c) confer and revoke awards for Students;
  - (d) provide appropriate amenities for the School;

- (e) hold or assist in holding exhibitions and competitions for the purpose of promoting the objects of the Association;
- (f) print, publish and sell periodicals, books or leaflets for promoting the objects of the Association;
- (g) present, promote, organize, provide, manage, sponsor, produce and/or show plays, films, concerts, fairs, bazaars, entertainments, functions, events, exhibitions, tutorials, seminars, courses and workshops for the enjoyment of visitors, the general public or sectors of the public;
- (h) accept, solicit, apply for, invite and collect from members of the Association or from any other persons, corporations or authorities, subscriptions, donations, gifts, grants, bequests and any other assistance, including without limitation, offering raffle tickets for sale;
- (i) design, manufacture, install and maintain electronic websites, appliances, apparatus, platforms or mechanisms of every description for the purposes of promoting the objects herein contained;
- (j) acquire by purchase, gift or otherwise, any real, personal or intellectual property whether subject to any special trust or not;
- (k) sell, improve, manage, develop, exchange, lease, mortgage, dispose of, turn to account or otherwise deal with all or any part of the property, assets, rights and privileges of the Association;
- (l) undertake and execute any trusts which may lawfully be undertaken by the Association;
- (m) borrow or raise money for the purposes of the Association and on such security as the Committee may think fit;
- (n) invest in a proper and prudent manner the moneys of the Association not immediately required for its purposes in or upon such investments, securities or property as the Committee may think fit;
- (o) insofar as the same are necessary to further the charitable objects of the Association, lend money to non-profit-making schools, charitable associations or institutions provided that the loan is less than 50% of the Association's assets and the Committee (as defined in Article 9) is reasonably satisfied that the loan will be repaid in full within a period of 10 years;
- (p) subject to Articles 4 and 5, employ, engage and remunerate and, from time to time, dismiss and replace with others such employees and staff of the Association, and such lawyers, accountants, surveyors and other professional or non-professional advisers, consultants or contractors as the Committee may think fit;

- (q) draw, make, accept, endorse, discount, execute and issue promissory notes, cheques, bills of exchange and other negotiable or transferable instruments;
- (r) obtain any enactment or order for enabling the Association to carry any of its objects into effect or for effecting any modification of the Association's Articles of Association or for any other purpose which may seem expedient;
- (s) vest any real or personal property, rights or interest acquired or belonging to the Association in any person for the benefit of the Association with a declaration in favour of the Association;
- (t) generally originate, purchase, or by other lawful means acquire and protect, prolong, renew, develop and improve, throughout the world, any patents, patent rights, copyrights, trademarks, trade names, processes, protections, licenses and concessions concerned with inventions, exclusive or non-exclusive, or limited right to use any secret or any device, emblem, name, or motto or any know-how or any secret information and sell, let, charge, dispose of, use, manufacture under and grant licenses or privileges in respect of the same;
- (u) subscribe for, take or otherwise acquire and hold shares, stocks, debentures or other securities of any other association or company having objects altogether or in part similar to those of the Association or carrying on any enterprise or operation capable of being conducted so as to benefit the Association provided that any such other association or company shall prohibit the distribution of its income and property amongst its members to an extent at least as great as is imposed on the Association under or by virtue of Articles 4, 5 and 8;
- (v) in furtherance of the charitable objects of the Association, guarantee or otherwise support or secure by personal covenant or by mortgaging or charging not more than 50% of the undertaking, property, assets and rights (present and future) of the Association provided that none of the funds of the Association shall be subscribed to any association, institution, corporation and organisation which does not prohibit the distribution of its or their income and the property amongst its or their members to an extent at least as great as is imposed on the Association under or by virtue of Articles 4, 5 and 8;
- (w) establish and support or aid in the establishment and support of any charitable associations or institutions provided that such associations or institutions shall have restrictions on the distribution of their income and property amongst their members to an extent at least as great as is imposed on the Association under Articles 4 and 5 and to subscribe the payment of moneys which may seem directly calculated to benefit the Association, provided that the recipients of the funding of the Association

which are organisations shall prohibit the distribution of their income and property amongst their members to an extent at least as great as is imposed on the Association by virtue of Articles 4, 5 and 8;

- (x) donate money and provide funds to charitable institutions and organisations, provided that the institutions and organisations shall prohibit the distribution of their income and property amongst their members to an extent at least as great as is imposed on the Association by virtue of Articles 4, 5 and 8;
- (y) amalgamate with any companies, institutions, societies or associations which are charitable at law and have objects altogether or mainly similar to those of the Association provided that the Association shall not amalgamate with any companies, institutions, societies or associations unless they shall prohibit distribution of their income and property amongst their members to an extent at least as great as is imposed on the Association under Articles 4, 5 and 8;
- (z) support or oppose any proceedings or applications which may seem calculated to benefit or prejudice the Association's interest;
  - (aa) obtain approvals, permits and licences necessary to carry out any activities permitted under this Article 3;
  - (bb) pay out of the funds of the Association all expenses which the Association may lawfully pay with respect to the incorporation and registration of the Association; and
  - (cc) carry out any other lawful acts, works, enterprises or things which are incidental, desirable for, or conducive to the attainment or furtherance of the charitable objects of the Association or any of them;

Provided that:-

- (i) in case the Association shall take or hold any property which may be subject to any trusts, the Association shall only deal with or invest the same in such manner as allowed by law, having regard to such trusts;
- (ii) the objects of the Association shall not extend to the regulations of relations between workers and employers or organisations of workers and organisations of employers; and
- (iii) to the extent that any object or power set out in this Article 3 is inconsistent with the ESF Ordinance, such object or power shall only be fulfilled or exercised by the Association if the applicable conditions or requirements under the ESF Ordinance are satisfied.

### **USE OF INCOME AND PROPERTY**

4. (1) The income and property of the Association, whencesoever derived, shall be applied solely towards the promotion of the objects of the Association as set out in these Articles.
- (2) Subject to Articles 5(2) and (3) below, no portion of the income and property of the Association shall be paid or transferred directly or indirectly, by way of dividend, bonus, or otherwise howsoever, to the members of the Association.

### **REMUNERATION, INTEREST AND RENT**

5. (1) No member of the Committee of the Association or governing body of the Association shall be appointed to any salaried office of the Association, or any office of the Association paid by fees and no remuneration or other benefit in money or money's worth (except as provided in Article 5(3) below) shall be given by the Association to any member of the Committee or governing body.
- (2) Nothing herein shall prevent the payment, in good faith, by the Association of reasonable and proper remuneration to any officer or servant of the Association, or to any member of the Association not being a member of the Committee or governing body of the Association in return for any services actually rendered to the Association.
- (3) Nothing herein shall prevent the payment, in good faith, by the Association:-
  - (a) to any member of the Committee or governing body of the Association of out-of-pocket expenses;
  - (b) of interest on money lent by any member of the Association or the Committee or its governing body at a rate per year not exceeding 2% above the prime rate prescribed for the time being by The Hongkong and Shanghai Banking Corporation Limited for Hong Kong dollar loans;
  - (c) of reasonable and proper rent for premises demised or let by any member of the Association or of the Committee or governing body of the Association; and
  - (d) of remuneration or other benefit in money or money's worth to a body corporate in which a member of the Association or of the Committee or governing body of the Association is interested solely by virtue of being a member of that body corporate by holding not more than one-hundredth part of its capital or controlling not more than a one-hundredth part of its votes.
- (4) No person shall be bound to account for any benefit he may receive in respect of any payment properly paid in accordance with Articles 5(2) and (3).

### **LIMITED LIABILITY**



6. The liability of the members of the Association is limited.

### **CONTRIBUTION TO ASSETS**

7. Every member of the Association undertakes to contribute to the assets of the Association, in the event of its being wound up while such person is a member or within one year thereafter, for payment of the debts and liabilities of the Association contracted before such person ceases to be a member and the costs, charges and expenses of winding up and for the adjustment of the rights of the contributories among themselves, such amount as may be required but not exceeding HK\$1.

### **APPLICATION OF EXCESS PROPERTY**

8. If, upon the winding up or dissolution of the Association, there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Association in their capacities as such members but shall be given or transferred to some other institution or institutions having objects similar to the objects of the Association and which shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as is imposed on the Association under or by virtue of Articles 4, 5 and this article, such institution or institutions to be determined by the members of the Association at or before the time of dissolution and, in default thereof by a Judge of the High Court of the Hong Kong Special Administrative Region having jurisdiction in regard to charitable funds, and, if and so far as effect cannot be given to the aforesaid provision, then to some charitable object.

### **DEFINITIONS & INTERPRETATION**

9. In these Articles, except where the context otherwise requires:-

<b>"Chairman"</b>	means the person for the time being elected by the Members according to Article 47(b) to hold the office of chairman of the Committee.
<b>"Committee"</b>	means the committee for the time being of the Association.
<b>"Committee Member"</b>	means any member of the Committee, who shall be deemed to be a director for the purposes of the Ordinance.
<b>"ESF Code of Conduct"</b>	means the code of conduct for The English Schools Foundation as amended, modified, supplemented or replaced from time to time and including any principles, regulations, rules and requirements made under or pursuant thereto.

<b>"ESF Ordinance"</b>	means The English Schools Foundation Ordinance (Cap.1117, the laws of Hong Kong) as amended, modified, supplemented or replaced from time to time and including any regulations and rules made under or pursuant thereto.
<b>"ESF School Councillors' Handbook"</b>	means the handbook for school councillors serving on school councils of The English Schools Foundation as amended, modified, supplemented or replaced from time to time and including any principles, regulations, rules and requirements made under or pursuant thereto.
<b>"Financial Year"</b>	means the financial period of the Association as decided by the Committee from time to time.
<b>"Foundation"</b>	means The English Schools Foundation, a body corporate established pursuant to the ESF Ordinance.
<b>"Honorary Member"</b>	means any such Member as is appointed as an Honorary Member in accordance with Article 11.
<b>"Member"</b>	means any person admitted to membership of the Association according to these Articles, and shall include the Parent Members, the Teaching Staff Members and the Principal Member and also the Honorary Members and the Student Members (if any).
<b>"Office"</b>	means the registered office, for the time being, of the Association.
<b>"Ordinance"</b>	means the Companies Ordinance (Cap. 622, the laws of Hong Kong) as amended, modified, supplemented or replaced from time to time.
<b>"ordinary resolution"</b>	means a resolution which has been passed by more than 50 per cent of the votes cast by such Members as being entitled so to do, vote at a general meeting.
<b>"Parent"</b>	in relation to a Student, includes (a) any guardian of the Student; and (b) a person who is not the parent or guardian of the Student but has the actual custody of the Student.
<b>"Parent Member"</b>	means any such Member as is more specifically defined as a Parent Member in Articles 11 and 12.
<b>"Parents' Representative"</b>	has the meaning given to it in Article 46(e).

- "Principal"** means the principal of the School for the time being for the purposes of the Education Ordinance (Cap. 279, the laws of Hong Kong).
- "Principal Member"** means such Member as is more specifically defined as the Principal Member in Articles 11 and 14.
- "Register"** means the Register of Members of the Association to be kept pursuant to Section 627 of the Ordinance.
- "Secretary"** means any person appointed to perform the duties of the secretary of the Association pursuant to Section 474 of the Ordinance, who, for the avoidance of doubt, may be different from the person holding the office of honorary secretary referred to in Article 46(c).
- "special resolution"** means, subject to the Ordinance, a resolution which has been passed by not less than 75 per cent of the votes cast by such Members as being entitled so to do, vote at a general meeting.
- "Student"** means any person who is a student at the School or has been offered and has accepted a place at the School.
- "Student Member"** means any such Member as is more specifically defined as a Student Member in Articles 11 and 15.
- "Teacher"** means any member of the staff of the School who are employed as teachers at the School. For the avoidance of doubt, "Teacher" does not include the support staff and educational assistants of the School.
- "Teachers' Representative"** has the meaning given to it in Article 46(f).
- "Teaching Staff Member"** means any such Member as is more specifically defined as a Teaching Staff Member in Articles 11 and 13.
- (a) References herein to Articles are to articles of these Articles of Association. Words importing the singular shall include the plural and vice versa. Words importing the masculine shall include the feminine and vice versa.
- (b) Expressions referring to "writing" shall, unless the contrary intention appears, be construed as including references to printing, lithography, and other modes of representing or reproducing words in a visible form.
- (c) These Articles shall be construed with reference to the provisions of the Ordinance and terms used in these Articles shall be taken as having respective meanings as they have when used in the Ordinance unless the context otherwise requires.

- (d) If and so long as the Association has only one Member, all the provisions of these Articles shall (in the absence of any express provision to the contrary) apply with such modification as may be necessary in relation to a company which has only one Member.

### **MEMBERSHIP**

10. The number of Members with which the Association proposes to be registered is 1,500, but the Committee may, from time to time, register an increase.

### **CLASSES OF MEMBERS**

11. There shall be at least three classes of Members consisting of the Parent Members, the Teaching Staff Members and the Principal Member. The Association may from time to time by ordinary resolution appoint (subject to the consent of such relevant individual) any member of the community to join the Association as an Honorary Member and invite any Student to join the Association as a Student Member, in each case on such terms and conditions as the Association may determine from time to time. The Committee shall review the Honorary Membership and Student Membership annually.
12. Each Parent shall automatically become and be a Parent Member. Each Parent Member shall be entitled to receive notice of, attend and vote at all general meetings provided that each family shall only have one vote irrespective of the number of Students such family has in the School. The membership of any Parent Member who ceases to have any child as a Student shall terminate automatically without notice unless he retains membership in any other capacity.
13. The Teachers shall automatically become and be Teaching Staff Members by virtue of their appointment at the School. Each Teaching Staff Member shall be entitled to receive notice of, attend and vote at all general meetings. Each Teaching Staff Member shall have one vote. The membership of any Teaching Staff Member shall cease automatically upon termination of his employment as a Teacher unless he retains membership in any other capacity.
14. The Principal shall automatically become the Principal Member by virtue of his appointment at the School. The Principal Member shall be entitled to receive notice of, attend and vote at all general meetings. The Principal Member shall have one vote. The membership of the Principal Member shall cease automatically upon termination of his appointment as the Principal unless he retains membership in any other capacity.
15. Honorary Members and Student Members shall not be entitled to vote at any general meetings but shall be entitled to receive notice of, attend and speak at such meetings.
16. A Parent who is also a Teacher shall be regarded as a Parent Member and not as a Teaching Staff Member. The Principal shall be regarded as the Principal Member even if he is also a Parent.

## **MEMBERSHIP FEES**

17. Each family is liable to pay an annual membership fee in accordance with these Articles in respect of each school year. Unless the Association otherwise decides in general meeting, such membership fee shall be determined by the Committee annually provided that a maximum amount may be imposed in accordance with the ESF Ordinance on the membership fee that may be fixed under this Article.
18. If there is more than one Student in any family, only a single membership fee is payable in respect of those Students in the same family and payment thereof shall qualify all Parents of such Students as Parent Members for the relevant school year.
19. The membership fee for a school year shall be payable at the time at which the school fee for the first month of the school year becomes payable, or where a Student is admitted to the School during the course of the school year, at the time at which the school fee for the first month following the Student's admission to the School becomes payable.
20. All membership fees are non-returnable.
21. No membership fee shall be required to be paid by any Members other than the Parent Members provided that the Committee may require any Teaching Staff Members to pay the annual membership fee if such Teaching Staff Member enjoys any specific services provided by the Association.

## **GENERAL MEETINGS**

22. The Association shall, in each year no later than 9 months after the end of its immediately preceding Financial Year at such place in Hong Kong determined by the Committee, hold a general meeting as its annual general meeting in addition to any other meetings in that year and shall specify the meeting as such in the notice calling it.
23. The Committee may, whenever it thinks fit, convene a general meeting to be held at such time and place as they shall determine. A general meeting shall also be convened on a requisition of any Members representing not less than one-twentieth of the total voting rights of all the Members having the right to vote at a general meeting in accordance with Sections 566 to 568 of the Ordinance.
24. The business to be conducted at an annual general meeting shall, unless otherwise decided by the Committee subject to the Ordinance, include the following:-
  - (a) to receive the reports of the Committee and the auditors, the balance sheets and accounts for the preceding Financial Year;
  - (b) to elect the Committee Members as set out in Article 48 for the current year, their term of office to commence at the end of such annual general meeting;
  - (c) to appoint or re-appoint the auditors of the Association and to fix their remuneration;

- (d) to discuss those matters affecting the affairs of the Association which have been included in the agenda;
- (e) subject to the approval of the Committee, to discuss any matter which has not been included in the agenda but has been submitted to the honorary secretary of the Association, the Chairman or such other Committee Member appointed by the Committee for such purpose in writing at least 7 days before the date of the annual general meeting; and
- (f) to discuss, with the approval of the majority of those present, any matter raised at the meeting but not included in the agenda.

### **NOTICE OF GENERAL MEETINGS**

- 25. Subject to Section 578 of the Ordinance, an annual general meeting shall be called by not less than 21 days' notice in "writing" (as defined in Article 9(b)) and any other general meeting shall be called by not less than 14 days' notice in "writing". Such notice may be served by e-mail transmission or any other methods set out in Article 76. The notice shall be exclusive of the day on which it is served or deemed to be served and of the day for which it is given and shall specify the place, date and time of the meeting and the general nature of the business to be conducted at the meeting and shall be given in any manner specified in these Articles or in such other manner if any as may be prescribed by the Association in general meeting to such persons as are, under these Articles entitled to receive notices from the Association. Notice of the annual general meeting and a copy of all documents relating to the annual general meeting shall be given to the auditors at the same time as the notice or other document is given to the Members.
- 26. A meeting of the Association shall, notwithstanding that it is called by shorter notice than prescribed in Article 25, be deemed to have been duly convened if it is so agreed, in the case of a meeting called as an annual general meeting, by all the Members and, in the case of any other meeting, by a majority in number of the Members, being a majority together representing not less than 95 per cent of the total voting rights of all the Members entitled to attend and vote at that meeting.
- 27. The accidental omission to give notice of a meeting to, or the non-receipt of notice of a meeting by, any person entitled to receive notice shall not invalidate the proceedings at any meeting.
- 28. Each notice of a general meeting shall include a statement specifying a Member's right to appoint a proxy.

### **PROCEEDINGS AT GENERAL MEETINGS**

- 29. No business shall be transacted at any general meeting unless a quorum of Members is present at the time when the meeting proceeds to business and continues to be present until the conclusion of the meeting. Save as otherwise provided, 15 Members including

at least 10 Parent Members present in person or by proxy shall be a quorum.

30. If within half an hour from the time appointed for a meeting a quorum is not present, the meeting, if convened upon the requisition of Members, shall be dissolved but, in any other case, it shall be adjourned to the same day in the next week at the same time and place, or to such other day, time and place as the Committee may determine.
31. The Chairman or in his absence, the vice chairman (if any) of the Committee, shall preside as chairman at every general meeting. If there is no such Chairman or vice chairman, or if neither the Chairman nor the vice chairman is present within 15 minutes after the time appointed for holding the meeting, or if neither of them is willing to act, the Committee Members present shall choose one of their number to preside as chairman of the meeting.
32. If at any meeting no Committee Member is willing to act as chairman or if no Committee Member is present within 15 minutes after the time appointed for holding the meeting, the Members present who are entitled to vote shall choose one of their number to be chairman of the meeting.
33. The chairman of the meeting may, with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. When a meeting is adjourned for 30 days or more, notice of the adjourned meeting shall be given as in the case of an original meeting. Save as aforesaid it shall not be necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.
34. Subject to Article 48(e), at any general meeting a resolution put to the vote of the meeting shall be decided on a show of hands unless a poll is, before or upon the declaration of the results of the show of hands, demanded by the chairman of the meeting or by at least two Members present in person or by proxy, or by a Member or Members present in person or by proxy and representing not less than five per cent (5%) of the total voting rights of all the Members having the right to vote at the meeting. Unless a poll be so demanded, a declaration by the chairman of the meeting that a resolution has been carried or carried unanimously or by a particular majority, or lost or not carried by a particular majority, and an entry to that effect in the minute book of the Association shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against the resolution. The demand for a poll may be withdrawn.
35. If a poll is demanded, it shall be taken at the meeting in which it is demanded, and the result of the poll shall be deemed to be the resolution of the meeting at which the poll was demanded. The demand for a poll shall not prevent the continuance of the meeting for the transaction of any business other than the question on which a poll has been demanded.
36. In the case of an equality of votes, the chairman of the meeting shall be entitled to a second or casting vote in addition to any other vote he may have.

## **VOTES OF MEMBERS**

37. Subject as provided in these Articles, every Member shall have one vote (provided in particular that each Parent Member's vote will be subject to Article 12). Votes may be given on a poll either personally or by proxy. The notice appointing a proxy shall be in writing under the hand of the Member or his attorney duly authorized in writing.
38. The proxy notice (if any) or a notarized copy thereof shall be deposited with the Association not less than 48 hours before the time appointed for holding the meeting or adjourned meeting at which the person named in the proxy notice proposes to vote. Any proxy notice that does not comply with this provision shall not be treated as valid. No proxy notice shall be valid after the end of the meeting (or any adjournment thereof) for which the proxy was granted.
39. A vote given in accordance with the terms of a proxy notice shall be valid notwithstanding the death or insanity of grantor of the proxy or revocation of the proxy notice of the authority under which the proxy notice was executed, provided that no notice in writing of that death, insanity or revocation has been received by the chairman of the meeting at which the proxy is used before the commencement of the meeting.
40. The proxy notice shall be deemed to confer authority to demand or join in demanding a poll.
41. Any proxy notice shall be in the following form or as near thereto as circumstances will admit:-

### **PEAK SCHOOL PARENT TEACHERS ASSOCIATION LIMITED**

"I, \_\_\_\_\_ of \_\_\_\_\_ a Member of the above named Association hereby appoint \_\_\_\_\_ of \_\_\_\_\_ and failing him,

of \_\_\_\_\_ as my proxy to vote for me on my behalf at the Annual General Meeting or General Meeting, (as the case may be) of the Association to be held on the day of \_\_\_\_, 20\_\_ and at any adjournment thereof.

This form is to be used *\*in favour of / against* the resolution. Unless otherwise instructed, the proxy may vote as he thinks fit.

Signed this \_\_\_\_\_ day \_\_\_\_\_.

*\*Strike out whichever is not desired.\**

42. If the Association requires or allows a proxy notice to be delivered to it in electronic form, it may require the delivery to be properly protected by a security arrangement it specifies.



43. A proxy notice may specify how the proxy appointed under it is to vote (or that the proxy is to abstain from voting) on one or more resolutions dealing with any business to be transacted at a general meeting.
44. Unless a proxy notice indicates otherwise, it must be regarded as—
- (a) allowing the person appointed under it as a proxy discretion as to how to vote on any ancillary or procedural resolutions put to the general meeting; and
  - (b) appointing that person as a proxy in relation to any adjournment of the general meeting to which it relates as well as the meeting itself.
45. (a) A proxy's authority in relation to a resolution is to be regarded as revoked if the Member who has appointed the proxy or—
- (i) attends in person the general meeting at which the resolution is to be decided; and
  - (ii) exercises, in relation to the resolution, the voting right attached to the shares in respect of which the proxy is appointed.
- (b) A Member who is entitled to attend, speak or vote (either on a show of hands or on a poll) at a general meeting remains so entitled in respect of the meeting or any adjournment of it, even though a valid proxy has been delivered to the Association by or on behalf of the Member.
- (c) An appointment under a proxy notice may be revoked by delivering to the Company a notice in writing given by or on behalf of the person by whom or on whose behalf the proxy notice was given.

### **COMMITTEE**

46. Subject to Article 54, the management of the Association and of its property and funds shall be vested in the Committee. The Committee shall consist of not fewer than 7 and not more than 16 members and shall comprise the following positions:-
- (a) the Chairman;
  - (b) the vice-chairman;
  - (c) the honorary secretary (who may but shall not be obliged to act as the Secretary);
  - (d) the honorary treasurer; and
  - (e) not fewer than one but not more than 8 additional Parent Members (other than Parent Members who are also Teachers) (each a "**Parents' Representative**");

and

- (f) not fewer than one but not more than 3 Teaching Staff Members elected by the Teaching Staff Members pursuant to Article 49 as Teachers' representatives (each a "Teachers' Representative"); and
- (g) the Principal, ex officio.

47. The following provisions shall apply with respect to the composition of the Committee:-

- (a) the Committee Members shall, subject to (b) and (d) below, decide which of their number shall hold which of the Committee positions;
- (b) the Chairman must be a Parent Member who is not an employee of the Foundation;
- (c) at all times, there must be at least two additional Parent Members (other than the Chairman) who have been elected by the Association in general meeting; and
- (d) the positions under Article 46(b) to (d) must be filled by Parent Members.

48. Subject to the other provisions in these Articles, each Committee Member (other than the Principal and the Teachers' Representatives) shall be elected at the annual general meeting. Any election of Committee Members (other than the Principal and the Teachers' Representatives) at any general meeting shall be conducted in accordance with the following provisions:

- (a) Subject to Article 48(b), to be eligible for election as a Committee Member in accordance with this Article 48, a person must be nominated by a proposer and a seconder who are both Members. Such nominations may be made in writing to the honorary secretary or the Chairman at least 3 days before the date of the general meeting at which election is to be made, giving the names and signatures of the proposer and seconder of the nominations and the signed consent of the nominee to accept the appointment if elected.
- (b) If the number of nominations that have been received for appointment to the Committee prior to the general meeting at which election is to be made is less than the number of vacancies then any Member entitled to vote may present a nomination at such meeting.
- (c) Elections for Committee Members at general meeting shall be by means of secret written ballot where prior written nominations exceed the number of vacancies available for election. Where the number of nominations received, prior to the general meeting at which election is to be made, is equal to or less than the number of vacancies on the Committee, then each person so nominated shall be declared elected prior to the consideration by the general meeting of any nominations from the floor to fill any remaining vacancies (if any).

- (d) In the case of nominations from the floor, voting shall be by show of hands conducted in such manner as the chairman of the meeting shall direct.
  - (e) In respect of each election, the families and the Principal shall each have the same number of votes as there are vacancies to be filled. The candidate with the greatest number of votes shall be elected and if there is more than one vacancy, the candidate with the second greatest number of votes shall also be elected and so on until all vacancies have been filled. Teaching Staff Members shall not be entitled to vote for any Committee Members other than the Teachers' Representatives pursuant to Article 49.
  - (f) Two tellers (who may vote but may not stand for election) shall be appointed by a majority vote by show of hands of the Members present and entitled to vote.
49. Teaching Staff Members shall be entitled to elect from among their own number up to 3 Committee Members as Teachers' Representatives. The Teaching Staff Members may remove or replace any Teachers' Representative or fill any vacancy in that position at any time by written notice to the Committee.
50. Where a vacancy occurs in the membership of the Committee (other than in respect of the Principal or the Teachers' Representatives), the Committee may appoint any person among the Members to fill the vacancy pending the holding of an election for membership of the Committee. Any Committee Member appointed by the Committee may be removed or replaced by the Committee at any time by written notice to such Committee Member up to the election or re-election of such person as a Committee Member in accordance with Article 48.
51. Every Committee Member (other than the Principal), who has not previously ceased to be a Committee Member under these Articles, shall retire from office at the close of business of the annual general meeting immediately following (a) the general meeting at which he is elected, (b) his election under Article 49, or (c) his appointment under Article 50, as the case may be. A retiring Committee Member shall be eligible for re-election, provided that no person shall serve as an elected Committee Member consecutively for more than six terms.
52. Any Committee Member who ceases to be a Member in the capacity in which he was elected or appointed onto the Committee shall cease to be a Committee Member automatically upon the termination of his membership as a Member. In the case of the Principal, the successor to his office (if any) shall automatically become a Committee Member pursuant to Article 46.
53. The Association may by ordinary resolution remove any Committee Member before the expiration of his period of office in accordance with the Ordinance notwithstanding anything in these Articles, and may elect in accordance with Article 48 another person in place of a Committee Member removed from office.

## **POWERS AND DUTIES OF COMMITTEE**

54. The business of the Association shall be managed by the Committee, who may pay all expenses incurred in promoting and registering the Association. The Committee may exercise all such powers of the Association as are not, by the Ordinance or by these Articles, required to be exercised by the Association in general meeting, subject nevertheless to the provisions of the Ordinance or these Articles and to such regulations, being not inconsistent with these provisions, as may be prescribed by the Association in general meeting; but no regulation made by the Association in general meeting shall invalidate any prior act of the Committee which would have been valid if that regulation had not been made.
55. The Committee Members who are Parent Members shall, in accordance with the ESF Ordinance, elect from among their own number one person who is not an employee of the Foundation to serve as a member of the school council of the School.
56. All cheques drawn on the Association's bank account or accounts, all orders for payment and other negotiable instruments made or issued by the Association, all receipts for moneys paid to the Association, shall be signed, drawn, accepted, endorsed, or otherwise executed as the case may be, in such manner as the Committee shall from time to time determine.
57. The Committee shall have power to employ and dismiss staff of the Association and to make provision for pensions, gratuities, retirement and other benefits for such staff.
58. The Committee may appoint such officers as it may, from time to time, think fit.
59. The Committee may delegate in writing any of its powers to committees or sub-committees to be appointed by it, and may from time to time revoke such delegation or revoke the appointment of and discharge any such committee or sub-committee either wholly or in part and either as to persons or purposes. Any committee so appointed shall, in the exercise of the powers so delegated, conform to any regulations that may, from time to time, be imposed upon it by the Committee. The meetings and proceedings of any such committee consisting of two or more members shall be governed (adjusted as necessary) by the provisions of these Articles regulating the meetings and proceedings of the Committee, insofar as the same are not superseded by any regulations made by the Committee under Article 61.
60. The Committee shall have power from time to time to make, amend and repeal all such rules as it may deem necessary or convenient for the carrying out of the objects of the Association and for the proper conduct and management of the Association. No rules shall be inconsistent with, nor shall they affect or repeal anything contained in these Articles and any rule may be repealed by an ordinary resolution passed at a general meeting of the Association.

61. The Committee shall cause minutes to be made in books provided for the purpose:-
- (a) of all appointments of officers made by the Committee;
  - (b) of the names of the Committee Members present at each meeting of the Committee and of any committee or sub-committee of the Committee; and
  - (c) of all resolutions and proceedings at all meetings of the Association, and of the Committee and of any committee or sub-committee of the Committee.
62. The Committee shall cause such minutes to be retained for at least 10 years from their date of creation.

### **EXECUTION OF DEEDS**

63. Every instrument which is required to be executed as a deed under seal shall be signed by a Committee Member and shall be countersigned by a second Committee Member. The Association shall not maintain a common seal.

### **SECRETARY**

64. Subject to Articles 4 and 5 and the other provisions of these Articles, the Secretary shall be appointed by the Committee for such time, at such remuneration and upon such conditions as the Committee thinks fit, and any Secretary so appointed may be removed by the Committee. The person so appointed shall be deemed to be the Secretary for the purposes of the Ordinance and these Articles. The Secretary does not become a Committee Member by virtue of his office, and if the Secretary is a Committee Member, his term of service shall be subject to Article 51.

### **PROCEEDINGS OF THE COMMITTEE**

65. The Committee may meet and regulate its business as it thinks fit.
66. The quorum for a meeting of the Committee shall be 4, of whom at least 2 shall be Parent Members. If, within half an hour from the time appointed for the meeting, a quorum is not present, the meeting shall be adjourned to such other day, time and place as those present may determine.
67. Questions arising at any meeting of the Committee shall be decided by a majority of votes. In the case of an equality of votes, the chairman of the meeting shall have a second or casting vote.

68. The Chairman or a Committee Member may, and the Secretary at any time, on the requisition of a Committee Member, shall, convene a meeting of the Committee.
69. The continuing Committee Members may continue to act, and to carry out all the functions of the Committee notwithstanding any vacancy, but if and so long as their number is reduced below the minimum number fixed by or pursuant to these Articles, the continuing Committee Members may act for the purpose of appointing any additional Committee Member willing to act or summoning a general meeting of the Association to appoint additional Committee Member but for no other purpose.
70. The Chairman or, in his absence, the vice chairman (if any) of the Committee shall preside as chairman at all meetings of the Committee. If there is no such Chairman or vice chairman, or neither the Chairman nor the vice chairman is present within 15 minutes after the time appointed for holding the same, or if neither of them is willing to act, the Committee Members present shall choose one of their number to be chairman of the meeting.
71. A resolution in writing (which shall include a facsimile letter) signed by all Committee Members for the time being shall be as effective as a resolution passed at a meeting of the Committee duly convened and held and may consist of several documents, each signed by one or more of the Committee Members.
72. All acts done at any meeting of Committee or of a committee or sub-committee of the Committee or by any person acting as a Committee Member shall, notwithstanding that it may afterwards be discovered that there was some defect in the appointment of any such Committee Member or person acting as aforesaid or that they or any of them were disqualified, be as valid as if every such person had been duly appointed and was qualified to be a Committee Member or a member of the relevant committee or sub-committee, as the case may be.
73. A meeting of the Committee or of a committee of the Committee may consist of a conference between Committee Members who are not all in one place, but of whom each is able (directly or by telephonic or other electronic communication) to speak to each of the others, and to be heard by each of the others simultaneously. Such participation shall be deemed to constitute presence in person at such meeting for all purposes including that of establishing quorum. Such a meeting shall be deemed to take place where the largest group of those participating in the conference is assembled, or, if there is no such group, where the chairman of the meeting then is.

#### **DISQUALIFICATION OF COMMITTEE MEMBER**

74. The office of a Committee Member shall be vacated if such member:-
  - (a) holds any office of profit under the Association; or

- (b) becomes bankrupt or makes any arrangement or composition with his creditors generally; or
- (c) becomes prohibited by law or court order from being a director of a company; or
- (d) becomes of unsound mind; or
- (e) resigns his office by notice in writing to the Association; or
- (f) shall for more than 3 months have been absent without permission of the Committee from meetings of the Committee held during that period.

A Committee Member who is interested in any transaction, arrangement or contract or proposed transaction, arrangement or contract to which the Association is or is proposed to become a party shall disclose the nature and extent of his interest in accordance with the applicable laws. A Committee Member shall not be entitled to vote in respect of any transaction, arrangement or contract or proposed transaction, arrangement or contract in which he is interested or any matter arising therefrom. If he does so vote, his vote shall not be counted. Despite the foregoing, such a Committee Member shall be counted in the quorum present at the meeting at which such transaction, arrangement or contract or proposed transaction, arrangement or contract is considered.

### **ACCOUNTS**

75. The Committee shall cause proper books of account to be kept, published and made open to inspection and appoint auditors, in each case in accordance with the provisions of the Ordinance.

### **NOTICES**

76. A notice may be served by the Association upon any Member by any of the following methods:- (a) personal delivery at or by sending it through the post to the address of the Member appearing in the Register (which shall be an address in Hong Kong); (b) facsimile transmission to the fax number last notified to the Association; (c) e-mail transmission to the email address last notified to the Association; (d) delivery through the School or the Students; and (e) any other lawful and reasonable means as the Committee may from time to time determine. Notices to different Members may be served by different methods as decided by the Committee based on the contact details provided by such Member. In the case of the service of notice by post, it shall be deemed to have been served on the third day following that on which the letter containing the same is put in the post. In the case of personal delivery or a facsimile or email transmission, it shall be deemed to have been served at the time of despatch. In the case where the notice is given through the School or the Students, it shall be deemed to have been served on the date of the notice. No acknowledgement of

receipt shall be required. In respect of any other modes of service, the notice shall be deemed to have been served on such date as reasonably decided by the Committee.

### **INDEMNITY**

77. Each Committee Member, and any officer, servant or agent for the time being of the Association shall be indemnified out of assets of the Association against any liability incurred by him in the proper and reasonable discharge of his duties in relation to the Association in defending any proceedings, whether civil or criminal, in which judgment is given in his favour or in which he is acquitted or in connexion with any application under Sections 902 to 904 of the Ordinance in which relief is granted to him by the court provided further that none of the assets of the Association shall be applied either directly or indirectly in payment of the whole or part of any fine or penalty imposed in criminal proceedings or any sum payable by way of penalty in respect of non-compliance with any requirement of a regulatory nature.
78. In furtherance of the objects of the Association but not otherwise, the Committee may purchase and maintain appropriate insurance policies (including, without limitation, directors' and officers' liability insurance) for any Committee Member in respect of his potential liability arising from negligence, default, breach of duty or breach of trust (except for fraud) in relation to the Association or associated company or any liability incurred by the Committee Member in defending any proceedings (whether civil or criminal) taken against the Committee Member for any such matters or fraud.

### **WINDING UP**

79. The Association may be voluntarily dissolved by a special resolution passed at a general meeting.

### **AMENDMENT OF ARTICLES**

80. These Articles may be amended from time to time by a special resolution passed at a general meeting.

### **ESF ORDINANCE**

81. The Association shall comply with the provisions of the ESF Ordinance to the extent that they are applicable to the Association, and be guided by the ESF Code of Conduct and ESF School Councillors' Handbook. If there is any inconsistency between these Articles and the ESF Ordinance, ESF Code of Conduct or ESF School Councillors' Handbook, on the recommendation of the Committee, the Association shall do such acts and pass such resolutions as are



necessary to remove such inconsistencies. If any dispute shall arise as to the voting right of any person or the eligibility of any Member nominated for election or in relation to any provisions in these Articles, the Committee shall decide the issue in consultation with the Principal and the decision of the Committee shall be final and binding on all Members provided that such decision is not inconsistent with the ESF Ordinance.

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**Names, Addresses and Descriptions of Subscribers**

(Sd.) James Beresford Griffiths

James Beresford Griffiths  
50<sup>th</sup> Floor, Bank of China  
Tower 1 Garden Road  
Central Hong Kong

Solicitor

Dated the 13<sup>th</sup> day of June 2008

WITNESS to the above signatures:

(Sd.) Anna Pauline Howell

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Name : Anna Pauline Howell  
Address : 23<sup>rd</sup> Floor, Gloucester Tower  
15 Queen's Road  
Central Hong  
Kong  
Occupation : Solicitor

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