

# **The Chartered Institution of Building Services Engineers Hong Kong Ltd.**

(A Charitable Institution)

Correspondence Address: Room 5, Unit C, 20/F, Ford Glory Plaza, 37-39 Wing Hong Street, Cheung Sha Wan, Kowloon, Hong Kong

Tel: +852 8203 3995 Fax: +852 2905 6755 Email: [secretariat@cibse.org.hk](mailto:secretariat@cibse.org.hk)

Web Site: <http://www.cibse.org.hk>



## **THE CHARTERED INSTITUTION OF BUILDING SERVICES ENGINEERS**

### **RULES FOR HONG KONG BRANCH**

#### Interpretations

- i. The interpretations given in the By-laws also apply to these Rules.
- ii. “Association” means the Chartered Institution of Building Services Engineers Hong Kong Limited.
- iii. “Branch Committee” means the Committee of CIBSE Hong Kong Branch.
- iv. “CIBSE” or “Institution” means the Chartered Institution of Building Services Engineers.
- v. “Council” means Council of the Institution.
- vi. “Council of Management” means Council of Management of the Association.
- vii. “Secretary” means the Secretary or the Chief Executive of the Institution.
- viii. “Officers” means the Immediate Past Chair, Chair, Vice-Chair, Hon. Secretary and Hon. Treasurer

#### 1. The Hong Kong Branch Committee has the following Terms of Reference :

- (a) To represent CIBSE in Hong Kong, especially with respect to :
  - (i) membership development
  - (ii) public image
  - (iii) co-ordination with other learned societies in Hong Kong
- (b) To pursue the objectives of CIBSE in Hong Kong.
- (c) To conduct membership interviews in Hong Kong as required by CIBSE Headquarters.
- (d) To organize appropriate activities for and provide membership/training advice to CIBSE members in Hong Kong.

#### 2. The Branch Committee shall comply with the Institution’s Charter and By-laws and the M&A of the Association, and shall be under the control of the Council of Management.

#### 3. The Branch Committee shall hold an Annual General Meeting (AGM) each year in addition to Branch Committee meetings and any other general meetings in the year, and shall specify the meeting as such in the notices calling it. All general meetings other than AGM shall be called Extraordinary General Meeting (EGM). An AGM and an EGM called for the passing of a special resolution shall be called by at least twenty one calendar days’ notice. All other EGM shall be called by at least fourteen calendar days’ notice. Ten Corporate Members present in person shall constitute a quorum for the general meetings. No business shall be transacted at a general meeting unless a quorum is present.

(Revised on 20 Jan 2016)

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4. The Branch Committee shall consist of a Chair, a Vice-Chair, an Immediate Past Chair, an Honorary Secretary, an Honorary Treasurer, up to another eight Committee Members and up to four Co-opted Members. In addition, the Chair of Young Engineers Network (YEN) of Hong Kong Branch shall be Ex-officio Member of the Branch Committee.
5. The Chair is normally the Vice-Chair of the last session and endorsed at the AGM of the CIBSE Hong Kong Branch. The Vice-Chair shall be nominated by the Branch Committee and elected at the AGM of the CIBSE Hong Kong Branch.
6. Chair, Vice-Chair and Immediate Past Chair shall be for tenure of one year while other Committee Members shall be elected for a term of three years. Co-opted members shall be for tenure of one year.
7. All members of the Branch Committee shall be formally appointed by the Council of Management following their election at the AGM of the CIBSE Hong Kong Branch. The usual annual term shall be from 1 April to 31 March of the following year.
8. All members of the Branch Committee must be Members of the Institution. The Vice-Chair must be Corporate Member of the Institution and must have served the Branch Committee for at least two years.
9. Three members of the Branch Committee shall retire at the end of each annual term and shall be eligible for re-appointment. The Branch Committee will circulate a list of vacancies together with a nomination form to Corporate Members of the Institution with their registered address in Hong Kong (Hong Kong Members) for any nomination at least 35 calendar days before the Annual General Meeting. Nominations should be proposed by a Hong Kong Member and seconded by a member of the Branch Committee. All nominations should be received by the Honorary Secretary within 21 calendar days from the day of dispatch of the nomination forms. The final list of nominations will be circulated to the Hong Kong Members at least 7 calendar days before the AGM. If total number of nominations exceeds the number of vacancies, election of the new committee members by secret ballots will be conducted at the AGM.
10. The Branch Committee may, subject to endorsement of the Council of Management, fill any vacancy in the Branch Committee which shall occur during an annual term, except for the post of Chair. If vacancy shall occur in the office of the Chair, the Branch Committee shall fill the vacancy by appointing the Vice-Chair, or the Hon. Secretary if the Vice-Chair is unable to fill the vacancy, to hold the office as Chair for the unexpired portion of the former Chair's term of office subject to endorsement of the Council of Management.
11. If any member of the Branch Committee fails to attend meetings of the Branch Committee with reasonable regularity, the Chair shall have the right to call for the resignation of that member and shall recommend to the Branch Committee alternative member to fill the vacancy, subject to endorsement of the Council of Management.

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12. The Branch Committee may co-opt not more than four members to assist in special duties. Co-opted members shall not have a vote. Non-members of the Institution may not be co-opted to the Branch Committee (except for the Representative from HKIE Building Services Division and Representative from ASHRAE HK Chapter), although the Branch Committee may invite non-members of the Institution to attend a meeting to give evidence or advice.
13. The Chair shall have a second or casting vote in case of equality of votes on any question at any meeting of the Branch Committee.
14. Three members of the Branch Committee of which at least one shall be an Officer shall constitute a quorum for meetings of the Branch Committee, and unless this number is present within half an hour of the time for which a meeting is called, no business shall be transacted. If neither the Chair nor Vice-Chair are present, one of the Officers who is present shall be elected to take up the role of the Chair to chair that particular meeting.
15. The Honorary Secretary shall conduct the correspondence in connection with the Branch Committee. He shall prepare an agenda for all meetings at which business is to be transacted and record minutes, and shall send to the Secretary of the Institution a copy of all such minutes.
16. The Honorary Secretary shall forward to the Secretary of the Institution, for record, a copy of any circular or news sheet issued by the Branch Committee.
17. Details of meetings and visits arranged for general members in Hong Kong, including those organized jointly with HKIE Building Services Division and any social or institution, by the Branch Committee for the ensuing session shall be sent to the Secretary of the Institution preferably prior to 1 June of each year for inclusion in the Institution's programme of meetings.
18. Special meetings of the general members in Hong Kong to consider matter of concern to the Institution may be convened by the Branch Committee at any time; such meetings shall also be convened on delivery of a requisition to the Chair of not less than twenty general members with voting powers, stating the business of the meeting.
19. The Branch Committee shall submit to the Secretary of the Institution, not later than 1 November of the preceding year, a detailed estimate of their expenditure for the next financial year so as to enable the Institution to determine the sum which it will grant to the Branch Committee for that year. The Branch Committee shall control expenditure not in excess of the monies granted by the Institution and shall seek prior approval from the Institution on additional monies where necessary.
20. The accounts of the Branch Committee shall be made up to 31 December in each year, checked by a past chair appointed by the Branch Committee, and after approval by the Branch Committee and endorsement by the Council of Management shall be transmitted so as to reach the Secretary of the Institution not later than 7 May.
21. The Chair shall send to the Secretary of the Institution not later than 31 December each year a report on the work of the Branch Committee for the preceding twelve months.

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22. These Rules may be reviewed by the Branch Committee from time to time and amended as necessary. Any amendment to these Rules shall be endorsed by the Council of Management.

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## Revision log:

14 July 2005

Rules Approved by HQ.

24 February 2011

Young Members Group (YMG) changed to Young Engineers Network (YEN) in clause 3.

20 Dec 2013

Terminology of “Chairman” changed to “Chair”. Number of Co-opt members changed from three to four. Number of Committee members changed from seven to eight.

1 January 2016

- Interpretation of “Officers” added
- Arrangement for Annual General Meeting and general meetings added as clause 3, and subsequent clauses numbering revised accordingly.
- Immediate Past Chair sentence omitted in clause 5.
- Nomination and number of days for receiving nominations amended in clause 9.
- Arrangement for filling vacancy of Chair added in clause 10.
- Quorum for meeting amended in clause 14.
- Scope of Branch activities amended in clause 17.
- Involvement of past chair amended and role of Council of Management added in clause 20.