

聖羅撒幼稚園家長教師會 會章

1. 會名
「聖羅撒幼稚園家長教師會」(以下簡稱本會)
2. 會址
九龍界限街 104A
3. 宗旨
 - 3.1 促進學校與家庭間的緊密聯繫及合作，使家庭教育及學校教育能相輔相成，以達到聖羅撒幼稚園辦學團體（瑪利亞方濟各傳教修會）之教育理想。
 - 3.2 增進學校、家長、老師間之溝通及瞭解，並培養彼此間之友好關係。
 - 3.3 共同關心及合力改善學生的學習事宜。
 - 3.4 協助推廣合宜學校的課外活動。
4. 會員資格及會員之權利與義務
 - 4.1 會員分爲
 - 4.1.1 基本會員：(a)現就讀於本校的學生家長或監護人，自動成爲「基本會員」，須繳交會費。若會員有數子弟就讀本校時，其會員資格只作一單位計算。(b)離校的學生家長或監護人，均可選擇加入成爲「基本會員」，須繳交會費員。
 - 4.1.2 當然會員：凡本校現任校監、校長及教師均爲本會「當然會員」，不須繳交會費。
 - 4.1.3 名譽會員：凡離任校監、校長，均爲「當然名譽會員」。執行委員會（以下簡稱執委會）亦可邀請社會知名人士爲名譽會員。兩者均不須繳交會費。
 - 4.2 權利
 - 4.2.1 基本會員及當然會員享有出席會員大會、選舉、被選、動議、和議、表決及參加本會舉辦的一切活動之權利。
 - 4.2.2 名譽會員只享有動議權。
 - 4.3 義務
 - 4.3.1 家長及教師各派出代表出任執行委員會，以作出各項決定。
 - 4.3.2 各會員須履行及遵守本會會章內各項規則，並依從會議的決定。
5. 會費
 - 5.1 每位會員須於每年九月內繳交年費港幣\$100.00，並由本會司庫發回正式收據。
 - 5.2 所收會費將用作本會推行會務之經費。
 - 5.3 所有已繳交之年費概不退還。
 - 5.4 每年會費之調整得由執委會決定。

6. 組織

- 6.1 本會由全體會員及執委會組成。
- 6.2 本會會務由執委會負責推行，執委會透過選舉選出。執委會成員包括家長十一人、教師三人、校監及校長。
- 6.3 教師委員由校監薦任，家長委員則由會員以選舉選出。年中如有出現空缺，倘獲某會員同意，執委會以過半數通過，可委任該會員替補。
- 6.4 執行委員會的架構如下：

主席一人	:	由家長出任
副主席二人	:	由家長一人及校長/署理校長出任
秘書二人	:	由家長出任
司庫二人	:	由家長出任
聯誼四人	:	由家長三人及教師一人出任
總務二人	:	由家長一人及教師一人出任
學術二人	:	由家長一人及教師一人出任

校監為執委會當然委員，不擔任上述任何職位。
- 6.5 教師委員由校監於會員週年大會召開前委任。
- 6.6 除當然委員外，教師委員的任期可為一年或兩年，家長委員的任期俱為兩年。
- 6.7 家長執行委員可連選連任，但不能出任同一職位超過四年。
- 6.8 執委會有權為任何特定目的而邀請適合人士擔任顧問。
- 6.9 在會議表決時，若正反雙方之票數相同，則主席可投決定性一票或延後討論。
- 6.10 執委會每年最少開會三次，並須有過半數委員出席方為合法。
- 6.11 執委會之議決均以多數票議決。
- 6.12 倘任何執行委員經常不能出席週年會員大會和例會，即出席率低於 70%、或連續缺席三次例會、或不能負責籌辦活動、或暫時不能執行其職務、或行為失當者，執委會以書面通知及另選一會員代替。
- 6.13 執委會邀請義務稽核一人，於每學年年終審核本會一切賬目。
- 6.14 執委會須在每年八月籌備選舉事宜。
- 6.15 執行委員工作為義務性質，不能要求任何形式之報酬。
- 6.16 各項活動總負責人（執行委員擔任）必須在活動前定時匯報籌備進度、工作安排、有關事項和籌辦活動會議記錄；及活動完結後在例會時作活動報告和檢討。

7. 家長執行委員之選任

- 7.1 執行委員人選產生後，須於七日內進行互選。互選後七日內新舊執行委員須完成職權移交，同時將執行委員名單呈報社團註冊處。
- 7.2 每次選舉前由主席先委任兩名核票員。
- 7.3 每次投票，各會員應在候選人中選出最多十一人，以最高票數之十一人當選。如有超額，票數相同者應在週年會員大會再作另一次投票，以得票最多者當選。若票數仍然相同，主席應再投一決定票。
- 7.4 倘若候選人超過十一位，在投票中落選的候選人將成為候補執委會成員，得票最多的落選者為第一候補執委會成員，如此類推。執委會任何成員（主席除外）若在任期內離任，該空缺將由候補執委會成員補上。

7.5 每次派發下屆侯選名單投票通告或召開週年會員大會通告時，須附現任各位家長執行委員參與週年會員大會和例會出勤表，給會員作參考。

8. 執委會之職權

- 8.1 主席 (甲) 負責召開及主持週年會員大會或特別會員大會，及執委會會議。
(乙) 負責執行會員大會及執委會之議決。
(丙) 負責會務之推行及文件之簽署。
(丁) 代表家長向校方提供意見，但不能超越校長或教育署長職權之範圍。
- 8.2 副主席 輔助主席推行會務，於主席缺席或離職時，第一副主席將代行其職權。
- 8.3 秘書 負責一切文書工作及保存會議記錄。每次會議後，於十四天內完成是次會議記錄交執委會修改。通告草擬及附件，於派發日七天前交執委會修改。
- 8.4 司庫 負責本會各項收支賬目，於執委會會議上報告財政狀況，並須在週年會員大會呈報已經稽核之財政報告。
- 8.5 聯誼 負責本會各項聯誼活動之籌備工作。
- 8.6 總務 負責協助推行本會一切會務。
- 8.7 學術 負責本會各項學術活動之籌備工作。

9. 週年會員大會

- 9.1 週年會員大會為本會最高權力組織，其權力包括選舉、委任、解散、罷免、審查及通過執委會提交之全年工作報告各位家長執行委員參與週年會員大會和例會出勤表、財政報告；來年工作大綱及財政預算。
- 9.2 週年會員大會須於每學年初盡早舉行，最遲不能延至每年十二月三十日，日期由執委會決定。會議通告及議程在大會舉行前十四天發出。
- 9.3 會員有任何討論事項欲列入週年大會議程，須於十四天前提交執委會。
- 9.4 週年會員大會之法定人數為五十人或當年基本會員及當然會員總數之五分一或以上（取其較少者為準）。除為解散本會而召集之大會外，所有議案均以多數票取決。會議主席有投票權，並應在兩方票數相等時再投一決定票，在任何會議中投票人不能授權代表投票。
- 9.5 如週年會員大會召開時，出席者不足法定人數，則會議延期舉行，再次開會時以該次出席人數為法定人數。
- 9.6 特別會員大會可由執委會召開，或由半數以上之會員聯署，書面要求主席召開。主席接獲要求後，須於十五天內召開大會，而大會討論及表決之事項只限於聯署信內所列明之項目。法定人數及通知會員出席會議之方法如週年會員大會，但會議通告及議程可於會議召開前一星期發出。

10. 財政

- 10.1 本會財務支出不能超過每年所收之經費。
- 10.2 司庫負責彙集會費及其他收入，存入本會指定之銀行。支取款項支票須經兩人簽署（即司庫一人或副主席一人及主席。）方能生效。
- 10.3 執委會有權酌情決定從本會的款項中，撥出某數目與慈善機構或學校，作適當用途。

- 10.4 本會財政司庫負責出納核數，並於執委會會議時報告本會的財政狀況。
- 10.5 財政年度由每年九月一日至翌年八月三十一日止。

11. 會章之修改及本會之解散

- 11.1 除本章第一、二兩項外，本會會章可在會員大會或特別大會中提出修改，但須得出席會員半數以上投票通過方為有效。
- 11.2 本會章如有任何修改，文書須於一個月內向社團註冊處呈遞草章，亦依據現行社團法例呈請批准。
- 11.3 本會之解散基於以下之情況：
 - (甲) 若有三分二會員同意解散；或
 - (乙) 校董會審議本會之活動或措施遇有違背本校辦學宗旨時，校董會有權動議解散本會。
- 11.4 如本會解散，所有資產須交由校方處理，惟其用途則應與本校宗旨相符。

12. 附則

- 12.1 本會不能干涉學校行政。
- 12.2 本會不受理家長，會員和教職員之間糾紛。
- 12.3 假如會章有任何部份的意義顯得不明確，執委會保留一切詮釋的權利。
- 12.4 會章內容一切以中文詮譯為準。

(本會章於二零零三年十月二十五日、二零零五年十月十五日、及二零零六年十月十四日、及二零零八年十月十一日舉行之週年會員大會中修訂。)

**Constitution of
St. Rose of Lima's Kindergarten
Parent-Teacher Association**

1 NAME

St. Rose of Lima's Kindergarten Parent-Teacher Association (hereafter referred to as the Association)

2 ADDRESS

104A Boundary Street, Kowloon

3 AIMS

- 3.1 To promote the close liaison and cooperation between the School and parents, through fostering the family education and school education, so as to achieve the education goals of St. Rose of Lima's Kindergarten (hereafter referred to as the Kindergarten).
- 3.2 To improve the communication and understanding amongst the Kindergarten, parents and teachers, and to enhance the relationship between parents and teachers.
- 3.3 To work together in enhancing the learning environment and effectiveness for the students.
- 3.4 To promote and arrange for suitable extra-curricular activities.

4 MEMBERSHIP, RIGHTS AND OBLIGATIONS

4.1 MEMBERSHIP

- 4.1.1 Ordinary members: (a) Parents or guardians of students enrolled in the Kindergarten are default members and shall pay an annual membership fee. Students with siblings studying at the Kindergarten are counted as one membership. (b) Those graduated from the Kindergarten can choose to join as members. Ordinary members shall pay an annual membership fee.
- 4.1.2 Ex-officio members: Supervisor, Principal and all teachers of the Kindergarten. The ex-officio members are exempted from the membership fee.
- 4.1.3 Honorary ex-officio members: Former supervisors and principals of the Kindergarten. The Executive Committee possesses the right to invite the celebrities of the community to be the honorary ex-officio members. Honorary ex-officio members are exempted from the membership fee.

4.2 RIGHTS

- 4.2.1 Ordinary members and the ex-officio members shall have the rights to elect and to be elected as office-bearers of the Executive Committee of the Association, to propose and vote at all general meetings of the Association. Ordinary and the ex-officio members have the right to participate in all activities of the Association.
- 4.2.2 Honorary ex-officio members shall only have the right to propose motions in the meetings.

4.3 OBLIGATIONS

- 4.3.1 Parents and teachers should elect representatives to attend the meetings of the Executive Committee,

so that the Association can make decisions over the motions tabled in the meetings.

4.3.2 All members should follow and execute the rules stated in the constitution, and follow the decisions made at the Annual General Meetings.

5 MEMBERSHIP FEE

5.1 Each member should pay the annual membership fee of HK\$100 in September of each calendar year. The Treasurer of the Executive Committee will issue the official receipt upon the receipt of the membership fee.

5.2 The membership fees will be used to finance the activities of the Association.

5.3 The membership fee is non-refundable in all circumstances.

5.4 The Executive Committee reserves the right to adjust the membership fee.

6 ORGANIZATION

6.1 The organization of the Association is composed of all members and members in the Executive Committee.

6.2 The Executive Committee is responsible for executing the activities of the Association. The members of the Executive Committee are selected from ordinary members through the election. The Executive Committee shall comprise 11 parents, 3 teachers, the Supervisor and the Principal of the Kindergarten.

6.3 The teacher members are recommended by the Supervisor, parent members are elected anonymously from the election. If there is a vacancy of the Executive Committee arising in the middle of the academic year, the Executive Committee reserves the right to vote by majority within the Executive Committee in appointing a certain member of the Executive Committee to take up that particular post.

6.4 The Executive Committee comprises the following office bearers:

President (1 person): 1 parent

Vice President (2 persons): 1 parent and the Principal/Acting Principal

Secretary (2 persons): 2 parents

Treasurer (2 persons): 1 parent and 1 teacher

Liaison Officers (4 persons): 3 parents and 1 teacher

Admin Officers (2 persons): 2 parents

Academic Officers (2 persons): 1 parent and 1 teacher

The Supervisor is the ex-officio member of the Executive Committee and she is non-office-bearing.

6.5 Teacher members of the Executive Committee are appointed by the Supervisor before the Annual General Meeting.

6.6 With the exception of the ex-officio members of the Executive Committee, the term of the teacher office bearers of the Executive Committee can be either one or two years, while the term of the parent office bearers shall be two years.

6.7 The parent members of the Executive Committee have the right to be re-elected, but the term of the office bearing for the same position shall not exceed four years.

6.8 The Executive Committee shall have the right to invite appropriate people to be the consultants of designated projects.

6.9 During the voting of the motion, if the number of votes received from the pro and the con side are the same, the President can make the final vote or defer the motion for later discussion.

- 6.10 The Executive Committee shall meet at least 3 times per year, there shall be more than half of the members of the Executive Committee attending each meeting.
- 6.11 The motions of the Executive Committee shall be ruled by the majority.
- 6.12 If any of the Executive Committee member cannot attend the meetings or the Annual General Meeting on a regular basis (i.e. with overall attendance less than 70%, absence in meetings for three consecutive times, failing in organizing any activity, temporarily not being able to take up his/her capacity as the Executive Committee member or misbehavior), the Executive Committee has the right to elect another member to replace him/her by written notification.
- 6.13 The Executive Committee shall invite a voluntary auditor to audit the financial statements of the Association at the end of each academic year.
- 6.14 The Executive Committee shall prepare for the election matters in August of each calendar year.
- 6.15 All Executive Committee members shall work on a voluntary basis and are not entitled to remuneration of any kind.
- 6.16 Activity-in-charge (should be the Executive Committee member) must report to the Executive Committee on a regular basis the progress of the activity, details of the arrangements, relevant minutes of the activity sub-group meetings, and to report the activity execution and feedback to the Executive Committee in the regular Executive Committee meeting.

7 ELECTION OF THE PARENT MEMBERS IN THE EXECUTIVE COMMITTEE

- 7.1 Once the parent members of the Executive Committee are elected, the members shall vote for the positions internally. The handover of the new and old Executive Committees shall be completed within 7 days after the internal election. The new Executive Committee shall apply to the Societies Office of the Hong Kong Police Force.
- 7.2 The President shall appoint 2 auditors before the election to ensure that the election is done in a fair and open manner.
- 7.3 In the first round of election, the top 11 candidates with the maximum number of votes shall be elected as the office bearers of the next Executive Committee. If the 11th position is taken up by 2 or more candidates with the equal number of votes, there should be the second round of election in the Annual General Meeting. The candidate with more number of votes shall be elected. If the number of votes are still the same in the second round of election, the President shall take the final vote.
- 7.4 If there are more than 11 candidates running for election, those not being elected as the office bearers of the new Executive Committee will automatically become the standby Executive Committee members. For any reason that any of the office bearers of the Executive Committee (except for the President) cannot complete the term, the standby Executive Committee member will take up the vacant position. The standby member with the highest number of votes in the election will be the first one to be appointed, and so forth.
- 7.5 In the notice about the upcoming Annual General Meeting or the election of new Executive Committee, an appendix showing the attendance record of the serving Executive Committee members in the regular meetings and the Annual General Meeting should be attached for members' reference.

8 ROLES AND RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE MEMBERS

- 8.1 President
- (a) Calling and moderating at the Annual General Meeting, Extraordinary General Meeting and Executive Committee meeting.
 - (b) Implementing the decisions of the General Meeting and Executive Committee meeting.
 - (c) Promoting the activities of the Association and signing the official documents of the Association.
 - (d) Representing the parents to give advice for the Kindergarten's reference, but not overruling the roles of the Principal or Director of Education Department.
- 8.2 Vice President – Assisting the President in executing the activities of the Association. In the absence of the President, the 1st Vice President shall deputize the work of the President.
- 8.3 Secretary – Taking minutes and records of all meetings and be responsible for all the paper work. The first draft of the minutes must be circulated for members' comments within 14 days after the day of meeting. He/she should also be responsible in drafting all notices and their associated appendices. Draft notices must be ready for members' comments at least 7 days prior to the date of distribution of the notice.
- 8.4 Treasurer – Preparing the general ledger of the Association, reporting the financial status of the Association at the Executive Committee meeting, presenting the audited financial statement at the Annual General Meeting.
- 8.5 Liaison Officer – Organizing the liaison activities.
- 8.6 Admin Officer – Helping out the miscellaneous duties of the Association.
- 8.7 Academic Officer – Organizing the academic activities.

9 ANNUAL GENERAL MEETING

- 9.1 The Annual General Meeting represents the supreme power of the Association, including election, appointment, dissolution, surveillance, and endorsement of the Annual Report and Financial Statement, Agenda for next year and the Budget.
- 9.2 The Annual General Meeting shall be held as soon as practicable in the beginning of each academic year, but before 31st December of the calendar year, exact date is to be decided by the Executive Committee. The Notice and the Agenda for the Annual General Meeting shall be published 14 days before the Annual General Meeting.
- 9.3 All agenda items raised by the members shall reach the Executive Committee 14 days before the Annual General Meeting.
- 9.4 The official number of the Annual General Meeting shall be 50 persons or one-fifth of the sum of ordinary and ex-officio members (whichever is smaller). Apart from the meeting for dissolution, all motions shall be ruled by majority. The President shall have the right to vote, and the President shall take the final vote should the pro and con sides share the equal votes. No proxy voting shall be allowed in all meetings.
- 9.5 When the number of attendees of the Annual General Meeting falls below the official minimum number, the Annual General Meeting shall be postponed. The official minimum number of the postponed Annual General Meeting shall be the number of members attending that particular meeting.
- 9.6 The Executive Committee shall have the right to call the Extraordinary General Meeting. The Extraordinary General Meeting shall also be called by a joint letter to the President should more than half of the members of the Association endorse in writing. Upon the receipt of the call of Extraordinary

General Meeting, the Meeting shall be held within 15 days. Agenda items of the meeting shall base on what the joint letter proposes. Official number of attendees and notice of the meeting shall be the same as those of Annual General Meeting. Notice and agenda of the meeting shall be sent one week before the meeting.

10 FINANCE

- 10.1 The expenditure of the Association shall not exceed its operating income.
- 10.2 The Treasurer shall be responsible for collecting the membership fee and other incomes of the Association, as well as depositing the money in the designated bank account. Withdrawal of cheques of the Association shall be endorsed by two persons (i.e. the Treasurer and either the President or the Vice-President).
- 10.3 The Executive Committee shall have the discretion to transfer some of the operating budget of the Association to the Kindergarten or other charitable organizations for any purposes which deem to be appropriate.
- 10.4 The Treasurer shall be responsible for upkeeping the general ledger, and shall report the financial status in the Executive Committee meeting.
- 10.5 Financial year of the Association shall be 1st September of each calendar year to 31st August of the following year.

11 AMENDMENT OF THE CONSITUTION AND DISSOLUTION OF THE ASSOCIATION

- 11.1 Apart from the first and second clauses of this Constitution, all other clauses shall be subject to amendment in the Annual General Meeting and Extraordinary General Meeting. All amendments shall be endorsed by more than half of the members attending the meeting by voting.
- 11.2 Should there be any amendments in the Constitution, the Secretary shall submit the revised Constitution to the Societies Office of the Hong Kong Police Force within one month for final approval as stipulated by the law.
- 11.3 Dissolution of the Association shall be based on:
 - (a) More than two-thirds of the members agree with the dissolution; OR
 - (b) The Council Board of the Kindergarten believes the activities of the Association are against the objectives of the Kindergarten. The Council Board shall have the right to call upon the dissolution of the Association.
- 11.4 Upon the dissolution of the Association, all assets of the Association shall be transferred to the Kindergarten. The Kindergarten shall make use of the assets in line with the original objectives of the Association.

12 OTHER CLAUSES

- 12.1 The Association shall not interfere the administration of the Kindergarten.
- 12.2 The Association shall not be responsible for personal conflicts amongst parents, members and/or teachers.
- 12.3 If there are any unclear clauses in the Constitution, the Executive Committee shall have the right to interpret the meaning of the clauses.

12.4 The Chinese version of the Constitution prevails if there is any discrepancy between the Chinese and English versions of the Constitution.

(First amended in the Annual General Meeting held on 25th October 2003, then in the Annual General Meeting held on 15th October 2005, then in the Annual General Meeting held on 14th October 2006. Should there be discrepancies between the Chinese and English version of the Constitution, Chinese version prevails.)