

**ST. CLARE'S PAST STUDENTS' ASSOCIATION LIMITED**

聖嘉勒女書院舊生會有限公司

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**REGULATIONS OF ALUMNI MANAGER ELECTION**

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**1. General**

- (a) In accordance with section 40AP of the Education Ordinance (Cap.279 of the Laws of Hong Kong), other applicable laws and regulations from time to time, the Association shall nominate an alumnus or such number of alumni as may be required from time to time for registration as Alumni Manager(s) of St. Clare's Girls' School (the "School").
- (b) The term of office of each Alumni Manager shall be two (2) school years. An Alumni Manager, after serving two (2) consecutive terms, may be re-nominated after the lapse of one (1) school year.
- (c) Words and expressions importing the feminine gender include the masculine gender and vice versa.

**2. Candidacy**

- (a) Every Ordinary Member and Life Member who has attained the age of 18 years or above is eligible for the candidacy of Alumni Manager, unless
  - (i) she is a serving teacher of the School;
  - (ii) she does not meet the registration requirements of managers set out in Section 30 of the Education Ordinance (Cap.279); or
  - (iii) she is serving on the Incorporated Management Committee of the School ("Incorporated Management Committee") in another capacity or participating in another election under other categories of school manager.
- (b) The Association shall nominate an Alumni Manager for such term of office as stipulated in the Constitution of the Incorporated Management Committee.

**3. Nomination**

Every Ordinary Member and/or Life Member who has attained the age of 18 years or above may nominate one (1) eligible alumnus only (including the nominator herself)

who must be seconded by at least four (4) other Ordinary Members and/or Life Members who have attained the age of 18 years or above. The nominator and the secondees must have graduated from not less than five (5) different academic years.

**4. Nomination Procedure**

- (a) The Association shall assign one (1) office-bearer of the Executive Committee as the Returning Officer.
- (b) The Returning Officer must not be a candidate in the election of Alumni Manager.
- (c) The Returning Officer shall monitor and supervise the nomination, the issue of ballot papers, the election and the counting of votes.
- (d) At least seven (7) days before the first day of the nomination period, the Returning Officer shall post on the Association website:
  - (i) the number of Alumni Manager vacancy;
  - (ii) the eligibility and responsibilities of candidates;
  - (iii) the period of nomination;
  - (iv) the method of nomination;
  - (v) the date and venue of voting;
  - (vi) the date and venue for counting of votes;
  - (vii) the date of announcement of results; and
  - (viii) other relevant information.
- (e) The nomination period shall last for fourteen (14) days, and shall end four (4) weeks before the election PROVIDED THAT
  - (i) If, at the end of the nomination period, there is no nominee for Alumni Manager as provided in Clause 4.(d), the nomination period shall be extended for seven (7) days; and
  - (ii) If, at the end of the extended nomination period, there is no nominee for Alumni Manager as provided in Clause 4.(d), the Incorporated Management Committee may nominate an alumnus for registration as Alumni Manager as may be provided in its Constitution.

**5. Candidates' Information**

- (a) Each nominee shall supply to the Returning Officer a brief statement of her personal information together with a declaration of her eligibility for candidacy of Alumni Manager.
- (b) The Returning Office shall, no less than seven (7) days before the election date, post on the Association website, listing the name(s) and brief introductory statement(s) of all nominee(s), and explaining the procedures and timetable of the election.
- (c) The Returning Officer may arrange a meeting of the candidates to introduce themselves to all Ordinary Members and Life Members of the Association and answer questions from the Ordinary Members and Life Members of the Association.

**6. Election Procedure**

- (a) Each Ordinary Member and/or Life Member who has attained the age of eighteen (18) years or above is eligible to vote and shall have equal voting rights.
- (b) The date of voting shall be four (4) weeks after the last day of the nomination period.
- (c) If there is only one (1) candidate, she shall automatically be elected at the end of the nomination period and no voting shall be required.
- (d) The Returning Officer shall announce, by posting on the Association website, the results of the election within seven (7) days after the voting day.
- (e) The election procedures shall be fair, transparent and open.

**7. Votes**

- (a) The voting shall be conducted by secret ballot.
- (b) A ballot paper shall be invalid if
  - (i) no preference is marked on it;
  - (ii) more than one preference is marked on it;
  - (iii) the mark or writing thereon is not identifiable;
  - (iv) it is substantially mutilated; or

- (v) it is otherwise not in accordance with the instructions stipulated thereon.
- (d) For the purposes of Clauses 7.(b), the Returning Officer shall have the final determination over the validity of a ballot paper.
- (e) Counting of votes shall be conducted on the same day as voting. The Returning Officer may invite any member of the Association, the candidate(s), the School Principal and the School Supervisor to witness the counting of votes.
- (f) The candidate with the highest number of votes shall fill the Alumni Manager vacancy. If there are more than one (1) vacancy, the successful candidates shall be the ones who obtain the greatest number of votes, then the next greatest and so on until all vacancies are filled. If two (2) or more candidates obtain the same number of votes, the Returning Officer shall draw lots to determine which one of them shall be elected.
- (g) Drawing lots shall be conducted in the following manner:

The Returning Officer shall put tags into an empty opaque container. The number of the tags is equivalent to the number of candidates drawing lots, and only one (1) of the tags is marked with a tick. Each candidate is to draw one tag and the candidate who draws the tag with a tick shall be elected.
- (h) All ballots shall be signed by the Returning Officer and the School Principal, sealed and retained in the office of the School for a period of at least six (6) months, after which they may be destroyed.

## **8. Appeal**

- (a) Unsuccessful candidates may within one (1) week of the voting day appeal to the Association in writing with reasons.
- (b) The Executive Committee shall form a sub-committee or working group to hear the appeal.
- (c) The sub-committee or working group shall make a recommendation to the Executive Committee. The decision of the Executive Committee on the appeal shall be final.

## **9. Nomination of Alumni Manager**

The Association shall nominate to the Incorporated Management Committee the successful candidate(s) for registration as Alumni Manager.

**10. Vacation of Alumni Manager's Office**

- (a) The office of Alumni Manager shall be vacated if she resigns, dies or for any other reason is unable to discharge her duties.
- (b) The Association may, if in its opinion or in the opinion of the Incorporated Management Committee an Alumni Manager is no longer suitable to hold the office, pass a resolution in a manner as far as practicable similar to the manner in which the Alumni Manager is elected for nomination, and make a written request to the Incorporated Management Committee to issue a notice in writing to the Permanent Secretary of the Education Bureau for cancellation of the registration of the Alumni Manager.

**11. Filling Casual Vacancies**

- (a) The Association shall conduct a by-election in the manner stipulated above to fill the vacancy within two (2) months after the date when the office of the Alumni Manager becomes vacant.
- (b) The Association shall nominate the successful candidate in a by-election for registration as Alumni Manager in the same manner as the Alumni Manager who vacated the office.
- (c) The tenure of office of the Alumni Manager elected in a by-election shall be the remaining tenure of office of the Alumni Manager who vacated the office.