



## The Institute of Hong Kong Architectural Technologists

### Articles of Association

#### 1. OBJECTIVE

- 1.01 Its primary objectives are to establish proper standard of competence for the profession and to promote the interests of its members.
- 1.02 The Institute works on the behalf of its members :
- 1.02.1 To improve recognition of corporate membership both locally and internationally.
- 1.02.2 To establish links with relevant institutes of tertiary education, Government Bureaus/Departments, Statutory bodies and other organizations.
- 1.02.3 To ensure that the standards of education and training for the professionals in architectural technology are regularly reviewed; so that they always reflect current requirements of the industry.
- 1.02.4 To improve understanding of the range of professional competence of fully qualified members.
- 1.02.5 To provide guidance on careers in architectural technology.

#### 2. INTRODUCTION

- 2.01 The Institute is composed of a group of members who are architectural technologists in Hong Kong.
- 2.02 The Institute exists to further the aims and objects of the Institute, to uphold its Articles of Association and Code of Conduct and to serve the interests of its members at all times.
- 2.03 The Institute shall conduct its business and will implement Institute Policy in accordance with its Articles of Association and Code of Conduct.
- 2.04 The Institute shall be represented by an elected Institute Committee.

#### 3. MEMBERSHIP

- 3.01 The number of members with which the Institute proposes to be registered is unlimited.

- 3.02 There shall be the following classes of members :
- 3.02.1 (a) Member; and  
(b) Associate.
- 3.02.2 These classes of members may be divided into such sub-classes as the Institute Committee may from time to time by regulation decide
- 3.03 Throughout these presents, the term Member refers exclusively to the class of member described in Article 3.02.1(a) hereof.
- 3.04 The following shall be eligible for election or appointment to the respective classes or sub-classes of members:
- 3.04.1 Member and Associate – any individual who has achieved the standard of education and experience for each respective class or sub-class from time to time laid down by the Institute Committee.
- 3.05 Every application for membership shall be in writing and upon such form and shall contain such particulars as the Institute Committee may from time to time determine. The Institute Committee may at its discretion elect or reject any person applying for membership.
- 3.06 The Institute Honorary Secretary shall forthwith notify a candidate who has been elected that he has been admitted a member of the Institute. No person shall be entitled to the rights and privileges attaching to the class of membership of the Institute to which he has been elected until he has paid the application fee and first annual subscription applicable to the class of membership to which he has been elected.
- 3.07 Any Associate may on attaining the standards of experience and education from time to time prescribed by the Institute Committee apply to transfer to another class or sub-class of membership. The Institute Committee may at its discretion agree to such transfer provided always that no member shall be entitled to the privileges of the class of membership to which he has been transferred until he has paid such transfer fee as may be prescribed by the Institute Committee and the appropriate annual subscription.
- 3.08 The rights and privileges of membership shall be personal and incapable of transfer by the act of a member or by the operation of law and shall cease on death or earlier cessation of membership.
- 3.09 Admission of Full Member to HKAT shall limit to Member of Chartered Institute of Architectural Technologists MCIAT.
- 3.10 Renewal of Full Member to HKAT shall rely on valid membership of MCIAT.

- 3.11 Admission of Associate Member to HKAT shall limit to holders of a relevant certificate of building courses, or those having a minimum of 3 years relevant practical experience in the building field or as the Institute Committee may from time to time determine.
- 3.12 A member may relinquish his membership by notice sent to the Institute Honorary Secretary and such notice shall become effective on the date on which it is accepted by the Secretary provided that the Secretary shall not unreasonably withhold or delay his acceptance of such a notice and provided further that the member shall remain liable for his subscription for the current year and shall not be entitled to be repaid any part of any subscription paid by him.
- 3.13 The Honorary Secretary may give notice in writing to any member whose subscription remains unpaid for a period of one month or such longer period as the Institute Committee shall from time to time determine after the date on which it became payable requiring him to pay the arrears of such subscription, and the Institute Committee may cancel the membership of any member whose subscription remains unpaid for more than 14 days after the date of the said notice from the Secretary. Provided that it shall be at the discretion of the Institute Committee to reinstate him as a member if the Institute Committee shall so determine.

#### **4. APPLICATION FEES**

- 4.01 Every person applying for election as a member of the Institute in any class of membership shall pay an application fee of an amount determined from time to time by the Institute Committee.

#### **5. SUBSCRIPTIONS**

- 5.01 Every member of the Institute shall pay an annual subscription of such sum as the Institute Committee shall from time to time determine in respect of each class or sub-class of membership.
- 5.02 The annual subscription of a member shall become due on election and thereafter on the 1<sup>st</sup> day of January in each year.
- 5.03 A member shall not be entitled to any of the rights and privileges of membership whilst his subscription is in arrears, unless he has taken advantage of any payment scheme which the Institute Committee may authorize from time to time.

#### **6. MEMBERSHIP REGISTER**

- 6.01 Every member of the Institute in good standing shall be included on the Membership Register of the Institute.
- 6.02 The Membership Register of the Institute shall be maintained by the Institute Honorary Secretary and every member will be provided with a copy thereof.

## **7. DISCIPLINARY PROCEDURES**

- 7.01 The Institute Committee shall establish procedures for conduct and disciplinary matters approved by a special resolution of the Institute at Annual General Meetings concerning the method by which the question of the conduct of any member is to be reported to the Institute Committee, the hearing and determination by the delegated Conduct Committee upon such question, providing that such questions be determined by a Conduct Committee established by the Institute Committee; except where the member is known to the member/s of the Conduct Committee; where there is a conflict of interest; or when the Conduct Committee will be inquorate. Special provisions are made for this situations within the Conduct & Disciplinary Procedures, and shall provide that the member against whom a complaint is made may make representations either orally or in writing to the Conduct Committee established by the Institute Committee.
- 7.02 Any member of the Institute who shall contravene any Code of Conduct from time to time promulgated by the Institute Committee and approved by a special resolution of the Institute at Annual General Meetings or who shall conduct himself in a manner which in the opinion of the Conduct Committee established by the Institute Committee is inconsistent with his status as a member of the Institute may be liable to: give an undertaking to refrain from further contraventions of the Code of Conduct; be reprimanded and required to give an undertaking to refrain from further contraventions; be suspended from the privilege of membership of the Institute; be suspended from the privilege of membership with the recommendation of reassessment on re-entry; or be expelled from the Institute.

## **8. ELECTION OF MEMBERS OF THE INSTITUTE COMMITTEE**

- 8.01 The Institute Committee shall be formed by 5 members comprising the Institute Chairman, Vice-Chairman, Honorary Secretary, Honorary Treasurer and Honorary Education Officer. Members of the Institute Committee should not have more than one Associate.
- 8.02 Each member of the Institute Committee shall hold office for a period of two years commencing at the end of an Annual General Meeting to be held not less than five months, nor more than eight months from 1<sup>st</sup> January of every other calendar year and terminating at the commencement of the Annual General Meeting two years later. A person may be re-elected to the Institute Committee.
- 8.03 The Institute Honorary Secretary shall give to each member of the Institute upon the Membership Register at least 7 days notice of the date fixed for the Annual General Meeting at which elections are due to take place. No person shall be a candidate for election as Institute Committee Member in respect of which he is not on the Register. Each candidate shall be proposed by members of the Institute who are on the Register of the Institute, at the appropriate time during the Annual General Meeting.

- 8.04 When more than 5 members are nominated as Institute Committee Members, the Honorary Secretary of the Institute shall cause an election to be held by voting to select 5 members as Institute Committee members during the Annual General Meeting. If the number of candidates for election is 5 or less then the candidates for these vacancies shall be deemed to be elected to the Institute Committee of the Institute.
- 8.05 The Nominees for service on the Institute Committee shall stand and make themselves known to the Annual General Meeting.
- 8.06 During the progress of elections, an independent Chairman shall preside and declare the results of voting.
- 8.07 Two independent scrutinizers shall be appointed by the meeting from amongst those not nominated for service on the Institute Committee to count the votes.
- 8.08 Following the election of the Institute Committee, it will proceed to elect the Institute Chairman, Vice-Chairman, Honorary Secretary, Honorary Treasurer and Honorary Education Officer by secret ballot. From this number, the Institute Committee shall elect a Continuing Professional Development Officer, Membership Officer and any other officer whom the Institute Committee may from time to time consider necessary.
- 8.09 In the event of any post remaining vacant after the AGM, or being vacant during the subsequent two year, the Institute Committee may have the power to co-opt a member to fill a particular vacancy.

## **9. GENERAL MEETINGS**

- 9.01 The Institute shall hold a General Meeting in every calendar year as its Annual General Meeting at such time and place as may be determined by the Institute Committee at which the following shall take effect :
- 9.01.1 The quorum for the General Meeting shall not be less than fifteen.
- 9.01.2 Report by the Chairman of the Institute Committee on the activities of the Institute.
- 9.01.3 The reading of accounts by the Honorary Treasurer.
- 9.01.4 The reading of the minutes of the previous Annual General Meeting by the Honorary Secretary.
- 9.01.5 The election of the Institute Committee Members for the two years following the General Meeting in every other year.
- 9.01.6 The voting upon any resolution by the membership of the Institute Committee. Resolution would only be carried with the support by two-third of those present and entitled to vote.

- 9.02 Extraordinary General Meetings may be called from time to time on receipt by the Institute Honorary Secretary of a written request from not less than one quarter of the Institute's membership.
- 9.03 7 days' notice at least of any general meeting specifying the place, the day and time of the meeting and, in the case of special business, the general nature of the business, shall be given in the manner hereinafter mentioned to the person elected by the Institute Committee.
- 9.04 The proceedings of the meeting and any resolution passed shall not be invalid as a result of accidental omission to give notice of the meeting or to send relevant documents to persons entitled to receive such notice or documents.
- 9.05 The Chairman may, with the consent of the meeting, adjourn the general meeting from time to time and place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
- 9.06 The Institute may hold functions of any kind for the purpose of raising funds or the Social and Education benefit of the members provided they are carried out with the regard to law and well being of the membership and the Institute as a whole. In such cases, the Institute Committee should advise the Honorary Secretary of the Institute of the nature of such functions in advance of any undertaking.

## **10. THE POWERS OF THE INSTITUTE COMMITTEE**

- 10.01 On behalf of the Institute, the Institute Committee shall :
- 10.01.1 Carry out the formal functions and procedures of the Institute and ensure that they are undertaken in accordance with the Articles of Association and Code of Conduct.
- 10.01.2 Be responsible for the management and control of the Institute provided always that the collective wishes of the indigenous members with regard to any activity of a local nature carried out within the scope of the Code of Conduct of the Institute are in no way disregarded.
- 10.01.3 Determine and act upon such policies as it thinks fit towards the development of the Institute, provided always those policies are not in conflict with Institute Policy.
- 10.01.4 Implement or ensure the implementation of the Institute Policy.
- 10.01.5 Organize cultural, educational or social activities on behalf of the Institute members.
- 10.01.6 Arrange, either in isolation or in co-operation with other bodies, lectures, seminars and meetings of interest to the Institute's membership

10.01.7 Liaise with professional bodies, Employers and other bodies as considered necessary by the Institute Committee, generally concerning the development of the Institute and in particular the administration and supervision of the practice qualification.

## **11. SUB-COMMITTEES**

- 11.01 The Institute shall at all time maintain an Education Sub-Committee comprising the Honorary Education Officer, with power to co-opt up to three members.
- 11.02 The Education Sub-Committee may, subject to the approval of the Institute Committee co-opt members and other persons to assist the functioning of the Sub-Committee. The Education Sub-Committee shall liaise with institutes of tertiary education, Vocational Training Council and other educational institutions concerning the provision of effective educational programmes for architectural technologists and eventual qualification to membership of HKAT.
- 11.03 The Institute Committee may appoint such other Sub-Committees as it considers necessary and include at least one Member of Institute Committee for each Sub-Committee.
- 11.04 All Sub-Committees appointed by the Institute Committees shall present written reports of their proceedings to each meeting of the Institute Committee.

## **12. FINANCE**

- 12.01 The Institute shall maintain a bank account with a Joint Stock Bank approved by the Institute. Such Bank Account shall be entitled “The Institute of Hong Kong Architectural Technologists”.
- 12.02 All monies received by or on account of the Institute shall be paid forthwith into the credit of the Bank Account.
- 12.03 No payments other than lawful expenses incurred by members of the Institute shall be made out of any Bank Account held by the Institute, except under the authority of a resolution of the Institute Committee.
- 12.04 All cheques shall be signed by the Honorary Treasurer of the Institute and counter signed by the Chairman or Secretary of the Institute Committee.
- 12.05 The Honorary Treasurer of the Institute shall maintain proper books of Account in respect of all monies received and expended, and proper records of all monetary transactions
- 12.06 All funds and income of the Institute shall be expended only in the promotion of the Institute. No part of any funds income or property shall be paid or transferred the objectives of directly or indirectly to any member of the Institute except in reimbursement of expenses incurred by him on behalf of the Institute. No member of the Institute Committee shall be paid any honorarium.

- 12.07 A Statement of Accounts of the Institute shall be prepared each year at such time and shall be made available at the Annual General Meeting.
- 12.08 The statement of Accounts shall be certified as correct by the Institute Chairman, a member of the Institute Committee and the Institute Honorary Treasurer.

### **13. PROGRESS OF INSTITUTE RESOLUTIONS**

- 13.01 The Institute Committee may propose resolutions to be debated at Annual General Meetings of the Institute, provided that at least seven days notice of such resolution is given to the members at the time on the Membership Register of the Institute.
- 13.02 Special resolutions in their substantive or amended forms relating to alterations or amendments to the Articles of Association, the Code of Conduct and Conduct and Disciplinary Procedures of the Institute which, if agreed to by a two thirds majority of those entitled to vote present and voting at Annual General Meetings shall be binding.
- 13.03 Special resolution when the Institute has to be dissolved due to whatever reason, if agreed to by a two thirds majority of those entitled to vote present and voting at an Annual General Meeting, shall be binding.
- 13.04 Ordinary resolutions in their substantive or amended forms which, if agreed to by a simple majority of those entitled to vote present and voting at Annual General Meetings, shall be binding upon the Institute.
- 13.05 A Member not holding Institute Committee membership may propose resolutions provided that these are submitted in writing to the Institute Honorary Secretary prior to the commencement of the Annual General Meeting.
- 13.06 A resolution, submitted by a Member not holding Institute Committee membership, in its substantive or amended form which, if agreed to by two thirds of those entitled to vote present and voting at Annual General Meetings, shall be a resolution of the Institute and binding upon the Institute Committee.
- 13.07 A resolution, submitted by a Member not holding Institute, in its substantive or amended form which, if agreed to by a simple majority of those entitled to vote present and voting at Annual General Meetings, shall not have the effect of a resolution of the Institute, but shall require the Institute Committee to consider, report back to the next Annual General Meeting of the Institute, or, if the Institute Committee considers it necessary, take action thereon within its ensuing year of office.
- 13.08 Only Full Members shall have voting rights.

### **14. MEETINGS OF THE INSTITUTE COMMITTEE**

- 14.01 The Institute Committee shall meet not less than four occasions in each calendar year at such time and place as it thinks fit.



14.02 A special meeting of the Institute Committee shall be called by the Institute Honorary Secretary to be held within 14 days upon :

14.02.1 Receipt of a requisition by recorded delivery from the Chairman or any two members of the Committee. The requisition which shall be sent to the Institute Honorary Secretary shall be signed by the Chairman or the representatives concerned, shall state the purpose of the meeting and if it is proposed to move a resolution, the requisition shall set out the resolution to be moved.

14.03 No other business than for which the meeting is called shall be discussed at a special meeting.

14.04 The Institute Honorary Secretary shall ensure that proper minutes be made of all proceedings of the Institute Committee and Sub-Committee appointed by the Institute Committee and of the utterances thereof.

#### 15. The Common Seal

15.01 The Common Seal of the Institute shall not be affixed to any instrument except by the authority of a resolution of the Institute Committee and at least one member of the Institute Committee together with the Secretary shall sign every instrument to which the Seal shall be so affixed and, in favour of any purchaser or person bona fide dealing with the Institute, such signatures shall be conclusive evidence to the fact that the Seal has been properly affixed.

**END**