

IMMACULATE HEART OF MARY ALUMNI ASSOCIATION LIMITED

**NOTICE OF ELECTION OF
THE INCORPORATED MANAGEMENT COMMITTEE ("the Committee")
OF IMMACULATED HEART OF MARY SCHOOL ("the School")**

1. The Aim of the Election

The Alumni Association is the only alumni organisation recognised by The Incorporated Trustees of the Hong Kong Province of The Franciscan Missionary Sisters of Our Lady of Sorrows, the school sponsoring body of Immaculate Heart of Mary School ("the School") . According to the School Based Management of Education Bureau and the Constitution of The Committee of the School, the Alumni Association had, on 27th April 2013, resolved and passed the Regulations for the Election of the Alumni Manager and the Election Committee was formed on 5th February 2015 by the Alumni Association to undertake the election.

Notice of the Election of the Alumni Manager is hereby given. The polling of the 2nd Election of the Alumni Manager will be held on 25th April 2015. An Alumni Manager will be elected and the elected candidate will be nominated to The Incorporated Management Committee for registration as the Alumni Manager of the Management Committee of IHMS. The term of the Alumni Manager will be from 1st September 2015 to 31st August 2017.

2. The Duties and the Regulations related to the Alumni Manager
(see also the Education Ordinance, Cap.279, Laws of Hong Kong for details)

2.1 Assisting the Committee (S.40AD and 40AE of the Education Ordinance "EO")

- 2.1.1 managing the School;
- 2.1.2 formulating education policies of the school in accordance with the vision and mission set by the sponsoring body;
- 2.1.3 accounting to the Permanent Secretary and the sponsoring body for the performance of the school;
- 2.1.4 ensuring that the mission is carried out;
- 2.1.5 planning and managing financial and human resources available to the school;

2.1.6 ensuring that the education of the pupils of the school is promoted in a proper manner; and

2.1.7 school planning and self-improvement of the school.

2.2 Assisting the Committee to exercise its statutory power (S.40AF of EO)

2.2.1 acting in accordance with the vision and mission and the general educational policies and principles set by the sponsoring body of the school;

2.2.2 engage the service of such professionals or other persons as it thinks fit and determine their remuneration; and

2.2.3 handle funds and assets

2.3 Declaring Interest (S.40BF of EO)

2,3,1 making a written declaration of Interest at least once in every 12 months;

2.3.2 stating the particulars of any pecuniary or other personal interest, direct or indirect, that he has in any matter that raises or may raise a conflict with his duties as a manager of the school or states that he has no such interest;

2.3.3 making a new written declaration within one month after a change occurs in any matter stated in a declaration; and

2.3.4 declaring any conflict of interest in respect of the any matters that the Committee is taking or will take into consideration.

3. Board of Election and the Schedule of Election

3.1 Chairman of the Board of Election

The Alumni Association has formed the Board of Election and appointed Ho Chi Kit as the Chairman of the Board to undertake the nomination of candidates, deliver of voting papers and counting of votes

3.2 Schedule of Election

Date	Matter
28th February 2015	Issuing the Notice of Election and Nomination Form
2nd March 2015	Commencement of Nomination and collecting the Nomination Forms (Examining the qualification of Candidates)
27th March 2015	Deadline for Nomination (closing on 3:00 p.m.) and reporting to the Council of the Alumni Association
1st April 2015	Announcing the List of Candidates and their respective Personal Details through the website of the Alumni Association
25th April 2015	Polling time from 10:00 a.m. to 5:00 p.m. and counting of votes will be taken place forthwith
30th April 2015	Announcing the result of the Election through the website of the Alumni Association

4. Nomination Procedure

4.1 Rules of Nomination

- 4.1.1 Every Alumni can only nominate one Candidate.
- 4.1.2 Every Nomination should be seconded by another Alumni.
- 4.1.3 A Secunder shall not be the same Candidate and/or Nominator and shall only second one Candidate.
- 4.1.4 If there is only one qualified Candidate, that Candidate will become the Alumni Manager. If there is no Nominee, the Committee shall nominate a representative and confirm he/her as Alumni Manager.
- 4.1.5 The Nomination Form (see Appendix 1) can be obtained from the Chairman of the Election (Address : Room 2304, 23rd Floor, World-Wide house, 19 Des Voeux Road Central, Hong Kong, Tel. No.: 2868 1283) or can be downloaded from the Alumni Association Website (Address : <http://www.ihma.org.hk>).

4.1.6 All Candidate shall deliver the Nomination Form duly signed and completed by depositing the same to the Collection Box of Nomination situated at the Registry of the School personally or by his/her representative at or before 3:00 p.m. on 27th March 2015. Any out-of-time delivery of the Nomination Form or if the Nomination Form is not completed or duly signed or is contrary to the Regulation of Election will not be entertained or be treated as void.

4.1.7 Address of the School : No.1 Mei Tin Road, Tai Wai, Shatin.

5. Qualification of the Candidate/Nominator/Secunder

All the Alumni of the School who is over 18 years of age and also recognise the vision and mission of the school sponsoring body can be the Candidates. Save and except the following situation, the Alumnus is not entitled to be the Alumni Manager:-

5.1 he/she is the staff or teacher of the School;

5.2 he/she does not satisfy the provisions of S.30 of the EO regarding the requirement for the registration of the Alumni Manager (see Appendix 2); and

5.3 he/she is the Alumni Manager of Immaculate Heart of Mary College (IHMC).

6. Qualification of Proposer/Secunder/Voter

6.1 Only the Alumnus of the School who has also registered as a Full Member of the Alumni Association can be Proposer/Secunder/Voter and has the right to vote for IHMS Alumni Manager.

7. Election Procedure

7.1 Polling Date and Address

7.1.1 The Polling Date for the forthcoming Election of the Alumni Manager is 25th April 2015,

7.1.2 The time of polling shall be from 10:00 a.m. to 5:00 p.m..

7.1.3 Polling Station will be situated at the hall of the School.

7.2 Polling Method

7.2.1 The voting paper will be delivered in the polling station. Every voter shall be given with one voting paper only.

7.2.2 For fairness, each voter shall only have one vote and the vote shall be made anonymously.

7.2.3 Only the vote made within the designated date and time will be accepted.

7.3 Counting of Votes

7.3.1 The Votes shall be counted forthwith after the closing time of the Polling. The representative of school sponsoring body, the representative of the School, the Council Member of the Alumni Association and all the Candidates shall attend as testimony.

7.4 Announcement of Election Result

7.4.1 The Chairman of the Board of Election shall announce the result through the Website of the Alumni Association and shall submit the result to the Council of the Alumni Association and the Committee.

7.5 Contention

7.5.1 If there is any contention during the election, all the dispute shall be resolved by the Chairman of the Board of Election, whose decision will be final.

7.5.2 If there is any complaint, it shall be raised by the Complainant, who has to complete the Complaint Form (see Appendix 3) duly signed and shall deliver and deposit the same to the Collection Box of the Complaint Form situated at the Registry of the School personally or by his/her representative within 7 days from the polling day.

8. The Code of Ethic of Election

8.1 For the Code of Ethic of Election of the Election of the Alumni Manager, please see Appendix 4.

9. Other Regulations

9.1 For other regulations, please refer to the Regulation of Election (Please see the Website of the Alumni Association). If there is any conflict between the Regulation of Election and this Notice, the former shall prevail.

Ho Chi Kit
Chairman of the Election Board
26th February 2015

(If there is any conflict between the Chinese Version and the English Version of this Notice, the former shall prevail)

Immaculate Heart of Mary Alumni Association Limited
聖母無玷聖心校友會有限公司
Election of Alumni Manager for
校友校董選舉
Incorporated Management Committee of Immaculate Heart of Mary School
聖母無玷聖心學校法團校董會

Nomination Form
提名表格

Candidate/候選人

Name/姓名

(Eng/英文): _____ (Chi/中文): _____

Year of Admission to IHMS/入學年份: _____ (Class/班別: _____)

HKID Card No/香港身份證號碼: _____

Contact Phone No/聯絡電話: _____

E-mail/電郵: _____

Signature of the Candidate/候選人簽署: _____

Nominator/提名人

Name/姓名

(Eng/英文): _____ (Chi/中文): _____

Year of Admission to IHMS/入學年份: _____ (Class/班別: _____)

HKID Card No/香港身份證號碼: _____

Contact Phone No/聯絡電話: _____

E-mail/電郵: _____

Signature of the Nominator/提議人簽署: _____

Secunder/和議人

Name/姓名 (Eng/英文) _____ (Chi/中文) _____

Year of Admission to IHMS/入學年份: _____ (Class/班別: _____)

HKID Card No/香港身份證號碼: _____

Contact Phone No/聯絡電話: _____

E-mail/電郵: _____

Signature of the Secunder/和議人簽署: _____

Date/日期: _____

Note/注意

Collection of Personal Data/收集個人資料

The information provided above will be used by IHMA for the purpose of the Election of the Alumni Manager and for any other legitimate purposes as requested by government bodies.

以上所提供的資料將會用於 IHMA 校友校董選舉和應其他政府機構要求的合法用途。

《Education Ordinance》
Regulations of the Election of the Alumni Manager

Section	Content
30	<p>The Permanent Secretary may refuse to register an applicant as a manager of a school if it appears to the Permanent Secretary that-</p> <ul style="list-style-type: none"> - the applicant is not resident in Hong Kong for at least 9 months in each year; - the applicant is not a fit and proper person to be a manager; - the applicant is a person in respect of whom a permit to teach has previously been cancelled; - the applicant is under the age of 18 years; - the applicant has attained the age of 70 years and he fails to produce a medical certificate issued by a registered medical practitioner within 2 months before the date of his application certifying that the applicant is physically fit to perform the functions of a manager - the applicant is under the age of 70 years and he fails to produce, upon a request by the Permanent Secretary, a medical certificate issued by a registered medical practitioner after the date of such request certifying that the applicant is physically fit to perform the functions of a manager - in making or in connection with any application- <ul style="list-style-type: none"> (i) for registration of a school; (ii) for registration as a manager or a teacher; or (iii) to employ a person as a permitted teacher in a school, the applicant has made any statement or furnished any information which is false in any material particular or by reason of the omission of any material particular - the applicant is a bankrupt within the meaning of the Bankruptcy Ordinance (Cap 6) or has entered into a voluntary arrangement under that Ordinance - the applicant has previously been convicted in Hong Kong or elsewhere of a criminal offence punishable with imprisonment - the applicant has been registered as a manager of 5 or more school

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Complaint Form

投訴表格

I would like to lodge a complaint in relation to the Election of Alumni Manager that took place on (date)/我想向選舉主任出提有關校友校董選舉的投訴，事情發生於(日期) _____

Details of Complaint/投訴詳情:

Name of Complainant/投訴人姓名

(Eng/英文): _____

(Chi/中文): _____

Year of Admission to IHMS/入學年份: _____ (Class/班別: _____)

HKID Card No/香港身份證號碼: _____

Contact Phone No/聯絡電話: _____

E-mail/電郵: _____

Signature of the Complainant/投訴人簽署: _____

Date/日期: _____

Note/注意

Collection of Personal Data/收集個人資料

The information provided above will be used by IHMA for the purpose of the Election of the Alumni Manager and for any other legitimate purposes as requested by government bodies.

以上所提供的資料將會用於 IHMA 校友校董選舉和應其他政府機構要求的合法用途。

The Code of Ethic in the Alumni Manager Election

Nomination of Candidates

1. Do not offer any advantage to get any person to stand or not to stand as a candidate.
2. Do not offer any advantage to get any person having been nominated as a candidate to withdraw his candidature.
3. Do not offer any advantage to get any candidate's not using his best endeavours to promote his candidature.
4. Do not solicit or accept any advantage for any person's standing or not standing as a candidate.
5. Do not solicit or accept any advantage for any person's withdrawal of his candidature.
6. Do not solicit or accept any advantage for any candidate's not using his best endeavours to promote his candidature.
7. Do not use or threaten to use force or duress to induce any person to stand or not to stand as a candidate, or to withdraw his candidature.
8. Do not induce y deception, any person to stand or not to stand as a candidate, or to withdraw his candidature.

Electioneering

1. D not make any materially false or misleading statement of fact including but not limited to the character, qualifications or previous conduct of a candidate or candidates.
2. Do not take part in any activity that is likely to give rise to criticism and allegation of malpractices and should abide by the principle of fairness in election.
3. Do not state overtly or covertly the support of any person or organisation in any campaign activities, especially in the campaign literature before written consent has been obtained.

Voting

1. Do not offer any advantage to induce any person not to vote at an election.
2. Do not offer any advantage to induce any person not to vote for a particular candidate at an election.
3. Do not provide or pay for the provision of any food, drink or entertainment as an inducement to or a reward for any person's not voting at an election.
4. Do not provide or pay for the provision of any food, drink or entertainment as an inducement to or a reward for any person's voting or not voting for a particular candidate at an election.
5. Do not use or threaten to use force or duress against any person for the purpose of influencing his or any other person's voting decision.
6. Do not induce by deception any person not to vote at an election.
7. Do not induce by deception any person to vote or not to vote for a particular candidate at an election.