

ROSARYHILL SECONDARY SCHOOL PARENT-TEACHER ASSOCIATION CONSTITUTION

1. NAME

Rosaryhill Secondary School Parent-Teacher Association (hereafter referred to as the Association)

2. ADDRESS

41B, Stubbs Road, Wanchai, Hong Kong.

3. AIMS

- 3.1. To promote close liaison between school and home so as to foster co-ordination between school and home education
- 3.2. To facilitate communication among parents themselves
- 3.3. To collaborate on improving the quality of education in school and the welfare of students

4. MEMBERSHIP, RIGHTS AND OBLIGATIONS

4.1. MEMBERSHIP

Parents or guardians of students enrolled in Rosaryhill School (Secondary Section), the Supervisor, Principal, Deputy Principals, teachers of the Secondary Section and all Fathers of the Fathers Council shall be members of the Association.

4.2. TYPES OF MEMBERSHIPS

- 4.2.1. Ordinary members : parents or guardians of students enrolled in Rosaryhill School, Secondary Section. Membership is limited to one per family. Ordinary members shall pay an annual subscription of \$70 at the beginning of each academic year.
- 4.2.2. Ex-officio members : Supervisor, Principal, Deputy Principals and all teachers of the Secondary Section of the School.
- 4.2.3. Honorary ex-officio members : all Fathers of the Fathers Council, former supervisors, principals and deputy principals of the Secondary Section of the School.
- 4.2.4. Honorary members : With the prior approval of the Executive Committee, former teachers, parents or guardians of former students of the Secondary Section of the School can be invited to be Honorary members.

4.3. RIGHTS

- 4.3.1. Ordinary members and ex-officio members shall have the right to elect and to be elected as office-bearers, to propose and vote in meetings which they are entitled to attend.
- 4.3.2. Honorary ex-officio members and honorary members shall only have the right to propose.
- 4.3.3. All members can participate in activities/functions organized by the Association.

4.4. OBLIGATIONS

- 4.4.1. Members shall have the obligation to observe the rules of the Constitution and to abide by the decision of a meeting.
- 4.4.2. All subscriptions, once paid, shall not be refunded.

4.5. WITHDRAWAL

Any member wishing to withdraw from the Association must give one month's notice in writing and settle the annual subscription, if it is not yet paid.

4.6. CANCELLATION OF MEMBERSHIP

- 4.6.1. If the child/ward of a member withdraws from or is dismissed by the school, his/her membership will automatically be cancelled.
- 4.6.2. If a member is guilty of behaviour and / or conduct which severely harms the operation and / or reputation of the Association, his / her membership can be cancelled with the approval of a two-third majority of the Executive Committee.

5. ORGANISATION

5.1. STRUCTURE

- 5.1.1. The Association shall consist of all members.
- 5.1.2. The General Assembly shall be the highest authority of the Association.
- 5.1.3. When the General Assembly is in recess, all matters of the Association shall be managed by the Executive Committee.
- 5.1.4. The General Assembly may be annual or extraordinary and can be convened by the Executive Committee.

5.2. GENERAL MEETINGS

5.2.1. ANNUAL GENERAL MEETING

- 5.2.1.1. The Annual General Meeting shall be held annually at the beginning of each scholastic year.
- 5.2.1.2. All members shall be notified of the agenda of the general meeting 14 days in advance.
- 5.2.1.3. At the general meeting, members shall :
 - i. Review reports on general affairs and the financial situation of the Association.
 - ii. Elect executive committee parent-members to serve for the coming year.
 - iii. Suggest and discuss the activities to be carried out in the following year.
- 5.2.1.4. The quorum for a general meeting shall be 10% of the voting / electing members. If there is no quorum, the meeting shall be postponed. At the next meeting, any number of members present shall make a quorum.

5.2.2. EXTRA-ORDINARY GENERAL MEETINGS

- 5.2.2.1.** An extra-ordinary general meeting may be called when
- i. At least three-quarters of the executive members request and sign for such a meeting, stating the subject(s) for discussion.
 - ii. or at least half of the ordinary members request and sign for such a meeting, stating the subject(s) for discussion
- 5.2.2.2.** Discussion held and resolution passed at the meeting shall be confined to only those points listed in the request.
- 5.2.2.3.** The quorum of the meeting and notification of members shall be the same as that of the general meeting.

5.2.3. THE EXECUTIVE COMMITTEE

5.2.3.1. The Executive Committee shall comprise 14 members, 7 of whom are parents, 4 teachers, the Principal, one Deputy Principals and one representative from the Fathers Council.

5.2.3.2. The composition of the committee shall be as follows :

| | |
|------------------------------|--------------------|
| Chairperson | (parent) |
| Two Vice-chairpersons | (parent & teacher) |
| One Secretary | (parent) |
| One Treasurer | (parent) |
| Two Liaison Officers | (parent & teacher) |
| Two Programme Officers | (parent & teacher) |
| Two General Affairs Officers | (parent & teacher) |

The Principal, Deputy Principal and the Fathers Council representative are ex-officio members. They shall not be office-bearers.

- 5.2.3.3.** The teacher-members shall be appointed by the Supervisor prior to the annual general meeting.
- 5.2.3.4.** Parent-members shall be nominated and elected in the annual general meeting.
- 5.2.3.5.** Members of the Executive Committee, except for ex-officio members, shall serve for a term of one year.
- 5.2.3.6.** Executive members may be re-elected. However, a person should not be in any one post for more than 3 years.
- 5.2.3.7.** The committee shall have the power to co-opt members to fill vacancies occurring during the year.
- 5.2.3.8.** The committee shall have the power to co-opt members in an advisory capacity for any specific purpose.
- 5.2.3.9.** During any voting, the chairman shall have the casting vote when both sides have an equal number of votes.
- 5.2.3.10.** All posts in the Executive Committee are honorary.

6. FINANCE

- 6.1.** The Association is funded by the annual subscription fees and voluntary donations and subsidies from members.
- 6.2.** The funds are used for
- 6.2.1.** the expenditure of activities which meet the aims of the Association
 - 6.2.2.** recurrent expenditure of the Association
 - 6.2.3.** the Executive Committee shall have the power to grant at its discretion sums of money from the Association funds to the school to be used for scholarships, prizes, or other purpose and the Head of the school shall have full authority to use the sums so granted.
- 6.3.** The annual subscription fee may be revised if approved in the General Meeting.
- 6.4.** All sums of money received shall be deposited in an appointed bank. The signatories of the account shall be the Chairman, the two Vice-chairmen and the treasurer. Withdrawals of money, issuance of cheques or transfers shall require the signatures of two account signatories.

7. AUDIT

The General Assembly shall invite an honorary auditor to audit the accounts of the Association at least once a year.

8. AMENDMENT

Any amendment to the constitution suggested must first be approved by the Executive Committee, and when brought up in the General Meeting, it must be approved by at least a two-third majority of members present.

9. DISSOLUTION

The Association shall be dissolved with the consent of a two-third majority of members present in the General Meeting. Any remaining assets of the Association shall be donated to Rosaryhill School.

10. Election of Parent Managers and Alternate Parent Managers

Our Association needs to follow the Education Ordinance (the Ordinance) and the Incorporated Management Committee (IMC) constitution to arrange the election of Parent Managers and Alternate Parent Managers. The election method is adopted from the *Election Guide of the Rosaryhill School Incorporated Management Committee Parent Managers Election*. (Please see the Annex for election procedures.)

(Annex)

(Election Guide of the Rosaryhill School Incorporated Management Committee Parent Managers Election)

1. The Candidature

- (A) All parents of current pupils of the school are eligible to become candidates. Parents 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 has the actual custody of the pupil.
- (B) If the following conditions appear, a parent should not be nominated as a parent /alternate parent manager.
 - (i) He / She is a serving teacher of our school, for the serving teacher can enter the IMC under the role of Teacher Manager.
 - (ii) He / She does not fulfil the registration requirements of managers set out in section 30 of the Education Ordinance (the Ordinance), or
 - (iii) He / She has been the parent manager for 4 consecutive years.
- (C) As stipulated in the Ordinance, no manager shall serve in IMC in more than one capacity. Thus, no one can serve as a parent manager and an alumni manager at the same time. If there are two elections under different categories to be conducted concurrently in a school, no candidate shall participate in more than one election.

2. Number & Tenure

Our Association should elect one office of a parent manager and an alternate parent manager. The tenure is **two years** only. The term of office of a parent manager is recommended to come into effect from the registration as a parent manager and terminate on 31 August. The election should be conducted within the period from September to November. Our Association should then nominate to the IMC the parent elected for registration as a parent manager.

3. Nomination Procedures

- (A) Returning Officer
Our Association may assign a Returning Officer to monitor the nominations and supervise the issue of ballot papers and counting of votes, but he/she must not be a candidate for the parent manager election.
- (B) Period of Nomination
The period of nomination for the parent manager election is **two weeks**.
- (C) Nomination
 - (i) The Returning Officer may issue a letter informing all parents of the number of parent manager vacancies, the period of nomination, method of nomination, date of voting, date of counting session, date of announcement of results and other relevant information. A nomination form shall be enclosed. At the same time, the letter should outline the eligibility (paragraphs 1(A) to (C) above) and responsibilities of candidates. A parent may nominate oneself or another eligible candidate to stand for the election.
 - (ii) The nominee/candidate will be elected automatically if the number of candidates is less than or equal to the number of vacancies. If no one is nominated, our Association may consider extending the deadline of nomination or conducting a new election after **one month**.
- (D) Candidates' Information
 - (i) To allow parent to judge if the nominee is a suitable candidate, each nominated candidate should supply a brief statement of his / her personal information to the Returning Officer within 150 words, including a declaration stating if he/she has violated the registration requirements of managers set out in section 30 of the Ordinance.
 - (ii) Not less than 7 days before the election day, the Returning Officer should issue another letter to all parents listing the names of the candidates being nominated. The brief introductory statements of the candidates including their declarations should be attached. Our Association should guard against the risk of incurring any legal liability in publishing those statements. The letter should also explain the procedures and the time-table of the election. If necessary, the Returning Officer can arrange a meeting for the candidates to introduce themselves to all parents and answer questions from them.

4. Electors' Eligibility

All parents of current pupils of our school are eligible to vote. A teacher of our school who is the parent of a current pupil of our school also has the right to vote. Every eligible elector has equal voting right. Every parent should vote individually and should have only one vote irrespective of the number of children the parent has at the school.

5. Election Procedures

- (A) Date of Voting
The period between the date of voting for parent manager election and the deadline of nomination should at least be two weeks.
- (B) Voting method
 - (i) To ensure a fair election, the voting should be conducted by secret ballot, i.e. electors are not allowed to put down their names or any other marks of identification on the ballot paper and should not let the other electors see whom they have voted for.

- (ii) A ballot box shall be made available for the election. The Returning Officer can request parents to vote in person in the school and should inform all parents in advance of such arrangements and specify clearly the date, time and venue of the voting. The vote of any absentees will be considered as abstained.
 - (C) Counting of votes
 - (i) The Returning Officer should arrange a counting session and invite all parents, all candidates, and/or the principal to attend and witness the counting of votes.
 - (ii) The chairperson of PTA, the Returning Officer and/or the principal of the school should participate to witness the counting. During the counting session, the Returning Officer must make sure that all ballot papers have been poured out from the ballot box before counting starts. A ballot paper will be deemed to be invalid if
 - (a) the number of candidates marked on the ballot paper exceeds the number that is allowed;
 - (b) the ballot paper has not been marked properly; or
 - (c) the ballot paper is marked in such a way that the identity of the elector can be traced.
 - (iii) The one who obtains the greatest number of votes will be nominated for registration as the parent manager whereas the one who obtains the next greatest number of votes will be nominated for registration as the alternate parent manager. When two or more candidates obtain the same number of votes, the election result will be determined by drawing lots.
 - (iv) After the election, the Returning Officer should put all the cast ballot papers in an envelope, which will then be signed and sealed by him / her and the chairperson of PTA. The envelope and the cast ballot papers should be kept by the PTA for at least six months. This is to facilitate investigations in case of allegations against voting irregularity.
 - (D) Announcing Results
 - (i) The Returning Officer may issue a letter informing all parents of the results of the election.
 - (ii) Unsuccessful candidate(s) may, within one week of the announcement, appeal to the PTA in writing together with the reasons.
 - (iii) Unsuccessful candidate may not be accepted for appealing to the PTA in writing without any reasons.
 - (iv) To handle any appeal, the Appeal Board should be set up consisting of a parent arranged by the Chairperson and a teacher assigned by the principal, where the two did not participate in the counting of votes.
 - (v) The decision of the Appeal Board is final. If the two members of the Board cannot reach a consensus/unanimous decision, the appeal of election result will be finally decided by the Association.
6. Follow-up Actions after Election
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).
7. Filling of casual vacancies
- (A) 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.
 - (B) 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.
8. Points to note
- (A) The election of the parent manager and office-bearer(s) of the PTA may be conducted concurrently to elect the parent manager and office-bearer(s) of the PTA respectively.
 - (B) Parents, being candidates and voters in the parent manager election, should note the section 30 of the Education Ordinance and the ethical conduct listed to ensure fairness in the election process.
9. Amendment of the Annex
If necessary, the Annex can be amended after passing the final decision by the Association.

Revised on 27th October, 2018.

玫瑰崗中學家長教師會
會章

1. 會名

玫瑰崗中學家長教師會（以下簡稱本會）。

2. 會址

香港灣仔司徒拔道 41 號 B

3. 宗旨

3.1 促進學校與家庭間的緊密聯繫，使學校教育與家庭教育相輔相成；

3.2 增進家長間的聯繫；

3.3 就學校教育特質及學生福利等問題商討改善方法。

4. 會籍、會員權利及義務

4.1 會籍：凡在校中學部學生之家長或監護人、本校中學部之校監、校長、副校長、全體教師、諮議會之全體神父，均可成為本會會員。

4.2 會員類別

4.2.1 普通會員：在校中學部學生之家長或監護人。若會員有數子弟就讀本校，其會籍只作一單位計算。普通會員之年費為港幣七十元，在每學年開始時繳交。

4.2.2 當然會員：本校中學部之校監、校長、副校長及全體教師。

4.2.3 當然名譽會員：諮議會之全體神父，本校中學部離任之校監、校長及副校長。

4.2.4 名譽會員：在執行委員會的同意下，本校中學部之離任教師、離校學生之家長或監護人均可被邀請參加。

4.3 權利

4.3.1 普通會員及當然會員享有選舉權、被選權、動議權及表決權。

4.3.2 當然名譽會員及名譽會員只享有動議權。

4.3.3 會員可參與本會所舉辦之任何活動。

4.4 義務

4.4.1 會員有遵守會章、接受會議決案之義務。

4.4.2 所有已繳交之年費概不退還。

4.5 退會

會員退會須給予本會一個月之書面通知，同時應清繳所欠本會之年費。

4.6 取消會員資格

4.6.1 若會員之子弟已退學或被革除學籍，則該會員之會籍將自動取消。

4.6.2 若會員之行為、品格嚴重影響本會之聲譽及/或運作，經執委會三分二多數票通過，可取消其會籍。

5. 組織

5.1 架構的組成

5.1.1 本會由全體會員組成。

5.1.2 會員大會為本會最高權力主導。

5.1.3 在會員大會休會期間，本會之所有會務均由執委會處理。

5.1.4 會員大會每年開一次，特別會員大會可由執委會召開。

5.2 會議

5.2.1 會員週年大會（簡稱大會）

5.2.1.1 大會於每年學期初舉行。

5.2.1.2 大會之議程將於十四天前通知全體會員。

5.2.1.3 在大會上，會員將：

- 1) 審議本會之一般會務報告及財務報告。
- 2) 選舉下一年之執委會家長委員。

3) 提議及討論下一年所進行之活動。

5.2.1.4 大會之最低法定出席人數為有投票/選舉權之人數 10%。若因未達法定人數而流會，於再次召開會議時，則以當時出席人數為法定人數。

5.2.2 特別會員大會

5.2.2.1 特別會員大會可在下列情況下召開：

- 1) 有不少於四分之三的執委會委員聯名提出列明討論某些事項之要求。
- 2) 或有不少於半數的普通會員聯名提出列明討論某些事項之要求。

5.2.2.2 特別大會上，只討論及決議請求書上所列明的事項。

5.2.2.3 特別大會的出席法定人數及通知方法與會員大會相同。

5.2.3 執行委員會 (簡稱執委會)

5.2.3.1 執委會由十六名委員組成，成員包括家長代表七人，教師代表四人，校長、一位副校長及諮議會代表一人。

5.2.3.2 執行委員會的架構如下：

| | | |
|--------|---|--------------|
| 主席一人 | : | 由家長出任 |
| 副主席二人 | : | 由家長一人及教師一人出任 |
| 秘書一人 | : | 由家長出任 |
| 司庫一人 | : | 由家長出任 |
| 聯絡二人 | : | 由家長一人及教師一人出任 |
| 項目統籌二人 | : | 由家長一人及教師一人出任 |
| 總務二人 | : | 由家長一人及教師一人出任 |

校長、副校長及諮議會代表均為執委會當然委員，不擔任上述任何職位。

5.2.3.3 教師委員由校監於會員週年大會召開前委任。

5.2.3.4 家長委員須於會員週年大會上獲得提名及由選舉產生。

5.2.3.5 除當然委員外，其餘執委會委員的任期俱為一年。

5.2.3.6 執行委員可連選連任，但不能出任同一職位超過三年。

5.2.3.7 執委會有權委任新會員以填補年中出現之空缺。

5.2.3.8 執委會有權為任何特定目的而邀請會員擔任顧問。

5.2.3.9 在會議表決時，若正反雙方之票數相同，則主席可投決定性一票或延後討論。

5.2.3.10 執委會之所有工作均為義務性質。

6. 財政

6.1 本會經費來自年費及會員的自願捐款及津貼。

6.2 本會經費可用於：

6.2.1 符合本會宗旨的活動支銷。

6.2.2 支付本會一切經常性之費用及支銷。

6.2.3 執委會有權從本會的經費中，撥出某些數目予學校，以供設立獎學金、獎項或其他用途。校長可全權運用所撥給的款項。

6.3 會員大會可按需要每年調整年費。

6.4 本會所收到之全部款項必須存放在指定之銀行。戶口由主席、二位副主席及司庫代行簽署。提取現金、簽發支票或調配戶口，須由戶口中其中二位簽署方為有效。

7. 核數

會員大會將邀請一名義務核數師，為本會每年最少核數一次。

8. 修訂會章

本會會章之任何修訂，須經由執委會通過，並得三分之二或以上出席會員大會之會員通過，方為有效。

9. 解散

若本會解散，須經三分之二或以上出席全體會員大會之會員同意，方能生效。若本會有任何餘下之資產，將捐贈給玫瑰崗學校。

10. 家長校董及替代家長校董選舉

本會須按《教育條例》及法團校董會章程安排選出家長校董及替代家長校董。選舉辦法按《**玫瑰崗學校法團校董會家長校董選舉細則**》辦理。(選舉程序見附件)

(附件)

《**玫瑰崗學校法團校董會家長校董選舉細則**》

1. 候選人資格

(甲) 所有學校現有學生的家長，都有資格成為候選人。家長就學生而言，包括該學生的監護人及並非該學生的家長或監護人，但實際管養該學生的人。

(乙) 如出現下列情況，有關家長便不能獲提名為家長校董：

- (i) 他 / 她是學校的在職教員（因為教員可用教員校董的身分加入法團校董會）；或
- (ii) 他 / 她並不符合《教育條例》（以下簡稱條例）第30條所載有關校董的註冊規定；或
- (iii) 他 / 她已連任家長校董四屆。

(丙) 根據條例規定，校董不可在法團校董會內同時出任多於一個界別的校董。因此，任何人士均不可同時出任家長校董及校友校董。如兩個界別於同一時間在學校舉行選舉，候選人亦不可同時參選兩個界別的校董選舉。

2. 人數和任期

本會應選出家長校董及替代家長校董各一名，任期為**二年**，由註冊為校董當日起計至該年度八月三十一日止。本會應在九月至十一月期間舉行選舉，並向法團校董會提名獲選的家長註冊為家長校董。

3. 提名程序

(甲) 選舉主任

本會**執委會**委派一名選舉主任，監察有關提名、分發選票及點票工作。但選舉主任本身不可以是家長校董選舉的候選人。

(乙) 提名期限

家長校董選舉的提名期限為**兩星期**。

(丙) 提名

- (i) 選舉主任可發信通知所有家長，有關家長校董選舉事項，其中包括家長校董的空缺數目、提名期限、提名方法、投票日期、點票會日期、公佈結果日期及其他資料，亦應隨信附上提名表格。同時，選舉主任須在信中列明家長校董選舉的候選人資格(上述第1(甲)至(丙)段)和職責。每名家長可提名本人或另一名合資格的候選人參選。
- (ii) 如候選人數目相等於或少於空缺數目，候選人將自動當選。如沒有人獲提名參選，本會可考慮延長提名的截止日期或在**一個月**後重新進行選舉。

(丁) 候選人資料

- (i) 每位獲提名的候選人須向選舉主任提供有關其個人資料的簡介，字數不可多於一百五十字，並須在簡介中申報有否觸犯條例第30條所載有關常任秘書長可拒絕校董註冊的理由，以助家長判斷他 / 她是否適合及適當的候選人。
- (ii) 選舉主任須於選舉日之前不少於7天，向所有家長另行發信，列出獲提名候選人的姓名。選舉主任可隨通知信附上候選人的簡介，包括他們在簡介內所申報的資料。本會應保障本身不會因刊登有關簡介而涉及任何訴訟的法律責任。該信亦須解釋有關選舉的安排和時間表。如有需要，選舉主任可為候選人安排一個簡介會，以便他們向所有家長介紹自己及解答家長提出的問題。

4. 投票人資格

本校現有學生的家長均符合資格投票。本校教師只要是現有學生的家長，也有權投票。所有合資格投票的人士都享有同等的投票權。每名家長不論其就讀本校子女的數目，只可有一票，並以個人身分投票。

5. 選舉程序

(甲) 投票日期

家長校董選舉的投票日期應與提名截止日期相距最少兩星期。

(乙) 投票方法

- (i) 為確保選舉公平，投票應以不記名方式進行，即投票人不得在選票上寫上自己的姓名或任何可辨識身分的符號，亦不得讓其他投票人目睹他投票給哪一位候選人。
- (ii) 學校將為選舉設置投票箱，選舉主任可要求家長親自到學校現場投票，並需要事先通知所有家長有關安排及列明投票日期、時間和地點。缺席者作自動放棄投票論。

(丙) 點票

- (i) 選舉主任須安排一個點票會，邀請所有家長、各候選人、及 / 或校長出席及見證點票工作。
- (ii) 主席、選舉主任及 / 或校長須參與點票見證工作。在點票期間，選舉主任應確保所有選票均已從投票箱倒出，才開始點票。如有以下情況，選票當作無效：

- (a) 選票上所投的候選人數目，超逾認可數目；
 - (b) 選票填寫不當； 或
 - (c) 選票加上可令人找出投票者身分的符號。
- (iii) 獲得最多選票的候選人，將獲提名註冊為家長校董，而獲得第二最多選票的候選人，將獲提名註冊為替代家長校董。若兩個或以上候選人得票相同，會以抽籤方式決定當選人。
- (iv) 選舉工作結束後，選舉主任應把所有已投的選票放入信封內。選舉主任和主席須分別在信封面上簽署，然後把信封密封。信封和選票應由本會保存最少六個月，以便在有人提出有關選舉不當的指控時，供調查之用。
- (丁) 公佈結果
- (i) 選舉主任致函所有家長，公佈選舉結果。
 - (ii) 落選的候選人可在選舉結果公佈的一星期內，以書面方式向本會提出上訴，並列明上訴的理由。
 - (iii) 沒有列明理由的上訴書不會被受理。
 - (iv) 主席須委任一名未參與點票的家長及由校長委任一名未參與點票工作的教師為上訴委員處理上訴。如果需要重新點票，須邀請投訴人及所有候選人出席監察。
 - (v) 上訴委員的決定為最終決定。如兩位上訴委員未能達成一致裁決，上訴則交由**執委會**作最終決定。

6. 選舉後跟進事項

本會須向法團校董會提名獲選的家長，出任家長校董。其後，法團校董會須向常任秘書長申請，將獲選的家長註冊為學校的校董。

7. 填補臨時空缺

- (甲) 若家長校董的子女在他/ 她的校董任期內不再是學校的現有學生，該校董的任期可持續至任期屆滿或該學年終結為止，兩者以較早者為準。
- (乙) 如家長校董在任期內離任，出現空缺，本會須以同樣方式在三個月內進行補選，填補有關的空缺。如本會無法於該段期間進行補選，則法團校董會可基於充分理由，向常任秘書長申請將填補有關空缺的時限再繼續延長。

8. 注意事項

- (甲) 家長校董選舉與本會**執委會**選舉可同時進行，分別選出家長校董及**執委會**成員。
- (乙) 作為家長校董選舉的候選人及投票人，家長須向選舉主任索取一份條例第三十條條文及競選道德操守守則，嚴加遵守，以確保選舉的公平。

9. 附件之修改

如有需要，本附件可由本會**執委會**通過決議案修改。

於二零一八年十月二十七日修訂