保良局莊啟程幼稚園家長教師會會章

1. 會名

中文：保良局莊啟程幼稚園家長教師會。*(本會於 2002 至 2003 學年度註冊)*

2. 會址

香港禮頓道 66 號〔保良局莊啟程幼稚園〕。

3. **本會的宗旨：** **1. 促進學校與家庭之間的緊密聯繫** **2. 建立家長與教師的友好伙伴關係** **3. 討論共同關心的教育事宜** **4. 合作改善關心學生的福利**

4. 會員/會費

4.1 下列人士可以申請為會員

1.基本會員：所有正在保良局莊啟程幼稚園幼兒園就讀之學生的家長或監護人。(不須交會費)

2.當然會員：本校現任校長及教師。(不須交會費)

4.2 若會員有數子弟正就讀本校時，其會員資格只作一單位計算。

4.3 各會員有權選舉理事及被選為理事，以及在有權出席的會議中享有投票權。

4.4 各會員有履行遵守會章各項規則、依從會議的決定。

4.5 會員並無義務再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。

4.6 每年是否收取會費，須由常委會決定。

5. 組織

5.1 本會由全體會員和一個常務委員會組成。

5.2 會員大會由全體會員組成，為本會的最高權力機構。在休會期間，本會的所有會務均由常務委員會處理。

5.3 全體會員大會由常務委員會召開，該委員會可召開周年全體會員大會或特別全體會員大會。

5.4 會員大會每年最少應舉行一次。會上，主席須就本會的一般會務及財政狀況，作出報告，並須舉行選舉，以選出下一屆(一年一屆)的常務委員會理事。

5.5 在接獲最少半數會員提出列明討論某項或某些事宜的書面要求後，亦可召開特別會員大會。召開特別會員大會的通知須於開會之前的十五天送交各會員。

5.6 所有會員大會的法定出席人數為當年基本會員及當然會員總數之五分一或以上。

5.7 本會會務由常委會負責推行，常委會由周年會員大會選出。常委會成員包括家長 8 人、教師 4 人、校長擔任顧問。

5.8 委任教師會員加入常務委員會：

教師會員應於舉行周年會員大會前由教職人員委任，並且在會上確認其選舉結果。

5.9 新、舊常務委員會應於周年會員大會之後，盡快聯合舉行首次會議，及應選出以下的理事：

1.顧問 1 人（校長）2. 幹事 1 人（主任）3.主席 1 人（家長代表） 4. 副主席 1 人（家長代表）5. 秘書 2 人(家長及學校代表) 6. 司庫 2 人(家長及學校代表)7. 康樂及福利 3 人（家長代表）8.聯絡 2 人(家長及學校代表)

顧問 ： 擔任家教會的最高顧問，提供專業的教育行政指導及學校政策諮詢。
確保家教會的活動與學校的辦學理念、發展方向及學生福利保持一致。
出席主要會議及重大活動，協調學校與家長之間的溝通。

幹事：　　協助校長推動家教會各項事務，擔任學校與家長委員會之間的日常聯絡人。
統籌學校行政支援，協助家長代表順利推行各項活動。
確保家教會各項運作符合學校規章及相關教育條例。

主席：甲）負責召開及主持周年會及大會，特別大會及常委會會議
乙）執行會員大會及常委會之議決
丙）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局局長職權之範圍

副主席：　　輔助主席推行會務

司庫：　　負責本會各項收支賬目，於常委會會議上報告財政狀況，並須在周年大會呈報已經稽核之財政報告

秘書：　　負責一切文書工作及保存會議紀錄

康樂及福利：　負責協助推動康樂活動及關注會員福利事宜

聯絡：　　負責組織及拓展家長網絡

聯絡：　　負責聯絡各會員參加有關會議及活動

常務委員會每兩個月舉行一次會議

5.10 除當然委員外，各委員的任期均為一年。任期由第一年九月一日至第二年八月三十一日。

5.11 常務委員會有權增選委員，以填補年中出現的空缺。

5.12 常務委員會有權為任何特定的目的，增選委員擔任顧問。

5.13 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數票，則主席可以投決定性一票。

5.14 已選出的常委會委員如要退出理事工作，需於一個月前以書面通知家教會主席。(如主席退出由副主席補上，如副主席退出由常委中互選一位幹事補上，而常委空缺依據會員大會選舉中第七位以後票數最高的家長作填補空缺的職位。)

5.15 各家教會之會員可出席常務委員會之會議旁聽，但沒有投票權。

6. 常務委會員工作為義務性質，不能要求任何形式之報酬。

7. 財政

7.1 本會財務支出不能超過每年所收之經費。

7.2 司庫須於常務委員會的會議中，報告本會的財政狀況。

7.3 常務委員會有權酌情決定從本會的款項中，撥出某些數目予學校，以供設立獎學金、獎項或其他用途，所撥給的款項由常務委員會投票議決通過來運用資源。

7.4 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。支取款項支票均須由兩名人員簽署，方屬有效:主席或副主席或司庫，唯兩人其中一人須為家長常委而另一位為教師常委。

7.5 本會如有負債，則由該債項產生時之常務委員會的委員負責償還。

7.6 核數:常委會邀請義務稽核一人，於每學年年終審核本會一切賬目。

8. 修改會章/解散家長教師會

8.1 會章的任何修訂均須由三分之二大多數出席會員通過。

8.2 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二多數會員贊同。

8.3 若有任何餘下的資產，應按各會員的決定，捐贈給學校或本港的慈善團體。

9. 附則

9.1 本會不干涉學校行政

9.2 本會不受理家長、會員和教職員間之糾紛。

Po Leung Kuk Vicwood Chong Kee Ting Kindergarten Parents-Teachers Association Constitution

1. Name of the Association:

English: Po Leung Kuk Vicwood Chong Kee Ting Kindergarten Parents-Teachers Association (Registered in the 2002-2003 academic year).

2. Address:

66 Leighton Road, Hong Kong (Po Leung Kuk Vicwood Chong Kee Ting Kindergarten).

3. Objectives of the Association:

1. Facilitate close communication between the school and families.
2. Foster a friendly partnership between parents and teachers.
3. Discuss educational matters of common concern.
4. Collaborate to improve student welfare.

4. Membership/Membership Fee:

4.1 The following individuals are eligible to apply for membership:

1. Ordinary Members: Parents or guardians of students currently enrolled in Po Leung Kuk Vicwood Chong Kee Ting Kindergarten (No membership fee required).
2. Honorary Members: The current principal and teachers of the school (No membership fee required).

4.2 If a member has multiple children studying at the school, their membership is counted as one unit.

4.3 Members have the right to elect and be elected as committee members and to vote in eligible meetings.

4.4 Members are expected to adhere to the association's rules and comply with decisions made in meetings.

4.5 Members are not obligated to provide financial support to the association. Any member may voluntarily make donations to carry out meaningful work.

4.6 The decision to collect membership fees each year shall be determined by the Executive Committee.

5. Organization:

5.1 The association consists of all members and an Executive Committee.

5.2 The General Meeting is composed of all members and serves as the highest authority of the association. During recess periods, all association affairs are handled by the Executive Committee.

5.3 The General Meeting is convened by the Executive Committee, which may call the Annual General Meeting or Special General Meetings.

5.4 The General Meeting should be held at least once a year. During the meeting, the chairperson shall provide reports on the general affairs and financial status of the association, and elections shall be held to appoint the next term's (one-year term) Executive Committee members.

5.5 A Special General Meeting may also be convened upon receipt of a written request from at least half of the members specifically stating the matter(s) for discussion. Notice of the Special General Meeting shall be sent to all members at least fifteen days before the meeting.

5.6 The minimum required attendance for all General Meetings is one-fifth or more of the total number of Ordinary Members and Honorary Members for that year.

5.7 The Executive Committee is responsible for carrying out the association's affairs and is elected by the Annual General Meeting. The Executive Committee consists of 8 parent members, 4 teacher members, and the principal serving as an advisor.

5.8 Appointment of Teacher Members to the Executive Committee:
Teacher members shall be appointed by the school staff before the Annual General Meeting and their election results shall be confirmed during the meeting.

5.9 After the Annual General Meeting, the new and outgoing Executive Committees should hold their first joint meeting as soon as possible. The following directors should be elected:

A. Advisor (Principal)
B. Executive (Head Teacher)
C. Chairman (Parent Representative)
D. Vice Chairman (Parent Representative)
E. Secretary (Parent and School Representative)
F. Treasurer (Parent and School Representative)
G. Recreation and Welfare Officers (Parent Representatives)
H. Liaison Officers (Parent and School Representatives)

Advisor:

a) Serves as the primary advisor to the Parent-Teacher Association (PTA), providing professional educational guidance and school policy consultation.
b) Ensures that the PTA's activities and objectives align with the school’s educational philosophy, development goals, and student welfare.
c) Attends major meetings and events to facilitate communication between the school and parents.

Executive:

a) Assists the Principal in promoting PTA affairs and acts as the day-to-day liaison between the school administration and the Parent Committee.
b) Coordinates school administrative support to help parent representatives smoothly implement various activities.
c) Ensures that all PTA operations comply with school regulations and relevant educational guidelines.

Chairman:

a) Responsible for convening and presiding over the Annual General Meeting, Special General Meetings, and Executive Committee meetings.
b) Implement decisions made by the General Meeting and Executive Committee.
c) Execute association affairs and sign documents.
d) Represent parents in providing opinions to the school, within the scope of the principal's or Education Bureau Director's authority.

Vice Chairman: Assists the Chairman in carrying out association affairs.

Treasurer: Responsible for all income and expenses of the association, reports the financial status at Executive Committee meetings, and presents audited financial reports at the Annual General Meeting.

Secretary: Responsible for all paperwork and record-keeping of meetings.

Recreation and Welfare Officers: Assist in promoting recreational activities and address member welfare matters.

Liaison Officers: Responsible for organizing and expanding the parent network.
The Executive Committee meets every two months.

5.10 Except for the Honorary Committee members, the term of each committee member is one year, from September 1st of the first year to August 31st of the second year.

5.11 The Executive Committee has the right to co-opt members to fill any vacancies that arise during the year.

5.12 The Executive Committee has the right to co-opt members as advisors for specific purposes.

5.13 In all the aforementioned meetings, if there is a tie vote and no majority is reached, the Chairman may cast a deciding vote.

5.14 If an elected Executive Committee member wishes to resign from the position, they must notify the Chairman in writing one month in advance. (If the Chairman resigns, the Vice Chairman will assume the role. If the Vice Chairman resigns, a member of the Executive Committee will be elected by mutual agreement. Any vacancies in the Executive Committee will be filled by the parent with the highest number of votes after the seventh place in the General Meeting election.)

5.15 Members of the Parents-Teachers Association may attend Executive Committee meetings as observers but do not have voting rights.

6. The work of the Executive Committee members is voluntary and cannot receive any form of remuneration.

7. Finance:
7.1 The association's expenses cannot exceed the annual funds received.
7.2 The Treasurer must report the financial status of the association at Executive Committee meetings.
7.3 The Executive Committee has the discretion to allocate a certain amount from the association's funds to the school for scholarships, awards, or other purposes. The allocation of funds requires a majority vote by the Executive Committee to be approved and utilized.
7.4 The Executive Committee must deposit all funds received by the association into a designated bank account. All checks for withdrawals must be signed by two individuals, either the Chairman or Vice Chairman or Treasurer, with one of them being a parent committee member and the other being a teacher committee member.
7.5 If the association incurs debts, the committee members from the time the debt was incurred are responsible for repayment.
7.6 Audit: The Standing Committee invites one voluntary auditor to conduct an annual audit of all the accounts of the association at the end of each academic year.

8. Amendment of the Bylaws/Dissolution of the Parent-Teacher Association
8.1 Any amendment to the bylaws must be approved by a two-thirds majority of the attending members.

8.2 In the event of the dissolution of the association, the decision must be supported by a two-thirds majority of the members present at the annual general meeting or a special general meeting.

8.3 If there are any remaining assets, they shall be donated to the school or charitable organizations in Hong Kong according to the decision of the members.

9. Supplementary Provisions

9.1 The association does not interfere with the administration of the school.

9.2 The association does not handle disputes between parents, members, and staff.