



HKIQEP
香港環專會

BYE-LAWS

則例

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聲明：如中英文版本存在歧義，應以英文版本為準。本條款及細則的任何中文版本僅供參考。

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**BYE-LAWS OF
HONG KONG INSTITUTE OF
QUALIFIED ENVIRONMENTAL PROFESSIONALS**

香港合資格環保專業人員學會則例

PART I DEFINITIONS 第一部分 釋義

- 1.1 In these Bye-Laws the following expressions shall, unless the context otherwise requires, have the meanings respectively assigned to them, namely: 在本則例中，除內容另有所指外，以下表述具有以下的設定涵義：

“Councillor” means any member of the General Council for the time being; 「理事」指現任理事會的任何成員；

“General Council” means the General Council of the Institute as constituted under Part III; 「理事會」指根據第三部分組成的學會理事會；

“In writing” and **“written”** include printing, lithography, electronic means and other modes of representing and reproducing words in a visible and non-transitory form; 「書面」及「書面記錄」包括印刷、平版印刷、電子方式及其他以可見及非短暫形式表達和複製文字的方式；

“Institute” means Hong Kong Institute of Qualified Environmental Professionals; 「學會」指香港合資格環保專業人員學會；

“Professional Members” means Founding Fellows, Fellows and Members of the Institute; 「專業會員」指學會的創會會士、會士或會員；

“Office Bearer” means any member holding honorary office in the Institute; 「幹事」指在學會擔任義務職位的成員；

“The Profession” means the profession of duly qualified environmental professionals; 「本專業」指具備適當資格的環保專業人員的專業；

“Voting Members” means Founding Fellows, Fellows and Members of the Institute. 「有表決權會員」指學會的創會會士、會士及會員。

- 1.2 Unless otherwise specifically provided, words and expressions importing the masculine gender include the feminine and neuter genders and words and expressions in the singular include the plural and words and expressions in the plural include the singular. 除非另有明確規定，否則凡指男性的字及詞句亦指女性及不屬於男性或女性者。而指單數的字及詞句亦指眾數，而複數的字及詞句亦指單數。
- 1.3 “Admitted” as Founding Fellows, Fellows or Members in these Bye-Laws shall be construed as “elected” as Founding Fellows, Fellows or Members, as the case may be, for the purpose of Hong Kong Institute of Qualified Environmental Professionals Ordinance, Chapter 1183 of the Laws of Hong Kong. 在本則例中，「獲接納」為創會會士、會士或會員，就《香港合資格環保專業人員條例》（香港法例第1183章）的有關目的而言，亦可按所屬情況解釋為「獲得會籍」的創會會士、會士或會員。

PART II MEMBERSHIP 第二部分 會籍

2.1 Registration of Membership 會籍註冊

The Honorary Secretary shall keep a Register of all Members in the various grades in which will be recorded such particulars as the General Council may from time to time prescribe. No name or designation shall be entered in the Register save on the authority of a resolution of the General Council recorded in the minute books nor shall any name be removed from the Register except under the provision of these Bye-Laws, or in the event of the resignation or decease of a member in the Register, nor shall any designation entered therein be changed save on like authority. Every person admitted into membership shall furnish the General Council with all required information to enable it to compile a record of his qualifications and place of residence and business and any alteration thereto.

義務秘書須備存一份各級別會員的會員名冊，會員名冊中將記錄理事會訂明的詳細資料。未經記錄於會議紀錄簿的理事會決議授權，不得將任何姓名或職銜登記入會員名冊。除根據本則例的規定或在會員名冊中的會員退會或身故的情況下，亦不得從會員名冊中移除任何姓名，亦不得更改會員名冊內登記的任何職銜。每位獲接納為會員的人士，須向理事會提供所有必需的資料以供理事會編制及修改其關於其資歷、居住地及業務地點的記錄。

Qualifications for Membership 會籍資格

2.2 Honorary Fellows 名譽會士

2.2.1 The General Council may from time to time invite any distinguished person whom the General Council desires to honour for exceptional services to the Institute or outstanding contributions to the objects of the Institute to be an Honorary Fellow subject to the acceptance of such person. 理事會可不時邀請任何傑出人士擔任名譽會士，以表彰其對學會的特殊服務或對學會宗旨的卓越貢獻，但須獲該人士接受。

2.2.2 An Honorary Fellow shall not pay an annual subscription fee. 名譽會士毋須繳納年費。

2.2.3 An Honorary Fellow shall have no voting rights. 名譽會士不

享有表決權。

2.3 *Founding Fellows* 創會會士

- 2.3.1 A person shall be eligible to be a Founding Fellow if he has made a significant contribution to the establishment of the Institute and its professional qualification, has continued his professional practice and development in the environmental field. 凡對學會的創立及其專業資格作出重大貢獻，並在環境領域持續其專業實踐及發展的人士，均合資格成為創會會士。
- 2.3.2 A Founding Fellow shall pay the relevant annual subscription fee as prescribed by the General Council from time to time. 創會會士須繳納理事會不時訂明的相關年費。
- 2.3.3 A Founding Fellow shall have voting rights. 創會會士享有表決權。

2.4 *Fellows* 會士

- 2.4.1 A person shall be eligible to be a Fellow if he has, in the opinion of the General Council, 凡根據理事會的意見，符合以下條件的人士，均合資格成為會士：
- (a) made a significant contribution to the environmental field, either locally or abroad, have continued his professional practice and development in the environmental field, and have demonstrated satisfactory performance in such other relevant aspects, as shall make it desirable that he be a Fellow; 對本地或海外的環境領域作出重大貢獻，持續在環境領域實踐及發展其專業，及在其他相關範疇展示滿意的表現，可使他適宜成為會士。
 - (b) had post qualification experience of at least fifteen years in the environmental field, at least five years of which were in a position of significant responsibility in professional work which is relevant to the environmental field as shall satisfy the General Council; and 取得專業資格後累積至少十五年環境領域工作經驗；其中至少五年須於環境領域相關的專業工作擔任要職，並獲理事會認可；及

(c) the necessary qualifications for a Member of the Institute. 具備當選為學會會員的必要資格。

2.4.2 Fellow shall be supported by three Founding Fellows or Fellows who personally know the candidate. 申請人須由三位親身認識申請人的創會會士或會士推薦。

2.4.3 A Fellow shall pay the relevant annual subscription fee as prescribed by the General Council from time to time. 會士須繳納理事會不時訂明的相關年費。

2.4.4 A Fellow shall have voting rights. 會士享有表決權。

2.5 *Adjunct Fellows* 協作會士

2.5.1 The General Council may from time to time invite any individual who has made notable contributions to the environmental field, either locally or abroad, and who supports the objects of the Institute, to be an Adjunct Fellow, subject to the acceptance of such person. 理事會可不時邀請任何曾於本地或海外對環境領域作出顯著貢獻，並支持本學會宗旨的人士擔任協作會士，但須獲該人士接受。

2.5.2 An Adjunct Fellow shall pay the relevant annual subscription fee as prescribed by the General Council from time to time. 協作會士須繳納理事會不時訂明的相關年費。

2.5.3 An Adjunct Fellow shall have no voting rights. 協作會士不享有表決權。

2.6 *Members* 會員

2.6.1 A person shall be eligible to be a Member if he is, in the opinion of the General Council, practising on a professional level in the environmental field, and has demonstrated satisfactory performance in such other relevant aspects, as shall make it desirable that he be a Member; and 凡根據理事會的意見，在環境領域實踐專業水平，及在其他相關範疇展示滿意的表現，可使他適宜成為會員，並符合以下條件的人士，均合資格成為會員。

- (a) has obtained a degree in the environmental field acceptable to the General Council; and has post qualification experience of at least four years in the environmental field, at least three years of which was in a position of responsibility in professional work which demands a level of environmental knowledge as shall satisfy the General Council; or 已獲得理事會認可的環境領域專業學位，並於取得資格後累積至少四年的環境領域工作經驗，其中至少三年須擔任負有責任的專業工作，而該工作需要應用的環境知識須符合理事會所要求的水平；或
- (b) has satisfied the General Council that he possesses an equivalent knowledge in the environmental field considered appropriate by the General Council; and has experience of at least ten years, at least three years of which was in a position of responsibility, in professional work which demands a level of environmental knowledge as shall satisfy the General Council. 已令理事會確信其具備理事會認為合適的環境領域同等知識；及具備至少十年經驗，其中三年須符合：擔任要職並運用環境專業知識和工作表現獲理事會確認達標。

2.6.2 A person applying for election or transfer to the class of membership of Member shall be supported by three Founding Fellows, Fellows or Members who personally know the applicant. 申請選任或轉為會員級別的人士，須由三位親身認識申請人的創會會士、會士或會員推薦。

2.6.3 A Member shall pay the relevant annual subscription fee as prescribed by the General Council from time to time. 會員須繳納理事會不時訂明的相關年費。

2.6.4 A Member shall have voting rights. 會員享有表決權。

2.7 *Adjunct Members* 協作會員

2.7.1 A person shall be eligible to be an Adjunct Member if he is, in the opinion of the General Council, practicing in an environment-related field and has received a general education approved by the General Council; and with working and/or research experience in an environment-related field for

not less than five years. 凡根據理事會的意見，在環境相關領域執業並接受過理事會認可的教育，及具備不少於五年的環境相關領域工作及/或研究經驗，均合資格成為協作會員。

2.7.2 A person applying for election or being nominated to the class of membership of Adjunct Member shall be supported by three Founding Fellow, Fellow or Member who personally knows the candidate. 申請選任或被提名為協作會員級別的人士，須由三位親身認識申請人的創會會士、會士或會員推薦。

2.7.3 An Adjunct Member shall pay the relevant annual subscription fee as prescribed by the General Council from time to time. 協作會員須繳納理事會不時訂明的相關年費。

2.7.4 An Adjunct Member shall have no voting rights. 協作會員不享有表決權。

2.8 *Associate Members* 附屬會員

2.8.1 A person shall be eligible to be an Associate Member if he is, in the opinion of the General Council, practising in the environmental field and has received a general education approved by the General Council; and either: 凡根據理事會的意見，在環境領域執業並接受過理事會認可的教育，及符合以下其中一項條件的人士，均合資格成為附屬會員：

(a) has obtained a degree in the environmental field acceptable to the General Council; or 已取得理事會認可的環境領域學位；或

(b) has been educated in a discipline related to the environmental field and has supplemented his academic qualifications with working and/or research experience in the environmental field for not less than five years. 曾接受與環境領域相關的學科教育，並具備不少於五年的環境領域工作及/或研究經驗，以補充其學歷。

2.8.2 A person applying for election or transfer to the class of membership of Associate Member shall be supported by one Founding Fellow, Fellow or Member who personally knows the candidate. 申請選任或轉為副會員級別的人士，須由一位親身認識申請人的創會會士、會士或會員推薦。

2.8.3 An Associate Member shall pay the relevant annual subscription fee as prescribed by the General Council from time to time. 附屬會員須繳納理事會不時訂明的相關年費。

2.8.4 An Associate Member shall have no voting rights. 附屬會員不享有表決權。

2.9 *Graduate Members* 畢業生會員

2.9.1 A person shall be eligible to be a Graduate Member if he is, in the opinion of the General Council: - 凡根據理事會的意見，並符合以下條件的人士，均合資格成為畢業生會員：

(a) supported by one Founding Fellow, Fellow, or Member. The candidate shall satisfy the General Council that he- 由一位創會會士、會士或會員推薦。申請人須令理事會確信其：

i. has received a degree in the environmental field acceptable to the General Council; and 已取得理事會接納的環境領域學位；及

ii. is following or has completed a form of practical training in environment which has been approved

by the General Council. 正在接受或已完成理事會認可的環境領域培訓。

2.9.2 Graduate Members, on meeting the relevant requirements as may be necessary, may apply for transfer to a higher class of membership. 畢業生會員在符合相關要求後，可申請轉為更高級別的會籍。

2.9.3 A Graduate Member shall pay the relevant annual subscription fee as prescribed by the General Council from time to time. 畢業生會員須繳納理事會不時訂明的相關年費。

2.9.4 A Graduate Member shall have no voting rights. 畢業生會員不享有表決權。

2.10 *Student Members* 學生會員

2.10.1 A person applying for election to the class of membership of Student Member shall have attained the age of eighteen years, and at the time of application, be a bona-fide student in a degree, program or course in the environmental field. 申請選任為學生會員級別的人士，須年滿十八歲，並在申請時為環境領域學位、課程或科目的真正學生。

2.10.2 A person applying for election to the class of membership of Student Member shall be supported by a Founding Fellow, Fellow or a Member who personally knows the candidate. 申請選任為學生會員級別的人士，須由一位親身認識申請人的創會會士、會士或會員推薦。

2.10.3 A Student Member shall pay the relevant annual subscription fee as prescribed by the General Council from time to time. 學生會員須繳納理事會不時訂明的相關年費。

2.10.4 A Student Member shall have no voting rights. 學生會員不享有表決權。

2.11 *Honorary Advisors* 榮譽顧問

- 2.11.1 The General Council may from time to time with the support of not less than three Founding Fellows or Fellows invite a distinguished person in the environmental professional to be an Honorary Advisor of the Institute subject to acceptance by such person. 理事會可適時邀請獲得至少三名創會會士或會士推薦的環境專業傑出人士，在該人士確認接受後，出任學會的榮譽顧問。
- 2.11.2 An Honorary Advisor shall hold office for 3 years from his acceptance of office and such office may be renewed by the General Council for further terms of 3 years. 榮譽顧問任期自受聘日起計三年；理事會可延長其任期，每次可續任三年。
- 2.11.3 An Honorary Advisor may resign from such office at any time by giving not less than 3 months' notice to the General Council. 榮譽顧問可於任期內隨時辭任，惟須提前三個月向理事會提交書面通知。

2.12 *Resignation* 退會

- 2.12.1 A member may resign as a member at any time by giving not less than 2 months' notice in writing to the General Council and his membership shall terminate on the expiration of such notice. 會員可在成為會員後隨時退出學會，惟須提前兩個月向理事會提交書面退會通知，其會籍自通知期屆滿當日自動終止。
- 2.12.2 Resignation from membership shall be without prejudice to any liability incurred by such person prior to his resignation and any amount due from him to the Institute. 會員退會並不影響該人士在退會前所招致的任何法律責任，以及其欠學會的任何款項。
- 2.12.3 No annual subscription paid by a member shall be refunded upon the resignation of such member; the change from one class of membership to another or the termination of his membership for whatever reason. 會員已繳付的年度會費，無論因退會、更改會籍類別或基於任何理由終止會籍，均不予退還。

2.13 Amendment to eligibility 資格修訂

The General Council may review and amend the classes of membership and their eligibility and the rights attached to them from time to time provided that any such amendment can only take effect after it has been endorsed by the Voting Members in a general meeting. 理事會可不時檢討及修訂會籍級別及其合資格條件，以及與其相關的權利，惟任何該等修訂，必須經有表決權會員在會員大會上認可後，方可生效。

2.14 Election to membership in exceptional circumstances 在特殊情況下選任會籍

The General Council may subject to prior approval by Voting Members in a general meeting elect an individual of at least 18 years old with exceptional qualifications, experience or achievement in the field of environmental management to any class of membership it considers appropriate. 理事會在獲得會員大會上有表決權會員的事先批准後，可選任在環境管理領域具有卓越資格、經驗或成就的年滿 18 歲人士，擔任其認為合適的任何會籍級別。

2.15 Certificate of Membership 會員證書

Every member shall be entitled to such diploma or certificate of membership as may be prescribed from time to time by the General Council, but any such diploma or certificate shall remain the property of the Institute and must on request be returned by a person whose membership ceases for any reason. 會員有權依理事會規章獲發相應文憑或會員證書，惟該等文件的所有權屬學會，持證人於會籍終止時（無論事由為何）須按要求退還。

2.16 Renewal of membership 續會

All memberships are subject to renewal on an annual basis on the 1st day of January and members shall apply for renewal of their membership in such manner as the General Council may prescribe from time to time. Application for renewal of membership shall be accompanied by required documents or records and payment of the relevant annual subscription fee. 所有會籍均須於每年 1 月 1 日續期，會員須按照理事會不時訂明的方式申請續期。會籍續期申請須附上所需文件或記錄，並繳納相關年費。

2.17 Termination of membership 終止會籍

2.17.1 The General Council may at any time, terminate the membership of any member for the following reasons :- 理事會可在任何時候，因以下原因終止任何會員的會籍：

- (a) failing to comply with any continuous requirements applicable to the relevant class of membership from time to time; 未能遵守不時適用於相關會籍級別的任何持續要求；
- (b) convicted of any offence under the laws of the Hong Kong Special Administrative Region or elsewhere which the General Council considers in its sole and absolute discretion will adversely affect the reputation of environmental professional or the Institute or other members; 因在香港特別行政區或其他地方觸犯任何罪行，而經理事會全權酌情認為會對環境專業人員或學會或其他會員的聲譽造成不利影響而被定罪；
- (c) if the General Council in its sole and absolute discretion considers that the member is unsuitable to continue as a member; 若理事會經全權獨立判斷，認定某會員不再適合繼續保留會籍；
- (d) the member has ceased to be eligible to be a member of the relevant class of membership; or 該會員已不再符合資格擔任相關會籍級別的會員；或
- (e) an amount of whatever nature has been outstanding from the member for over six months and not less than one reminder has been sent to such member 該會員拖欠任何性質的款項超過六個月，且已向該會員發出不少於一次的催繳通知

PROVIDED that the membership of a member shall not be terminated unless notice of the proposed termination is given to the Councillors at least ten days before a general council meeting at which such proposal is put to the vote, and such proposal is passed by a majority of not less than two-thirds

of the Councillors present and voting. 惟終止會員會籍須滿足以下程序要求方為有效： 理事會須於理事會會議召開至少十日前，向全體理事發出載明擬終止會籍的書面通知；該擬議須經出席會議且參與表決的理事三分之二以上多數通過。

2.17.2 The membership of a member shall cease upon his death. 會員身故，其會籍即告終止。

PART III

THE GENERAL COUNCIL 理事會

3.1 Constitution of the General Council 理事會的組成

3.1.1 The General Council shall consist of not less than 5 or more than 15 Councillors as follows:- 理事會須由不少於 5 人或不多於 15 人組成，成員如下：

- (a) the President; 會長；
- (b) the two Vice-Presidents; 兩位副會長；
- (c) the Honorary Secretary; 義務秘書；
- (d) the Honorary Treasurer; 義務司庫；

((a)-(d) collectively the “**Office Bearers**”) and ((a)-(d) 統稱為「幹事」) 及

- (e) up to an additional 10 Councillors. 最多 10 位額外理事。
- (f) the Immediate Past President, who shall serve as an ex-officio Member of the General Council for a term of one year without voting rights. 前任會長為當然理事，任期為一年，惟不享有投票權。

3.1.2 An individual who is a Voting Member and willing to act as a Councillor, and is permitted by law to do so may be appointed to be a Councillor. 凡有表決權會員並願意擔任理事，且為法律所容許的，可被委任為理事。

3.1.3 Councillors shall be elected by the Voting Members by ordinary resolution in an Annual General Meeting 理事須由有表決權會員通過普通決議選出。

3.1.4 The General Council may appoint an eligible person to fill a vacancy created by the vacation of office by an existing Councillor for whatever reason between one Annual General

Meeting and the next one. The Members in general meetings may also appoint additional Councillor(s) or to fill any vacancy in the General Council. 理事會可委任合資格人士，填補現任理事因任何原因在週年大會之間懸空的職位。會員大會亦可委任額外理事或填補理事會的任何空缺。

- 3.1.5 A Councillor appointed by Voting Members in an Annual General Meeting shall hold office for three years and any Councillor appointed by the General Council or appointed by the Members other than in an Annual General Meeting shall hold office until the next Annual General Meeting following his appointment. 經有表決權會員在週年大會上委任的理事，任期應為三年；經理事會委任或非在週年大會上由會員委任的理事，任期應至其獲委任後的下屆週年大會為止。

3.2 Election of Councillors 理事選舉

- 3.2.1 Office Bearers shall be elected by the Voting Members present in person at an Annual General Meeting. 幹事須由親身出席的有表決權會員選出

- 3.2.2 Nominations for Councillors shall be made in writing duly proposed and seconded by Voting Members in such form as the General Council may prescribe not later than 21 days before the date of the Annual General Meeting at which the election is to take place. A list of all nominations received, together with the name of the proposer and seconder of each nominee, shall be sent to each member not less than 14 days before the Annual General Meeting.

理事候選人提名須由有表決權會員以書面形式正式提案及附議，並按理事會指定格式提交，且須不遲於選舉年度會員大會召開前21日完成；所有獲接納的提名名單連同各候選人的提案人及附議人姓名，須於年度會員大會召開前不少於14日送達全體會員。

3.2.3 Voting for the election of Councillors of the Institute shall be by ballot. 學會理事的選舉須以投票方式進行。

3.2.4 In the event of an equality of votes the result shall be determined by a vote of the Office Bearers of the retiring General Council. 如票數相同，結果須由即將卸任的理事會幹事投票決定。

3.2.5 The retiring General Council shall hold office until the conclusion of the Annual General Meeting at which a new General Council is elected.

即將卸任的理事會須任職至選出新理事會的週年大會結束為止。

3.3 Duties of Office Bearers 幹事的職責

3.3.1 The President 會長

The President shall represent the Institute and guide the affairs of the Institute in accordance with the Constitution and Bye-Laws. 會長須代表學會，並根據組織章程及則例指導學會的事務。

3.3.2 The Vice-President(s) 副會長

The Vice-President(s) shall assist the President in handling the affairs of the Institute provided that the Vice-President(s) shall deputize the President in the event the President is incapacitated from discharging his duties. 副會長須協助會長處理學會的事務，惟如會長無法履行其職責，則副會長須代理會長。

3.3.3 Honorary Secretary 義務秘書

(a) It shall be the duty of the Honorary Secretary under the direction of the General Council to conduct the ordinary business of the Institute in accordance with the Constitution and Bye-Laws. 義務秘書須根據理事會的指示，按照組織章程及則例處理學會的日常事務。

(b) He shall keep an accurate record of the proceedings of the Institute and the General Council. 他須保存學會及

理事會會議程序的準確記錄。

- (c) He shall keep the Membership Register of the Institute. 他須保存學會的會員名冊。
- (d) He shall conduct the correspondence of the Institute. 他須處理學會的函件往來。
- (e) He shall give notice of all meetings of the General Council and General Meetings of the Institute. 他須發出理事會及學會所有會議的通知。

3.3.4 Honorary Treasurer 義務司庫

The Honorary Treasurer shall direct the collection of the subscriptions and the preparation of the accounts of expenditure of the funds and present all the accounts of expenditure of the Institute to the General Council for inspection and approval. 義務司庫須指導會費的收取、基金支出賬目的編制，並向理事會提交所有學會的支出賬目，以供查閱及批准。

3.3.5 Creation of Additional Office Bearers 增設幹事

The General Council may from time to time create additional offices and prescribe the duties of the additional Office Bearers. 理事會可不時增設職位，並訂明新增設幹事的職責。

3.4 Management 管理

- 3.4.1 The General Council shall have the management and direction of the affairs of the Institute and shall do all such acts as appear to it necessary

or desirable for the purpose of carrying into effect the objects of the Institute subject to the provisions of the Constitution and these Bye-Laws. 理事會須管理及指導學會的事務，並須按照組織章程及本則例的規定，進行其認為為實現學會宗旨所需或合宜的所有該等行為。

- 3.4.2 The General Council shall investigate any alleged or apparent irregularity or unconstitutional act of any Panel, Committee (if any) or Councillor coming within its knowledge and if it thinks fit shall call upon that Panel, Committee (if any) or Councillor for an explanation thereof. If the explanation be deemed insufficient the General Council shall enquire further into the matter and if satisfied that a breach has been committed it shall notify the offending Panel, Committee or Councillor to that effect and require compliance with the Constitution and these Bye-Laws. Should any Panel, Committee or Councillor disregard such instructions the General Council may forthwith dissolve such Panel, Committee or remove from office such Councillor and appoint another Panel, Committee or Councillor to carry out the duties for the unexpired term of office.

理事會應調查其知悉的任何專家委員會、委員會（如有）或理事的任何被指稱或明顯不當或違反章程的行為，如認為合適，應要求該專家委員會、委員會（如有）或理事就此作出解釋。如理事會認為解釋不足，應進一步調查此事，如確信已發生違規行為，應通知違規的專家委員會、委員會或理事，並要求遵守組織章程及本則例。如任何專家委員會、委員會或理事無視該等指示，理事會可立即解散該專家委員會、委員會或解除該理事的職務，並委任另一專家委員會、委員會或理事，以履行其未屆滿任期的職責。

PART IV MEETINGS 會議

4.1 Annual General Meetings 週年大會

4.1.1 A General Meeting to be called the Annual General Meeting shall be held once in each calendar year at such time and place by way of a physical or virtual meeting as the General Council shall determine provided that an Annual General Meeting shall be held not more than fifteen months after the holding of the last preceding Annual General Meeting. 理事會每年須在其釐定的時間及地點，以實體或虛擬會議形式，召開一次大會作為週年大會，惟週年大會相距上次週年大會不得超過十五個月。

4.1.2 Notice in writing of such General Meeting shall be given to all members not less than 21 days before the day the meeting is due to take place and such notice shall include details of any resolution to be put to Voting Members. 該週年大會的書面通知須於會議召開日期前不少於 21 天發送給有表決權會員，該等通知須載列擬向會員提呈的任何決議詳情。

4.1.3 The business of the Annual General Meeting shall include: 週年大會的事務包括：

- (a) Adoption of the minutes of any previous meeting; 通過此前會議的會議記錄；
- (b) Report of the President for the year; 會長年度報告；
- (c) Presentation of the audited accounts for the year; 呈報年度經審核賬目；
- (d) Election of Councillors for the ensuing year; 選舉翌年的理事；
- (e) Election of Office Bearers for the ensuing year; 選舉翌年的幹事；
- (f) Appointment of Auditors for the ensuing year; 委任翌年的核數師；

- (g) Such other matters: 以下其他事務：
- (i) as the General Council shall determine; 理事會釐定的事務
 - (ii) of which due notice has been given to the General Council; and 已妥善通知理事會的事務；及
 - (iii) as may be brought forward by the General Council or any member with the consent of the meeting. 經理事會或任何會員經會議同意提出的事務。

4.2 Extraordinary General Meetings 特別會員大會

- 4.2.1 The General Council may convene an Extraordinary General Meeting whenever it thinks fit. The General Council shall also upon a requisition in writing signed by 30% or more of the Voting Members convene an Extraordinary General Meeting 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 meeting. If the General Council fails to take the necessary action within the prescribed time, the requisitionists or any 30% of the Voting Members may themselves convene a meeting and for this purpose shall have access to such records of the Institute as will enable them to convene the meeting. 理事會可在其認為合適時召開特別會員大會。理事會亦須在收到由 30% 或以上有表決權會員簽署的書面請求後召開特別會員大會，並應在義務秘書收到請求後的 21 天內採取措施。請求書應清楚列明擬舉行會議的目的。如理事會未能在訂明的期限內採取必要行動，則提出請求的人士或任何 30% 的有表決權會員可自行召開會議，並可為此目的查閱學會的記錄，以使其能夠召開會議。

- 4.2.2 The business of all Extraordinary General Meetings shall be strictly confined to the matters set out in the notice of the meetings. 特別大會的事務須嚴格限制於會議通知所載的事務。
- 4.2.3 Notice in writing of a Extraordinary General Meeting shall be given to all members not less than 21 days before the Extraordinary General Meeting and such notice shall include: 特別會員大會的書面通知須於特別會員大會舉行前不少於 21 天發送給所有會員，且該通知應包括：
- (a) the Agenda for the meeting; 會議議程；
 - (b) the place by way of a physical or virtual meeting, date and time of the meeting; 舉行會議的實體或虛擬地點、日期及時間；
 - (c) full details of any special resolutions; 任何特別決議的全部詳情；
 - (d) voting and proxy forms where these are required for the purpose of the meeting. 會議所需的投票表格及委託書表格。
- 4.2.4 Such notice shall also be given not less than 21 days before the Extraordinary General Meeting by either posting on the Institute's website or in at least one newspaper in the English language and one newspaper in the Chinese language circulating in Hong Kong. 該通知亦須於特別會員大會召開前不少於 21 天，在學會網站或至少一份以英文及一份以中文在香港發行的報章上刊登。
- 4.2.5 The non-receipt of such notice by any Voting Member or the accidental omission to give notice to any Voting Member shall not invalidate the proceedings of the meeting. 任何有表決權會員未收到該通知或意外遺漏向任何有表決權會員發出通知，均不令會議程序失效。
- 4.3 Transaction of Business at a General Meeting 會員大會的事務處理

- 4.3.1 At least one-fifth of all Voting Members or 30 Voting Members whichever is less present in person or by proxy constitute a quorum at a General Meeting. 親身或委託代表出席的有表決權會員人數，達到全體有表決權會員的五分之一或三十位（以較少者為準），即構成會員大會的法定人數。
- 4.3.2 No business shall be transacted at any General Meeting unless a quorum is present when the meeting proceeds to business. 除非會議進行時達到法定人數，否則不得處理任何事務。
- 4.3.3 If within half an hour from the time appointed for the holding of a General Meeting 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 General Council may determine, and if at such adjourned meeting a quorum is not present within half an hour from the time appointed for holding the meeting the members present shall be a quorum. 如在指定舉行會員大會的時間起計半小時內，會議未達到法定人數，則會議須延至下個月的同一天、同一時間及地點舉行，或延至理事會釐定的其他地點舉行；如在該延期會議的指定舉行時間起計半小時內，會議仍未達到法定人數，則出席會議的會員即構成法定人數。
- 4.3.4 The President, or failing him one of the Vice-President(s), shall preside as Chairman at every General Meeting but if neither the President nor any Vice-President is present within fifteen minutes after the time appointed for the holding of the same, the Voting Members present may choose some other member of the General Council as Chairman, or if no such member be present or if none of the Voting Members of the General Council present agrees to take the chair they shall choose a Voting Member from among them who shall preside.

會長或若會長缺席時其中一位副會長應擔任所有會員大會的主席，惟倘會長及所有副會長均未能在指定舉行會議時間後十五分鐘內出席，則出席會議的有表決權會員可選擇理事會的其他成員擔任主席，如沒有該等成員出席，或理事會中沒有有表決權會員同意擔任主席，則他們應從他們當中選擇一位有表決權會員擔任主席。

- 4.3.5 At any General Meeting a resolution put to the vote of the meeting shall be decided on a show of hands, unless a poll is demanded by the Chairman before or upon the declaration of the result of the show of hands, or by a Voting Member or Voting Members present in person or by proxy and representing one-tenth of the total voting rights of all the Voting Members, and unless a poll be so demanded a declaration by the Chairman of the meeting that a resolution has been carried or carried unanimously or by a particular majority or lost or not carried by a particular majority and an entry to the effect in the minute book of the Institute 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. The demand for a poll may be withdrawn. 在任何大會上提呈會議投票的決議須以舉手方式表決，惟若主席或十分之一有表決權會員親身或委託代表出席會議，並於宣佈以舉手方式表決的結果當時或之前要求投票表決除外。除按此要求進行投票表決外，若主席宣佈決議已獲通過或一致通過或由特定多數贊成或被特定多數反對或否決，並記錄於學會會議紀錄簿內，則該紀錄是該事實的決定性證據，學會無需記錄贊成或反對該項決議的票數或比例作為證明。投票表決要求可被撤銷。
- 4.3.6 If a poll be demanded in manner 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. 如以上述方式要求進行投票表決，該投票則須在會議主席指示的時間、地點及方式進行，而投票結果須視為該要求投票表決的會議的決議。
- 4.3.7 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. 如舉手表決或投票表決的票數相同，會議主席應有權投第二票或決定票。
- 4.3.8 The demand for a poll shall not prevent the continuance of a meeting for the transaction of any business other than the question on which a poll has been demanded. 投票表決的要求不得妨礙處理除要求投票表決所涉問題外的其他事務。

- 4.3.9 Each Voting Member shall have one vote which may be given either personally or by proxy. 每位有表決權會員均有一票，可親身或委託代表投票。
- 4.3.10 The appointment of a proxy shall be made in the proxy form under the hand of the appointor. 委託代表須由委託人簽署委託表格。
- 4.3.11 The proxy forms appointing a proxy shall be deposited with the Honorary Secretary not less than forty-eight hours before the time appointed for holding the meeting or adjourned meeting at which the person named in the proxy form proposes to vote or, in the case of a poll, not less than twenty-four hours before the time appointed for the taking of the poll, and in default the proxy forms shall not be valid. A proxy form shall not in any event be valid after the expiration of two months from the date of its execution. 委託代表的委託書表格須在委託書表格內指名的人士擬投票的會議或延期會議的指定開始時間之前不少於四十八小時（或若為投票表決則於指定投票時間之前不少於二十四小時）交付義務秘書，否則委託書表格不具效力。在任何情況下，委託書表格自簽署日期起兩個月屆滿之後不再有效。
- 4.3.12 For the purpose of the Constitution where voting is by postal vote, the motion and the voting paper shall be circulated to the last known address of all Voting Members not less than 21 days before a General Meeting specifically called for that matter when all postal votes shall be counted and the result ratified. 就組織章程中以郵寄方式投票而言，議案及投票表格須於就該事項特別召開的會員大會舉行前不少於 21 天，送達所有有表決權會員的最後已知地址，屆時所有郵寄選票均須點算，結果須經確認。

4.4 Meetings of General Council 理事會會議

- 4.4.1 The General Council shall meet as often as the business of the Institute may require but not less than four times in each calendar year. 理事會應在學會事務需要時舉行會議，但每年不得少於四次。
- 4.4.2 The quorum for meetings of the General Council shall be not less than 50% of the total number of Councillors with voting

rights and shall include either the President or at least one of the Vice-Presidents. 理事會會議的法定人數須為具有投票權之理事總數不少於百分之五十，並須包括會長或至少一位副會長。

- 4.4.3 Meetings shall be chaired by the President or in his absence any of the Vice- President(s). 會議須由會長主持，如會長缺席，則由任何一位副會長主持。
- 4.4.4 A Councillor who is unable to attend a meeting of the General Council may nominate in writing a Voting Member to represent him at such meeting and such representative shall have the same rights and powers at such meeting as the Councillor he is representing. 無法出席理事會會議的理事，可以書面委任一位有表決權會員代表其出席會議，而該代表在會議上享有與其所代表的理事相同的權利及權力。
- 4.4.5 Matters arising at meetings of the General Council shall be decided by a simple majority, the Chairman having a second or casting vote in the case of an equality of votes. 在理事會會議上提出的事項須由過半數決定，如票數相同，主席有權投第二票或決定票。

PART V PROFESSIONAL CONDUCT

專業操守

5.1 Standard of Conduct 操守準則

All members of the Institute shall observe a high and honourable standard of professional conduct. Guidance notes on such standards shall be issued by the General Council from time to time which shall be subject to ratification by resolution at a General Meeting. 學會所有會員均須遵守崇高及高尚的專業操守準則。有關該等準則的指引，應由理事會不時發出並須經會員大會在決議中批准。

5.2 Suspension/Expulsion 暫停／開除會籍

The General Council shall have power to suspend for such period as it thinks fit or expel any member who has been found to have failed to observe a high and honourable standard of professional conduct or to be guilty of any act of professional misconduct as specified under the Code of Ethics / Code of Conduct or any other conduct detrimental to the best interests of the Institute or its members. 理事會有權在認為合適的期間內暫停或開除任何未能遵守崇高及高尚的專業操守準則，或犯有專業操守準則中指明的任何專業不當行為，或有任何其他不利於學會或其會員的最佳權益的行為的會員會籍。

5.3 Investigation of Complaints 投訴調查

5.3.1 All complaints of professional misconduct received by the Institute of any member shall initially be reviewed by the Preliminary Review Committee appointed under the Code of Ethics / Code of Conduct. If the Preliminary Review Committee considers the complaint to be frivolous, vexatious or manifestly without merit, it shall forthwith dismiss the complaint. The Institute need not communicate to the member the fact of such a complaint or the summary determination for the reasons stated above. 所有有關對會員操守的投訴，學會須首先由根據專業操守準則委任的初審委員會審查。如初審委員會認為投訴屬瑣屑無聊、無理纏繞或明顯沒有根據，則應立即駁回投訴。學會無須就上述投訴通

報原因或決定。

5.3.2 If the Preliminary Review Committee does not consider that the complaint should be disposed of in the manner referred to under paragraph 5.3.1 above, it shall then refer the matter to the Committee of Investigation appointed under the Code of Ethics / Code of Conduct. 如初審委員會不認為應以上文第 5.3.1 段所述方式處理投訴，則應將事件轉交根據《專業操守準則》委任的調查委員會處理。

5.3.3 The Committee of Investigation shall conduct a full investigation of the complaint in the manner as provided for under the Code of Ethics / Code of Conduct and shall thereupon: 調查委員會須按照專業操守準則的規定，對投訴進行全面調查，並應：

- (a) notify the member of the complaint; 通知被投訴的會員；
- (b) request the member to make an explanation either in writing and/or in person and, if the member under investigation so wishes, he may attend in the company of his legal representative, at a time and place to be specified; 要求該會員以書面及／或親身方式作出解釋，如該被調查的會員認為有必要，可由其法律代表陪同，並在指定的時間及地點作出解釋；
- (c) request the member or any other person to provide such documentary or other evidence of the matter as may be thought fit; 要求該會員或任何其他人士提供其認為合適的有關事件的文件或其他證據；
- (d) consider all aspects of the complaint; and 考慮投訴的所有方面；及
- (e) if the Committee of Investigation recommends that a formal charge should be laid, cause the formal charge to be drawn up by the Institute's solicitor who shall act as the prosecutor for hearing by the Disciplinary Panel appointed under the Code of Ethics / Code of Conduct. 若委員會認為有關投訴可構成正式指控，個案將交由學會委任的律師(作為原告)擬定正式控訴書，以便由根據專業操守規則委任的紀律評審委員會進行聆訊。

5.4 Action following Investigation of Complaint 調查投訴後的處理

- 5.4.1 If the Disciplinary Panel determines after due inquiry by its disciplinary procedures under the Code of Ethics / Code of Conduct that the complaint is proven it shall notify the member accordingly, and determine whether to expel or suspend the member for such period as it thinks fit, and shall recommend the General Council to remove his name from the Register in case of expulsion or may remark against his name on the Register in case of suspension, and may cause his changed status to be published in the publications and/or on the website of the Institute. 如紀律評審委員會根據專業操守準則的紀律程序進行適當調查後，裁定投訴成立，則應通知被投訴的會員，並決定是否開除或暫停該會員的會籍，以及暫停會籍的期限，並建議理事會在開除會籍的情況下，從會員名冊中刪除其姓名，或在暫停會籍的情況下，可在名冊中的其姓名旁作出註記，並可安排在學會的出版物及／或網站上公布其變更後的會籍狀況。
- 5.4.2 If the Disciplinary Panel determines the complaint is not proven it shall notify the member accordingly, and the case shall be closed. 若紀律評審委員會裁定投訴不成立，則應通知被投訴的會員，並結束投訴個案。
- 5.4.3 Any member suspended under this Part shall have no right to vote at any meeting or to hold any office in the Institute or to present himself as a member of the previously appropriate grade of the Institute or to use the previously appropriate abbreviated designation after his name or to have or exercise any of the other rights or privileges of membership during the period of his suspension. Nevertheless, his obligations under this Bye-laws shall stand, and he shall be entitled to receive the publications of the Institute. 根據本部分被暫停會籍的任何會員，均無權在任何會議上投票或在學會擔任任何職位，或稱自己為學會的會員，或在其姓名後使用下學會會員的簡稱，或在暫停會籍期間擁有或行使任何會員權利或特權。儘管如此，其在本則例下的義務仍然存在，且有權接收學會的出版物。
- 5.4.4 Any member expelled from the Institute under this Part shall cease to be a member of the Institute and shall have thenceforth no rights whatsoever in the Institute. 任何根據本部分被學會開除會籍的會員，將不再是學會會員，且自此以後在學會中不再享有任何權利。

5.4.5 The Honorary Secretary shall forthwith give to any member suspended or expelled under this Part notice in writing of such suspension or expulsion, and every member shall be notified in writing of the General Council's decision. 義務秘書須隨即以書面方式，將根據本部分作出的任何暫停會籍或開除會籍的決定，通知被暫停會籍或開除會籍的會員，並應以書面方式將理事會的決定通知每位會員。

5.5 Decision of Disciplinary Panel and General Council is Final 紀律評審委員會及理事會的決定為最終決定

The decision of the Disciplinary Panel finding a member guilty or not guilty of the charged misconduct, and the penalty imposed, is final in nature and is not subject to appeal. The General Council's decision in implementing the decision of the Disciplinary Panel as to liability and penalty, including with respect to the suspension or expulsion of a member under Part V of the Bye-Laws, is also final in nature and is not subject to appeal. 紀律評審委員會裁定會員行為不當有罪或無罪的決定，以及處罰，均為最終決定，不得上訴。理事會在執行紀律評審委員會就法律責任及處罰作出的決定時所作出的決定，包括根據則例第五部分暫停或開除會員會籍的決定，亦為最終決定，不得上訴。

5.6 Associate Members, Graduate Members and Student Members 附屬會員、畢業生會員及學生會員

The conduct of Associate Members, Graduate Members and Student Members will be judged similarly to that of members, and in the case of professional misconduct as specified under the Code of Ethics / Code of Conduct, action will proceed as under Bye-Laws 5.1 to 5.5. 附屬會員、畢業生會員及學生會員的行為，應與會員的行為受到同等評判，如有專業操守準則中指明的專業不當行為，則應按照則例第 5.1 至 5.5 條採取行動。

PART VI

PROFESSIONAL DEVELOPMENT 專業發展

- 6.1 All members of the Institute shall maintain a high level of competence in professional practice and technical performance and are obligatory to undertake continuing professional development and lifelong learning to enhance their professional and technical competence. The General Council may from time to time issue regulations and guidance notes on mandatory continuing professional development administered by the Professional Development Panel. 學會所有會員均須保持高水平的專業實踐及技術表現能力，並有義務進行持續專業發展及終身學習，以提升其專業及技術能力。理事會可不時頒布由專業發展委員會管理的強制性持續專業發展的規例及指引。
- 6.2 All persons undertaking professional or technical training shall endeavour to achieve a high level of competence in performance and are obligatory to undertake such pre-qualification structured learning as may be prescribed by the Qualification Panel. 所有接受專業或技術培訓的人士，均應努力取得高水平的表現能力，並須進行資格評審委員會訂明的取得資格前有系統的學習。

PART VII ACCOUNTS 賬目

7.1 General 一般事項

- 7.1.1 The General Council shall cause proper books of account to be kept with respect to all sums of money received and expended by the Institute and the matters in respect of which the receipt and expenditure takes place and the assets and liabilities of the Institute. Proper books of account shall not be deemed to be kept if there are not kept such books as are necessary to give a true and fair view of the state of the Institute's affairs and to explain its transactions. 理事會須安排妥善保存關於學會收入及支出的所有款項，以及收支所涉事項和學會的資產及負債的賬簿。若賬目未能真實及公平地反映學會的事務狀況及解釋其交易，則視為尚未妥當記賬。
- 7.1.2 The books of account shall be kept at the headquarters of the Institute or at such other place or places as the General Council thinks fit and shall always be open to the inspection of the Auditors, the members of the General Council and the members of any Committee appointed by the General Council for the purpose. 賬簿須存置於學會總辦事處或理事會認為合適的地方，並須無限制地公開予核數師、理事會成員和理事會為此目的而委任的委員會成員查閱。
- 7.1.3 The General Council shall from time to time determine whether and to what extent and at what times and places and under what conditions the books of account of the Institute or any of them shall be open to the inspection of members not being persons entitled to inspect the books of account pursuant to paragraph 7.1.2 of this Bye-Law and no member (not being a person so entitled) shall have any right of inspecting any account, book or document relating to the financial affairs of the Institute except as authorized by the General Council or by the Institute in a General Meeting. 理事會須不時決定學會的任何賬簿是否公開讓不屬於本則例第7.1.2條指定有權查閱賬簿的人士的會員查閱並決定公開的範圍、時間、地點及條件。除理事會或學會於大會上授權外，任何會員（非前述有權查閱人士）均無權查閱任何賬目、賬簿或與學會的財務狀況有關的文件。

7.1.4 The General Council shall lay before the members at each Annual Genral Meeting: 理事會須在每個週年大會上向會員提交：

- (a) an Income and Expenditure Account giving a true and fair view of the income and expenditure of the Institute for the period of the preceding financial year; 一份真實及公平地反映學會上一財政年度的收入及支出的收支結算表；
- (b) a Balance Sheet giving a true and fair view of the state of the financial affairs of the Institute as at the end of the preceding financial year; and 一份真實及公平地反映學會截至上一財政年度末的財務狀況的資產負債表，以及
- (c) a Report with respect to the Institute's financial affairs. 一份關於學會財務狀況的報告。

7.1.5 The annual accounts of the Institute as laid before members in accordance with Bye-Law 7.1.4 shall have been audited by persons appointed for the purpose at the preceding Annual General Meeting, and their report shall accompany the accounts. It shall be the duty of the auditors to state whether in their opinion the annual accounts have been properly prepared and whether they give a true and fair view of the state of the Institute's financial affairs as at the end of its financial year and of the income and expenditure for the financial year. 根據本則例第 7.1.4 條提呈會員的學會年度賬目須經在上一次週年大會上為此目的而委任的人士審核，其報告亦須附於賬目。核數師有責任陳述其認為年度賬目是否已妥當編製及是否真實和公平地反映學會在財政年度結束時的財務狀況以及該財政年度的收入和支出。

7.2 Financial Year 財政年度

The financial year of the Institute shall run from the 1st January to 31st December in one year. 學會的財政年度應為每年一月一日至十二月三十一日。

7.3 Custody of Institute's Funds 學會資金的保管

All moneys belonging to the Institute shall be deposited in the accounts of the Institute to be opened at a bank or banks approved by the General Council and payment of all accounts that are certified as correct shall be made therefrom by cheques on such bank or banks signed by any two of the President, Vice-Presidents, Honorary Secretary, Honorary Treasurer or such other person as may be authorized by the General Council from time to time. 學會的所有款項須存入在理事會批准的一個或多個銀行開立的戶口，而所有核證為正確的支出帳目需以該銀行或該戶口的支票支付。支票須由會長、副會長、義務秘書、義務司庫或理事會不時授權的人士任何兩人簽署支付。

7.4 Auditing of Accounts 賬目審計

7.4.1 The accounts of the Institute shall be subject to annual auditing in accordance with the prevailing accounting practices and as may be required by law. 學會的賬目須按照法律要求的現行會計常規，接受年度審計。

7.4.2 Auditors shall be appointed at the Annual General Meeting. Retiring Auditors shall be eligible for re-appointment. 核數師須在週年大會上委任。卸任核數師有資格再次獲委任。

7.4.3 In the event of an Auditor being or becoming unable to act the General Council may appoint another Auditor to act in his place. 如有核數師無法或不能履行職責，理事會可委任另一名核數師代替其職務。

7.4.4 A member of the General Council shall not be eligible for appointment as an Auditor. 理事會成員不能獲委任為核數師。

7.5 Duties of Auditors 核數師的職責

- 7.5.1 The Auditors shall have the right of access at all times to the books of account and all relevant documents of the Institute and shall be entitled to require from the General Council and Officers of the Institute such information and explanations as may be necessary for the performance of their duties as Auditors. 核數師在任何時候均有權查閱學會的賬簿及所有相關文件，並有權要求理事會及學會幹事提供履行其作為核數師的職責所需的資料及解釋。
- 7.5.2 As required by Bye-Law 7.1.5 and as the General Council may direct the Auditors shall make a report to the General Council on other records which the Institute is required to keep by law or by its Bye-Laws and in connection with every balance sheet so prepared the report shall state: 按照則例第 7.1.5 條的規定及理事會的指示，核數師須向理事會就法律或本則例所要求學會須保存與資產負債表有關的記錄作出報告，且該報告須聲明：
- (a) whether or not they have obtained all the information and explanations they require; 他們是否已取得所需的所有資料及解釋.
 - (b) whether in their opinion the balance sheet referred to in the report is properly drawn up so as to exhibit a true and correct view of the state of the Institute's affairs according to the best of their information and the explanations given to them as shown in the books of the Institute; and 根據學會賬目所提供的最佳資料及解釋，他們是否認為報告中提及的資產負債表已妥為編製及真實和正確地反映學會的事務狀況；及
 - (c) Whether in their opinion the records which the Institute is required to keep by law or by its Bye-Laws have been properly kept. 認為就法律或本則例所要求學會須保存的記錄是否已妥為保存。

PART VIII

FEES AND SUBSCRIPTIONS 費用及會費

8.1 Determination 釐定

The General Council shall determine and publish separate fees, subscriptions and any other applicable fees for membership in different grades, provided that the mode of subscription may be prescribed from time to time. 理事會應訂明及公布不同級別的會籍所需費用、會費及其他適用費用，惟會費的繳納方式可不時訂明。

8.2 Liability 責任

8.2.1 Any person applying for admission into membership shall pay an application fee which shall be non-refundable whether or not such person is admitted into membership. 任何申請加入會籍的人士均須繳納申請費，而不論該人士是否獲接納為會員，該費用均不予退還。

8.2.2 Any Founding Fellow, Fellow, Adjunct Fellow, Member, Adjunct Member, Associate Member, Graduate Member or Student Member shall be liable to pay the annual subscription for the ensuing year upon admission into membership and upon expiry of the annual subscription for the current year. 任何創會會士、會士、協作會士、會員、協作會員、附屬會員、畢業生會員或學生會員均有責任在獲接納為會員時，以及在現有年度會費到期時，繳納下一年度的會費。

8.2.3 Honorary Fellows shall pay no application fee or annual subscription. 名譽會士無須繳納申請費或年度會費。

8.2.4 Save as aforesaid, annual subscriptions shall be due to the Institute and payable on the first day of January in each year. 除上述規定外，年費須於每年一月一日向學會繳付。

8.3 Exemptions 豁免

8.3.1 The General Council may exempt from year to year from the payment of his annual subscription a member in any grade

who from ill health, advanced age or other sufficient cause is unable to carry on the full time practice of his profession. The General Council may also exempt any such individual from the payment of any subscriptions which may be in arrears. 如任何級別的會員因健康欠佳、年事已高或其他充分理由而無法全職從事其專業，理事會可逐年豁免該會員繳納年度會費。理事會亦可豁免任何該等人士任何拖欠的會費。

- 8.3.2 The General Council may exempt the estate of any deceased member from the payment of arrears of subscriptions. 理事會可豁免任何已故會員的遺產繳納所拖欠的會費。

8.4 Arrears 欠付

- 8.4.1 Any Member in any grade who is in arrears with his subscription for more than six months shall not be entitled to receive any publication or ballot list of the Institute or to vote at a General Meeting or to be elected or

appointed to any office in the Institute, as the case may be, unless exemption from the payment of such subscription has been granted by the General Council. 任何級別的會員，如拖欠會費超過六個月，則視屬何情況而定，無權收取學會的任何出版物或投票表格，或在會員大會上投票，或被選任或委任為學會的任何職位，除非理事會已批准豁免繳納該等會費。

- 8.4.2 A Member in any grade whose subscription has not been paid for more than six months after the due date shall be notified by the Honorary Secretary in writing. In the event of his continuing in default for three months after such notification and failing to provide satisfactory explanation by letter, the General Council shall expunge the name of the defaulter from the Register after a final 14-day notice is issued to such member and the same is not complied with. 任何級別的會員，如在到期日起計六個月後仍未繳納會費，義務秘書須以書面形式通知該會員。如該會員在該通知發出後三個月內仍未繳納會費，且未能以書面形式提供合理的解釋，理事會在向該會員發出最後的 14 天通知，若該會員仍不遵守，則從會員名冊中刪除拖欠者的姓名。
- 8.4.3 The General Council may reinstate or re-admit under such conditions as it may prescribe a person whose name has been removed from the Register under any provisions this Bye-Law. 理事會可根據其訂明的條件恢復或重新承認根據本則例除名人士的註冊。

PART IX QUALIFICATION PANEL

資格評審委員會

9.1 Constitution 組成

- 9.1.1 The members of the Qualification Panel shall be appointed by the General Council on such terms as the General Council sees fit. 資格評審委員會的成員須由理事會按理事會認為合適的條款委任。
- 9.1.2 All members of the Qualification Panel shall be Voting Members of the Institute. Retiring members are eligible for re-appointment without restriction of tenure. 資格評審委員會的所有成員須為學會的有表決權會員。卸任委員有資格獲重新委任而不受任期限制。
- 9.1.3 The General Council may make rules providing for the conduct of business of the Qualification Panel. And the Qualification Panel must comply with such rules. 理事會可制定關於資格評審委員會處理事務的規則。而資格評審委員會必須遵守該等規則。
- 9.1.4 The General Council shall review the efficacy of the Qualification Panel regularly and in any event not less frequent than once every three years. 理事會須定期檢討資格評審委員會的成效，在任何情況下，檢討的頻率不得少於每三年一次。

9.2 Structure 架構

- 9.2.1 The Qualification Panel shall be accountable to the General Council for all qualification matters, subject to any condition that may be imposed by the General Council. 資格評審委員會須在理事會所訂明的條件規限下就資格評審有關的事務向理事會負責。

9.3 Objectives 目標

The general objectives of the Qualification Panel shall be: 資格評審委員會的整體目標應為：

- (a) to scrutinize, validate and keep under review academic and professional qualifications for admission to different classes of the Institute; 審查、驗證及檢討不同學會級別的學術及專業的收納資格；
- (b) to develop, implement and control the educational and qualifying mechanism to membership of the Institute. 制定、實施及監管學會會籍的教育及資格評審機制。

PART X MEMBERSHIP AND DISCIPLINARY PANEL

會籍及紀律評審委員會

10.1 Constitution 組成

10.1.1 The members of the Membership and Disciplinary Panel shall be appointed by the General Council on such terms as the General Council sees fit. 會籍及紀律評審委員會的成員須由理事會按理事會認為合適的條款委任。

10.1.2 All members of the Membership and Disciplinary Panel shall be Voting Members of the Institute. Retiring members are eligible for re- appointment without restriction of tenure. 會籍及紀律評審委員會的所有成員須為學會的有表決權會員。卸任委員有資格獲重新委任而不受任期限制。

10.2 The Panel shall meet as often as may be required and at least once every three months. 委員會須在需要時舉行會議，且至少每三個月舉行一次會議。

10.3 The Panel shall be accountable to the General Council for all matters relating to membership and disciplinary matters of the Institute, subject to any condition that may be imposed by the General Council. 委員會須在理事會所訂明的條件規限下就學會會籍有關的事務向理事會負責。

PART XI PROFESSIONAL DEVELOPMENT PANEL 專業發展委員會

11.1 Constitution 組成

11.1.1 The members of the Professional Development Panel shall be appointed by the General Council on such terms as the General Council sees fit. 專業發展委員會的成員須由理事會按理事會認為合適的條款委任。

11.1.2 All members of the Professional Development Panel shall be Voting Members of the Institute. 專業發展委員會的所有成員須為學會的有表決權會員。

11.1.3 Retiring members are eligible for re-appointment without restriction of tenure. 卸任委員有資格獲重新委任而不受任期限制。

11.2 Objectives 目標

The Professional Development Panel shall be accountable to the General Council, subject to any condition that may be imposed by the General Council, for all matters relating to the following objectives: 專業發展委員會在理事會所訂明的條件規限下就與以下目標有關的事務向理事會負責：

- (a) to establish and maintain a high standard of professional competence of members; and 建立及維持會員的高水平專業能力；及
- (b) to organize and promote continuing professional development of members. 組織及促進會員的持續專業發展。

PART XII MISCELLANEOUS 雜項

12.1 Serving of Notices 通知的送達

A notice to be given under these Bye-Laws may be served personally or by; despatch through the post in a prepaid letter addressed to the person concerned at his address as entered in the Register or at his last known business address or place of abode; or by electronic means. 根據本則例發出的通知，可以親身送達或透過以下方式送達：以預付郵資的信件寄往有關人士在名冊中登記的地址或其最後為人所知的營業地址或居所；或以電子方式送達。

12.2 Notice by Post deemed to have been served 透過郵遞發出的通知視為已送達的情況

A notice if served by post shall be deemed to have been served at the time when the envelope or wrapper containing it would be delivered in the ordinary course of post and in proving such service it shall be sufficient to prove that the envelope or wrapper containing the notice was properly addressed and posted in the normal manner. 若透過郵遞發出通知，在載有通知的信封或封套透過正常郵遞送出時即視為已送達。在證明通知送達時，祇需證明載有通知的信封或包裝件已妥善註明地址並以正常方式投寄。

12.3 Seal of the Institute 學會印章

12.3.1 The Common Seal of the Institute shall be in the custody of the General Council. 學會法團印章須由理事會保管。

12.3.2 The Seal will not be affixed to any instrument except by the authority of a resolution of the General Council and in the presence of the President and the Honorary Secretary or such other persons as the General Council may from time to time appoint for that purpose. 除經理事會決議授權，並在會長及義務秘書或理事會為有關目的不時委任的人士在場的情況下，印章不得蓋於任何文書。

12.3.3 The President and Honorary Secretary or other persons as aforesaid shall sign every instrument to which the seal is so

affixed in their presence. 會長及義務秘書或上述其他人士須簽署每一份在他們面前加蓋學會印章的文件。

12.4 Publications of the Institute 學會出版物

12.4.1 The Institute may publish journals, newsletters or other publications at regular intervals for the dissemination of information regarding the activities of the Institute and for the publication of any matters incidental to the promotion of the objects of the Institute or otherwise of interest to its members. 學會可定期出版期刊、通訊或其他出版物，以發布有關學會活動的資訊，以及出版任何與促進學會宗旨或會員感興趣的其他事項。

12.4.2 Each incoming General Council shall at its first meeting, appoint a Voting Member as the Honorary Editor of the journals, newsletters or other publications referred to in Bye-Law 12.4.1 for such term as the General Council may decide. 每屆新任理事會須在其首次會議上，委任一名有表決權會員擔任則例 12.4.1 所述期刊、通訊或其他出版物的義務編輯，任期由理事會釐定。

12.4.3 If not a Councillor the Editor may nevertheless attend meetings of the General Council but may not take part in its deliberations or vote 如編輯並非理事，則編輯仍可出席理事會會議，但不得參與議事或投票。