

《聖保羅書院校董會規例》
(第 1102 章，附屬法例 A)

St. Paul's College Council Regulations
(Cap. 1102 sub. leg. A)

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經核證文本
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第 1102A 章

制定史

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Cap. 1102A

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《聖保羅書院校董會規例》
(第 1102 章，附屬法例 A)

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St. Paul's College Council Regulations
(Cap. 1102 sub. leg. A)

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《聖保羅書院校董會規例》

(第 1102 章第 6 條)

[1962 年 5 月 25 日]

(格式變更——2022 年第 2 號編輯修訂紀錄)

1. 引稱

本規例可引稱為《聖保羅書院校董會規例》。

2. 釋義

在本規例中，除文意另有所指外——

主席 (Chairman) 指法團主席；

法團 (corporation) 指根據本條例第 3 條成立為法團的聖保羅書院校董會；

書院 (College) 指聖保羅書院；

規例 (regulations) 指由法團當其時的成員不時按照當其時實施的規例而批准的法團規例。

3. 法團的組成

(1) 法團由以下的人組成——

(a) 當然成員如下——

- (i) 當其時的香港維多利亞主教，由他出任主席；
- (ii) 當其時擔任書院校長職位的人，由他出任法團秘書；
- (iii) 當其時擔任聖保羅書院同學會主席職位的人；

St. Paul's College Council Regulations

(Cap. 1102, section 6)

[25 May 1962]

(Format changes—E.R. 2 of 2022)

1. Citation

These regulations may be cited as the St. Paul's College Council Regulations.

2. Interpretation

In these regulations, unless the context otherwise requires—

Chairman (主席) means the Chairman of the corporation;

College (書院) means the St. Paul's College;

corporation (法團) means the St. Paul's College Council incorporated under section 3 of the Ordinance;

regulations (規例) means the regulations of the corporation approved from time to time by its members for the time being in accordance with the regulations for the time being in operation.

3. Composition of the corporation

(1) The corporation shall be composed as follows—

(a) ex officio members—

- (i) the Bishop for the time being of Victoria, Hong Kong, who shall be Chairman;
- (ii) the person for the time being occupying the position of Principal of the College, who shall be the Secretary of the corporation;

- (iv) 書院所屬牧區當其時的主任牧師；
- (b) 指定成員如下 ——
- (i) 2 名由港澳教區議會或其常備委員會指定的人；
 - (ii) 3 名由聖保羅書院同學會指定的人；
 - (iii) 1 名由聖約翰學院院長及院士指定的人；
 - (iv) 4 名中華聖公會的平信徒代表，由以下教堂各自指定一人 ——
 - (I) 聖約翰座堂；
 - (II) 聖保羅堂；
 - (III) 聖士提反堂；
 - (IV) 聖馬利亞堂；及
- (c) 增選成員如下 ——
- 其他由法團不時增選的人，但人數在任何時間均不得超逾 4 名。
- (2) 就第 (1) 款 (b) 及 (c) 段所述的指定而言，記錄有關的人已獲指定為法團成員的港澳教區議會或其常備委員會、聖保羅書院同學會、在聖約翰學院舉行的院長及院士會議、所指明教堂的堂議會及法團各自的會議紀錄文本，即為委任的充分證據。
- (3) 法團成員（當然成員除外）如有以下情況，則須離任 ——
- (a) 連續 3 次沒有出席法團的會議；
 - (b) 沒有法團許可而不再居於香港為期 6 個公曆月；或
 - (c) 由獲指定的日期起計一年屆滿，但有資格再獲指定。
- (4) 法團當其時的成員即使任期屆滿，仍須繼續留任，直至委出其繼任人為止。

- (iii) the person for the time being occupying the position of Chairman of the St. Paul's College Alumni Association;
- (iv) the Vicar for the time being of the Parish in which the College is situate;
- (b) nominated members—
- (i) two persons nominated by the Synod of the Diocese of Hong Kong and Macao, or by its Standing Committee;
 - (ii) three persons nominated by the St. Paul's College Alumni Association;
 - (iii) one person nominated by the Master and Fellows of St. John's College;
 - (iv) four lay representatives of the Chung Hua Sheng Kung Hui, one each nominated by—
 - (I) St. John's Cathedral;
 - (II) St. Paul's Church;
 - (III) St. Stephen's Church;
 - (IV) St. Mary's Church; and
- (c) co-opted members—
- such other persons not exceeding four in number, at any time, as may be co-opted by the corporation from time to time.
- (2) For the purpose of the nomination mentioned in subparagraphs (b) and (c) of paragraph (1), a copy of a Minute of the Synod of the Diocese of Hong Kong and Macao, or of its Standing Committee, of the St. Paul's College Alumni Association, of the Master and Fellows Meeting at St. John's College, of the Vestries of the Churches specified, and of the corporation respectively that the person has been nominated a

4. 法團的議事程序

- (1) 法團每年須舉行最少 3 次常會。
- (2) 法團的特別會議可由主席隨時召開，以及須應最少 3 名法團成員的要求而召開。
- (3) 除非有最少 6 名法團成員親自出席會議，且其中一人是港澳教區議會所指定的人或是主席，否則會議乃屬無效。
- (4) 法團的所有會議均須在香港舉行，會議可在書院或法團同意的方便地點或召開會議的通知中列明的方便地點舉行。
- (5) 主席須主持每次會議，如主席不在，則由出席的人所互選產生的主席主持會議。
- (6) 在每次會議上，作為法團秘書的校長須出任秘書。如校長不在，則由署理校長出任秘書，或會議可從出席的人當中委出秘書。

member of the corporation shall be sufficient evidence of the appointment.

- (3) A member of the corporation, other than an ex officio member, shall vacate office—
 - (a) if he shall fail to attend three successive meetings of the corporation;
 - (b) if he ceases to reside in Hong Kong for six calendar months without leave from the corporation; or
 - (c) at the expiration of one year from the date of his nomination,
 but shall be eligible for re-nomination.
- (4) A member of the corporation for the time being shall continue to act, in spite of the expiration of his term of office, until his successor shall have been appointed.

4. Proceedings of the corporation

- (1) There shall be at least three ordinary meetings of the corporation in each year.
- (2) A special meeting of the corporation may be called by the Chairman at any time and shall be called at the request of at least three members of the corporation.
- (3) No meeting shall be valid unless at least six members of the corporation are present in person, of whom one is either a person nominated by the Synod of the Diocese of Hong Kong and Macao or the Chairman.
- (4) All meetings of the corporation shall be held in Hong Kong, either at the College or at such convenient place as shall be agreed upon by the corporation, or named in the notice convening the meeting.
- (5) The Chairman shall at every meeting or, in his absence, a Chairman elected from amongst those present shall preside.

- (7) 法團可藉由出席上述會議的成員以三分之二的多數票通過的決議，不時就法團的行政以及法團任何類型的處所及財產的管理訂立和修訂其酌情認為適宜訂立和修訂的規例：
- 但除非事先獲港澳教區議會或其常備委員會同意，否則不得對第 3、4、5 或 6 條作出任何修訂。
- (8) 所有提交會議的其他事務，均須由出席會議並願意投票的成員以過半數票決定，如有票數均等的情況，則會議的主席有權投第二票或決定票。
- (9) 法團每次會議的議事紀錄，均須載入為記錄該等議事紀錄而備存的簿冊內，並須於確認後由該次會議或下次會議的主席簽署，而該等議事紀錄經如此載入簿冊和簽署後，即為其中所述事實的表面證據。
- (10) 如屬常會，則由法團秘書決定舉行會議的日期，而他須在舉行會議前最少 7 天向法團的每名成員送交通知。如屬特別會議，則秘書於接到前述要求後，須同樣地在舉行會議前最少 7 天向法團的每名成員送交通知。

- (6) At every meeting the Principal, as Secretary of the corporation, shall act as Secretary. In his absence the Acting Principal shall act as Secretary, or the meeting may appoint a Secretary from amongst those present.
- (7) The corporation may by resolution passed by two-thirds majority of the members present at any such meeting from time to time make and amend such regulations as they may at their discretion deem desirable for the administration of the corporation and the management of the premises and property of the corporation of whatever description:
- Provided that no amendment be made to regulation 3, 4, 5, or 6 except with the prior consent of the Diocesan Synod of the Diocese of Hong Kong and Macao, or of its Standing Committee.
- (8) All other business brought before the meeting shall be decided by a majority of votes of the members present and willing to vote, and in case of an equality of votes the Chairman of the meeting shall have a second or casting vote.
- (9) Minutes of the proceedings of every meeting of the corporation shall be entered in a book to be kept for that purpose and after confirmation signed by the Chairman of such meeting or of the following meeting, and shall when so entered and signed be prima facie evidence of the facts therein stated.
- (10) In the case of ordinary meetings, the Secretary of the corporation shall decide the date on which it will be held, and he shall send a notice to each member of the corporation at least seven days before the holding of the meeting. In the case of special meetings the Secretary shall likewise after receipt of the request aforesaid send a notice to each member of the corporation at least seven days before the holding of the meeting.

5. 法團的職能

法團的職能如下——

- (a) 提供與保養所有所需的建築物及土地、家具、設備及器具以供書院使用；
- (b) 採取所有為籌集資金以及為繼續書院及法團的工作和處理書院及法團的事務所需採取的措施；
- (c) 就擔任書院校長職位的合適候選人，向當其時的香港維多利亞主教作出推薦；
- (d) 從其成員當中委出一名義務司庫；
- (e) 委任一名核數師以審計書院的帳目；
- (f) 確認所有由校長作出的職員聘任，以及終止該等聘任；
- (g) 釐定校長、教師、校務處職員、校工及任何其他受僱於書院的人的薪金及薪酬；
- (h) 釐定學生須繳的學費及其他費用的標準；
- (i) 就法團的程序及法團的管理訂立規例，以及撤銷和改動該等規例。

6. 校長

- (1) 當其時的香港維多利亞主教須根據法團的推薦，委任校長或終止校長的委任，而校長須為中華聖公會或屬同教派教堂的成員。在校長暫時不在的期間，法團可委任一

5. Functions of the corporation

The functions of the corporation shall be—

- (a) to provide and maintain all necessary buildings and lands, furniture, equipment and apparatus for the use of the College;
- (b) to take all measures necessary for raising funds and for carrying on the work and administering the affairs of the College and the corporation;
- (c) to recommend to the Bishop for the time being of Victoria, Hong Kong, a suitable candidate for the position of Principal of the College;
- (d) to appoint from amongst its members an Honorary Treasurer;
- (e) to appoint an auditor for auditing the accounts of the College;
- (f) to confirm all appointments of staff made by the Principal and to terminate such appointments;
- (g) to fix the salaries and emoluments of the Principal, assistant masters, clerks, servants and any other persons employed by the College;
- (h) to fix the scale of fees and other charges to be paid by the students;
- (i) to make, revoke and alter regulations for the procedure of the corporation and for the management of the corporation.

6. The Principal

- (1) The Bishop for the time being of Victoria, Hong Kong, shall, upon the recommendation of the corporation, appoint, or terminate the appointment of the Principal, who shall be a

名署理校長，而署理校長在署理校長職位期間為法團的成員。如法團在校長職位懸空日期起計 6 個月內，未能向當其時的香港維多利亞主教推薦獲該主教接受為書院校長的人，則當其時的香港維多利亞主教有全權委任校長以填補空缺。

- (2) 校長或(如校長不在)署理校長負責所有職員的聘任，但上述聘任須經法團確認；校長或(如校長不在)署理校長亦負責書院的內部管理及紀律，並須於每年不遲於 11 月就此向法團提交報告。
- (3) 校長或(如校長不在)署理校長負責使書院收到的所有款項在方便的情況下盡快存入經認可銀行的帳戶內，而所有從該帳戶開出的支票，須按法團不時發出的指示簽署。
- (4) 法團可隨時和不時將其任何權力和職能轉授予校長。

7. 校董及校監

- (1) 為施行《教育條例》(第 279 章)，法團的以下成員須註冊為學校的校董——
 - (a) 當其時的香港維多利亞主教；
 - (b) 當其時擔任書院校長職位的人；
 - (c) 書院所屬牧區當其時的主任牧師。

member of the Chung Hua Sheng Kung Hui, or a Church in communion therewith. During the temporary absence of the Principal the corporation may appoint an Acting Principal who shall, while acting, be a member of the corporation. If the corporation shall have failed to recommend a person acceptable to the Bishop for the time being of Victoria, Hong Kong, as the Principal of the College within the period of six months from the date of vacancy of the post the Bishop for the time being of Victoria, Hong Kong, shall have the sole right to appoint the Principal to fill the vacancy.

- (2) The Principal, or in his absence the Acting Principal, shall be responsible for the appointment of all members of staff, such appointment being subject to confirmation by the corporation; and for the internal management and discipline of the College and shall present a report thereon to the corporation not later than November in each year.
- (3) The Principal, or in his absence the Acting Principal, shall be responsible for the payment of all receipts of the College into the credit of an account in an approved bank as soon as conveniently may be, and all cheques on this account shall be signed as may be directed from time to time by the corporation.
- (4) The corporation may at any time and from time to time delegate any of its powers and functions to the Principal.

7. Managers and Supervisor

- (1) For the purposes of the Education Ordinance (Cap. 279), the following members of the corporation shall be registered as Managers of the schools—
 - (a) the Bishop for the time being of Victoria, Hong Kong;
 - (b) the person for the time being occupying the position of Principal of the College;

- (2) 為施行《教育條例》(第 279 章)，書院校長亦須註冊為學校的校監。
- (3) 經註冊的校董及校監，在法律上須就學校的行政向政府負責，但當他們必須代表法團而行事時，他們必須遵從法團的規例及決定。

8. 財政

- (1) 義務司庫負責財政方面的一般監管。他須安排由法團為審計帳目的目的而委任的人審計帳目，並須於財政年度終結後盡快就此向法團提交報告。
- (2) 每當在可能的情況下，法團每年須將一筆款項撥入儲備金，作為擴展、保養或更換建築物或應付未能預見的情況的預留款項。

9. 文件的簽署

- (1) 所有從法團的銀行帳戶開出的支票，以及所有由法團訂立或發出的付款單、承付票及其他可流轉票據，均須由校長或(如校長不在)署理校長簽署，此外，還須由法團的司庫或書院的秘書簽署，或由法團所不時委任的另外一人或多於一人簽署。

- (c) the Vicar for the time being of the Parish in which the College is situated.
- (2) For the same purposes the Principal of the College shall also be registered as Supervisor of the schools.
- (3) The registered Managers and Supervisor are legally responsible to Government for the administration of the schools, but in any case in which they must act on behalf of the corporation, they must comply with the regulations and decisions of the corporation.

8. Finance

- (1) The Honorary Treasurer shall be responsible for the general supervision of the finances. He shall arrange for the accounts to be audited by such person as shall be appointed for that purpose by the corporation and shall present a report thereon to the corporation as soon as possible after the close of the financial year.
- (2) In every year whenever possible the corporation shall set aside a sum to the credit of a reserve fund as provision for extension, maintaining or replacing buildings, or for unforeseen circumstances.

9. Signature of document

- (1) All cheques drawn on the banking accounts of the corporation and all orders for payment, promissory notes, and other negotiable instruments made or issued by the corporation shall be signed by the Principal, or in his absence by the Acting Principal, and, in addition, either by the Treasurer of the corporation or the Secretary of the College, or by such other person or persons as the corporation shall from time to time appoint.

- (2) 法團在處理通常事務中所訂立的所有其他合約及文書，均須由主席及校長或法團所不時委任的另外一人或多於一人簽署。

- (2) All other contracts and instruments entered into by the corporation in the ordinary course of business shall be signed by the Chairman and the Principal, or such other person or persons as the corporation shall from time to time appoint.