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**CONSTITUTION**  
**of**  
**SING YIN ALUMNI ASSOCIATION**  
(Adopted on 20<sup>th</sup> June 2018)

**INTEPRETATION**

1. For the purpose of this Constitution, the following expressions shall have the meanings ascribed to them as follows:-

“Alumni”	means a person who has been a pupil of the School but is no longer such a pupil;
“Alumni Manager”	means a person nominated by the Association for registration as an alumni manager of the School pursuant to Section 40AP(4) of the Education Ordinance;
“Association”	means Sing Yin Alumni Association;
“BGM”	means a Biennial General Meeting of the Association;
“Education Ordinance”	means Education Ordinance, Chapter 279, Laws of the Hong Kong Special Administrative Region;
“EGM”	means an Extraordinary General Meeting of the Association;
“Election”	means an election of the Alumni Manager for nomination to the IMC as referred to in Article 65;
“Exco”	means the Executive Committee of the Association;
“Foundation”	means Sing Yin Secondary School Education Foundation Limited;
“General Meeting”	includes BGM and EGM;
“IMC”	means the incorporated management committee of the School established under the Education Ordinance;
“Member”	means a member of the Association and “Membership” shall be construed accordingly;
“Official Website”	means such official website of the Association as designated by the Exco in accordance with Article 5;
“Relevant Period”	has the meanings ascribed to it in Article 16; and
“School”	means Sing Yin Secondary School.

2. This Constitution takes effect as the constitution of the Association upon its adoption at its annual general meeting held on 20<sup>th</sup> June 2018 replacing the preceding constitution of the Association. For the avoidance of doubt, nothing in Article 2 shall be construed to have any effect on the continuation of offices held by any Exco officials or the Alumni Manager elected under such preceding constitution.

## **GENERAL**

3. The English name of the Association shall be “Sing Yin Alumni Association” and its Chinese name shall be “聖言中學校友會”.

4. The registered address of the Association shall be Sing Yin Secondary School, 38 New Clear Water Bay Road, Kowloon, Hong Kong Special Administrative Region.

5. Unless otherwise expressly provided in this Constitution or resolved by the Exco, all notices to be given to all Members by the Association shall be given by posting the same on the Official Website at the website address as may from time to time designated by the Exco. Provided that the Official Website for the time being shall be <http://syaa.singyin.edu.hk> and that notice of any change of the Official Website address must be given to all Members 30 days before the change shall take effect but in the event the change is needed because of inability to administer the site due to any problem encountered with the web hosting servicer or other technical issues, notice of the change of the Official Website should be posted on the official website of the School for at least 14 days and the change shall take effect immediately after such posting.

6. The objects of the Association shall include:-

- 6.1 fostering friendship, unity and a sense of belonging amongst the Alumni;
- 6.2 promoting the general welfare of the Members;
- 6.3 providing platforms for communication and enhancing relationships between the Members and (i) the School, (ii) the Foundation, (iii) current pupils of the School, (iv) current and former staff of the School, (v) other Alumni and (vi) other alumni organisations of other schools respectively and addressing the need and concern of all such parties;
- 6.4 furthering the School mission and upholding the School motto;
- 6.5 strengthening reputation elevation of the School, its pupils and the Alumni;
- 6.6 offering any form of assistance, pecuniary or otherwise, and conducting, promoting or organizing cultural, athletic, recreational or educational activities of all kinds, for attainment of any of the above objectives.

7. The organization of the Association shall consist of an Honorary President, Honorary Advisers, an Honorary School Representative, Exco and Members.

8. The Principal of the School shall be the ex officio Honorary President of the Association.

9. At the annual general meeting upon which this Constitution is adopted, invitations for acting as the Honorary Advisers shall be made to such persons as nominated by Exco and

resolved in the said annual general meeting immediately after adoption of this Constitution. Subsequent invitations shall be made by each newly elected Exco (i) to the person who has completed the term of office as the Chairman of the preceding Exco and (ii) to such persons as may be resolved at the first meeting of the newly elected Exco according to the nominations provided by the officials of the preceding Exco subject to the condition that no more than 3 persons may be nominated. A person being invited pursuant to Article 9 may accept the appointment to be the Honorary Adviser within one calendar month and thereupon he/she shall become an Honorary Adviser for life or until he/she shall resign. Nomination under this Article 9 shall only be made in favour of a person who has made significant contribution to the Association.

10. The Honorary School Representative shall be such person as the Honorary President shall designate from time to time.

11. The Honorary President, the Honorary Advisers and the Honorary School Representative shall have the right to inspect minutes of all Exco meetings and General Meetings, as well as all accounting documents of the Association. They have the right to attend and to participate in all Exco meetings, General Meetings and Election but shall have no voting rights in any of such meetings or in the Election provided that nothing in Article 11 shall preclude any one of them from voting in any Exco meetings by virtue of his/her being also an Exco official or from voting in any General Meetings or in the Election by virtue of his/her being also a Member.

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

## **MEMBERSHIP**

13. Membership shall be opened to all Alumni.

14. Application for new membership shall be considered after the applicant has completed such prescribed membership form(s) as decided by the Exco and posted on the Official Website from time to time (“Membership Form(s)”).

15. Membership of a person who has been a Member before commencement of the first Relevant Period shall last (i) until expiry of the first Relevant Period if he/she does not complete the Membership Form(s) before the said expiry or (ii) until expiry of the second Relevant Period if he/she has completed the Membership Form(s) before expiry of the first Relevant Period. The term of Membership of a person who becomes a Member during a Relevant Period shall be as from the date of his/her being a Member until expiry of the following Relevant Period.

16. The first Relevant Period shall be from the date of adoption of this Constitution until 31<sup>st</sup> December 2020 and thereafter, each subsequent Relevant Period shall be 5 years from expiry of the preceding Relevant Period.

17. A Member may renew his Membership for a term of two Relevant Periods as from expiry of his/her Membership within one year before or after the said expiry by settling all outstanding Membership fee and paying the renewal Membership fee for the Relevant Period immediately following the expiry of his/her Membership provided that not until he/she shall have renewed

the Membership in accordance with Article 17, he/she shall not be entitled to have any rights of a Member or any privileges as provided in Article 24. A person failing to renew his/her Membership in accordance with Article 17 may apply for a new Membership on the condition that any outstanding Membership fee payable pursuant to this Constitution by him/her shall be fully settled.

18. For the first term of Membership, the Membership fee shall be \$50 payable on or before expiry of the Relevant Period during which he/she has become a Member. For renewed term, the Membership fee shall be \$50 for each Relevant Period payable on or before the commencement of that Relevant Period. For the avoidance of doubt, Membership fee for those who have been a Member before the first Relevant Period shall be \$50 payable on or before expiry of the first Relevant Period.

19. The decision of the Exco on the application for new membership or for membership renewal shall be final.

20. Membership shall be valid until the day of withdrawal or until expiry of its term (subject to any renewal as provided in Article 17 above).

21. Any member who wishes to withdraw from the Association shall give an official notification of withdrawal.

22. Upon resolution at a General Meeting, the Exco shall have the right to expel any persons from Membership with immediate effect for serious violation of this Constitution or unbecoming conduct. Exco may preclude any Members who fail to pay the Membership fee from having any Member rights or enjoying any privileges as provided in Article 24.

23. Members shall pay the Membership fee and help carry out the functions of the Association and adhere to its objects.

24. All Members shall enjoy the following privileges:

- 24.1 subject to any rules or necessary payment as may be decided by Exco to use all facilities provided by the Association for the general use of Members;
- 24.2 subject to any rules or necessary payment as may be decided by Exco to attend functions and activities organized by the Association;
- 24.3 to attend, participate in and vote at General Meetings; and
- 24.4 to nominate candidates and be nominated for candidature to the Exco and all its sub-committees and for the Election.

### **EXECUTIVE COMMITTEE**

25. The functions of the Exco shall be: -

- 25.1 to manage the Association;
- 25.2 to formulate and implement the policies of the Association in accordance with the provisions of this Constitution;
- 25.3 to organise the Election for Alumni Manager for nomination to the IMC; and
- 25.4 to carry out the resolutions of the General Meetings.

26. All Exco officials shall be Alumni of at least 18 years of age on the date of election held at a BGM as provided in Article 59. The term of office shall last until a new Exco is formed at the next BGM. For the avoidance of doubt, the term of office of the Exco officials as at the adoption of this Constitution shall continue until next election held at the first BGM as referred to in Article 42.

27. The Exco may consist of different offices held by not more than 8 persons and shall consist of the following honorary offices: -

- a) Chairman
- b) Internal Vice-Chairman
- c) External Vice-Chairman
- d) General Secretary
- e) Treasurer

28. An Exco meeting may be held at any time, and shall be called by the General Secretary acting under the instructions from the Chairman.

29. At an Exco meeting, not less than a half of Exco officials in office shall form the quorum. The Chairman or in his/her absence any of the Vice-Chairmen shall preside at any of such meetings.

30. Notice and agenda of an Exco meeting shall reach all Exco officials at least twenty four hours beforehand provided always that, in case of urgency, this requirement may be waived if notice is served on all Exco officials and not less than two-thirds of the Exco officials give prior consent to such waiver at any time.

31. All resolutions of an Exco meeting may be passed by a simple majority of the Exco officials who are present and vote (abstention vote excluded) at that meeting.

32. The Chairman shall:-

- 1) be the chief executive;
- 2) be the Chairman and the representative of the Association;
- 3) chair all Exco meetings, BGMs and EGMs and make such necessary decisions on all procedural or regulatory matters relating to such meetings not otherwise provided for in this Constitution;
- 4) convene an EGM at the request of the Exco or upon an application of not less than thirty Members;
- 5) sign the minutes of all Exco meetings after they have been adopted by the Exco;
- 6) have a casting vote if there is a tie during voting at any Exco meetings, BGMs or EGMs.

33. 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 EGM 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.

34. 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.

35. The General Secretary shall: -

- 1) convene the BGM on the instruction of the Exco;
- 2) be responsible for the general correspondence of the Association;
- 3) 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;
- 4) prepare the minutes and the agendas of all meetings of the Association;
- 5) maintain an up-to-date Membership roll of the Association.

36. 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;
- 4) prepare a full financial report and the statement of accounts at the end of the term of the Exco;
- 5) present a budget as the Exco may instruct.

37. For the avoidance of doubt, Articles 32 to 36 above are not intended to set out precisely or exhaustively the duties of the Exco officials respectively. The Exco shall have the right to allocate or delegate such duties to or impose further duties upon any Exco officials as the Exco may decide.

38. Any Exco officials wishing to resign shall serve a notice of resignation in writing to the Exco stating the reasons therein, and his/her resignation shall take effect on the approval of the Exco and on such terms as the Exco may deem fit to impose.

39. The Exco may by resolution suspend or dismiss an Exco official (who shall not be entitled to vote regarding the resolution) for neglect of duties, dishonesty, incompetence, refusal to carry out the decisions of the Exco for any reason which the Exco deems fit and sufficient in the interest of the Association Provided always that such an Exco official shall have the right of appeal against any such resolution by the Exco at a General Meeting of which decision shall be final.

40. The Exco may form such necessary sub-committees for carrying out any specific functions for attainment of any of the objectives of the Association and may make such

necessary rules regulating such sub-committees. Sub-committee members may be appointed by the Exco and may consist of non-Members.

## **GENERAL MEETINGS**

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

42. After adoption of this Constitution, the first BGM shall be held in between February and July 2020 and the subsequent BGMs shall be held once in every two years in between February and July.

43. BGM shall be convened by the General Secretary on the instruction of the Exco and presided over by the Chairman or any one of the Vice-Chairmen.

44. The business of the BGM shall be:-

- a) To receive and adopt the agenda of the BGM;
- b) To receive and adopt the minutes of the previous BGM and the minutes of the EGM if any held after the preceding BGM;
- c) To receive and adopt the Treasurer's report and statement of accounts for the period up to the BGM since the preceding BGM;
- d) To receive and adopt the annual report of the Chairman of the outgoing Exco;
- e) To elect Exco officials for forming the new Exco;
- f) To consider any other business as may be necessary.

45. The Chairman shall convene an EGM 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 EGM.

46. An EGM duly convened shall be presided over by the Chairman or any one of the Vice-Chairmen.

47. The Notice of General Meetings together with the agenda thereof shall be given to all Members by posting the same at the Official Website at least seven clear days in advance.

48. In all General Meetings not less than thirty members shall form the quorum.

49. If within half an hour from the time appointed for a General Meeting a quorum is not present, the Chairman shall convene another general meeting within one month as substitution. Notice of this meeting shall be posted at the Official Website at least three days in advance. In this substituted general meeting, any number of members present shall form the quorum.

50. At any General Meeting, a resolution put to the meeting shall be decided by a show of hands unless before or on the declaration of the result of the show of hands a poll is demanded by at least ten Members and unless a poll is so demanded, a declaration by the Chairman or any of the Vice-Chairmen presiding at such meeting that the resolution has, on a show of hands, been carried or lost, or carried or not carried by a particular majority, and an entry to that effect



in the book of proceedings of the Association shall be conclusive evidence of the fact, without proof of the number or proportion of votes recorded in favour of or against the resolution.

51. If a poll is demanded in the manner aforesaid, the same shall be taken in such manner as the Chairman or any of the Vice-Chairmen presiding at the meeting directs, and the result of the poll shall be deemed to the resolution of the meeting at which the poll was demanded.

52. Each Member entitled to vote shall have one vote only, whether on a show of hands or on a poll.

53. On a poll, votes may be given either personally or by proxy.

54. Except otherwise provided in other provisions of this Constitution, all resolutions of a General Meeting may be passed by a simple majority of the votes (abstention vote excluded).

55. Notwithstanding any provisions in this Constitution, a vote of non-confidence for infringement of the Constitution, neglect of duties, or unbecoming conduct may be moved against any official of the Exco at an EGM held specifically for this purpose and the following provisions shall apply :-

- 1) Voting of non-confidence shall be by secret ballot.
- 2) A vote of non-confidence shall pass if two thirds of the Members who are present and entitled to vote do vote for it (abstention vote excluded).
- 3) A vote so passed shall call for the resignation of the person or persons against whom the vote is moved.

56. Any Member who is entitled to vote at a General Meeting but is unable to attend a General Meeting may appoint his/her proxy, who shall be a Member and is entitled to vote at a General Meeting, to attend and vote in that General Meeting. The instrument appointing a proxy shall be in such designated proxy form as adopted by the Exco from time to time based on the template as shown in **Schedule 2** to this Constitution. For the avoidance of doubt, the Exco shall have the right to cause such necessary revision or modification of the proxy form provided that the revised or modified proxy form applicable to a meeting shall be posted on the Official Website no later than the notice for that meeting being given.

57. Each proxy appointee shall not represent more than 5 appointors at the same meeting. In the event of having more than 5 proxy forms referring to the same appointee, the Exco shall have the unfettered discretion, whether on a random basis or in the order of receipt, to treat only five of them as being valid and declare the rest as being invalid.

58. The instrument of proxy shall not be treated valid unless:

- 58.1 it adopts the designated proxy form containing all the mandatory information and declaration as required;
- 58.2 it bears the original signatures signed in writing under the hands of the appointor and the appointee;
- 58.3 the information contained in the proxy form is all true, complete and accurate; and
- 58.4 either (i) it is deposited at the registered address of the Association at least 48 hours before the time appointed for the meeting or (ii) a copy of it (with or without the

appointee's signature) is sent by post to the registered address of the Association or by email to the email address of the Association as provided in the Official Website to reach the Association not less than 48 hours before the time appointed for the meeting AND the original instrument that complies with Article 58.2 is given by hand by the appointee when he/she attends the meeting.

### **ELECTION OF EXCO OFFICIALS**

59. Nominations for the Exco officials shall only be made in a BGM. Each nomination shall require two seconders. Notwithstanding any Articles in this Constitution, the following provisions shall apply to the election resolution:

- 1) Voting shall be by secret ballot.
- 2) Each vote 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, or in his absence, the Internal Vice Chairman or such person as the Exco may appoint 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 candidates. The candidates so passed shall be the new Exco Officials forming the new Exco.
- 8) In the event that there are less than five nominated candidates, the election shall be postponed. A new election meeting shall be convened within one month after the BGM for re-election purpose and the term of the Exco for the time being shall be extended until a new Exco is formed.

60. The Exco Officials elected shall soonest possible choose amongst themselves for holding the different offices of the new Exco in accordance with Article 27. The result shall be notified to all the Members by posting it on the Official Website as soon as possible.

61. In the event of vacancies occurring in any Exco post or posts other than that of the Chairman without resulting in the number of Exco officials falling below 5, the Exco shall choose amongst the Exco officials to fill the vacancy or vacancies. In the event of vacancies occurring in any Exco post or posts other than that of the Chairman resulting in the number of Exco officials falling below 5, the Chairman shall convene an EGM for the purpose.

62. In the event of the post of Chairman falling vacant, the Internal Vice-Chairman shall automatically become the Acting Chairman.

63. The outgoing Exco 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 thirty members, who presented in the BGM at which the election took place, in writing together with the grounds on which the request is made and submitted to the Chairman of the outgoing Exco not later than twenty-four hours after the closure of the BGM. The Re-election so ordered must take place within three weeks after the

closure of the BGM the outgoing Exco officials shall continue to hold their offices in the same manner as if the election for the new Exco had not taken place until the new Exco shall be formed after the Re-election.

### **ALUMNI MANAGER**

64. Any Member who is qualified to act as an Alumni Manager under the Education Ordinance is eligible to stand for the election as the Alumni Manager for nomination by the Association to the IMC.

65. Alumni Manager Election and making a request for cancellation of Alumni Manager registration under Section 40AX(4) of the Education Ordinance shall be conducted and implemented as provided in the rules set out in **Schedule 1**.

### **FUND AND BANK ACCOUNT**

66. The Treasurer shall deposit the funds and all income of the Association within reasonable time after receipt in one or more bank accounts opened in the name of “Sing Yin Alumni Association”. The account mandate shall require the authorized signatories of any two of the Chairman, the Treasurer, the Internal Vice-Chairman and the External Vice-Chairman, and the Association chop.

67. The funds shall only be used on the activities of the Association as stipulated in the objectives.

68. All expenses shall be met by donations, fund raising projects, Membership fees or such other incomes as Exco may approve from time to time.

69. Financial reports shall be presented to the Honorary President, Honorary Advisers, Honorary School Representative and Exco officials as they may request. A financial report shall be presented to all Members at a BGM.

### **LIABILITIES**

70. In case the Association or any Exco official in proper discharge of his/her duty under this Constitution has incurred any expenses or liabilities, it shall be the Association’s responsibility to pay the expenses or to discharge the liabilities (as the case may be) and keep such Exco official fully indemnified, provided that such expenses and liabilities were not incurred solely as a result of wilful misconduct on the part of the Exco official concerned.

### **AMENDMENT**

71. No part of this Constitution shall be amended except resolved at a BGM or at an EGM.

### **DISSOLUTION OF THE ASSOCIATION**

72. Upon an EGM 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 be dissolved only if not less than two-thirds of all the Members vote for the dissolution. On the withdrawal of all the Members, the Association shall be dissolved automatically.

73. The assets of the Association upon dissolution shall be disposed of by the Exco in a way which it decides appropriate. 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 the School. The Treasurer shall prepare a statement of account on the issue of disposal and post the same at the Official Website for a period of not less than 30 days.

## **Schedule 1**

### **Sing Yin Alumni Association ("the Association") Rules for Election of Alumni Manager ("the Election")**

Unless the context requires otherwise, words and expressions used in these Rules shall have the same meaning ascribed to them in the constitution of the Association ("the Constitution")

#### **1 Duties of Alumni Manager**

A person standing for the Election shall commit himself/herself to diligently and faithfully serving IMC in the interest and benefit of the IMC and the Members, should he or she be registered and serving as the Alumni Manager. Without limiting the generality, the Association regards the following as the duties of an Alumni Manager:

- 1.1 To abide by all the applicable rules and regulations under the Education Ordinance, the constitution of the IMC and the Constitution;
- 1.2 To diligently participate in IMC meetings and activities;
- 1.3 To promptly share his knowledge gleaned by virtue of his office as the Alumni Manager with the Exco in relation to matters (i) of interest to the Members and (ii) not classified or treated as confidential by IMC;
- 1.4 To attend the Exco meetings on request by the Chairman or the General Secretary of the Association and to advise and listen to any request by the Exco officials regarding issues affecting the interest of the Members; and
- 1.5 To promptly share any comments or concern with IMC regarding matters raised by the Exco within the scope of its function under the Constitution.

#### **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 shall be held by the Association in accordance with these rules under the Constitution of the Association based on the principle that it shall be conducted in a fair and transparent manner.

#### **3 Qualification of Candidate**

- 3.1 Subject to Article 64 of the Constitution and any guidance issued by the Education Bureau, any Member shall be qualified to be a candidate of Alumni Manager.
- 3.2 Without limiting the generality of Rule 3.1 above, a person is not eligible as a candidate for the Election if he/she:

- (1) is standing or intending to stand as a candidate for election as a parent manager (as defined in Section 40AB of the Education Ordinance);
- (2) is a serving staff of the School;
- (3) is not a resident in Hong Kong for at least 9 months in each year;
- (4) is a bankrupt within the meaning of the Bankruptcy Ordinance, Chapter 6, or has entered into a voluntary arrangement under that Ordinance;
- (5) has previously been convicted in Hong Kong or elsewhere of a criminal offence punishable with imprisonment;
- (6) has been registered as a manager (as defined in Section 3 of the Education Ordinance) of 5 or more schools; or
- (7) refuses to declare that he/she is not ineligible as a candidate by virtue of any of the above sub-Rules (1) to (6).

3.3 Failure to comply with Rule 3.2 shall render a person's candidature and if he/she is elected, the result of the 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 IMC.

4.3 No alternate Alumni Manager is elected. In the event that the Alumni Manager ceases to hold office, another Election shall be held and the Alumni Manager then elected 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 shall for the purpose of an Election appoint a Returning Officer, who shall be an Exco official and shall not be a candidate for the Election, 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 in accordance with the following provisions in these Rules.

#### **6 Nomination**

6.1 The Returning Officer shall issue a notice of the Election at least 7 weeks before the date of voting for the Election ("Election Day") to all the Members by posting it on the Official Website. The notice shall specify the date of the commencement ("the Commencement Date") for accepting nomination of candidates (which should be 1 week after the notice is given) and the date of closing for nomination (being 2 weeks after the Commencement Date), method of nomination, date of voting ("Election Day"), counting of votes and announcement of results.

- 6.2 Each Member shall make no more than one nomination, but may nominate himself or herself as a candidate. Nomination should be given in writing containing the full names, graduation year, and contact details of the nominator and the candidate being nominated. 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 IMC determine to re-launch the nomination at such later date as the Exco may decide or formally inform IMC that no person is nominated by the Association for IMC to consider directly nominating a person as the Alumni Manager according to Section 40AP(5) of the Education Ordinance.

## **7 Particulars of Candidate**

- 7.1 Within 3 weeks from the Commencement Date, each candidate shall provide the Returning Officer by email or other modes of communication as the Returning Officer may approve with a copy of candidate profile signed by him/her containing his or her personal particulars relevant to the Election (“Candidate Profile”) together with a copy of the signed declaration of eligibility containing the matters set out in Rules 3.2 above. The original signed Candidate Profile and the signed declaration shall be deposited at or mailed to the registered address of the Association for the attention of the Returning Officer to reach the Association within 4 weeks from the Commencement Date. If no copy of the signed declaration of eligibility is received by the Returning Officer in accordance with this Rule 7.1, the candidate shall be conclusively deemed to have abandoned to stand for the candidature for the Election.
- 7.2 A candidate shall be solely responsible for all the statements and information contained in his/her Candidate Profile and all such statements and information must be true and accurate and shall not be misleading, irrelevant to the Election or defamatory. The Returning Officer may but is not obliged to verify or approve the contents of the Candidate Profile. In the event the Returning Officer rejects any part(s) of the statements or particulars contained in the Candidate Profile and the candidate refuses to revise the Candidate Profile to the satisfaction of the Returning Officer within 4 weeks from the Commencement Date, the Returning Officer shall refer the matter to the Exco for decision. Within 5 days thereafter, the Exco shall hold an Exco meeting with a right of presence for that candidate to make representation and shall make a ruling on whether any part(s) of the Candidate Profile shall be rejected on the ground of being untrue, inaccurate, misleading, irrelevant and/or defamatory and how the rejected part shall be deleted or omitted. Such a ruling shall be final.
- 7.3 The Returning Officer shall post all the Candidate Profiles at the same time 5 weeks after the Commencement Date on the Official Website. On request by all candidates, the Returning Officer may organise a briefing session to take place no later than 7 days before the Election Day (as defined in Rule 6.1) for the candidates to introduce themselves to the Members.

## **8 Qualification of Voter and Proxy**

- 8.1 All Members shall have the voting right in the Election and only one vote shall be allowed for each Election.
- 8.2 Any Member unable to attend the Election may appoint his/ her proxy, who must be a Member, to attend and vote in that Election. The instrument appointing a proxy shall be in such designated proxy form as adopted by the Returning Officer from time to time based on the template as shown in **Schedule 3** to this Constitution. For avoidance of doubt, the Returning Officer shall have the right to cause such necessary revision or modification of the proxy form provided that the revised or modified proxy form applicable to that Election shall be posted on the Official Website no later than the notice for the Election being given.
- 8.3 Each proxy appointee shall not represent more than 5 appointors for the same Election. In the event of having more than 5 proxy forms referring to the same appointee, the Returning Officer shall have the unfettered discretion, whether on a random basis or in the order of receipt, to treat only five of them as being valid and declare the rest as being invalid.
- 8.4 The instrument of proxy shall not be treated valid unless:
- (1) it adopts the designated proxy form containing all the mandatory information and declaration as required;
  - (2) it bears the original signatures signed in writing under the hands of the appointor and the appointee;
  - (3) the information contained in the proxy form is all true, complete and accurate;
  - (4) either (i) it is deposited at the registered address of the Association at least 48 hours before the time appointed for the Election or (ii) a copy of it, (with or without the appointee's signature) is sent by post to the registered address of the Association or by email to the email address of the Association as provided in the Official Website to reach the Association not less than 48 hours before the time appointed for the Election AND the original instrument that complies with sub-Rule (2) above is given by hand by the appointee before he/she casts the proxy vote.

## **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 If there are more than two candidates, voting shall take place by way of preferential voting to be conducted in the manner as the Returning Officer shall decide. The decision shall be final and conclusive provided that the decided manner should be



explained in writing to be posted on the Official Website not less than 7 days before the Election Day. Counting of votes shall be arranged by the Returning Officer and all Members, the Chairman, Exco officials, the candidates, and such persons including the Principal or an Assistant Principal of the School as the Returning Officer may invite, should be allowed to witness the counting openly.

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 in respect of the entire ballot paper:

- (i) the number of candidates voted for exceeds the permitted number of vote; or
- (ii) the indication of vote is unclear or inappropriately placed; or
- (iii) the ballot paper contains trace or marking capable of identifying the voter.

9.5 The candidate having the largest number of valid votes and in the case of preferential voting, the eventually most preferred candidate shall be the Alumni Manager for the forthcoming term of that office according to the constitution of the IMC, subject to the completion of the necessary procedures stipulated under the IMC 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 posted on the Official 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 counting of the votes under Rule 9.4 is completed.

9.10 The Exco shall then form an appeal panel with a membership in odd number, comprising any two or more of the Honorary Advisers and Honorary School Representative, two or more Exco officials and at least two Members who witnessed counting of 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.

## **10 Vacancy of Alumni Manager**

10.1 A by-election shall be held within three months by the Association should there be any vacancy and such an election shall follow the above provisions in these Rules.

## **11 Request for Cancellation of Registration of the Alumni Manager**

11.1 If the Exco is of the view that an Alumni Manager is not suitable to continue to hold

the office as the Alumni Manager, the Chairman may convene an EGM for resolving whether a request should be made to the IMC under Section 40AX of the Education Ordinance for cancellation of the registration of that Alumni Manager. If in the Exco's view it is desirable to make nomination for a replacing Alumni Manager at the same time when the said request should be made, the EGM may be held in conjunction with the Election for nominating an Alumni Manager to act in place of the serving Alumni Manager.

**Schedule 2**  
**PROXY FOR THE GENERAL MEETING OF**  
**SING YIN ALUMNI ASSOCIATION**  
**(“the Association”)**  
**HELD ON \_\_\_\_\_ (DATE)**  
**AT \_\_\_\_\_ (VENUE)**

I, the APPOINTOR, being a Member of the Association, with particulars contained below in this column, hereby appoint the APPOINTEE with particulars contained in the right column to be my general proxy in all matters to be resolved in the above mentioned General Meeting and that I Declare and Confirm:-

- (1) that my particulars contained below in this column are true and accurate; and
- (2) that I have read and understood the Important Notice contained in this Proxy Form; and
- (3) that I shall not appoint more than one person to be my proxy at the meeting; and
- (4) that I authorise the Executive Officials of the Association to obtain such of my personal data kept by Sing Yin Secondary School (“the School”) as may be necessary for the purpose of verifying my particulars provided below.

**Particulars of the APPOINTOR (委任人)**

Full Name:  
 (in English) \_\_\_\_\_  
 (in Chinese) \_\_\_\_\_  
 If the name has since graduation been changed, please provide the former name here: \_\_\_\_\_  
 HKID Number  
 (first 4 digits only): -  
 Telephone Number: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

Completing Form 5/6/7/ \_\_\_\_\_  
 in the Graduation Year : \_\_\_\_\_

**Signed:**

\_\_\_\_\_  
**APPOINTOR(委任人)**

**Dated:**

I, the APPOINTEE, being a Member of the Association, with particulars contained below in this column, hereby accept the appointment by the APPOINTOR with particulars contained in the left column to be his/her general proxy as stated in this Proxy Form and that I Declare and Confirm:-

- (1) that my particulars contained below in this column are true and accurate; and
- (2) that I have read and understood the Important Notice contained in this Proxy Form; and
- (3) I shall not act as a proxy at the meeting for more than five persons; and
- (4) that I authorise the Executive Officials of the Association to obtain such of my personal data kept by Sing Yin Secondary School (“the School”) as may be necessary for the sole purpose of verifying my particulars provided below.

**Particulars of the APPOINTEE (獲委任者)**

Full Name:  
 (in English) \_\_\_\_\_  
 (in Chinese) \_\_\_\_\_  
 If the name has since graduation been changed, please provide the former name here: \_\_\_\_\_  
 HKID Number  
 (first 4 digits only): -  
 Telephone Number: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

Completing Form 5/6/7/ \_\_\_\_\_  
 in the Graduation Year : \_\_\_\_\_

**Signed:**

\_\_\_\_\_  
**APPOINTEE (獲委任者)**

**Dated:**

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## IMPORTANT NOTICE

1. Each proxy appointee shall not represent more than 5 appointors at the same meeting. In the event of having more than 5 proxy forms referring to the same appointee, the Executive Committee of the Association shall have the unfettered discretion, whether on a random basis or in the order of receipt, to treat only five of them as being valid and declare the rest as being invalid.
2. A person can only appoint ONE Member of the Association to be his/her proxy at the meeting. In the event of having more than one proxy form referring to the same appointor, the Executive Committee of the Association shall have the unfettered discretion, whether on a random basis or in the order of receipt, to treat only one of them as being valid and declare the rest as being invalid. A Proxy Form accepted as valid shall have the effect of depriving the appointor as named therein of having any right of voting by himself/herself at the meeting unless he/she shall have cancelled the Proxy Form in the manner provided in paragraph 3 below
3. This Proxy Form may only be cancelled by the appointor's signing and marking "cancelled" under his/her hand on the original Proxy Form before the appointed time for the meeting or before the appointee named in the Proxy Form shall have cast any proxy vote for him/her, whichever is the earlier.
4. This Proxy Form shall not be treated valid unless:
  - (1) it adopts the designated proxy form containing all the mandatory information and declaration as required;
  - (2) it bears the original signatures signed in writing under the hands of the appointor and the appointee;
  - (3) the information contained in the proxy form is all true, complete and accurate;
  - (4) either (i) it is deposited at the registered address of the Association at least 48 hours before the time appointed for the meeting or (ii) a copy of it, (with or without the appointee's signature) is sent by post to the registered address of the Association or by email to the email address of the Association as provided in the Official Website to reach the Association not less than 48 hours before the time appointed for the meeting AND the original instrument that complies with sub-Rule (2) above is given by hand by the appointee before he/she attends the meeting.
5. This Proxy Form will be destroyed in three months after conclusion of the meeting, unless there shall have been any dispute unresolved relating to its validity.

**Schedule 3**  
**PROXY FOR ELECTION OF ALUMNI MANAGER**  
**for Nomination to the Incorporated Management Committee of**  
**SING YIN SECONDARY SCHOOL**  
**by SING YIN ALUMNI ASSOCIATION**  
**(“the Association”)**  
**HELD ON \_\_\_\_\_ (DATE)**  
**AT \_\_\_\_\_ (VENUE)**

I, the APPOINTOR, being a Member of the Association, with particulars contained below in this column, hereby appoint the APPOINTEE with particulars contained in the right column to be my general proxy in the above mentioned Election and that I Declare and Confirm:-

- (1) that my particulars contained below in this column are true and accurate; and
- (2) that I have read and understood the Important Notice contained in this Proxy Form; and
- (3) that I shall not appoint more than one person to be my proxy in the Election; and
- (4) that I authorise the Executive Officials of the Association to obtain such of my personal data kept by Sing Yin Secondary School (“the School”) as may be necessary for the purpose of verifying my particulars provided below.

**Particulars of the APPOINTOR (委任人)**

Full Name:

(in English) \_\_\_\_\_

(in Chinese) \_\_\_\_\_

If the name has since graduation been changed, please provide the former name here: \_\_\_\_\_

HKID Number

(first 4 digits only): - (  )

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Completing Form 5/6/7/

in the Graduation Year : \_\_\_\_\_

**Signed:**

\_\_\_\_\_  
**APPOINTOR(委任人)**

**Dated:**

I, the APPOINTEE, being a Member of the Association, with particulars contained below in this column, hereby accept the appointment by the APPOINTOR with particulars contained in the left column to be his/her general proxy in the above mentioned Election and that I Declare and Confirm:-

- (1) that my particulars contained below in this column are true and accurate; and
- (2) that I have read and understood the Important Notice contained in this Proxy Form; and
- (3) I shall not act as a proxy in the Election for more than five persons; and
- (4) that I authorise the Executive Officials of the Association to obtain such of my personal data kept by Sing Yin Secondary School (“the School”) as may be necessary for the sole purpose of verifying my particulars provided below.

**Particulars of the APPOINTEE (獲委任者)**

Full Name:

(in English) \_\_\_\_\_

(in Chinese) \_\_\_\_\_

If the name has since graduation been changed, please provide the former name here: \_\_\_\_\_

HKID Number

(first 4 digits only): - (  )

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Completing Form 5/6/7/

in the Graduation Year : \_\_\_\_\_

**Signed:**

\_\_\_\_\_  
**APPOINTEE (獲委任者)**

**Dated:**

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## IMPORTANT NOTICE

1. Each proxy appointee shall not represent more than 5 appointors in the Election. In the event of having more than 5 proxy forms referring to the same appointee, the Executive Committee of the Association shall have the unfettered discretion, whether on a random basis or in the order of receipt, to treat only five of them as being valid and declare the rest as being invalid.
2. A person can only appoint ONE Member of the Association to be his/her proxy in the Election. In the event of having more than one proxy form referring to the same appointor, the Executive Committee of the Association shall have the unfettered discretion, whether on a random basis or in the order of receipt, to treat only one of them as being valid and declare the rest as being invalid. A Proxy Form accepted as valid shall have the effect of depriving the appointor as named therein of having any right of voting by himself/herself in the Election unless he/she shall have cancelled the Proxy Form in the manner provided in paragraph 3 below.
3. This Proxy Form may only be cancelled by the appointor's signing and marking "cancelled" under his/her hand on the original Proxy Form before the appointed time for the Election or before the appointee named in the Proxy Form shall have cast any proxy vote for him/her, whichever is the earlier.
4. This Proxy Form shall not be treated valid unless:
  - (1) it adopts the designated proxy form containing all the mandatory information and declaration as required;
  - (2) it bears the original signatures signed in writing under the hands of the appointor and the appointee;
  - (3) the information contained in the proxy form is all true, complete and accurate;
  - (4) either (i) it is deposited at the registered address of the Association at least 48 hours before the time appointed for the Election or (ii) a copy of it, (with or without the appointee's signature) is sent by post to the registered address of the Association or by email to the email address of the Association as provided in the Official Website to reach the Association not less than 48 hours before the time appointed for the Election AND the original instrument that complies with sub-Rule (2) above is given by hand by the appointee before he/she casts the proxy vote.
5. This Proxy Form will be destroyed in three months after conclusion of the Election, unless there shall have been any dispute unresolved relating to its validity.