

嘉諾撒聖心書院家長教師會  
(於一九九一年成立)  
**Sacred Heart Canossian College – Parent Teacher Association**  
**(established in 1991)**

會章 (由二零零一年六月起生效)  
**Constitution (effective from June 2001)**  
二零一零年五月完成修改，並增新英文版本  
**Revised and translated in May 2010**

二零一零年五月十五日會員大會主席提請修改並建議增加英文版本，經會員大會同意及通過  
**Endorsed and approved by the members in the Annual General Meeting held on 15th May 2010**

二零一三年五月完成修改，並新增附錄  
**Revised with new appendix in May 2013**

二零一三年五月十一日會員大會主席提請修改，經會員大會同意及通過  
**Endorsed and approved by the members in the Annual General Meeting held on 11th May 2013**

二零一九年五月四日會員大會主席提請修改，經會員大會同意及通過  
**Endorsed and approved by the members in the Annual General Meeting held on 4th May 2019**

如本會章的中文版本與英文版本有任何抵觸或不相符之處，概以中文版本為準。  
In the event of any inconsistency or ambiguity between the Chinese and the English versions of this constitution, the Chinese version shall prevail.

## 1 名稱 Title

本會定名為「嘉諾撒聖心書院家長教師會」，以下簡稱「本會」或「家教會」；英文名稱為“Sacred Heart Canossian College – Parent Teacher Association”。於本會章內，「嘉諾撒聖心書院」將被簡稱為「學校」。

The title of the association shall be “Sacred Heart Canossian College – Parent Teacher Association (hereinafter referred to as “the Association” or “PTA”). In this constitution, “Sacred Heart Canossian College” shall be abbreviated as “the School”.

## 2 會址 Address

本會設於香港薄扶林置富徑二號嘉諾撒聖心書院。

The address of the Association shall be Sacred Heart Canossian College, 2 Chi Fu Close, Pokfulam, Hong Kong.

## 3 宗旨 Aims

- 3.1 促進學校、學生及家長三者間之聯繫，從而襄助校方有效地利用其資源，使學生於學業、康體及社交上得到均衡的發展，並使學生在成長過程中，得到充分的照顧。

To foster the liaison amongst the School, students and parents so as to assist the School to utilise resources effectively to enhance the balanced development of the students in academic, recreational, physical and social aspects and the thorough care of the students at their developmental phases.

- 3.2 加強本校教職員與家長的溝通及瞭解，並促進友誼。

To enhance the communication, understanding and friendly relationship amongst the teachers, staff and parents of the School.

## 4 會員 Membership

- 4.1 家長會員：凡現在校就讀之學生家長或監護人，均為家長會員。

Parent Member: Parents or guardians of students currently enrolled in the School shall be Parent Members.

- 4.2 教師會員：本校現任校長及現職教師，均為教師會員。

Teacher Member: The current Principal and current teachers shall be Teacher Members.

## 5 會費 Membership Fee

- 5.1 家長會員需每年繳交會費。會籍由每年九月一日至翌年八月三十一日止。會費調整經執行幹事會開會議決後，再由會員大會議決及通過。如家長會員在同一學年度有多於一名女兒就讀本校，則祇需繳交最高班級之女兒的會費。

A Parent Member shall be required to pay an annual membership fee. Membership fee adjustments shall be determined by the Executive Committee and endorsed and approved by members in the Annual General Meeting. The term of membership shall be from 1<sup>st</sup> September to 31<sup>st</sup> August in the following year. If a Parent Member has more than one daughter currently enrolled in the School in the same academic year, he/she shall be required to pay the annual fee in respect of the daughter who is reading in the highest form.

- 5.2 教師會員不需繳交會費。家長會員會費一經繳交，概不發還。

Teacher Members shall not be required to pay the membership fee. All paid membership fees are non-refundable.

## 6 執行幹事會 The Executive Committee

- 6.1 執行幹事會成員必須為下述的人士：

Members of the Executive Committee shall be:

- 家長會員；或  
Parent Member; or
- 教師會員。  
Teacher Member.

- 6.2 執行幹事會需由家長會員代表及教師會員代表組成。家長會員代表於週年大會選出。教師會員代表由校長委任不少於四名現職教師出任，以協助推展家教會的會務。

The Executive Committee shall consist of representatives from Parent Members and Teacher Members respectively. The representatives of Parent Members shall be elected in the Annual General Meeting. No less than 4 current teachers shall be appointed by the Principal to be representatives of Teacher Members who shall assist to promote the affairs of the Association.

6.3 執行幹事會設下列選任職位，由各執行幹事會成員於首次幹事會會議中互選產生：  
The Executive Committee shall have the following posts which shall be internally elected amongst the Members of the Executive Committee at the first meeting of the Executive Committee:

- 主席一人 1 Chairperson
- 副主席二人 2 Vice-Chairpersons
- 秘書二人 2 Secretaries
- 司庫一人 1 Treasurer
- 工作組五人，包括：

Working group with 5 officers, including:

- 培育組一人 1 Convenor of the Parenting Education Team
- 福利組一人 1 Convenor of the Welfare Team
- 文康組一人 1 Convenor of the Culture & Recreation Team
- 出版組一人 1 Convenor of the Publication Team
- 家長義工統籌組一人 1 Convenor of the Parent Helper Coordinating Team

## 7 任期 Term of Office

7.1 所有執行幹事會成員之任期為兩年，可連選連任。

The term of office for the Members of the Executive Committee shall be 2 years. Sequential re-election after expiry of office is permitted.

7.2 每任任期由選舉年的十二月一日起至隔年的十一月三十日為止。

The term of office shall be for the period from the 1<sup>st</sup> day of December in the year of election to the 30<sup>th</sup> day of November in the succeeding year.

## 8 執行幹事會的職責 The responsibilities of the Executive Committee

8.1 執行幹事會負責制定每年九月一日至翌年八月三十一日的財政預算。所有開支必須用於本會的會務和學校學生的福利事宜之上。

The Executive Committee shall be responsible for the compilation of the annual financial budget (1st day of September in the year to the 31st day of August of the following year). All expenditures shall be used for pursuing the affairs of the Association and the welfare of the students of the School.

8.2 所有幹事會成員，每年必須出席一半以上的執行幹事會會議。

All Members of the Executive Committee shall be required to attend at least half of the meetings of the Executive Committee.

8.3 執行幹事會成員的個別職責:

The respective responsibilities of the Members of the Executive Committee:

主席 Chairperson	主席負責主持執行幹事會會議，準備及在週年會員大會提交會務報告，落實決議的執行及作為會方和校方的聯繫。 The Chairperson shall be responsible for chairing the meetings of the Executive Committee, preparing and presenting reports in the General Meeting(s), implementing the execution of the resolutions and liaising between PTA and the School.
副主席 Vice-Chairpersons	當在主席缺席時，副主席需作為其代表，並在其他時間協助主席履行其職責，協助各組組長執行其職責，以確保各組能順利運作和維持其凝聚力。 Whenever the Chairman is absent, the Vice-Chairpersons shall be the representatives of the Chairperson. They shall assist the Chairperson to carry out his/her duties in other times. They shall also assist the convenors of the respective working teams to carry out their duties and assure the smooth running and cohesiveness of the working teams.
秘書 Secretaries	秘書負責準備和保存會員大會和執行幹事會的會議文件和記錄，並協助主席及各組起草所有來往書信。 The Secretaries shall be responsible for preparing and keeping the minutes and records of the General Meetings and the meetings of the Executive Committee and assist the drafting of all correspondences of the Chairperson and the respective working teams.
司庫 Treasurer	司庫負責掌管家教會的財政及保存會方的一切收支記錄，在執行幹事會會議匯報財政報告，以及週年會員大會提交經審核的財政報告。 The Treasurer shall be in charge of the finance of PTA and shall be responsible for keeping of all records of the income and expenditure of the Association, presenting the financial report in the meetings of the Executive Committee, and the duly audited financial report in the Annual General Meeting.
培育組組長 The Convenor of the Parenting Education Team	培育組組長負責有關家長教育的活動。 The Convenor of the Parenting Education Team shall be responsible for activities regarding parenting education.

<p>福利組組長 The Convenor of the Welfare Team</p>	<p>福利組組長負責有關學生福利的事宜，協助學校監管校巴公司、校服供應商、午膳供應商、小賣部的服務等。</p> <p>The Convenor of the Welfare Team shall be responsible for matters regarding the welfare of the students, including assisting the School to monitor the standard of service of the school bus company, the school uniform provider, the lunch catering provider and the tuck shop etc.</p>
<p>文康組組長 The Convenor of the Culture &amp; Recreation Team</p>	<p>文康組組長負責有關所有文娛康樂及聯誼活動。</p> <p>The Convenor of the Culture &amp; Recreation Team shall be responsible for the cultural and leisure activities.</p>
<p>出版組組長 The Convenor of the Publication Team</p>	<p>出版組組長負責有關本會的刊物及宣傳事宜。</p> <p>The Convenor of the Publication Team shall be responsible for the publications and promotion of the Association.</p>
<p>家長義工統 籌組組長 The Convenor of the Parent Helper Coordinating Team</p>	<p>家長義工統籌組組長負責統籌家長義工的安排。</p> <p>The Convenor of the Parent Helper Coordinating Team shall be responsible for coordinating the works of all parent helpers in different PTA events.</p>

## 9 執行幹事會會議 Meeting of the Executive Committee

執行幹事會會議每年必須召開最少四次，會議以出席幹事會成員包括家長會員代表及教師會員代表各一半為法定人數，所有決議須獲得過半數出席者的同意，方為有效。

The Executive Committee shall meet at least 4 times in a year. The quorum shall be constituted by half of the representatives of Parent Members and half of the representatives of Teacher Members. A resolution passed by the simple majority of Members of the Executive Committee present in the meeting shall be valid.

## 10 週年會員大會 Annual General Meeting

10.1 週年會員大會須於每年十月至十一月舉行，日期由幹事會決定。

The Annual General Meeting shall be held between October and November every year. The date shall be determined by the Executive Committee.

10.2 在週年會員大會上，須有 80 名會員親自出席，方構成法定人數（除根據以下第 12.1 條外）。

The quorum for any Annual General Meeting shall be 80 Members of the Association in person.

10.3 所有在週年會員大會上議決的事項，必須獲得半數或以上的出席會員同意，方為有效。

The resolution in the Annual General Meeting passed by a simple majority of all members present at the Annual General Meeting shall be valid.

## 11 特別會員大會 Extra-ordinary General Meetings

如果有超過半數的執行幹事會成員或五十位本會會員提出書面要求，主席必須在收到要求後的三十天內召開特別會員大會。然而，於特別會員大會上的討論和決議應僅限於該書面要求中提出的事宜。如果主席不按規定召開特別會員大會，只需要不少於八十位本會會員亦可以書面形式強制執行幹事會立即發出有效通知召開特別會員大會。

Upon the written request of over half of the Members of the Executive Committee or fifty (50) Members of the Association, the Chairperson must convene an Extra-ordinary General Meeting within thirty (30) days after receipt of the request. However, the scope of discussions and resolutions at the Extra-ordinary General Meeting shall be restricted to those subjects as raised in the written request. If the Chairperson fails to convene an Extra-ordinary General Meeting as required, not less than eighty (80) Members of the Association may convene an Extra-ordinary General Meeting by compelling the Executive Committee in writing to forthwith issue a valid notice for Extra-ordinary General Meeting.

## 12 解散 Dismissal

- 12.1 本會必須經全體會員三分之二或以上出席，在特別會員大會以不記名方式投票通過，方得解散。

The Association shall be dissolved by the passing such a resolution by a two-thirds majority of all Members present at the Extra-ordinary General Meeting by secret ballot.

- 12.2 解散的決議通過時，本會的一切債務和資產，得按在同一大會所通過的方式，予以處理。

Upon passing of the dismissal resolution, all liabilities and assets shall be dealt with by the resolution passed in the same Extra-ordinary General Meeting at which the dismissal resolution is passed.

## 13 法團校董會與學校的關係（“法團校董會”） Relationship with The Incorporated Management Committee of the School ("IMC")

- 13.1 本會應負責按照附錄中的規則和程序並以公平、公正及公開為原則進行選舉（以下簡稱“選舉”），選出本校的家長校董及替代家長校董。本會應提名當選的家長註冊為法團校董會的家長校董及替代家長校董。

The Association shall be responsible for conducting the election of the parent manager and alternate parent manager of the School ("the Election") in accordance with the rules and procedures in the Appendix hereto and the principles of fairness and openness. The Association shall nominate the elected parent for registration as Parent Manager and Alternate Parent Manager to the IMC.

- 13.2 執行幹事會應事先向會員進行有關選舉的規則和程序或任何修正案的諮詢，然後經會員大會討論，獲得半數或以上的出席會員通過後，該規則和程序或任何修正案方能生效。

The Executive Committee shall present the rules and procedures relating to the Election or any of amendments thereto to all parents of the School and the Members of the Association for prior consultation and then to the General Meeting for discussion. Such rules and procedures relating to the Election or any of amendments thereto shall be passed by a simple majority of the Members present in person in the General Meeting before taking effect.

## 14 附則 Supplementary provisions

- 14.1 本會會員可就學生福利事宜以書面向執行幹事會提出建議。

Suggestions raised by members of the Association regarding the welfare of students should be lodged with the Executive Committee in writing.



14.2 本會章如有未盡善之處，可於週年會員大會時提請修改，惟須於週年會員大會召開四星期前，以書面呈交執行幹事會商討是否於週年會員大會議決。

If there is any flaw in this Constitution, request for amendment, addition or deletion can be raised in the Annual General Meeting provided that written notice has been given to the Executive Committee at least four weeks prior to the Annual General Meeting and that the Executive Committee has resolved in its meeting to include any such suggested amendments in the agenda of the Annual General Meeting.