

# Constitution of the HKUGA College Parent-Teacher Association

## 1. Name

The name of the Association shall be “HKUGA College Parent- Teacher Association 港大同學會書院家長教師會” (hereinafter referred to as the “**Association**”).

## 2. Address

The address of the Association shall be HKUGA College, 9 Nam Fung Road, Wong Chuk Hang, Hong Kong, China.

## 3. Aim and Objectives

### 3.1 Aim

To promote home-school cooperation and to give support to the HKUGA College (hereinafter referred to as the “**School**”) for the greatest benefit of the pupils of the School.

### 3.2 Objectives

3.2.1 To help create an environment and space for pupils to unfold their potential.

3.2.2 To help build a learning community for pupils, teaching staff and parents alike.

3.2.3 To develop and strengthen mutual trust and promote collaboration among the teaching staff and parents.

3.2.4 To act as a bridge between the management of the School and parents and to make suggestions and lend such support as would further the objects of the School and its sponsoring body.

## 4. Membership

### 4.1 Membership of the Association

#### 4.1.1 Honorary Member

Unless otherwise specified, any member of the Incorporated Management Committee (hereinafter referred to as “**IMC**”), former Chairman of the IMC, former Principal, former Vice-Principal of the School, members of the Parent-Teacher Association Standing Committee (hereinafter referred to as “**Standing Committee**”) of the preceding years, and any person who has contributed to the well-being of the School or the Association may be invited by the Standing Committee of the Association to be an Honorary Member. No membership fee shall be payable by an Honorary Member.

#### 4.1.2 Ex-officio Member

Unless otherwise specified, the Chairman of IMC, the Principal, the Vice-Principals and all the teaching staff of the School are Ex-officio Members. No membership fee shall be payable by an Ex-officio Member. If any teaching staff is also parent or guardian of a current student, he or she shall be an Ex-officio Member only. No other parent of the same family will be admitted as Ordinary Member according to Clause 4.1.3.

#### 4.1.3 Ordinary Member

Unless otherwise specified, all parents or guardians of current pupils (excluding those who are Honorary Members under Clause 4.1.1 and Ex-officio Members under Clause 4.1.2) shall become Ordinary Members automatically. Regardless of the number of children studying at the School, each family shall only have one membership. Membership fee shall be payable by an Ordinary Member.

#### 4.1.4 Affiliated Member

Any former teaching staff, parents or guardians of former pupils of the School, and parents or guardians of current pupils of HKUGA Primary School may apply to be Affiliated Members of the Association by completing and submitting an application form for membership. The applicant shall become an Affiliated Member when his/her application is approved by the Standing Committee. Membership fee shall be payable by an Affiliated Member.

#### 4.1.5 Definitions of Members and Voting Members

Unless otherwise specified, references of "Member" or "Members" in this Constitution shall include Honorary Members, Ex-officio Members, Ordinary Members and Affiliated Members. References of "Voting Members" shall include Ordinary Members and Ex-officio Members only.

#### 4.2 Definitions of Members and Voting Members in respect of matters relating to Parent Manager or Alternate Parent Manager

Where business transacted at any General Meeting is in respect of Parent Manager or Alternate Parent Manager, references of "Members" or "Voting Members" in this Constitution shall include Ordinary Members only. In this context, Ordinary Members are all parents or guardians of current pupils, including any Honorary Members under Clause 4.1.1 and any Ex-officio Members under Clause 4.1.2 provided they are parents or guardians of current pupils. Notwithstanding anything to the contrary contained in any other clauses in this Constitution, the membership or voting right of Ordinary Members in respect of matters relating to Parent Manager or Alternate Parent Manager shall not be terminated or nullified.

#### 4.3 Rights and Obligations of Members

4.3.1 All Members are entitled to receive written notices of and to attend General Meetings.

4.3.2 All Ordinary Members and Ex-officio Members are eligible to elect Ordinary Committee Members of the Standing Committee and to propose, second or

vote at the General Meetings, in addition to other general rights and privileges as set out in this Constitution. Only Ordinary Members can be nominated and elected as Ordinary Committee Members of the Standing Committee in accordance with Clause 5.3.2.

- 4.3.3 All Honorary Members and Affiliated Members are not entitled to elect, or to be elected as, members of the Standing Committee or to have any voting rights at the General Meetings.
- 4.3.4 All Members who are not Standing Committee Members are entitled to attend and speak at the Standing Committee meetings but shall not be entitled to vote.
- 4.3.5 All Members of the Association shall fulfill the following obligations:-
  - (a) To abide by the Constitution of the Association; and
  - (b) To abide by the resolutions of General Meetings.
- 4.3.6 No Member of the Association shall represent or act on behalf of the Association without the written authorization of the Standing Committee.
- 4.3.7 All Ordinary Members and Affiliated Members must pay annual membership fee on time. Ordinary Members are not entitled to vote in the General Meetings if their membership fees are not paid at the time of the meeting.
- 4.3.8 Members are not obliged to make any donations or provide any financial contributions to the Association, other than the annual membership fee payable under Clause 4.3.7. Members are free to donate money or other property to the Association. All acceptance of donations and financial contributions of any kind to the Association shall be subject to the approval of the Standing Committee.
- 4.4 Membership Fee
  - 4.4.1 The annual membership fee payable by an Ordinary Member or Affiliated Member under Clause 4.3.7 shall be initially set at HK\$100. The Standing Committee has the right to determine the membership fee.
  - 4.4.2 The annual membership fee is payable at the beginning of each School Year. For those Ordinary Members or Affiliated Members who first join the Association after the commencement of the School Year, the full annual membership fee shall be payable at the time of joining, and no time apportionment of the fee is allowable.
  - 4.4.3 No membership fee shall be refunded to the Ordinary Members or the Affiliated Members once it is paid to the Association.
  - 4.4.4 Any Ordinary Member may apply to the Standing Committee for exemption of payment of the membership fee due to financial reasons. Once exemption is granted, all rights of such a member shall remain the same as any other fee-paying Ordinary Members.

- 4.5 Cessation or Termination of Membership
- 4.5.1 The membership of a Member shall cease upon:
- (a) Any Member notifying the Standing Committee in writing to this effect;
  - (b) Any Ex-officio Member resigning from the School;
  - (c) Any Ordinary Member whose child(ren) ceasing study in the School.
- 4.5.2 The membership of a Member shall be terminated if, by a vote of not less than two-thirds (2/3) of all members of the Standing Committee, it is satisfied that sufficient evidence has been adduced that such Member commits any one of the following acts:-
- (a) if the Member is in breach of any provisions of the Constitution of the Association or resolutions of the General Meetings; or
  - (b) if the Member acts in a way that is prejudicial to or jeopardizes the reputation, rights or interests of the Association or the School.
- 4.5.3 Any member who, through whatever cause, ceases to be a Member shall pay to the Association all outstanding amount which may be due by him / her to the Association and shall return to the Association all property belonging to the Association.

## **5. Organization**

- 5.1 The Association shall register itself under the Societies Ordinance (the "*Ordinance*").
- 5.2 The General Meetings
- 5.2.1 The General Meetings shall be attended by all Members and shall be the highest authority of the Association. The business of the Association shall be managed by the Standing Committee which may pay all such expenses of, whether preliminary or incidental to, the promotion, formation, establishment and registration of the Association as it thinks necessary. The Standing Committee may exercise all such powers of the Association, and on behalf of the Association do such acts as may be exercised and done by the Association, save those that are required by the Constitution to be exercised or done by the Association in its General Meetings.
- 5.2.2 The Association shall in each School Year hold a General Meeting as its Annual General Meeting in addition to any other meetings in that year, and the notices calling for meetings shall specify the meeting as such in the notice calling it. The Annual General Meeting shall be held not later than the end of June in each School Year. All General Meetings other than the Annual General Meeting shall be called Extraordinary General Meetings. The Annual General Meeting shall be held at such time and place as the Standing Committee shall appoint.
- 5.2.3 Subject to clause 5.2.4, all businesses that are transacted and passed at General Meetings shall be regarded as ordinary resolutions. These businesses shall include, but not limited to:

- (a) receiving and approving the Annual and Financial Reports of the Association;
  - (b) approving the minutes of the last General Meeting;
  - (c) electing new Standing Committee members;
  - (d) appointing Honorary Auditor(s) and Honorary Legal Advisor(s);
  - (e) dealing with any matter on policy and management of the Association;
  - (f) electing a Parent Manager and an Alternate Parent Manager.
- 5.2.4 The following businesses that are transacted and passed at General Meetings shall be regarded as special resolutions. These businesses shall include, but not limited to:
- (a) approving the first and subsequent amendments of the Constitution of the Association;
  - (b) approving the dissolution of the Association;
  - (c) any business transacted at an Extraordinary General Meeting upon the written requisition of not less than 20% of the Voting Members, as stipulated in clause 5.2.8.
- 5.2.5 The Secretary of the Standing Committee shall give not less than fourteen (14) days' written notice to all Members specifying the venue, time and the general nature of business of any General Meetings. Provided always that with the consent of a majority in number of the Members entitled to receive notices of General Meetings, any General Meetings may be called and convened by shorter notice than specified in this Constitution. The accidental omission to give notice of any General Meetings to, or the non-receipt of such notice by, any Member entitled to receive such notice shall not invalidate the resolutions so passed, or proceedings conducted, at any such meetings.
- 5.2.6 No business shall be transacted at any General Meeting unless a quorum is present when the meeting proceeds to business. The quorum, in person or by proxy, for all General Meetings shall be not less than 10% of the total number of the Voting Members on the date the Meeting is held. At all General Meetings an ordinary resolution put to the vote of the meeting shall be decided by a simple majority of the Voting Members present in person or by proxy at any General Meeting. In the case of an equality of votes on any issue, the Chairman of the Association may at his / her discretion exercise a second or casting vote. As for a special resolution, it shall be decided by not less than three-quarters (3/4) votes of the Voting Members present in person or by proxy at any General Meeting.
- 5.2.7 Any resolutions passed at General Meetings which is inconsistent with the aim and objectives of the Association shall be void.
- 5.2.8 The Chairman of the Association shall, on the written requisition of not less than 20% of the Voting Members at the time when the Members' requisition is received by the Association, proceed duly to convene an Extraordinary General Meeting of the Association within thirty (30) days from the day of receipt of the written requisition. The requisition signed by the

requisitionists must state the objects of the meeting and must be submitted to the Secretary. The requisitionists must state their names in block letters. Only matters pertaining to such objects as set out in the requisition shall be discussed at the Extraordinary General Meeting called and convened for this purpose.

5.2.9 If within half an hour from the time appointed for the holding of a General Meeting a quorum is not present, the meeting, if convened on the requisition of Members, shall be dissolved. In any other case it shall stand adjourned until the same weekday of the following week, at the same time and place or to such other time and place as the Chairman shall direct. If the adjourned General Meeting shall be adjourned for more than thirty (30) days, fresh notice will have to be served as in the case of an original meeting . If at the adjourned meeting, a quorum is not present within half an hour from the time appointed for holding the meeting, the Members present in person shall be a quorum. No business shall be transacted at any adjourned meeting other than those matters left unresolved from which the adjournment took place at the original meeting.

5.3 The Standing Committee

5.3.1 The number of members of the Standing Committee shall be not more than nineteen (19).The Standing Committee shall consist of not less than eight (8) Ordinary Members and not less than three (3) Ex-officio Members.

5.3.2 The Chairman of the Standing Committee shall also be the Chairman of the Association. The Principal shall be the Honorary Advisor of the Standing Committee. All members of the Standing Committee (hereinafter referred to as the “**Committee Members**”) are representatives of either the Ordinary or the Ex- officio Members of the Association. The Ordinary Members of the Standing Committee (hereinafter referred to as the “**Ordinary Committee Members**”) shall be elected by the Voting Members in a General Meeting. The Ex-officio Members of the Standing Committee (hereinafter referred to as the “**Ex-officio Committee Members**“) shall be appointed by the Principal. Two (2) Auxiliary Ordinary Committee Members shall also be elected by the Voting Members in a General Meeting. Both Ordinary Committee Members and Ex-officio Committee Members are eligible to vote for any matters discussed at the Standing Committee.

The Committee Members shall elect, amongst themselves, the following office bearers:

- (a) one (1) Chairman (being Ordinary Committee Member);
- (b) two (2) Vice-Chairmen (one being Ordinary Committee Member and the other Ex-officio Committee Member);
- (c) one (1) Treasurer (being Ordinary Committee Member);
- (d) two (2) Secretaries (both being Ordinary Committee Members).

5.3.3 Parent Manager and Alternate Parent Manager shall be invited to attend meetings of the Standing Committee but are not entitled to vote in the capacity as Parent Manager.

- 5.3.4 The Standing Committee shall hold at least three (3) meetings every year. No business shall be transacted at any meeting of the Standing Committee unless a quorum is present. The quorum shall consist of at least 40% of the total number of Ordinary Committee Members and one (1) Ex-officio Committee Member.
- 5.3.5 The term of office of Committee Members shall be for two (2) years commencing from 1st July in the year they are elected (save that the term of the first Standing Committee shall commence immediately from the conclusion of the first Annual General Meeting).
- 5.3.6 Retiring Ordinary Committee Members (“ROCM”) shall be eligible for re-election as long as they remain Ordinary Members of the Association. However, no more than half of the ROCM can be re-elected. If more than half of the ROCM receive the highest number of votes among all the candidates standing for election, only half of the ROCM with the highest number of votes shall be elected. In any case, no Ordinary Committee Member shall hold office for more than two (2) consecutive terms.
- 5.3.7 The Standing Committee shall have power to appoint advisors or other third parties to the Committee on such special subjects for such period and subject to such terms of appointment as it may think fit. The advisors or other third parties appointed can attend and speak at meetings of the Standing Committee but shall not be entitled to vote.
- 5.3.8 The Standing Committee shall have power to form Function Groups / Sub-Committees comprising members of the Standing Committee and to delegate to any Function Groups / Sub-Committees such powers as it thinks fit. A Function Group /Sub-Committee may not commit the Association to any expenditure, contractual arrangements, legal obligations or undertakings without first obtaining the written approval or authorization of the Standing Committee.
- 5.3.9 All decisions of the Standing Committee shall be taken by a simple majority vote. In the case of the equality of votes, the Chairman of the Standing Committee shall be entitled to a second or casting vote.
- 5.3.10 All office bearers in the Standing Committee are honorary. Members of the Standing Committee shall not be entitled to receive any salary, allowance or remuneration in respect of their holding a position in the Standing Committee. However, the Standing Committee members are entitled to be reimbursed for any out-of-pocket expenses that may be incurred by them in connection with the affairs of the Association and prior approval has been obtained from the Standing Committee.
- 5.3.11 The office of a member of the Standing Committee shall *ipso facto* be vacated:-
- (a) If he / she ceases to be an Ordinary Member; or
  - (b) If by notice in writing to the Association, he / she resigns from his / her office; or

- (c) If a resolution to remove him / her has been passed by vote of not less than two-thirds (2/3) of the total number of members of the Standing Committee; or
  - (d) If he / she has any personal interest directly or indirectly in any contracts or dealings with the Association and fails to declare the nature of interest to the Standing Committee.
- 5.3.12 The Association may accept resignation of any Committee Member or by a resolution remove any member of the Standing Committee before the expiration of his / her term of office. A vacancy created by such removal or resignation of an Ordinary Committee Member may be filled as a casual vacancy. Such vacancy shall be first filled by Auxiliary Ordinary Committee Members and if there is still a vacancy, the vacancy shall be filled by vote of the Ordinary Committee Members. Any Ordinary Member filling such a casual vacancy of the Standing Committee shall be subject to retirement at the same time as if he / she had become a member of the Standing Committee on the day on which the member who was replaced was last elected.
- 5.3.13 The Standing Committee shall post its agenda and notice of meetings on the School website and keep minutes of its meetings and records of all resolutions, as well as minutes of all General Meetings in separate minute books. Members of the Association shall have the right to inspect the minutes of the meetings of the Standing Committee duly approved and signed by its members by giving written notice to the Standing Committee and within reasonable time.

#### 5.4 Functions of the the Standing Committee

A member of the Standing Committee shall act for the best interest and benefits of the pupils of the School.

The Standing Committee as a whole shall be responsible for-

- (a) ensuring that the aim and objectives of the Association as set in the Constitution are achieved;
- (b) in pursuance of the aim and objectives of the Association, developing the general direction for the Association, overseeing the planning and budgetary processes of the Association, ensuring accountability of all activities initiated by Function Groups / sub-committees;
- (c) preparing and submitting annual reports of the Standing Committee and financial reports for Members' approval in the Annual General Meetings;
- (d) monitoring the operation of Function Groups / sub- committees, and strengthening the network among parents, teachers, Function Groups / sub-committees, and the Parent Manager; and such other duties as the Standing Committee may see fit;
- (e) assigning all Ordinary Members of the Standing Committee as Coordinator(s) or Assistant Coordinator(s) of the Function Groups.



#### 5.4.1 Office Bearers

Office bearers shall be elected by members of the Standing Committee annually according to Clause 5.3.2.

A member of the Standing Committee shall not hold more than one office.

#### 5.4.2 Specific duties of office bearers

All office bearers can also serve in one or more than one Function Group(s) / sub-committee(s).

##### (a) Chairman

- Leading the Association to ensure that the aim and objectives of the Association are realized;
- Being the spokesman of the Association and representing the Association according to the decisions of the Standing Committee;
- Presiding at meetings of the Standing Committee and the General Meetings;
- Setting the agenda of meetings of the Standing Committee; and
- Deciding on the inclusion of an item on the agenda of a meeting as requested by any member of the Standing Committee. If the Chairman refuses to include any such item, he / she shall give the reasons of his / her refusal at the meeting.

##### (b) Vice-Chairman (Ordinary Committee Member)

- Carrying out the role of the Chairman in his / her absence;
- Overseeing the preparation of the annual report of the Standing Committee; and
- Carrying out such other duties as may be determined by the Standing Committee.

##### (c) Treasurer

- Ensuring that the Association complies with the Ordinance as a registered society;
- Maintaining financial or accounting records for the Association;
- Monitoring the financial management of the Association;
- Maintaining good control of the use of funds and assets of the Association; and
- Preparing the annual financial report for the Annual General Meeting;
- Carrying out such other duties as may be determined by the Standing Committee.

#### (d) Secretary

- Providing secretarial support for the Standing Committee;
- Keeping safe custody of the chop of the Association;
- Maintaining a register of interests in accordance with the Societies Ordinance; and
- Carrying out such other duties as may be determined by the Standing Committee.

#### 5.4.3 Function Groups

At least four (4) Function Groups shall be formed within the Standing Committee, namely, Student Welfare Support Group, Student Activities Support Group, Parent Education Group and School Promotion Support Group. The number and objectives of Function Groups shall be reviewed by the Standing Committee from time to time.

#### 5.4.4 Coordinators of Function Groups

Each Function Group shall have at least two Coordinators and at least one of them shall be an Ordinary Member of the Standing Committee. The respective Group Coordinators shall be agreed upon amongst members of the Standing Committee. The Coordinators shall plan and carry out the activities of the Function Group as agreed by the Standing Committee and report its progress as required by the Standing Committee.

#### 5.5 Election

5.5.1 All Ordinary Committee Members of the Standing Committee shall be elected by the Voting Members once every two (2) years in an Annual General Meeting save for the Ordinary Members elected in the first AGM as stated in Clause 5.3.5.

5.5.2 Two more new Ordinary Committee Members of the Standing Committee shall be elected in the second Annual General Meeting and their term of office shall be two (2) years.

5.5.3 The number of vacancies of the Standing Committee to be filled up in each Annual General Meeting shall be determined by the Standing Committee.

## **6. Parent Manager and Alternate Parent Manager**

6.1 Pursuant to the Education Ordinance, the Association being a parent-teacher association recognised by the IMC of the School, is required to nominate a Parent Manager and an Alternate Parent Manager to fill the vacancy in the IMC. Parent Manager is a parent and, at the same time, one of the Managers of the IMC which manages the School and promotes education in the School. Parent Manager shall act in his/ her personal capacity for the interests and benefits of the students of the School. The Parent Manager will represent parents of the School to participate as key stakeholders in school management and decision-making.

- 6.2 The Association shall conduct the election of Parent Managers for nomination for registration as a manager in the IMC. Relevant election regulations and procedures are set out in Attachment 1, which forms part of this Constitution.
- 6.3 All parents of current pupils of the School are eligible to become candidates. For the avoidance of doubt, parents who have been elected as Ordinary Committee Members are not excluded from this eligibility for election as Parent Managers.
- 6.4 Parent Manager and Alternate Parent Manager once elected shall act on behalf of all parents for the overall educational interest and benefits of the pupils of the School and shall, amongst other things,
- (a) attend meetings of the IMC;
  - (b) attend at least 50% of Standing Committee meetings;
  - (c) promote communication and co-operation between the IMC and the parents that nominated him for registration as a Manager. He/she may promote such through the Association which shall provide collaboration and support; and
  - (d) relate parents' opinions to the IMC.
- 6.5 If a Parent Manager ceases to be a parent of a current pupil of the school, his term of office as a manager shall continue until its expiry or the end of the school year, whichever is the earlier.
- 6.6 In the event that a Parent Manager is considered not suitable to continue to hold office, the Association shall conduct a General Meeting to pass a special resolution for making a written request to the IMC to cancel the registration of the Parent Manager concerned. The IMC will, upon receiving the request, issue a notice in writing to the Permanent Secretary as regards the cancellation of the registration of the Parent Manager.
- 6.7 If a Parent Manager vacancy arises as a result of a Parent Manager resigning during his / her term of office or in other circumstances, such vacancy shall be filled up by the Alternate Parent Manager. In the event that such Alternate is not available, the Association shall conduct a by-election in the same manner to elect another Parent Manager to fill the vacancy within three months.
- 6.8 If the Association cannot conduct the by-election, the Association shall inform the IMC accordingly for an application to the Permanent Secretary for further extension of the period for filling the vacancy.

## **7. Finance**

- 7.1 The Financial Year of the Association shall be from 1st April to 31st March, with effect starting from the financial period ended 31st March 2010.

- 7.2 The funds of the Association may be used for any purpose approved by the Standing Committee, relating to the general welfare of the Association or in line with the aim and objectives of the Association.
- 7.3 The Treasurer shall keep a record of all funds received and disbursed by the Association.
- 7.4 The Treasurer shall prepare an annual statement of accounts and balance sheet for each Financial Year which shall be submitted at the Annual General Meeting of the Association after being audited by an Honorary Auditor appointed at the previous Annual General Meeting.
- 7.5 Unless otherwise determined by the Standing Committee, the Association shall maintain a separate bank account under which all cheques and other financial documents shall be jointly approved and signed on behalf of the Association by either the Chairman or the Treasurer together with any one of the Ex-officio Committee Members.
- 7.6 Prior authorization on budget spendings, whether for a Function Group or Sub-Committee, must be obtained from the Standing Committee before any expenses shall be incurred, provided that the Standing Committee may give a general authorization of expenditure up to an agreed limit.

## **8. Alteration of the Constitution**

Any alteration, amendment or addition to this Constitution shall be subject to the approval in a General Meeting of the Association by not less than three quarters (3/4) votes of the Voting Members present in person or by proxy and eligible to vote.

## **9. Dissolution**

- 9.1 The Association may be dissolved only by a resolution of not less than three quarters (3/4) of the Voting Members present in person or by proxy at a General Meeting. The quorum for this General Meeting must not be less than three quarters (3/4) of the total number of the Members at the time the vote is taken.
- 9.2 Upon the dissolution of the Association, the assets, after satisfying any outstanding debts and liabilities, shall be disposed of in such manner as is consistent with the aim and objectives of the Association and in accordance with the provisions of the Societies Ordinance, provided always that none of the assets shall be distributed to any Member of the Association.

## **10. Availability of the Constitution of the Association**

- 10.1 This Constitution is available on the School website and a printed copy of which shall be made available to any Member of the Association upon request.

- 10.2 If there is a difference of opinion arising over the interpretation of any Clause herein contained, the Standing Committee's interpretation shall be definitive.

# Constitution of the HKUGA College Parent-Teacher Association

## Attachment 1 Regulations and procedures on Parent Manager and Alternate Parent Manager election

### The Candidature

1. All parents of current pupils of the school are eligible to become candidates. Parents in relation to a pupil include a guardian of the pupil and a person who is not the parent or guardian of the pupil but has the actual custody of the pupil.
2. Regardless of the number of children studying at the School, each family may have only one parent eligible for election.
3. A parent should not be nominated in the event of the following situations:
  - (a) He / she is a serving teacher of the school (because teachers can join the IMC in the capacity of teacher managers); or
  - (b) He / she does not meet the registration requirements of managers set out in Section 30 of the Education Ordinance.
4. As stipulated in the Ordinance, no manager shall serve in an IMC in more than one capacity.

### Number & Tenure

5. The term of office for the Parent Manager and the Alternate Parent Manager shall be one year or thereabouts beginning on the date on which the appointed Manager is registered as a Manager and ending on and including the day of the following Annual Meeting of the IMC. A person shall not serve as a Manager for more than 6 consecutive terms.
6. The Association shall provide reasons to the IMC for the failure to nominate persons as a Parent Manager and an Alternate Parent Manager to fill the vacancies as managers in the IMC within the defined period of time required by the IMC.

### Nomination Procedures

#### Election Supervisor

7. The IMC shall appoint an Election Supervisor to monitor the nominations and supervise the issue of ballot papers and counting of votes. The Election Supervisor should not be a parent.

### **Nomination**

8. A parent may nominate oneself to stand for the election.
9. If the number of candidates is equal to or less than the number of vacancies, the candidate(s) will be elected automatically.
10. If no one is nominated, the Association may consider extending the deadline of nomination or, alternatively, conducting the election again within three (3) months of the original election day.
11. The nomination period shall be at least one (1) calendar week.

### **Candidates' Information**

12. He / she should also declare whether he / she has violated section 30 of the Education Ordinance, regarding the grounds for refusal to register managers by the Permanent Secretary, so as to help parents judge whether he / she is a fit and proper candidate.

### **Electors' Eligibility**

13. All parents of current pupils of the school are eligible to vote.
14. A teacher of the school who is the parent of a current pupil of the school also has the right to vote.
15. Every eligible elector has equal voting right.
16. Regardless of the number of children studying at the School, each family shall have only one vote.

### **Voting**

17. The voting shall be conducted by secret ballot.
18. The candidate who obtains the greatest number of votes shall be nominated for registration as the Parent Manager whereas the one who obtains the next greatest number of votes shall be nominated for registration as the Alternate Parent Manager.
19. In the event of two or more candidates receiving the same number of greatest votes, the result shall be decided by drawing lots by the Election Supervisor.

## **Actions after Election**

20. The Association shall nominate to the IMC the parent(s) elected as the Parent Manager(s) of the school. The IMC shall then apply to the Permanent Secretary the registration of the elected parent(s) as school manager(s).

## **Appeal**

21. Unsuccessful candidate(s) may within one week of the election, appeal to the Association in writing together with reasons. The Standing Committee shall conduct an investigation and provide feedback to the appealing candidate(s).