

**ROSARYHILL KINDERGARTEN
PARENT-TEACHER ASSOCIATION
Constitution**

1. NAME 會名

Rosaryhill Kindergarten Parent-Teacher Association (hereafter referred to as the Association)

「玫瑰崗幼稚園家長教師會」(以下簡稱“本會”)。

2. ADDRESS 會址

41B, Stubbs Road, Wanchai, Hong Kong.

香港灣仔司徒拔道 41 號 B

3. AIMS 宗旨

3.1. To promote close liaison between school and home of students so as to foster co-ordination between school and home education.

促進學校與學生家庭間的緊密聯繫，使學校教育與家庭教育相輔相成；

3.2. To facilitate communication among parents themselves.

增進家長間的聯繫；

3.3. To care and enhance the learning facilities of the students.

共同關心及合力改善學生的學習事宜。

4. MEMBERSHIP, RIGHTS AND OBLIGATIONS 會籍、會員權利及義務

4.1. MEMBERSHIP 會籍

Parents or guardians of students enrolled and studying in Rosaryhill Kindergarten, the Supervisor, Principal, teachers of Rosaryhill Kindergarten and all Fathers of the Fathers Council shall automatically become members of the Association.

凡正在玫瑰崗幼稚園註冊就讀學生之家長或監護人、玫瑰崗幼稚園之校監、校長、全體教師、諮議會之全體神父，均自動成為本會會員。

4.2. TYPES OF MEMBERSHIPS 會員類別

4.2.1. Ordinary members: parents or guardians of students enrolled and studying in Rosaryhill Kindergarten. Membership is limited to one per family regardless that there may be more than one student from the same family currently studying in Rosaryhill Kindergarten. Ordinary members shall pay an annual subscription of \$120 at the beginning of each academic year.

普通會員：正在玫瑰崗幼稚園註冊就讀學生之家長或監護人。若會員有數子弟正在就讀玫瑰崗幼稚園，其會籍只作一單位計算。普通會員之年費為港幣一百二十元，在每學年開始時繳交。

- 4.2.2. Ex-officio members: Supervisor, Principal, and all teachers of Rosaryhill Kindergarten.
當然會員：玫瑰崗幼稚園之校監、校長及全體教師。
- 4.2.3. Honorary ex-officio members: All Fathers of the Fathers Council, former supervisors and principals of Rosaryhill Kindergarten (formerly known as Rosaryhill School (Kindergarten Section) and Rosaryhill School (Child Care Section)).
當然名譽會員：諮議會之全體神父，及玫瑰崗幼稚園、前稱玫瑰崗學校幼稚園部、或前稱玫瑰崗學校幼兒中心部已離任之校監、校長。
- 4.2.4. Honorary members: Subject to the prior approval of the Executive Committee, former teachers, parents or guardians of former students of Rosaryhill Kindergarten (formerly known as Rosaryhill School (Kindergarten Section) and Rosaryhill School (Child Care Section)) are eligible to be Honorary members by invitation.
名譽會員：在執行委員會的同意下，玫瑰崗幼稚園、前稱玫瑰崗學校幼稚園部、或前稱玫瑰崗學校幼兒中心部之離任教師及已離校學生之家長或監護人均可被邀請成為名譽會員。

4.3. RIGHTS 權利

- 4.3.1. Ordinary members and ex-officio members shall have the right to elect and to be elected as office-bearers, to propose and vote in meetings which they are entitled to attend.
普通會員及當然會員享有選舉權、被選權、及在可參予之會議之過程中的動議權及表決權。
- 4.3.2. Honorary ex-officio members and honorary members shall only have the right to propose.
當然名譽會員及名譽會員只享有動議權。
- 4.3.3. All members can participate in activities/functions organized by the Association.
所有會員均可參與本會所舉辦之任何活動。

4.4. OBLIGATIONS 義務

- 4.4.1. Members shall have the obligation to observe the rules of the Constitution and to abide by the decision of a meeting.
會員有遵守會章及遵從會議議決案之義務。
- 4.4.2. All subscriptions, once paid, shall not be refunded.
所有已繳交之年費概不退還。
- 4.4.3. The Executive Committee shall comprise of representatives of parents and teachers. They are responsible to make decisions.
家長及教師各派出代表組成執委會，負責作出各項決定。
- 4.4.4. Members of the Executive Committee shall be bound by the regulations of the Association and the resolutions passed by the Executive Committee from time to time.

各執委會委員須履行及遵守本會會章內各項規則，並依從執委會不時的議決。

- 4.4.5. No remuneration shall be awarded to members of the Executive Committee.

各執委會委員均是義務工作，不可支取薪酬。

4.5. WITHDRAWAL 退會

Any member wishing to withdraw from the Association must give one month's prior notice in writing and settle the annual subscription, if it is not yet paid.

會員退會須事先給予本會一個月之書面通知，同時應清繳所欠本會之年費。

4.6. CANCELLATION OF MEMBERSHIP 取消會員資格

- 4.6.1. If the child/ward of an ordinary member withdraws from or is dismissed by the school, his/her membership will automatically be cancelled.

若普通會員之子弟或受其監護之學生已退學或被玫瑰崗幼稚園開除學籍，則該普通會員之會籍將被自動取消。

- 4.6.2. If a member is guilty of behaviour and/or conduct which severely harms the operation and/or reputation of the Association, his/her membership may be cancelled with the approval of a two-third majority of the Executive Committee.

若會員之行爲、品格嚴重影響本會之聲譽及／或運作，經執委會三分二多數票通過，可取消其會籍。

5. ORGANISATION 組織

5.1. STRUCTURE 架構的組成

- 5.1.1. The Association is a registered corporation (according to the laws of the HKSAR).

本會乃一根據香港特別行政區法例正式註冊之團體。

- 5.1.2. The Association is made up of members of parents and teachers.

本會由家長會員和教師會員組成。

- 5.1.3. When the General Assembly is in recess, all matters of the Association shall be managed by the Executive Committee.

在會員大會休會期間，本會之所有會務均由執委會處理。

- 5.1.4. The Annual General Assembly shall be convened once annually and Extraordinary General Assembly can be convened by the Executive Committee.

週年會員大會每年召開一次，而特別會員大會可由執委會召開。

5.2. GENERAL ASSEMBLY 會員大會

5.2.1. ANNUAL GENERAL ASSEMBLY 會員週年大會（簡稱“大會”）

- 5.2.1.1. The Annual General Assembly shall be held annually not later than 30 November in each scholastic year.

大會於每學年內在十一月三十日或之前舉行。

5.2.1.2. All members shall be notified of the agenda of the Annual General Assembly 14 days in advance.

大會之議程將於開會十四天前通知全體會員。

5.2.1.3. At the Annual General Assembly, members shall:

在大會上，會員將：

i. Review and approve reports on general affairs and the financial situation of the Association.

審議本會之一般會務報告及財務報告。

ii. Suggest and discuss the activities to be carried out in the following year.

提議及討論下一年度所進行之活動。

5.2.1.4. The quorum for an Annual General Assembly shall be 50 voting members. If there is no quorum, the meeting shall be postponed. At the adjourned assembly, any number of members present shall make a quorum.

大會之最低法定出席人數為擁有表決權之會員人數 50 人。若因未達法定人數而流會，於召開被押後之大會時，則以當時出席之任何人數為法定人數。

5.2.2. EXTRA-ORDINARY GENERAL ASSEMBLY 特別會員大會

5.2.2.1. An Extra-ordinary General Assembly may be convened when:

特別會員大會可在下列情況下召開：

i. At least three-quarters of the members of the Executive Committee request and sign for such a meeting, stating the subject(s) for discussion.

在不少於四分之三人數的執委會委員聯名提出召開該大會之要求及列明要求討論之事項。

ii. Or at least half of the ordinary members request and sign for such a meeting, stating the subject(s) for discussion.

或在不少於半數人數的普通會員聯名提出召開該大會之要求及列明要求討論之事項。

Discussion held and resolution passed at the Extra-ordinary General Assembly shall be confined to only those points listed in the request to convene the Extra-ordinary General Assembly.

被召開之特別大會上，只討論及決議在召開特別大會之請求書上所列明的事項。

5.2.2.2. The quorum of the Extra-ordinary General Assembly and notification of members shall be the same as that of the Annual General Assembly.

特別大會的出席法定人數及通知方法與會員大會相同。

5.2.3. THE EXECUTIVE COMMITTEE 執行委員會（簡稱“執委會”）

5.2.3.1. The Executive Committee shall comprise 18 members, 9 of whom are parents, 7 teachers, the Supervisor and the Principal.

執委會由十八名委員組成，成員包括家長代表九人，教師代表七人，校監及校長。

5.2.3.2. The composition of the committee shall be as follows:

執委會的架構如下：

Chairman	(parent)
主席一人：	由家長出任
Two Vice-chairmen	(parent & teacher)
副主席二人：	由家長一人及教師一人出任
Two Secretaries	(parents)
秘書二人：	由家長出任
One Treasurer	(parent)
司庫一人：	由家長出任
Three Liaison Officers	(parent & teachers)
聯絡三人：	由家長一人及教師二人出任
Two Recreation Officers	(parent & teacher)
康樂二人：	由家長一人及教師一人出任
Three General Affairs Officers	(parent & teachers)
總務三人：	由家長一人及教師二人出任
Two Academic Officers	(parent & teacher)
學術二人：	由家長一人及教師一人出任

The Supervisor and Principal are ex-officio members. They shall not be office-bearers.

校監及校長均為執委會當然委員，不擔任上述任何職位。

5.2.3.3. The teacher-members shall be appointed by the Supervisor prior to the annual general assembly.

教師委員由校監於會員週年大會召開前委任。

5.2.3.4. Parent-members shall be nominated and elected by postal voting prior to the annual general assembly.

家長委員須於會員週年大會前獲得提名及由郵寄方式選舉產生。

5.2.3.5. Members of the Executive Committee, except for ex-officio members, shall serve for a term of one year.

除當然委員外，其餘執委會委員的任期俱為一年。

5.2.3.6. Members of the Executive Committee may be re-elected. However, a person should not be in any one post continuously for more than 3 years.

各執委會委員可連選連任，但不能出任同一職位連續超過

三年。

- 5.2.3.7. The Executive Committee shall have the power to co-opt members to fill vacancies occurring during the year. No extra-ordinary general assembly needs to be convened for the approval of such purpose.

在無需通過或召開特別會員大會的情形下,執委會有權委任新委員以填補年中出現之空缺。

- 5.2.3.8. The Executive Committee shall have the power to co-opt members in an advisory capacity for any specific purpose. No extra-ordinary general assembly needs to be convened for the approval of such purpose.

在無需通過或召開特別會員大會的情形下,執委會有權為任何特定目的邀請會員擔任顧問。

- 5.2.3.9. During any voting, the chairman shall have the casting vote when both sides have an equal number of votes or the chairman can decide to defer the voting for further discussion.

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決定延後表決以待再作討論。

6. FINANCE 財政

- 6.1. The Association is funded by the annual subscription fees and voluntary donations and subsidies from members.

本會經費來自年費及會員的自願捐款及津貼。

- 6.2. The funds can be used for:

本會經費可用於：

- 6.2.1. the expenditure of activities which meet the aims of the Association.

符合本會宗旨的活動支銷。

- 6.2.2. recurrent expenditure of the Association.

支付本會一切經常性之費用及支銷。

- 6.3. The annual subscription fee may be revised according to needs if approved in general assembly.

會員大會可按需要批准調整年費。

- 6.4. All sums of money received shall be deposited in an appointed bank. The signatories of the account shall be the Chairman, the two Vice-chairmen and the treasurer. Withdrawals of money, issuance of cheques or transfers shall require the signatures of two account signatories.

本會所收到之全部款項必須存放在指定之銀行。戶口由主席、二位副主席及司庫代行簽署。提取現金、簽發支票或調配戶口,須由戶口之其中二位指定代行簽署人簽署方為有效。

7. AUDIT 核數

The General Assembly shall invite an honorary auditor to audit the accounts of the Association at least once a year.

會員大會將邀請一名義務核數師，為本會每年最少核數一次。

8. AMENDMENT 修訂會章

Any amendment to the constitution suggested must first be approved by the Executive Committee, and when brought up in the General Meeting, it must be approved by at least a two-third majority of members present.

本會會章之任何修訂，須經由執委會通過，並得三分之二或以上出席會員大會之會員通過，方為有效。

9. DISSOLUTION 解散

The Association shall be dissolved with the consent of a two-third majority of members present in the general assembly. Any remaining assets of the Association upon dissolution shall be donated to Rosaryhill Kindergarten.

若要議決是否解散本會，須經三分之二或以上出席會員大會之會員人數同意，方能生效。若本會在解散後有任何餘下之資產，將捐贈給玫瑰崗幼稚園。

10. LANGUAGE 語言

If there is any contradiction between the English language version of the constitution and the translation, the English language version shall prevail.

若會章英文版本與其翻譯內容有抵觸，本會將以英文版本為準。