



## 家長教師會運作指南

### 1. 成立宗旨

- 加強校方與家長之間的溝通，建立夥伴合作關係。
- 透過策劃和舉辦多元化活動，促進家長之間的聯繫與溝通。
- 商討家長與校方共同關注的事項，反映家長意見，共同促進學生各方面的發展。
- 策劃、發展及推行家長教育，讓家長學習培育子女所需的知識和技能。

### 2. 會員資格

- 家長會員：所有本校就讀學生的家長或監護人均自動成為家長會員。
- 當然會員：本校現任校長為當然會員。
- 教師會員：本校現任教師均為教師會員。

### 3. 會員權利和義務

- 所有家長會員均有選舉及獲選為幹事的權利，並於相關選舉中享有投票權。
- 所有會員均可參加本會所舉辦之一切活動。
- 所有會員均受本會的《家長教師會運作指南》約束。

### 4. 會費

- 幹事會可按需要徵收會費。
- 家長會員須以家庭為單位，每學年繳交會費二十元一次。
- 當然會員及教師會員可獲豁免會費。
- 中途退會者，已繳付之會費，概不退還。
- 除會費外，所有會員並無義務再向本會提供任何金錢資助。

### 5. 幹事會

- 本會的所有會務由校方和幹事會共同處理。
- 幹事會由7名幹事組成，成員包括家長會員5人，教師會員2人。
- 教師幹事由校方薦任；家長幹事則經會員大會以一人一票不記名方式投票選出，有關家長幹事選舉由校方負責籌備及舉辦。[\*首屆幹事會的家長幹事由校方邀請出任，以便籌組及過渡。]



d. 幹事會的架構如下：

- i. 主席 1人 (家長幹事1人)
  - ii. 副主席 1人 (教師幹事1人)
  - iii. 司庫 2人 (家長幹事1人, 教師幹事1人)
  - iv. 秘書 1人 (家長幹事1人)
  - v. 康樂 2人 (家長幹事2人)
- e. 所有幹事的任期均為一年，再獲選／獲薦任後可連任。
- f. 幹事成員所擔任的職位由各當選幹事於首次幹事會會議內互選產生。
- g. 幹事會會議的法定出席人數為全體幹事的百分之五十。所有幹事會會議之議案，須經出席人數過半贊成，決議方能成立。
- h. 在幹事會會議中，若贊成及反對的票數相同，主席可多投決定性一票。
- i. 幹事會的所有幹事均為本會的義務工作人員。
- j. 幹事成員因任何情況退出幹事會，其職責便由幹事會各成員共同分擔。

## 6. 財政

- a. 本會的主要經費來源為會費、個別活動收費及家庭與學校合作活動計劃資助。
- b. 本會可將本會的款項用於發展會務和支付會務各項開支。
- c. 司庫須於每次幹事會會議中，報告本會的財政狀況。
- d. 本會的一切收入須存入校方的銀行帳戶，而所有支票、賬簿及單據均由校方保管。與本會相關的所有收支會由校方以獨立會計分類帳作記錄。
- e. 校方須為本會安排義務核數師或熟悉財務稽核的人士每年查核本會帳目最少一次。

## 7. 修訂《家長教師會運作指南》

- a. 校方如為本指南作出任何修訂，需盡快向所有家長公布有關改動。

(本指南的最後修訂日期：2024年12月13日)



## Parent-Teacher Association Operational Guide

### 8. Mission

- a. To strengthen the communication between the school and parents to establish a home-school partnership;
- b. To promote the connection and communication between parents through planning and organising a diverse range of activities;
- c. To discuss issues of mutual concern between parents and the school, reflect parents' views, and work together to promote the all-round development of students.
- d. To plan, develop and implement parent education to equip parents with the knowledge and skills to nurture their children.

### 9. Membership

- a. Parent member: All parents or guardians of current students automatically become parent members.
- b. Ex-officio member: The serving Principal shall be an ex-officio member.
- c. Teacher member: The serving teachers shall be teacher members.

### 10. Members' Rights and Obligations

- a. All parent members shall have the right to elect and be elected as members of the Executive Committee, and shall have the right to vote in such elections.
- b. All members are eligible to participate in any activities organised by the PTA.
- c. All members are bound by the "Parent-Teacher Association Operational Guide" of the PTA.

### 11. Membership Fee

- a. The Executive Committee may collect membership fees as needed.
- b. Parent members are required to pay a membership fee of \$20 per family per school year.
- c. Ex-officio and teacher members are exempt from membership fees.
- d. Membership fees paid by individuals who withdraw their membership during the school year are not refundable.
- e. No member shall be obliged to provide the PTA with any monetary aid other than membership fees.



## 8. Executive Committee

- a. All business of the PTA shall be jointly conducted by the school and the Executive Committee.
- b. The Executive Committee shall be made up of 7 committee members, including 5 parent members and 2 teacher members.
- c. The appointment of teacher members to the Executive Committee shall be made on the school's recommendation, whereas parent committee members shall be elected by secret ballot on a "one person, one vote" basis at the General Meeting. Such an election shall be organised and conducted by the School. [\*The appointment of parent committee members for the first Executive Committee may be made by invitation from the School to facilitate the preparatory work and transition.]
- d. The composition of the Executive Committee is as follows:
  - i. Chairman : 1 (1 parent member)
  - ii. Vice-Chairman : 1 (1 teacher member)
  - iii. Treasurer : 2 (1 parent member and 1 teacher member)
  - iv. Secretary : 1 (1 parent member)
  - v. Recreation : 2 (2 parent members)
- e. The term of office for all committee members shall be 1 year. A committee member may serve consecutive terms if re-elected/re-appointed on the school's recommendation.
- f. The posts within the Executive Committee shall be determined through mutual election among the elected committee members at the first Executive Committee meeting.
- g. The quorum for an Executive Committee meeting shall be 50% of all committee members. A resolution regarding any motion brought forward at such a meeting shall require a majority vote of the committee members present for its adoption.
- h. In the event of a tie vote at an Executive Committee meeting, the Chairman shall have a casting vote.
- i. All members of the Executive Committee shall serve the PTA on a voluntary basis.
- j. If a committee member withdraws from the committee due to any circumstances, their responsibilities shall be jointly shared by the remaining members of the committee.



平安福音堂幼稚園（牛頭角）

Peace Evangelical Centre Kindergarten (Ngau Tau Kok)

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## 6. Finance

- a. The main source of PTA from parents' membership fees, activities fees and Home-School Co-operation Grants.
- b. The PTA may use its funds to take forward its business and cover its expenses.
- c. The Treasurer shall report the financial status of the PTA during each Executive Committee meeting.
- d. All income of the PTA shall be deposited into the school's bank account, and all cheques, account books and receipts will be kept by the school. All PTA-related income and expenditures will be recorded by the school in a separate ledger.
- e. The school shall arrange for the PTA's accounts to be audited at least once a year by a voluntary auditor or a person conversant with financial auditing.

## 7. Revision to the "Parent-Teacher Association Operational Guide"

- a. Any revision made by the school to this Operational Guide shall be promptly communicated to all parents.

(Last revised on 13<sup>th</sup> December 2024)