

**THIS DOCUMENT IS IMPORTANT AND REQUIRES YOUR
IMMEDIATE ATTENTION**

**BISHOP HALL JUBILEE SCHOOL
ALUMNI LIMITED**

(何明華會督銀禧中學校友會有限公司)

**INVITATION
FOR
CANDIDATES
OF
THE ALUMNI MANAGER ELECTION**

11 September 2015

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DEFINITIONS

In this circular, the following expressions have the following meaning unless the context otherwise requires.

“Alumni Association”	Bishop Hall Jubilee School Alumni Limited (何明華會督銀禧中學校友會有限公司), a company incorporated in Hong Kong on 6 March 2000
“Alumni Manager”	a manager of the School who is nominated by the Alumni Association for registration as such under section 40AP of the Ordinance
“Alumni Manager Election”	an election conducted by the Alumni Association for the purpose of electing such person to be nominated by the Alumni Association for registration as Alumni Manager
“Articles of Association”	Articles of Association of the Alumni Association
“Executive Committee”	the Executive Committee of the Alumni Association
“Hong Kong”	the Hong Kong Special Administrative Region of the People’s Republic of China
“IMC”	incorporated management committee
“Ordinance”	the Education Ordinance (Cap. 279 of the Laws of Hong Kong)
“School”	Bishop Hall Jubilee School

LETTER FROM THE EXECUTIVE COMMITTEE

BISHOP HALL JUBILEE SCHOOL ALUMNI LIMITED

Executive Committee Members:

Mr Liong Kwan, Edward (*President*)
Ms Lin Shiun Wah, Agnes
Mr Liu Kin Wa, Michael
Ms Law Wai Yi
Mr Ip Pak Keung, Danny
Mr Shek Yuk Fung
Mr Au Lap Yin
Mr Chan Lai Kwok
Mr Fung Kwok Sing
Ms Ho Yuen Yi
Mr Lam Ho Ching
Ms Leung Ka Po
Mr Leung Wai Man
Ms Pak Kwan Sin, Anita
Mr Tang Wai Hung, Richard
Mr Wong Man Tai, James
Ms Wong Mee Mai, Emily
Mr Yip Kim Fung, Bill

Registered Office:

2C, Oxford Road,
Kowloon,
Hong Kong

11 September 2015

Dear Fellow Members,

INVITATION FOR CANDIDATES OF THE ALUMNI MANAGER ELECTION

Introduction

Reference is made to the Alumni Association's announcement of even date.

The purpose of this circular is to invite your enrolment as a candidate of the Alumni Manager Election and to provide you with information on such office.

The School's IMC

As stated in the above announcement, the IMC of the School has been duly incorporated.

Under the Ordinance, the School shall except for certain functions reserved to the Hong Kong Sheng Kung Hui, being sponsoring body of the School, be managed by the School's IMC. In particular, the School's IMC shall be responsible for

- (a) formulating education policies of the School in accordance with the vision and mission set by the Hong Kong Sheng Kung Hui;

LETTER FROM THE EXECUTIVE COMMITTEE

- (b) planning and managing financial and human resources available to the School;
- (c) accounting to the Permanent Secretary of Education and the Hong Kong Sheng Kung Hui for the performance of the School;
- (d) ensuring that the mission of the School is carried out;
- (e) ensuring that the education of the pupils of the School is promoted in a proper manner; and
- (f) school planning and self-improvement of the School.

Under its constitution, the School's IMC shall meet at least three times in each school year which runs from 1 September to 31 August in the following year and the affairs of the School's IMC shall be conducted in accordance with the Ordinance and its constitution.

- The constitution of the School's IMC provides that the School's IMC shall consist of
- (a) not more than 7 Sponsoring Body Managers (nominated by the Hong Kong Sheng Kung Hui);
 - (b) the principal of the School (Ex-Officio Manager);
 - (c) one Teacher Manager (elected among teachers of the School and nominated by the principal of the School);
 - (d) one Parent Manager (elected among parents of the School's current students and nominated by the "Recognised Parent Teacher Association");
 - (e) one Alumni Manager (elected among alumni of the School and nominated by the "Recognised Alumni Association"); and
 - (f) one Independent Manager (nominated by the School's IMC).

In addition to the above regular managers, each of the Hong Kong Sheng Kung Hui, the principal and the "Recognised Parent Teacher Association" may also nominate one person as alternate to their respective nominees.

[THE SPACE BELOW IS INTENTIONALLY LEFT BLANK]

LETTER FROM THE EXECUTIVE COMMITTEE

The holding of office of manager of the IMC of the School is subject to the manager designate's registration as such with (and indirectly approval of) the Education Bureau. As at the date of this circular, the following persons have been registered as the managers of the School's IMC:

Dr Lee Yui Bor	Sponsoring Body Manager
Rev Ross Eric Royden	Sponsoring Body Manager
Dr Wong Kwok Chun	Sponsoring Body Manager
Mr Tsik Chung Hong, Joseph	Sponsoring Body Manager
Rev Au-Yeung Siu Kei, Tony	Sponsoring Body Manager
Ms Wong Fung Ling, Jessica	Sponsoring Body Manager
Rev Chan Kwok Keung	Sponsoring Body Manager
Ms Wong Lee Lee	Principal (Ex-Officio Manager)
Dr Choi Chi Fung (Alternate: Mr Yau Kwok Wai)	Teacher Manager
Ms Leung Ka Po (Alternate: Ms Kwok Man Fung, Catherlina)	Parent Manager
Ms Li Kwok Kin, Clara	Independent Manager

The Ordinance offers certain protections to managers of the School's IMCs in that a manager shall not incur any civil liability in respect of anything done or omitted to be done by him in good faith in the performance or purported performance of any function of his office as the manager and no civil proceedings shall be brought against him for anything done or omitted to be done by or on behalf of the School's IMC unless he has not acted in good faith in relation to the thing or omission.

The Alumni Manager

Managers of the School's IMC including the Alumni Manager are required to in addition to participate in the discharge of the function of the School's IMC, promote communication and co-operation between the School's IMC and the body that nominated them (in the case of the Alumni Manager, the Alumni Association).

The Alumni Manager shall hold office for a term of two school years. For this purpose a school year means a period of 12 months running from 1 September to 31 August in the following calendar year. However, as stated in the section headed "The School's IMC" above, the holding of office of manager of the School's IMC is subject to registration with the Education Bureau which may fall on a day other than 1 September, in such event, the period from the date of his registration to the immediate following 31 August shall be deemed as a school year. It is anticipated that the registration of the Alumni Manager can be completed between the date of this circular and 31 August 2016 and as such, the term of office of the Alumni Manager is expected to commence from the date of his registration to 31 August 2017.

LETTER FROM THE EXECUTIVE COMMITTEE

A retiring Alumni Manager may be re-nominated by the Alumni Association, however, an Alumni Manager is prohibited by the constitution of the School's IMC from serving as such for more than two consecutive terms.

ATTENTION: ALUMNI MANAGERSHIP IS NOT A PAID OFFICE, THE CONSTITUTION OF THE SCHOOL'S IMC PRECLUDES IT TO PAY ANY REMUNERATION TO ANY MANAGER FOR HOLDING SUCH OFFICE NOR SAVE FOR THE PRINCIPAL, THE TEACHER MANAGER AND THE ALTERNATE TEACHER MANAGER TO APPOINT ANY MANAGER TO ANY PAID POSITION OF THE SCHOOL.

As stated in the section headed "The School's IMC" above, the Alumni Manager shall be nominated for registration by the "Recognised Alumni Association". The Alumni Association has been accredited by the School's sponsoring body as the School's "Recognised Alumni Association" and as such, is entitled to nominate for registration the Alumni Manager of the School.

The Alumni Association's nomination

The Alumni Association's nomination shall be based on the result of the Alumni Manager Election as set out below. As such, the Alumni Association shall refrain from making its nomination if no candidate is enrolled for the Alumni Manager Election. **THE IMC OF THE SCHOOL IS EMPOWERED BY THE ORDINANCE TO MAKE THE NOMINATION IN PLACE OF THE ALUMNI ASSOCIATION IF NO PERSON IS NOMINATED BY THE ALUMNI ASSOCIATION.**

The Alumni Manager Election

The Alumni Manager Election, which is expected to be conducted in October 2015 will be open to all Voting Members (as defined in the Articles of Association) of the Alumni Association and conducted in the manner stipulated in the Alumni Manager Election Rules issued by the Executive Committee on 18 April 2015 pursuant to Article 47(c) of the Articles of Association. The full text of the Alumni Manager Election Rules is set out in the Appendix to this circular.

Announcement on the detail arrangement on the Alumni Manager Election will be made by the Executive Committee in due course.

Eligibility of candidature

All members of the Alumni Association are eligible to be a candidate of the Alumni Manager Election except

- (a) one who is not a Voting Member of the Alumni Association;
- (b) the serving principal or a serving teacher of the School;

LETTER FROM THE EXECUTIVE COMMITTEE

- (c) a candidate for the Parent Manager Election conducting concurrently with the Alumni Manager Election;
- (d) one who does not meet with the registration requirement as set out in section 30 of the Ordinance; or
- (e) one who does not comply with the nomination procedures described in the section headed “Nomination of candidate” below.

Nomination of candidate

A prospective candidate of the Alumni Manager Election is required to be nominated by two Voting Members and he himself may be one of such nominators. Any Voting Member may nominate up to two prospective candidates. Both the nominators and the prospective candidate should subscribe to the nomination form downloaded from the Alumni Association’s web site at www.bhjsalumni.com. Completed nomination forms should be enclosed in envelop marked “Nomination for AME” and returned to the registered office of the Alumni Association, 2C Oxford Road, Kowloon, Hong Kong between 9 am, Tuesday, 29 September 2015 and 5 pm Monday, 12 October 2015.

Prospective candidates’ statements

If so desired, a prospective candidate may include in his completed nomination form a brief statement of his personal information and platform (in English or Chinese) not exceeding 500 words. The statements will be uploaded to the Alumni Association’s web site at www.bhjsalumni.com for the reference of members of the Alumni Association eligible to vote, the Alumni Association will take necessary precautions to ensure these information are not accessible at the Alumni Association’s web site by persons other than members of the Alumni Association.

Document available for inspection

A copy of the constitution of the School’s IMC has been uploaded to the Alumni Association’s web site at www.bhjsalumni.com.

Invitation

The implementation of school-based management provides greater autonomy and flexibility to schools in managing their operations and resources and planning for their development. In exchange, more transparency in their operation is required from schools. The establishment of IMCs with the participation of various stakeholders of the relevant school is a major step for achieving better governance and transparency in school management.

The Executive Committee believes it is the common wish of our fellow members to see ever improving management of the School which is directly beneficial to its students. Such improvement requires your assistance in serving as Alumni Manager. The Executive

LETTER FROM THE EXECUTIVE COMMITTEE

Committee appeals to you therefore, to enroll yourself as a candidate of the Alumni Manager Election.

Yours faithfully,
By Order of the Executive Committee
Liong Kwan, Edward
President

The full text of the Alumni Manager Election Rules is set out below.

BISHOP HALL JUBILEE SCHOOL ALUMNI LIMITED

ALUMNI MANAGER ELECTION RULES

Rules on the election of person(s) to be nominated by the Alumni Association as the Recognised Alumni Association of the School's IMC for registration as the Alumni Manager of the School who shall hold office for 2 School Years within the meaning of and in accordance with the Constitution of the IMC of the School (the "IMC Constitution") or for such other period(s) as the IMC Constitution may otherwise specify and/or define from time to time.

(issued by the Executive Committee pursuant to Article 47(c) of the Alumni Association's Articles of Association)

Title

1. These rules may be cited as the Alumni Manager Election Rules.

Effective Date

2. These rules shall be effective upon publishing same by uploading to the web site of the Alumni Association at www.bhjsalumni.com.

Interpretation

3. Unless otherwise defined, terms used herein shall have the same meanings as those defined in the Articles of Association of the Alumni Association.
4. In these rules,

“Alumni Manager Election”	means an election conducted by the Alumni Association for the purpose of electing such persons to be nominated by the Alumni Association for registration as Alumni Manager
“Ordinance”	means the Education Ordinance (Cap. 279 of the Laws of Hong Kong)
“Parent Manager Election”	means an election conducted by the parent-teacher association of the School for the purpose of electing such persons to be nominated by the parent-teacher association of the School for registration as parent manager pursuant to section 40AO of the Ordinance

Candidature

5. No person shall be eligible for candidature at the Alumni Manager Election
 - (a) if
 - (i) he is not a Voting Member of the Alumni Association;
 - (ii) he is the serving principal or a serving teacher of the School;
 - (iii) he is a candidate for the Parent Manager Election conducting concurrently with the Alumni Manager Election; or
 - (iv) he does not meet with the registration requirement as set out in section 30 of the Ordinance; or
 - (b) unless within the nomination period as set out in Rule 6, there shall have been left at the registered office of the Alumni Association nomination form in a form prescribed by the Executive Committee and signed by two Voting Members of their nomination of such person for election. For the avoidance of doubt, a Voting Member may nominate himself and may nominate up to two candidates for the Alumni Manager Election.

Nomination period

6. The Executive Committee shall announce the commencement and closing date of the nomination period (the latter shall fall on the 14th day after the nomination period commences) during which eligible candidates may lodge valid nomination forms in accordance with Rule 5.
7. If at the close of the nomination period, valid nomination is not received for any candidate, the nomination period shall be extended for 7 days and the Executive Committee shall within 2 days after the closing of the nomination period announce such extension.

Ballot election

8. If more nomination than the number of vacancies of Alumni Manager is received before the closing of the nomination period or the extended nomination period (as the case may be), the Alumni Manager Election shall be by secret ballot.
 - (a) Within 3 days after the closing of such nomination period or extended nomination period (as the case may be), the Executive Committee shall
 - (i) appoint the President, or where the President is a candidate, any Executive Committee member who is not himself a candidate, as Returning Officer;
 - (ii) notify each candidate of the conducting of the Alumni Manager Election.
 - (b) Within 14 days after the close of such nomination period or extended nomination period (as the case may be), the Executive Committee shall
 - (i) announce the conducting of the Alumni Manager Election and the electoral procedures; and

- (ii) publish in its web-site the candidates' statements of personal particulars as set out in the nomination form and a ballot paper to be downloaded and completed by the Alumni Association's Voting Members. The ballot paper shall contain the names of the candidates, in alphabetical order of surnames.
 - (c) A Voting Member shall be entitled to cast one vote in respect of each of the available vacancies.
- 9. *[repealed]*

Voting period

- 10. The Executive Committee shall announce the commencement and closing date of the voting period. The voting period shall commence not less than 14 days after the close of the nomination period or extended nomination period (as the case may be) and shall end on the 14th day after the commencement of the voting period.

Completed ballot papers

- 11. Completed ballot papers shall be returned to the registered office of the Alumni Association or to such other place within Hong Kong as is specified for that purpose in the ballot paper before the close of the voting period.
- 12. A ballot paper shall be invalid if
 - (a) it is torn or defaced to a material extent;
 - (b) it bears any writing or any mark other than tick marks against the names of the candidates;
 - (c) more votes are cast than the number of available vacancies;
 - (d) it is not enclosed in a plain sealed envelop stuck with a label downloaded from the Alumni Association's web-site; or
 - (e) the required information on the label referred to in the immediate preceding paragraph is incomplete.

The determination of the Returning Officer on the validity of a ballot paper shall be final and conclusive.

- 13. The Alumni Association shall not open any sealed envelop containing completed ballot paper but shall remove the label bearing the identification of the voter before passing such envelop to the auditor of the Alumni Association.

Counting of votes

- 14. The auditor of the Alumni Association shall open the sealed envelop and count the number of votes cast for each candidate and shall within 14 days from the close of voting period furnish to the Executive Committee a confidential report in writing on the number of votes so cast.
- 15. The Executive Committee shall meet to receive from the auditor of the Alumni Association the confidential report referred to in Rule 14 and to eliminate the

candidates receiving the lowest number of votes until the number of candidates left equals the number of available vacancies, and those candidates shall be deemed to have been elected.

16. If an equality of votes is found to exist between any candidates, and the addition of one vote would entitle any candidate to be declared elected, the result shall be decided
- (a) where any candidate has been eliminated pursuant to Rule 15, by repeating the voting pursuant to these Rules among the candidates with equal votes; and
 - (b) in any other cases, by casting lots in the presence of the candidates concerned and the Returning Officer.

Announcement of result

17. Upon receipt of the confidential report referred to in Rule 15 above, the Executive Committee shall forthwith announce the result of the Alumni Manager Election.

Appeal

18. The Executive Committee shall prior to the commencement of the nomination period, appoint not less than 5 Voting Members as members of the Adjudication Committee and shall announce such appointment no later than the announcement of the nomination period.
19. No person shall be appointed pursuant to Rule 18 if he
- (a) has not undertaken to the Alumni Association that he will not participate in the Alumni Manager Election, either as a candidate, nominator or voter; or
 - (b) is or has been at any time during the 12 months immediately preceding such appointment
 - (i) a member of the Executive Committee;
 - (ii) the principal or a staff (teaching or otherwise) of the School; or
 - (iii) a member of the executive committee or any similar managing structure of the parent-teacher association of the School.
20. A candidate who has been unsuccessful at the Alumni Manager Election may within 7 days from the date of announcement of result of the Alumni Manager Election, lodge a written request for an appeal with the Alumni Association. The written request must state the grounds of the appeal and the remedy sought. Upon receipt of the request, the Executive Committee shall refer such request to the Adjudication Committee.
21. The Adjudication Committee shall form a panel consisting of 3 members to consider and deal with the appeal with or without a hearing. In the event that there is a hearing of the appeal, the parties shall appear in person at the hearing and representation by legal or other professional shall not be allowed. The panel may dispose of the appeal by majority decision and its determination shall be final and conclusive.