

SAS ALUMNI ASSOCIATION, INC.

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SAMPLE BALLOT  
DATE

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DATE

FOR BOARD MEMBERS:

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- 12. Reserved for \_\_\_\_\_**
- 13. Reserved for \_\_\_\_\_**

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- 12. Reserved for \_\_\_\_\_**
- 13. Reserved for \_\_\_\_\_**

Batch Year: \_\_\_\_\_

Batch Year: \_\_\_\_\_

Batch Representative(s)

Batch Representative(s)

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Signature over Printed Name

BACK PAGE OF THE BALLOT

Election Guidelines:

- 1) All attendees are eligible as a candidate for board membership. There are eleven (11) seats in the SAS Alumni Board for election.
- 2) A batch is allotted only one ballot form. This means that the batch shall collectively vote for the eleven (11) members of the Alumni Board.
- 3) COMELEC members cannot be voted upon.
- 4) A batch may have more than one (1) candidate for membership to the Alumni Board. As such, a batch may also have more than one (1) seat in the Board.
- 5) There shall be no in-absentia candidate. Only those present are eligible as candidates.
- 6) The top eleven (11) candidates with the most number of votes are the duly elected members of the alumni Board. They shall convene and elect among themselves the officers and the President of the Board.

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Election Procedure:

- 1) Every after two (2) years, all nomination forms will be distributed during the Grand Alumni Homecoming
- 2) All nomination forms will be collected at the end of the GAH for tally to determine batch representative.
- 3) Notice of election will be disseminated by the Secretary to all chosen batch representatives three weeks or more before the Election Day.
- 4) All attendees during the election are considered ELIGIBLE candidates for Board Membership.
- 5) All ELECTION COMMITTEES are not Eligible candidates
- 6) Each batch will be given one (1) ballot.
- 7) NO VOTING IN ABSENTIA.
- 8) Submit all completed ballots to the Election Committee.
- 9) Election Committee will tally all valid votes.
- 10) Those candidates with highest votes will be taking the Board Membership seat.
- 11) After noting the first eleven (11) candidates with highest number of votes will be OFFICIALLY considered as Board Members for two (2) year term.
- 12) The elected Board Member will decide if they want to elect their officers right after the election or they will hold another meeting for the election of the BOARD OFFICERS.
- 13) If they decide to hold another meeting for their election of the Officers, the election will be adjourn.
- 14) If they decide to elect the officers, they will proceed to the election of Board Officers.
- 15) Election Committee will provide a ballot for the election of the Board Officers.
- 16) All votes will be tallied again and the Officers of the Board will be determined.

## ST. ANTHONY SCHOOL ALUMNI ASSOCIATION

### Class Representative's Duties and Responsibilities:

Two (2) class representatives per batch are duly elected by their respective classes every two (2) years.

They are tasked to:

- 1) Act as representative or spokesperson of their class to the SASAA. All activities of the SASAA are made known to them.
- 2) Inform the Association of the activities of his/her class. e.g. reunions, fund-raising projects, etc.
- 3) Report an accounting of all fund-raising activities of their class to the Association.
- 4) Actively participate in the actual implementation of the projects of the Association.
- 5) Attend special meetings as may be required.
- 6) Update their respective class directories periodically and submit the same to the Association's Secretary
- 7) Performs other duties as may be required from time to time.