

CONSTITUTION
OF
HENNESSY ROAD GOVERNMENT PRIMARY SCHOOL ALUMNI ASSOCIATION
(軒尼詩道官立小學舊生會)

**(Amended as per the Resolution duly passed in the Annual General Meeting held on
the 19th day of October 2024)**

DEFINITIONS

1. In the following Rules of the Constitution, except where the context otherwise requires: -
- | | |
|-------------------------|--|
| “AGM” | means general meeting held annually by the Association under Rule 18. |
| “Alumni” | means past students whose studied at or graduated from HRGPS, HRGPS (CWB), HRGP(A.M.)S or HRGP(P.M.)S. |
| “Alumni Member” | means an Alumni Member of SMC of HRGPS or HRGPS (CWB). |
| “Alumni Representative” | means a representative elected and nominated by the Association for appointment by Permanent Secretary as Alumni Member. |
| “Association” | means the association registered as “Hennessy Road Government Primary School Alumni Association (軒尼詩道官立小學舊生會)”. |
| “Constitution” | means this Constitution of the Association. |
| “EGM” | means a general meeting of the Association other than AGM held under Rules 19 and 20. |
| “Executive Committee” | means the Executive Committee for the time being of the |

	Association.
“Executive Committee Member”	means a member of the Executive Committee as defined under Rule 39.
“General Meeting”	means the AGM or any EGM.
“President”	means the person for the time being holding the office of President of the Executive Committee.
“HRGPS”	means the Hennessy Road Government Primary School, the successor of HRGP(A.M.)S.
“HRGPS(CWB)”	means the Hennessy Road Government Primary School (Causeway Bay), the successor of HRGP(P.M.)S.
“HRGP(A.M.)S”	means the Hennessy Road Government Primary (A.M.) School, the predecessor of HRGPS.
“HRGP(P.M.)S”	means the Hennessy Road Government Primary (P.M.) School, the predecessor of HRGPS (CWB).
“Honorary Life Member” or “Honorary Life Membership”	means a person who is admitted to honorary life membership for the time being of the Association as provided for in Rule 10.
“Honorary Member” or “Honorary Membership”	means a person who is admitted to honorary membership for the time being of the Association as provided for in Rule 9.
“Life Member” or “Life Membership”	means a person who is admitted to life membership for the time being of the Association as provided for in Rule 8.
“Member”	means a Life Member, a Student Member, an Honorary Member or an Honorary Life Member of the Association whose name appears on the Register for the time being.
“Office”	means the address for the time being of the Association.
“Permanent Secretary”	means the Permanent Secretary for Education of Hong Kong Special Administration Region.
“Register”	means the register of Members of the Association.
“Schools”	mean HRGPS and HRGPS(CWB), where the context

allows or requires, shall include HRGP(A.M.)S and HRGP(P.M.)S.

“SMC”	means School Management Committee.
“Student Member” or “Student Membership”	means a person who is admitted to student membership for the time being of the Association who name appears in the Register as of the date of passing of the resolution to amend this Constitution first above written
“Virtual Meeting Technology”	means a technology that allows a person to listen, speak and vote at a meeting without being physically present at the meeting.
“Voting Member”	means a Life Member or Honorary Life Member who has reached EIGHTEEN (18) years of age.

References herein to Rules are to Rules of the Constitution.

Words importing the singular shall include the plural and vice versa.

Words importing the masculine the feminine and the neuter gender shall include the others of them.

Rule headings are indicative only and are to be ignored for the purposes of interpretation.

NAME

2. The name of the association is “HENNESSY ROAD GOVERNMENT PRIMARY SCHOOL ALUMNI ASSOCIATION (軒尼詩道官立小學舊生會)”.

ADDRESS

3. The address of the Association is No.169 Thomson Road, Wanchai, Hong Kong.

OBJECTS

4. The objects for which the Association is established are: -
- (a) To foster, promote and further friendship, relationship, fellowship and better understanding amongst the past, present and future students and their parents, graduates and teaching and administrative staffs of the Schools.
 - (b) To enhance, assist and participate in such activities as may be held by the Schools in the furtherance of their goals.
 - (c) To promote the advancement of education by such means as the Association may think fit and in particular by the provision of scholarships, subsidies and other allowances for any students of the Schools.
 - (d) To advance the spirits of the Schools and to provide services to the Schools generally to enhance the above objects.
 - (e) To promote, execute, carry out or engage in cultural, educational, scientific and social welfare activities and charitable work.
 - (f) To raise money by subscription or other lawful means for any of the purposes herein provided.
 - (g) To accept gifts, donations and endowments for all or any of the purposes herein provided and to support establishments and institutions for any of the purposes herein provided.
 - (h) To pay out of the funds of the Association all expenses which the Association may lawfully pay with respect to the formation and registration of the Association.
 - (i) To open and operate banking account or accounts with bank or banks for the purposes of the Association for such purposes, to make, give, accept, indorse, transfer, discount and negotiate bills of exchange, promissory notes, cheques or other similar instruments.
 - (j) To establish branches, agencies and/or local board in any place in Hong Kong and elsewhere abroad as the Association may from time to time think fit and the same to regulate, direct and discontinue, dispose of, or otherwise deal with as may seem expedient.
 - (k) To do all or any of the above things and as principals, agents, trustees or otherwise, and by or through trustees, agents or otherwise and either alone or in conjunction with other

or others.

- (l) To organize activities and to participate in other activities which may seem to the Association capable of being conveniently carried on in connection with any of the above specified objects or calculated directly or indirectly to enhance the respect of the Association.
- (m) To do all such lawful things as are incidental or conducive to the attainment of the above objects.

MEMBERSHIP

- 5. Such persons as the Executive Committee shall admit to membership in accordance with the Rules herein contained shall be Members of the Association.

- 6. The Association shall consist of the following categories of membership: -
 - (a) Life Membership;
 - (b) Honorary Membership; and
 - (c) Honorary Life Membership.

- 7.
 - (a) Application for Life Membership shall be made on the prescribed application form together with documents establishing the eligibility of the applicant to the satisfaction of the Executive Committee.
 - (b) The Executive Committee shall have the absolute discretion to refuse any application for membership without being obliged to provide any reason or explanation.
 - (c) The Honorary Secretary, or such other person authorized by him, shall notify the applicant that his name has been entered in the Register if the application is approved by the Executive Committee. If the application is rejected, the applicant shall also be notified.
 - (d) Honorary Membership shall be admitted in accordance with Rule 9 hereof.
 - (e) Honorary Life Membership shall be conferred in accordance with Rule 10(a) hereof.
 - (f) Unless otherwise specified under Rules 16 and 17, Life Membership and Honorary Membership shall last for life.

Life Membership

8. (a) All Alumni are eligible to be a Life Member.
- (b) Upon approval of the Executive Committee and payment of the requisite membership fee, such applicant shall become a Life Member.
- (c) Notwithstanding anything to the contrary contained herein, all Student Members shall automatically become Life Members without payment of any conversion fee on the date of passing of the resolution approving the amendment of this Constitution first above written.
- (d) For the purpose of Rule 8(c) above, the term "Student Member" shall include any Alumni whose name appears in the Register in other categories other than Student Member, Life Member and Honorary Member, regardless of the different names they are called.

Honorary Membership

9. Executive Committee shall have the power to invite and to admit any alumnus of the Schools or any person who, in the opinion of the Executive Committee, has rendered good service to the Association or the Schools to become a Honorary Member.

Honorary Life Membership

10. (a) Honorary Life Membership shall be conferred upon any Life Member for his meritorious service and contribution to the Association on his being approved as such in a General Meeting upon recommendation by the Executive Committee.
- (b) An Honorary Life Member shall cease to be a Life Member upon the conferment of the Honorary Life Membership.

Rights and Obligations of Members

11. Members shall enjoy all privileges of the Association but only Voting Members shall have the right to vote at General Meetings, and to elect and/or be elected as Executive Committee Member or Alumni Representative.
12. Members shall have the following obligations: -
 - (a) to observe the Rules of this Constitution;
 - (b) to contribute towards fulfilling the aims and objectives of the Association;
 - (c) to abide by the decisions of the Executive Committee and the resolutions passed at any General Meeting; and
 - (d) to observe the ethical conduct prescribed at Annex C: “Ethical Conduct Required in the Alumni Representative and Executive Committee Election” in the elections conducted by the Association.

Membership Fees

13.
 - (a) The Executive Committee shall stipulate the amount and manner of payment of the membership fees payable by Members from time to time.
 - (b) Notwithstanding any provision herein, the Executive Committee shall have the power to waive such fee in whole or in part payable by any Member.
 - (c) All Membership Fees once paid shall not be refundable unless the application for membership is rejected by the Executive Committee.
 - (d) Honorary Member and Honorary Life Member shall not be required to pay any membership fee.

Ceasing to be a Member

14. A Member shall automatically cease to be such upon his death.
15. Any Member may withdraw from the Association by giving one month’s notice in writing to the Honorary Secretary of his intention so to do. Upon the expiration of the notice he shall

cease to be a Member and his name shall be removed from the Register.

16. (a) If any Member violates this Constitution, or if his opinion or conduct shall in the opinion of the Executive Committee be injurious to the interest or character of the Association, or in contradiction or disagreement with the opinion or policy of the Association, or has brought the Association or the Schools into disrepute by reason of his misconduct, the Executive Committee shall invite the Member concerned to give a written explanation to the Executive Committee within TWO (2) weeks or to appear before a meeting of the Executive Committee convened to consider his case.
- (b) If the Executive Committee is not satisfied with the explanation offered by the Member concerned or no explanation was given within the prescribed time limit, the Executive Committee may by resolution suspend his membership for such period of time as the Executive Committee deems expedient, or by resolution call upon the Member concerned to resign from the Association, and should he not do so within TWO (2) weeks, his name shall be removed from the Register and he shall thereupon cease to be a Member PROVIDED THAT the resolution calling upon him to resign must be supported by at least a TWO-THIRDS (2/3) of the Executive Committee Members.
- (c) An Executive Committee Member shall not act at any meeting of the Executive Committee to consider any case under Rule 16 (a) and (b) above of which he is the member subject to consideration.

GENERAL MEETINGS

17. The General Meeting shall be the highest authority of the Association.
18. The Association shall in each year hold a general meeting as its AGM in addition to any other meetings in that year and shall specify the meeting as such in the notice calling it.
19. The Executive Committee may, whenever they think fit, convene an EGM at such time and place as the Executive Committee shall appoint.

20. An EGM shall also be convened upon a requisition made in writing by not less than THIRTY (30) Voting Members. In the case of the EGM convened upon such requisition, the following provisions shall be observed: -
- (a) The requisition shall state the objects of the meeting and must be signed by the requisitionists and delivered to the Honorary Secretary at least FOURTEEN (14) days prior to the proposed date of the EGM, and may consist of several documents in like form each signed by one or more requisitionists.
 - (b) In the event that the Executive Committee fails to convene the EGM within FOURTEEN (14) days after delivery of such requisition, the requisitionists, or a majority of them, may convene the meeting themselves.
 - (c) Any EGM convened by the requisitionists as aforesaid shall be convened in the same manner as if the same were convened by the Executive Committee.
 - (d) Discussions held and resolutions passed at the EGM shall be confined to only those objects listed in the requisition.

Notice of Meeting

21. (a) A General Meeting must be called by notice of at least SEVEN (7) days in writing published on the official website of the Association.
- (b) The notice must: -
- (i) specify the date and time of the meeting;
 - (ii) specify the physical venue of the meeting and/or the Virtual Meeting Technology to be used for holding the meeting;
 - (iii) state the nature of the business to be transacted at the meeting; and
 - (iv) for a notice calling an Annual General Meeting, state that the meeting is an annual general meeting.

PROVIDED THAT the non-receipt by any Member of such notice, shall not invalidate the proceedings at any general meeting.

Quorum

22. No business shall be transacted at any meeting unless a quorum is present and such quorum shall consist of not less than TEN (10) Voting Members. Any Member who attends a General Meeting by using the virtual meeting technology specified in the notice of the meeting is to be regarded as being present while so attending.
23. If a quorum is not present within THIRTY (30) minutes after the time appointed for the meeting, the meeting if convened upon such requisition as aforesaid, shall be dissolved. In any other case the meeting shall stand adjourned to the same day in the following week at the same time and place, and if at the adjourned meeting a quorum is not present within FIFTEEN (15) minutes after the time appointed for the meeting, the Voting Members present shall form a quorum.

Chairman of Meeting

24. The President or in his absence, either one of the TWO (2) Vice-Presidents, shall preside as the chairman at every general meeting. If at any meeting, the President or in his absence, the TWO (2) Vice-Presidents are not present within FIFTEEN (15) minutes after the time appointed for the meeting, ONE (1) of the Executive Committee Members present shall preside, or if no Executive Committee Member is present or is willing to take the chair, the Voting Members present shall choose ONE (1) of them to be the chairman.

Business to be Transacted

25. In the case of any meeting at which business other than routine business is to be transacted, the notice shall specify the general nature of such business and the purposes of the meeting.
26. For the purposes of Rule 25, routine business shall mean and include only business transacted at an AGM as follows: -
 - (a) receiving and/or adopting the accounts, the reports of the Executive Committee and the Honorary Auditor and other documents required to be attached or annexed to the

accounts; and

(b) appointing the Honorary Auditor and the Honorary Legal Adviser.

27. Subject to Rule 26, no resolution passed at any Meeting shall have effect unless the same was set forth in the notice given in accordance with Rule 21 or is ancillary or incidental to a resolution or other matter so set forth.

Adjournment

28. The chairman may if considered appropriate (and shall if so directed by the meeting) adjourn the meeting from time to time (or sine die) and from place to place PROVIDED THAT no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting previously adjourned.

29. Where a meeting is adjourned sine die, the date, time and place for the adjourned meeting shall be fixed by the Executive Committee and not less than SEVEN (7) days' notice in writing of the adjourned meeting shall be given to all Members in like manner as in the case of the original meeting.

30. When a meeting is adjourned for TEN (10) days or more, not less than SEVEN (7) days' notice in writing of the adjourned meeting shall be given to all Members in like manner as in the case of the original meeting.

31. Save as aforesaid, it shall not be necessary to give any notice of an adjourned meeting or of the business to be transacted at an adjourned meeting.

Resolution and Voting

32. At any meeting every resolution put to vote, unless otherwise directed by the chairman of the meeting to be done in such manner as the chairman may deem fit, shall be decided on a show of hands.

33. Each Voting Member has ONE (1) vote. Unless otherwise provided for in this Constitution, questions arising at any meeting shall be decided by a majority of votes. In the case of an equality of votes, the chairman of the meeting shall be entitled to a second or casting vote.
34. At any General Meeting a resolution put to the vote of the meeting shall be decided on a show of hands, unless a poll is (before the declaration of the result of the show of hands) demanded by at least FIVE (5) Voting Members personally present, and unless a poll is so demanded, a declaration by the chairman of the meeting that a resolution has, on a show of hands, been carried or carried unanimously, or by a particular majority, or lost, shall be conclusive of the fact without proof of the number or proportion of the votes recorded in favour of, or against, that resolution.
35. If a poll is demanded, it shall be taken in such manner as the chairman of the meeting directs, and the result of the poll shall be treated as the resolution of the meeting at which the poll was demanded.

EXECUTIVE COMMITTEE

36. When the General Meeting is in recess, the business of the Association shall be managed by the Executive Committee with the advice of the TWO (2) Honorary Advisers.
37. The Executive Committee is the chief administrative body of the Association who is responsible for the conduct of daily matters and administrative work. It represents all Members in its communication and dealings with external parties.

Composition and Term of Office

38. The Executive Committee shall consist of: -
 - (a) THREE (3) ex-officio members: -
 - (i) ONE (1) teacher coordinator nominated by the principal of HRGPS from time to time;

- (ii) ONE (1) teacher coordinator nominated by the principal of HRGPS (CWB) from time to time; and
 - (iii) immediate past President of the Executive Committee PROVIDED THAT he is not a current Executive Committee Member.
 - (b) FIVE (5) office bearers, who are also members: -
 - (i) ONE (1) President;
 - (ii) ONE (1) Vice-President (HRGPS), who shall be an Alumnus of HRGPS or HRGP(A.M.)S;
 - (iii) ONE (1) Vice-President (HRGPS(CWB)), who shall be an Alumnus of HRGPS(CWB) or HRGP(P.M.)S;
 - (iv) ONE (1) Honorary Secretary; and
 - (v) ONE (1) Honorary Treasurer.
 - (c) not less than FOUR (4) members-at-large.
39. Subject to Rule 38(c), the number of members-at-large of the Executive Committee shall be decided by Voting Members present at the AGM.
40. The term of office of the Executive Committee shall be TWO (2) years. Subject to removal, resignation and re-election in accordance with this Constitution, each Executive Committee Member shall hold office from the date of his election/appointment until the term of service expires.
41. (a) All Executive Committee Members shall retire from office at every alternate AGM SAVE AND EXCEPT ex-officio members.
- (b) Retiring Executive Committee Members shall be eligible for re-election PROVIDED THAT no person who has held office as President for TWO (2) consecutive terms immediately before the re-election shall be eligible for re-election.

42. All the Executive Committee Members shall serve gratis, and no remuneration shall be payable to the Executive Committee Members.

Requirement of Holding Office

43. (a) The President of the Executive Committee shall have been an Executive Committee Member for at least TWO (2) terms; and
- (b) The Vice-Presidents, the Honorary Secretary and the Honorary Treasurer of the Executive Committee shall have been an Executive Committee Member for at least ONE (1) term.

Election

44. All Executive Committee Members shall be elected by Voting Members present at the AGM SAVE AND EXCEPT ex-officio members.
45. Election of Executive Committee Members shall be conducted biennially at the AGM of every term.
46. The mode and rules of election of the Executive Committee Members is prescribed in ANNEX A: "Guideline on the Election of Executive Committee".

Powers and Duties

47. The Executive Committee may exercise all such powers and do all such acts and things the Association is, by its Constitution or otherwise, authorized to exercise and do, subject nevertheless to the provisions of this Constitution and to any regulations not being

inconsistent with this Constitution from time to time made by the Association at the General Meetings PROVIDED THAT no such regulations shall invalidate any prior act of the Executive Committee which would have been valid if such regulations had not been made.

48. All bona fide acts done at any meeting of the Executive Committee or by sub-committee of the Executive Committee or by any person acting as an Executive Committee Member shall, notwithstanding that it may afterwards be discovered that there was defect in the appointment of such committee or sub-committee or election of any Executive Committee Member or of any such person acting as aforesaid, or that any of them or they were disqualified, be as valid as if every such committee or sub-committee had been duly appointed and any such person had been duly elected and was qualified to be an Executive Committee Member.
49. The Executive Committee shall have the power to co-opt members to serve in any advisory capacity for any specific purpose in addition to the Executive Committee Members, but in such case, such additional co-opted members shall not have any right to vote at meetings of Executive Committee.

Accounts and Records

50. The Executive Committee shall cause true accounts to be kept of the sums of money received and expended by the Association, and the matters in respect of which such receipt and expenditure take place and of the assets, credits and liabilities of the Association.
51. The books of account shall be kept at the Office or at such other place as the Executive Committee thinks fit and copy of the last SIX (6) years' Honorary Auditor's reports may be inspected by any Member upon request.
52. The Honorary Treasurer shall receive all subscriptions of membership fee and all other moneys coming to the Association and the receipt of the Honorary Treasurer (or in his absence, the Honorary Secretary) shall be the only sufficient discharge, and the Honorary Treasurer or the Honorary Secretary shall pay such moneys received into the bank account(s) held in the name of the Association with any bank(s) to be named by the Executive Committee.

53. Every year at the AGM, the Executive Committee shall place before the Association the income and expenditure account, balance sheet and the Honorary Auditor's report.
54. The Executive Committee shall cause minutes to be kept for recording:-
- (a) all appointments of officers;
 - (b) all the names of the members present at each meeting of the Executive Committee and sub-committees;
 - (c) all orders made by the Executive Committee and sub-committees; and
 - (d) all resolutions and proceedings of General Meetings and of meetings of the Executive Committee and sub-committees
- for at least SIX (6) years from the date of the resolution, meeting or decision, as the case may be.
55. Any such minutes of any meeting of the Executive Committee, or any sub-committees, or of the Association, if purporting to be signed by the chairman of such meeting, or by the chairman of the adjourned meeting shall be receivable as prima facie evidence of the matters stated in such minutes and may be inspected by any Member upon request.
56. (a) The Executive Committee shall provide for the safe custody of the cheque book and chop of the Association.
- (b) The chop of the Association shall not be used without the authority of the Executive Committee or of a sub-committee so authorized by the Executive Committee.
- (c) All legal documents of and cheques issued by the Association shall be signed by either the President or the Honorary Secretary PLUS either one of the Vice-Presidents or the Honorary Treasurer jointly.
- (d) The Executive Committee shall provide for the safe custody of the members' register and produce the same for inspection by members upon request.

Delegation by Executive Committee to Sub-committee

57. (a) The Executive Committee may appoint sub-committees for such purposes and with

such powers and authorities (other than the power of delegation and subject to this Constitution) as they may deem desirable in the performance of their tasks and in connection with management of the Association's business.

- (b) The members of the sub-committees shall be nominated and appointed by the Executive Committee in such manner as it may deem fit, and they may be but need not necessarily be an Executive Committee Member.
- (c) Subject to Rule 54(a), the Executive Committee may delegate any of their powers to the sub-committee as they think fit. Any act or thing done or suffered by a sub-committee acting in the exercise of a delegation under this rule has the same force and effect as it would have if it had been done or suffered by the Executive Committee.
- (d) Any committee so formed shall in the exercise of the power so delegated conform to any regulations that may be imposed on them by the Executive Committee. Despite any delegation under this clause, the Executive Committee may continue to exercise any function delegated.

Meetings and Quorum

- 58. (a) The Executive Committee may meet together for the dispatch of business, adjourn or otherwise regulate their meetings as they shall think but there shall be a meeting of the Executive Committee not less than once every FOUR (4) months at such time, place and means as the President may decide.
- (b) Executive Committee Meetings may also be convened by requisition in writing signed by TWO (2) Executive Committee Members stating the objects for which such meetings are to be convened and forwarded to the Honorary Secretary.
- 59. (a) Notwithstanding anything to the contrary, Executive Committee Members may participate in a meeting by means of telephone conference or similar communications equipment by means of which all persons participating in the meeting can hear each other and participation in a meeting pursuant to these rules shall constitute presence in person at such meeting.
- (b) In determining whether Executive Committee Members are participating in a meeting, it is irrelevant where an Executive Committee Member is and how they communicate with each other.

60. The President or in his absence, either one of the TWO (2) Vice-Presidents, shall preside as the chairman at every meeting of Executive Committee. If the Vice-Presidents are absent, an Executive Committee Member chosen from among their numbers may preside at the meeting.
61. The quorum necessary for the transaction of business of the Executive Committee shall not be less than ONE THIRD (1/3) of the total number of Executive Committee Members (excluding ex-officio members) or SEVEN (7) Executive Committee Members (whichever is less). A meeting of the Executive Committee at which a quorum is present shall be competent to exercise all powers and discretions for the time being exercisable by the Executive Committee.
62. If and so long as their number is reduced below the number fixed by or pursuant to these rules as the necessary quorum of the Executive Committee, the remaining and continuing Executive Committee Members may act notwithstanding any vacancy in their body, for the purpose of increasing the number of Executive Committee Member to that number, or of summoning a General Meeting for that purpose, but for no other purpose.

Voting and Decision

63. Each Executive Committee Member presents in person, save the co-opted members, the ex-officio members and Honorary Advisers, shall have ONE (1) vote. Unless otherwise provided for in this Constitution, questions arising at any meeting shall be decided by a majority of votes. In case of an equality of votes, the chairman of the meeting shall have a second or casting vote.
64. Notwithstanding anything to the contrary, a resolution in writing signed by all Executive Committee Members who is entitled to vote shall be as valid and effectual as if it had been passed at a meeting of the Executive Committee and may consist of several documents in like form each signed by one or more of the Executive Committee Members. Such resolution may be signed and circulated by fax or other electronic communications.

Casual Vacancies

65. The office of an Executive Committee Member shall be vacated in any of the following events: -
- (a) if he shall resign or if he shall offer to resign and the other Executive Committee Members shall resolve to accept such an offer, and so that in either such case the office of Executive Committee shall be vacated with effect from the date of or, as the case may be, specified in any notice of such resignation or offer which is lodged with the Honorary Secretary or, if no such notice is lodged, such date and time as the other Executive Committee Members may resolve;
 - (b) if in Hong Kong or elsewhere an order shall be made by any court on the ground of mental disorder for his detention or for the appointment of a guardian or other person to exercise powers with respect to his properties or affairs;
 - (c) if in Hong Kong or elsewhere an order shall be made by any court which would in the opinion of other Executive Committee Members, render him unfit to continue to act as an Executive Committee Member and by a TWO-THIRDS (2/3) majority of the resolution of the Executive Committee;
 - (d) if, without leave or satisfactory reasons, he is absent from meetings of the Executive Committee for SIX (6) consecutive months and the Executive Committee resolve that his office be vacated; or
 - (e) if he shall be removed from office by a resolution passed at any General Meeting.
66. In any event of any casual vacancy occurring on the Executive Committee or any sub-committees appointed as aforesaid, the Executive Committee may appoint another eligible Member to fill up the vacancy as it deems fit but the person filling such vacancy shall retire at the first coming AGM.

Conflict of Interest

67. (a) This Rule applies if an Executive Committee Member is in any way (directly or indirectly) interested in a transaction, arrangement or contract with the Association that

is significant in relation to the Association's operations and the Executive Committee Member's interest is material.

- (b) The Executive Committee Member must declare the nature and extent of the Executive Committee Member's interest to the other Executive Committee Members.
- (c) The Executive Committee Member must neither vote in respect of the transaction, arrangement or contract in which the Executive Committee Member is so interested nor be counted for quorum purposes in respect of the transaction, arrangement or contract.
- (d) If the Executive Committee Member contravenes Rule 67(c) above, the vote must not be counted.

HONORARY AUDITOR

- 68.
 - (a) The Honorary Auditor of the Association shall be a qualified accountant in Hong Kong but not at the time of such appointment an Executive Committee Member.
 - (b) The Honorary Auditor shall be appointed at the AGM for a term of TWO (2) years.
 - (c) In the event when no Honorary Auditor is appointed at an AGM or in the event when an appointed Honorary Auditor is unable to complete his tenure of office, the Executive Committee may appoint an Honorary Auditor and the Honorary Auditor so appointed shall hold office until the close of the first coming AGM.

- 69. Subject to this Constitution and the law, all acts done by any person acting as the Honorary Auditor of the Association shall, as regards all persons dealing in good faith with the Association, be valid, notwithstanding that there was some defect in his appointment or that he was at the time of his appointment not qualified for appointment or subsequently became disqualified.

- 70. The Honorary Auditor of the Association shall be entitled to attend any General Meeting and to receive all notices of and other communications relating to any General Meeting which any Member is entitled to receive and to be heard at any General Meeting on any part of the business of the meeting which concerns him as the Honorary Auditor.

HONORARY LEGAL ADVISER

71. (a) The Honorary Legal Adviser of the Association shall be a qualified solicitor or barrister in Hong Kong who can be at the time of such appointment an Executive Committee Member.
- (b) The Honorary Legal Advisor shall be appointed at the AGM for a term of TWO (2) years.
- (c) In the event when no Honorary Legal Advisor is appointed at an AGM or in the event when an appointed Honorary Legal Advisor is unable to complete his tenure of office, the Executive Committee may appoint an Honorary Legal Advisor and the Honorary Legal Advisor so appointed shall hold office until the close of the first coming AGM.

HONORARY ADVISERS

72. The Honorary Advisers shall be the current Principal of HRGPS and the current Principal of HRGPS(CWB).
73. The Honorary Advisers shall give advice or support to the Executive Committee and may attend General Meetings of the Association or meetings of the Executive Committee as to be determined by the Executive Committee from time to time.

INDEMNITY

74. Executive Members shall not be personally liable for any acts performed in good faith or within the authority of the Executive Committee nor shall they be personally liable for unintentional omission to do any acts.
75. Every Executive Committee Members or other officer of the Association shall be entitled to be indemnified by the Association against all costs, charges, losses, expenses and liabilities properly and reasonably incurred by him in the execution and/or discharge of his duties and/or the exercise of his powers and/or otherwise in relation to or in connection with his duties, powers or office including any liability incurred by him in defending any proceedings, civil or criminal, which relate to anything done or omitted or alleged to have been done or omitted by him as an officer of the Association and in which judgment is given in his favour

(or the proceedings are otherwise disposed of without any finding or admission of any material breach of duty on his part) or in which he is acquitted or in connection with any application under any ordinance for relief from liability in respect of any such act or omission in which relief is granted to him by the Court.

DONATIONS

76. Any donations to the Association shall, at the discretion of the Executive Committee, be accepted or rejected. Such donations shall not be refundable under any circumstances whatsoever after acceptance by the Executive Committee for and on behalf of the Association.
77. Any donations to the Association shall be free from any condition, commitment or undertaking on the part of the Association and shall only be used for promoting or achieving the stated objects of the Association.

NOTICES

78. Service of notice (other than Notice of General Meeting) shall be conveyed by electronic mail or other forms of electronic communication as approved by the Executive Committee and provided by the Members for such purpose.
79. Members changing their electronic mail shall give due notice to the Executive Committee and furnish with an electronic mail to which notices and letters may be sent. All notices and letters sent to such electronic address (in default of notice of change of address) shall be considered as having been duly received by the Member.
80. All notices and letters sent shall be deemed to have been received at the time of the relevant dispatch or transmission; and in proving such service or delivery a certificate in writing signed by the Honorary Secretary or other officer of the Association as to the fact and time of such dispatch or transmission shall be conclusive evidence thereof.

ALUMNI MEMBERS OF SMC

81. Alumni Members of SMC of the Schools shall be appointed by the Permanent Secretary respectively and the Association shall nominate Alumni Representatives for appointment, subject to the Permanent Secretary's approval, as Alumni Members in accordance with the respective constitution of SMC of the Schools.
82. (a) No Member shall be nominated by the Association for appointment as an alumni member of SMC of HRGPS unless he is a Life Member and an alumnus of HRGPS or HRGP(A.M.)S of not less than EIGHTEEN (18) years of age.
- (b) No Member shall be nominated by the Association for appointment as an alumni member of SMC of HRGPS (CWB) unless he is a Life Member and an alumnus of HRGPS (CWB) or HRGP(P.M.)S of not less than EIGHTEEN (18) years of age.
- (c) For the avoidance of doubt, Voting Member may hold office as both Alumni Member and Executive Committee Member concurrently.
83. The election of alumni representative shall be conducted by the Association in accordance with Annex B: "The Guideline for Alumni Representative Election".
84. (a) The Association shall work closely with the SMC of the Schools.
- (b) Notwithstanding that the Alumni Member shall act in his personal capacity for the interests and benefits of the students of the respective Schools, the Alumni Member shall use his best endeavours to reflect the opinions of alumni in the SMC of the School concerned.
- (c) The Alumni Member shall report his work in the SMC of the School to Executive Committee no less than TWO (2) times each year.

85. For the purpose of Rule 84(b), if the Alumni Member is not an Executive Committee Member, the Alumni Member shall be entitled to attend meetings of the Executive Committee and may address the meeting but shall not have any voting rights and shall not be counted for the quorum purposes.
86. (a) If the Alumni Member ceases to be a Member and his name is removed from the Register pursuant to Rules 16 or 17 of the Constitution, the Executive Committee shall make a written request to the Permanent Secretary to remove the Alumni Member concerned from the SMC.
- (b) The Association may, on the ground that the Alumni Member is not fit and proper to continue to hold office, pass a resolution in an EGM and make a written request to the Permanent Secretary to remove the Alumni Member concerned from the SMC.

INTERPRETATION

87. The power of interpretation of this Constitution, including the Annex A, Annex B and Annex C shall be vested in the Executive Committee whose decision shall be final and conclusive.

AMENDMENT

88. Unless otherwise specified, nothing in this Constitution as contained herein shall be altered or varied except by a resolution duly passed by Voting Members with a majority vote of not less than THREE-FOURTHS (3/4) at a General Meeting for the purposes as particularly stated.
89. Annex A, Annex B and Annex C may be amended by a resolution duly passed by the Executive Committee.

- END -

Guideline for Executive Committee Election

Introduction

1. In accordance with the related stipulations of the Constitution of the Association, this Guideline is prepared to govern the nomination and election process of the Executive Committee.

Eligibility of Electors and Candidates

2. Any Voting Member is eligible to vote and to nominate a candidate at an election for returning Executive Committee Members.
3. A Voting Member is eligible to be nominated as a candidate for election as the President if he shall have been an Executive Committee Member for at least TWO (2) terms before the election.
4. A Voting Member is eligible to be nominated as a candidate for election as the Vice-President (HRGPS) if he is an alumnus of HRGPS or HRGP(A.M.)S and shall have been an Executive Committee Member for at least ONE (1) term before the election.
5. A Voting Member is eligible to be nominated as a candidate for election as the Vice-President (HRGPS (CWB)) if he is an alumnus of HRGPS (CWB) or HRGP(P.M.)S and shall have been an Executive Committee Member for at least ONE (1) term before the election.
6. A Voting Member is eligible to be nominated as a candidate for election as the Honorary Secretary or Honorary Treasurer if he shall have been an Executive Committee Member for at least ONE (1) term before the election.
7. Any Voting Member is eligible to be nominated as a candidate for election as members-

at-large.

Nomination Procedures

8. An eligible elector may nominate oneself or another eligible elector to stand for the election of the President, Vice-President (HRGPS), Vice-President (HRGPS (CWB)), Honorary Secretary or Honorary Treasurer PROVIDED THAT: -
 - (a) if a candidate is nominated by oneself to stand for the election, the nomination shall be
 - (i) seconded by ONE (1) current Executive Committee Members; and
 - (ii) ONE (1) other eligible elector;
 - (b) if a candidate is nominated by an eligible elector other than himself to stand for the election, the nomination shall be
 - (i) seconded by ONE (1) current Executive Committee Members; and
 - (ii) The candidate shall also accept the nomination voluntarily.
9. Each candidate must not run for more than one office bearer position in the Executive Committee.
10. Nominations shall be made in writing in such form as the Executive Committee prescribed not later than THREE (3) before the date of the AGM. If the Honorary Secretary shall receive no nomination, the Executive Committee shall have a right to nominate a candidate or candidates as the case may be.
11. Voting Members present at the AGM shall be called upon to nominate candidates for election as members-at-large. No seconder is required.

VOTING PROCEDURES

12. Where there is only one eligible candidate for the office of the President, Vice-President (HRGPS), Vice-President (HRGPS (CWB)), Honorary Secretary or Honorary Treasurer, the candidate shall be deemed to be appointed as the President, Vice-President (HRGPS), Vice-President (HRGPS (CWB)), Honorary Secretary or Honorary Treasurer, as the case may be, of the Executive Committee.

13. Where there is more than one candidate for the office of the President, Vice-President (HRGPS), Vice-President (HRGPS (CWB)), Honorary Secretary or Honorary Treasurer, the votes shall be given and counted in accordance with the simple or relative majority system of voting, under which the candidate to be appointed as the President, Vice-President (HRGPS), Vice-President (HRGPS (CWB)), Honorary Secretary or Honorary Treasurer, as the case may be, of the Executive Committee is the candidate who obtains the greatest number of votes.
14. The number of members-at-large shall be decided by Voting Members present at the AGM but in any event the number of members-at-large shall not less than FOUR (4).
15. Where the number of candidates is not more than the number of members-at-large to be elected, the candidates shall be deemed to be appointed as members-at-large.
16. Where there are more candidates than the number of members-at-large to be elected, the votes shall be given and counted in accordance with the simple or relative majority system of voting, under which: -
 - (a) A Voting Member may vote for not more than the number of members-at-large; and
 - (b) the candidates to be elected as members-at-large are those who obtain the greatest number of votes and then the next greatest and so on until the required number of members-at-large is appointed.

Ethical Conduct

17. The electors and the candidates in the elections shall observe the ethical conduct prescribed at Annex C to ensure fairness in the election process.

Guideline for Alumni Representative Election

Introduction

1. The Association is recognized by the SMC of the Schools respectively for conducting elections of representative of the Schools (collectively “the Elections”) and for nominating Alumni Representative for appointment as Alumni Member of the SMC of the Schools.
2. Pursuant to Rule 83 of the Constitution, the Elections shall be conducted by the Executive Committee in accordance with this Guideline.
3. This Guideline, premised on the principle of “fairness and transparency”, set forth the arrangement and procedure of the Elections.
4. The electors and the candidates in the Elections shall observe the ethical conduct prescribed at Annex C to ensure fairness in the election process.
5. Unless otherwise specified, terms defined in the Constitution shall have the same meaning in this Guideline. Words importing the singular include the plural and vice versa. Words importing the masculine the feminine and the neuter gender shall include other of them.

Number and Tenure of Alumni Representative

6. The number and tenure of office of Alumni Members has been specified in the respective constitution of the SMC of the Schools.
7. Alumni Representative elected at an ordinary election or a re-election shall be nominated by the Association for appointment by the Permanent Secretary as an Alumni Member of SMC of HRGPS or HRGPS(CWB), as the case may be, and holds office for TWO (2) school years beginning following the ordinary election or a re-election and vacates office at the end of that period.

8. If a vacancy occurs in the office of Alumni Member before the expiry of the term of office and an Alumni Representative is elected at a by-election to fill the vacancy, such representative, subject to the appointment by the Permanent Secretary, holds office for the remainder of the term for which his predecessor was appointed.
9. No Member shall serve as Alumni Member of any SMC for more than FOUR (4) consecutive school years but may be relaxed to SIX (6) consecutive school years if and only if no other valid nomination is received by the Executive Committee other than the nomination submitted by the Alumni Member concerned at the election for his third term. For the avoidance of doubt, any period less than TWELVE (12) months shall be counted as ONE (1) school year.

Eligibility and Disqualification of Electors and Candidates

10. Any Voting Member is eligible to vote at an election for returning Alumni Representative of the Schools.
11. Any Voting Member is eligible to nominate and be nominated as a candidate at an election for returning Alumni Representative of HRGPS if he is an alumnus of HRGPS or HRGP(A.M.)S.
12. Any Voting Member is eligible to nominate and be nominated as a candidate at an election for returning Alumni Representative of HRGPS(CWB) if he is an alumnus of HRGPS(CWB) or HRGP(P.M.)S.
13. For the avoidance of doubt, a Voting Member who is an alumnus of both HRGPS and HRGPS(CWB), or both HRGP(A.M.)S and HRGP(P.M.)S is only eligible to nominate and be nominated as a candidate at an election for returning Alumni Representative of either SMC of HRGPS or HRGPS(CWB).

Date of Election

14. An ordinary election shall be conducted bi-yearly. The date of election of an ordinary election shall be the same date of AGM of the Association.

15. A by-election shall be conducted only if vacancy in the office of Alumni Members occurs. The date of election of a by-election shall be specified by the Executive Committee but shall be any date within TWO (2) months from the date of the vacancy occurs.

16. A re-election shall be conducted only if: -

(a) a re-election is ordered by the Appeal Committee; or

(b) the Permanent Secretary refuses to appoint an Alumni Representative as Alumni Member.

The date of election of a re-election shall be specified by the Executive Committee but shall be any date within TWO (2) months from the date of the determination of the Appeal Committee or the date of refusal notice issued by the Permanent Secretary, as the case may be.

Nomination Procedures

17. The nomination period for the Election must not be less than TEN (10) days.

18. Not less than FOURTEEN (14) days before the election day, the Executive Committee shall give notice in writing published on the official website of the Association to all eligible electors (the "Election Notice"). The Election Notice shall:

(a) specify: -

(i) the date of the election;

(ii) the time and venue of the election;

(iii) the eligibility and responsibilities of the candidate;

(iv) the period and method of nomination of candidates for the election;

(v) the number of the Alumni Member vacancy; and

(vi) the arrangements for counting of votes and declaration of election result; and

(b) be accompanied by a nomination form specified by the Executive Committee ("Nomination Form") inviting the eligible electors to nominate himself or nominate another eligible elector as candidate to stand for the election.

19. An eligible elector may nominate oneself or another eligible elector to stand for the election PROVIDED THAT: -
- (a) if a candidate is nominated by oneself to stand for the election, the nomination shall be seconded by: -
 - (i) one current Executive Committee Member; and;
 - (ii) one other eligible elector;
 - (b) if a candidate is nominated by an eligible elector other than himself to stand for the Election, the nomination shall be seconded by one current Executive Committee Member. The candidate shall also accept the nomination voluntarily.
20. Each eligible elector can only nominate a maximum TWO (2) candidates (including oneself) to stand for the election, otherwise the nomination will be invalid. Each eligible elector/Executive Committee Member cannot second more than TWO (2) candidates, otherwise all candidates being seconded will be invalid.
21. The candidates have to fill in every item on the Nomination Form.
22. All information provided by the candidates must be true and accurate and the Association takes no responsibility whatsoever as to the information provided by the candidates. The candidates have to bear all the responsibilities and consequences for providing false information, such as disqualifying as a candidate or an Alumni Representative.
23. Completed Nomination Form must be submitted to the Association in such manner as specified by the Executive Committee within the nomination period. The Executive Committee may, in exceptional circumstances, authorize and accept any other manner of delivery of the Nomination Form.
24. Where a nomination appears to the Executive Committee to be invalid because of some errors which can be corrected within the nomination period, the Executive Committee will, if practicable, give the candidate a reasonable opportunity of correcting the errors before making a decision that the nomination is invalid. However, no re-submission of a Nomination Form will be accepted after the end of the nomination period.

25. A candidate may withdraw the candidate's nomination of the Election. The withdrawal of a candidate's nomination is not effective unless it: -
- (a) is in writing;
 - (b) is signed by the candidate; and
 - (c) is submitted to the Executive Committee before the end of the of the nomination period.
26. A person is not eligible to stand for the election, if the person: -
- (a) is a serving principal, vice-principal or teacher of HRGPS or HRGPS(CWB);
 - (b) is a current parent representative of SMC of HRGPS or HRGPS(CWB);
 - (c) is currently nominated as a candidate for an election of parent representative of SMC of HRGPS or HRGPS(CWB); or
 - (d) is nominated as a candidate for both election of Alumni Representative of HRGPS and HRGPS(CWB).
27. The Executive Committee shall examine the validity of the nominations received. Subject to Paragraph 25, the Executive Committee may decide that a nomination is invalid only where: -
- (a) the nominee is not eligible to stand for the election;
 - (b) the nominee has served as an Alumni Member of SMC of HRGPS or HRGPS(CWB) for FOUR (4) consecutive school years immediately before an election and other valid nomination is received by the Executive Committee at the present election;
 - (c) number or qualification of the elector and seconder fall short of the requirement;
 - (d) the Nomination Form has not been completed or signed;
 - (e) the format of the Nomination Form has been altered materially; or
 - (f) the Nomination Form has not duly lodged within the nomination period.

Notice of Valid Nominations

28. After the close of nomination but in any event not less than THREE (3) days before the date of election, the Executive Committee shall announce the candidates being validly nominated on the official website of the Association.
29. If, no more candidates have been validly nominated than the number of Alumni

Representative to be returned (“the Uncontested Election”), the Executive Committee shall declare the candidates to be duly elected as Alumni Representatives at the designated date of election but no voting shall be conducted.

30. Where the election is contested by more candidates than the number of Alumni Representatives to be returned at the election (“the Contested Election”), voting shall be conducted in accordance with this Guideline.

Voting Procedures

31. The voting shall be conducted by secret ballot. The electors are not allowed to put down their names or any other marks of identification on the ballot paper and should not let the other electors see whom they have voted for. The electors are also not required to tell which candidate he has voted for or is going to vote for.

32. All electors shall only be allowed to leave the venue once the ballot papers are distributed until the vote closed.

33. An elector may vote for not more than the number of Alumni Representatives to be returned at the election.

34. The votes shall be given and counted in accordance with the simple or relative majority system of election.

35. If more than ONE (1) Alumni Representative is to be returned at the election, the candidates to be elected as the Alumni Representatives are those who obtain the greatest number of votes at the election and then the next greatest and so on until the required number of Alumni Representatives is elected.

36. When two or more candidates obtain the same number of votes, the result shall be determined by drawing lots. The candidate on which the lots fall shall be deemed to have obtained more votes.

37. On the date of election, ONE (1) of the Executive Committee Members (who must not be a candidate for the election) appointed by the Executive Committee, shall during the time and at the venue specific in the Election Notice conduct the voting and adopt the following procedure: -
- (a) arrange ONE (1) ballot paper containing the names of all the candidates to be distributed to each elector present at the venue (including the candidates);
 - (b) inform the electors that all completed ballot papers shall be placed in the ballot box at the venue;
 - (c) declare the vote closed at the specific time;
 - (d) pour out all the ballot papers from the ballot box;
 - (e) conduct the counting of votes; and
 - (f) announce the results of the election orally to the electors present at the venue.
38. The counting shall be supervised by the Executive Committee Member appointed under Paragraph 37. He shall examine the votes cast by electors and his decision on whether a vote has been validly cast shall be final. The principal of HRGPS and HRGPS(CWB) and all candidates, if they are present, should also be invited to witness the counting while at no time should a candidate touch any ballot paper.
39. The following votes shall be declared invalid: -
- (a) no vote has been marked on it;
 - (b) the number of candidates marked on the ballot paper exceeds the number of vacancy for that election;
 - (c) the ballot paper has not been marked properly;
 - (d) the ballot paper is marked in such a way that the identity of the elector can be traced;
 - (e) void for uncertainty.
40. After the election, the Executive Committee Member supervised the counting should put all the cast ballot papers in an envelope, which will then be signed and sealed by him. The sealed cast ballot papers should be kept by the Association for at least SIX (6) months for investigation purposes in case of allegations against voting irregularity.

Follow-up Action after Election

41. The Association shall nominate the Alumni Representatives for appointment as Alumni Members and notify the SMC of the Schools concerned of the result of the election.
42. The Alumni Representatives shall apply to the Permanent Secretary for appointment as Alumni Members.
43. If the Permanent Secretary for Education, on receiving an application for registration as Alumni Member of the SMC, after making such inquiry as he considers necessary, refuses to appoint the Alumni Representative nominated by the Association, a re-election shall be conducted by the Executive Committee.

Appeal

44. An election may be questioned only on the ground that the person declared to have been elected as Alumni Representative at the election was not duly elected because: -
 - (a) the person was ineligible to be, or was disqualified from being, a candidate at the election;
 - (b) corrupt or illegal conduct was engaged in by or in respect of that person at or in connection with the election;
 - (c) corrupt or illegal conduct was generally prevalent at or in connection with the election;or
 - (d) material irregularity occurred in relation to the election, or to the polling or counting of votes at the election.
45. Any unsuccessful candidate may, within ONE (1) week of the declaration of election results, lodge an appeal questioning an election to the Executive Committee.
46. Appeal shall be in writing and shall state all the grounds and reasons of the appeal. Anonymous appeal or any appeal without setting out any reasons will not be entertained.
47. On receiving a proper written appeal: -
 - (a) an *ad hoc* appeal committee consists of:
 - (i) principal of the school concerned as chairman; and

- (ii) two (2) Executive Committee Members appointed by the Executive Committee as members,
shall be formed by the Executive Committee within SEVEN (7) days (“the Appeal Committee”) to investigate and determine the appeal; and
 - (b) nomination and endorsement of the elected Alumni Representatives for registration as Alumni Members shall be temporarily withheld by the Association pending the determination of the Appeal Committee.
- 48. The Appeal Committee may, at its own motion or on the application of the appellant, order a recount of all the ballots. Before ordering such recount, the Appeal Committee shall give notice in writing to each candidate. The recount shall be supervised by all members of the Appeal Committee and each such candidate may be present in person at such recount.
- 49. All meetings and hearings of the Appeal Committee shall be held in camera and any decision of the Appeal Committee shall be decided by a majority of votes.
- 50. The Appeal Committee shall determine: -
 - (a) if the appeal relates to the Uncontested Election:
 - (i) whether the decision of the Executive Committee as to the validity of the relevant nomination was correct; and
 - (ii) if the decision was not correct, whether the person declared to have been elected in that election was or was not duly elected.
 - (b) if the appeal relates to the Contested Election: -
 - (i) whether the person whose election is questioned was or was not duly elected; and
 - (ii) if the person was not duly elected, whether some other person was duly elected in place of the person.
- 51. As soon as reasonably practicable, but in any event not later than TWENTY-ONE (21) days after the declaration of the election result, the Appeal Committee shall announce the determination in writing. Such determination shall be published on the website of the Association within SEVEN (7) days from the date of the determination.
- 52. Any decision made by the Appeal Committee shall be final and shall not be subject to appeal. Before making any determination, the Appeal Committee may seek an

interpretation of the relevant provisions of this Guideline from the Executive Committee. When the Executive Committee makes an interpretation of the provisions concerned, the Appeal Committee shall follow the interpretation of the Executive Committee in applying those provisions.

53. If the Appeal Committee determines that a person was duly elected as Alumni Representative in place of a person that the Appeal Committee has determined not to have been duly elected at the election, the first-mentioned person becomes Alumni Representative and shall be nominated by the Association for appointment as Alumni Member.

54. If the Appeal Committee only determines that a person was not duly elected as Alumni Representative, that person ceases to be Alumni Representative immediately and a re-election shall be conducted by the Executive Committee.

Filling of Vacancies

55. If a vacancy arises out of either the Alumni Member is removed by the Permanent Secretary or resignation tendered by the Alumni Member during his term of office, a by-election shall be conducted by the Executive Committee.

**Ethical Conduct Required in the Alumni Representative and
Executive Committee Election**

Nomination of Candidates

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

Electioneering

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

Voting

1. Do not offer any advantage to induce any person not to vote at an election.

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