

HKCCCU Logos Academy Parent-Teacher Association Constitution

(Amendments passed at Member's Extraordinary General Meeting on 2 May 2024)

NAME

The Chinese name of the Association shall be named “香港華人基督教聯會真道書院家長教師會” or abbreviated as “真道家教會”, and the English name shall be “HKCCCU Logos Academy Parent-Teacher Association” or abbreviated as “HKCCCU LAPTA”.

1. ADDRESS

The address of the Association shall be No 5, Ling Kwong Street, Tseung Kwan O, Hong Kong.

2. OBJECTIVES

- a. To advise the HKCCCU Logos Academy (hereinafter referred to as “the School”) on the viewpoints of parents and guardians of the students.
- b. To support and sustain the mission of the School for the advancement of education, in particular those matters concerning students and teachers.
- c. To strengthen communication, connection and co-operation amongst the School, parents and teachers for complementary development and implementation of home education and school education in order to improve the effectiveness of teaching and learning.
- d. To discuss issues of mutual concern of parents, the School and teachers; to support the development of school affairs and to jointly improve and promote student welfare.
- e. To enhance communication amongst parents, the School and teachers to facilitate healthy mental and physical development of students.
- f. To enhance communication and understanding amongst members and to launch activities of healthy and mental benefits for members.
- g. To hold Parent Manager Election and nominate the Parent Manager for The Hong Kong Chinese Christian Churches Union Logos Academy Management Committee Limited (hereinafter referred to as “the School Management Committee, SMC”).

3. MEMBERSHIP

- a. Teacher members: current Principal, Deputy Principals, Assistant Principals and teachers of the School.
- b. Parent members: All parents or guardians of current students of the School would automatically become parent members. Each family of current students may have up to two memberships. Parents or guardians could give written notice to the School if not willing to be a parent member.
- c. Should the Principal, Deputy Principal, Assistant Principal, any teacher or executives be at the same time the parent or guardian of any students of the School, his/her membership should be categorized as “teacher member”.
- d. A parent member should have only one vote no matter how many of his/her children are students of the School.
- e. All parent members are required to pay an annual membership fee (if any) which is determined by the Association. The parent member may not exercise his/her membership's rights if he/she has not paid the annual membership fee. The Association will not refund any membership fees

paid by parent members.

- f. All the personal data collected shall be kept by the Executive Committee and shall be processed in accordance with the “Personal Data (Privacy) Ordinance” (CAP 486).
- g. If a member engages in any of the following actions:
 - i. Violation of the Association’s Constitution
 - ii. Disregard for resolution passes during general meeting of members
 - iii. Actions that harm the reputation and interests of the Association
 - iv. Use the name of the Association for any purpose (unless with prior written approval from the Executive Committee)

In such cases, if two-thirds of the Executive Committee present pass the resolution, the Executive Committee has the right to issue a written warning to member or terminate the member's membership. Any funds paid by the member will not be refunded.

4. MEMBERSHIP’S RIGHTS

- a. Only parent members have the right to elect and be elected as Executive Committee members of the Association.
- b. All members have the right to propose, second and vote on motions in Members’ General Meetings.
- c. All members are at liberty to attend Members’ General Meetings and participate in all activities organized by the Association.

5. MEMBERSHIP’S RESPONSIBILITIES

- a. All members shall have the responsibility to attend Members’ General Meetings, and the obligation to obey this Constitution and to follow the decisions and resolutions passed in Members’ General Meetings or Executive Committee Meetings.
- b. Members have no responsibility, other than the annual membership fee, to advance any financial assistance to the Association. All members are at liberty to make voluntary donation to the Association.

6. STRUCTURE

- a. The “HKCCCU Logos Academy Parent-Teacher Association” is an affiliated body under HKCCCU Logos Academy.
- b. The Association is organized by Members’ General Meeting and Executive Committee.
- c. Members’ General Meeting is formed by all members which is the highest authority of the Association. During the recess of the Members’ General Meeting, all business and affairs of the Association shall be conducted by the Executive Committee (hereinafter referred to as “the Ex-Co”).
- d. The Session of the Ex-Co:
 - i) The first Session of the Ex-Co shall serve from 1 January 2012 to 31 December 2012
 - ii) The second Session of the Ex-Co shall serve from 1 January 2013 to 31 May 2014.
 - iii) Starting from the third Session, the Ex-Co shall serve from 1 June to 31 May of the next year.
 - iv) The twelfth Session of the Ex-Co serves from 1 June 2023 to 31 August 2024.
 - v) Starting from the thirteenth Session, the Ex-Co shall serve from 1 September of each year to 31 August of the next year.
- e. For the first and the second Sessions, the Ex-Co shall be constituted by eight to twelve Parent Executive Members and four to six Teacher Executive Members. From the third Session

onwards, the Ex-Co shall be constituted by eight to twelve Parent Executive Members, the Parent Manager, and four to six Teacher Executive Members. Starting from the thirteenth Session, the Ex-Co shall be constituted by eight to twelve Parent Executive Members, the Parent Manager, and five to twelve Teacher Executive Members.

- f. Not more than twelve Teacher Executive Members (one being the Principal) shall be appointed by the School from teacher members prior to the Annual General Meeting and they shall be confirmed during Annual General Meeting.
- g. For the first Ex-Co, if there are more than twelve candidates, Parent Executive Member Election will be held. No more than twelve parent members are to be elected with the highest number of votes as Parent Executive Members with immediate effect during the Meeting for the formation of the Association. They shall use the method of general election amongst themselves to elect the parent office bearers of the first Ex-Co.
- h. Apart from the first Ex-Co, the Parent Executive Member Election will only be held when there are more candidates than the number of vacancies. Where there are not more candidates than the number of vacancies, candidates running for Parent Executive Members shall be declared as elected ipso facto. Where there are more candidates than the number of vacancies, Parent Executive Members shall be elected by “one person one vote” in secret ballot by the highest number of votes present in the Annual General Meeting. The remaining candidates in the immediately preceding election shall stand as replacement of Parent Executive Members if there is any vacancy during the Session of the Ex-Co. The replacement list will rank in the descending order of the numbers of votes obtained by the remaining candidates.
- i. For the first and second Sessions, the term of office of Parent Executive Members shall be one Session. For the third Session, four to six Parent Executive Members shall be elected with a term of office of one Session, and another four to six Parent Executive Members shall be elected with a term of office of two consecutive Sessions. From the fourth Session onwards, the term of office of Parent Executive Members shall be two consecutive Sessions. There is no upper limit on the total number of terms a parent member can serve as a Parent Executive Member.
- j. After the Annual General Meeting, the Parent Executive Members of the new Session shall convene a meeting as soon as possible. They shall use the method of general election amongst themselves to elect the following parent office bearers of the next Ex-Co. (If more than one Parent Executive Member obtains the same number of votes; a second general election shall be conducted and the Parent Executive Member who obtains the highest number of votes shall be elected. If the number of votes is still the same, the method of drawing lots shall be adopted.) Starting from the thirteenth Session, the total cumulative terms served by each parent committee member across the positions of Chairman, Vice Chairman, and Treasurer shall not exceed six terms.
 - i) Chairman (1 person): the post shall be held by the Parent Executive Member (Except Parent Manager) shall be responsible for convening and in charge of Members’ General Meetings and Ex-Co Meetings and shall lead the Ex-Co to implement and develop the business of the Association.
 - ii) Vice-chairmen (2 persons): the posts shall be held by 1 Teacher Executive Member and 1 Parent Executive Member for assisting the Chairman to implement all businesses. During the absence of the Chairman, the Parent Vice-chairman shall take the place of Chairman.
 - iii) Secretaries (2 persons): the posts shall be held by 1 Parent Executive Member and 1 Teacher Executive Member to deal with all meeting minutes, information and to prepare the relevant meeting agenda.

- iv) Treasurer (2 persons): The posts shall be held by 1 Parent Executive Member and 1 Teacher Executive Member to deal with all incoming and outgoing ledgers, and to submit balance sheets and accounts for endorsement by the Ex-Co before submitting the same to Members' Annual General Meeting for resolution.
 - v) Coordinator (1 person): the post shall be held by 1 Parent Executive Member to notify members to attend PTA activities and enhance the close communication in the committee.
 - vi) Committee Members: the remaining Parent Executive Members and Teacher Executive Members. They shall be responsible for planning and implementing all Association business and all kinds of relevant liaison, educational, recreational, academic and experience-exchange activities, etc.
- k. In the case of no replacement of Parent Executive Member as specified in Clause 6h, the Ex-Co shall have the power at any time, and from time to time, to appoint any parent member of the Association to be a Parent Executive Member, either to fill a casual vacancy or as an addition to the existing Parent Executive Members, but so that the number of Parent Executive Members and Teacher Executive Members shall not at any time exceed the limit fixed in accordance with clauses in this Constitution. Any Parent Executive Member so appointed shall hold office only till the end of the term of the replaced Parent Executive Member and shall then be eligible for re-election subject to the provision of Clause 6i.
 - l. The Ex-Co has the right to invite any person to act as consultant to the relevant committee for any designated purpose.
 - m. For any one term of membership of the Ex-Co, no two Parent Executive Members shall come from the same family.
 - n. All members of the Ex-Co shall be voluntary officers save the teacher members as employees who as employee of the School receive salaries.

7. MEETINGS

- a. Members' Annual General Meeting
 - i) An Annual General Meeting shall be called by at least 21 days' notice in writing to all members. Other than an Annual General Meeting, a meeting of the Association shall be called by at least 14 days' notice to all members in writing. The notice shall be exclusive of the day on which it is served or deemed to be served and of the day for which it is given, and shall specify the place, the day and the hour of the meeting and, in case of special business, the general nature of the business shall be given, in the manner hereinafter mentioned or in such other manner, if any, as may be prescribed by the Association in general meeting, to such persons as are, under the Constitution, entitled to receive such notice from the Association
 - ii) An Annual General Meeting shall be conducted with not more than a lapse of 15 months between the date of one annual general meeting of the Association and that of the next meeting. The Meeting shall be convened by the Chairman. In the Meeting, Chairman shall report the general business of the Association; Treasurer shall report the financial status and submit the financial statements for endorsement; Election shall be held to vote on the Parent Executive Members and confirm the Teacher Executive Members of the coming session.
 - iii) Quorum of Annual General Meeting is defined as not less than 50 parent members (in person or by proxy) of the Association. All proposals should be passed by more than half of the attendees for turning into resolutions. Resolutions shall not contravene the

objectives of the Association.

- iv) If during the Annual General Meeting, the number of parent members present does not reach the quorum thirty-minutes after the commencement time as stated in the annual general meeting notice, the Annual General Meeting shall be adjourned to seven days later, at the same time and place, or to such other day and at such other time and place as the Ex-Co may determine with at least 7 days' notice in writing to all members, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the members present shall be a quorum.
- b. Ex-Co Meetings: At least 3 meetings shall be convened each year, and the number of persons to attend shall be at least half of the members of the Ex-Co. All business to be resolved during the meeting shall have the consent of more than half of the Ex-Co members who attended in order to be effective.
- c. Extraordinary General Meetings: Extraordinary General Meetings can be convened by the Chairman, or any two Ex-Co members, or by the written request of 10% or more of members of the Association who jointly sign and list particular issues to be discussed with names of students and the respective class stated and to be convened by the Chairman or the Ex-Co. Within 28 days after the receipt of the written request, the Chairman or the Ex-Co shall convene the meeting in which all issues to be discussed and resolved shall be restricted to those listed in the joint request. The quorum and the method of notifying members to attend meeting shall be the same as those of Members' Annual General Meeting.
- d. In any of the aforesaid meetings, if the respective number of votes in support and dissent shall be the same, the Chairman shall have 1 additional decisive vote.

8. FINANCIAL MATTERS

- a. The Association can apply money for developing businesses and discharging expenditure.
- b. The Treasurer shall report the financial status of the Association during each Ex-Co Meeting and shall prepare the statement of income and expenditure of the financial year. The Treasurer shall submit the account for endorsement by the Ex-Co and submit the same to the Annual General Meeting for resolution.
- c. The Ex-Co shall deposit all the money received by the Association into the designated bank account. All expense applications shall be duly signed by two authorized persons (i.e., any one person amongst the Chairman and the Treasurer plus the Principal) in order to be validated.
- d. All expenditures shall need prior approval of the Ex-Co. The Ex-Co shall, according to the actual circumstances, set out detailed principles that shall be applied for expenditures below a certain amount, in respect of which the Ex-Co can give covering endorsement after such payment is made.
- e. The Association can accept all financial donations which are made in accordance with the objective of the Association.
- f. The Ex-Co shall have the discretion to allot a certain amount of money from the Association to the School for provision of scholarships, prizes or other uses that are commensurate with the objectives of the Association.
- g. Should the Association incur any deficit during the Session of the Ex-Co, the Ex-Co Members who serve/served during the same Session shall be liable.
- h. The financial year of LAPTA shall be from 1 September to 31 August of the following year.

9. AMENDMENT OF CONSTITUTION/DISSOLUTION OF LAPTA

- a. If it is desirous to dissolve the Association, the approval of two thirds or above of the members who attended the General Annual Meeting or Extraordinary General Meeting is required. After dissolution, all the remaining assets shall be donated to the SMC. The SMC of the school reserves the right to dissolve the LAPTA.
- b. If it is desirous to amend the Constitution herein, approval of two thirds or above of the members present at the Annual General Meeting or Extraordinary General Meeting is required. The date of the meeting and the amendments sought shall be notified in writing by the Ex-Co to all members at least 2 weeks prior to the scheduled meeting. The Amendment of the Constitution should be endorsed by the SMC of the School to be effective.

10. APPENDIX

- a. The administrative matters of the School are sole affairs of the School which shall not fall within the scope of matters to be discussed by the Association.
- b. Should there be any dispute on school or LAPTA matters amongst Parents and Teachers Members, the same shall be disposed of by the School.
- c. Should there be any conflict between this English version of the Constitution with the Chinese version of the Constitution, the Chinese version shall prevail.
- d. The Association will notify the School of its activities and keep a record of the School's endorsement of the activities. The Association shall note that activities not endorsed by the School may not be covered by the School's public liability insurance.

11. ELECTION OF PARENT MANAGER

The Association shall elect parent manager nominees for the SMC in accordance with the following procedures.

- a. Only the parent or guardian or person having the actual custody of current students of the School is eligible to become a candidate except those who:
 - i) are serving teachers at the School; or
 - ii) do not meet the registration requirements of manager set out in section 30 of the Education Ordinance; or
 - iii) are already manager(s) of the SMC in another capacity or are seeking nomination as such manager in another capacity.
- b. The Association shall elect such number of parent manager as stipulated in the SMC's Articles of Association.
- c. The term of office is 1 year from 1 June to 31 May of the following year.
- d. The Association may assign a Returning Officer to monitor the nominations and supervise the issue of ballot papers and counting of votes. The Returning Officer must not be a candidate for the parent manager election.
- e. The Returning Officer may issue a written notice informing all parents of the parent manager vacancy, the period of nomination, method of nomination, date of voting, date of counting session, date of announcement of results and other relevant information, with a nomination form attached. The letter should also outline the eligibility and responsibilities of candidates.
- f. A parent may nominate himself/herself or another eligible candidate to stand for the election. One parent can nominate one person only and such nomination must be seconded by two other parents. The written consent of the candidate to stand for election must also be obtained.
- g. If the number of candidates is equal to or less than the number of vacancies, the candidate(s) will be elected automatically. If no one is nominated, the deadline of nomination may be

extended.

- h. Each nominated candidate should supply a brief statement of his/her personal information to the Returning Officer within such number of words as stipulated by the Returning Officer. In the brief statement, the candidate must declare whether he/she has violated section 30 of the Education Ordinance regarding the grounds for refusal to register as manager by the Permanent Secretary for Education.
- i. Not less than 7 days before the election day, the Returning Officer should issue another written notice to all parents listing the names of the candidates with their brief statements and declarations. The letter should also explain the procedure and timetable of the election. If so required, the Returning Officer may arrange a meeting for the candidates to introduce themselves to all parents and answer questions.
- j. All parents of current students at the School are eligible to vote. A teacher of the School who is a parent also has the right to vote. Every parent should vote individually and has one vote irrespective of the number of children the parent has at the School. Each student may be given two votes for the parents or, where there are no parents, one vote for the guardian or person having actual custody of the student.
- k. The period between the date of voting and the deadline of nomination should at least be 2 weeks.
- l. Voting Method
 - i) Voting should be conducted by secret ballot. Electors are not allowed to put down their names or any other marks of identification on the ballot papers.
 - ii) The Returning Officer should provide locked ballot boxes at the School and inform the parents of the ways of casting votes, such as in person or by post or in sealed envelopes given to class teachers by students or any combination of ways.
- m. Counting of Votes
 - i) The Returning Officer should arrange a counting session and invite all parents, candidates, executives and the Principal of the School to attend and witness counting of votes.
 - ii) A ballot paper will be deemed to be invalid if it is not marked properly or 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. The second greatest number will be nominated for the registration as alternate parent manager. Where two or more candidates obtain the same number of votes, the successful candidates should be chosen by drawing lots.
 - iv) The ballot cast should be put in a sealed envelope signed by the Returning Officer and any one executive and kept by the Association for at least 6 months.
- n. Announcing Results

The Returning Officer may inform the parents of the results of election by notice to be distributed.
- o. Appeal
 - i) Unsuccessful candidates may, within 7 days of the announcement, appeal to the Association in writing together with the reasons.
 - ii) Appeal without reason will not be entertained.
 - iii) The Ex-Co will convene an appeal sub-committee comprising one parent and one teacher appointed by the Principal to adjudicate on the appeal. The two sub-committee members must not have participated in the previous vote counting. If re-counting of votes is required, the appellant and other candidates must be invited to attend. The decision of the

appeal sub-committee is final. If the sub-committee cannot reach a unanimous decision, the appeal will be decided by the Ex-Co.

p. Follow-up actions

The Association shall submit the name(s) of the successful candidate(s) to the SMC for registration as parent manager.

q. Causal Vacancies

- i) If a parent manager ceases to be a parent of a current student of the school in a school year, his term of office as a manager shall continue until its expiry or the end of the school year, whichever is the earlier.
- ii) A parent manager vacancy arising from resignation during a term of office shall be filled by a by-election among Parent Executive Members of the Association in the following Ex-Co meeting. The elected Parent Executive Member will be nominated to the SMC as parent manager until its expiry or the end of the school year, whichever is earlier.

香港華人基督教聯會真道書院家長教師會章程

(於 2024 年 5 月 2 日之特別會員大會通過修訂)

會名

本會定名為“香港華人基督教聯會真道書院家長教師會”或簡稱“真道家教會”，英文名稱為“HKCCCU Logos Academy Parent-Teacher Association”或簡稱“HKCCCU LAPTA”。

1. 會址

本會會址為香港新界將軍澳嶺光街五號。

2. 宗旨

- a. 就香港華人基督教聯會真道書院（以下簡稱“學校”或“本校”）的事務，表達學生家長和監護人的觀點。
- b. 支持和維持學校的教育使命，尤其是與學生和教師相關的。
- c. 加強家長與學校和教師間之溝通、聯繫和合作，使家庭教育及學校教育得以相輔相承，增進教學成效。
- d. 商討家長與學校和教師間共同關注的問題，支持學校發展校務，合力改善及提高學生之福利。
- e. 促進家長與學校和教師間之溝通，以協助學生身心健康發展。
- f. 促進會員之間的溝通和了解，及為會員舉辦有益身心的活動。
- g. 舉辦家長校董選舉及提名家長校董進入香港華人基督教聯會真道書院校董會有限公司（以下簡稱“校董會”）。

3. 會員

- a. 教師會員：現任本校校長、副校長、助理校長及教師。
- b. 家長會員：所有現正就讀於本校的學生家長或監護人均自動成為家長會員。每個家庭最多有兩個會籍。家長或監護人如不欲加入家教會，請以書面通知校方提出退會申請。
- c. 若本校校長、副校長、助理校長、教師或學校行政人員同時是本校學生家長或監護人，其身份仍屬教師會員。
- d. 無論就讀本校子女若干，每位家長會員只有一票之投票權。
- e. 每位家長會員得按本會指定繳付本會釐定之年度會員費（如有）。如果家長會員沒有支付年度會員費，則不得行使其會員之權利。本會不會退還家長會員已繳交之會費。
- f. 所有收集的個人資料，概由常務委員會備存，並將遵循《個人資料(私隱)條例》（第 486 章）規定處理。
- g. 如會員作出以下事項：
 - i. 違反本會章程
 - ii. 違反會員大會之決議
 - iii. 作出有損本會聲譽及利益之行為
 - iv. 利用本會名義作任何用途（除非取得常務委員會書面同意）

就上述會員的行為，經常委員會三分之二出席人數議決通過，常委會有權以書面警告或終止該會員的會籍，而該會員所繳的一切款項常會概不退還。

4. 會員之權利

- a. 只有家長會員才有選舉和被選舉為常務委員會委員的權利。

- b. 所有會員於會員大會議案均有動議、和議和表決權。
- c. 所有會員均享有出席會員大會及參加本會舉辦一切活動之權利。

5. 會員之義務

- a. 所有會員均有義務出席會員大會、遵守會章及遵循會員大會或常務委員會會議通過的決議。
- b. 除會員年費外，會員並無義務向本會提供任何金錢資助。惟任何會員均可自願捐助予本會。

6. 組織

- a. 本會為香港華人基督教聯會真道書院之屬會。
- b. 本會經由會員大會及常務委員會組成。
- c. 會員大會由全體會員組成，為本會的最高權力機構。在會員大會休會期間，本會的所有會務均由常務委員會（以下簡稱“常委會”）處理。
- d. 本會常委會之屆期如下：
 - i) 第一屆屆期為二零一二年一月一日起至同年十二月三十一日止。
 - ii) 第二屆屆期為二零一三年一月一日起至二零一四年五月三十一日止。
 - iii) 自第三屆始，常委會之屆期為每年六月一日至翌年五月三十一日止。
 - iv) 第十二屆，常委會之屆期為二零二三年六月一日起至二零二四年八月三十一日止。
 - v) 自第十三屆始，常委會之屆期為每年九月一日至翌年八月三十一日止。
- e. 第一及第二屆常務委員會由八至十二名家長委員及四至六名教師委員組成。由第三屆始，常務委員會由八至十二名家長委員，家長校董及四至六名教師委員組成。由第十三屆始，常務委員會由八至十二名家長委員，家長校董及五至十二名教師委員組成。
- f. 不多於十二名教師委員（其中一委員為校長）應於舉行週年會員大會舉行前由校方從教師會員間委任，並於週年會員大會會上確認。
- g. 如第一屆常委會家長委員候選人人數超過十二名，常委會家長委員選舉將會舉行。選舉將用投票方式，以票數最高者選出十二名家長會員，家長教師會成立大會會上即時成為常委會家長委員，並以互選方式決定第一屆常委會之職位。
- h. 除第一屆外，當家長委員候選人人數超過空缺名額，方需舉行常務委員選舉。如當家長委員候選人人數少於空缺名額，候選人將自動當選為家長委員。如需進行家長委員選舉，應於週年會員大會會上以一人一票不記名方式投票，以票數最高者選出下任家長委員，其餘候選人依序成為下任候補家長委員。
- i. 第一及第二屆家長委員的任期為一屆，第三屆家長委員選舉中，四至六名家長委員的任期為一屆，另四至六名家長委員的任期為連續兩屆，自第四屆選舉始，每名家長委員的任期為連續兩屆。每名家長委員的總任期並無上限。
- j. 新一屆家長委員應於週年會員大會後，盡快舉行會議，以互選方式決定下屆家長常務委員之職位（如超過一家長委員票數相同，應再作另一次互選，以得票最多者當選。若票數仍然相同，則用抽籤決定。）自第十三屆始，主席，副主席及司庫三個職位，每位家長委員在擔任任何此項上述職位累計任期總和不得超過六屆，惟司庫不得連任多於兩屆。
 - i) 主席（一人）：由非家長校董之家長委員出任，負責召開並主持會員大會及常委會會議，領導常委會推行會務的發展。
 - ii) 副主席（二人）：由教師委員及家長委員各一人出任，協助主席推動一切會務，如

- 主席缺席時，得由家長副主席代主席職權。
- iii) 秘書（二人）：由教師委員及家長委員各一人出任，處理會議議程、資料及記錄事宜。
 - iv) 司庫（二人）：由教師委員及家長委員各一人出任，處理一切收支帳目，及需將結算交予當屆常委會審議批准，然後提交週年會員大會通過。
 - v) 聯絡（一人）：由家長委員出任，負責聯絡委員出席家教會之活動及促進委員之間緊密的溝通。
 - vi) 常委會委員：其餘家長委員及教師委員，負責策劃及推行一切會務與各類有關聯誼、教育、康樂、學術及經驗交流活動等。
 - k 在沒有第 6 h 條文所述的候補家長委員的情況下，常委會有權隨時委任任何家長會員成為家長委員，以填補臨時空缺或增添委員，但家長委員及教師委員數目，任何時間不得超過本章條文規定之數量。任何如此獲委任的委員，其任期僅至退出委員的餘下任期，並可如第 6 i 條文所述競選尋求連任。
 - l 常委會有權為任何特定的目的，邀請任何人士擔任有關小組之顧問。
 - m 在同一常委會屆期內，同一家庭不可以有兩名成員出任家長委員。
 - n 常委會的所有工作人員均為義務人員，除卻教師委員因受聘校內出任教師而得享應有之薪酬。

7. 會議

a. 週年會員大會：

- i) 召開週年會員大會須有為期最少二十一天的書面通知予所有會員。而除週年會員大會外，本會的其他會議亦須有為期最少 14 天的書面通知予所有會員，始可召開。通知期並不包括送達或當作送達通知的當日，亦不包括舉行會議當日。會議通知書須指明開會的地點、日期及時間，如有特別事務，則須指明該事務的一般性質。上述的通知書須以下文所述的方式，或按本會在大會上訂明的其他方式（如有），發給根據本會章程細則有權接收本會上述通知書的人。
 - ii) 週年會員大會得在與下一次週年會員大會的相隔時間不得多於十五個月，由主席負責召開。會上主席須就本會的一般會務作出報告，經司庫報告財政狀況後，大會須通過本會財務報告，並須舉行選舉，以選出下一屆常委會家長委員及確認教師委員。
 - iii) 週年會員大會之法定出席家長人數為不少於五十位家長會員（親身出席或授權）。一切動議須得與會者過半數通過方可成為決議。決議以不違反本會宗旨為原則。
 - iv) 如週年會員大會召開時，出席者於大會書面通知的預定開始時間三十分鐘後仍未達法定家長出席人數，則會議須延期至七日後在同一時間、地點舉行，或延期至常委會所決定的其他日期、時間及地點舉行，並以最少七天的書面通知予所有會員；如在指定的延會時間半小時內，仍未有法定家長出席人數出席，則出席的會員即構成法定人數。
- b. 常務委員會：每年最少召開三次常委會會議，每次出席會議之人數，最少為全體常務委員之二份一。會議上一切決議須經出席常務委員過半數同意，始能生效。
- c. 特別會員大會：特別會員大會可由主席或兩位常務委員召開，或由百份之十或以上的本會會員聯名簽署，提出列明討論某項事宜及列明學生姓名及班別的書面要求後，由主席或常委會召開。主席或常委會接獲要求後，須於二十八天內召開大會，而大會討論及表決之事項，只限於聯署信內所列明之各項。法定出席人數及通知會員出席會議之方法一如週年會員大會。
- d. 在上述的所有會議中，若贊成與反對的票數相同，則主席可多投決定性之一票。

8. 財務

- a. 本會可將本會的款項用於發展會務和支付各項開支。
- b. 司庫須於常委會的會議中，報告本會的財政狀況；並須制作該財政年度之收支結算表予常委會審議批准，再提交週年會員大會通過。
- c. 常委會應將本會所收到的全部款項，存放在一間指定的銀行。提取本會款項的所有支付申請均須由經授權的二人簽署（即由主席、司庫二人其中一人，及校長簽署），方屬有效。
- d. 所有支出均須先得常委會批准，惟常委會可按情況需要，制定細則，規限某金額以下之支出，可於付款後，由常委會追認。
- e. 本會可接受一切符合本會宗旨為目的之財政捐助。
- f. 常委會有權酌情決定從本會的款項中，撥出某些數目予學校，以供設立獎學金、獎項或其他符合本會宗旨的用途。
- g. 本會在常委會任期內如有赤字，則該任期的常務委員會成員須負上責任。
- h. 本會的財政年度由每年九月一日至翌年八月三十一日止。

9. 修改會章／解散家長教師會

- a. 若要解散本會，須得出席週年會員大會或特別會員大會之三分二或以上會員通過。本會解散後，所餘資產須捐贈本校之校董會。校董會亦可議決解散家長教師會。
- b. 若要修改會章，須得出席週年會員大會或特別會員大會之三分二或以上會員通過。開會日期及所需修改之會章項目，須於會議前最少兩星期，由常委會主席以書面通知所有會員。修訂會章須經校董會審議批准。

10. 附則

- a. 有關學校行政事宜屬校方之決策，不在本會討論之列。
- b. 如家長會員、教師會員之間因校務或本會會務發生爭端，概由校方處理。
- c. 若此中文章與英文章程的內容闡釋出現分歧，一切以中文版本為準。
- d. 本會應將本會舉辦之活動通知校方，及保留校方確認同意有關活動的記錄。本會須留意未獲校方確認同意的活動未必受校方之公眾責任保險提供保障。

11. 家長校董選舉

本會將按以下程序舉行選舉，獲選家長將被提名為校董會家長校董。

- a. 只有本校各級學生之父母、法定監護人或實際管養該學生的人士有資格參選，惟以下人士除外：
 - i) 本校各現職教師；或
 - ii) 不符合教育條例第 30 條所列明的校董註冊要求的人士；或
 - iii) 校董會內各其他界別校董或其候選人。
- b. 本會將按校董會章程內所訂明的代表數目選出悉數家長校董。
- c. 家長校董任期為每年六月一日至翌年五月三十一日，為期一年。
- d. 本會可委任一名選舉主任以監察選舉提名及監督分發選票和點票工作。選舉主任不可在該家長校董選舉中參選。
- e. 選舉主任可連同提名表格，書面通知所有家長有關家長校董空缺的數目、提名期限、提名方法、選舉日期、點票會日期、選舉結果公佈日期及其他有關資料。信中應列明參選資格及候選人的責任。
- f. 家長可提名其本人或另一名合資格的人士參選。每位家長只可提名一人參選，並須徵得該候選人書面同意及獲得另外兩名家長和議。
- g. 若參選人數目少於或等於空缺數目，該(等)參選人將自動當選。若無人獲提名參選，可

相應延遲提名截止日期。

- h. 每位獲提名的候選人須向選舉主任提交一份有關其個人的簡介。字數須符合選舉主任的規定。候選人須於該簡介內聲明他/她有否違反教育條例第 30 條中教育局常任秘書長可拒絕校董註冊的理由。
- i. 選舉主任須於選舉日前不少於七天另書面予所有家長，列明各候選人姓名、其簡介及聲明。信內須同時解釋選舉程序及時間表。選舉主任可按需要安排簡介會讓候選人向各家長自我介紹及回答家長提問。
- j. 所有現屆學生的家長均有權投票。本校教師只要是現屆學生的家長，也有權投票。每名家長不論其就讀本校子女的數目，只可有一票，並以個人身份投票。每個家庭其中一名學生可獲發兩票與其父母；若無父母，將獲發一票與其法定監護人或實際管養該學生的人士。
- k. 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。
- l. 投票方法
 - i) 投票以不記名方式進行。投票人不得在選票上寫上其姓名或任何可辨識身份的符號。
 - ii) 選舉主任須於本校設置已上鎖的投票箱，並通知各家長及註明各投票方式，如親身投票、郵遞或以封密信封經子女交回班主任老師。
- m. 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、各委員及本校校長出席及見證點票工作。
 - ii) 若選票填寫不當或加上可令人識別投票者身分的符號，選票將當作無效。
 - iii) 獲得最多選票的候選人，將獲提名註冊為家長校董；獲得第二最多選票的候選人，則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，將以抽籤決定成功當選家長校董者。
 - iv) 選舉主任應把所有已投的選票放入信封內，然後把信封密封。選舉主任及一位委員須在信封面上簽署，並由本會保存最少六個月。
- n. 公佈選舉結果
選舉主任可以通告通知各家長選舉結果。
- o. 上訴
 - i) 落選的候選人可在選舉結果公布後的七天內，以書面方式向本會提出上訴，並列明上訴的理由。
 - ii) 不具理由的上訴將不獲受理。
 - iii) 常委會將成立一上訴委員會立案調查及審議上訴。上訴委員由校長委任一名家長及一名老師組成。惟曾參與點票之人士一概不可成為上訴委員會成員。若須重新點票，則必須邀請上訴人及其他候選人出席。上訴委員會之決定為最終之裁決。若上訴委員會不能達成一致的決定，上訴則交由常委會作裁決。
- p. 跟進事項
本會須向校董會提名獲選的家長註冊成為本校的家長校董。
- q. 臨時空缺
 - i) 如家長校董在某學年中不再是有關學校現有學生的家長，他的校董任期持續至任期屆滿或該學年終結為止，兩者以較早者為準。
 - ii) 如家長校董在任期內離任，出現空缺，本會須於下一次常委會由家長常務委員之間互選一位家長委員，提交校董會接納為家長校董，任期至該屆校董會屆滿或該學年終結為止，兩者以較早者為準。