

**Immaculate Heart of Mary Alumni Association Limited**  
**Regulation for the**  
**Election of the Alumni Manager for the**  
**Incorporated Management Committee of**  
**Immaculate Heart of Mary School and College**

**1. Introduction**

1.1 Subject to the recognition of Immaculate Heart of Mary Alumni Association Limited (“IHMA”) by the respective School Sponsoring Body (“SSB”) of Immaculate Heart of Mary School (“IHMS”) and Immaculate Heart of Mary College (“IHMC”) as the “recognised Alumni Association” under the Education Ordinance, this Regulation shall serve as governance for the elections of the Alumni Managers for the respective Incorporated Management Committees (“IMCs”) of the Schools.

1.2 For the avoidance of doubt, in the event that any of the provisions under this Regulation is inconsistent with the Education Ordinance or any other relevant legislations of Hong Kong, the Education Ordinance and the relevant legislations shall prevail.

**2. Definitions**

“IHMA” shall mean Immaculate Heart of Mary Alumni Association Limited

“IHMS” shall mean Immaculate Heart of Mary School

“IHMC” shall mean Immaculate Heart of Mary College

“Schools” shall mean Immaculate Heart of Mary School and Immaculate Heart of Mary College

“IMC” shall mean the respective Incorporated Management Committees of the Schools

“SSB” shall mean the School Sponsoring Body of IHMS and IHMC, namely the Incorporated Trustees of the Hong Kong Province of The Franciscan Missionary Sisters Of Our Lady Of Sorrows

“Council” shall mean the Council of IHMA

“Full Member of IHMA” shall mean Full Member of IHMA registered under the Articles of Association of IHMA

“Regulation” shall mean the IHMA Regulation for the Election of the Alumni Manager

“Alumni Manager” shall mean the Alumni Manager of the IMC of the Schools

“Returning Officer” shall mean the Alumnus appointed by the IHMA with the power defined in Section 3

“Election” shall mean the elections of the Alumni Managers for the IMCs of the Schools

“Election Committee” shall mean the committee recruited by the Returning Officer and appointed by the Council who will be responsible for the Election process

“alumna/alumnus” shall mean a former student of respective IHMS and/or IHMC

“alumni” shall mean the plural form of alumna/alumnus

“candidate” shall mean an alumna/alumnus who is aged 18 or above, not a current staff or teacher of the Schools, and having been nominated for the Election and has not withdrawn his/her consent to be so nominated

“Election Notice” shall mean the Notice issued by the Returning Officer pursuant to Section 4.7

“Election Post Box” shall mean the Post Box to receive nomination forms, withdrawal notices and other correspondence related to the Election

“General Meeting” shall mean the Annual General Meeting or Extraordinary General Meeting of IHMA

“Nomination Form” shall mean the form specified in Appendix I

“Appeal Form” shall mean the form specified in Appendix II

“day” shall mean calendar day

“website” shall mean the official IHMA website at [www.ihma.org.hk](http://www.ihma.org.hk)

### **3. Returning Officer and Election Committee**

3.1 The Council shall appoint a Returning Officer who shall be a member of IHMA and an Alumnus but not being a candidate and be responsible for the recruitment of the members of the Election Committee (subject to the appointment of the Council) and chair the relevant meetings of the same.

3.2 The appointment of the Returning Officer shall not less than six months before the commencement of a new term of the respective IMCs (except for the first term).

3.3 The number of members of the Election Committee, including the Returning Officer shall be not less than 2 but not more than 5.

3.4 The Council shall have the sole discretion for the appointment of the member of the Election Committee.

3.5 The term of the Returning Officer and the Election Committee shall be ended upon completion of every Election.

3.6 The Election Committee shall be responsible for the proceedings of the Election including, but not limited to:

- (a) determining the Polling date and time for the Election;
- (b) determining the location of the Polling station within the School;
- (c) determining the Polling procedures;
- (d) receiving nominations;
- (e) scrutinizing nomination forms;
- (f) determining the format, size and other aspects of the campaign materials of the candidates;
- (g) organizing the election and the pre-election publicity;
- (h) verifying the eligibility of voters;

- (i) distributing ballot papers;
- (j) monitoring the whole polling process;
- (k) counting ballot papers;
- (l) determining the result of the election;
- (m) announcing the result of the election; and
- (n) submitting a report of the Election to the Council of IHMA.

#### **4. Nomination**

4.1 Nominations for election of the Alumni Managers of IMCs of respective IHMS and IHMC shall be opened not less than 8 weeks before the commencement of a new term of the respective IMCs and shall close not earlier than 28 days and not later than 14 days prior to the Polling Day.

4.2 Nominations shall be conducted through submission of a nomination form as Appendix I attached hereto. The nomination form must be delivered in person/by courier to the Election Post Boxes located at the respective General Offices of the Schools before the deadline.

4.3 Each nomination shall be signed by an alumni proposer and an alumni seconder.

4.4 The candidate shall indicate his/her agreement to the nomination by signing on the nomination form.

4.5 All alumni of IHMS who is a full member of IHMA can be a proposer or seconder for only one candidate, including himself/herself, of the Alumni Manager of the IMC of IHMS.

4.6 All alumni of IHMC who is a full member of IHMA can be a proposer or seconder for only one candidate, including himself/herself, of the Alumni Manager of the IMC of IHMC.

4.7 The Returning Officer shall issue an Election notice to all alumni and post such notice on the websites of IHMA. The Notice shall include:

- (a) Duties of the IMC and the Alumni Manager as stipulated in the relevant legislation;
- (b) Availability of vacancy for the position of Alumni Manager;
- (c) Deadline for the submission of the Nomination Form;
- (d) Procedures for Nomination and Election;
- (e) Time and date of polling and counting of votes;
- (f) Date and arrangements for announcing the result of the Election; and
- (g) Any other information that the Returning Officer considers necessary to be included.

4.8 Nominations are not made in accordance with the Regulation shall be invalid.

4.9 The Election Committee shall announce the name(s) of the candidate(s) within 2 days after the close of the nomination period.

4.10 Only alumni of IHMS can be nominated as candidates of the Alumni Manager of IMC of IHMS.

4.11 Only alumni of IHMC can be nominated as candidates of the Alumni Manager of IMC of IHMC.

4.12 In the event that an alumnus is both alumnus of IHMS and IHMC, he /she shall only be entitled to be nominated as either the candidate of the Alumni Manager of the IMC of IHMS or the candidate of the Alumni Manager of the IMC of IHMC.

## **5. Withdrawal of Nomination**

5.1 Any candidate who wishes to withdraw his/her nomination shall notify the Returning Officer in writing of the reasons for withdrawing from the Election. The notification must be delivered in person / by courier to the Election Post Box located at the General Office of the Schools.

5.2 The Returning Officer shall make an announcement in relation to the withdrawal of nomination.

## **6. No Nomination**

6.1 If no person is validly nominated before the end of the nomination period, the Returning Officer shall arrange a second nomination period not more than 2 days after the first nomination period ends.

6.2 The Returning Officer shall give notice to all alumni regarding the second nomination period.

6.3 The second nomination period shall be governed by sections 3 and 4 of the Regulations.

6.4 If no person is validly nominated before the end of the second nomination period, the Returning Officer shall report to the Council of IHMA that it is unable to elect an Alumni Manager.

## **7. Campaign**

7.1 A candidate shall submit his/her personal data and other information prescribed by the Election Committee when he/she submits the Nomination Form.

7.2 The campaign period shall commence 2 days after the announcement made as mentioned hereinabove.

7.3 Campaign shall only be conducted during the campaign period. No publicity or campaign activities are allowed at the School on the polling day.

7.4 The Election Committee may determine the format, size and other aspects of the campaign materials by announcement to all candidates.

7.5 The campaign materials shall be submitted to the Election Committee for approval. Subject to the approval the Election Committee, the material will be uploaded to the website of IHMA within 7 days after receiving the materials.

7.6 The Schools and IHMA shall not provide candidates with information or contact details of alumni. Instead, the campaign materials shall be submitted to the Returning Officer, who shall upload them onto the website and notify all alumni of the availability of such materials on the website. The Election Committee may refuse to notify alumni of any campaign materials if such materials are, in his/her opinion, not proper in any

aspect.

7.7 Each candidate shall bear his/her own campaign expenses.

## **8. Uncontested Candidate**

8.1 If there is only 1 candidate in the election, the said candidate shall be considered uncontested, and the Election Committee shall announce the result immediately after the close of the Nomination. Such announcement shall be uploaded to the website within 48 hours after the close of the Nomination.

## **9. Eligibility**

9.1 All alumni of IHMS aged 18 or above who recognise the Vision and Mission of IHMS as stated in the Master Constitution of the Incorporated Management Committee for IHMS (*copy of extract of the same can be obtained upon request*) are eligible to be candidates of the Alumni Manager of IMC of IHMS.

9.2 All alumni of IHMS aged 18 or above who is a full member of IHMA are eligible to be proposers/seconders/voters of the Alumni Manager of IMC of IHMS.

9.3 All alumni of IHMC aged 18 or above who recognise the Vision and Mission of IHMC as stated in the Master Constitution of the Incorporated Management Committee for IHMC (*copy of extract of the same can be obtained upon request*) are eligible to be candidates of the Alumni Manager of IMC of IHMC.

9.4 All alumni of IHMC aged 18 or above who is a full member of IHMA are eligible to be proposers/seconders/voters of the Alumni Manager of IMC of IHMC.

9.5 No person shall simultaneously serve as the Alumni Manager of IMC of IHMS and IHMC.

9.6 All candidates shall provide information and proof to the Election Committee for verification of their alumni identities.

## **10. Polling**

10.1 Polling shall take place in the polling station.

10.2 Polling period shall fall between 10 a.m. to 5 p.m. on the polling day and the

length of Polling period shall be decided by the Election Committee.

10.3 Only alumni of IHMS who is a Full Member of IHMA shall be entitled to be a voter for the election of Alumni Manager for IHMS.

10.4 Only alumni of IHMC who is a Full Member of IHMA shall be entitled to be a voter for the election of Alumni Manager for IHMC.

10.5 The procedures for voting shall be as follows:

(a) The voter shall prove his/her identity by showing his/her Hong Kong identity card or passport to the Returning Officer;

(b) The voter shall inform the Returning Officer the year(s) of attendance at the Schools. The information shall be checked by the Election Committee / Council members / other persons appointed by the Schools against the Schools' record. The Schools' record shall be final;

(c) Each voter shall be given one ballot paper. Voting shall be made by secret ballot;

(d) Each voter can only vote for one candidate;

(e) The ballot paper, including blank ballot papers, must not be taken outside the polling station;

(f) The voter shall put his/her ballot paper in the ballot box in person.

## **11. Counting of Votes**

11.1 Immediately after the close of polling, the Election Committee shall open the ballot box in the polling station and count the votes.

11.2 Only the Election Committee / Council members / other persons appointed by the Schools, and who are not candidates, can count the votes.

11.3 The counting of the votes shall be conducted in an open manner, and all alumni, including the candidate(s), may enter the polling station to observe the counting process. The chairperson of Council and Returning Officer shall present to witness the counting process.



11.4 Each candidate may request the Election Committee for one re-counting of the votes. The request must be made within 30 minutes after the completion of counting of the votes.

11.5 The candidate with the highest number of votes shall be elected.

11.6 If more than one candidates competing for one vacancy have the same number of votes, the Election Committee shall determine the Election outcome by drawing lots immediately.

11.7 The Election Committee shall declare a ballot paper invalid if:

- (a) they consider the intention of the voter unclear;
- (b) the ballot paper contains the name of the voter or any other mark of identification of the voter;
- (c) it is damaged;
- (d) it records a vote in a manner other than that stipulated in the ballot paper.

## **12. Announcement of Results**

12.1 The Election Committee shall announce the result of the Election immediately after the close of the count. Such announcement shall be uploaded to the website within 48 hours after the close of the count.

12.2 The official announcement shall include:

- (a) the total number of votes casted;
- (b) the number of valid and invalid ballot papers;
- (c) the number of votes casted for each candidate; and
- (d) the name of the elected candidate.

## **13. Appeals**

13.1 All appeals related to the Election must be lodged by completing the Appeal

Form as Appendix II attached hereto to the Election Committee, which must be delivered in person/by courier to the Election Post Box within 7 days from the polling day.

13.2 The Election Committee shall submit an investigation report to IHMA within the timeframe specified by the School, depending on the nature of the appeal.

13.3 The Council shall decide whether to allow or dismiss the appeal, and whether it affects the validity of the Election result. A decision to declare an Election invalid can only be made if it is agreed by more than two-thirds of the members of the Council. If the Council decides to declare the Election invalid, it shall make an announcement on the website to all alumni. The Council's decision shall be final.

#### **14. Resignation or Removal**

14.1 If an Alumni Manager resigns during the term of his/her office, or if an Alumni Manager is removed from his/her office by the IMC, a by-election shall be held within 3 months from the effective date of resignation/removal. The Council shall appoint a Returning Officer within 14 days from the effective date of resignation/removal of the Alumni Manager.

14.2 No by-election shall be held if the resignation/removal is less than 3 months from the end of the term of the resigned/removed Alumni Manager.

14.3 If an Election is declared invalid under section 13.3 above, a by-election shall be held within 3 months from the announcement date of invalid Election. The Council shall appoint a Returning Officer within 14 days from the date of the declaration.

#### **15. Notice**

15.1 All notices or public announcements mentioned above shall be deemed to have been given to all alumni if such notice or announcement is posted on the website.

#### **16. Powers**

16.1 The power to interpret the Regulations lies with the Council of IHMA.

16.2 Decisions of the Election Committee in relation to this Regulation shall be final.

16.3 Decisions of the Council of IHMA in regard to section 13 shall be final.

16.4 In the event of a failure to elect an Alumni Manager, the Council of IHMA shall invite the IMC of the School to nominate a person as the Alumni Manager, upon consulting IHMA.

## **17. Amendment**

17.1 Any amendment to this Regulation shall be made by a resolution carried at a General Meeting of IHMA and shall not have retrospective effect.

## **Appendix I**

### **Immaculate Heart of Mary Alumni Association Limited Election of Alumni Manager**

\_\_\_\_\_ - \_\_\_\_\_ (term of office)

#### **Incorporated Management Committee of**

\_\_\_\_\_ (name of school) (the School)

### **Nomination Form**

**Name of Candidate:** \_\_\_\_\_

#### **Particulars of the Proposer:**

Name (in English):	
Name (in Chinese):	
Year of Admission:	(Class: )
Hong Kong Identity Card Number:	
Contact Phone Number:	
Email Address:	

I am a full member of Immaculate Heart of Mary Alumni Association Limited. I hereby nominate the person named above as candidate for Election of Alumni Manager.

Signature of the Proposer: \_\_\_\_\_ Date: \_\_\_\_\_

#### **Particulars of the Secondor:**

Name (in English):	
Name (in Chinese):	
Year of Admission:	(Class: )
Hong Kong Identity Card Number:	
Contact Phone Number:	
Email Address:	

I am a full member of Immaculate Heart of Mary Alumni Association Limited. I hereby nominate the person named above as candidate for Election of Alumni Manager.

Signature of the Secondor: \_\_\_\_\_ Date: \_\_\_\_\_

**Particulars of the Candidate:**

Name (in English):	
Name (in Chinese):	
Year of Admission:	(Class: )
Hong Kong Identity Card Number:	
Contact Phone Number:	
Email Address:	

1. I hereby consent to my being nominated as a candidate at the election.
2. I recognise the Vision and Mission of the School as stated in the Master Constitution of the Incorporated Management Committee for the School.
3. I note the registration requirements of managers set out in section 30 of the Education Ordinance.

A candidate may choose to provide below campaign information, which will be made available for public inspection, including available on IHMA website.

Name:  
Contact Phone Number:  
Email Address:  
Statement of personal introduction:

**Personal Information Collection Statement**

Immaculate Heart of Mary Alumni Association Limited (IHMA) collect your personal information by this form for the purpose of the Election of the Alumni Manager and for any other legitimate purposes as requested by government bodies. The personal information provided by this form may be disclosed to the School for the purpose mentioned above. IHMA will not use or transfer your personal data to any other third party without your prior consent. Please contact IHMA by email to [info@ihma.org.hk](mailto:info@ihma.org.hk) if you would like to request access to or correction of your personal data held by us.

Signature of the Candidate: \_\_\_\_\_ Date: \_\_\_\_\_

**Appendix II**

**Immaculate Heart of Mary Alumni Association Limited**

**Election of Alumni Manager**

\_\_\_\_\_ - \_\_\_\_\_ *(term of office)*

**Incorporated Management Committee of**

\_\_\_\_\_ *(name of school) (the School)*

**Appeal Form**

I would like to lodge an appeal in relation to the Election of Alumni Manager that took place on \_\_\_\_\_ (date).

Reasons of appeal:

Particulars of the Appellant:

Name (in English):	
Name (in Chinese):	
Year of Admission:	(Class: )
Contact Phone Number:	
Email Address:	

**Personal Information Collection Statement**

Immaculate Heart of Mary Alumni Association Limited (IHMA) collect your personal information by this form for the purpose of the Election of the Alumni Manager and for any other legitimate purposes as requested by government bodies. The personal information provided by this form may be disclosed to the School for the purpose mentioned above. IHMA will not use or transfer your personal data to any other third party without your prior consent. Please contact IHMA by email to [info@ihma.org.hk](mailto:info@ihma.org.hk) if you would like to request access to or correction of your personal data held by us.

Signature of the Appellant: \_\_\_\_\_ Date: \_\_\_\_\_