



St. Mary's Canossian College Parent Teacher Association

SMCC – P1/0708
4 September, 2007

Dear Members,

PTA Annual General Meeting & General Election

We cordially invite you to attend and to participate in the Annual General Meeting & General Election on **29 September, 2007 (Saturday), at 2:30p.m. in the School Hall.**

The General Election will be held for electing PTA Executive Committee members. The term of service will be for a period of two years. Please study the attached **Rules of Election** for details.

The agenda of the AGM is as follows:

1. Welcome Remark by the School Supervisor / School Principal
2. PTA Annual Report by the Chairman
3. Annual Financial Statement by the Treasurer
4. Amendments on PTA Memorandum
5. General Election
 - i. Election Speech by Candidates
 - ii. Casting of votes and counting (one vote for each family)
6. Presentation from the School
7. Result of Election
8. Refreshments

The PTA would require your active participation as nominees or candidates for the new Executive Committee. Alternatively, we would also like to recruit volunteers to provide support to all PTA activities.

All PTA members have the right to vote and to be voted into office. A proxy vote will be accepted with written notice to the Chairman prior to the election. All candidates should complete the **Participation & Nomination Form** as attached. Nomination of candidate shall require written consent from the nominee. Members who would like to join the working teams should complete the **Volunteer Parents Service Enrollment Form** attached.

As a general practice each year, the PTA would collect and update membership data for establishing an efficient communication network. Please, therefore, complete the **Parent's Particulars** attached. Strict confidentiality would be kept and the data collected would solely be used for the said purpose.

It would be much appreciated that all forms be duly filled, signed and returned to the class teacher **on or before 10 September 2007.**

We believe that your presence at the AGM will be indispensable to cultivating best quality St. Marians which is the ultimate target of home-school cooperation. We look forward to seeing you at this important annual event. May God bless St. Mary's, our Big Family!

Yours sincerely,

Daniel Suen
Chairman

Catherine Wong
Principal

Class No. _____

Reply Slip (return on or before 10 September 2007)

*I / my spouse *would be able / would not be able to attend the AGM held on 29th September 2007 .
(* delete whichever is inappropriate)

Parent's Name

Parent's Signature

Date

Student's Name

Class

SMCC – P1/0708



嘉諾撒聖瑪利書院家長教師會

SMCC – P1/0708

親愛的會員：

家長教師會周年會員大會及選舉

家長教師會謹訂於九月二十九日(星期六)下午二時三十分於學校禮堂舉行本年度周年會員大會，並於會上選舉來年之執行委員。在此誠邀閣下撥冗出席。會議議程如下：

1. 校監/校長致歡迎辭
2. 主席作周年報告
3. 財務報告
4. 動議通過家長教師會會章修正
5. 選舉
 - (i) 候選人發表參選抱負
 - (ii) 投票及點票 (以每家庭作投票單位)
6. 學校匯報
7. 公布選舉結果
8. 茶聚

根據家長教師會的會章，每位家長都是當然會員，並享有選舉及被選權，從而直接參與策劃及協助本會及學校的發展。我們謹望閣下參選成為來屆家長教師會之執行委員或參加工作小組。現請填妥隨信附上的「**執行委員會競選參選/提名表**」及「**家長義工服務登記表**」，以便統計。倘閣下有意提名另一家長成為執行委員，請於提名前先徵求該家長之同意。

為加強家長間的溝通及發展家長網絡，本會每年都會更新家長個人資料檔案，謹請閣下填妥「**家長資料**」表格。該檔案的資料絕對保密，並只限作上述用途。

為方便校方統計人數以籌備周年大會，懇請閣下填妥以下出席的回條及其他表格一併於二零零七年九月十日前交回各班班主任。

我們深信家校合作是培育優質「聖瑪利人」的首要條件。若能得各位的積極參與，家長教師會必能與學校通力合作，締造更優裕的學習環境，作育我們的下一代。願主福祐聖瑪利這個大家庭！

家長教師會主席孫頌強

校長王少玉

謹啟

二零零七年九月四日

學號：_____

回條

(請於二零零七年九月十日交回)

*本人/本人之配偶 *將出席/未克出席 二零零七年九月二十九日的周年會員大會，特此通知。
(*刪去不適用者)

家長姓名：_____ 家長簽署：_____ 日期：_____

學生姓名：_____ 班別：_____

SMCC – P1/0708

St. Mary's Canossian College Parent Teacher Association

Rules of General Election

A. Election for the 2007 – 2009 PTA Executive Committee

Composition of the Executive Committee

- Chairperson
 - Vice-Chairperson
 - Secretary
 - Treasurer
 - Convenor of Welfare Team
 - Convenor of Culture & Recreation Team
 - Convenor of Parenting Team
 - Convenor of Publications & Communication Team
 - Convenor of Class Representatives & School Service Team
1. The service term of the Executive Committee is for a period of TWO years.
 2. ALL PTA regular members are eligible to offer himself/herself as candidate for election. Nomination of candidate is accepted only with written consent from the nominee.
 3. ALL PTA regular and ex-officio members are eligible to vote for the election. A proxy vote will be accepted with written notice to the PTA Chairman via the School Office at least one working day prior to the election.
 4. Nine candidates with the highest votes shall be elected as the Executive Members.
 5. The Executive Members shall vote among themselves for specific roles after the General Election. Announcement of the result shall be made known to all members as soon as possible.
 6. All Candidates are required to complete the Participation & Nomination Form and to present his/her election speech in the AGM. Absence in the AGM shall be considered as automatic withdrawal.
 7. The candidate can also express his/her personal preference for a specific role in the Executive Committee. The personal preference shall only be a general reference to the voters.

B. Participation as Parent Volunteers

All PTA members are welcome to indicate his/her personal interest as a volunteer and to serve as member of one of the following groups:

- i. Welfare Team – to promote students' welfare i.e. food quality in Tuckshop, school hygiene facilities, etc.
- ii. Culture & Recreation Team – to promote parent-child relationship through participation in cultural and recreational functions / activities.
- iii. Parenting Team – to promote parents' on-going formation so that they can play their role as parents competently.
- iv. Publications & Communication Team – to provide updated news online via our PTA website and issue two newsletters each year.
- v. Class Representatives & School Service Team – to offer immediate service to parents of the same class and the school as a whole.

嘉諾撒聖瑪利書院家長教師會

選舉條例

甲、2007 至 2009 年度家長教師會執行委員會選舉

執行委員會成員：

- 主席
- 副主席
- 秘書
- 司庫
- 福利組召集人
- 文康組召集人
- 培育組召集人
- 出版及傳訊組召集人
- 班代表及學校服務組召集人

1. 執行委員之任期為兩年一任。
2. 凡現任家長教師會家長會員均具資格成為執行委員會選舉中的候選人。提名人須先得候選人之書面同意。
3. 凡現任家長教師會會員均有權於選舉中投票。如要委託他人進行投票，需最遲於選舉前一工作天往校務處遞交書面通知，由校務處將書面通知送呈家長教師會主席。
4. 持最多選票的九位候選人將成為執行委員會委員。
5. 各當選執行委員會委員經內部投票確定所擔當的職位，內部投票選舉結果將會以最短時間向家長教師會公布。
6. 所有候選人必須填妥參選/提名表，並於周年大會時公開發表競選演說。凡於周年會員大會缺席之候選人將被視作自動棄權。
7. 候選人可於選舉中表達希望擔任何種職位之意願，惟候選人的個人意願於內部投票選舉中只視為一項參考資料。

乙、家長義務工作小組

我們誠意邀請各家長教師會會員擔任義務工作，各人可根據個人興趣及意願，成為以下各義務工作小組的一份子：

- i. 福利組：促進改善學生福利，例如改善小食部的食物質素、學校衛生設施等等。
- ii. 文康組：負責透過舉辦及參與各項文娛康樂活動以促進親子關係，使成員擁有既充實又愉快的家庭生活。
- iii. 培育組：為家長提供最適切的講座及技能培訓，好能愉快地履行家長角色。
- iv. 出版及傳訊組：負責更新學校的家長教師會網頁資料及每年出版兩期會訊。
- v. 班代表及學校服務組：為班內家長及全校學生提供適切的家校溝通及學生支援服務。

St. Mary's Canossian College Parent Teacher Association

Executive Committee Election Participation & Nomination Form

Name of Parent: (Chinese) _____ (English) _____ Tel: _____

Name of Student: _____ Class: _____ Class Number: _____

(*Please tick where appropriate.)

* I myself would like to be a candidate.

I would like to nominate **the parent named below** to be a candidate.
(Consent of the nominated candidate should be obtained before submission.)

Name of Nominee: _____ Tel Contact: _____

Occupation: _____ Servicing Organization: _____

Name of Nominee's Daughter: _____ Class: _____ Class Number: _____

Reasons for Participation/Nomination:

Parent's Signature: _____

Nominee's Signature: _____
(if appropriate)

Date: _____

嘉諾撒聖瑪利書院家長教師會

執行委員會競選
參選 / 提名表

家長姓名: (中文) _____ (英文) _____ 電話: _____

學生姓名: _____ 班別: _____ 學號: _____

(*請在適當方格內加上✓號)

* 本人欲參選。

本人欲提名下列家長參選。

(若提名另一家長參選，必須獲被提名者同意。)

被提名人姓名: _____ 聯絡電話: _____

職業/職位: _____ 工作機構: _____

被提名人女兒姓名: _____ 班別: _____ 學號: _____

參選/提名原因:

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家長簽名: _____ 被提名人簽名(如適用): _____

填表日期: _____



嘉諾撒聖瑪利書院家長教師會

St. Mary's Canossian College Parent Teacher Association

家長資料 Parent's Particulars

In order to build an effective communication network among all members and to promote the objectives of the Association, we request all parent members to complete and return the particulars listed below. We solemnly declare that all data hereby collected will be kept strictly confidential and will be used only for the purpose stated above by authorized persons. If you want to receive updated circulars and important parenting information, please fill in at most three E-mail addresses for us.

為建立家長通訊網絡及促進本會目標，本會將為全體家長建立家長資料檔案。本會特此聲明，各家長所提供的資料只供授權人士使用，絕對保密。如閣下希望收到通告及親子資料，請提供最多三個電郵地址。

學生資料 Student data

中文姓名 Chinese Name :

學生編號 Student ID :

英文姓名 English Name :

班別/學號 Class/No. :

同校姊妹姓名 Sibling in St. Mary's :

班別/學號 Class/No. :

住址 Address :

住宅電話

Home Telephone :

父母或監護人

Parents/ Guardian

請在()用1 - 9表示聯絡途徑優次

Please show preference for contact means by using 1 - 9 in () (i.e. 1 - 1st choice, 2 - 2nd choice. etc.)

	英文姓名 English Name	中文姓名 Chinese Name	辦公室電話 Office Tel.	手提電話 Mobile Phone	電郵地址 e-mail
父親 Father :	_____	_____ ()	_____ ()	_____ ()	_____
母親 mother :	_____	_____ ()	_____ ()	_____ ()	_____
監護人 Guardian :	_____	_____ ()	_____ ()	_____ ()	_____

填表日期 Date : _____

家長簽署 Parent's Signature : _____