

Guide for Alumni Manager Election

I. The Candidature

- (a) All alumni of the school who are members of the Association are eligible to become candidates.
- (b) An alumnus should not be nominated in the event of the following situations –
 - (i) She is a serving teacher of the school; or
 - (ii) She does not meet the registration requirements of managers set out in Section 30 of the Education Ordinance.
- (c) No manager shall serve in an IMC in more than one capacity. Thus, no one can serve as an alumni manager and a parent 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.
- (d) The Candidate must satisfy all the provisions under Section 30 of the Education Ordinance.

II. Nomination Procedures

- (a) Returning Officer
 - (i) The Association shall assign the President or an office-bearer as Returning Officer to monitor the nominations and supervise the issue of ballot papers and counting of votes, but the Returning Officer must not be a candidate for the alumni manager election.
- (b) Nomination
 - (i) An alumnus who has registered as a member of the Association may nominate herself or another eligible candidate to stand for the election.
 - (ii) Candidate must be nominated by a member of the Association and seconded by no less than ten members of the Association.
 - (iii) An alumnus may nominate not more than one candidate at an election.
 - (iv) The Association should invite nomination no later than one week before the close of the nomination period.
 - (v) The nomination should reach the Association at least thirty days before the election day.
 - (vi) Where no person is nominated, the Executive Committee of the Association may nominate an alumnus under Section 40AP of the Education Ordinance for registration as Alumni Manager if the nomination is supported by a majority of all the Managers.

III. Tenure

- (a) Term of office for the Alumni Manager is two years. The Alumni Manager may hold office for not more than two consecutive terms. After serving for two consecutive terms, the Alumni Manager shall not be eligible for nomination as Alumni Manager until after a period of two years.
- (b) The term of office of an alumni manager shall come into effect on 1 September and terminate on 31 August.
- (c) The Alumni Manager should attend General Meetings convened during her term of office and to answer thereat questions that Members of the Association may have on her role as the Alumni School Manager.

IV. Candidate's Information

- (a) Each nominated candidate should submit to the School the completed nomination form at Annex A no later than 10 working days before the General Meeting at which the election of the Alumni School Manager would be held. (b) The Association would liaise with the School with a view to uploading the completed nomination forms on the School's website no fewer than seven days before the election day. (c) The nominated candidate shall attend the General Meeting at which the School Manager election in respect of which she is one of the candidates would take place.

V. Elector's Eligibility

- (a) All alumni of the school who are members of the Association are eligible to vote. All eligible electors have equal voting right.
- (b) All eligible electors must register as member of the Association at least three months before the election day.

VI. Voting Method

- (a) To ensure a fair election, the voting should be conducted by secret ballot.
- (b) A nominee must be present at the General Meeting at which she stands for election.

VII. Counting of Votes

- (a) The Returning Officer may arrange to conduct voting and counting on the same day. All members of the Association, all candidates, and the principal shall be invited to witness the counting of votes.
- (b) The Alumni Manager shall be elected by members of the Association by a simple majority at a General Meeting of the Association.
- (c) Should there be only one nominee, the nominee will be appointed as the Alumni Manager by default.
- (d) Should two or more candidates obtain the same number of votes, a second round of voting shall be conducted at the same meeting. In case of a draw in the second round, the Returning Officer shall draw lots to decide who shall be the Alumni Manager.

VIII. Announcing Results

- (a) The Returning Officer should inform all members of the Association of the results of the election through a notice on the School's website.
- (b) Unsuccessful candidate may, within a week of the announcement, appeal to IMC in writing together with the reasons.

IX. Resignation and Cessation of Office

- (a) The Alumni Manager may resign from office by giving a notice in writing to IMC.
- (b) A person shall cease to be a Manager of the IMC in the event of one or more of the following situations:
 - (i) when she has tendered her resignation by notice in writing to the IMC, such cessation to take effect from the date as specified in the notice;
 - (ii) when her registration as Manager has been cancelled by the Permanent Secretary in accordance with the Ordinance;
 - (iii) when the Association has resolved in accordance with the Ordinance that the alumni concerned is no longer suitable to continue to hold office as Manager, and has so notified the IMC in writing, and the registration of that Manager has been cancelled by the Permanent Secretary upon the request of the IMC;
 - (iv) when she has been found by the IMC to be non-conforming to the vision and mission as stated in this Constitution, and the Supervisor has requested the constituency that nominated her to withdraw her nomination and to nominate a replacement;
 - (v) when she has passed away;
 - (vi) when she has been adjudged bankrupt by a court of competent jurisdiction or has made any arrangement or composition with her creditors generally;
 - (vii) when her physical or mental health has rendered her unfit to perform her duties as Manager; or
 - (viii) she has been convicted for an offence for which a sentence of imprisonment was passed (including a suspended sentence).

X. Filling of Vacancies of Managers

- (a) If an Alumni Manager vacancy arises as a result of an alumni manager resigning during her term of office, the Association shall conduct a by-election in the same manner to elect another alumni manager to fill the vacancy within three months.
- (b) The term of office for a new Alumni Manager filling a vacancy arising prematurely should not run afresh but is the remainder of the term of the outgoing Alumni Manager.