

陳樹渠紀念中學家長教師會 (CSK-PTA) 章程

一、 命名：陳樹渠紀念中學家長教師會

二、 地址：九龍深水埗青山道101號

三、 目的：

(甲) 加強家長與教師之溝通，從而提高教育質素；

(乙) 為家長們提供更直接的渠道，與教師們交流管教其子女的經驗；

(丙) 提高學校行政透明度，讓家長對學校的教學方針、行政措施及學生福利等事宜提供意見。

四、 會員資格：

(甲) 基本會員：包括現任校長、在職教師及在校學生家長均可參加。

(乙) 贊助會員：已離校之校長、委員及學生家長。申請經學校批核後，繳交會費，即成贊助會員。
贊助會員權益與基本會員相同。

(丙) 顧問：現任在校之校監或校長。

五、 會員權利：參與會議、活動、投票及監察會務情況。

六、 會員年費：年費由執行委員會決定，並在全體會員大會通過。(已繳之年費不獲發還) 年費只用於一般行政費用及經執行委員通過之學生獎勵計劃等；如有其他捐助純屬自願性質。

七、 立案及行政組織：

(甲) 全體會員大會：

(1) 全體會員大會為本會之權力機構。週年會員大會於每年十一月舉行。校方將以書面通知所有會員有關大會舉行之日期、時間、地點、會議議程及競選主席及副主席候選人參選的政綱和投票方法。

(2) 會員大會法定出席人數不少於五十人或當年會員總數之十分一或以上，取其較少者為準。如果出席人數不足，會議將押後十四天後再次舉行，重新發出通知。在第二次召開之會議，不論出席人數多少，均作法定人數論。全體會員大會的工作，包括通過或修改會章、監察會務及財政報告、推選執行委員會委員。

(3) 如有特別事項商討，只要有二十名或以上之基本會員及／或贊助會員(包括顧問)書面要求，而執行委員須於十四天內書面通知全體會員，另行召開特別會員大會。

(乙) 執行委員會：

(1) 本校校長、副校長、七名現職教師及八名學生家長。設各職務的委員，包括主席一名及副主席二名，另學術、康樂、總務、文書、司庫及聯絡各二名，由家長一名及教師一名共同出任。

(2) 各職務的委員，除主席及副主席外，須由一名會員提名，一名會員和議，並於該屆首次執委會會議內一人一票選出。執行委員會成員每年最少開會兩次，出席人數不得少於十人。

(3) 家教會主席以家長代表身份出席校方的活動(包括投標議決事件、推廣校務工作等)，若中途離任(包括子女離校、自動辭職或因其他原故未能留任)，則由副主席補上，若副主席亦出現相同情況，則需由執委會委員互選其他家長委員代表續任。

(4) 執行委員會成員全是義務性質，任期兩年，期滿可以競選連任，不限次數；若中途辭職，必須於請辭當天計起七日內以書面通知主席。

(丙) 陳樹渠紀念中學家長教師會不能干涉學校內政，包括聘請、解僱教職員及學校之行政人員。

八、 財政報告：司庫每年均需向全體會員大會及執行委員會解釋及報告財政狀況。如有需要，全體會員大會有關要求核數人員覆核帳目。

九、 解散及剩餘資產之處理：日後本會如須解散，須於全體會員大會或特別會員大會內，經該年度已繳費之基本及贊助會員過半數親身或書面投票通過方可。解散後本會之所有剩餘資產將捐予陳樹渠紀念中學。

※ 本章程如有任何修改，須先獲得全體會員大會足法定出席人數三分二或以上的多數票通過，方為有效。

備註：本會章內容經修訂，並已於 6.11.2020 舉行之【第十三屆家長教師會第一次執委會】中一致通過。

Articles of the Parent-Teacher Association of Chan Shu Kui Memorial School (CSK-PTA)

1. Name: Chan Shu Kui Memorial School Parent-Teacher Association
 2. Address: 101 Castle Peak Road, Sham Shui Po, Kowloon
 3. Objectives:
 - A. Strengthen the communication between parents and teachers to improve the quality of education;
 - B. Provide parents with a more direct channel to exchange experiences with teachers in nurturing their children;
 - C. Enhance the transparency of school administration and allow parents to voice their opinions on school teaching policies, administrative measures and student welfare.
 4. Membership eligibility:
 - A. Basic members: current principal, in-service teachers and parents of current students can participate.
 - B. Sponsoring members: former principals, members and parents of students who have left school. Once the application is approved by the school, membership fee shall be paid to become a sponsoring member. The benefits of sponsoring members are the same as basic members.
 - C. Advisor: the current supervisor or principal of the school.
 5. Member rights: Participate in meetings, activities, vote and monitor conference affairs.
 6. Annual membership fee: The annual fee is determined by the executive committee and approved in the general meeting. (The paid annual fee is not refundable.) The annual fee is only used for covering general administrative expenses and the student award scheme approved by the executive committee; any other donations are purely voluntary.
 7. Case filing and administrative organization:
 - (A) General Assembly:
 - (1) The general assembly is the authority of the association. The annual general meeting is held in November every year. The school will notify all members in writing of the date, time, place, meeting agenda, election platform and voting methods of the candidates for the election of the president and vice president.
 - (2) The statutory number of attendees at the general meeting is not less than 50 or one-tenth or more of the total number of members of the year, whichever is less. If the number of attendees is insufficient, the meeting will be postponed for another 14 days and a new notice will be issued. At the second meeting, regardless of the number of attendees, a quorum shall be considered. The work of the general assembly includes the approval or revision of the constitution, supervision of the meeting and financial reports, and selection of members of the executive committee.
 - (3) If there are special matters to discuss, as long as there are 20 or more basic members and/or sponsoring members (including advisors) in writing, and the executive committee must notify all members in writing within 14 days, and another special general meeting will be held.
 - (B) Executive Committee:
 - (1) It consists of the principal, vice principal, seven current teachers and eight parents of the school. Committee members take up various positions including a chairman, two vice-chairmen, two academic officers, two recreational officers, two general affairs officers, two secretaries, two treasurers and two liaison officers. One parent and one teacher jointly serve the aforementioned positions except for the post of chairman.
 - (2) The aforementioned positions shall be taken up by the members elected in the PTA election. Candidate with the highest votes would be appointed as the chairman while the first runner-up would serve as the vice-chairman. In the first executive committee meeting, the elected members would be nominated for the rest of the positions. Nominations should be proposed by one member and seconded by another member. The members of the executive committee meet at least twice a year, and the number of attendees shall not be less than ten.
 - (3) The PTA chairperson attends school activities (including tender negotiations, promotion of school affairs, etc.) as a parent representative. If he resigns midway (including children leaving school, voluntarily resigning, or failing to stay for other reasons), the vice chairman shall take up the post. If similar situation occurs to the vice chairmen, the members of the executive committee must elect another parent member representative for re-appointment.
 - (4) All members of the executive committee are obligated to serve for a term of two years. At the end of the term, you can run for re-election for an unlimited number of times; if you resign halfway, you must notify the chairman in writing within seven days from the date of resignation.
 - (C) The Parent-Teacher Association of Chan Shu Kui Memorial School shall not interfere in the internal affairs of the school, including hiring and dismissing teaching staff and school administrative staff.
 8. Financial report: The treasurer shall explain and report the financial status to the General Assembly and the executive committee every year. If necessary, the General Assembly has the right to request the auditors to review the accounts.
 9. Dissolution and disposal of remaining assets: If the association needs to be dissolved in the future, it must be approved in person or in writing by more than half of the basic and sponsoring members paid in the year at the general meeting or special general meeting. After the dissolution, all remaining assets of the Association will be donated to Chan Shu Kui Memorial School.
- ✘ If there is any amendment to this Articles of Association, it must be approved by a majority of two-thirds or more of the statutory attendance of the general membership to be valid.

Remarks: The content of this chapter has been revised and has been unanimously approved in the [1st Executive Meeting of 13th PTA] held on 6.11.2020.