

順德聯誼總會 屯門梁李秀娛幼稚園

家長教師會會章

(一) 家長教師會的目標及功能:

- (1) 促進家長與學校之間的聯繫及溝通，建立夥伴合作關係。
- (2) 透過家校緊密合作，共同促進子女在學業和身心各方面健康成長。
- (3) 透過策劃及舉辦各類發展性及康樂性活動，發展家長潛能，加強父母與子女關係。

(二) 會籍:

- (1) 當然會員: 本校現任校長及教師均為當然會員。
- (2) 普通會員: 全部在校就讀學生的家長或監護人均自動成為普通會員，普通會員以家庭為單位。

(三) 會員權責:

- (1) 權利: (i) 全部會員均享有參與本會工作事務和活動之權利;
(ii) 當然會員享有動議、投票、選舉權。
(iii) 普通會員享有動議、投票、選舉及被選權。
- (2) 義務: 全部會員均須遵守本會會章及一切議決案及促進本會發展。
所有在本校就讀學生的家長自動成為會員，毋須繳交會費；但當其子女中途離校或畢業後，其會籍便即時自動終止。

(四) 執行委員會: 為使會務進行順利，特組成執行委員會，定期舉行會議，商討會方事務及協助校方策劃並推行符合本會宗旨的工作及活動，分工崗位如下:

- (1) 主席: 負責召集及主持例會或週年會議，監督決議的執行，定期向委員及會員作出工作報告。
- (2) 副主席: 當主席因事缺席，副主席代主持會議，協助主席完成有關決議。
- (3) 秘書: 記錄有關會議和決議，制定議程，處理文件，往來文書工作。
- (4) 司庫: 處理財務，記錄有關會方收支賬目及報告，並向執委會負責。
- (5) 學術 (2 人): 協助組織課外文化活動及興趣班組及資料室運作。
- (6) 康樂 (2 人): 協助策劃並推行校內及校方所參與校外的一切康樂活動。
- (7) 總務 (2 人): 協助處理一切與會務相關的工作。

* 上列執行委員之各崗位人選，須由出席之家長進行互選出任，任期為兩年(至每兩年之學期終結日)，補選委員則無須出席家長互選，只須由全校家長選出最高票數者為當選，任期為一年。

* 第二年，主席離任，由副主席補上。

* 第二年，副主席離任，由現任委員互選，最高票數者升為副主席，其職務再由家長參選補上。

* 如有中途離任者，則由執委會再行推選，繼任者任期與當屆任期屆滿日相同。

* 執行委員會所有委員工作均為義務性質，絕對不得以任何形式(金錢上或物質上)收受報酬，否則觸犯防止賄賂條例，屬刑事罪行。

(五) 有關本會規章及會方事務最終之釋法權為本校校董會。



順德聯誼總會 屯門梁李秀娛幼稚園
2025-2027 年度第 25-26 屆家長教師會委員參選報名表格

本校第 24 屆家長教師會任期已於七月屆滿，為使會務能延續不斷，由即日起，開始招募第 25-26 屆執行委員(請參閱會章)。為讓委員能熟悉本校的運作及易於安排各項活動，「家長教師會」委員任期為兩年。如委員在翌年任期內子女已畢業，則會再次招募該職位，其職務由家長選出代任。而正副主席委員子女已畢業，則由現任委員互選產生。藉此加強本校家校合作的力量，促進子女在學業和身心各方面健康成長。有意參與之本校家長，請填妥提名表格，於 9 月 12 日(星期五)前交到校務處。由家長投票選出十位委員協助會務發展。家長投票由 9 月 19 日至 26 日止。家長會員選舉大會將於 10 月 4 日(星期六)上午在本校禮堂舉行選舉活動，請家長預留時間出席參與。

候選人個人資料		相 片
姓 名：_____	子女姓名及班別：_____	
性 別：_____	_____	
職 業：_____	(_____)	
興趣及專長：		
參選目的及抱負：		
曾任本校委員經驗：		
候選人簽署：	日期：	

註：(1)請候選人填妥下列競選報名表格，並附上候選人的相片(生活相片或證件相)。

(2)資料將上載本校通告及網頁內，供全校家長參閱。



Shun Tak Fraternal Association Tuen Mun Leung Lee Sau Yu Kindergarten

Constitution of Parent-Teacher Association

(A) The goals and functions of the Parent-Teacher Association:

- (1) To promote connections and communications between parents and school and to establish a partnership between them.
- (2) To promote the development in academic performance and the physical and mental health of children through close home-school co-operation.
- (3) To develop the potential of parents and to strengthen their relationship with their children through planning and conducting a variety of developmental and recreational activities.

(B) Membership:

- (1) Ex-officio members: The current principal and teachers of the school are ex-officio members.
- (2) Ordinary member: Parents or guardians of all students studying at the school will automatically become ordinary members, and ordinary members are based on families.

(C) Member rights and responsibilities:

(1) Rights:

- (i) All members have the right to participate in the work affairs and activities of the Association;
- (ii) Ex-officio members have the right to propose, vote and elect.
- (ii) Ordinary members have the right to propose, vote, elect and be elected.

(2) Responsibilities:

All members must abide by the constitution of the association and all resolutions and promote the development of the association. All parents of students studying in this school automatically become ordinary members and do not need to pay membership fees; however, when their children leave school or graduate, their membership will be terminated automatically and immediately.

(D) Executive committee: In order to make the affairs of the Association go smoothly, an executive committee is formed to hold regular meetings to discuss the affairs of the association parties and assist the school in planning and implementing work and activities in line with the purpose of the association. The division of labor is as follows:

- (1) Chairman: Responsible for convening and chairing regular meetings or annual meetings, supervising the implementation of resolutions, and making regular work reports to committee members and members.
- (2) Vice chairman: When the chairman is absent, the vice-chairman will chair the meeting and assist the chairman to follow through the resolutions made.
- (3) Secretary: Record related meetings and resolutions, set agendas, handle documents and paperwork.
- (4) Treasurer: Handle finances, record the income and expenditure accounts and reports of the relevant parties, and be responsible to the Executive Committee.

- (5) Academic (2 people): Assist in the organization of extracurricular cultural activities and the operation of interest groups and reference rooms.
- (6) Recreation (2 people): Assist in the planning and implementation of all recreational activities on and off campus that the school participates in.
- (7) General affairs (2 people): Assist in handling all work related to association affairs.

* Candidates for the positions of the above-mentioned executive committee members must be elected by parents who are present in the voting. The term of office is two years (until the end of each two-year semester). By-election committee members do not need to attend the voting. The person with the highest number of votes is elected for a one-year term.

* In the second year, the chairman resigns and is replaced by the vice-chairman.

* In the second year, the vice-chairman resigns, and the current committee members elect each other. The person with the highest number of votes will be promoted to the vice-chairman, and the position will be filled by the parents.

* If there is a person who resigns halfway, the executive committee will re-elect, and the term of the successor is the same as the expiration date of the current term.

* All the members of the executive committee are voluntary, and they must never accept any form of remuneration (money or material), otherwise they will violate the Anti-bribery Act, which is a crime.

(E) The final authority to interpret the rules and regulations of the association and the affairs of the association is the board of directors of the school.



Shun Tak Fraternal Association Tuen Mun Leung Lee Sau Yu Kindergarten
The Parent-Teacher Association Members Candidate Registration Form for Year 2025-2027

The term of the 24th Parent-Teacher Association of our school has completed in July. We will start recruiting 25th executive members from now on (please refer to the constitution). In order to help committee members become familiar with the school's operations and facilitate the arrangement of various activities, the term of office is two years. If a committee member's child graduates during the second year of their term, the position will be reopened for recruitment, and the new member will be elected by the parents. If the children of the chairman and vice chairman have graduated, the position will be elected by the current committee members. In this way, we can strengthen the power of home-school cooperation in our school and promote the healthy growth of children in all academic, physical and mental aspects. Parents of our school who are interested in participating, please complete the nomination form and submit it to the school office on or before 12 September (Friday). Parents vote to elect 10 committee members to assist in the development of the association. Parent voting will be held from 19-26 September. The parent member election meeting will be held on the morning of 4 October (Saturday) in the school auditorium. Parents could reserve time to attend and participate.

Candidate Profile		Photo
Name: _____ Gender: _____ Occupation: _____	Children's name and Class: _____ (_____)	
Interests and expertise: _____ _____ _____ _____		
Participation purpose and ambition: _____ _____ _____ _____		
Previous school committee experience: _____ _____		
Candidate's signature: _____	Date: _____	



Remark: (1) Candidates are requested to fill in the following election registration form and attach the candidate's photo (life photo or ID photo).

(2) The information will be uploaded to the school's circular and website for reference by all parents.