

THE HONG KONG INSTITUTE OF SURVEYORS

REGULATIONS

FOR

QUANTITY SURVEYING DIVISION

October 2010

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1. DEFINITIONS

In these Regulations the following expressions shall, unless the context otherwise requires, have the meanings respectively assigned to them namely:-

- 1.1 “Institute” means The Hong Kong Institute of Surveyors.
- 1.2 “Division” means the Quantity Surveying Division of the Institute.
- 1.3 “General Council” means the General Council of the Institute.
- 1.4 “Councillor” means any member of the General Council for the time being.
- 1.5 “Corporate Member” means any Fellow or Member of the Institute in the Division.
- 1.6 “Technical Associate” means any Technical Associate of the Institute in the Division.
- 1.7 “In writing” includes printing, lithography and other modes of representing and reproducing words in a visible and non-transitory form.
- 1.8 “Constitution” or “Bye-Laws” means the Constitution or Bye-Laws of The Hong Kong Institute of Surveyors as amended or supplemented from time to time.
- 1.9 “AGM” means Annual General Meeting of the Division.
- 1.10 “EGM” means Extraordinary General Meeting of the Division.

2. VALIDITY

These Regulations are made subsidiary to and are to be read as being made in accordance with the Constitution or Bye-Laws from time to time in force.

3. DIVISIONAL COUNCIL

The direction and management of the affairs of the Division shall be vested in a Divisional Council consisting of Corporate Members and Technical Associates.

4. COMPOSITION OF DIVISIONAL COUNCIL

4.1 The Divisional Council shall be composed of:-

(a) Officers comprising:-

- (i) Chairman;
- (ii) Two Vice-Chairmen;
- (iii) Honorary Secretary;
- (iv) Honorary Treasurer;

(b) Council Members comprising:-

- (i) not more than 16 Corporate Members;
- (ii) not more than 2 Technical Associates; and
- (iii) 2 representatives of the Young Surveyors Group.

(c) Ex-officio Member - the immediate past Chairman of the Divisional Council.

4.2 Only the Corporate Members in the Quantity Surveying Division shall be eligible to be the Officers. The Chairman shall be a Fellow of the Institute in the Division.

4.3 The members of the Divisional Council shall as far as possible represent a fair proportion of the various sectors of the quantity surveying profession.

4.4 The Divisional Council may from time to time appoint co-opted Members, up to a maximum number of 20.

5. FORMATION OF DIVISIONAL COUNCIL

Save its Ex-officio and co-opted Members, the Divisional Council shall be formed by election in an AGM or an EGM specially convened to include such election on an annual basis.

6. ANNUAL GENERAL MEETING OF THE DIVISION

6.1 The AGM shall be held on the day not less than 14 days before the day on which the Annual General Meeting of the Institute is to be held.

6.2 The business of the AGM shall include:-

- (a) Adoption of the minutes of the previous AGM.
- (b) Presentation of the Report of the Chairman for the year, and adoption of the Report by a proposer and a seconder.

- (c) Presentation of the Report of the Honorary Treasurer for the year, and adoption of the Report by a proposer and a seconder.
- (d) Presentation of the Divisional Accounts for the year, and adoption of the Report by a proposer and a seconder.
- (e) Election of Officers and Council Members for the ensuing year.
- (f) Such other matters:-
 - (i) as the Divisional Council shall determine and notice of which has been given in the agenda for the meeting; or
 - (ii) of which due notice has been given to the Divisional Council and given in the agenda for the meeting; or
 - (iii) as may be brought forward by the Divisional Council or any Corporate Member with the consent of the meeting.

7. EXTRAORDINARY GENERAL MEETINGS

- 7.1 The Divisional Council may convene an EGM whenever it thinks fit. The Divisional Council shall also upon a requisition in writing signed by 30% or more of the Corporate Members convene an EGM and shall take steps to this end within 21 days of the Honorary Secretary receiving the requisition. The requisition shall clearly set out the object of the proposed EGM. If the Divisional Council fails to take the necessary action within the prescribed time, the requisitioners or any 30% of the Corporate Members may themselves convene an EGM and for this purpose shall have access to such records of the Division as will enable them to convene the EGM.
- 7.2 The business of all EGM shall be strictly confined to the matters set out in the notice of the EGM.

8. NOTICE OF AGM OR EGM AND ITS TRANSACTION OF BUSINESS

- 8.1 The Divisional Council shall, not less than 14 days before the day on which the AGM or EGM is to be held, send to all Corporate Members and Technical Associates a notice which shall include :-
- (a) the Agenda for the meeting;
 - (b) the place, date and time of the meeting;
 - (c) full details of any special resolutions; and
 - (d) voting and proxy forms where these are required for the purpose of the meeting.

- 8.2 No business shall be transacted at any AGM or EGM unless a quorum is present when the meeting proceeds to business. Twelve Corporate Members personally present shall be a quorum. If within half an hour after the time appointed for holding an AGM or EGM (including any resumed meeting after an adjournment) a quorum is not present at the meeting, it shall stand adjourned to the same day in the next month at the same time and place or at such other place as the Divisional Council may determine.
- 8.3 The Chairman or, failing him/her, one of the Vice-Chairmen, shall preside as Chairman at every AGM and EGM but if the Chairman and Vice-Chairmen are not present within thirty minutes after the time appointed for holding the AGM or EGM, those Corporate Members present may choose one other member of the Divisional Council as Chairman, or if no such member is present or if none of the members of the Divisional Council present agrees to take the chair they shall choose one Corporate Member from among themselves to preside.
- 8.4 At any AGM or EGM a resolution put to the vote of the meeting shall be decided on a show of hands, unless a poll is before or upon the declaration of the result of the show of hands demanded by the Chairman of the Meeting, or by a Corporate Member present in person and holding proxy representing one-tenth of the total voting rights of all the Corporate Members having the right to vote at the meeting, and unless a poll is so demanded a declaration by the Chairman of the Meeting that a resolution has been carried unanimously or by a particular majority or lost or not carried by a particular majority and an entry to the effect in the minutes book of the Division shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.
- 8.5 If a poll is demanded in the manner as aforesaid it shall be taken at such time and place and in such manner as the Chairman of the Meeting shall direct and the result of the poll shall be deemed to be the resolution of the meeting at which the poll was demanded.
- 8.6 In the case of an equality of votes, whether on a show of hands or on a poll, the Chairman of the Meeting shall be entitled to a second or casting vote.
- 8.7 Any Corporate Member present at the meeting other than the one presenting the reports or accounts for adoption shall have the right to be a proposer or a seconder.
- 8.8 Each Corporate Member shall have one vote which may be given either personally or by proxy.
- 8.9 The appointment of a proxy shall be made in the proxy form prescribed by the Divisional Council and signed under the hand of the appointer.
- 8.10 The signed proxy form shall be deposited with the Honorary Secretary of the Divisional Council not less than forty-eight hours before the time appointed

for holding the meeting which the person named in the proxy form is to attend or, in the case of a poll, not less than twenty-four hours before the time appointed for the taking of the poll or, in the case of election of Officers and Council Members, not less than three days before the date of the election, otherwise the proxy form shall not be valid. A proxy form shall not in any event be valid after the expiration of two months or after the adjournment of a meeting.

9. ELECTION OF OFFICERS AND COUNCIL MEMBERS

The method of election of the Officers and Council Members of the Divisional Council shall be as follows:-

- 9.1 Nominations shall be made in writing to the Honorary Secretary of the Divisional Council in such form as the Divisional Council may prescribe. Each nomination shall bear the signatures of the proposer and seconder both of whom shall be Corporate Members, together with the signature of the nominee who shall either be a Corporate Member or a Technical Associate signifying his/her willingness to serve if elected.
- 9.2 The nomination form shall be sent by the Honorary Secretary of the Divisional Council to each Corporate Member and Technical Associate not less than 28 days before the day on which the election is to be held.
- 9.3 All nomination forms shall be submitted to the Honorary Secretary not less than 14 days before the day on which the election is to be held.
- 9.4 Whenever the number of nominations exceeds the number of seats provided, taking of the seats shall be decided by election. In such cases, all Corporate Members and Technical Associates shall be informed of the names of those standing for election together with the names of the proposers and seconders not less than 7 days before the day on which the election is to be held.
- 9.5 Officers and Council members of the Divisional Council shall be elected by the Corporate Members present in person at an AGM.
- 9.6 The representatives of the Young Surveyors Group shall be nominated by the Young Surveyors Group prior to an AGM.
- 9.7 Election shall be made by ballot in such balloting form as the Divisional Council may prescribe.
- 9.8 In event of an equality of votes, the Chairman of the AGM or EGM holding the election shall be entitled to a second or casting vote.
- 9.9 Two scrutineers for the ballot shall be proposed, seconded and elected by show of hands at the AGM or EGM from the floor. They shall not be members of the Divisional Council or candidates for election, and their duties shall be:-

- (a) To determine from the balloting lists the number of votes cast for each candidate for election;
 - (b) To take such measures as they deem necessary to prevent the identification of the voters; and
 - (c) To report to the AGM or EGM the names of those duly elected.
- 9.10 Where the number of nominations does not exceed the number of seats provided, the nominee or nominees shall be deemed to have been elected, and his/her or their names reported accordingly to the AGM or EGM.
- 9.11 The retiring Divisional Council shall hold office until the conclusion of the AGM or EGM at which a new Divisional Council is formed or until such time as a new Divisional Council can be formed.

10. DUTIES OF DIVISIONAL COUNCIL

The Divisional Council shall be directly responsible to the Corporate Members and Technical Associates for the duties as follows:-

- (a) Nominating representatives of the Division to hold office of Councillors;
- (b) Carrying out duties assigned by the General Council;
- (c) Organising and co-ordinating all functions of the Division;
- (d) Ensuring that adequate meetings of general interest are held within the Division;
- (e) Considering all matters affecting membership of the Division;
- (f) Appointing such committees and sub-committees as may be considered desirable to examine and report on special questions including obtaining and considering reports from them;
- (g) Approving all financial matters affecting the Division and keeping accounts of the Divisional Council;
- (h) Organizing AGM and Extraordinary General Meeting; and
- (i) Carrying out duties as provided for in these Regulations.

11. DUTIES OF THE OFFICERS

11.1 Chairman

The Chairman shall:-

- (a) Represent and guide the affair of the Division;
- (b) Take the chair by right at all meetings of the Division and of the Divisional Council; and
- (c) Prepare report for the year.

11.2 Vice-Chairmen

The Vice-Chairmen shall:-

- (a) Deputise in the absence of the Chairman;
- (b) Assist the Chairman in the discharge of his/her duties; and
- (c) Prepare Divisional Report for each General Council Meeting.

11.3 Honorary Secretary

The Honorary Secretary shall:-

- (a) Conduct the ordinary business of the Division under the direction of the Divisional Council;
- (b) Keep accurate records of the proceedings of the Division and the Division Council;
- (c) Collate reports from the General Council Committees, Sub-committees, Working Groups, etc., and submit them to the Divisional Council;
- (d) Conduct the correspondence of the Division;
- (e) Give notices of all meetings of the Divisional Council, AGM and Extraordinary General Meetings; and
- (f) Carry out duties as provided for in these regulations.

11.4 Honorary Treasurer

The Honorary Treasurer shall direct the receipt of funds due for the Division and the preparation of accounts of expenditure and present all the accounts of expenditure of the Division to the General Council for inspection and approval.

12. MEETING OF DIVISIONAL COUNCIL

- 12.1 The Divisional Council shall meet as often as the business of the Division may require but not less than four times in each year of service.
- 12.2 The quorum for meetings of the Divisional Council shall be five of any members thereof (except co-opted Members).
- 12.3 Any member of the Divisional Council who is unable to attend a meeting of the Divisional Council may nominate in writing a Corporate Member or a Technical Associate to represent him/her at such meeting and such representative shall have the same right and powers at such meeting as that member he/she is representing.
- 12.4 Matters arising at meetings of the Divisional Council shall be decided by a simple majority.
- 12.5 All members of the Divisional Council who are Corporate Members or Technical Associates shall have equal voting power, except that the Chairman shall have a second or casting vote in the case of an equality of votes.
- 12.6 The Chairman shall take the chair at meeting of the Divisional Council, one of the Vice-Chairmen doing so in his/her absence. In the absence of both the Chairman and the Vice-Chairmen, the members present (except co-opted Members) shall propose, second and elect by show of hands one among themselves to take the chair.
- 12.7 Subject to these regulations aforesaid, the conduct of business, the method of voting on resolutions, and other matters of procedure at meetings of the Divisional Council shall be at the entire discretion of the Divisional Council.

13. VACANCY

- 13.1 Prior to the next AGM, any vacancy in the members of the Divisional Council caused through resignation, decease or inability to act may be filled by, and in ways at the discretion of the Divisional Council.
- 13.2 The member chosen to fill such a vacancy shall be of the same membership grade as the predecessor and may serve only for the residue of the term for which his/her predecessor was elected.

14. EFFECTIVE DATE

These regulations shall subject to the approval of the General Council take effect on 1 October 2010 and thereafter.