

Constitution 會章

1. NAME

Rosaryhill School (Primary Section) Parent-Teacher Association (hereafter referred to as the Association)

2. ADDRESS

41B, Stubbs Road, Wanchai, Hong Kong.

3. AIMS

- 3.1. To promote close liaison between school and home so as to foster co-ordination between school and home education.
- 3.2. To facilitate communication among parents themselves.
- 3.3. To facilitate education development and quality of teaching.

4. MEMBERSHIP, SUBSCRIPTION, RIGHTS AND OBLIGATIONS

4.1. MEMBERSHIP

Parents or guardians of students enrolled in Rosaryhill School (Primary Section), the Supervisor, Principal, Deputy Principal, teachers of the Primary Section and all Fathers of the Fathers' Council shall be members of the Association.

4.2. SUBSCRIPTION

Ordinary members shall pay an annual subscription of \$150.00 or such amount as the Executive Committee may from time to time determine at the beginning of each academic year.

4.3. TYPES OF MEMBERS

- 4.3.1. Ordinary members: parents or guardians of students enrolled in Rosaryhill School, Primary Section. Membership is limited to one per family.
- 4.3.2. Ex-officio members: Supervisor, Representative of the Fathers' Council, Principal, Deputy Principal and all teachers of the Primary Section of the School.
- 4.3.3. Honorary ex-officio members: all Fathers of the Fathers' Council, Former Principals and Deputy Principals of Primary Section of the School.

- 4.3.4.** Honorary members: With the prior approval of the Executive Committee, former teachers, parents or guardians of former students of the Primary Section of the School can be invited to be Honorary members.

4.4. RIGHTS

- 4.4.1.** 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.
- 4.4.2.** Honorary ex-officio members and honorary members shall only have the right to propose.
- 4.4.3.** All members can participate in activities/functions organized by the Association.

4.5. OBLIGATIONS

- 4.5.1.** Members shall have the obligation to observe the rules of the Constitution and to abide by the decision of a meeting.
- 4.5.2.** All subscriptions, once paid, shall not be refunded.

4.6. WITHDRAWAL

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

4.7. CANCELLATION OF MEMBERSHIP

- 4.7.1.** If the child/ward of a member withdraws from or is dismissed by the school, his/her membership will automatically be cancelled.
- 4.7.2.** If a member is guilty of behaviour and/or conduct which severely harms the operation and/or reputation of the Association, his/her membership can be cancelled with the approval of a two-third majority of the Executive Committee.

5. ORGANISATION

5.1. STRUCTURE

- 5.1.1.** The Association shall consist of all members.
- 5.1.2.** The General Assembly shall be the highest authority of the Association.
- 5.1.3.** The General Assembly may be annual or extraordinary and can be convened by the Executive Committee.
- 5.1.4.** When the General Assembly is in recess, all matters of the Association shall be managed by the Executive Committee.

5.2 GENERAL MEETINGS

5.2.1. ANNUAL GENERAL MEETING

5.2.1.1. The Annual General Meeting shall be held annually in each scholastic year.

5.2.1.2. All members shall be notified of the agenda of the general meeting 14 days in advance.

5.2.1.3. At the general meeting, members shall:

- i. Review reports on general affairs and the financial situation of the Association.
- ii. Elect parent-members of the Executive Committee or endorse the result of election of parent-members of the Executive Committee conducted by way of postal voting prior to the annual general meeting to serve for the coming year.
- iii. Suggest and discuss the activities to be carried out in the following year.

5.2.1.4. The quorum for a general meeting shall be made up of 60 voting members. If there is no quorum, the meeting shall be postponed. At the next meeting, any number of members present shall make a quorum.

5.2.2. EXTRA-ORDINARY GENERAL MEETINGS

5.2.2.1. An extra-ordinary general meeting may be called when

- i. At least three-quarters of the executive members request and sign for such a meeting, stating the subject(s) for discussion.
- ii. or at least 60 of the voting members request and sign for such a meeting, stating the subject(s) for discussion.

5.2.2.2. Discussion held and resolution passed at the meeting shall be confined to only those points listed in the request which must relate to the conduct of the affairs of the association. The chairman of the Executive Committee's decision on whether a discussion relates to the conduct of the affairs of the association shall be final and conclusive.

5.2.2.3. The quorum of the meeting and notification of members shall be the same as that of the general meeting.

5.2.3. THE EXECUTIVE COMMITTEE

5.2.3.1. The Executive Committee shall comprise 18 members, 9 of whom are parents, 6 teachers, the Principal, Deputy Principal and one representative from the Fathers Council.

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

- Chairman (parent)
- Two Vice-chairmen (parent & Deputy Principal / one of whom should be a parent and the other shall be Deputy Principal or a teacher)
- Two Secretaries (parent & teacher)
- Two Treasurers (parent & teacher)
- Two Liaison Officers (parent & teacher)
- Two Recreation Officers (parent & teacher)
- Two/Three General Affairs Officers (as the case be provided below)

(a) In the event that the Deputy Principal is appointed as vice-chairman of the Executive Committee, the number of General Affairs Officers shall be three of which one shall be a parent and two shall be teachers.

(b) In the event that the Deputy Principal is not appointed or doesn't take up the position of vice chairman of the Executive Committee, the number of General Affairs Officers shall be two of which one shall be a parent and one shall be a teacher.

Two Academic Officers (parent & teacher)

The Principal, Deputy Principal and the Fathers Council representative are ex-officio members. However, the Principal and the Fathers Council representative shall not be office-bearers.

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

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

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

- 5.2.3.6.** Executive members may be re-elected. However, an elected member should not be in any one post for more than 3 consecutive years.
- 5.2.3.7.** The committee shall have the power to co-opt members to fill vacancies occurring during the year.
- 5.2.3.8.** During any voting, the chairman shall have the casting vote when both sides have an equal number of votes.
- 5.2.3.9.** All posts in the Executive Committee are honorary.
- 5.2.3.10.** The Executive Committee shall have power to co-opt members to form ad-hoc sub-committees to organize such activities or projects as the case may be. The sub-committees shall be directly responsible to the Executive Committee.

6. FINANCE

- 6.1.** The Association is funded by the annual subscription fees and voluntary donations and subsidies from members.
- 6.2.** The funds are used for
 - 6.2.1.** the expenditure of activities which meet the aims of the Association.
 - 6.2.2.** recurrent expenditure of the Association.
 - 6.2.3.** the Executive 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 purpose and the Head of the school shall have full authority to use the sums so granted.
- 6.3.** The annual subscription fee may be revised if approved in the General Meeting.
- 6.4.** All sums of money received shall be deposited in an appointed bank. The bank account shall be operated by the Executive Committee as from time to time determined by the Executive Committee by resolution of the Executive Committee.

7. AUDIT

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

8. AMENDMENT

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 75% majority of members present.

9. DISSOLUTION

The Association shall be dissolved with the consent of a 75% majority of members present in the General Meeting. Any remaining assets of the Association shall be donated to Rosaryhill School.

10. LANGUAGE

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

Last revision: 24 October 2014

1. 會名

玫瑰崗學校(小學部)家長教師會(以下簡稱本會)

2. 會址

香港司徒拔道 41 號 B

3. 宗旨

3.1 促進學校與家庭間的緊密聯繫，使學校教育與家庭教育相輔相成;

3.2 增進家長間的聯繫;

3.3 支援學校推展教育工作，改善教育質素。

4. 會籍、會費、會員權利及義務

4.1 會籍：凡是在校小學部學生之家長或監護人、本校之校監、小學部校長、副校長、全體教師、道明會之全體神父，均可成為本會會員。

4.2 會費：基本會員之年費一百五十元正，每學年開始時繳交；執委會並可定期作出會費之修定當然會員及當然名譽會員，毋須交費。所有已繳之年費概不發還。

4.3 會員類別

4.3.1 基本會員：在校小學部學生之家長或監護人。若會員有數子弟就讀本校，其會籍只作一單位計算。

4.3.2 當然會員：本校之校監、道明會代表、小學部校長、副校長及全體教師。

4.3.3 當然名譽會員：道明會神父，本校離任校長及離任副校長。

4.3.4 名譽會員：在執行委員會的同意下，本校小學部之離任教師、離校學生之家長或監護人均可被邀請參加。

4.4 權利

4.4.1 基本會員及當然會員享有選舉權、被選權、動議權及表決權。

4.4.2 當然名譽會員及名譽會員只享有動議權。

4.4.3 會員可參與本會所舉辦之任何活動。

4.5 義務

4.5.1 會員有遵守會章、接受會議決案之義務。

4.5.2 所有已繳交之年費概不退還。

4.6 退會

會員退會須給予本會一個月之書面通知，同時應清繳所欠本會之年費。

4.7 取消會員資格

4.7.1 若會員之子弟已退學或被革除學籍，則該會員之會籍將自動取消。

4.7.2 若會員之行為有破壞本會之聲譽及/或運作者，經執委會三分二多數票通過，可取消其會籍。

5. 組織

5.1 架構的組成

5.1.1 本會由全體會員組成。

5.1.2 會員大會為本會最高權力主導。

5.1.3 會員大會每年開會一次，特別會員大會可由執委會召開。

5.1.4 在會員大會休會期間，本會之所有會務均由執委會處理。

5.2 會議

5.2.1 會員週年大會(簡稱大會)

5.2.1.1 大會於每年舉行。

5.2.1.2 大會之主議程將於十四天前通知全體會員。

5.2.1.3 在會上，會員將：

- 1) 審議本會之一位會務報告及財務報告。
- 2) 接受由大會前以郵寄方式選舉所產生之下一屆執委會家長委員。
- 3) 提議及討論下一年所進行之活動。

5.2.1.4 大會之最低法定出席人數為基本會員及當然會員人數合共 60 人。若因未達法定人數而流會，於再次召開會議時，則以當時出席人數為法定人數。

5.2.2 特別會員大會

5.2.2.1 特別會員大會可在下列情況下召開：

- 1) 有不少於四分之三的執委會委員聯名提出列明討論某些事項之要求。
- 2) 或有不少於六十位的基本會員及當然會員聯名提出列明討論某些事項之要求。

5.2.2.2 特別大會上，只討論及決議請求書上所列明的事項，該等事項必需有關本會運作之事宜，執委會主席對該等事項是否有關本會運作之事宜的裁決，是最終的決定。

5.2.2.3 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 執行委員會(簡稱執委會)

5.2.3.1 執委會由十八名委員組成，成員包括家長代表九人，教師代表六人，校長、副校長及道明會代表一人。

5.2.3.2 執行委員會的架構如下：

主席一人： 由家長出任

副主席二人： 由家長一人及副校長或一位教師出任

秘書二人： 由家長一人及教師一人出任

司庫二人： 由家長一人及教師一人出任

聯絡二人： 由家長一人及教師一人出任

康樂二人： 由家長一人及教師一人出任

總務二或三人： 視乎副校長出任副主席而定

- (a) 若副校長出任副主席，則總務將由一位家長及兩位老師擔任。

(b) 若副校長不出任副主席，則總務將由一位家長及一位老師擔任。

學術二人： 由家長一人及教師一人出任

校長、副校長及道明會代表均為執委會當然委員，除副校長外，校長及道明會代表不擔任上述任何職位。

5.2.3.3 教師委員由校監於會員週年大會召開前委任。

5.2.3.4 家長委員須於會員週年大會由選舉產生或在會員週年大會前獲得提名及以郵寄方式選舉產生。

5.2.3.5 除當然委員外，其餘執委會委員的任期俱為一年。

5.2.3.6 執行委員可連選連任，但不能出任同一職位超過連續三年。

5.2.3.7 執委會有權委任新會員以填補年中出現之空缺。

5.2.3.8 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。

5.2.3.9 執委會之所有工作均為義務性質。

5.2.3.10 執委會有權委任會員組成個別委員會，負責籌辦各項動。委員會將直接向執委會負責。

6. 財政

6.1 本會經費來自年費及會員的自願捐款及津貼。

6.2 本會經費可用於：

6.2.1 符合本會宗旨的活動支銷。

6.2.2 支付本會一切經常性之費用及支銷。

6.2.3 執委會有權從本會的經費中，撥出某些數目予學校，以供設立獎學金、獎項或其他用途。校長可全權運用所撥給的款項。

6.3 會員大會可按需要每年調整年費。

6.4 本會所收到之全部款項必須存放在指定之銀行。該銀行戶口的授權簽署由委員會會議決定並以該書面決議案核准。

7. 核數

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. 修訂會章

本會會章之任何修訂，須經由執委會通過，並得四分三或以上出席會員大會之會員通過，方為有效。

9. 解散

若本會解散，須經四分三或以上出席全體會員大會之會員同意，方能生效。若本會有任何餘下之資產，將捐贈給玫瑰崗學校。

10. 語言

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。

修訂日期: 2014 年 10 月 24 日