

ST. CLARE'S PAST STUDENTS ASSOCIATION LIMITED

Registered Address : 50, Moutn Davis Road, Hong Kong
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No. 5 Wing Lok Street, Central, Hong Kong
Website : <http://psa.stclare.edu.hk>
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Election of Alumni School Manager

We are now arranging for the election of ONE Alumni Manager 2019-2021 who will sit in meetings of the Incorporated Management Committee ("IMC") of St. Clare's Girls' School (the "School"), manage the School and promote education etc. Reference is made to the Regulations of Alumni Manager Election (copy attached) and defined terms are adopted herein unless otherwise specified. Words in feminine gender shall include masculine gender. Nominations for Alumni Manager can be made from 4th to 18th October 2019. The procedures and details are below :-

Eligibility of Candidates

Every Ordinary Member and Life Member of St. Clare's Past Students' Association Limited ("PSA") 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 IMC of the School in another capacity or participating in another election under other categories of school manager.

Note : according to Clause 12.2 of the Constitution of the IMC of the School, an Alumni Manager may serve two consecutive terms, after which she may be re-nominated after the lapse of two school years.

How to nominate

Every Ordinary Member and/or Life Member of the PSA who has attained the age of 18 years or above can nominate one (1) alumnus including the nominator herself. Each nominee must be seconded by at least four (4) other Ordinary Members and/or Life Members of the PSA 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.

Each nomination must be made by completing the attached Nomination Form and accompanied with the following supporting documents (“Supporting Documents”) :-

- (i) A brief statement from the nominee of her personal information to support the nomination;
- (ii) A declaration by the nominee of her eligibility for the candidacy of Alumni Manager as outlined above; and
- (iii) Document(s) annexed to the said declaration showing the nominee an alumnus of the School, for example, graduation certificate, student ID card of the School or school report, or any other documents as the Returning Officer deems appropriate whose decision shall be final.

The completed Nomination Form together with the Supporting Documents shall be submitted in hard copies to “St. Clare’s Past Students’ Association Limited” c/o Ms. Amelia Cheung at Flat B, 8th Floor, Wing On Cheong Building, No.5 Wing Lok Street, Central, Hong Kong by hand or by mail to be received by the PSA on or before 18th October 2019.

Nomination period

The nomination period is from 4th to 18th October 2019.

If at the end of this two-week nomination period there is no nominee, the nomination period shall be extended for 7 days. In such a case, requisite notice would be given on the PSA website.

If at the end of the extended nomination period, there is no nominee for Alumni Manager, the IMC may nominate an alumnus for registration as Alumni Manager as may be provided in its constitution.

Results of the nominations would be posted on PSA website in due course.

Date of voting

Subject to the number of nominations made within the nomination period, the date of voting (referred to as “the election”) would be held at 7:00 p.m. on 21st November 2019 (Thursday) at Metropol Restaurant, 4th Floor, United Centre, No.95 Queensway, Admiralty, Hong Kong.

If the nomination period is extended and there is/are nominee(s) for Alumni Manager, the election would be postponed to 28th November 2019 (Thursday) at the same venue and time.

Where, however, only one nomination is made at the end of the nomination period, that nominee shall automatically be elected at the end of the nomination period and no voting shall be required and thus no election would be held. In this connection, notice would be given in due course whether voting shall be required.

Counting of votes

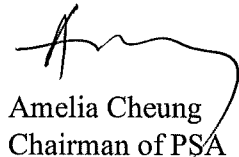
Where election is required, the counting of votes would be conducted on the same day and may be witnessed by any member of the PSA, any candidate, principal and supervisor of the School.

Date of announcement of results

The results of the election would be announced on this website within 7 days of the voting day or within 7 days of the end of nomination period if only one nomination is made at the end of the nomination period.

If you have any queries, please contact the Returning Officer of this election, Ms. Amelia Cheung by email : ameliaom@netvigator.com.

Dated : 26th September 2019.



Amelia Cheung
Chairman of PSA
Returning Officer for Election of Alumni Manager

- Encl. : (1) Nomination Form
(2) Regulations of Alumni Manager Election