

Stewards Pooi Kei College

Co-curricular Activities Team

Regulations for CCA School Teams and CCA Interest Clubs

I. Definition of Teams and Clubs

All student activities and service units are divided into 3 types, which are 'CCA School Team', 'CCA Interest Club', and 'School Service Team'

II. Position of CCA School Teams and CCA Interest Clubs

CCA School Teams are the school representatives that strive for excellent achievements in athletics, music, languages and community service (i.e. uniform groups). Through trainings and participations in different events, students' sense of belongings towards school will be raised.

CCA Interest Clubs are to foster students' interest in different aspects by providing **at least 8 hours** of activities / meetings / functions to students throughout the year.

School Service Teams are to cultivate students' sense of belongings towards school by regular in-school service. All teams will **directly report** to the corresponding school administration teams (Character-building Team, Career Guidance Team, Discipline and Counseling Team, Publication Team, Spiritual Formation Team, English Department, Putonghua Department and School Library etc.), according to their natures.

III Regulations

A. Guidelines for Team and Club Committees

1. In general, the committee is composed of at least 5 members, namely:

- Chairperson
- Vice-chairperson
- Secretary
- Financial Secretary
- General Secretary
- The committee may also include other posts like Publication Secretary, Welfare Secretary and other committee members

2. Definition and main duties of each post:

2.1. All committee members are role models and representatives of SPKC, in or outside campus.

2.2. All committee members should attend all the committee meetings. Apologies for absence should be made to the Chairperson and Secretary at least 1 day prior to the meeting.

2.3. All committee members should enact the duties assigned to his / her post:

Chairperson

The Chairperson is the person who makes sure the committee runs as a team smoothly and to arrange a year's meeting dates in advance. He / She has to coordinate the planning of activities and ensure the objectives of the club are fulfilled.

Duties of Chairperson before meetings:

- To reserve a venue for meeting.
- To prepare agendas in consultation with the Secretary before the meeting.
- To send out the minutes of the last meeting.

Duties of Chairperson at meetings:

- To conduct the meeting in a manner that enables everyone to have the right to speak.
- To conduct the meeting according to the agenda.
- To summarize what has been said.
- To move to a vote if necessary.
- To bring the discussions back to the important issues.
- To ensure effective committee meeting, no committee meeting should last longer than 2 hours.

Duties of Chairperson outside meetings:

- To be responsible for the club's administration.
- To ensure the activities held are smooth and effective.
- To cooperate with Vice-chairperson who shares the workload of Chairperson.
- To cooperate with Financial Secretary so as to ensure the finance of the club is carried out according to the wishes of members.
- To communicate with all the committee members.
- To monitor the performance of the committee members according to their duties, to make sure they are carrying out their responsibilities.
- To treat all the committee members in a fair manner.

Vice-chairperson

The vice-chairperson is the person who assists the Chairperson in all the duties. He / She has to take up all the responsibility of Chairperson when the Chairperson is not available.

Secretary

The Secretary is the person who helps the chairperson plan meetings and deal with the club's correspondence.

Duties of Secretary:

- To ensure all the meeting agendas are drawn up and sent out in advance in consultation with the Chairperson.
- To take and distribute minutes of the meetings.
- To deal with correspondence promptly.
- To be able to sent out any information to public.
- To make sure all the documents are in correct format, easy to read and try his / her best to proofread all the documents.
- To keep all the past and present documents of the club.

Guidelines on taking minutes:

- To list those members who are at the meeting and record the apologies from those not attending.
- To follow the order of the agenda, give each section a sub-heading and write in separate paragraphs per topic.
- To state the main issues and decisions made.
- Do not take sides when recording a discussion, try to be objective.
- To record the full text of motions, if a vote is taken.
- To write up the minutes within 2 weeks after the meeting.
- To sign for and to have Chairperson signed the minutes written.
- To send out the minutes to committee members.

Financial Secretary

Financial Secretary is the person who is responsible for all income and expenditure of the club. He / she has to manage the club's finance.

Duties of Financial Secretary:

- To draft the budget for the club activities throughout the year.
- To ensure the money is wisely spent.
- To approach companies and people for sponsorship if necessary.
- To record any transactions made.
- Receipt
 - To keep one copy of receipt for club reference
 - To give another copy to the payee
 - To give the committee regular financial reports.
 - To prepare an annual financial report after all the activities finish.

**Financial Secretary is strongly advised to keep the club fee separate from personal money.*

General Secretary

General Secretary is the person who takes up all the general affairs. If a club does not have Publication Secretary or Welfare Secretary, the General Secretary has to take up all the assigned duties of them, in addition to his / her duties.

Duties of General Secretary:

- To prepare all the stationery, materials or any necessary tools before any club activities.
- To manage the club's assets (e.g. equipment, materials, etc.) except finance.

- To be the person-in-charge of the venue setup of the club activities.
- To assign students to tidy up the venue after the club activities finish.
- To work closely with all the committee members so as to ensure the activity is held smoothly.

Publication Secretary

Publication Secretary is the person who is responsible for all publications of the club.

Duties of Publication Secretary:

- To promote the club in Club Promotion Period.
- To decorate the club's board.
- To design any poster, public documents whenever possible.

Welfare Secretary

Welfare Secretary is the person who is responsible for maintaining the harmony within the clubs, with other clubs or organizations.

Duties of Welfare Secretary:

- To organize bonding activities for all club members.
- To make sure the club is in harmony with other clubs or organizations.

Other committee members

Duties of other committee members:

- To participate fully in all committee work.
- To contribute to the committee meetings.
- To vote on motions.
- To support the committee's work and activities.

3. Any club activity listed in the year plan must be approved by CCA Team.
4. Any club with **less than 10 members** will be **cancelled**.
5. The income and expense in the budget plan should be balanced, if there is any inquiry, please contact **CCA Team Head**.
6. Regular Club Committee meetings should be held to discuss the activities to be held. Agenda should be prepared before the meeting by Chairperson and any action taken at the meeting should be documented in the minutes by Secretary and is subject to be reviewed by the club advisor and CCA team teachers.

7. Documents Submission

7.1. Committee members should submit a year plan, budget plan and general information form to the club advisor in late September.

7.2. Committee members should submit an agenda to the club advisor at least 1 day before a meeting is held.

7.3. Committee members should submit a meeting minutes to the club advisor within one week of the meeting is held.

7.4. An evaluation report should be submitted to the club advisor within one week of the last club activity.

7.5. An Annual Financial Report should be submitted to the club advisor after all the club activities finish.

8. Club Promotion

8.1 Committee members should have promotion for their clubs. Below are some suggested promotion methods:

- Promotion in morning assembly
- Promotion in classroom (during CTP)
- Promotion at lunchtime

- Posters
- Promotion Counter

8.2 NO promotion or briefing is allowed **during morning reading period**.

8.3 Committee members should follow the language policy in school strictly.

9. Notification for Outing in Rural Area

All club / team outings in rural area should be reported to CCA Team Head and the police by filling in 'Notification Form for School Outing in Rural Area', which is available in Staff Room and General Office.

10. CCA Suspension period

9.1 All club / team activities will be suspended one week before any Uniform Tests or Examinations.

9.2 As Christian belief is the first priority of the school, please AVOID organizing any CCA activity **on Sundays**.

11. Resignation of Committee Membership

Any committee member should not withdraw from the committee unless a sound reason is provided, e.g. health problems. A written resignation letter must be provided to the club advisor, which will then be handled by CCA Team Head.

12. Expulsion of Committee Membership

Expulsion of committee membership shall be imposed only upon (a) he / she does not bear his / her responsibilities in the committee; and (b) teacher's verbal and written warnings; and (c) a two-thirds vote of the committee of the club.

B. Regulations for Membership

1. To maintain membership in a club / team, a student must adhere to all regulations
2. All students participating in co-curricular activities must follow the guidelines where applicable, as set forth by the CCA team.
3. Members are responsible to attend every training or meeting to ensure effective learning and proper club / team operation once students are enrolled into a team / club.
4. Any student involved in any club activity is under the jurisdiction of the school. Any behaviour deemed to be improper during club activities (either at school or off-campus) will be dealt according to the school rules. Penalties, including expulsion from club / team, could be administered if the severe misbehaviour is found.
5. Students may be excused from after-school tutorial or detention class to participate in co-curricular activities only if they meet one of the following requirements:
 - attend peak-season training for any inter-school competition with team / club advisor's written approval
 - attend any inter-school competition with team / club advisor's written approval
6. When absence from team / club meeting is necessary, the student has to fill in the **CCA Leave Application Form** taken from General Office and submit it to the team / club advisor at least 3 hours before the activity. For any sick leave, the student should submit the form to the team / club advisor within the first school day after his / her leave.
7. **A written warning** will be given for not reporting his /her absence by team /club advisor. **A minor-demerit** will be given to the student who has been absent for **3 times without prior notice**.
8. Should there be any financial difficulty in fee submission, student may take the form of **'Application for Financial Assistance in School Activities'** from General Office

and submit it to the team / club advisor. Student may be granted a half / full subsidy due to your mentioned reason.

9. Enrollment Schedule:

Item	Period
CCA School Team Screening Period	Early-Sep to mid-Sep
Screening Result Release	Mid-Sep to late-Sep
Teams and Clubs Promotion Period	Late-Sep to Early-Oct
E-class CCA Enrollment	Mid-Oct
Result Release	Late-Oct
1 st Club Meeting	Early-Nov