

家长会组织章程（2019.04.16）

PTA By Laws (2019.04.16)

第一章 总 则 Chapter One General Principles	
第一条 Item #1	本会定名为“上海市民办中芯学校学生家长会”。The organization is named Shanghai SMIC Private School Parent-Teacher Association
第二条 Item #2	为维护本校学生家长之教育参与权，增进家庭与学校之联系与合作，共谋整体教育之发展，特订本组织章程。The constitution of this organization is instituted for the purpose of ensuring the participation rights of Parents in the school education, increasing the connection and cooperation between the school and family, and engineering the development of the overall education.
第二章 组织及运作 Chapter Two Organization and Operation	
第三条 Item #3	本校设学生家长会（以下简称家长会），由所有在学学生之家长组成，本项所称家长，系指学生之父母或法定监护人。The Parent-teacher Association (PTA) consists of the parents of all the students. The definition of “parents” referred in this item means parent or legitimate guardian.
第四条 Item #4	家长会会址设于学校内，学校应提供适当场所，以办理会务。学校应于每学年第一学期开学后三周内，将学生家长之通讯资料备齐并建档，以利家长会会务之运作。The school should provide a proper office space for the use of daily operation. In order to ensure a smooth operation of the PTA, the school should provide all the student information to the PTA within the first three weeks of the semester.
第五条 Item #5	家长会设置会长一名，副会长四名（中文部二名、英文部二名），及工作小组。另下设年级、班级家长代表。会长统筹家长会一切事物，副会长及工作小组协助办理之。会长出缺时，由副会长中推选一人递补；副会长出缺时，由常务委员中推选一人先行代理，并在下一次家长会月会过半数通过后使得担任。并公告于全校及家长。 There will be one Chairperson, four Assistant Chairpersons (2 for Chinese track, 2 for English track), and a PTA committee. There will also be parent representatives from each grade and class. The chairperson is in charge of the general affairs, with the assistance of the assistant chairpersons, and special groups. When the chairperson is absent, his/her duties are to be carried out by one of the assistant chairpersons. When one of the assistant chairpersons is absent, his/her duties are to be carried out by one of the committee members. All changes are to be reported to the school and the parents.
第六条 Item #6	会长、副会长于每年五月由全体家长以书面投票推选产生，选票以学生数为单位。再由会长、副会长组织各工作小组。 会长、副会长及各工作小组组长、副组长共同组成常务委员会（以下简称常委会）。任期由同年七月一日起至次年六月三十日止，连选得连任。 家长会应于学年结束前将新任常务委员名单函报学校备查。 The Chairperson and the assistant chairpersons are elected by all the parents through written ballots in May of each year. The votes are determined by the student numbers. The special groups are organized by the chairperson and the assistant chairpersons. The chairperson, the assistant chairpersons, the group leaders form the PTA Committee. The duty year runs from July 1 st to June 30 th of the next year. Each post can only be held for one year unless re-elected. The PTA is to report the new committee to the school before the end of the school year for reference.
第七条 Item #7	中芯学校所有学生的家长，都具有参选正、副会长及工作小组成员资格，参选人不得在学校担任任何工职。正、副会长候选人只能针对一个职务进行参选。 All the parents of the SMIC students are entitled to run for the positions of chairperson, assistant chairpersons and the members of the special groups. The candidates are not to work at SMIC School. Each candidate can only run for one position, chairperson or assistant chairperson.

<p>第八条 Item # 8</p>	<p>罢免会长、副会长应有全体家长五分之一以上连署使得进行，亦采书面投票，以有效票三分之二以上通过，使能决议。</p> <p>The signatures of one fifth of the parents of the school are required in order to start the procedure of removing the chairperson or assistant chairpersons out of office. And the final decision is based on the two thirds of the votes.</p>
<p>第九条 Item # 9</p>	<p>班级家长代表每年九月第三周结束前，由常委会协助各班班主任和家长们互相推选，每班一至两名。负责计划支援班级活动，协助推动家长会会务。班级家长代表同时是家长会的班级家委成员。</p> <p>年级家长代表，由常委会协助从班级家长代表中推举一名产生。负责协助常委会与班级家长代表之间的联系。年级家长代表同时是家长会的年级家委成员。</p> <p>Each class is to have one to two homeroom parents by the third week of each September, with recommendations by the respective homeroom teachers, parents, and the PTA committee. The duties of a homeroom parent include supporting class activities, and coordinating with the PTA. Every homeroom parent is by default a class-level PTA committee member.</p> <p>An overall parent representative in each grade is to be recommended from amongst the homeroom parents of that grade by the PTA committee. Each grade's parent representative, who serves as the main point of contact between that grade's homeroom parents and PTA, is by default a grade-level PTA committee member.</p>
<p>第十条 Item #10</p>	<p>工作小组及其工作内容如下，可视实际需要调整：</p> <p>一 文书组:整理会议记录，协助家长会网页内容更新、活动文宣及美工支持。</p> <p>二 活动组:筹划家长会年度活动项目；实施有利于学生成长发展的各项活动。活动组包含中英文部活动组，各设组长副组长，需定期沟通，跨部活动须共同协作。</p> <p>三 财务组:负责本会经费之预算、收支、管理及结算及每学期的财务报告。</p> <p>四 午餐组:协助学校午餐事务。</p> <p>五 校车组: 协助学校校车事务。</p> <p>六 交通组: 协助学校周围交通疏导事务。</p> <p>七 故事家长组: 进班为同学们说故事及品格教育。</p> <p>八 采购组: 采购家长会活动所需之物品。</p> <p>九 校园安全组: 定期检查及监督学校环境、交通、校车及食堂安全。</p> <p>Below is a list of working teams under the PTA and their respective functions and duties. Ad hoc adjustments might be made as and when necessary.</p> <p>1. Secretarial Team: Organize meeting minutes, maintain the PTA website, take charge of newsletter publication and assist in artwork production.</p> <p>2. Activities Team: Plan PTA annual activities; organize events or activities that aid the overall development of the students. This group is further split into two sub-groups (Chinese track/English track parents) respectively headed by a group leader and assistant group leader. The sub-group leaders shall maintain good communication and cooperation particularly when organizing school-wide activities.</p> <p>3. Treasury Team: In charge of fund matters of the PTA including budgeting, cash flow management, book-keeping and year-end closing. It is to generate biannual accounting reports.</p> <p>4. Lunch Team: Assist the school in cafeteria lunch matters.</p> <p>5. School Bus Team: Assist the school in student bus transportation matters.</p> <p>6. Traffic Team: Assist in the school traffic management during schooling hours.</p> <p>7. Story Parents Team: Engage in in-class storytelling and moral education for students.</p> <p>8. Purchasing Team: Purchase required items for PTA activities.</p> <p>9. School Safety Team: Supervise and conduct regular safety inspections on the school environment, school bus service, traffic and cafeteria.</p>
<p>第十一条 Item #11</p>	<p>家长会应于学期中每月举行例会，第一次会议由会长负责召集，并担任主席。家长会得经班级家长代表五分之一以上之请求，或常委会之决议，召开临时会议，由会长召集并担任主席。家长会会长因故未能召集时，由会长指定副会长一人召集，并担任主席；副会长均因故未能召集时，由常务委员互推一人召集，并担任主席。</p>

	<p>The PTA monthly meeting is held once a month. The first parent meeting is chaired by the chairperson. Emergency meetings, which require the petition of one fifth of the homeroom parents or the decision of the PTA committee, are to be called and chaired by the chairperson. In case that the chairperson is absent, one of the assistant chairpersons appointed by the chairperson is to carry out the duties. In case the all of the assistant chairpersons are absent, one of the committee members is in charge.</p>
第十二条 Item #12	<p>有任何重大决议时，常委会应提前两周通知全体家长。表决结果，必须以实际出席人数过半数之通过始得决议。如采书面投票以有效票之半数以上通过，始得决议。</p> <p>The PTA committee is to inform all the parents two weeks prior to discussing of the significant issues. The decision is to be made by the majority of the votes, which is over half of the votes from the attending parents, or the written ballots.</p>
第十三条 Item #13	<p>常委会由会长视实际需要召开，并担任主席。常委会应有委员三分之二以上出席始得开会；并有出席人员过半数之通过，始得决议，决议事项应提请家长会通过。常委会开会时，得视实际需要邀请校长、学校行政主管及相关教职人员列席。</p> <p>The committee meetings are to be called and chaired by the chairperson. The meetings are only official with the attendance of two thirds of the committee members. The decisions are to be made with the votes of above half of the attending members. The decisions are turned over to the PTA meetings to be approved. The committee can invite the principals and the school administrative and relevant staff to audit the meetings.</p>
第十四条 Item #14	<p>所有常委会委员皆需经常委会会议之同意，方可有效地代表常委会执行涉外事务，否则解释为个人行为之发生，与常委会无关</p> <p>All out-reaching affairs involving PTA committee members are made official only with the approval of the PTA committee; otherwise they are considered personal conduct. The PTA is not responsible.</p>
第十五条 Item #15	<p>家长会办公室为会长、副会长及常务委员办理会务，并负责联系沟通等事宜之场所。</p> <p>The PTA office is for the chairperson, the assistant chairpersons and the committee members to work.</p>
第三章 权利与义务 Chapter Three Rights and Responsibilities	
第十六条 Item #16	<p>家长会之任务如下：</p> <ol style="list-style-type: none"> 一、向学校提供有关教育、活动等建议事项。 二、审议与决议家长会组织章程 三、讨论家长之建议事项。 四、审议与决议常委会所提出之会务计划、会务报告及经费等事项。 五、参与选举及罢免会长、副会长。 六、参与讨论其它有关家长会之事项。 <p>The duties of the PTA are as follows:</p> <ol style="list-style-type: none"> 1. Provide suggestions to the school in regarding the matters of education and activities. 2. Discuss and decide the PTA constitution 3. Discuss suggestions of the parents 4. Consider and decide meeting plans, reports and budget proposed by the committee. 5. Participate in voting and removing chairperson and assistant chairpersons. 6. Participate in discussing other PTA related issues.
第十七条 Item #17	<p>常委会之任务如下：</p> <ol style="list-style-type: none"> 一、协助学校改进校务事项。 二、处理经常性会务及家长会决议事项。 三、研提会务计划、会务报告及经费收支预算、决算等事项。 四、协助学校处理重大偶发事件，及有关学校、教师、学生及家长间之争议事项。 五、筹画、举办亲子教育及敬师活动。 六、处理其它有关常委会事项。 <p>The duties of the committee:</p>

	<ol style="list-style-type: none"> 1. Support the school in improving educational issues. 2. Handle the usual meeting affairs and the PTA decisions. 3. Propose PTA plans, meeting minutes, and the budget. 4. Help school in rectifying disputes that arise between school, parents, and teachers. 5. Plan and hosting school activities involving parents and teacher appreciation. 6. Handle other duties as required.
第四章 经费及会计 Chapter Four Budgeting and accounting	
第十八条 Item #18	<p>家长会经费来源如下：</p> <ol style="list-style-type: none"> 一、家长会会费。 二、捐赠收入。 三、筹款收入。 四、利息收入。 五、其它收入。 <p>本项第一款家长会会费之收取，以学生为单位，每学期收取一次。中途转学，休学或退学者，不予退费。本项第三款收入，其筹款方式，应经常委会决议后实施。</p> <p>The PTA financial source:</p> <ol style="list-style-type: none"> 1. The PTA membership fee * 2. Donations 3. Fundraising 4. Interest 5. Others <p>* The membership fee is based on the student numbers.</p>
第十九条 Item #19	<p>家长会费得委托学校代收，学校代收后应交由家长会管理，家长会应于收到款项后立即拨入指定之专户，其支用由家长会自行办理。其收支应设立专账处理。财务组除了应于每次家长会例会做收支报告外，并应于学期结束前，将账目提请常委会审核。任何开销，必须由会长和财务长共同签名后执行。学年结束前，则由会长向家长会报告财务状况，并连同经费收支账册及凭证办理移交。</p> <p>The PTA membership fee is to be collected by the school, and managed by the PTA. The latter is to immediately deposit the money into the designated account and allocated by the PTA. The financial group is to report the account balance at each PTA meeting. All expenses should be approved and signed by the chairperson and the financial officer. It is also to report the account balance to the committee to audit at the end of the semester. At the end of the school year, the chairperson is to report the financial status to the PTA meeting, and prepare to transfer the materials relating to the balance of the budget, and the receipts.</p>
第二十条 Item #20	<p>家长会经费之运用，应由常委会拟订计划及预算，超过二万元则需送请家长会审议通过。</p> <p>The spending of the PTA membership fees are to be decided on by the committee. Any single item that exceeds the amount of 20,000 is to be considered and approved by the PTA Board.</p>
第五章 附则 Chapter five Appendix	
第二十一条 Item #21	<p>组织章程经家长会通过后实施，修正时亦同。</p> <p>The constitution is to be implemented upon approval of the PTA. Any amendments are to follow the same rules.</p>