**Constitution (2015 revision)**

**1. Name**

The name of the organization is 'HONG KONG INDUSTRIAL SAFETY ASSOCIATION' (香港工業安全協會) (hereinafter referred to as "the Association").

**2. Address**

a. Registered address: The OES Unit, Room W502, Industrial Centre, The Hong Kong Polytechnic University, Kowloon, Hong Kong.

b. Postal address: PO Box No. 962 Shatin Central Post Office, Shatin, N.T. Hong Kong.

**3. Object and Purpose**

The objects for which the Association is established are:

a. To promote industrial safety in Hong Kong and for the purpose to establish, organise and conduct talks, seminars, film shows, exhibitions, and the doing of all such other things as are incidental or conducive to the attainment of the above objective.

b. To establish and maintain and conduct an association open to all persons whom the Association may approve as having interests in industrial safety and who are duly qualified for membership with a view to promoting and protecting their rights, benefits and interests generally and in relation to each other.

c. To consider the position of the members individually or as a body in relation to the existing laws and regulations of Hong Kong and to promote amendments or supports or oppose alterations therein where the interests of the members are or may be affected and to take similar action in regard to the relations and practice as between members of the Association and any Government Offices or Department and for any or all such purposes to take any necessary action as may appear necessary or requisite.

d. To procure for the Association recognition by all proper authorities in Hong Kong or elsewhere as the official representatives in Hong Kong of the business or trade of the members and to co-operate with and maintain relations with similar bodies elsewhere when it is considered of advantage to the Association.

Membership

Any person, both individual and company, who in the opinion of the Executive Committee is interested in industrial safety, occupational health and environment may become member of the Association. The class of membership shall consist of Ordinary Member and Honorary Member. The Ordinary Members of the Association shall be divided into Fellow Members, Full Members, Associate Members and Company Members. The Honorary Members of the Association shall be divided into Honorary Life President and Honorary Fellow.

Part I Ordinary Member

a. Fellow Member

Those who holds the following qualifications:

i. Being a Full Member of the Association for not less than 10 years: and

ii. who has actively participated in the activities of the Association for not less than 10 years.

b. Full Member

Any citizen of Hong Kong is:

i. in the opinion of the Executive Committee being a fit and competent person to become a member of the Association; and

ii. holding an executive appointment related to occupational and industrial safety and having done so for a minimum period of two year; or

iii. holding an academic or professional qualification recognized by the Executive Committee or possessing a considerable knowledge in occupational and industrial safety;

shall be eligible for admission to the Association as a Full Member thereof.

c. Company Member

Any firm or company of legal standing, whether incorporated or unincorporated, shall be eligible for admission as a Company Member of the Association subject to approval by the Executive Committee.

d. Associate Member

Any person who is in the opinion of the Executive Committee being a person who has been receiving a basic formal training in safety shall be eligible for admission as an Associate Member of the Association.

Part II Honorary Member

Honorary membership may be conferred upon any person who has contributed in a noteworthy manner to safety and health. Any proposal to elect an Honorary Member shall be approved by at least two-thirds of the Executive Committee Officers present and voting.

a. Honorary Life President

For those members who have made outstanding contributions to the Association. This class is to be deemed the highest honor which the Association can bestow, and is to be reserved for individuals of the highest caliber.

b. Honorary Fellow

Candidates shall be a Fellow Member of the Association for not less than 10 years and who have acquired an established reputation as safety practitioners, that they have been engaged for a sufficient period in an important position of responsibility to which they have brought superior knowledge in occupational safety and health industry.

**4. Application for Membership**

Application for admission as a Full Member, Retired Member, Associate Member or Company Member shall be made in writing and shall be in such form as is prescribed by the Association. Application for election to the class of Honorary Member being supported by four members, at least one of whom being a Fellow Member shall be made in writing for approval.

**5. Membership Subscription**

a. An entrance fee or re-entrance fee shall be paid to the Association upon admission to Membership as follows:

i. HK$200 per Full Member or Associate Member

ii. HK$1,000 per Company Member

b. An annual subscription fee shall be paid by each Member to the Association in the following manner:

i. Each Fellow Member of the Association shall pay in advance HK$1,000.00 as yearly subscription fee;

ii. Each Full Member of the Association shall pay in advance HK$400.00 as yearly subscription fee;

iii. Each Associate Member of the Association shall pay in advance HK$300.00 as yearly subscription fee:

iv. Each Company Member of the Association shall pay in advance HK$1,000.00 as yearly subscription fee.

v. Each Retired Member of the Association shall pay in advance HK$1,200.00 as lifelong subscription fee.

The Association shall have the right to increase or decrease the Entrance Fee and Subscription Fee in General Meeting.

Membership subscription fee are payable in advance for the Association year, beginning on the 1st day of January each year.

Membership in the Association is continuous and is only terminated by resignation or cancellation. A member who wish to resign from the Association must give written notice on or before the last day of the current Association year. If notice is not given, members shall be liable for the following years' subscription. Those who have not paid their membership subscription dues over 6 months shall be subject to disqualification of their membership.

Members of the Association are allowed to re-join the Association after the disqualification of their membership for any reason provided that

a) Approval has been made by the Executive Committee, and

b) Re-entrance fee and subscription fee for that year has been paid by such member. After such re-joining of the Association, the members' previous years of membership with the appropriate subscription fees paid will be counted as years of membership in the Association.

c. Any cost incurred in the participation of the Association's activities shall be collected from the members involved.

d. Honorary members shall not pay any annual subscription.

**6. Rights and Privileges**

a. The rights and privileges of a Member shall be personal to himself; they shall not be transferable by his own act or by operation of law and shall cease upon his death or in the case for Company Member upon its ceasing to carry on business.

b. Any member may withdraw from the Association by giving notice on or before the last day of the current Association year in writing addressed to the Executive Committee.

c. Any person who shall for any cause cease to be Member shall nevertheless remain liable for and shall pay to the Association all monies which at the time of his ceasing to be a Member shall be due from him to the Association.

d. All members shall give due notice to the Secretary of any change in the address to which notices and letters shall be sent. All notices and letters sent by post or otherwise to the last address given by the Member shall be considered as duly received by him. It shall not be necessary to send notices to a Member for time being absent from Hong Kong.

e. All member of the Association shall be entitled to participate in activities sponsored by the Association.

f. All Fellow Members and Full Members of the Association who have paid up all liabilities to the Association shall be entitled to vote at the election.

g. All members of the Association shall be entitled to receive newsletter, and any other publications produced by the Association.

h. All Honorary Members shall not be required to pay any annual subscription fee.

i. Designatory titles:

1. Honorary Fellow, Fellow, Full Member and Associate Member of the Association may use abbreviated distinctive titles to indicate the class of membership to which they belong as follows:-

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|---|---|---|
| Honorary Fellow | – | HonFHKISA |
| Fellow | – | FHKISA |
| Full Member | – | MHKISA |
| Associate Member | – | AMHKISA |

2. Such abbreviation may not be used by any member who has resigned or whose name has been removed from the Roll.

**7. Obligations**

All members of the Association shall fulfil the following obligations:

a. To abide by the Constitution and resolutions of the Annual General Meeting and/or Extraordinary General Meeting.

b. To pay membership subscription fees in accordance with Article 6 of the Constitution.

**8. Executive Committee**

a. There shall be an Executive Committee to manage and conduct the business of the Association. The Executive Committee shall consist of the following Executive Committee Officers:

i. a Chairman,
ii. a Vice-Chairman,
iii. a Secretary,
iv. a Treasurer,
v. 5 Executive Committee Members.

b. Executive Officers of the Association shall hold office for two years unless

re-elected. All Executive Officers shall be eligible to be re-elected to any office in the Executive Committee for not more than two consecutive terms.

c. Duties of Executive Officers

i. The Chairman shall preside at the meetings of the Association, both general and executive meetings. He or she shall make an Annual Report to the Association concerning the year's activities. He or she shall be the chief executive in managing the affairs of the Association.

ii. The Vice-Chairman shall perform all the duties and assume all the responsibilities of the Chairman in his/her absence. He or she shall assist the Chairman in managing the affair of the Association.

iii. The Secretary shall keep a record of the minutes of all meetings and Association business, and shall attest the same with his or her signature. He or she shall notify all officers of their election and all Committee Members of their appointment. He or she shall notify all officers of Executive Meetings and members of Annual and any other meetings. He or she shall record and answer all correspondence on behalf of the Association and other duties assumed with the office under the direction of and in consultation with the Chairman. The Secretary, during the absence of the Chairman and Vice-Chairman shall have the power to perform all the duties of the Chairman.

iv. The Treasurer shall receive all monies of the Association from members or sponsors and disburse them under the order of the Executive Committee. He or she shall keep all funds of the Association and deposit them in such depositories as shall be designated by the Executive Committee.

v. The Executive Committee Members shall assume such duties as prescribed by the Executive Committee from time to time.

**9. Committee**

a. Executive Committee

i. The Executive Committee shall consist of nine members. The Committee may co-opt additional member as they think fit. All members of the Executive Committee including co-opted members shall hold office for two years. Half of number of the Executive Committee Member (five members and four members alternatively) will be re-elected into the Executive Committee every two years. All outgoing Executive Committee Members may stand for re-election but not for more than two consecutive terms.

ii. In the event of death, resignation, or dismissed of any officer or Executive Committee Member between two Annual General Meetings or when, during such period, any officer or Executive Committee Member is unavoidably absent from Hong Kong and such absence is likely to be permanent or unduly prolonged, the vacancy of an officer shall be filled from among the Executive Committee Members by secret ballot and the vacancy so created by Executive Committee the members shall be filled by a Reserve Executive Committee Member by order of precedence.

b. Membership Committee

The Membership Committee, which shall be elected by the Executive Committee, shall consist of five members, one or more of them shall be a member of the Executive Committee. It shall encourage potential members to join the Association. It shall receive and pass upon all membership applications, report to the Chairman when called upon and keep an up-to-date mailing list of all members and provide same to the Secretary and Treasurer when required. The Secretary for the Association shall always be notified of changes of address of members.

c. Continuing Professional Development(CPD) Activities Committee

The Activities Committee, which shall be elected by the Executive Committee, shall consist of five members, one or more of whom shall be a member of the Executive Committee. It shall arrange social or cultural events and foster friendly associations between the members.

d. Ad hoc Committee

Other committee may be appointed by the Executive Committee as demand necessary. All appointed committees shall include one or more Executive Officers, one of whom shall act as Chairman.

**10. Nomination and Election**

a. The outgoing Chairman shall be responsible for, shall make preparation for, and shall discharge all duties connected with appointment of new officers of the Executive Committee.

b. Sixty days prior to the Annual General Meeting, the Executive Committee shall elect five Executive Committee Officers to form a Nomination Committee.

c. The Nomination Committee shall notify all members of the date of the General Meeting and request them to nominate Fellow Members and Full Members to serve on the Executive Committee and to make sure that the nominees are willing to serve in that capacity if elected.

d. Thirty days prior to the Annual General Meeting, the Nomination Committee shall prepare a list of nominees and circulate such list to all Members with the request that all Fellow Members and Full Members shall make their nomination to the Nomination Committee. The Nominations shall be voted and elected in the Annual General Meeting.

e. After the election, the newly elected Executive Committee will call a meeting in which they shall elect among themselves to fill up the various posts of the Executive Committee and the Chairman.

f. The Nomination Committee shall then dissolve and the outgoing Committee Members shall hand over their duties to the new officers at the same time.

g. The election of the members of the Executive Committee shall be held at the Annual General Meeting of the Association at the expiry of its term.

h. All Fellow Members and Full Members of the Association who have paid up all liabilities to the Association shall be entitled to vote and stand for nomination at the election.

i. Every Fellow Members and Full Members shall be entitled to one vote personally or by representative or by proxy.

**11. Proceedings of the Meeting**

a. Annual General Meeting

i. The supreme authority of the Association shall vest in the General Meeting and after the prorogation which the Executive Committee shall be the supreme executive body.

ii. The General Meeting shall be convened once every calendar year and not later than fifteen months from the last General Meeting.

iii. All members shall be notified in writing twenty-one days prior to the meeting and the quorum shall be constituted by proxy of over ten percent of the Fellow Members and Full Members and/or the presence of at least five Fellow Members and/or Full Members of the Association. If a quorum cannot be formed at the first convocation, the meeting shall be postponed to fourteen days and members shall be again notified in writing seven days prior to the second convocation at which the proxy and presence of any number of members shall constitute a quorum.

iv. The business of the Annual General Meeting shall be as follows:

- To pass the amended constitution
- To examine and approve the Annual Report and Financial Report of the Association
- Election of new Executive Committee Officers
- Nomination of Fellow Members, Honorary Advisors and Honorary Members
- Any other business

b. Executive Committee Meeting

The Executive Committee Meeting of the Association shall meet at least once every two months to discuss proposals and any other business. The meeting must be attended by at least five Executive Committee Members.

Order of Meeting

i. Minutes of the previous meeting shall be read and considered as approval if no amendment or corrections are offered.

ii. Reports of officers and committees

iii. Unfinished business

iv. Any other business

c. Extraordinary General Meeting

Meeting of this nature will be convened upon the written application of at least 15 Full Members of the Association or by majority of the Executive Committee Officers. All members shall be notified in writing 14 days prior to the meeting and the quorum shall be the same as those of the Annual General Meeting.

d. At General Meeting motions shall be carried by the approval of over half of the attendance of Full Members.

e. At Executive Committee Meeting, motions will be carried by the majority of the Executive Committee Officers present at that meeting.

**12. Appropriation of Funds**

Funds of the Association may be used only in meeting, its regular expenditure as well as expenses in connection with matters stipulated under its objects as set out in Articles 3 of the Constitution. They may not be employed for any other purpose.

**13. Levies**

a. The Executive Committee may if necessary, impose a levy upon all members of the Association and all members shall be required to pay such levy provided that, if members object to payment of the levy, they shall have the right to refer the matter to the Annual General Meeting or an Extraordinary General Meeting called in accordance with Article 12 of the Constitution.

b. If any member fails to pay a levy within the period prescribed by the Executive Committee, the amount shall be treated as arrears of annual subscription fee under Article 6 of the Constitution.

**14. Liability and Indemnity**

a. Every member of the Association undertakes to contribute to the asset of the Association in the event of the same is involved in any debt or liability.

b. Every member of the Executive Committee, officers or other servant of the Association shall be indemnified out the funds of the Association against all liability incurred by him as such member of the Executive Committee: officer or servant in defending and proceedings, whether civil or criminal, in which judgment is given in his favour, or in which he is acquitted.

**15. Dissolution**

The Association may dissolve only with the approval of two-third of total full membership at any General Meeting, and any remaining assets shall be donated to an approval charitable organization to be determined by the members of the Association at or before the time of dissolution, and in default thereof by a judge of the Supreme Court of Hong Kong.

**16. Amendment of Constitution**

This constitution and any amendments thereto shall take effect after having been passed at the Annual General Meeting or Extraordinary General Meeting and approval by the Registrar of Societies.

--------End of Constitution------