

**RAIMONDI COLLEGE ALUMNI ASSOCIATION**  
高主教書院舊生會

**GUIDE FOR ALUMNI MANAGER ELECTION**

**(hereinafter referred to as “Guide”)**

**I. INTRODUCTION**

1. The Incorporated Management Committee of Raimondi College (hereinafter referred to as “**the IMC**”) was set up on 4<sup>th</sup> May 2015. The members of the IMC comprise of, among others, a representative of the alumni (hereinafter referred to as “**the Alumni Manager**”).
2. Pursuant to the resolution passed at the Committee Meeting of Raimondi College Alumni Association (hereinafter referred to as “**the Association**”) on 11 January 2020, the election procedures of the Alumni Manager have been passed; among other things, the Alumni Manager shall be elected on the principle of universal suffrage.
3. This guide sets out the procedures in compliance with:-
  - (1) the Education Ordinance, Cap. 279 (hereinafter referred to as “**the Ordinance**”) (see Annex I for all the relevant provisions of the Ordinance);
  - (2) the notice issued by the Catholic Diocese of Hong Kong dated 1 March 2013 (hereinafter referred to as “**the Notice**”); and
  - (3) the constitution of the Association (hereinafter referred to as “**the Constitution**”).
4. The election of the Alumni Manager (hereinafter referred to as “**the Election**”) shall be conducted and promoted by the Association. The Association has the power and discretion to set all house-keeping rules for conducting the election of the Alumni Manger.
5. The Association may delegate its power and discretion to any person as it thinks fit.
6. There shall be TWO (2) Returning Officers of the Election (collectively known as “**the Returning Officer**”), comprising of:-
  - (1) ONE (1) committee member of the Association; and

(2) ONE (1) person, either the Principal or his/her delegates of Raimondi College.

7. The term of office of the Returning Officer shall be two (2) years.
8. The Returning Officer has the power and discretion to decide any issues and/or disputes arising from the following matters in compliance with the Ordinance and the Notice:-
  - (1) the registration of voter(s) (see section III of this Guide);
  - (2) the nomination of the candidate(s) (see section IV of this Guide);
  - (3) the candidacy (see section V of this Guide);
  - (4) the election notice (see section VI of this Guide);
  - (5) the issue of “Ballot Paper” (see Annex II) (see section VII of this Guide);
  - (6) the counting and validity of votes (see section VII of this Guide);
  - (7) appeal of the result of the Election (see section VIII of this Guide); and
  - (8) any by-elections that may be required (see section IX of this Guide).
9. The Returning Officer may delegate his/her power and discretion to any person as he/she thinks fit.
10. In the year where an Election is to be held, the Returning Officer must publish a notice in accordance with section VI of this Guide (hereinafter referred to as “**Election Notice**”).
11. In the year where an Election is to be held, the Returning Officer shall be appointed at least 30 days prior to the publication of Election Notice.

## **II. TERM OF OFFICE**

12. The term of office of the Alumni Manager shall be two (2) years as per IMC Constitution. A person shall not serve as a Manager for more than two (2) consecutive terms.

## **III. REGISTRATION OF VOTER(S)**

13. In the year where the Election is to be held, the Returning Officer must publish a notice specifying the commencement date and duration of the registration period (“**the Registration Period**”) in accordance with section VI. The last day of the Registration Period will be regarded as the “**Record Date**”.
14. To register as an eligible voter of the Election (hereinafter referred to as “**Eligible Voter**”), he/she must:-
  - (1) be a member of the Association in accordance with the definition set out in the Constitution;
  - (2) be a past student of the Secondary classes in Raimondi College; and
  - (3) comply with all the requirements set out in “Registration Form of Voter of the Election of Alumni Manager” (“**the Registration Form of Voter**”) (see Annex III). The Registration Form must either be faxed to (852) 2525 6725 (Attn: Returning Officer, Alumni Manager Election (Voter Registration)) or sent to the following address on or before 5:00 p.m. of the Record Date:-

*“Raimondi College, 2 Robinson Road, Mid-Levels, Hong Kong (Attn: Returning Officer, Alumni Manager Election (Voter Registration))”*
15. The Returning Officer must, as soon as practicable after receiving the Registration Form of Voter, decide whether a person is an Eligible Voter in accordance with Clause 14. The names of all Eligible Voters registered within the Registration Period will be entered into the Register of Eligible Voters (hereinafter referred to as “**the Register**”).
16. The Returning Officer shall deliver the Register with the names and year of graduation/ leaving school of all the Eligible Voters to the Association after the Record Date.
17. Only the Eligible Voters as recorded in the Register can vote in the Election. All registered Eligible Voters need no further registration for any subsequent Elections.
18. The Returning Officer has the power and discretion to decide on any issues and/or disputes in relation to the registration set out in this section.

#### **IV. NOMINATION OF CANDIDATE(S)**

19. In the year where an Election is to be held, the Returning Officer must publish a notice specifying the commencement date and duration of the Nomination Period (hereinafter referred to as “**the Nomination Period**”) after the Record Date in

accordance with Section VI of this Guide. The date of publication of such notice shall be specified on the Election Notice.

20. Requirements for nominating a candidate for the Election are set out as follows:-
  - (1) only Eligible Voters can nominate candidates for the Election;
  - (2) an Eligible Voter cannot nominate oneself as the candidate for the Election;
  - (3) one (1) Eligible Voter is only entitled to nominate one (1) candidate for the Election; and
  - (4) the nomination must be done by completing the “Proposers’ Information” contained in “Application Form of Candidate for the Election of Alumni Manager”.
  
21. Nomination would be considered as valid (hereinafter referred to as “**Valid Nomination**”) only if it has complied with all the requirements set out in the above Clause 20.
  
22. The Returning Officer has the power and discretion to decide any issues and/or disputes in relation to the nomination of candidate for the Election set out in this section.
  
23. All Eligible Voters and candidates shall note the ethical conduct listed in Annex V.

## **V. CANDIDACY**

24. To register as a valid candidate for the Election (hereinafter referred to as “**Valid Candidate**”), he/she must:-
  - (1) be a member of the Association in accordance with the definition set out in the Constitution;
  - (2) be a past student of the Secondary classes of Raimondi College;
  - (3) not be a current teaching staff of Secondary classes of Raimondi College;
  - (4) not be a current executive committee member of the Association;
  - (5) not be a current executive committee member of Raimondi College Parents and Teachers Association (Secondary Section);
  - (6) not be the Returning Officer;

- (7) satisfy all the registration requirements for Alumni Manager as set out in section 30 of the Ordinance;
  - (8) obtain not less than twenty (20) Valid Nominations; and
  - (9) comply with all the requirements set out in “Application Form of Candidate for the Election of Alumni Manager” (“the Application Form of Candidate”) (see Annex IV). The Application Form of Candidate must either be faxed to (852) 2525 6725 (Attn: Returning Officer, Alumni Manager Election (Candidate Application)) or sent to the following address on or before 5:00 p.m. of the last day of the Nomination Period:-  
*Raimondi College, 2 Robinson Road, Mid-Levels, Hong Kong (Attn: Returning Officer, Alumni Manager Election (Candidate Registration))”.*
  - (10) must not serve in the IMC in more than one capacity as per IMC Constitution.
25. Candidate(s) for the Election may be required to produce document(s) in support of his/her eligibility upon the request of the Returning Officer for verification purpose.
26. The Returning Officer must, as soon as practicable after receiving the Application Form of Candidate, decide whether a person is a valid candidate in accordance with Clause 24.
27. The Returning Officer must, as soon as practicable after the end of the Nomination Period and at least seven (7) days prior to the Election, publish a notice on the Association’s website at <https://www.rcaa.org.hk> containing the names, particulars and the personal statements of all validly nominated candidates.
28. The Returning Officer has the power and discretion to decide any issues and/or disputes in relation to the candidacy set out in this section.

## **VI. THE ELECTION NOTICE**

29. In the year where an Election is to be held, the Returning Officer shall publish an Election Notice on the website of the Association at <https://www.rcaa.org.hk> on or before the last working day of March of such year.
30. The Election Notice shall include the following information:
- (1) This Guide;

- (2) Date of publication of notice of commencement of Registration Period (see Clause 13);
- (3) Registration Period (see Clause 13);
- (4) Record Date (see Clause 13);
- (5) Date of delivery of Register to the Association (see Clause 16);
- (6) Date of publication of notice of nomination of candidates (see Clause 19);
- (7) Nomination Period (see Clause 19);
- (8) Date of publication of details of Nominated Candidates (see Clause 27); and
- (9) Date of Election.

31. The Election Notice shall be published in accordance with Clause 29 and 30 at least forty-five (45) days prior to the Election. In the event where such Election Notice is published less than 45 days prior to the Election, the Election Notice shall be published on at least ONE (1) Chinese and ONE (1) English local newspaper in Hong Kong.

## **VII. THE ELECTION**

32. The Election shall be conducted by the Association.
33. The Association has the power and discretion to decide on matters including but not limited to the date, time and venue of the Election.
34. Voting will be conducted by secret ballot and each Eligible Voter shall come to the polling station as decided and announced by the Association in person to cast his/her vote. No proxy is allowed in the Election.
35. Each Eligible Voter may be required to produce identification document(s) in support of his/her identity. After verification, each Eligible Voter will be given one ballot paper.
36. After casting his/her vote, the ballot paper shall be put into a designated ballot box as indicated at the polling station.

37. The Returning officer shall arrange the counting of votes, invitation of past students, candidates and principals of secondary classes of Raimondi College to witness the entire counting process and the announcement of the result.
38. All Eligible Voters and candidates shall note the ethical conduct in relation to the Election in Annex V.
39. The candidate of the Election who receives the highest number of votes shall be nominated as the registered Alumni Manager of Raimondi College (hereinafter referred to as “**the Nominated Alumni Manager**”).
40. If two or more candidates of the Election receive the same number of votes, the Returning Officer is entitled to conduct a drawing of lots to select the Alumni Manager.
41. In the event where no person is nominated as the registered Alumni Manager, the IMC is entitled to nominate an alumnus who can fulfill the requirements of candidacy of Alumni Manager (see Section V Clause 24 of this Guide) as the Alumni Manager.
42. The result of the Election will be announced on the website of the Association at <https://www.rcaa.org.hk>.
43. Upon completion of the Election, all ballots (valid or invalid) will be sealed and signed by the Returning Officer into packet(s). Such packet(s) will be kept for at least 6 calendar months and not more than 12 calendar months for re-counting purpose.
44. In the event there is only one (1) eligible candidate being nominated, such candidate shall be considered uncontested, and no Election shall be conducted.
45. If no one is nominated, the Association may, in its entire discretion, consider extending the deadline of nomination, or conducting the Election again after a lapse of a reasonable time. Arrangement shall be made according to the principle of fairness and transparency.

## **VIII. APPEAL**

46. All unelected candidates of the Election are entitled to appeal with valid reasons in writing within 7 working days upon the announcement of the result. The Association has the power and discretion to conduct investigation and notify its decision to the respective candidates in writing within a reasonable time thereof.

## **IX. BY-ELECTION**

47. In the event where an Alumni Manager ceases to act before the end of the term of office, the Returning Officer shall, as soon as practicable, publish a notice of by-election on the Association at <https://www.rcaa.org.hk>, and at least ONE (1) Chinese and ONE (1) English newspaper of the by-election. Such notice shall be in the form as stipulated in Clause 30.

*Dated this 14th January, 2025.*



**Raimondi College Alumni Association**  
**Election of Alumni Manager for the**  
**Incorporated Management Committee (IMC) of Raimondi College**

**Education Ordinance, Cap. 279**

**Provisions relating to Election of Alumni Manager**

Section	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> <ol style="list-style-type: none"> <li>(1) the applicant is not resident in Hong Kong for at least 9 months in each year;</li> <li>(2) the applicant is not a fit and proper person to be a manager</li> <li>(3) the applicant is a person in respect of whom a permit to teach has previously been cancelled;</li> <li>(4) in making or in connection with any application-               <ol style="list-style-type: none"> <li>(a) for registration of a school;</li> <li>(b) for registration as a manager or a teacher; or</li> <li>(c) to employ a person as a permitted teacher in a school,</li> </ol> <p>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.</p> </li> <li>(5) the applicant is a bankrupt within the meaning of the Bankruptcy Ordinance (Cap. 6) or has entered into a voluntary arrangement under that Ordinance;</li> <li>(6) the applicant has previously been convicted in Hong Kong or elsewhere of a criminal offence punishable with imprisonment; or</li> </ol>
40AL	For an IMC school, at least one alumni manager shall be provided.

40AP	<p>(1) The incorporated management committee or sponsoring body of a school, as may be provided for in the constitution of the committee may recognize one body of persons (however described) as recognized alumni association for the purposes of making nomination under subsection (4).</p> <p>(2) Notwithstanding subsection (1), the incorporated management committee or sponsoring body of a bi-sessional school, as may be provided for in the constitution of the committee may recognize:-</p> <p>(a) one body of persons (however described) as recognized alumni association in respect of the A.M. session of the bi-sessional school; and</p> <p>(b) another body of persons (however described) as recognized alumni association in respect of the P.M. session of the bi-sessional school, for the purposes of making nomination under subsection (4).</p> <p>(3) A body of persons shall not be recognized under subsection (1) unless under its constitution:-</p> <p>(a) its membership is open to all alumni of the school;</p> <p>(b) only the alumni of the school may elect or become office-bearers of the body; and</p> <p>(c) the system of election held for the purposes of making nomination under subsection (4) is fair and transparent.</p> <p>In this subsection, a reference to school includes a reference to the A.M. session or P.M. session of a bi-sessional school.</p> <p>(4) A recognized 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 incorporated management committee of the school.</p> <p>(5) If no person is nominated under subsection (4) in respect of a school, the incorporated management committee may nominate such number of persons for registration as alumni manager of the school as may be provided for in its constitution.</p> <p>(6) A person nominated under subsection (4) or (5):-</p> <p>(a) must be an alumnus of the school; and</p> <p>(b) must not be a teacher of the school.</p>
40AU	<p>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.</p>
40AX	<p>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.</p>

Source: [www.edb.gov.hk](http://www.edb.gov.hk)

**Raimondi College Alumni Association**  
**Election of Alumni Manager for the**  
**Incorporated Management Committee (IMC) of Raimondi College**

**BALLOT PAPER**

Voting Date: [*INSERT DATE*]

**Directions for Voting**

1. Please use a BLUE or BLACK ball-point pen to mark a “✓” in the box against the number of the candidate whom you vote for. Otherwise, your vote will be considered void and null.
2. Please vote for ONLY ONE CANDIDATE by the manner prescribed in 1 hereinabove. Otherwise, your vote will be considered void and null.
3. Please FOLD your ballot paper after you have casted your vote and PUT it into the designated ballot box.

**List of Candidates**

		Surname in English 姓 (英文)	Given Names in English 名 (英文)	Name in Chinese 姓名 (中文)
	1	XXX	XXX	XXX
	2	YYY	YYY	YYY

**Raimondi College Alumni Association**  
**Election of Alumni Manager for the**  
**Incorporated Management Committee (IMC) of Raimondi College**

**Registration Form of Voter of the Election of Alumni Manager**

**Direction of Registration**

1. Please refer to section III of GUIDE FOR ELECTION OF ALUMNI MANAGER.
2. Please provide all the information required hereinbelow.
3. You must ensure all the information is true and accurate to the best of your knowledge. You may be refused to be registered as a voter if any statement provided hereinbelow is found to be false in material.
4. The completed form shall, during the announced registration period [*INSERT DATE PERIOD*], either be:-
  - (1) faxed to (852) 2525 6725 (Attn: Returning Officer, Alumni Manager Election [*INSERT ELECTION YEAR*] (Voter Registration)); OR
  - (2) posted to “Raimondi College, 2 Robinson Road, Central, Hong Kong (Attn: Returning Officer, Alumni Manager Election [*INSERT ELECTION YEAR*] (Voter Registration)); OR
  - (3) email to [*INSERT RCAA EMAIL ADDRESS*] and [*INSERT RC EMAIL ADDRESS*] with a scanned copy of hand-signed Voter Registration Form in PDF or JPEG format (Email subject: Returning Officer, Alumni Manager Election [*INSERT ELECTION YEAR*] (Voter Registration)). The sender email address **MUST** be the same as the email address in the submitted Voter Registration Form.

**Voter's Personal Information**

Surname in English	
Given names in English	
Name in Chinese	
First 5 digits of HKID (e.g. A1234)	
Email Address:	
Mobile/ Home Tel:	
Years of Graduation/ Departure from RC:	
Class of:	

Date:

\_\_\_\_\_  
(Signature)

## **Personal Information Collection Statement**

This is a personal information collection statement under the Personal Data (Privacy) Ordinance (“the Ordinance”).

### 1. Purpose of Collection

The personal data provided by you to Raimondi College (the “School”) will be collected, retained, processed, used and transferred (within or outside of Hong Kong) for the following purposes:

- Processing your registration requests
- Verifying your identity
- Other purposes directly relating to any of the above

2. You are required to provide your personal data, other than those items indicated as optional. Failure to provide such data may lead to inability to receive services from the School.

### 3. Disclosure and Transfer of Personal Data

The School will keep your personal data confidential and only our authorized members will have access to and handle your personal data. The School may disclose or transfer your personal data to service providers and contractors engaged in activities on behalf of the School within or outside Hong Kong solely for the purposes set out in paragraph 1 above.

The School may also disclose your personal data when authorized or required by law and in response to requests from law enforcement authorities, government departments or regulatory authorities or where required to protect the School’s rights or properties.

### 4. Access and Correction of Personal Data

You have the right to request for access and correction of your personal data held by the School. Any data access and correction request according to the Ordinance should be made in writing to the School. A fee will be imposed for processing your data access request.

### 5. Security, Accuracy and Retention of your Personal Data

The School takes reasonable precautions to prevent the loss, misappropriation, unauthorized access or destruction of your data. The School also takes reasonable steps to ensure that all personal data held by it is accurate, complete, correct and reliable for the intended use.

Your personal data will be retained by the School according to its policy on retention of data and records.

**Raimondi College Alumni Association**  
**Election of Alumni Manager for the**  
**Incorporated Management Committee (IMC) of Raimondi College**

**Application Form of Candidate of the Election of Alumni Manager**

**Direction of Application**

1. Please refer to section V of GUIDE FOR ELECTION OF ALUMNI MANAGER.
2. Please provide all the information required hereinbelow.
3. You must ensure all the information is true and accurate to the best of your knowledge. You may be disqualified as a candidate of the election if any statement provided hereinbelow is found to be false in material.
4. The completed form shall, during the announced nomination period [*INSERT DATE PERIOD*], either be:-
  - (1) faxed to (852) 2525 6725 (Attn: Returning Officer, Alumni Manager Election [*INSERT ELECTION YEAR*] (Candidate Registration)); OR
  - (2) posted to “Raimondi College, 2 Robinson Road, Central, Hong Kong (Attn: Returning Officer, Alumni Manager Election [*INSERT ELECTION YEAR*] (Candidate Registration))

**Personal Statement**

Please write a personal statement (either in English or Chinese; recommend within 500 words) in the following box. The same will be uploaded to the Association’s website at <https://www.rcaa.org.hk> for election purposes.

--

**Candidate's Personal Information**

Candidate's Photograph	
Surname in English	
Given names in English	
Name in Chinese	
First 5 digits of HKID (e.g. A1234)	
Email Address:	
Mobile/ Home Tel	
Years of Graduation/ Departure from RC	
Class of	
Declaration	<input type="checkbox"/> In accordance with Section (30) of the Education Ordinance (Cap. 279), I declare that I am the resident in Hong Kong for at least 9 months in each year.
Applicant's Signature	
Date of Application	



**Proposers' Information**

Proposer No. _____	
Surname in English	
Given names in English	
Name in Chinese	
First 5 digits of HKID (e.g. A1234)	
Email Address:	
Mobile/ Home Tel	
Years of Graduation/ Departure from RC	
Class of	
N o m i n a t i o n Statement	I hereby nominate _____, as candidate for election as Alumni Manager at the upcoming Alumni Manager Election to be held on _____ and _____ has confirmed his agreement to be nominated.
Signature	
C a n d i d a t e ' s Acknowledgement of N o m i n a t i o n (Signature)	

**Raimondi College Alumni Association**  
**Election of Alumni Manager for the**  
**Incorporated Management Committee (IMC) of Raimondi College**

**Ethical Conduct Required in the Alumni Manager 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 endeavours 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 endeavours 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 solicit or accept any advantage from any person not to vote at an election.
4. Do not solicit or accept any advantage from any person to vote or not to vote for a particular candidate at an election.
5. Do not provide or pay for the provision of any food, drink or entertainment as an inducement to or a reward of any person's not voting at an election.
6. 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.
7. 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.
8. Do not induce by deception any person not to vote at an election.
9. Do not induce by deception any person to vote or not to vote for a particular candidate at an election.

## APPENDIX – OVERVIEW OF CHANGES

The table below outlines what changes were made when and by whom they were approved:-

Version	Date of approval	Author	Reviewer	Approver	Description
1.0	26 <sup>th</sup> September, 2020	Eddie NG (Member of the RCAA Executive Committee)	Gregory CHAN; Nelson CHUNG; RCAA Executive Committee (Joseph TANG, William KHOO, Charles WONG, Anthony WONG (Sui Ki), Anthony WONG (Yiu Tung), Desmond HO)	RCAA Executive Committee	Creation of the Guide
2.0	30th December, 2022	Joseph TANG (President of RCAA Executive Committee)	RCAA Executive Committee (William KHOO, Anthony WONG (Sui Ki), Eddie NG)	RCAA Executive Committee	Addition of clause 44 & 45
3.0	14th January, 2025	Joseph TANG (President of RCAA Executive Committee)	RCAA Executive Committee (Ambrose YU, Allen IP, Trevor WONG, Billy LEUNG)	RCAA Executive Committee	Amendment of Annex III & Annex IV