

RAIMONDI COLLEGE



Parent-Teacher Association

Constitution

(Amended on 6 November 2021)

Constitution of the Raimondi College Parent-Teacher Association

1. Name

The name of the Parent-Teacher Association for the Raimondi College shall be “RAIMONDI COLLEGE PARENT-TEACHER ASSOCIATION” (hereinafter referred to as the “**Association**”) and the name of the Association in Chinese shall be “高主教書院家長教師會”.

2. Office

The office of the Association shall be situated at the address of the Raimondi College which is at 2 Robinson Road, Hong Kong.

3. Aim and Objectives

3.1 Aim

To promote home-school cooperation and to give support to the Raimondi 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 and develop their potential to the fullest extent possible.

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 provide suggestions and support as appropriate in furtherance to the mission of the School and its sponsoring body.

4. Membership

4.1 Membership of the Association

4.1.1 Honorary Member

Unless otherwise specified, any current member of the Incorporated Management Committee (hereinafter referred to as “**IMC**”), former Chairman of the IMC, former Principal, former Vice-Principals of the School, former Presidents of the then Raimondi College Parent-Teacher Association, who have served his / her complete term and are not a parent or guardian of a current pupil, and any person who has contributed to the well-being of the School or the Association may be

invited by the Executive Committee of the Association to be an Honorary Member. No membership fee shall be payable by an Honorary Member. Honorary members shall not have the right to vote and shall not be eligible for election to the Executive Committee of the Association.

4.1.2 Ex-officio Member

Unless otherwise specified, 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 at the same time also a parent or guardian of a current pupil, he or she shall be an Ex-officio Member only and shall not be an Ordinary Member according to Clause 4.1.3. Moreover, no other parent of the same family with a member of the family being an Ex-officio Member can be admitted as an 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. Membership may be terminated by the Executive Committee if any member is in breach of any terms herein.

4.1.4 Affiliated Member

Any former teaching staff, parents or guardians of former pupils of the 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 Executive Committee of the Association. Membership fee shall be payable by an Affiliated Member. Membership may be terminated by the Executive Committee if any member is in breach of any terms herein.

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.

4.1.6 Unless terminated as per Clause 4.5, the validity period of Membership shall be:

- (a) Honorary Member, life-long;
- (b) Ex-officio Member, from October to not later than November following year;
- (c) Ordinary Member, from the date they are elected for a maximum of 2 years;
- (d) Affiliated Member, from the end of the school year the pupil leaving the

school for five (5) years.

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:

- (a) Receive written notices of and to attend General Meetings;
- (b) Attend the activities and functions of the Association.

4.3.2 All Ordinary Members and Ex-officio Members are eligible to elect Ordinary Committee Members of the Executive 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 Executive 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 Executive Committee or to have any voting rights at the General Meetings.

4.3.4 All Members of the Association shall fulfil the following obligations:-

- (a) To abide by the Constitution of the Association; and
- (b) To abide by the resolutions of General Meetings.

4.3.5 No Member of the Association shall represent or act on behalf of the Association without the written authorization of the Executive Committee.

4.3.6 All Ordinary Members and Affiliated Members must pay 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.

4.3.7 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. The acceptance of any donations and financial contributions of any kind to the Association shall be subject to the approval of the Executive Committee.

4.4 Membership Fee

4.4.1 The annual membership fee payable by an Ordinary Member under Clause 4.3.7 shall be initially set at HK\$100. The membership fee payable by an Affiliated Member under Clause 4.1.4 shall be initially set at HK\$100. The Executive 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 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 The membership fee of the Affiliated Member is payable upon the approval by the Executive Committee of the Association as an Affiliated Member. For those Affiliated Members who first join the Association anytime after, the full membership fee shall be payable at the time of joining, and no time apportionment of the fee is allowable.

4.4.4 No membership fee shall be refunded to the Ordinary Members or the Affiliated Members once it is paid to the Association.

4.5 Cessation or Termination of Membership

4.5.1 The membership of a Member shall cease upon:

- (a) For any Member, written notification to the Executive Committee to this effect;
- (b) For any Ex-officio Member, resignation from or termination by the School;
- (c) For any Ordinary Member, cessation of his/her child(ren) 's study in the School;
- (d) For any Affiliated Member, departure of his/her child from the School for five (5) years.

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 Executive Committee, it is satisfied that sufficient evidence has been adduced that such Member has committed 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 be registered in accordance with the provisions of the Societies

Ordinance, Chapter 151, Laws of Hong Kong.

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 Executive 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 Executive 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 as early in the School Year as possible, and in any case not later than 30th November in each 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 Executive Committee shall appoint.
- 5.2.3 Subject to clause 5.2.4, all businesses that are transacted and passed at Annual 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 Executive 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 shall not be 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 Executive 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 that 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 30 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 President of the Association may at his / her discretion exercise a second or casting vote. As for a special resolution, it shall be decided by simple majority of the Voting Members present in person or by proxy at any General Meeting.

5.2.7 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.

5.2.8 If a quorum cannot be formed within half an hour from the time appointed for the holding of a General Meeting, 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 President shall direct. If the adjourned General Meeting is to 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 cannot be formed 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.

5.3 The Executive Committee

5.3.1 The number of members of the Executive Committee shall be not more than nineteen (19). The Executive Committee shall consist of not less than nine (9) Ordinary Members and not less than three (3) Ex-officio Members.

5.3.2 The President of the Executive Committee shall also be the President of the Association. The Supervisor and the Principal shall be the Honorary Advisors of the Executive Committee. All members of the Executive 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 Executive 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 Executive Committee (hereinafter referred to as the “**Ex-officio Committee Members**”) shall be appointed by the Principal. Both Ordinary Committee Members and Ex-officio Committee Members are eligible to vote for any matters discussed at the Executive Committee.

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

- (a) one (1) President (being Ordinary Committee Member);
- (b) two (2) Vice-Presidents (one being Ordinary Committee Member and the other Ex-officio Committee Member);
- (c) one (1) Treasurer (being Ordinary Committee Member);
- (d) one (1) Secretary (being Ordinary Committee Member).

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

5.3.4 The Executive Committee shall hold at least four (4) meetings every year. No business shall be transacted at any meeting of the Executive 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 maximum of two (2) years commencing from the date they are elected.

5.3.6 Retiring Ordinary Committee Members ("ROCM") shall be eligible for re-election as long as they remain as Ordinary Members of the Association. However, no Ordinary Committee Member shall hold office for more than two (2) consecutive terms.

5.3.7 The Executive 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 thinks fit. The advisors or other third parties appointed can attend and speak at meetings of the Executive Committee but shall not be entitled to vote.

5.3.8 The Executive Committee shall have power to form Function Groups / Sub-Committees comprising members of the Executive Committee and to delegate to any Sub- Committees such powers as it thinks fit. A 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 Executive Committee.

- 5.3.9 All decisions of the Executive Committee shall be taken by a simple majority vote. In the case of the equality of votes, the President of the Executive Committee shall be entitled to a second or casting vote.
- 5.3.10 All office bearers in the Executive Committee are honorary. Members of the Executive Committee shall not be entitled to receive any salary, allowance or remuneration in respect of their holding a position in the Executive Committee. However, the Executive 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 with approval having been obtained from the Executive Committee.
- 5.3.11 The office of a member of the Executive 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 Executive 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 Executive Committee.
- 5.3.12 The Association may accept resignation of any Committee Member or by a resolution remove any member of the Executive 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 filled by an Ordinary Member nominated by the School and voted by the Ordinary Committee Members. Any Ordinary Member filling such a casual vacancy of the Executive Committee shall be subject to retirement at the same time as if he / she had become a member of the Executive Committee on the day on which the member who was replaced was last elected.
- 5.3.13 The Executive Committee shall keep minutes of its meetings and records of all resolutions, as well as minutes of all General Meetings in the School general office. Members of the Association shall have the right to inspect the minutes of the meetings of the Executive Committee signed by either the Secretary, President or Vice-President after duly approved by its members.

5.4 Functions of the Executive Committee

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

The Executive Committee as a whole shall collectively be responsible for-

- (a) ensuring that the aim and objectives of the Association as set in the Constitution are achieved;
- (b) steering the Association in the direction towards the pursuance of the aim and objectives of 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 Executive 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 Executive Committee may see fit;
- (e) assigning all Ordinary Members of the Executive 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 Executive Committee annually according to Clause 5.3.2.

A member of the Executive 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) President

- 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 Executive Committee;
- Presiding at meetings of the Executive Committee and the General Meetings;
- Setting the agenda of meetings of the Executive Committee; and
- Deciding on the inclusion of an item on the agenda of a meeting as requested by any member of the Executive Committee. If the President refuses to include any such item, he / she shall give the reasons of his / her refusal at the meeting.

(b) Vice-President (Ordinary Committee Member)

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

(c) Treasurer

- Responsible for matters relating to the registration of the Association as a registered society under the Societies Ordinance, Chapter 151, Laws of Hong Kong;
 - Maintaining financial or accounting records of 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 Executive Committee.

(d) Secretary

- Providing secretarial support for the Executive 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 Executive Committee.

5.5 Election

5.5.1 All Ordinary Committee Members of the Executive Committee shall be elected by the Voting Members in an Annual General Meeting and their term of office shall be two (2) years.

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

6. Parent Manager and Alternate Parent Manager

6.1 Pursuant to the Education Ordinance (Cap. 279), 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 pupils 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 and shall nominate the Parent Managers so elected to the IMC which shall in turn apply to the Permanent Secretary for registration as a school 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 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 Executive 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 / her 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 shall, upon receiving the request, issue a notice in writing to the Permanent Secretary for Education 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 as for the election of another Parent Manager for filling in the vacancy within three months.
- 6.8 If the Association cannot conduct the by-election, the Association shall inform the IMC accordingly, so that the IMC shall apply to the Permanent Secretary for Education 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.
- 7.2 The funds of the Association may be used for any purpose approved by the Executive Committee which is related 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 Executive 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 President or the Treasurer together with any one of the Ex-officio Committee Members.
- 7.6 Prior authorization on budget spending must be obtained from the Executive Committee before any expenses shall be incurred, provided that the Executive 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 simple majority 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 PTA website.
- 10.2 If there is a difference of opinion arising over the interpretation of any Clause herein contained, the Executive Committee's interpretation shall be final.

Constitution of the Raimondi 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. A parent in relation to a pupil includes a guardian of the pupil and a person who is not the parent or guardian of the pupil but have 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 Education 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 two years as per IMC Constitution. A person shall not serve as a Manager for more than 2 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 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 for Education, so as to help parents judge whether he / she is a fit and proper candidate.

Electors' Eligibility

13. All parents and guardian 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

Date of Voting

17. The period between the date of voting for parent manager election and the deadline of nomination should at least be one week.

Voting Method

18. The voting shall be conducted by secret ballot. For the avoidance of doubt, the means of ballot, e.g. paper or electronic or whichever means becomes available, shall be determined by the Executive Committee ahead of the election with agreement from the Election Supervisor.

Counting of Votes

19. The Election Supervisor should arrange a counting session and invite all candidates, and/or the principal to attend and witness the counting of votes. The chairperson of PTA, the Returning Officer and/or the principal of the school should participate to witness the counting. A ballot paper will be deemed to be invalid if —

- (i) the number of candidates marked on the ballot paper exceeds the number that is allowed;
- (ii) the ballot paper has not been marked properly; or
- (iii) the ballot paper is marked in such a way that the identity of the elector can be

traced.

20. 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.
21. 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

22. 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 for Education the registration of the elected parent(s) as school manager(s).
23. The PTA should 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).

Filling of Casual Vacancies

24. If a parent manager whose child is no longer a current pupil of the school during his / her term of office, he/she shall continue to be the manager until the term of office expires or the end of the school year, whichever is the earlier.
25. If a parent manager vacancy arises as a result of a parent manager resigning during his / her term of office, the PTA shall conduct a by-election in the same manner to elect another parent manager to fill the vacancy within three months. If the PTA cannot conduct the by-election accordingly, the IMC shall apply on good grounds to the Permanent Secretary for further extension of the period for filling the vacancy.

Appeal

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