

TAK OI SECONDARY SCHOOL ALUMNI ASSOCIATION
GUIDE TO IMPORTANT EVENTS

A. General Meeting
(referring to Chapter 4 of the Constitution of Tak Oi Secondary School Alumni Association)

1) General Guide of General Meeting

Annual General Meeting	Annual General Meeting shall be held annually
Extraordinary General Meeting	Extraordinary General Meeting may be held upon the request of a simple majority vote of the Executive Committee or in accordance with a written requisition submitted to the Executive Committee signed by not less than twenty (20) Members of the Association. Upon the receipt of a request mentioned above, the Chairperson shall cause the Extraordinary General Meeting to be held within 6 weeks
Notification period	Members of the Association shall be notified of the General Meeting at least 2 weeks in advance by post or by email
Quorum	Twenty (20) Members

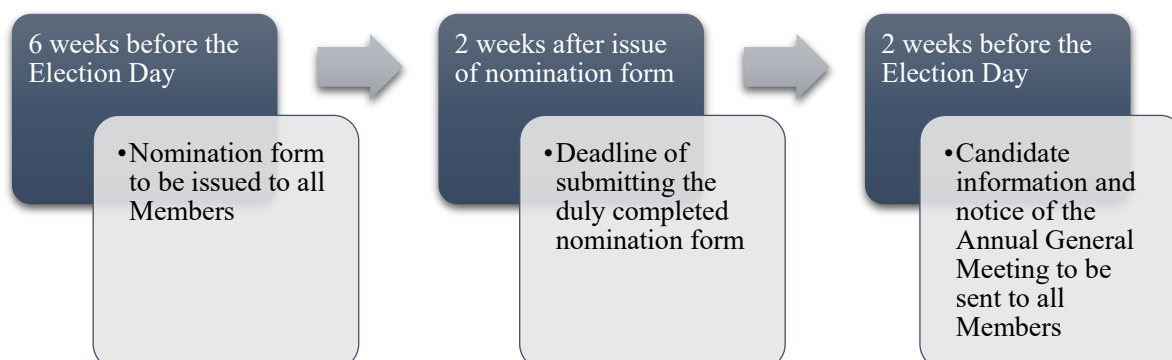
2) In the absence of a quorum

Timeline	The meeting shall be adjourned and be convened again within 6 weeks
Notification period	For this adjourned Meeting, Members of the Association shall be notified at least 1 week in advance in writing by post or by email
Quorum	Ten (10) Members

B. Election of Executive Committee
(referring to Chapter 5A of the Constitution of Tak Oi Secondary School Alumni Association)

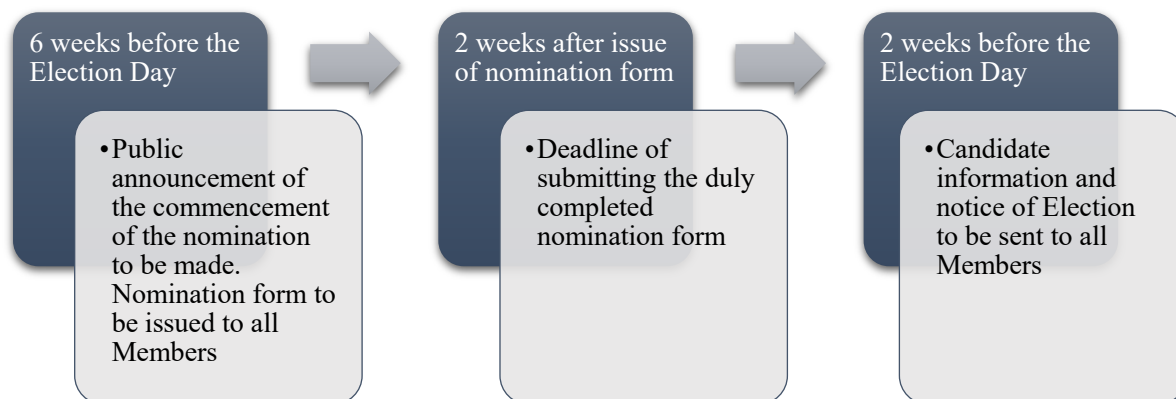
1) Primary elections of the Executive Committee Members shall be carried out **biennially** at the Annual General Meeting of every term

2) General timeline



C. Election of Alumni Manager
(referring to Chapter 5B of the Constitution of Tak Oi Secondary School Alumni Association)

- 1) The Alumni Manager shall be elected **biennially**. The date for the Election shall be decided and announced by the Executive Committee
- 2) General timeline



- 3) Summary of relevant provisions of the Education Ordinance
(Extracted from “Guide for Alumni Manager Elections” version 11.2015 issued by EDB)

The “Content” as listed in the following table is a summary of the relevant provisions of the Education Ordinance and is for reference purpose. Please refer to the Education Ordinance if a specific provision is to be quoted.

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

Education Ordinance	Content
40AP	<ul style="list-style-type: none"> • If the school is a bi-sessional school, the IMC or sponsoring body (as may be provided for in the constitution of the IMC) may recognise a body of persons as recognised alumni association for each session separately. • The IMC or sponsoring body may recognise one body of persons as recognised alumni association. The body of persons shall be recognised only when its constitution specifies the following items - <ul style="list-style-type: none"> (i) its membership is open to all alumni of the school; (ii) only the alumni of the school may elect or become office bearers of the body; and (iii) the system of election is fair and transparent. • A recognised alumni association may nominate such number of persons for registration as alumni manager of the school as may be provided for in the constitution of the IMC of the school. • If no person is nominated, the IMC may nominate such number of persons for registration as alumni manager as may be provided for in its constitution • A candidate must be an alumnus of the school. • A candidate must not be a teacher of the school.
40AU	<ul style="list-style-type: none"> • If the recognized alumni association has conducted an election but still cannot make nomination of alumni manager, the IMC may, as an alternate option, apply on good grounds to the Permanent Secretary for the extension of the period for filling the vacancy. • The person who fills the vacancy of alumni manager shall be nominated for registration as a manager in the same manner as the manager who ceased to hold the office concerned.
40AX	<ul style="list-style-type: none"> • On the ground that a manager is not suitable to continue to hold office, the recognised alumni association of a school may pass a resolution, in a manner which is similar to the manner in which the manager concerned is elected, and make a written request to the IMC to cancel the registration of the manager. The IMC shall, upon receiving the request, issue a notice in writing to the Permanent Secretary as regards the cancellation of the registration of the alumni manager.