

HKUGA College Parent-Teacher Association

**Proxy Form**

(Second Annual General Meeting – 30<sup>th</sup> May 2009)

I (*Note 1*) \_\_\_\_\_ parent of (*Note 2*) (name of pupil, class/class no.) \_\_\_\_\_ of HKUGA College (“the School”) HEREBY APPOINT (*Note 3*) THE CHAIRMAN OF THE MEETING or (proxy parent) \_\_\_\_\_, parent of (pupil name, class/class no.) \_\_\_\_\_ as my proxy to attend and vote for me and on my behalf at the Annual General Meeting of the HKUGA College Parent-Teacher Association (“PTA”) to be held at the School Hall on Saturday, 30<sup>th</sup> May 2009 at 2:00 p.m. and at any adjournment thereof in respect of the resolutions set out in the Notice of Annual General Meeting as indicated below, and if no such indication is given, as my proxy thinks fit.

	<b>RESOLUTIONS</b>	<b>FOR</b> ( <i>Note 4</i> )	<b>AGAINST</b> ( <i>Note 4</i> )
1.	To endorse the Minutes of Meeting of the First AGM		
2.	To endorse the Chairman’s Report		
3.	To endorse the Financial Report of 2008/2009		
4.	To approve the amendments to the Constitution : Clause 5.3.5 “The term of office of Committee Members shall be for two (2) years commencing from 1st July (save that the term of the first Standing Committee shall commence from the conclusion of the first Annual General Meeting and shall end on the day when members of the second Standing Committee being elected in the second Annual General Meeting take office). The word “second Annual General Meeting” be replaced by “third Annual General Meeting”		

Dated this \_\_\_\_\_ Day \_of \_\_\_\_\_, 2009

Signed \_\_\_\_\_ (To be signed by parent of Note 1 above)

Notes:

1. Full name of the parent to be inserted in **BLOCK CAPITALS**.
2. Please insert the name, class and class no. of your child(ren) studying in HKUGAC. If no such details are inserted, this Proxy Form will be deemed as null and void.
3. If any proxy other than the chairman of the meeting is preferred, strike out the words “THE CHAIRMAN OF THE MEETING or” and insert the full name of the proxy desired and details of his/her child(ren) in the space provided. **ANY ALTERATION MADE TO THIS PROXY FORM MUST BE INITIALLED BY THE PERSON WHO SIGNS IT**. The proxy must be a parent of another HKUGAC pupil who attends the meeting to represent you.
4. **IMPORTANT: IF YOU WISH TO VOTE FOR A RESOLUTION, MARK A ( ✓ ) IN THE RELEVANT BOX BELOW THE BOX MARKED “FOR”. IF YOU WISH TO VOTE AGAINST A RESOLUTION, MARK A ( ✓ ) IN THE RELEVANT BOX BELOW THE BOX MARKED “AGAINST”**. Failure to tick either box in respect of a resolution will entitle your proxy to cast your vote in respect of that resolution at his/her discretion or abstain. Your proxy will also be entitled to vote at his/her discretion or abstain on any resolution properly put to the meeting other than those referred to in the notice convening the meeting.
5. Any proxy form with missing information or unclear instruction e.g. striking out the words “THE CHAIRMAN OF THE MEETING or” but without providing details of the proxy parent will be considered void and null.
6. Completion and return of this Proxy Form will not preclude you from attending the meeting in person but this Proxy Form will not be revoked.
7. Parents may lodge the completed Proxy Form through your child to the PTA post box at the School General Office or by fax to the School (fax no : 2870 8825) **before 1:00 p.m. on 30<sup>th</sup> May 2009**. Proxy Form lodged after the closing time will be deemed invalid.