

**CONSTITUTION  
OF  
THE HONG KONG PRIMARY NATIVE-SPEAKING  
ENGLISH TEACHERS FORUM**

**Part 1 – Preliminary**

**1. Definitions**

1.1 In this Constitution –

“Agency NET” means Native-speaking English teacher employed by an agency whether or not job duties are carried out within a school;

“AT” means Advisory Teacher working within the EDB’s NET Section Advisory Teaching Team;

“Constitution” means constitution of the HKPNETs Forum;

“DSS NET” means a NET employed in a Direct Subsidy Scheme school;

“EDB” means the Hong Kong Special Administrative Region Government Education Bureau;

“ENET Scheme” means the EDB’s Enhanced NET Scheme in Secondary Schools as operated in aided, special, caput or government secondary schools;

“ePortal” means a one-stop online portal facilitating the objects of the HKPNETs Forum via a virtual staff room and multiple resource libraries;

“eVote” means an online vote conducted via ePortal;

“Ex-PNET Member” means member of the HKPNETs Forum who became a Member whilst a PNET but is no longer a PNET;

“HKPNETs Forum” means the Hong Kong Primary Native-Speaking English Teachers Forum;

“Member” means someone who is a member of the HKPNETs Forum but is not an Ex-PNET Member;

“NET” means Native-speaking English teacher;

“NET Scheme” means the EDB’s NET Scheme in Primary Schools as operated in aided, special or government primary schools;

“person-in-charge” means the person nominated as the person in charge during society registration;

“PNET” means primary native-speaking English teacher working within the NET Scheme as part of the staff establishment funded via the EDB’s Salaries Grant;

“RNC” means Regional NET Co-ordinator working within the EDB’s NET Section Regional NET Coordinating Team;

“School-paid NET” means native-speaking English teacher employed by and funded by a school, not employed as part of the staff establishment funded via the EDB’s Salaries Grant;

“SNET” means secondary native-speaking English teacher working within the ENET Scheme as part of the staff establishment funded via the EDB’s Salaries Grant;

“Societies Ordinance” means the Societies Ordinance (Cap. 151) (as may be amended from time to time) and, unless the context otherwise requires, all subsidiary legislation made under the Ordinance.

## **2. Objects of the HKPNETs Forum**

2.1 The objects of the HKPNETs Forum are to –

- (a) facilitate a friendly exchange of ideas, resources, frustrations, humour and advice between PNETs;

- (b) represent the views and interests of PNETs in Hong Kong;
- (c) promote professional discussion and collaboration, and the sharing of ideas, resources and experiences.

### **3. General provisions and duties**

3.1 The HKPNETs Forum shall be registered as a society under the Societies Ordinance and shall make certification of registration available for public inspection via ePortal.

3.2 To comply with the Societies Ordinance the office bearers nominated during society registration shall bear the following obligations –

- (a) to inform the Commissioner of Police of any changes to registration information within one month of change; and
- (b) on failing to do so, be liable on summary conviction to a fine of \$10,000 unless he/she establishes to the satisfaction of the court that he/she has exercised due diligence to ensure compliance with Section 10 of the ordinance by the society and that such failure has occurred for reasons beyond his/her control;
- (c) to inform the Commissioner of Police of any decision to dissolve the HKPNETs Forum not later than the expiration of one month after dissolution has taken place;

3.3 To comply with the Societies Ordinance an office bearer shall be nominated the ‘person in charge’ during society registration and shall bear the following obligations –

- (a) be the ex-officio person-in-charge;
- (b) comply with all obligations stated in paragraph 3.2;
- (c) relay promptly to Members any communications received in regard

to society registration.

#### **4. Amendment of constitution**

4.1 A Member may propose that this Constitution be amended.

4.2 The proposal has no effect unless it is –

- (a) in writing via ePortal and signed by the Member who makes the proposal; and
- (b) supported by a majority of Members' opinions.

4.3 As soon as practicable after a proposal is supported, the person-in-charge shall convene a Member eVote to decide whether the proposal is lodged.

4.4 The person-in-charge shall give written notice of the eVote to all Members via ePortal not later than 28 days before the deadline for casting of votes. A copy of the proposal shall be attached to the notice.

4.5 The quorum for the eVote shall be not less than 25% of all Members.

4.6 If the proposal is supported by the majority of Members in the eVote, an amendment to the Constitution shall be lodged and shall come to effect one month after it is so lodged.

### **Part 2 – Composition of the HKPNETs Forum**

#### **5. Membership of the HKPNETs Forum**

5.1 Professionals employed as PNETs working full-time within the EDB's NET Scheme in Primary Schools as operated in aided, special or government primary schools who are willing to abide by the rules of the HKPNETs Forum shall be eligible to join the HKPNETs Forum as Members.

5.2 An application for admission to the HKPNETs Forum shall be made via ePortal in the first instance. When it is established that the applicant is eligible

for membership, the applicant shall become a full member of the HKPNETs Forum.

5.3 School-paid NETs, Agency NETs, SNETs, ATs, RNCs, DSS NETs, NETs employed in the private schools sector or any teacher or teaching assistant who is not a PNET shall not be eligible to join the HKPNETs Forum as a member.

5.4 Honorary, life-time or temporary membership shall not be granted.

## **6. Term of office of members**

6.1 Members shall continue to be members of the HKPNETs Forum for as long as they are eligible.

6.2 Any Member who is no longer employed as a PNET working full-time within the NET Scheme shall cease to be a full member of the HKPNETs Forum and shall instead be an Ex-PNET Member.

## **Part 3 – Role of members and nomination and election of Members’ representatives**

## **7. Role of members of the HKPNETs Forum**

7.1 The Members as a whole shall be responsible for –

- (a) abiding by the Constitution and rules of the HKPNETs Forum.

## **8. Nomination and election of Members’ representatives**

8.1 The nomination and election of persons for appointment as Members’ representatives shall be conducted in accordance with paragraph 19.

## **Part 4 – Office bearers of the HKPNETs Forum**

### **9. Office bearers**

9.1 Apart from the person-in-charge, there shall be the following office bearers of the HKPNETs Forum –

- (a) Representative Committee Chair; and
- (b) Representative Committee Co-chairs.

9.2 Subject to the general provisions and duties outlined in paragraph 3.2, the person-in-charge shall be the Representative Committee Chair and shall appoint the Representative Committee Co-chairs.

### **10. Term of office, removal from and vacation of office**

10.1 An office bearer shall hold office for one year.

10.2 Any office bearer may be removed from office by a majority of all the Members expressed by eVote.

10.3 An office bearer vacates office when –

- (a) the office bearer's term of office expires; or
- (b) the office bearer resigns from office; or
- (c) the office bearer ceases to be a Member.

### **11. Functions of office bearers**

11.1 The Representative Committee Chair and Co-chairs shall be responsible for –

- (a) attending meetings held between the HKPNETs Forum and representatives of organisations associated with the NET Scheme; and
- (b) undertaking liaison activities commensurate with the objects of the HKPNETs Forum.

## **Part 5 – Meetings and proceedings of the HKPNETs Forum**

### **12. Number of meetings**

12.1 The businesses of the HKPNETs Forum shall primarily be conducted via ePortal.

12.2 The Representative Committee shall meet for purposes of liaison as the need arises, typically once or twice in any school year.

### **13. Convening of meetings**

13.1 The Representative Committee Chair may convene a meeting of the Representative Committee by notice to Members via ePortal.

13.2 A notice of meeting shall –

- (a) be accompanied by the agenda of the meeting; and
- (b) except in cases of emergency, be given to all Members by not later than fourteen days before the date specified for the meeting.

### **14. Agenda**

14.1 The agenda of a meeting shall be known as the List of Items for Discussion.

14.2 Any Member may suggest an item for inclusion on the agenda of a meeting.

### **15. Quorum**

15.1 The quorum for a Representative Committee meeting is not less than half of all committee office bearers.

15.2 If no quorum is formed at the end of 30 minutes after the time appointed for a meeting, the meeting shall stand adjourned, to be held at such time and place as the Representative Committee Chair may specify.

## **16. Proceedings of meetings**

16.1 The Representative Committee Chair shall preside at meetings of the Representative Committee.

## **17. Transaction of business by circulation of papers**

17.1 Businesses of the Representative Committee may be transacted by circulating papers amongst Members via ePortal.

## **18. Minutes of meetings**

18.1 A Representative Committee Co-chair shall be nominated responsible for the taking and keeping of minutes of every meeting. In particular, the discussions, decisions and follow-up actions shall be recorded.

18.2 The minutes of a meeting shall be made available for review to all meeting attendees.

18.3 On completion, minutes of every meeting shall be made available for public inspection via ePortal.

## **Part 6 – Committees**

### **19. Representative committee**

19.1 The Representative Committee of the HKPNETs Forum shall be composed of the following members –

- (a) one Representative Committee Chair; and
- (b) a maximum of five Representative Committee Co-chairs.

19.2 The Representative Committee shall include, as far as possible, a full cross-section of PNETs and the environments in which they teach: schools from 6-30 classes in size; the four geographical catchment areas; the four main NET Scheme recruitment categories; English and Chinese medium of instruction; NET Scheme experience from 2-12 years.



19.3 Only Members may be appointed to the Representative Committee.

19.4 Any Member may nominate candidates for appointment to the Representative Committee. Nominated candidates must be elected in that behalf by a majority of Members in an election conducted by eVote.

## **Part 7 – Miscellaneous**

### **20. eVote requirements**

20.1 An eVote shall comply with the following requirements –

- (a) the vote shall be conducted by voting by secret ballot; and
- (b) each Member has one vote; and
- (c) the time allowed for votes to be cast shall be not less than three weeks; and
- (d) a quorum shall be not less than 20% of all Members.

### **21. Members to act on an honorary basis**

21.1 The HPNETs Forum shall not provide any Member with any remuneration.