

香港測量師學會青年組

**THE HONG KONG INSTITUTE OF SURVEYORS
YOUNG SURVEYORS GROUP**

REGULATIONS

2012 Edition

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REGULATIONS OF
THE HONG KONG INSTITUTE OF SURVEYORS YOUNG SURVEYORS GROUP

1. NAME

The Name of the Group is "The Hong Kong Institute of Surveyors –Young Surveyors Group" (hereinafter referred to as "the Y.S.G.").

2. ESTABLISHMENT

The Y.S.G. is established in accordance with paragraph 6.4 of the Constitution of "The Hong Kong Institute of Surveyors" (hereinafter referred to as "the Institute").

3. OBJECTS

The objects of Y.S.G. are to promote the objects of the Institute together with the following objectives:-

- a. To promote and enrich the professional, educational, social and cultural life among members of the Y.S.G.;
- b. To reflect the views and represent the interests of members of the Y.S.G.;
- c. To serve as a link between the Institute and the Training Grade Members of the Institute consisting Probationers and Students.

4. MANAGEMENT AND DIRECTION

The management and direction of the affairs of the Y.S.G. shall, subject to the control of the General Council of the Institute, be vested in a Y.S.G. Committee which shall be regulated in accordance with the provisions of paragraph 7 prescribed herein.

5. Y.S.G. MEMBERSHIP

5.1 Every Member and Associate Member of the Institute whose age shall not exceed such age as the General Council of the Institute may from time to time prescribe and whose office and basic practice is in Hong Kong shall be a member of the Y.S.G.

5.2 All Probationers and Students of the Institute will be attached to and be entitled to participate in the activities of the Y.S.G.

5.3 At the sole discretion of the Chairman of the Y.S.G., all other persons, if any, may:-

- a. attach to the membership as Attached Members; and/or
- b. participate in the activities of the Y.S.G.

6. MEETINGS

6.1 Annual General Meetings

A General Meeting to be called the Annual General Meeting shall be held once in each calendar year at such time and place as the Y.S.G. Committee shall determine provided that an Annual General Meeting shall be held not more than 15 months after the holding of the last preceding Annual General Meeting. Not less than 14 days' notice of such meeting shall be given to all members of the Y.S.G.

6.2 Extraordinary General Meetings

6.2.1 The Y.S.G. Committee may convene an Extraordinary General Meeting whenever it thinks fit. Not less than 7 days' notice of such meeting shall be given to all members of the Y.S.G.

6.2.2 The Y.S.G. Chairman may, upon not less than ten members of the Y.S.G.'s written request, convene an Extraordinary General Meeting. Not less than 7 days' notice of such meeting shall be given to all members of the Y.S.G.

6.3 Transaction of Business at a General Meeting

6.3.1 No business shall be transacted at any General Meeting unless a quorum is present when the meeting proceeds to business. Save as herein otherwise provided ten members of the Y.S.G. personally present shall be a quorum.

6.3.2 At any General Meeting a resolution put to the vote of the meeting shall be decided on a show of hands. In case of an equality of votes, the Chairman of the meeting shall be entitled to a second or casting vote.

6.4 Meetings of the Y.S.G. Committee

6.4.1 The Y.S.G. Committee shall meet as often as the business of the Institute may require but not less than six times in each calendar year.

6.4.2 The quorum for meetings of the Y.S.G. Committee shall be five members of the Y.S.G. present in person including at least one Office Bearer.

6.4.3 To conduct the meetings of the Y.S.G. Committee, the method of voting on resolutions and other matters shall be left to the discretion of the chairman of the meeting who shall be an Office Bearer.

7. THE Y.S.G. COMMITTEE

7.1 Composition of the Y.S.G. Committee

7.1.1 The Y.S.G. shall elect the Office Bearers and Elected Members of the Y.S.G. Committee at a General Meeting in accordance with paragraph 8 below. The newly elected Committee shall come into office immediately upon their election.

7.1.2 The Y.S.G. Committee shall comprise the following:

a. Office Bearers

The Office Bearers of the Y.S.G. shall consist of a Chairman, not more than two Vice-Chairmen, not more than two Honorary Secretaries and an Honorary Treasurer.

b. Elected Members

Not more than twenty but not less than five members elected by members of the Y.S.G., the actual

number being at the discretion of the incumbent Y.S.G. Committee.

and may also include the following:

c. Ex-Officio Member

The Y.S.G. Chairman shall be an ex-officio member of the Committee for 1 year on vacating office unless he ceases to be a member of the Y.S.G. or he gives notice of his desire to resign but shall not be precluded by the age as from time to time prescribed by the General Council.

d. Co-opted Members

The Y.S.G. Committee will have the authority to co-opt any member of the Institute or any student undertaking a course of education leading to membership of the Institute to the Y.S.G. Committee at any time.

7.1.3 The Office Bearers shall in all cases be Fellows or Members of the Institute.

7.1.4 Office Bearers will hold office for 1 year but shall be eligible for re-election. The Y.S.G. Committee are empowered to fill any vacancy caused through resignation, decease or inability to act; and the member elected to fill such a vacancy may serve only for the residue of the term for which his predecessor was elected. The Y.S.G. Chairman shall not be eligible to hold office for more than 2 years in succession exclusive of any period provided for in the preceding sentence.

7.2 Election of Councillors of the General Council

Two representatives of the Y.S.G. shall be nominated by the Y.S.G. Committee to be Councillors of the General Council prior to an Annual General Meeting of the Institute in accordance with Regulations made under paragraph 6.4 of the Constitution and Bye-Law 3.2.3 of the Institute. Should such representatives not be nominated prior to and Annual General Meeting of the Institute, nominations may be made at the Annual General Meeting of the Institute and an election held as under Bye-Law 3.2.1 of the Institute.

8. METHOD OF ELECTION

The method of election of the Office Bearers and the Elected Members of the Y.S.G. Committee shall be as determined by the incumbent Y.S.G. Committee subject to the following conditions:-

a. Nominations shall be made in writing to the Honorary Secretary and shall be signed by the proposer and seconder both of whom shall be members of the Y.S.G. and shall be accompanied by an agreement in writing signed by the member nominated, signifying his willingness to serve if elected;

b. Not less than 10 days' notice shall be given to members of the Y.S.G. of their right to make nominations in accordance with paragraph 8a above. Such notice shall state the number of seats on the Y.S.G. Committee available for election;

c. Whenever the number of nominations exceeds the number of seats of a particular section of the Committee particularised in paragraph 7.1.2 above, the election for the seats of that particular section of the Committee shall be by ballot, and balloting lists, in the form as shown in Appendix I annexed to the Regulations of the Y.S.G., shall be employed for this purpose;

d. The existing Y.S.G. Committee may adopt either of the following alternatives for the election of the Office Bearers or the Elected Members of the Committee:-

i. when the election is by ballot of members attending a meeting convened for that purpose, of which not less than 14 days' notice must be given. The names of the members nominated for any Office Bearer or for membership of the Y.S.G. Committee shall appear upon the notice convening such meeting; or

ii. when the election is by postal ballots of all members of the Y.S.G., a copy of the balloting list, and all the requisite instructions for voting, shall be sent to all members of the Y.S.G. at least 14 days before the General Meeting and shall be returned to the Honorary Secretary of the Y.S.G. at least 7 days before the General Meeting;

e. At the General Meeting the members present shall choose by show of hands, two or more members who shall not be Office Bearers, members of the Y.S.G. Committee or candidates for election, to act as scrutineers of the ballot. It shall be the duty of the scrutineers to determine from the balloting lists the number of votes cast for each candidate for election, to take such measures as they deem necessary to prevent the identification of the voters and to report to the General Meeting the names of those duly elected;

f. Where the number of nominations in any section of the balloting list does not exceed the number of seats to be filled, the members so nominated shall be deemed to have been elected, and a report made to the General Meeting accordingly.

9. DUTIES OF OFFICE BEARERS

9.1 The Chairman

9.1.1 The Chairman shall take the Chair as of right at all meetings of the Y.S.G. and of the Y.S.G. Committee. In the absence of the Chairman and Vice-Chairman, one of the Office Bearers present shall be a temporary Chairman.

9.1.2 The Chairman shall represent the Y.S.G. and guide the affairs of the Y.S.G. in accordance with the Regulations.

9.1.3 The Chairman, or his nominee, shall sit, subject to the paragraph 7.2(g) of the Constitution of the Institute and availability of place, on the Executive Committee or other Committees of the Institute.

9.1.4 The Chairman shall prepare annually a report and present it to the members at the Annual General Meeting. A copy of the report shall be submitted to the General Council together with a copy of any resolution thereon passed at the meeting within 1 month of the date of the meeting.

9.2 The Vice-Chairman

The Vice-Chairman shall deputize in the absence of the Chairman.

9.3 Honorary Secretary

9.3.1 The Honorary Secretary shall be required to keep an accurate record of the proceedings of the Y.S.G. and the Y.S.G. Committee; and

9.3.2 The Honorary Secretary shall give notice of all meetings of the Y.S.G.

9.4 Honorary Treasurer

The Honorary Treasurer shall direct the preparation of the statement of the income and expenditure of the Y.S.G. and present it to the Y.S.G. Committee for inspection and approval.

10. DUTIES OF THE Y.S.G. COMMITTEE

The Y.S.G. Committee shall:-

a. Co-ordinate all Y.S.G. functions;

b. Ensure that a sufficient number of sessional meetings of general interest are held within the Y.S.G.;

- c. Obtain and consider reports from Committee on Divisional and other matters;
- d. Organise Y.S.G. Annual, Extraordinary and other General Meetings;
- e. Organise educational, social, cultural and charity functions;
- f. Encourage participation in Y.S.G. affairs by Probationers and Students; and
- g. Conduct local public relations in consultation with the appropriate Divisional Council or standing Committee of the General Council.

11. ALTERATION OF THE REGULATIONS

The Regulations may be altered, amended or added to only by a resolution passed by an affirmative vote of 66% of the members present in the General Meeting and shall be subjected to the subsequent endorsement of the General Council. Notice of such alteration, amendment or addition shall be given to the members of the Y.S.G. together with the notice of General Meeting in accordance with the Regulations specifying the alterations proposed, but such alterations shall not be altered, amended or added to in any other way.

12. DISSOLUTION

The Y.S.G. shall continue until a resolution shall be passed by the General Council.

THE HONG KONG INSTITUTE OF SURVEYORS
BALLOTING LIST FOR THE ELECTION OF
OFFICE BEARERS AND ELECTED MEMBERS OF THE
COMMITTEE OF THE YOUNG SURVEYORS GROUP
FOR THE SESSION 20 /20

Members are urged to exercise their rights of voting for the election of the Y.S.G. Office Bearers and of the Y.S.G. Elected Members regardless of the Division of which they are members and return this Balloting List. The directions given below should be followed.

DIRECTIONS

1. The voter is to mark in ink by a cross X the name of the candidate for whom he wishes to vote.
2. The voter need not record a vote for each vacancy and may not vote for more candidates than the number of vacancies indicated.
3. The voter must not sign his name on the Balloting List, nor add any names thereto.
4. The voter must not, in forwarding his Balloting List, use any envelope other than the one enclosed for his use. The envelope must be fastened down and signed in the place indicated and the postage prepaid.
5. The voter, having enclosed his Balloting List in the official envelope, must forward it so that it may be received at the office of the undersigned at (insert address) not later than 12 noon on
6. If the foregoing directions are not complied with by the voter, his list will be invalidated.

"XYZ"
Honorary Secretary

NOTE: Directions 4 and 5 can be deleted if the form is used at an election held in accordance with Paragraph 8.d(i)

BALLOTING LIST OF OFFICE BEARERS / ELECTED MEMBERS

Candidates' Names Address and Details	Nominated by	For election as	Cross to be made here