



## **Constitution of “The Institution of Engineering and Technology Hong Kong”**

### **TITLE**

1. The title of the Society shall be of “The Institution of Engineering and Technology Hong Kong” and shall hereinafter be referred to as “the Branch”. The Society was formerly known as “The Institution of Electrical Engineers Hong Kong” or “The IEE Hong Kong”.

### **ADDRESS**

2. The registered address shall be Suites 2012-2014 Jardine House, 1 Connaught Place, Central, Hong Kong SAR.

### **OBJECTS**

3. The objects of the Branch shall be to implement in every way possible the Royal Charter of the Institution of Engineering and Technology (hereinafter referred to as the Institution) and in particular:

- (a) To support and assist the Institution in the attainment of the objects of the Institution. To further the objects of the Institution in such other ways as may be deemed desirable within the limits laid down by the Constitution of the Branch and the Bye-laws of the Institution. The objects and purposes of the Institution are to promote the general advancement of science, engineering and technologies and their applications as defined in the Bye-laws of the Institution and to facilitate the exchange of information and ideas on these subjects amongst the members of the Institution and otherwise;
- (b) To stimulate interest in the Institution among members and stakeholders of the Institution, to promote the activities of the Institution, and to encourage new membership of the Institution, within the geographical area of the territories of Hong Kong Special Administrative Region (Hong Kong SAR) and Macau Special Administrative Region (Macau SAR);
- (c) To hold meetings of the Branch for reading and discussing communications bearing upon science, engineering and technology, or the applications thereof, or upon subjects relating thereto;
- (d) To arrange conferences, colloquia, seminars, etc. in conformity with the practices of the Institution;
- (e) To invite other bodies to co-organise or support events, if deemed appropriate, and likewise to accept invitations to co-organise or support the events of others, all such events to be in conformity with the practices of the Institution;
- (f) To establish Section Committees in the specialist areas of technology relevant to the Institution;
- (g) To establish a Younger Members Section;
- (h) To foster good relations and to encourage joint functions with other professional institutions;
- (i) To arrange and manage the affairs of the Branch in conformity with the practices of the Institution.



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### MEMBERSHIP

4. All members of the Institution, of whatever category, with a registered address in Hong Kong SAR or Macau SAR, shall be members of the Branch and shall be admitted in such category corresponding to his or her membership category in the Institution.
5. There shall be a Younger Members Section (YMS). Any member of the Branch who are at or under the age of 35 on the 1 January shall be a younger member of the Branch.
6. Any member of the Branch who has ceased to be a member of the Institution shall be disqualified from membership of the Branch.

### MANAGEMENT

7. The business of the Branch shall be managed by a Branch Committee, all members of which shall be members of the Branch. The office of a member of the Branch Committee shall be honorary and without remuneration. The term of office of members of the Branch Committee shall be in accordance with Clauses 25, 26 and 27.
8. The Branch Committee shall consist of :
  - (a) Officers :
    - the Chairman;
    - the Vice-Chairman;
    - the Honorary Secretary; and
    - the Honorary Treasurer.
  - (b) Ex-Officio Members :
    - not more than two Past Chairmen, being the most recent available;
    - the International Membership Advisor; and
    - one representative of the Student Advisors.
  - (c) Ordinary Members :
    - six to twelve Honorary Fellows (HonFIET), Fellows (FIET), Members with post-nominals (MIET/TMIET) or Members without post-nominals of the Branch.
  - (d) Ordinary Members (Section Committee) :
    - two members from the YMS Committee; and
    - two members from each Section Committee.
  - (e) Co-opted Members :
    - not more than two members of the Branch who shall be elected by the Branch Committee.
9. No person shall be eligible to be elected as a member of the Branch Committee, except as a Co-opted Member, unless he or she is a Honorary Fellow, Fellow, Member with post-nominal or Members without post-nominals of The Branch. Students Members of the Branch may be elected as Co-opted Members of the Branch Committee.



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10. Other than Co-opted members, each member of the Branch Committee shall have one vote and the Chairman shall also have a casting vote at all Branch Committee meetings. Co-opted members are not eligible to vote.

11. The quorum at any Branch Committee meeting shall be one-third of the aggregate number of Officers, Ordinary Members and Ordinary Members (Section Committee) for the time being in the Branch Committee.

12. The Branch Committee may delegate in writing any of its powers and management in respect of the YMS to the Younger Members Section Committee (YMS Committee) and may from time to time revoke or vary any of the powers so delegated.

13. The Branch Committee shall have power at any time and from time to time to establish Section Committees for such purposes as it deems fit and may determine the powers, functions and duties of any such Section Committees. The Branch Committee may at any time revoke the establishment of any of such Section Committees.

14. The YMS Committee and all Section Committees shall, in the exercise of the powers delegated by the Branch Committee, conform to any regulations that may from time to time be imposed on it by the Branch Committee.

### **GENERAL MEETINGS**

15. All members of the Branch shall be entitled to attend General Meetings of the Branch, including Annual General Meeting (AGM), Special General Meeting (SGM) and Annual General Meeting of the YMS (YMS AGM). Honorary Fellows, Fellows and Members with post-nominals of the Branch shall be entitled to vote on all matters at an AGM or an SGM. Members without post-nominals shall be entitled to vote on all such matters other than resolutions referred to in Clauses 56 and 58 of this Constitution at an AGM or an SGM. Other categories of members shall not be entitled to vote at an AGM or an SGM. All younger members of the Branch shall be entitled to vote at a YMS AGM.

16. An AGM shall be held no later than 30 September in each year. The business of the AGM shall be:

- (a) to receive and consider the report and accounts of the Branch for the last preceding session;
- (b) to appoint an auditor for the current session;
- (c) to elect members to fill vacancies of Ordinary Members in the Branch Committee and all Section Committees;
- (d) to endorse the election results of the YMS Committee.

17. A YMS AGM shall be held no later than 30 September in each year. The business of the YMS AGM shall be:

- (a) to receive and consider the report and accounts of the YMS for the previous session;
- (b) to elect members to fill vacancies of Ordinary Members in the YMS Committee.



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18. The Branch Committee shall at all times call an SGM at the request in writing of 12 Honorary Fellows, Fellows or Members with post-nominals of the Branch for the purpose of revoking or amending the Constitution of the Branch, specifying the revocations and amendments proposed by them. The Branch Committee shall also at all times call an SGM at the request in writing of 12 Honorary Fellows, Fellows, Members with post-nominals or Members without post-nominals for any other purpose relating to the direction and management of the affairs of the Branch, specifying the general nature of the business to be transacted.

19. The quorum at a General Meeting of the Branch shall be 12 members entitled to vote and no business shall be transacted without a quorum being present. Should a quorum not be present within 30 minutes from the time appointed for holding the meeting, the meeting shall be dissolved.

20. At least 14 days’ notice shall be given to all members of the Branch of all General Meetings. The notice shall specify the business to be transacted at the meeting. Accidental omission to give notice of a meeting to any member shall not invalidate the meeting.

21. The Chairman shall preside at all Branch Committee meetings, AGM and SGM of the Branch, when present; in the absence of the Chairman, the Vice-Chairman, the Honorary Secretary, the Honorary Treasurer, or, if none be present, an Ordinary Member of the Branch Committee shall preside.

22. The YMS Chairman shall preside at all YMS Committee meetings and YMS AGM, when present; in the absence of the YMS Chairman, the YMS Vice-Chairman, the YMS Honorary Secretary, the YMS Honorary Treasurer, or, if none be present, an Ordinary Member of the YMS Committee shall preside.

### **ELECTION PROCEDURES**

23. For the purposes of the following provisions, the session of the Branch Committee, the YMS Committee and all Section Committees shall begin on the 1 October each year.

24. The Branch Committee shall determine at its meeting the operation procedures, including election matters and committee composition, for the Branch Committee, the YMS Committee and all Section Committees. Such operation procedures shall be reviewed periodically and revised at the meeting of the Branch Committee. The operation procedures shall address the arrangement for a smooth transition from the IEE Hong Kong Branch Committee, its YMS Committee and its Section Committees to the Institution of Engineering and Technology Hong Kong Branch Committee, its YMS Committee and its Section Committees.



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25. Officers of the Branch Committee for the next session shall be elected among Officers and Ordinary Members, who are Honorary Fellows, Fellows or Members with post-nominals, of the current session annually in accordance with the following requirements and the prevailing operating procedures:

- (a) The Chairman shall not hold office in that capacity for more than two years in succession and the Vice-Chairman shall not hold office in that capacity for more than three years in succession;
- (b) No Officer shall be eligible to hold office of the Branch Committee, the YMS Committee or any Section Committee simultaneously in any other capacity;
- (c) The Honorary Secretary and the Honorary Treasurer shall not hold office in their respective capacity for more than six years in succession.

26. In order to achieve a succession of representation, the Branch Committee will prepare a rota of retirements so that approximately one third of the Ordinary Members will retire on 30 September each year. Any person so retiring shall not be eligible for immediate election as Ordinary Member or Ordinary Member (Section Committee) for the next session. No Ordinary Member shall serve for more than three consecutive years. Vacancies resulting from retirement of Ordinary Members at the end of the current session or election to be Officers for the next session shall be filled by Honorary Fellows, Fellows, Members with post-nominals or Members without post-nominals of the Branch through election at the AGM.

27. The Branch Committee will prepare a rota of retirements so that half of the Ordinary Members (Section Committee) will retire on 30 September each year. Any person so retiring shall not be eligible for immediate election as Officer or Ordinary Member (Section Committee) for the next session. No Ordinary Member (Section Committee) shall serve for more than two consecutive years. Vacancies resulting from retirement of Ordinary Members (Section Committee) shall be filled by members of the YMS Committee or the respective Section Committee in the current session. Candidates for these vacancies shall be nominated by the YMS Committee or the respective Section Committee for endorsement by the Branch Committee in accordance with the prevailing operating procedures.

28. At no time shall the Branch Committee, the YMS Committee or any Section Committee include in its membership in any capacity such a number of persons employed by or otherwise engaged with any one company, supply undertaking, municipality, firm or other organisation, as to constitute a majority of the voting members of that Committee.

29. All Ex-Officio Members, Ordinary Members and Ordinary Members (Section Committee) of the Branch Committee are not eligible to hold any office in the Branch Committee during their terms of appointment.

30. The Branch Committee shall appoint a Returning Officer for handling all matters relating to the election of the Branch Committee and all Section Committees for the next session. The YMS Committee shall appoint a Returning Officer (YMS) for handling all matters relating to the election of the YMS Committee for the next session.



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31. Notice shall be given at least six weeks before the AGM to every member of the Branch, showing separately the names and membership categories of the current Officers and Ordinary Members of the Branch Committee and all Section Committees who are continuing in office and those who are retiring from office at the end of the session. Such notice is hereinafter called “Election Notice”.

32. Notice shall be given at least six weeks before the YMS AGM every younger member of the Branch, showing separately the names and membership categories of the current Officers and Ordinary Members of the YMS Committee who are continuing in office and those who are retiring from office at the end of the session. Such notice is hereinafter called “YMS Election Notice”.

33. Any member of the Branch who is eligible to vote at the AGM may nominate an Honorary Fellow, a Fellow, a Member with post-nominal or a Member without post-nominal of the Branch, with his or her consent, for election to be Ordinary Member of the Branch Committee or the respective Section Committee provided that the nomination is seconded by another member of the Branch who is eligible to vote at the AGM. The nomination must be received by the Returning Officer before such date as specified in the Election Notice or at least 30 days before the AGM, whichever is earlier.

34. Any younger member of the Branch may nominate a younger member of the Branch, with his or her consent, for election to be Ordinary Member of the YMS Committee provided that the nomination is seconded by another younger member of the Branch. The nomination must be received by the Returning Officer (YMS) before such date as specified in the YMS Election Notice or at least 30 days before the YMS AGM, whichever is earlier.

35. At the time when the notice of the AGM is circulated, members of the Branch shall be advised of the candidates for election to be Ordinary Members of the Branch Committee and all Section Committees for the next session. If the number of candidates exceeds the number of vacancies, Honorary Fellows, Fellows, Members with post-nominals and Members without post-nominals of the Branch shall be given the opportunity of casting their votes either in person at the AGM or by other means as specified in the notice of the AGM. All votes other than those cast in person shall reach the Returning Officer at least three working days before the AGM.

36. At the time when the notice of the YMS AGM is circulated, younger members of the Branch shall be advised of the candidates for election to be Ordinary Members of the YMS Committee for the next session. If the number of candidates exceeds the number of vacancies, younger members of the Branch shall be given the opportunity of casting their votes either in person at the YMS AGM or by other means as specified in the notice of the YMS AGM. All votes other than those cast in person shall reach the Returning Officer (YMS) at least three working days before the YMS AGM.

37. The Branch Committee shall appoint at least two scrutineers to supervise the counting of votes, which are cast in person at the AGM and/or the YMS AGM, or cast by other means as specified in the notice of the corresponding AGM, in favour of each person nominated for election to the Branch Committee and all Section Committees, or the YMS Committee.

38. The Branch Committee, the YMS Committee and all Section Committees may fill any casual vacancy of Ordinary Member which may arise in the Committee, and such member of the Branch Committee, the YMS Committee or the respective Section Committee so appointed shall retire at the end of the current session but shall be eligible for immediate re-election.



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### **FINANCE**

39. Each member of the Branch, in addition to his or her ordinary subscription to the Institution, may be required to pay annually a local subscription of such amount as the Branch Committee may from time to time prescribe and as endorsed at a general meeting with the approval of the Institution.

40. The Branch Committee shall submit a business plan to the Institution for the activities it proposes for the forthcoming session. Provided the business plan is approved, the Institution will remit a sum towards the local expenses of the Branch including those incurred by the YMS Committee and all Section Committees for the next session. If the Branch Committee proposes any activity which cannot be funded within the above allocation, a separate case shall be made for additional funding together with a business plan. At the end of each session, the Branch Committee shall submit an audited statement of account to the Institution.

41. The Branch Committee shall not, on behalf of the Institution, enter into any financial commitment which has not been included in the approved business plan.

42. In the event of the Branch being dissolved or ceasing to function for any reason whatsoever, the accumulated funds and assets of the Branch shall be returned to the Institution provided that the Institution remains registered as a charity in the United Kingdom.

43. All the income and assets of the Branch shall be applied solely towards the promotion of the objects of the Branch and no portion thereof shall be paid or transferred directly or indirectly in whatever form to any person who at any time is or has been a member of the Branch. Provided that nothing herein shall prevent the payment, in good faith, of out-of-pocket expenses paid by any member of the Branch Committee, the YMS Committee or any Section Committee; or of reasonable and proper remuneration to any officer or member of the Branch, not being in his or her capacity as a member of the Branch Committee, the YMS Committee or any Section Committee, in return for any services actually rendered to the Branch.

44. The Honorary Treasurer of the Branch Committee shall :

- (a) collect all sums due to the Branch and pay the same into the Institution’s local bank accounts;
- (b) pay all sum due by the Branch when authorised to do so by the Branch Committee;
- (c) shall cause proper books of account to be kept with respect to all sums received and paid by the Branch, which shall be open for inspection at every Branch Committee meeting.

### **INSTITUTION MATTERS**

45. The Branch shall not carry out any political activity, or express approval or disapproval of any law of any country.

46. The Branch Committee shall endeavour to establish friendly relationships with other professional institutions, and encourage indigenous engineers/ technologists to join them in addition to their membership of the Institution.



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PAPERS AND COMMUNICATIONS**

47. The Branch Committee shall have authority for the acceptance or rejection of papers and communications to be read at the meetings arranged by the Branch Committee, the YMS Committee or any Section Committee.

**JOINT ACTIVITIES**

48. Meetings and other activities may be organised jointly with other professional institutions. In such cases all publicity should indicate that the activity is “jointly organised with the Institution of Engineering and Technology Hong Kong”. Branch funds may only be used for any activity where the arrangements are approved by the Branch Committee through the submission of a Business Plan.

**PUBLICATION OF PAPERS**

49. So far as practicable every paper presented to the Branch, and accepted for reading, or for publication in full or in abstract, and every paper read at a meeting of the Branch or any part thereof, and the copyright therein, shall be the property of the Institution. The Branch Committee, upon delegated by the Institution, shall have power to release or surrender the rights of the Institution in respect of any such paper or the copyright therein. The right of publishing all such papers and the reports of the proceedings and discussions at meetings of the Branch or any part thereof shall be reserved to the Branch Committee, which may give its consent to publication on whatever terms and conditions it may consider appropriate.

50. Papers read at meetings organised jointly with another institution shall be subject to the provisions of Clause 48 when the Branch Committee has incurred expenditure in relation to the meetings.

**PREMIUMS**

51. The range of the Institution prizes and premiums which are available shall be brought to the notice of authors of papers read at meetings organised by the Branch Committee, the YMS Committee or any Section Committee.

**LOCAL AWARDS**

52. All papers presented by younger members of the Institution or by younger members of other professional institutions at joint meetings organised by the Branch and other professional institutions shall be eligible for the award of the International Student Medallion.

53. The Branch Committee may at its discretion make an award for the best paper read within the area of Hong Kong SAR and Macau SAR by a younger member of the Branch at a Short Papers Contest, subject to the following conditions :

- (a) Each award shall be designated “Award presented by the Institution of Engineering and Technology Hong Kong”;
- (b) The number of awards that may be made in any one session and the value of the awards shall not exceed the limits as specified by the Institution.



## **Constitution of “The Institution of Engineering and Technology Hong Kong”**

### **LOCAL RULES**

54. If at any time an alteration or amendment of the Bye-laws of the Institution shall render this Constitution or part of this Constitution to become contradictory to the Bye-laws of the Institution as altered or amended, then this Constitution or its contradictory part (as the case may be) shall become void but the validity or enforceability of the remaining provisions shall not thereby in any way be affected or impaired.

### **RECORDS**

55. The Branch Committee, the YMS Committee and all Section Committees shall maintain a complete set of records relating to its activities including a copy of every document or paper published by the Branch.

### **DISSOLUTION**

56. The Branch may be dissolved with the approval of a two-thirds majority of the Honorary Fellows, Fellows and Members with post-nominals of the Branch present in person and voting at an SGM, and with the approval of the Institution or at the direction of the Institution. Upon dissolution of the Branch, the assets of the Branch shall be disposed of in accordance with Clause 42.

### **INDEMNITY**

57. All members of the Branch Committee, the YMS Committee and Section Committees elected pursuant to this Constitution shall be accountable in respect of their own acts only, and shall not be accountable for any acts done or authorised to which they shall not have expressly assented. No members of the Branch Committee, the YMS Committee and Section Committees shall incur any personal liability in respect of any loss or damage incurred through any act, matter, or thing done, authorised, or suffered by them, other than through their own wilful act or default. These persons shall be entitled to be indemnified by the Institution in accordance with and to the extent of and for the purposes permitted by Bye-laws 87 and 88 of the Institution.

### **AMENDMENT OF THIS CONSTITUTION**

58. This Constitution may be amended only with the approval of a two-thirds majority of the Honorary Fellows, Fellows and Members with post-nominals of the Branch who cast their votes either in person at an SGM or by other means as specified in the notice of the SGM, and with the approval of the Institution or at the direction of the Institution. All votes other than those cast in person shall reach the Honorary Secretary at least three working days before the SGM.

### **NOTICES AND COMMUNICATIONS**

59. Any notice may be served or any communication may be sent by the Branch to any member of the Branch either personally, or by sending it prepaid through the post, addressed to such person at his or her address as registered in the membership record of the Institution.



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60. Any notice or other communications, if sent by post, shall be deemed to have been delivered on the second day following that on which it was posted; and in proving that it has been sent it shall be sufficient to prove that the notice or communication was properly addressed and posted.