

家長教師會會章

Delia Memorial School (Hip Wo No.2 College)

Parent-Teacher Association

Constitution

1. 會名

- a) 本會定名為「地利亞修女紀念學校(協和二中)家長教師會」(以下簡稱本會)。
- b) 英文為「Delia Memorial School (Hip Wo No.2 College) Parent-Teacher Association」。

1. Name

Name of the association shall be the Delia Memorial School (Hip Wo No.2 College) Parent-Teacher Association.

2. 會址

本會的地址為香港九龍觀塘協和街 223 號。

2. Address

The address of the association shall be 223 Hip Wo Street, Kwun Tong, Kowloon, Hong Kong.

3. 宗旨

- a) 促進學校與家庭之間的緊密聯繫，以及培養家長與教師及各位家長之間的友好關係。
- b) 討論共同關心的事宜，以及合力改善學生的福利。

3. Aims

The aims of the association shall be:

- a) to promote close liaison between school and home as well as to foster friendly relation between parents and teachers, and among parents themselves;
- b) to discuss matters of mutual concern in a common effort to improve the welfare of the pupils.

4. 會員

- a) i) 凡於本校就讀學生的家長，均可成為會員。
ii) 凡本校現任校長及教師均為會員。
- b) 各會員有權選舉及被選為常務委員，以及在有權出席的會議中享有投票權。
- c) 各會員須履行遵守會章各項規則，依從會議的決定。
- d) i) 會員（學生家長）毋須繳交年費。
ii) 教師會員毋須繳交年費。
- e) 各會員並無義務向本會提供金錢資助。任何會員均可自願捐款予本會，以

進行一項有意義的工作。

4. Membership

- a) Membership shall be open to:
 - i) All parents of pupils enrolled in the school;
 - ii) The present school head and the teachers of the school.
- b) Members shall have the right to elect office-bearers and to be elected as office-bearers, as well as the right to vote at meetings which they are entitled to attend.
- c) Members shall have the obligation to observe the rules of the constitution, to abide by the decision of a meeting.
- d) i) Members (parents) do not need to pay annual fee.
ii) Teacher members do not need to pay annual fee.
- e) Members shall have no further monetary obligation to the Association. Any member willing to make donations for a worthy cause to be undertaken by the Association may do so entirely voluntarily.

5. 組織

- a) 本會由會員大會和一個常務委員會組成
- b) 會員大會由全體會員組成，為本會的最高權力機構。在會員大會休會期間，本會的所有會務均由常務委員會處理。
- c) 全體會員大會由常務委員會召開，常務委員會可召開周年全體會員大會或特別全體會員大會。
- d) 會員大會每年最少應舉行一次。周年會員大會上，主席須就本會的一般會務及財政狀況，作出報告，並須每兩年舉行選舉，選出下任的常務委員會理事。
- e) 特別會員大會除由常務委員會召開外，亦可由半數或以上的會員聯署，以書面要求主席召開。召開特別會員大會的通知須於開會之前的十四日送交各會員。
- f) 所有會員大會的法定出席人數為五十人。
- g) 常務委員會由七名委員組成，其中兩名為家長會員、五名來自教師會員（其中三名為當然會員，包括校長和主任）。
- h) 常務委員會家長會員幹事的委任程序：
兩名家長會幹事將於周年大會中選出。最高票數者當選為主席，獲得第二高票者當選為聯絡。
- i) 委任教師會員加入常務委員會：
教師會員應於舉行周年大會前由教職員委任，並且在會上確認委任人選。

- j) 新、舊常務委員應於周年大會之後，盡快聯合舉行首次會議，及應選出以下的常務委員：
 - i) 主席一人（家長一人）
 - ii) 副主席一人（教師）
 - iii) 秘書一人（教師）
 - iv) 司庫一人（教師）
 - v) 聯絡二人（家長一人，教師一人）
 - vi) 幹事（教師）
- k) 除當然委員外，各委員的任期為兩年。
- l) 常務委員會有權選出新委員以填補年中出現的空缺。
- m) 在同一屆任期內，同一家庭不可以有兩名成員出任常務委員會的委員。
- n) 在上述的所有會議中，若雙方的票數相同而並無一方取得簡單多票數，則主席可以投決定性一票。
- o) 常務委員會的所有工作人員全為義務性質。

5. Organization

- a) The organization shall consist of a General Assembly and a Standing Committee.
- b) The General Assembly shall be the highest authority of the Association and composed of all the members. When the General Assembly is in recess, all matters of the association shall be managed by the Standing Committee.
- c) The General Assembly may be annual or extraordinary and shall be convened by the Standing Committee.
- d) The General Meeting shall be held at least once a year. At the meeting, the Chairperson shall report on the general affairs and the financial situation of the Association, and shall also conduct the election of the office-bearers serving on the Standing Committee every two years.
- e) Extraordinary General Meetings may be called on receipt of a written request from half or more joint members of the Association, stating the subject or subjects for discussion. Notice of such a meeting shall be given fourteen days prior to the members.
- f) The quorum for all General meetings shall be fifty members.
- g) The Standing Committee shall be composed of seven members, two of whom are parent-members; five are the teacher-members (three ex-officio members including the school head and administrator.)
- h) Appointment of parent-members on the Standing Committee:
Two of the parent-members shall be elected in the Annual General Meeting. The parent-member with the highest votes shall be the chairperson, and the parent member with the second most votes shall be the convener.

- i) Appointment of teacher-members on the Standing Committee:
The teacher-members shall be appointed by the teaching staff prior to the Annual General Meeting, their election being confirmed at the Meeting.
- j) The old and new Standing Committees shall jointly hold the first meeting as soon as possible after the Annual General Meeting and shall elect the following office-bearers:
 - i) Chairperson (parent-member)
 - ii) Vice-chairperson(teacher-member)
 - iii) Secretary(teacher-member)
 - iv) Treasurer(teacher-member)
 - v) Convener (parent-member and teacher-member)
 - vi) Executive Member(teacher-member)
- k) Except for the ex-officio members, the term of office of each committee member shall be two years.
- l) The Committee shall have the power to co-opt members to fill vacancies occurring during the year.
- m) During the same term, no two members of the same family shall serve on the Standing Committee.
- n) At all the meetings mentioned above, the chairperson shall have the casting vote in the absence of simple majority when both sides have an equal number of votes.
- o) All officers in the Standing Committee are voluntary.

6. 財政

- a) 本會財政只可用於發展會務和支付各項開支。
- b) 司庫須於常務委員會的會議中，報告本會的財政狀況。
- c) 常務委員會有權酌情決定從本會的款項中，撥出若干數額予學校，以供設立獎學金、獎項或其他用途，校長有全權使用所撥給的款項。
- d) 常務委員會應將本會所收到的全部款項，存放在一間指定的銀行。提取本會款項的所有支票均須由下述的人員簽署，方屬有效：主席和司庫(簽名的兩名人士必須為一名家長會員及一名教師會員)。
- e) 本會如有欠債，則常務委員會的委員須負上責任。

6. Finance

- a) The purposes of which the funds of the Association may be applied to are for its development and expenses.
- b) It shall be the duty of the Treasurer to report on the financial condition of the Association at the Standing Committee meetings.
- c) The Standing Committee shall have the power to grant at its discretion sums of money from the Association funds to the School to be used for

scholarships, prizes, or other purposes and the Head of School shall have full authority to use the sums so granted.

- d) The Standing Committee shall cause all sums of money received by the Association to be deposited in an appointed bank. Any withdrawal of the association money shall be valid provided they are signed by the Chairperson and Treasurer (Signed persons must be parent-member and teacher-member).
- e) In case of debt, the Standing Committee shall bear the responsibility.

7. 核數

常務委員會每年選舉稽核一人，審核本會一切帳目。

7. Audit

The General Assembly shall elect an Honorary Audit, who shall audit the finance matters of the Association at least once a year

8. 修改會章/解散家長教師會

- a) 會章的任何修訂均須由三分之二多數出席會員通過。
- b) 如遇本會解散，有關的決定須獲出席周年會員大會或特別會員大會的三分之二多數會員贊同。若有任何餘下的資產，將捐贈學校或由會員決定捐贈本港的慈善機關作教育用途。

8. Amendment

- a) Any amendment to the constitution must be approved by a two-third majority of members present.
- b) Should the Association dissolve, the decision shall be assented to by a two-third majority of members at the Annual General Meeting or Extra-ordinary General Meeting. Any remaining assets shall be donated to the School or to donate Hong Kong charitable institutions for educational purposes decided by the members.

完

The end