



St. Stephen's College Preparatory School
Parent-Teacher Association
聖士提反書院附屬小學家長教師會

Dear PTA Members,

3 October 2019

SSCPSPTA Notice No. 6
Annual General Meeting

We would like to invite you to the Annual General Meeting (the “AGM”) of St. Stephen’s College Preparatory School Parent-Teacher Association (“SSCPSPTA”) to be held on Tuesday, 22 October 2019. The purposes of this AGM are to elect a new Executive Committee for the year 2019-20 and to deal with the agenda items of the meeting. At the meeting, we will also present souvenirs and/or certificates of appreciation to members of the Executive Committee, Class Representatives and to parent volunteers of 2018-19. Schedule of the meeting is as follows:

Date & Time: 22 October 2019 (Tuesday)*
6:30 p.m. - 7:00 p.m. Reception with refreshment
7:00 p.m. - 8:00 p.m. AGM
Venue: School Hall

The following documents are attached:

- a) Notice of the AGM;
- b) Report from the Executive Committee of 2018-19;
- c) Reviewed financial statements including the details of the Charity and Education Development Fund for the year ended 31 August 2019; and
- d) Platforms from candidates running for election to the Executive Committee for 2019-20.

One family unit is counted as one SSCPSPTA membership. Member whose membership is valid at the date of the issuance of this AGM Notice (3 October 2019) is eligible to vote for the resolutions proposed at the AGM including but not limited to vote for the new Executive Committee (“**Eligible PTA Member**”). No voting right is granted to those whose membership becomes effective after the issuance of this AGM Notice (3 October 2019). Please complete and return the Reply Slip to the class-teacher **on or before 17 October 2019 (Thursday)**. If you, as an Eligible PTA Member, are unable to attend the AGM, the Chairman of the AGM shall act as your Proxy to attend and vote on and for your behalf at the AGM upon your submission of the Proxy Form directly into the ballot box placed at the school general office **before 4 pm on 22 October 2019 (Tuesday)** and no Proxy Forms shall be accepted thereafter. For the Eligible PTA Member who doesn’t submit the Proxy Form, such Eligible PTA Member can cast the vote in person at the AGM.

*In the event a Red/Black Rainstorm warning is issued or Typhoon No. 8 or above signal is hoisted at/after 2 pm on 22 October 2019 by the Hong Kong Observatory, the Annual General Meeting will be postponed to 29 October 2019 at the same time and same place.

Yours sincerely,
SSCPSPTA

Reply Slip
Annual General Meeting of SSCPSPTA on 22 October 2019 (Tuesday)

I, _____ (parent’s name), parent of _____ (student’s name) of Class _____ ,
 will attend the AGM on 22 October 2019, and will bring along _____ family members.
 will not attend the AGM on 22 October 2019, but will appoint the Chairman of the AGM as my Proxy.

*Please tick as appropriate

Signature: _____

Date: _____



St. Stephen's College Preparatory School
Parent-Teacher Association
聖士提反書院附屬小學家長教師會

敬啟者：

SSCPSPTA 第六號通告
會員週年大會

誠邀各家長教師會會員出席聖士提反書院附屬小學家長教師會會員週年大會。此會目的是為選舉新一屆家長理事會會員及處理會員週年大會通告列出的事務。會上並會致送紀念品/頒發感謝狀予過往一年的理事, 班別代表及家長義工。詳情如下：

日期及時間：二零一九年十月二十二日(星期二)*
下午六時三十分至七時正 - 敬備茶點招待
下午七時正至八時正 - 週年大會

地點：本校禮堂

請閱覽以下附件：

- 會員週年大會通告;
- 2018-19 之理事會工作報告;
- 截至二零一九年八月三十一日經審閱之財務報告, 包括 2018-19 慈善教育發展基金詳情; 及
- 2019-20 家長理事會會員選舉之候選人政綱及其簡要資料。

一個會籍以一個家庭為單位。在發出此通告日期(二零一九年十月三日)已是本會的合資格會員才能有資格對於大會提呈的決議案(包括但不限於投票選出新一屆理事會)投票(「合資格會員」)。此日期(二零一九年十月三日)後才成為本會會員的家長並沒有投票權。為方便安排, 請於二零一九年十月十七日(星期四)或以前將此回條交回班主任轉交本會。如閣下身為合資格會員卻未能出席會員週年大會, 可於二零一九年十月二十二日(星期二)下午四時前填妥附上之委任代表表格並放入設置於校務處內之投票箱, 而會員週年大會主席將成為閣下的委任代表並代表閣下出席及投票, 而逾期遞交的委任代表表格將不會被接受。合資格會員若沒有提交委任代表表格, 該合資格會員仍可於會員週年大會舉行時, 親身前往投票。

*如在 2019 年 10 月 22 日下午 2 時或之後, 香港天文台懸掛紅/黑色暴雨警告或八號或以上的風球, 週年大會將順延至 2019 年 10 月 29 日於相同時間及地點舉行。

此致

家長教師會會員 台鑒

家長教師會謹啟
二零一九年十月三日

聖士提反書院附屬小學家長教師會二零一九年十月二十二日(星期二)
會員週年大會(回條)

本人 _____ (家長姓名), _____ 班 _____ (學生姓名) 之家長,

* 將會出席於二零一九年十月二十二日舉行之週年大會, 並携同 _____ 位家庭成員 出席。

將不會出席於二零一九年十月二十二日舉行之週年大會, 但將會委任會員週年大會主席代表本人投票。

* 請在適當的方格內加上「√」號

簽名: _____

日期: _____

Notice of the Annual General Meeting

NOTICE IS HEREBY GIVEN that the 2019 Annual General Meeting of the St. Stephen's College Preparatory School Parent-Teacher Association (the "SSCPSPTA") will be held at the School Hall of St. Stephen's College Preparatory School, 30-32 Wong Ma Kok Road, Stanley, Hong Kong on Tuesday, 22 October 2019*, 7:00 p.m. to 8:00 p.m., for the purpose of transacting the following business:

1. To appoint the current Chairman of SSCPSPTA as the Chairman of the Annual General Meeting.
2. To receive the Report from the Executive Committee for the year 2018-2019.
3. To elect members of the Parents Executive Committee for the year 2019-2020.
4. To present souvenirs/certificates of appreciation to the Executive Committee members, Class Representatives and volunteer parents for the year 2018-19.
5. Any other business.

*In the event a Red/Black Rainstorm warning is issued or Typhoon No. 8 or above signal is hoisted at/after 2 pm on 22 October 2019 by the Hong Kong Observatory, the Annual General Meeting will be postponed to 29 October 2019 at the same time and same place.

By order of the Executive Committee
Secretary

Notes:

One family unit is counted as one SSCPSPTA membership. Member whose membership is valid at the date of the issuance of this AGM Notice (3 October 2019) is eligible to vote for the resolutions proposed at the AGM including but not limited to vote for the new Executive Committee ("Eligible PTA Member"). If such Eligible PTA Member is unable to attend the AGM, the Chairman of the AGM shall act as the Proxy to attend and vote for and on his/her behalf at the AGM upon his/her submission of the Proxy Form directly into the ballot box placed at the school general office **before 4 pm on 22 October 2019** and no Proxy Forms shall be accepted thereafter. For the Eligible PTA Member who doesn't submit the Proxy Form, such Eligible PTA Member can cast the vote in person at the AGM.

會員週年大會通告

茲通告聖士提反書院附屬小學家長教師會(「本會」)將於二零一九年十月二十二日(星期二)*, 下午七時正至八時正, 假座赤柱黃麻角道 30-32 號, 聖士提反書院附屬小學禮堂, 舉行會員週年大會, 以處理下列事務:

1. 委任現任本會主席為會員週年大會主席。
2. 接納 2018-2019 年度理事會工作報告。
3. 選舉 2019-2020 年度家長理事會成員。
4. 致送紀念品/ 頒發感謝狀予上年度的理事會成員, 班別代表和家長義工。
5. 其他事項。

*如在 2019 年 10 月 22 日下午 2 時或之後, 香港天文台懸掛紅/黑色暴雨警告或八號或以上的風球, 週年大會將順延至 2019 年 10 月 29 日於相同時間及地點舉行。

承理事會命

秘書

二零一九年十月三日

備註:

一個會籍以一個家庭為單位。在發出此通告日期(二零一九年十月三日)已是本會的合資格會員才能有資格對於大會提呈的決議案(包括但不限於投票選出新一屆理事會)投票(「合資格會員」)。如閣下身為合資格會員卻未能出席會員週年大會, 可於**二零一九年十月二十二日下午四時前**填妥附上之委任代表表格並放入設置於校務處內之投票箱, 而會員週年大會主席將成為閣下的委任代表並代表閣下出席及投票, 而逾期遞交的委任代表表格將不會被接受。合資格會員若沒有提交委任代表表格, 該合資格會員仍可於會員週年大會舉行時, 親身前往投票。

2019 SSCPSPTA Annual General Meeting “AGM” – Proxy Form

I (name of parent _____, student’s name _____ Class _____ Class No.____), being a member of the St. Stephen’s College Preparatory School Parent-Teacher Association (“SSCPSPTA”), hereby appoint the Chairman of the Annual General Meeting to act as my proxy and to submit my vote.

I wish my proxy to submit my vote as indicated below in respect of the resolutions to be proposed at the meeting.

		For
1.#	(a) To elect Mr Alan Chan as a member of the Executive Committee for the year 2019-2020.	
	(b) To elect Ms Judy Chan as a member of the Executive Committee for the year 2019-2020.	
	(c) To elect Ms Joey Cheung as a member of the Executive Committee for the year 2019-2020.	
	(d) To elect Ms Eva Ip as a member of the Executive Committee for the year 2019-2020.	
	(e) To elect Ms Annie Leung as a member of the Executive Committee for the year 2019-2020.	
	(f) To elect Ms Rita Lok as a member of the Executive Committee for the year 2019-2020.	
	(g) To elect Mr Banny Wong as a member of the Executive Committee for the year 2019-2020.	
	(h) To elect Ms Helen Yip as a member of the Executive Committee for the year 2019-2020.	

There are **8** seats for parent members in the SSCPSPTA Executive Committee. Please vote only a maximum of 8 candidates out of Item 1, or else the Proxy Form will be void.

Signature: _____

Date: _____

Notes:

- Please indicate with a “√” in the box next to the resolutions that you wish to vote.
- Please note that one family unit is counted as one PTA membership and any Eligible Member (i.e. a Member whose membership is valid at the date of the issuance of this AGM Notice (3 October 2019) is eligible to vote for the resolutions proposed at the AGM including but not limited to vote for the new Executive Committee) can only submit one Proxy Form. If an Eligible Member submits more than one Proxy Forms, all submitted Proxy Forms will NOT be accepted. The Proxy Form must be returned to the school and put into the ballot box placed at the school general office **before 4 pm on 22 October 2019** (Tuesday) and no Proxy Forms shall be accepted thereafter or at the AGM.
- SSCPSPTA only accept the original duly signed Proxy Form with all required data filled in accurately. Any amendments to the Proxy Form must be signed (not initialed) properly against such amendments. Pre-filled photocopies or submission of Proxy Forms via email/fax will NOT be accepted.

2019 聖士提反書院附屬小學家長教師會會員週年大會 委任代表表格

本人 _____ (家長姓名)， _____ 班 _____ (班號) _____ (學生姓名) 之家長，乃聖士提反書院附屬小學家長教師會(「本會」)之會員，茲委任 會員週年大會主席代表本人提交此投票表格。

本人希望本人代表就將於大會上提呈的決議案按下列指示投票。

	贊成
1.# (a) 選舉陳頌麟先生為 2019-2020 年度理事會會員。	
(b) 選舉陳嘉麗女士為 2019-2020 年度理事會會員。	
(c) 選舉張鈞淇女士為 2019-2020 年度理事會會員。	
(d) 選舉葉小慧女士為 2019-2020 年度理事會會員。	
(e) 選舉梁小慧女士為 2019-2020 年度理事會會員。	
(f) 選舉駱秀蘭女士為 2019-2020 年度理事會會員。	
(g) 選舉黃駿傑先生為 2019-2020 年度理事會會員。	
(h) 選舉葉彩蓮女士為 2019-2020 年度理事會會員。	

在本會理事會中，家長代表佔 8 席。因此，於第 1 項議案內，最多只可投票 8 位候選人，否則作廢票論。

簽名： _____ 日期： _____

備註：

- 請在每一項議案旁之適當格內填“√”字樣，以表明會員投票意向。
- 一個會籍以一個家庭為單位而每名合資格會員(指在發出此通告日期(二零一九年十月三日)已是本會的合資格會員才能有資格對於大會提呈的決議案(包括但不限於投票選出新一屆理事會)投票)只可遞交一張委任代表表格。如一名合資格會員遞交多於一張委任代表表格，本會恕不接受所有已遞交的委任代表表格。
- 委任代表表格必須於二零一九年十月二十二日(星期二)下午四時前被填妥並放入設置於校務處內之投票箱，而逾期遞交的委任代表表格將不會被接受。於會員週年大會上遞交的委任代表表格，本會亦不會接受。
- 本會只接受親筆填寫及簽名及所有資料已填妥無誤之表格正本。所有修訂及更改資料需在旁邊加簽(不是簡簽)。恕不接受預先填寫之影印本或經電郵／傳真所遞交之委任代表表格。