

Hong Kong Institution of Incorporated Engineers (HKIIE)

CONSTITUTION

(Revised July 2019)

1. Name

The name of the organization shall be Hong Kong Institution of Incorporated Engineers (香港實務工程師學會) which can also be abbreviated as HKIIE.

2. Nature

HKIIE is the engineering institution dedicated to serving the professional interests of Incorporated Engineers, and Engineering Technologists in the engineering and technological profession. HKIIE is a self-constrained, non profit social entity.

Incorporated Engineers

Incorporated Engineers require a detailed understanding of a recognized field of technology so that they can exercise independent technical judgement and management in that field. To meet this requirement they may have successfully completed an appropriate programme of education and training, covering both general principles and established techniques, and have gained relevant professional experience. The role of the Incorporated Engineer is to act as an exponent of today's technology and to this end he or she maintains and manages that developing technology at the highest efficiency.

Postal Address

The postal address of HKIIE shall be:

P.O. Box 91214

Tsim Sha Tsui

Kowloon

Hong Kong

3. Objects

- To represent the interests of Incorporated Engineers and Engineering Technologists of relevant engineering and technological profession.
- To develop and promote public understanding of the Incorporated Engineers' and Engineering Technologists' status.
- To promote and maintain recognized standards for relevant engineering professions through continuous professional development.
- To maintain contacts with other local institutions and overseas bodies, etc in the relevant profession.

4. Use of Funds

In order to promote the objects given in paragraph 4, the Council shall approve an annual budget which shall be made towards the cost of meeting these objects.

5. Membership

Membership is given to any person, male or female, who has been admitted to membership of the recognized institutions which have been registered as Incorporated Engineers or Engineering Technologists or considered equivalent by the Council, and who is for the time being resident in Hong Kong.

Classes of membership are Honorary Fellow, Fellow, Corporate Member, Technician Member, Associate Member, Graduate Member and Student Member. Qualifications for membership of the Institution and details of the membership classes are summarized in the **Annex 1**.

The entrance fees and subscription for members of the Institution shall be such sums as the Council may from time to time determine and the Institution in General Meeting may approve (**Annex 2**).

Members of all classes who have been removed from the membership roll (due to resignation or striking off by the Council resolution) shall return the membership certificate to the Institution on request and cease to use the designation of the Institution.

The membership certificate is valid for so long as the holder remains a member of the Institution.

6. Annual General Meeting

Normally, in the month of May/June each year a general meeting of the Institution shall be held of which all members shall receive at least twenty-eight days advance notice or special approval is being given by one-third of the Council Members for a shorter period of notice. Ten Members (i.e. Honorary Fellows, Fellows and Corporate Members) shall form a quorum for such meetings of the Council. Should a quorum not be present within half an hour of the appointed time, the meeting shall be adjourned until such time as may be agreed by the members present. In the absence of the Chairman and Chairmen (Special Duties), the chairmanship may be taken by another Member, elected as Chairman for the meeting.

The Annual General Meeting shall receive a report from the Council on the activities within the Institution for the year, elect a Council and Chairman and Chairmen (Special Duties) upon the completion of the term of office, and shall transact such other business as considered appropriate and within the provisions of this Constitution.

7. Institution Council

The Council shall consist of:-

(a) Officers

- Founding President / Vice President
- Chairman
- Chairmen (Special Duties)
- Honorary Secretary
- Honorary Treasurer
- The Immediate Past Chairman

(b) Council Members

(c) Co-opted Members

The Council may co-opt Corporate Members, Technican Members, Associate Members, Graduate Members and Student Members, without voting right, if deemed necessary

(d) Honorary Council Members

The Honorary Presidents, Honorary Advisors, and all Past Chairmen (excluding the

Immediate Past Chairman) of the Institution shall be honorary Council Members, without voting right.

At the Annual General Meeting the members present shall elect by means of a secret ballot an Institution Council, consisting of eight to twelve members whose term of office shall be two years, from whom a Chairman, Chairmen (Special Duties), Honorary Secretary and Honorary Treasurer (all of whom shall be Honorary Fellow, Fellow or Corporate Member of the Institution) shall be elected (**Annex 3 & 4**). Nomination for election to the Council, and for the offices of Chairman and Chairmen (Special Duties), shall be made at the meeting. Not less than half of the Council shall be Honorary Fellow, Fellow or Corporate Member of the Institution.

In the event of the Chairman leaving before his/her term of office expires, one of the Chairmen (Special Duties) will succeed to the chairmanship of the Institution upon the approval of the Council Meeting for the remainder of the unexpired period or the Founding President or Vice President who is a Council Member will automatically succeed to the chairmanship similar to the Chairmen (Special Duties) mentioned.

An elected member of the Council shall cease to hold office if he/she

- (a) is absent without leave approved by the Council from more than half the meetings of the Council in any yearly session, or three (3) consecutive meetings in the term of his/her office and the Council resolves that the member shall cease to hold office; or
- (b) Ceases to be an Honorary Fellow, a Fellow or a Corporate Member.

Should an elected member of the Council be unable to complete his term of office then the casual vacancy may be filled at the discretion of the Institution Council for the unexpired period.

The Institution Council may, co-opt additional members for special purposes. Such co-opted members shall not entitle to vote.

One-third of the Council Members shall form a quorum for the Council Meeting.

Proceedings and minutes of any meetings shall not in general be published or immature disclosed to other parties without the prior consent of the Council of the Institution.

All the Institution Council Members shall serve in an honorary capacity.

8. Extraordinary General Meeting

An extraordinary general meeting may be held upon the request of over half of the Council Members or ten Honorary Fellows, Fellows or Corporate Members of the Institution who shall raise such a request in writing, bearing their signatures with full names, to the Chairman. Upon receipt the Chairman shall cause the meeting to be held within twenty-one days. The discussion held and resolutions passed at the meeting shall be confined to only those points listed in the request. Twelve Honorary Fellows, Fellows or Corporate Members shall form a quorum for an Extraordinary General Meeting.

9. Code of Conduct

Any Council member or member who fails to observe the confidentiality of proceedings and minutes of Council meetings and meetings (Paragraph 8) for the time being in force, or, in the opinion of the Council, has mis-conducted himself in a way which unfits him to continue as Council member or member, or likely to be injurious to the interests of the Council may be excluded from the membership of the Council or the Institution.

10. Winding Up

If upon the winding up and dissolution of the Institution there remain after the satisfaction of all its debts and liabilities any assets then these remaining assets shall be donated to a local charitable organization.

The Institution may be dissolved by the Council at their discretion or by agreement at an Extraordinary General Meeting called for, unanimously, by the Institution Council. A quorum at such a meeting to discuss winding up the Institution shall be one tenth of the total number of Honorary Fellow, Fellow and Corporate Members registered in the Institution at that time and must be approved by three quarters of the members present at that meeting.

11. Constitution

This Constitution may be modified only with the authority of the Council of the Institution and any amendment must be notified to Societies Office, Hong Kong Police before it comes into effect.

[Note: Chairman (Special Duties) – Responsible for the assigned and approved duties by the Council.]

香港實務工程師學會 (HKIIE)

憲章

(2019年7月修訂)

1. 學會的名稱

學會的名稱應為香港實務工程師學會 (Hong Kong Institution of Incorporated Engineers)，也可以簡稱為 HKIIE。

2. 業務性質

HKIIE是一個致力於服務實務工程師和工程技術人員專業利益的工程學會。HKIIE是一個自我約束的非營利社會實體。

實務工程師

實務工程師需要對一個公認的技術領域有詳細的了解，以便能夠在該領域行使獨立的技術判斷和管理能力。為了滿足這一要求，他們可能已經成功完成了一個適當的教育和培訓計劃，涵蓋了一般原則和已確立的技術，並獲得了相關的專業經驗。實務工程師的角色是成為當今技術的倡導者，為此他或她以最高效率維護和管理著這種不斷發展的技術。

郵寄地址

香港九龍尖沙咀郵箱九一二一四號

3. 服務對象

- 代表相關工程和技術專業領域的實務工程師和工程技術人員的利益。
- 發展和推廣公眾對實務工程師和工程技術人員地位的理解。
- 通過持續的專業發展促進和維護相關工程專業的公認標準。
- 與其他本地機構和海外機構等保持聯繫，以維護相關專業領域的交流。

4. 資金使用情況

為了推進第4段所述的目標，理事會將批准一個年度預算，用於支付實現這些目標的相關費用。

5. 會員資格

會籍對於任何男性或女性，只要他們已被認可的機構錄取為實務工程師或工程技術人員，或被理事會視為具有相等資格，並且目前居住在香港，即可授予會籍。

會籍類別包括名譽院士、院士、會員、技術人員會員、聯絡會員、畢業會員和學生會員。有關加入學會的資格和會籍類別的詳細信息，請參閱附件1。

學會會員的入會費和年費由理事會根據需要確定，並且需要在學會全體會議上獲得批准（附件2）。

所有被從會員名冊中刪除的會員（因為辭職或被理事會決議除名），應在要求時將會籍證書退還給學會，並停止使用學會的稱號。

會籍證書的有效期限為持有人仍然是學會會員的期間。

6. 年度會員大會 (AGM)

通常，每年五月/六月，學會將舉行一次全體會員大會，所有會員至少須提前收到二十八天的通知，或獲得三分之一理事會成員的特殊批准以縮短通知期限。對於這種理事會會議，十名會員（包括名譽院士、院士和會員）將組成法定人數。如果在指定時間的半小時內未達到法定人數，會議將被暫停，直到與會會員同意的時間為止。在主席和主席（特殊職務）缺席時，可以由另一名會員擔任主席，並被選舉為該次會議的主席。

年度大會將接受理事會就學會當年的活動情況發表報告，選舉理事會和主席以及主席（特殊職務），並處理其他視為合適且符合本章程規定的事務。

7. 學會理事會

理事會將由以下成員組成：

(a) 理事會成員

- 創會會長/副會長主席
- 主席
- 主席（特殊職務）
- 義務秘書

- 義務司庫
- 上屆主席

(b) 理事會成員

(c) 增選委員

如有必要，理事會可以共同選舉企業會員、技術人員會員、聯絡會員、畢業會員和學生會員，但這些成員無投票權。

(d) 名譽理事會成員

學會的名譽會長、名譽顧問以及所有的前主席（不包括上屆主席）將成為名譽理事會成員，但無投票權。

在年度大會上，出席的會員將以秘密投票的方式選舉理事會，該理事會由八到十二位成員組成，任期為兩年。從理事會成員中將選舉產生一位主席、一位或多位（特定職務）主席、一位名譽秘書和一位名譽財務主管（以上職位的人員應為該協會的名譽院士、院士或會員）（附件3和4）。對於理事會成員和主席及（特定職務）主席職位的提名，將在會議上進行。理事會的一半以上成員應為該協會的名譽院士、院士或公司會員。

如果主席在其任期屆滿之前離職，則一位（特定職務）主席在理事會會議的批准下將接任該協會的主席職位，直至剩餘的任期屆滿，或者創會會長或副會長（同樣是理事會成員）將自動接任主席職位，與前述的（特定職務）主席相似。

理事會成員如選舉後不再擔任該職位，則有以下情況之一：

- (a) 未經理事會批准的請假情況下，在任何一個年度會議期間缺席超過一半以上的理事會會議，或在其任期內連續三（3）次會議缺席，且理事會決議該成員應當停止擔任該職位；或
- (b) 不再擔任名譽院士、院士或會員。

如果理事會成員無法完成其任期，則空缺職位可由理事會自行決定填補剩餘的任期。

理事會可以選擇性地增選額外的成員來擔任特定目的。這些被增選的成員無權投票。

理事會會議的三分之一成員應形成理事會會議的法定人數。任何會議的程序和會議記錄通常不應未經學會理事會事先同意而對其他方進行公開或提供。

所有理事會成員均以義務職務擔任。

8. 特別大會 (EGM)

特別大會可根據理事會成員半數以上或十位名譽院士、院士或企業會員的要求舉行，他們應以書面形式提出該要求，附上他們的簽名和全名，提交給主席。主席收到後應在二十一天內召開該會議。該會議討論和通過的決議應僅限於要求中列出的事項。十二位名譽院士、院士或企業會員構成特別大會的法定人數。

9. 行為準則

任何理事會成員或會員如未能遵守目前有效的保密規定，揭露理事會會議和會議記錄（第 8 段），或者在理事會的意見中，以不適當的方式行為不當，使其不適合繼續擔任理事會成員或會員，或可能對理事會的利益造成損害，可能被取消理事會或機構的會員資格。

10. 清盤

若在機構解散清算後，經償還所有債務和負債後仍有剩餘資產，則這些剩餘資產將捐贈給一家當地的慈善組織。

機構可以由理事會自行決定解散，或者通過機構理事會全體一致同意的特別大會達成協議解散。討論解散機構的特別大會的法定人數應為該機構當時註冊的名譽院士、院士和企業會員總數的十分之一，並且必須獲得出席會議的三分之一成員的批准。

11. 憲章

本憲章只能在機構理事會的授權下進行修改，並且任何修訂必須在生效前通知香港警察社團辦事處。

[備註：主席（特別職責）- 負責理事會指派和批准的職責。]