

## ALUMNI ASSOCIATION OF MALATE CATHOLIC SCHOOL, INC. (AAMCSI)

### RULES AND REGULATIONS FOR THE NOMINATION AND ELECTION OF THE BOARD OF TRUSTEES AND OFFICERS (2026–2028)

#### ARTICLE I – GENERAL PROVISIONS

**Section 1. Purpose.** These Rules and Regulations shall govern the nomination and election of the Board of Trustees and Officers of the Alumni Association of Malate Catholic School, Inc. (AAMCSI) for the term 2026–2028.

**Section 2. Authority.** The conduct of nominations and elections shall be subject to the By-Laws of AAMCSI and these Rules and Regulations.

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#### ARTICLE II – ELECTION COMMITTEE

**Section 1. Composition.** The Election Committee shall consist of one (1) current board member/trustee and four (4) members from other batches.

**Section 2. Powers and Duties.** The Election Committee shall:

- Supervise the nomination and election process;
- Evaluate nominees as qualified or disqualified in accordance with the By-Laws;
- Issue final decisions on matters relating to the election.

**Section 3. Finality of Decisions.** Decisions of the Election Committee shall be final and binding. No further motions shall be entertained.

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#### ARTICLE III – NOMINATION PROCESS

**Section 1. Eligibility.** Only members of the association may nominate or be nominated as trustees.

**Section 2. Nomination Rights.** Each member may nominate their candidate/s.

**Section 3. Nomination Form.** The nominator must accomplish the official nomination form provided by Election Committee. The nominee must accept the nomination in writing.

**Section 4. Nomination Period.** The nomination period shall commence on January 27, 2026 and end on January 31, 2026. Nomination will also be accepted during election day but nominees should be personally present.

**Section 5. Submission of Nomination and Acceptance.** Nomination and acceptance forms may be submitted:

- Personally at the AAMCSI Office, No. 2115 Madre Ignacia St., Malate, Manila; or
- Via email at [aamcsinc@gmail.com](mailto:aamcsinc@gmail.com).

**Section 6. Publication of Nominees.** The Election Committee shall post the list of nominees on the school's website, alumni Facebook page, and via email prior to election day.

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## ARTICLE IV – ELECTION PROCEDURE FOR BOARD OF TRUSTEES

**Section 1. Voting Rights.** All members, regardless of batch, may vote for any of the nominees.

**Section 2. Voting Methods.** Members may cast their votes:

- Personally (onsite voting) on election day; or
- By proxy, each member may designate **only one (1) proxy** to represent them in case of absence.
  - The proxy must be a registered alumnus/alumna
  - A written authorization, signed by the member, must be submitted to the Election Committee on or before January 30, 2026 for verification. (see proxy form).
  - No individual may serve as proxy for more than one member.
  - Proxies have the same voting rights as the member they represent, limited to the duration of the meeting specified in the authorization.

**Section 3. Voting Schedule.**

- Onsite voting shall be conducted on February 7, 2026, from 2:00PM to 4:00PM

**Section 4. Number of Trustees.** Fifteen (15) trustees shall be elected. The fifteen (15) nominees receiving the highest number of votes shall be declared elected. If the number of nominees is fifteen (15) or fewer, they shall automatically be deemed elected trustees.

**A maximum of (two) 2 from each batch will be elected as Board of Trustees. The 2 candidates from each batch with the highest number of votes will be considered member of the Board of Trustees.**

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## ARTICLE V – ELECTION PROCEDURE FOR AAMCSI OFFICERS

**Section 1.** The elected Board of Trustees shall, immediately after their election, formally organize to elect the Officers of the Association.

**Section 2.** Only the **15 duly elected Board of Trustees** are eligible to participate in the nomination and election of officers.

**Section 3.** Voting rights are exclusive to these trustees.

**Section 4. Manner of Voting**

### 4.1 Nomination

- Nominations shall be made during the organizational meeting.
- Each nomination must be seconded and accepted by the nominee.

### 4.2 Voting Procedure

- Voting shall be conducted by open voting
- Each trustee casts one vote per officer position.
- Voting will be administered by the Election Committee.

### 4.3 Counting of Votes

- Votes shall be counted manually by the Election Committee in the presence of observers.
- The candidate with the highest number of votes for each position shall be declared elected.
- In case of a tie, a run-off election will be held immediately between the tied candidates.

### 4.4 Proclamation of Winners

- Results are announced immediately after counting.
- Newly elected officers assume their positions at the conclusion of the meeting.

**Section 5.** Positions to be Elected. From among the 15 trustees, the following officers will be elected:

**President**

**Vice President for Internal Affairs**

**Vice President for External Affairs**

**Secretary**

**Assistant Secretary**

**Treasurer**

**Assistant Treasurer**

**Auditor**

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## **ARTICLE VI – EFFECTIVITY**

These Rules and Regulations were approved and adopted by the Election Committee and shall take effect immediately upon adoption.

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**Approved and adopted by:**

**ELECTION COMMITTEE**