

THE CONSTITUTION OF THE SING YIN ALUMNI ASSOCIATION

SECTION I: INTERPRETATION

For the purpose of this Constitution:-

- 1) “The Association” shall mean the Sing Yin Alumni Association.
- 2) “The Exco” shall mean the Executive Committee of the Sing Yin Alumni Association.
- 3) “The School” shall mean the Sing Yin Secondary School.
- 4) The term “General Meeting” shall include the Annual General Meeting (hereinafter referred as A.G.M.) and any Extra-ordinary General Meetings (hereinafter referred as E.G.M.) of the Association.
- 5) “Alumni” shall mean any Sing Yin Secondary School students having completed Secondary Six education, or otherwise but having registered as a Sing Yin Secondary School student and completed at least one school year’s education.
- 6) Where a voting is called for in any meeting of the Association, abstentions shall not be counted as votes.
- 7) The Exco shall have the sole right of interpretation of this Constitution during its term of office.
- 8) The Principal of the School shall ex officio be the Honorary President of the Association.
- 9) “Incorporated Management Committee” shall have the same meaning as in the Education Ordinance.

SECTION II: GENERAL

Article 1: Name

The name of the Association shall be “Sing Yin Alumni Association” or in Chinese characters “聖言中學校友會”.

Article 2: Address

The registered address of the Association shall be Sing Yin Secondary School, 38 New Clear Water Bay Road, Kowloon.

Article 3: Nature

The Association shall be a non-profit making organization.

Article 4: Objects

The objects of the Association shall be:-

- a) to secure the complete organization and unity within the Association,
- b) to promote the general welfare of the members of the Association, and
- c) to act as a bridge between the graduates or alumni and the School.

Article 5: Association Session

The Association Session shall begin with the conclusion of the A.G.M. and shall terminate with the conclusion of the A.G.M. of the following year.

Article 6: Management

The management of the Association during the Association Session shall be vested in the Exco as elected in accordance with the provisions of this Constitution.

SECTION III: MEMBERSHIP

Article 1: Definition

Membership of the Association shall be opened to all alumni of the School.

Article 2: Admittance or Withdrawal of Membership

- 1) Application for new membership shall be considered after the applicant has completed all the prescribed forms and has paid the annual subscription fee as described in this Constitution.
- 2) The decision of the Exco on the application for new membership shall be final.
- 3) Membership shall be valid until the day of withdrawal.
- 4) Any member who wishes to withdraw from the Association in the following Association Session shall give an official notification of withdrawal prior to the A.G.M. of the following Association Session.
- 5) Membership shall be withdrawn automatically if one fails to pay the annual subscription fee, unless a waiver applies as the Exco may determine to do so.
- 6) Upon a General Meeting as described in this Constitution, the Exco have the right to withdraw the membership of any persons for serious violation of this Constitution or unbecoming conduct.

Article 3: Duties of Members

The members of the Association shall help to carry out the functions of the Association and shall try the best to promote a good name of the school and the Association.

Article 4: Privileges of Members

- 1) All members of the Association shall enjoy the following privileges:
 - a) to use all facilities provided by the Association for the general use of its members,
 - b) to attend functions and activities organized by the Association,
- 2) All members of the Association shall have the right to attend, participate in and vote at General Meetings.
- 3) All members of the Association shall have the right to nominate candidates and be nominated for candidature to the Exco and all its sub-committees.

Article 5: Fees

Members shall pay an annual subscription fee of HK\$50 on or before the A.G.M. of the following Association Session, unless a waiver applies as the Exco may determine to do so.

SECTION IV: THE EXECUTIVE COMMITTEE (EXCO)

Article 1: Functions

The functions of the Exco shall be: -

- a) to manage the Association,
- b) to formulate and implement the policies of the Association in accordance with the provisions of this Constitution,
- c) to organise the election for alumni manager for the Incorporated Management Committee of the School, and
- d) to carry out the resolutions of the General Meetings.

Article 2: Composition

- 1) All Exco members shall be alumni of the School of at least 18 years of age on the date of election.
- 2) The Exco shall consist of the following Honorary Offices: -
 - a) Chairman,
 - b) Internal Vice-Chairman,
 - c) External Vice-Chairman,
 - d) General Secretary,
 - e) Treasurer,
 - f) Programme Secretary,
 - g) Welfare Secretary and
 - h) Publication and Publicity Secretary.

Article 3: Executive Committee Meetings (Exco Meetings)

- 1) An Exco meeting may be held at any time, and shall be called by the General Secretary acting under the instructions from the Chairman.
- 2) At an Exco meeting, not less than a half the number of Exco members in office shall form the Quorum, among whom must be the Chairman and the General Secretary or some other person or persons holding an office in the Exco.
- 3) Notice and agenda of the Exco meeting shall reach all Exco members at least twenty four hours beforehand provided always that, in case of urgency, this clause may be waived if notice is served on all Exco members and not less than two-thirds of the Exco members give prior consent to such waiver at any time.

Article 4: Duties of Individual Committee (Exco) Members

A> Chairman shall:-

- 1) be the chief executive;
- 2) be the representative of the Association;
- 3) chair all Exco meetings;
- 4) present an annual report of the activities of the Association during the relevant Association Session at the A.G.M.;
- 5) convene an E.G.M. in the request of the Exco or upon an application of not less than thirty members;
- 6) convene an E.G.M. in case four or more of the Exco posts falling vacant;
- 7) sign the minutes of all Exco meetings after they have been adopted by the Exco;
- 8) appoint any Exco member to be the Acting General Secretary in the event of the General Secretary's absence;
- 9) jointly sign with the Treasurer all cheques pertaining to all financial transactions of the Association;
- 10) present an annual plan within thirty days after the commencement of the new Association Session; and
- 11) have a casting vote if there is a tie during voting.

B> Internal Vice-Chairman

The Internal Vice-Chairman shall:-

- 1) be the Acting Chairman of the Exco in the absence or resignation of the Chairman;
- 2) instruct the Exco to convene an E.G.M. in the event of a vacancy occurring in the post of the Chairman;
- 3) assist the Chairman in the discharge of his/her duties;
- 4) be responsible for all the matters relating to the internal relations of the Association; and

5) be responsible for the coordination between members of the Association.

C> External Vice-Chairman

The External Vice-Chairman shall:-

- 1) assist the Chairman in the discharge of his/her duties;
- 2) be responsible for all the matters relating to the external relations of the Association; and
- 3) be responsible for promoting the relationship between the School and the Association.

D> General Secretary

The General Secretary shall: -

- 1) convene the A.G.M. on the instruction of the Exco;
- 2) be the head of the Sub-committee of Secretariat Board;
- 3) be responsible for the general correspondence of the Association;
- 4) record the proceedings of all meetings of the Association, or in his/her absence by any member of the Exco subject to the approval of the Chairman;
- 5) prepare the minutes of all meetings of the Association;
- 6) keep track of all minutes of sub-committee meetings; and
- 7) maintain an up-to-date membership roll of the Association.

E> Treasurer

The Treasurer shall: -

- 1) keep a full and accurate record of all financial transactions of the Association in the Association's Account Book;
- 2) be responsible for the arrangement of any fund-raising projects;
- 3) prepare a full financial report, statement of accounts, and reports of any fund-raising projects at the request of the Exco or upon an application signed by not less than thirty members at any time;
- 4) prepare a full financial report and the audited statement of accounts at the end of the Association Session;
- 5) be the treasurer, if possible, of each sub-committee of the Association;
- 6) jointly sign with the Chairman all cheques pertaining to all financial transactions of the Association; and
- 7) present an annual budget within thirty days after the commencement of the new Association Session.

F> Programme Secretary

The Programme Secretary shall: -

- 1) be responsible for the organization of recreational activities of the Association; and
- 2) be the head of the Sub-committee of Recreation.

G> Welfare Secretary

The Welfare Secretary shall:-

- 1) be responsible for the promotion of welfare of the members of the Association; and
- 2) be the head of the Sub-committee of Welfare.

H> Publication and Publicity Secretary

The Publication and Publicity Secretary shall: -

- 1) be responsible for all the publications and publicity activities of the Association;
- 2) be the head of the Sub-committee of Publication; and
- 3) be the head of the Sub-committee of Publicity.

Article 5: Minutes

- 1) The minutes of all committee meetings shall be prepared by the General Secretary and shall be available for inspection at the request of any member of the Association.
- 2) The minutes of sub-committee meetings shall be prepared by the corresponding committee secretary and submit to the General Secretary within a week after the closing of the meeting.

Article 6: Termination of Office

- 1) Any Exco members wishing to resign shall serve a notice of resignation in writing to the Exco stating the reasons therein, and his resignation shall take effect on the approval of the Exco and on such terms as the Exco may deem fit to impose.
- 2) The Exco may by resolution suspend or dismiss any Exco members and any sub-committee members for neglect of duties, dishonesty, incompetence, refusal to carry out the decisions of the Exco or corresponding sub-committee or for any reason which the Exco deems fit and sufficient in the interest of the Association.
- 3) Provided always that such an Exco or sub-committee member shall have the right of appeal against any such terms as imposed by the Exco under paragraph (1) of this Article and also against any such resolution by the Exco under paragraph (2) above to a General Meeting of which decision shall be final.

SECTION V: SUB-COMMITTEES

Article 1: Functions

The nature of the sub-committees is to help the Exco members in carrying out the decisions of the General Meetings and Exco meetings.

Article 2: Formation and Dissolution of Sub-committees

- 1) A Sub-committee shall be formed under the resolution of an Exco meeting or a General Meeting. The meeting may also lay out the conditions for the dissolution of the sub-committee.
- 2) The members of the sub-committee are nominated by the Exco in conjunction with the sub-committee head.

Article 3: Composition of Sub-committees

- 1) A sub-committee shall consist of at least a sub-committee head and a secretary of the sub-committee.
- 2) At least one of the sub-committee members shall be an Exco member.
- 3) The sub-committee head of the Secretariat Board, Recreation, Public Relations shall be the General Secretary, Programme Secretary, External Vice-Chairman respectively.
- 4) The sub-committee heads of both the Publication and Publicity shall be the Publication and Publicity Secretary.

Article 4: Duties of Sub-committee members

A> Sub-committee Head

The Sub-committee Head shall: -

- 1) chair all the meetings of the corresponding sub-committee;
- 2) carry out the functions and duties as instructed by the Exco;
- 3) regularly report the work of the corresponding sub-committee to the Exco; and

- 4) prepare a report at the end of an Association Session or upon the dissolution of the corresponding sub-committee.

B> Sub-committee Secretary

The Sub-committee Secretary shall: -

- 1) take minutes in all sub-committee meetings and submit them to the General Secretary within a week after the meeting.

C> Sub-committee Treasurer

The Sub-committee Treasurer, if any, shall: -

- 1) present a full financial report of the sub-committee to the Exco upon request of the Exco; and
- 2) present a full financial report at the end of an Association Session or upon the dissolution of the corresponding sub-committee.

SECTION VI: HONORARY ADVISERS

Article 1: Appointment of Honorary Advisers

- 1) Person as nominated by the Honorary President shall be invited to act as honorary adviser of the Association.
- 2) Upon a General Meeting, the Association may invite persons who have great contribution to the Association as honorary advisers of the Association with a specified term of appointment where the Association deems suitable.

Article 2: Role of Honorary Advisers

Honorary advisers shall be consulted from time to time on matters as the Association deems necessary.

SECTION VII: GENERAL MEETINGS

Article 1: Authority

The resolution of a General Meeting shall possess the highest authority in all matters affecting the Association.

Article 2: Annual General Meeting (A.G.M.)

- 1) The A.G.M. shall be held within the month of June each year.
- 2) The A.G.M. shall be convened by the General Secretary on the instruction of the Exco and presided over by a person appointed by the Exco and whose appointment is duly ratified by a simple majority of those members present and voting at that A.G.M.
- 3) The business of the A.G.M. shall be:-
 - a) To receive and adopt the agenda of the A.G.M.;
 - b) To receive and adopt the minutes of the previous A.G.M. and the minutes of all E.G.M. which may have been held since the previous A.G.M.;
 - c) To receive and adopt the Treasurer's report and statement of accounts prepared at the end of the Association Session;
 - d) To receive and adopt the annual report of the Chairman of the outgoing Exco;
 - e) Any Other Business (A.O.B.)

Article 3: Extraordinary General Meeting (E.G.M.)

- 1) The Chairman shall convene an E.G.M. at the request of the Exco or upon an application signed by not less than thirty members. Any such request or requisition shall specify the objects of the proposed meeting and no other matter shall be discussed thereat without the consent of at least two thirds of the members present at that E.G.M.
- 2) An E.G.M. duly convened shall be presided over by a person appointed by the Exco and whose appointment is duly ratified by those members present and voting at that E.G.M.

Article 4: Notice

- 1) The Notice of A.G.M. together with the agenda thereof shall be posted at least seven clear days in advance; notice of E.G.M. together with the agenda thereof shall be posted at least three days in advance.
- 2) Notice to all members of any General Meetings shall be deemed to have been effected on the posting of such notice.

Article 5: Quorum

- 1) In all General Meetings not less than one-fifth of the number of members or twenty members whatever the less shall form the quorum.
- 2) In the event that quorum cannot be formed in any general meeting, the Chairman shall convene another general meeting within one month as substitution. Notice of this meeting shall be posted at least three days in advance. In this substitute general meeting, any number of members present shall form the quorum.

Article 6: Vote of Non-confidence

- 1) A vote of non-confidence for infringement of the Constitution, neglect of duties, or unbecoming conduct may be moved against any member of the Exco at an E.G.M. held specifically for this purpose.
- 2) Voting of non-confidence shall be by secret ballot.
- 3) A vote of non-confidence shall pass if two thirds of the members present vote for it.
- 4) A vote so passed shall call for the resignation of the person or persons against whom the vote is moved.

Article 7: Proxy

Any members unable to join any General Meeting may appoint his/ her proxy, who is a registered member of the Association, to join and vote in the General Meeting, by way of the designated proxy form (**Schedule 2**).

SECTION VIII: ELECTIONS

Article 1: Annual Election

The business of the annual election shall be to elect for the next Association Session of the officials for the Exco.

Article 2: Election Officials

An Annual Election Commission shall be appointed by the Exco to take charge of every business pertaining to the election.

Article 3: Nominations

Nominations for the Exco officials shall only be made during the A.G.M. Each nomination shall be effected if there are two seconders.

Article 4: Method of Voting the Exco Officials

- 1) Voting shall be by secret ballot.
- 2) Each member present in the A.G.M. shall indicate at most eight candidates in the ballot paper he/she votes for from the list of nominated candidates.
- 3) A ballot paper with more than eight names written on it shall be considered as void.
- 4) The eight candidates with the highest number of votes shall form the Exco Officials in the coming Association Session.
- 5) In the event of a tie, a further voting is required for the candidates concerned.
- 6) In the event that a tie occurs again, the Chairman of the Election Commission shall have a casting vote.
- 7) In the event that there are less than nine but more than four nominated candidates, a vote of confidence by the method of simple majority shall move towards these candidate. The candidates so passed shall form the Exco Officials in the coming Association Session. All the vacant Exco posts shall then be filled using a by-election.
- 8) In the event that there are less than five nominated candidates, the annual election shall be postponed. A new annual election meeting shall be convened within two weeks after the A.G.M. for re-election purpose.

Article 5: Method of Voting the Exco Chairman

- 1) Voting shall be by secret ballot.
- 2) The Exco Officials elected in Article 4 or Article 7 in this section shall be the only candidates for the Exco Chairman.
- 3) Each member present in the A.G.M. shall indicate at most one candidate in the ballot paper he/she votes for.
- 4) A ballot paper with more than one name written on it shall be considered as void.
- 5) The candidate with the highest number of votes shall be the Chairman of the coming Association Session.
- 6) In case of a tie, a further vote on the candidates concerned is required.
- 7) In the event of a tie again, the Chairman of the Election Commission shall have a casting vote.

Article 6: The other Exco Posts

- 1) A meeting shall be held immediately after the A.G.M. so that the new Exco members can select all the remaining Exco posts.
- 2) The selection shall be negotiation.
- 3) The result of this meeting shall be notified to all the members as soon as possible.

Article 7: By-Election

- 1) In the event of three or less vacancies occurring in any Exco post or posts other than that of the Chairman, the Exco shall co-opt a member of members to fill the vacancy or vacancies.
- 2) In the event of four or more Exco posts falling vacant at any one time, the Chairman shall convene an E.G.M.
- 3) In the event of the post of Chairman falling vacant, the Internal Vice-Chairman shall automatically become the Acting Chairman. The Acting Chairman shall convene an E.G.M. to elect a new Chairman and to resolve any other matters thereby induced.

Article 8: Re-election

The Election Commission shall, on being satisfied that there had been a contravention of any of the above election procedures, order a Re-Election. Any request for a Re-Election shall only be entertained if made by not less than ten members, who presented in the A.G.M., in writing together with the grounds on which the request is made and submitted to the Election Commission not later than twenty-four hours after the closure of the A.G.M. The Re-Election so ordered must take place within three weeks after the closure of the A.G.M.

SECTION IX: FUND AND BANK ACCOUNT OF THE ASSOCIATION

Article 1: The Bank Account

The Treasurer shall deposit the funds of the Association in a bank account opened in the name of “The Sing Yin Alumni Association” whose authorized signature shall consist of a joint signature of the Chairman, the Treasurer and the Association chop.

Article 2: Signing the Cheques

All cheques issued for the expenses and financial transactions of the Association shall be jointly signed by the Chairman, the Treasurer and the Association chop.

Article 3: Funds

- 1) The funds shall only be used on the activities of the Association as stipulated in the objective.
- 2) All expenses shall be met by donations, fund raising projects, the annual subscription fees and the entrance fees.
- 3) An annual financial report shall be presented to the Honorary President, Honorary Advisers and all members with the conclusion of each Association Session.

SECTION X: LIABILITIES

In case the Association is involved in any debts or liabilities it shall be the Association’s responsibility to pay the debts or liabilities, provided that such debts and liabilities were incurred through the proper procedure for making resolutions as required under this Constitution. Any debt or liability in excess of HK\$10,000 each time shall be a matter for the A.G.M. or the E.G.M. to determine.

SECTION XI: CONSTITUTION

Article 1: Alteration or Amendment

Notwithstanding any provision to the contrary, no part of this Constitution shall be amended except at the A.G.M. or at an E.G.M. Notice of which shall have been posted at least seven clear days in advance, intimating specifically the changes proposed.

Article 2: Motions

A motion to alter or amend any part of the Constitution shall be carried only when so agreed to by not less than two-thirds of the members present and voting at that General Meeting.

SECTION XII: DISSOLUTION OF THE ASSOCIATION

Article 1: Methods of Dissolution

- 1) Upon an E.G.M. on issue of dissolution of the Association is being convened by the

General Secretary at the request of the Exco or upon a requisition in writing by not less than thirty members, the Association shall dissolve only if not less than two-thirds of all the members of the Association vote for the dissolution.

- 2) On the withdrawal of all the members, the Association shall dissolve automatically.

Article 2: Disposal of the Assets of the Association

- 1) The assets of the Association upon dissolution shall be disposed of by the Exco in a way which it decides appropriate.
- 2) If assets are sold, the proceeds of sale shall be applied first for discharging debts incurred by the Association and the balance shall be transferred to Sing Yin Secondary School.
- 3) The Treasurer shall prepare a statement of account on the issue of disposal and send to the members.

SECTION XIII: ALUMNI MANAGER

Article 1: Qualification

- 1) Any member of the Association may be nominated by the Exco to stand for the election as a candidate for the alumni manager of the Incorporated Management Committee of the School.
- 2) No member serving as an employee of the School, irrespective of the capacity or mode of employment, shall become an alumni manager.
- 3) No member having any commercial interest involving the School shall become an alumni manager.
- 4) Any member prohibited from being a school manager pursuant to the Education Ordinance shall not qualify, in the capacity of candidate, for the election.

Article 2: Recommendation by Election

The Association may recommend an alumnus to become an alumni manager by way of election, the rules of which are at **Schedule 1**.

Article 3: Election Rules

The election rules governing the election and nomination for alumni manager shall be passed or amended in a General Meeting before adoption as the prevailing rules.

- END -

The Sing Yin Alumni Association
Rules of Election for Alumni Manager

1 Duties of Alumni Manager

- 1.1 To ensure the consistent implementation of the School Sponsoring Body's mission, objectives and values of operating the School.
- 1.2 To implement the overall directions of development set for the School.
- 1.3 To formulate educational policies and policies, codes and guidelines governing school management.
- 1.4 To monitor the formulation of the school budget, the school performance and the accountability of the school management.
- 1.5 To promote the communication and cooperation between School Managers and the Sponsoring Body.
- 1.6 To participate in the Incorporated Management Committee in personal capacity and to take care of the general interest of the School.
- 1.7 To perform duties commensurate with the Constitution of the Incorporated Management Committee of the School.

2 Election

- 2.1 Pursuant to Section 40AP(5) of the Education Ordinance governing the election and nomination of the alumni manager, these rules of election are set out for the purpose of nominating an alumnus to be the alumni manager.
- 2.2 The election of the alumni manager shall be held by the Association in accordance with these rules as well as the Constitution of the Association, which shall be conducted in a fair and transparent manner.

3 Qualification of Candidate

- 3.1 Any alumni of Sing Yin Secondary School shall be qualified to be a candidate of alumni manager, unless otherwise specified in these rules.
- 3.2 No member, if concurrently being a parent member of the recognised Parent-Teacher Association of the School or a staff of the School, shall stand for more than one election for becoming a school manager. Failing to comply with this requirement shall render his/ her candidature and the result of election invalid.

4 Term of Office

- 4.1 One alumni manager shall be elected for each term of office.
- 4.2 Each term of office shall normally be two years as defined in the Constitution of the Incorporated Management Committee of the School.
- 4.3 No alternate alumni manager is elected. In the event that the alumni manager place becomes vacant, another election shall be held and the alumni manager-elect shall serve the remaining term of office, as if he or she were serving a full two-year term.

5 Nomination Period

- 5.1 The Exco of the Association shall appoint a Returning Officer, who may or may not be a member of the Association, but shall not stand for election himself or herself, to oversee the election process encompassing supervision of nomination, distribution of ballot papers and ballot counting.
- 5.2 Nomination shall be open for two calendar weeks with the commencement and closing dates specified by the Returning Officer.

6 Nomination

- 6.1 The Returning Officer may disclose matters pertaining to the election to members of the Association via email and/ or on the school or the Association's website, inclusive of the duties of alumni manager, the pre-requisites of candidature, number of vacancies of the alumni manager, nomination period, means of nomination, Election Day, vote counting day, date of pronouncement of election result, as well as other relevant matters.
- 6.2 Each member shall make no more than one nomination, but may nominate himself or herself as a candidate. If there is only one nomination upon the expiry of the nomination period, the candidate, subject to any limitations stipulated under these rules, may be regarded as elected.
- 6.3 In the absence of any nomination upon the expiry of the nomination period, the Exco may in consultation with the Incorporated Management Committee determine to re-launch the nomination or to defer the appointment of alumni manager to the Committee's decision.

7 Particulars of Candidate

- 7.1 Each candidate shall provide the Returning Officer with his or her personal particulars relevant to the election.
- 7.2 The Returning Officer shall publicise via email or the school or the Association's website in not less than seven days before the Election Day the particulars of the candidate(s), including but not limited to his or her name, years of study in the School, reasons for joining the Incorporated Management Committee, etc. Where necessary, the Returning Officer may organise a briefing session to allow for questions put to the candidate(s) before election takes place.

8 Qualification of Voter

- 8.1 All alumni shall have the voting right and only one vote shall be allowed for each election.
- 8.2 An alumnus may appoint his proxy, who is also an alumnus of the School, to vote on his/ her behalf by way of the designated proxy form (**Schedule 3**).
- 8.3 Whether a voter is qualified shall be a matter for the Returning Officer to determine upon consultation with the School on his/ her alumnus identity.

9 Procedure for Election

- 9.1 The Election Day shall be at least two calendar weeks following the expiry of the nomination period.

- 9.2 Voting shall be conducted by way of secret ballot and no marking or trace capable of revealing the identity of the voter or to whom the vote goes is allowed; otherwise the ballot shall be void.
- 9.3 Counting of votes shall be arranged by the Returning Officer with members of the Association, the Chairman or his or her representative serving in the Exco as the designated person, the candidates and/ or the Principal or an Assistant Principal of the School as witnesses.
- 9.4 Counting of votes shall not commence unless all ballot papers have been poured out. A vote of the following conditions shall be void:
- (i) the number of candidates voted for exceeds the permitted number of vote;
 - (ii) the indication of vote is unclear or inappropriately placed;
 - (iii) the ballot paper contains trace or marking capable of identifying the voter;
- 9.5 The candidate having the largest number of valid votes shall be the alumni manager, subject to the completion of the necessary procedures stipulated under the Constitution of the Incorporated Management Committee and the Education Ordinance.
- 9.6 In the event that there are equal votes for more than one candidate, the Returning Officer may consider drawing lot in an open and fair manner to determine the successful candidate.
- 9.7 All ballot papers shall be sealed, properly signed by the Returning Officer and then kept in confidence by the Association for at least six months, in case of future disputes on election results.
- 9.8 The election result may be publicised via email or the school or the Association's website as soon as the election concludes entirely.
- 9.9 Any candidate aggrieved by the result of the election may lodge with the Exco an appeal in writing with grounds within one week since the day when the result is publicised.
- 9.10 The Exco shall then form an appeal panel with a membership in odd number, comprising the Principal or an Assistant Principal, two or more Exco members with at least a member responsible for counting votes to process the appeal. The decision of the appeal panel shall be final. The candidate seeking an appeal should be notified of the result by a means the panel thinks appropriate.
- 9.11 The Exco shall nominate the alumni manager-elect to the Incorporated Management Committee for filling the alumni manager vacancy. The Committee shall then seek clearance with the Permanent Secretary for Education as set out in its Constitution or in the Education Ordinance.

10 Vacancy of Alumni Manager

- 10.1 A by-election shall be held within three months by the Association should there be any vacancy.
- 10.2 In the absence of candidate, the Incorporated Management Committee may appoint an alumnus, who is a member of the Association, to be an alumni manager where necessary and appropriate.

**PROXY OF GENERAL MEETING OF
SING YIN ALUMNI ASSOCIATION
HELD ON _____ (DATE)
AT _____ (VENUE)**

I, _____ (Full name as in HKIC), entering Sing Yin Secondary School for studies in _____ (Year) and leaving in _____ (Year), hereby appoint _____ (Full name as in HKIC) as my proxy to join the above and exercise my full voting rights on my behalf. I confirm my understanding and agreement that my proxy's act in the above is regarded as an act carried out by myself in person.

(Signed)

(Date)

**PROXY OF ELECTION FOR ALUMNI MANAGER
INCORPORATED MANAGEMENT COMMITTEE OF
SING YIN SECONDARY SCHOOL
HELD ON _____ (DATE)
AT _____ (VENUE)**

I, _____ (Full name as in HKIC), entering Sing Yin Secondary School for studies in _____ (Year) and leaving in _____ (Year), hereby appoint _____ (Full name as in HKIC) as my proxy to join the above and exercise my full voting rights on my behalf. I confirm my understanding and agreement that my proxy's act in the above is regarded as an act carried out by myself in person.

(Signed)

(Date)