



CONSTITUTIONS  
OF  
ASSOCIATION OF HONG KONG NURSING STAFF

香港護士協會會章

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## **RULE 1 TITLE AND OFFICE**

NAME (1) THE NAME OF THE ASSOCIATION SHALL BE “ASSOCIATION OF HONG KONG NURSING STAFF” “香港護士協會” HERE-IN-AFTER REFERRED TO AS THE ASSOCIATION.

ADDRESS (2) THE REGISTERED OFFICE OF THE ASSOCIATION SHALL BE AT RM. 25, 3/F., HING WAN COMMERCIAL BUILDING, 25-27, PARKES ST., KOWLOON, OR SUCH OTHER PLACE AS MAY BE DECIDED UPON BY THE EXECUTIVE COMMITTEE.

## **RULE 2 OBJECTS**

OBJECTS THE OBJECTS OF THE ASSOCIATION SHALL BE AS FOLLOWS:-

- (1) TO SECURE THE COMPLETE ORGANISATION IN THE ASSOCIATION OF ALL NURSING STAFF EMPLOYED IN HONG KONG AS STIPULATED IN RULE 3(1)(i).
- (2) TO OBTAIN AND MAINTAIN JUST AND PROPER RATES OF SALARIES, HOURS OF WORK, AND OTHER CONDITIONS OF SERVICE, AND GENERALLY TO PROTECT THE INTERESTS OF MEMBERS.
- (3) TO REGULATE THE RELATIONS AND TO SETTLE DISPUTES BETWEEN MEMBERS AND THE EMPLOYER, BETWEEN ONE MEMBER AND ANOTHER, AND BETWEEN MEMBERS AND OTHER EMPLOYEES BY AMICABLE AGREEMENTS WHENEVER POSSIBLE.
- (4) TO PROMOTE A SPIRIT OF MUTUAL RESPECT AND UNDERSTANDING BETWEEN THE EMPLOYER AND THE ASSOCIATION AND TO SECURE THE ESTABLISHMENT OF RECOGNISED AND PERMANENT MACHINERY FOR NEGOTIATION WITH THE EMPLOYER.
- (5) TO PROVIDE, FOR MEMBERS AND IN CERTAIN CIRCUMSTANCES THEIR FAMILIES, AND OR ALL OF THE FOLLOWING BENEFITS AND SUCH OTHERS AS THE ANNUAL OR EXTRAORDINARY GENERAL MEETING MAY DECIDE:-
  - (i) MONETARY RELIEF, OR SUCH OTHER BENEFITS AS MAY BE DECIDED, FOR SICKNESS, ACCIDENT, DISABLEMENT, DISTRESS, MATERNITY AND RETIREMENT
  - (ii) DEATH GRATUITIES AND FUNERAL EXPENSES
  - (iii) EDUCATION FEES

- (iv) VICTIMIZATION AND TRADE DISPUTE BENEFITS
- (v) LEGAL ADVICE AND LEGAL ASSISTANCE WHERE NECESSARY IN CONNECTION WITH THE EMPLOYMENT OF MEMBERS.
- (6) GENERALLY TO PROMOTE THE MATERIAL, CULTURAL, SOCIAL, EDUCATIONAL, AND RECREATIONAL WELFARE OF THE MEMBERS AND THEIR FAMILIES IN ANY LAWFUL MANNER BY THE PROVISION OF EDUCATIONAL FACILITIES, AND OTHER UNDERTAKINGS, INDUSTRIAL OR OTHERWISE, WHICH THE ANNUAL OR EXTRAORDINARY GENERAL MEETING MAY FROM TIME TO TIME DEEM EXPEDIENT.
- (7) TO FURTHER FINANCIALLY OR OTHERWISE, OF THE WORK OR PURPOSE OF ANY LAWFUL ASSOCIATION OR FEDERAL BODY HAVING FOR ITS OBJECTS THE PROMOTION OF THE INTERESTS OF LABOUR, TRADE UNIONISM OR TRADE UNIONISTS.
- (8) TO ESTABLISH, CARRY ON, OR PARTICIPATE IN, FINANCIALLY OR OTHERWISE, THE BUSINESS OF THE PRINTING OR PUBLISHING OF A GENERAL NEWSPAPER OR OF JOURNALS, BOOKS, PAMPHLETS, OR OTHER PROFESSIONAL AND EDUCATIONAL PUBLICATIONS, IN THE INTERESTS OF AND WITH THE MAIN PURPOSE OF FURTHERING THE INTERESTS OF THE ASSOCIATION OR OF TRADE UNIONISM GENERALLY.
- (9) TO PROMOTE LEGISLATION IN THE INTERESTS OF ITS MEMBERS.

### **RULE 3 MEMBERSHIP**

#### ORDINARY MEMBERSHIP

- (1) (i) THE ASSOCIATION IS OPEN TO ANY PERSONS OF EITHER SEX WHOSE NAMES APPEAR ON THE PART I AND/OR PART II OF THE REGISTER OF THE NURSING COUNCIL OF HONG KONG (THE FORMER NURSING BOARD OF HONG KONG) AND/OR CURRENTLY EMPLOYED IN THE HONG KONG DEPARTMENT OF HEALTH OR IN HOSPITALS INCLUDING PRIVATE HOSPITALS AND HOSPITALS / INSTITUTIONS UNDER THE HOSPITAL AUTHORITY OR OTHER INSTITUTIONS AS NURSING STAFF.

#### HONORARY MEMBERSHIP

- (ii) MEMBERS, UPON THEIR RETIREMENT ON ACCOUNT OF AGE OR ILL-HEALTH FROM THE NURSING PROFESSION AS STIPULATED IN RULE 3 (1) (i), MAY BECOME HONORARY MEMBERS. HONORARY MEMBERS SHALL NOT HAVE THE RIGHT TO VOTE OR BE OFFICERS, GRADE / HOSPITAL

REPRESENTATIVES OR GRADE / HOSPITAL COMMITTEE MEMBERS OF THE ASSOCIATION. THEY MAY, HOWEVER, PARTICIPATE IN THE BENEFITS PROVIDED BY THE ASSOCIATION.

ENTRANCE FEE  
AND ANNUAL  
SUBSCRIPTION

- (2) (i) THE ENTRANCE FEE TO THE ASSOCIATION SHALL BE \$40.00 AND THE ANNUAL SUBSCRIPTION SHALL BE \$100.00. ANNUAL SUBSCRIPTION SHALL BE PAID IMMEDIATELY ON ADMISSION AND THEREAFTER SHALL BE DUE, IN ADVANCE, ON THE FIRST DAY FOLLOWING ONE COMPLETED CALENDER YEAR OF THE MEMBERSHIP, THE EXECUTIVE COMMITTEE MAY ADOPT THE BANK AUTO-PAY SYSTEM FOR THE COLLECTION OF ANNUAL SUBSCRIPTION FROM MEMBERS.
- (ii) HONORARY MEMBERS SHALL BE REQUIRED TO PAY ANNUAL SUBSCRIPTION UNDER RULE 3(2)(i), LEVIES UNDER RULE 11 AND OTHER FEES OR CONTRIBUTIONS AS MAY BE DECIDED UNDER RULE 3(3).
- (iii) MEMBERS WHO ARE NURSES TRAINEES AND NURSE TRAINEES (PSYCHIATRIC), SHALL PAY THE ANNUAL SUBSCRIPTION AT THE RATE OF \$50.00.

LIFE MEMBERSHIP

- (iv) AN ORDINARY MEMBER, OTHER THAN THOSE WHO ARE STUDENT NURSES, STUDENT MIDWIVES OR PUPIL NURSES AS REFERRED TO IN RULE 3(2) (iii) MAY BECOME A LIFE MEMBER UPON PAYMENT OF A SUBSCRIPTION OF H.K. \$2,000.00. A LIFE MEMBER SHALL NOT BE REQUIRED TO PAY ANNUAL SUBSCRIPTION UNDER RULE 3 (2) (i), BUT IS STILL REQUIRED TO PAY LEVIES UNDER RULE 11 AND ANY OTHER FEES AND CONTRIBUTIONS AS MAY BE DECIDED UNDER RULE 3 (3). SUBJECT TO THE ABOVE PROVISIONS A LIFE MEMBER SHALL HAVE THE SAME RIGHTS AND OBLIGATIONS AS AN ORDINARY MEMBER. A LIFE MEMBER SHALL BECOME AN HONORARY MEMBER UNDER RULE 3 (1) (ii) WITH THE EXEMPTION FROM THE PAYMENT OF ANNUAL SUBSCRIPTION OR SHALL CEASE TO BE A MEMBER OF THE ASSOCIATION UNDER RULE 3 (4). LIFE MEMBERSHIP IS STILL SUBJECT TO DISCIPLINES UNDER RULES 3 (5) AND 7 (8).

ALTERATION OF  
FEE

- (3) THE ANNUAL OR EXTRAORDINARY GENERAL MEETING OF THE ASSOCIATION SHALL HAVE POWER TO ALTER ALL FEES, SUBSCRIPTIONS, AND CONTRIBUTIONS, AND TO IMPOSE ADDITIONAL FEES, SUBSCRIPTIONS, AND CONTRIBUTIONS FOR

THE PURPOSE OF PROVIDING FURTHER BENEFITS FOR MEMBERS.

- MEMBERS LEAVING THE SERVICE (4) ANY MEMBER OF THE ASSOCIATION LEAVING THE EMPLOYMENT (OTHER THAN ON RETIREMENT) AS STIPULATED IN RULE 3 (1) (i) AND BEING EMPLOYED IN A DIFFERENT TRADE, INDUSTRY OR OCCUPATION, SHALL IPSO FACTO CEASE TO BE A MEMBER.
- MEMBERS BREAKING RULES (5) ALL MEMBERS MUST ABIDE BY THE RULES OF THE ASSOCIATION. ANY MEMBER BREAKING THE RULES OF THE ASSOCIATION MAY BE LIABLE TO APPROPRIATE ACTION OR EXPULSION BY THE EXECUTIVE COMMITTEE (SEE RULE 7(8)). ANY MEMBER SO DEALT WITH, OR EXPELLED SHALL HAVE THE RIGHT OF APPEAL TO THE ANNUAL OR EXTRAORDINARY GENERAL MEETING, WHOSE DECISION SHALL BE FINAL.
- ARREARS (6) MEMBERS WHO ARE MORE THAN THREE MONTHS IN ARREARS OF ANNUAL SUBSCRIPTION, FEES OR CONTRIBUTIONS FROM THE DATE DUE, SHALL CEASE TO BE MEMBERS, BUT MAY BE REINSTATED AT THE DISCRETION OF THE EXECUTIVE COMMITTEE.
- (7) ANY MEMBER CEASES TO BE A MEMBER OF THE ASSOCIATION FOR ANY REASONS, ANY SUBSCRIPTIONS, FEES, CONTRIBUTIONS PREVIOUSLY PAID SHALL NOT BE REFUNDED.

#### **RULE 4 CONSTITUTION AND GOVERNMENT**

- ANNUAL GENERAL MEETING THE SUPREME AUTHORITY OF THE ASSOCIATION SHALL BE VESTED IN THE ANNUAL GENERAL MEETING AND, SUBJECT TO THAT AUTHORITY, THE ASSOCIATION SHALL BE GOVERNED BY THE EXECUTIVE COMMITTEE.

#### **RULE 5 ANNUAL AND EXTRAORDINARY GENERAL MEETING**

- DATE OF ANNUAL GENERAL MEETING (1) THE ANNUAL GENERAL MEETING SHALL BE HELD IN THE MONTH OF JUNE EVERY YEAR.
- ATTENDANCE AT THE ANNUAL AND EXTRAORDINARY GENERAL MEETING (2) ALL MEMBERS QUALIFIED BY THE RULES OF ASSOCIATION ARE ENTITLED TO BE PRESENT AT ANY ANNUAL OR EXTRAORDINARY GENERAL MEETING BUT ONLY GRADE / HOSPITAL REPRESENTATIVES QUALIFIED BY THE RULES OF THE ASSOCIATION SHALL BE ENTITLED TO VOTE AT SUCH A MEETING.
- CALLING OF EXTRAORDINARY GENERAL MEETING (3) AN EXTRAORDINARY GENERAL MEETING MAY BE CALLED BY THE EXECUTIVE COMMITTEE OR AT THE REQUEST OF NOT LESS THAN ONE QUARTER OF THE TOTAL NUMBER OF GRADE / HOSPITAL REPRESENTATIVES OF THE ASSOCIATION.

BUSINESS OF ANNUAL GENERAL MEETING

- (4) THE BUSINESS OF THE ANNUAL GENERAL MEETING SHALL BE: -
- (i) TO RECEIVE REPORTS FROM THE EXECUTIVE COMMITTEE, TO REVIEW THE PAST WORK OF THE ASSOCIATION, AND TO PLAN FUTURE POLICY.
  - (ii) TO ELECT BIENNIALY THE EXECUTIVE COMMITTEE MEMBERS FROM THE GRADE / HOSPITAL REPRESENTATIVES.
  - (iii) TO RECEIVE THE AUDITED ACCOUNTS FOR THE PREVIOUS FINANCIAL YEAR AND TO CONSIDER THE FINANCIAL POSITION OF THE ASSOCIATION.
  - (iv) TO CONSIDER ANY OTHER BUSINESS.

AMENDMENT OF RULES

- (5) THE ANNUAL GENERAL MEETING, SUBJECT TO CLAUSES (3) AND (7) OF THIS RULE, SHALL BE THE ONLY AUTHORITY TO MAKE, ALTER, AMEND OR RESCIND ANY OF THESE RULES PROVIDED NO RULES PROVIDING FOR ANY MATTERS SPECIFIED IN THE SECOND SCHEDULE TO THE TRADE UNIONS ORDINANCE MAY BE RESCINDED.

NOTICE AND AGENDA OF ANNUAL GENERAL MEETING

- (6) THE SECRETARY, ON THE INSTRUCTIONS OF THE EXECUTIVE COMMITTEE, SHALL PREPARE AN AGENDA OF THE ANNUAL GENERAL MEETING OR EXTRAORDINARY GENERAL MEETING AND SHALL MAKE IT KNOWN TO ALL GRADE / HOSPITAL REPRESENTATIVES AND OTHER MEMBERS OF THE ASSOCIATION IN SUCH A MANNER AS THE EXECUTIVE COMMITTEE MAY DECIDE, PROVIDED THAT NOT LESS THAN 14 DAYS NOTICE SHALL BE GIVEN FOR CALLING OF THE ANNUAL GENERAL MEETING.

NOTICE AND AGENDA OF EXTRAORDINARY GENERAL MEETING

- (7) NOT LESS THAN 14 DAYS NOTICE SHALL BE GIVEN TO ALL GRADE / HOSPITAL REPRESENTATIVES AND OTHER MEMBERS OF THE ASSOCIATION FOR CALLING AN EXTRAORDINARY GENERAL MEETING AND AN AGENDA SHOWING THE BUSINESS SHALL ACCOMPANY THE NOTICE. DISCUSSION AT THE EXTRAORDINARY GENERAL MEETING SHALL BE LIMITED TO THOSE MATTERS CONTAINED IN THE AGENDA. DECISIONS REACHED AT THE EXTRAORDINARY GENERAL MEETING SHALL HAVE THE SAME VALIDITY AS DECISIONS REACHED AT THE ANNUAL GENERAL MEETING PROVIDED THAT WHERE ANY CHANGE IN THE RULES OF THE ASSOCIATION IS CONTEMPLATED, SUCH CHANGE SHALL BE SPECIFICALLY STATED IN THE AGENDA OF THE MEETING.

QUORUM

- (8) THE QUORUM FOR ALL ANNUAL OR EXTRAORDINARY GENERAL MEETINGS OF THE ASSOCIATION SHALL BE NOT LESS THAN HALF OF THE TOTAL NUMBER OF GRADE / HOSPITAL REPRESENTATIVES OR TWICE THE TOTAL NUMBER OF MEMBERS OF THE EXECUTIVE COMMITTEE, WHICHEVER IS THE GREATER. PROVIDED THAT THE GRADE / HOSPITAL REPRESENTATIVES PRESENT SHALL COME FROM NOT LESS THAN THREE OF THE GRADES. DECISIONS TAKEN AT THE ANNUAL OR EXTRAORDINARY GENERAL MEETING EXCEPT THOSE ON MATTERS FOR WHICH REQUISITE VOTES ARE PRESCRIBED BY THE TRADE UNIONS ORDINANCE OR THE RULES OF THE ASSOCIATION, SHALL BE VALID IF PASSED BY A MAJORITY OF VOTES OF THOSE PRESENT CONSTITUTING THE REQUISITE QUORUM.
- (9) IN THE EVENT OF INSUFFICIENT NUMBER OF GRADE / HOSPITAL REPRESENTATIVES PRESENT TO FORM A QUORUM AT AN ANNUAL OR EXTRAORDINARY GENERAL MEETING, THE MEETING MAY BE ADJOURNED TO SUCH TIME (BUT NOT FOR MORE THAN 21 DAYS) AND PLACE AS MAY BE DETERMINED BY THE EXECUTIVE COMMITTEE. A NOTICE TO THIS EFFECT SHALL BE SENT TO ALL GRADE / HOSPITAL REPRESENTATIVES AND OTHER MEMBERS OF THE ASSOCIATION AT LEAST SEVEN DAYS IN ADVANCE, AND WHATEVER NUMBER OF GRADE / HOSPITAL REPRESENTATIVES ARE PRESENT AT THE NEXT MEETING SHALL CONSTITUTE A QUORUM AND ANY DECISION TAKEN, EXCEPT THOSE ON MATTERS FOR WHICH REQUISITE VOTES ARE PRESCRIBED BY THE TRADE UNIONS ORDINANCE OR BY THE RULES OF THE ASSOCIATION, SHALL BE VALID IF THEY ARE MADE BY A MAJORITY OF VOTES OF THOSE GRADE / HOSPITAL REPRESENTATIVES PRESENT. PROVIDED THAT IN THE NOTICE CALLING FOR THE NEXT MEETING REQUIRED UNDER THIS RULE THE FULL CONTENT OF THIS RULE MUST BE QUOTED THEREIN FOR INFORMATION OF THE MEMBERS. IN THE CASE OF AN EXTRAORDINARY GENERAL MEETING REQUESTED BY THE GRADE / HOSPITAL REPRESENTATIVES FAILING TO FORM A QUORUM, THE MEETING SHALL NOT BE CALLED AGAIN.

**RULE 6 ELECTIONS AND SECRET BALLOT**

SECRET BALLOT  
HELD UNDER THE  
AUTHORITY OF  
EXECUTIVE  
COMMITTEE OR  
SECRETARIAT  
MATTERS TO BE

- (1) ALL ELECTIONS OR OTHER MATTERS FOR DECISION BY SECRET BALLOT AT THE ANNUAL OR EXTRAORDINARY GENERAL MEETING OF THE ASSOCIATION SHALL BE HELD UNDER THE AUTHORITY OF THE EXECUTIVE COMMITTEE OR UNDER THE AUTHORITY OF SECRETARIAT.
- (2) ALL DECISIONS IN RESPECT OF THE FOLLOWING ITEMS SHALL

DECIDED BY  
SECRET BALLOT

BE TAKEN BY SECRET BALLOT: -

- (i) ELECTION OF OFFICE-BEARERS AND OTHER MEMBERS OF THE EXECUTIVE COMMITTEE
- (ii) CHANGE IN THE NAME OF THE ASSOCIATION
- (iii) AMALGAMATION OF THE ASSOCIATION WITH ANOTHER TRADE UNION
- (iv) FEDERATION OF THE ASSOCIATION WITH ANY OTHER TRADE UNION OR TRADE UNION FEDERATION.
- (v) BEING OR BECOMING A MEMBER OF AN ORGANIZATION ESTABLISHED IN FOREIGN COUNTRY.
- (vi) RESOLUTION ON PAYMENT OF ELECTORAL EXPENSES REFERRED TO IN SECTION 33A(1) OF THE TRADE UNIONS ORDINANCE WHEN NO ELECTORAL FUND HAS BEEN ESTABLISHED.
- (vii) DISSOLUTION OF THE ASSOCIATION.

ELECTION OF  
GRADE / HOSPITAL  
REPRESENTATIVES

- (3) (i) GRADE / HOSPITAL REPRESENTATIVES ARE TO BE ELECTED BY SECRET BALLOT FROM AMONG THE VOTING MEMBERS OF THE VARIOUS GRADES / HOSPITALS AS STIPULATED IN RULE 3(1) (i).  
THEY SHALL SERVE FOR A TERM OF TWO YEARS AND SHALL BE ELIGIBLE FOR RE-ELECTION. IF A GRADE / HOSPITAL REPRESENTATIVE FOR ANY REASON LEAVES THE GRADE / HOSPITAL WHICH ONE REPRESENTS DURING ONE'S TERM OF OFFICE AS A GRADE / HOSPITAL REPRESENTATIVE, ONE SHALL FORTHWITH CEASE TO BE A REPRESENTATIVE OF THE GRADE / HOSPITAL CONCERNED AND THE VACANCY SHALL BE FILLED IN LIKE MANNER AS PRESCRIBED IN RULE 6(3) (iv).
- (ii) THE ASSOCIATION SHALL ELECT BIENNIALLY ITS GRADE / HOSPITAL REPRESENTATIVES 2 MONTHS BEFORE THE ANNUAL GENERAL MEETING. THE EXECUTIVE COMMITTEE SHALL FIX A DATE FOR HOLDING THE ELECTION. NOT LESS THAN SEVEN DAYS NOTICE SHALL BE GIVEN TO ALL VOTING MEMBERS OF EACH OF THE GRADES / HOSPITALS FOR HOLDING THE ELECTION. THE ELECTION SHALL BE CONDUCTED BY SECRET BALLOT UNDER THE SUPERVISION OF THE EXECUTIVE COMMITTEE OR AN ELECTION SECRETARIAT APPOINTED SPECIFICALLY FOR THE PURPOSE BY THE EXECUTIVE COMMITTEE. PROCEDURE OF ELECTION SHOULD BE CLEARLY STATED IN THE NOTICE. MEMBERS



WHO FAIL TO ATTEND AT THE ELECTION WITHIN THE TIME SPECIFIED IN THE NOTICE TO CAST THEIR VOTES TO ELECT THEIR RESPECTIVE GRADE / HOSPITAL REPRESENTATIVES SHALL BE REGARDED AS HAVING ABSTAINED FROM THEIR RIGHT OF BALLOTING AND THOSE WHO SECURE THE HIGHEST NUMBER OF VOTES IN EACH GRADE / HOSPITAL SHALL BE THE RESPECTIVE GRADE / HOSPITAL REPRESENTATIVES. RESULT OF THE ELECTION OF THE GRADE / HOSPITAL REPRESENTATIVES OF EACH OF THE GRADES / HOSPITALS SHALL BE FORWARDED TO THE SECRETARY OF THE ASSOCIATION WHO SHALL PREPARE A LIST OF THE GRADE / HOSPITAL REPRESENTATIVES ELECTED FOR INFORMATION OF ALL MEMBERS NOT LATER THAN TWO WEEKS BEFORE THE ENSURING ANNUAL GENERAL MEETING. THE EXECUTIVE COMMITTEE MAY CALL A GRADE / HOSPITAL MEMBERS MEETING OF ANY OF THE GRADES / HOSPITALS AS NECESSARY OR AT THE REQUEST OF ONE QUARTER OF ITS GRADE / HOSPITAL MEMBERS. NOT LESS THAN SEVEN DAYS NOTICE SHALL BE GIVEN TO THE MEMBERS OF THE GRADE / HOSPITAL CONCERNED FOR CALLING THE MEETING. THE QUORUM FOR THE GRADE / HOSPITAL MEMBERS MEETING SHALL BE ONE-THIRD OF THE TOTAL NUMBER OF THE MEMBERS OF THE GRADE / HOSPITAL AND DECISIONS PASSED BY A MAJORITY OF VOTES OF THOSE PRESENT CONSTITUTING THE REQUISITE QUORUM SHALL BE VALID.

IF THERE IS INSUFFICIENT NUMBER OF MEMBERS PRESENT TO FORM A QUORUM FOR THE MEETING, THE MEETING SHALL NO LONGER BE NECESSARY. ANY DECISION MADE BY A GRADE / HOSPITAL MEMBERS MEETING SHALL BE SUBJECT TO THE APPROVAL OF THE EXECUTIVE COMMITTEE. IF THE MEMBERS OF THE GRADE / HOSPITAL CONCERNED ARE NOT SATISFIED WITH THE DECISION OF THE EXECUTIVE COMMITTEE, THEY MAY APPEAL TO THE ANNUAL OR EXTRAORDINARY GENERAL MEETING OF THE ASSOCIATION WHOSE DECISION SHALL BE FINAL .

(iii)THE NUMBER OF REPRESENTATIVES OF EACH GRADE / HOSPITAL TO BE ELECTED DEPEND ON THE MEMBERSHIP OF EACH GRADE / HOSPITAL AND ARE CALCULATED AT THE FOLLOWING RATIOS: -

1 – 100 MEMBERS	1 REPRESENTATIVE
101 – 200 MEMBERS	2 REPRESENTATIVES

ONE REPRESENTATIVE WILL BE ADDED FOR EVERY INCREASE OF ONE HUNDRED MEMBERS. MAXIMUM NUMBER OF REPRESENTATIVES OF EACH GRADE / HOSPITAL WILL BE UP TO 8 REPRESENTATIVES. GRADE REPRESENTATIVES WILL ONLY BE ELECTED FROM THE FOLLOWING GRADES: HEALTH AUXILIARIES, MIDWIVES, INOCULATORS, ENROLLED / REGISTERED NURSES (HEALTH) AND NURSE TUTORS. IN THE EVENT OF TWO OR MORE REPRESENTATIVES HAVING THE SAME NUMBER OF VOTES, THEY SHALL BE ELECTED AGAIN IMMEDIATELY AT THE SAME MEETING TO DETERMINE THEIR PRIORITIES.

VACANCIES OF  
GRADE / HOSPITAL  
REPRESENTATIVE

(iv) IN THE EVENT OF DEATH, RESIGNATION, DISQUALIFICATION, OR DISMISSAL OF ANY GRADE / HOSPITAL REPRESENTATIVE OR OF ANY GRADE / HOSPITAL REPRESENTATIVE BEING UNAVOIDABLY ABSENT FROM HONG KONG AND SUCH ABSENCE IS LIKELY TO BE PERMANENT OR UNDULY PROLONGED, THE VACANCY SHALL BE FILLED BY A CANDIDATE OF THE RESPECTIVE GRADE / HOSPITAL CONCERNED WHO OBTAINED THE NEXT HIGHEST NUMBER OF VOTES AT THE LAST ELECTION OF THAT GRADE / HOSPITAL. IF THERE IS NO SUCH CANDIDATE, THE VACANCY SHALL BE FILLED BY AN ELECTION IN THE GRADE / HOSPITAL CONCERNED TO BE CALLED BY THE EXECUTIVE COMMITTEE AND CONDUCTED IN THE SAME MANNER AS IN RULE 6 (3) (ii).

- (4) (i) THE SECRETARY, OR OFFICER APPOINTED FOR THE PURPOSE OF ELECTION SHALL BE RESPONSIBLE FOR ISSUING BALLOT FORMS TOGETHER WITH THE NAME LIST OF GRADE / HOSPITAL MEMBERS. BALLOT FORMS AND THE LIST OF GRADE / HOSPITAL MEMBERS SHALL BE ISSUED ONLY TO THOSE GRADE / HOSPITAL MEMBERS OF THE ASSOCIATION TO EXERCISE THEIR VOTES. THESE FORMS AND LISTS SHALL BE ISSUED TWO WEEKS BEFORE THE ELECTION.
- (ii) ALL BALLOT FORMS MUST BE MARKED OR INSCRIBED AT THE PLACE PROVIDED. THEY MUST NOT BE SIGNED BY THE RESPECTIVE PERSONS MARKING OR INSCRIBING THEM. THEY MUST BE PLACED IN THE SEALED BALLOT BOX

PROVIDED FOR THE PURPOSE ONLY BY THE RESPECTIVE PERSONS MARKING OR INSCRIBING THE BALLOT FORMS.

- (5) THE EXECUTIVE COMMITTEE OR AN ELECTION SECRETARIAT APPOINTED BY THE EXECUTIVE COMMITTEE SHALL BE RESPONSIBLE FOR COLLECTING BALLOT BOX AND COUNTING AND CHECKING BALLOT FORMS. THE RESULT OF THE ELECTION SHALL BE INCLUDED IN THE AGENDA OF THE ANNUAL GENERAL MEETING SENT TO ALL GRADE / HOSPITAL REPRESENTATIVES AND OTHER MEMBERS OF THE ASSOCIATION.

## **RULE 7 EXECUTIVE COMMITTEE**

GOVERNMENT OF  
ASSOCIATION  
VESTED IN  
EXECUTIVE  
COMMITTEE AND  
COMPOSITION OF  
EXECUTIVE  
COMMITTEE

- (1) THE GOVERNMENT OF THE ASSOCIATION SHALL BE VESTED IN THE EXECUTIVE COMMITTEE WHICH CONSISTS OF AT LEAST TWENTY, BUT NOT MORE THAN TWENTY SIX EXECUTIVE COMMITTEE MEMBERS TO BE ELECTED FROM AMONG THE GRADE / HOSPITAL REPRESENTATIVES AT THE ANNUAL GENERAL MEETING BY NOMINATION AND SECRET BALLOT. TWO SEATS OF THE EXECUTIVE COMMITTEE WILL BE DESIGNATED TO THE REPRESENTATIVES WHO ARE WORKING IN THE DEPARTMENT OF HEALTH, HEREAFTER CALLED HEALTH NURSING REPRESENTATIVE. ANOTHER TWO SEATS OF THE EXECUTIVE COMMITTEE WILL BE DESIGNATED TO THE REPRESENTATIVES WHO ARE WORKING IN PSYCHIATRIC NURSING SERVICES, HEREAFTER CALLED PSYCHIATRIC NURSING REPRESENTATIVES. ANOTHER ONE SEAT OF THE EXECUTIVE COMMITTEE WILL BE DESIGNATED TO THE REPRESENTATIVE WHO IS WORKING IN THE FIELD OF NURSING EDUCATION, HEREAFTER CALLED NURSING EDUCATION REPRESENTATIVE. EXECUTIVE COMMITTEE MEMBERS WHO OBTAIN THE SAME NUMBER OF VOTES SHALL BE ELECTED AGAIN IMMEDIATELY AT THE SAME ANNUAL GENERAL MEETING TO DETERMINE THEIR PRIORITIES. EXECUTIVE COMMITTEE MEMBERS SHALL SERVE FOR A TERM OF TWO YEARS AND SHALL BE ELIGIBLE FOR RE-ELECTION.

- (2) THERE SHALL BE A CHAIRMAN, THREE VICE-CHAIRMEN, A SECRETARY, FIVE ASSISTANT SECRETARIES, A TREASURER, A VICE-TREASURER, AN EDUCATION OFFICER AND A PUBLIC RELATIONS OFFICER WHO SHALL BE ELECTED BIENNIALY BY SECRET BALLOT FROM AMONG THE EXECUTIVE COMMITTEE MEMBERS WITHIN ONE MONTH AFTER THE ANNUAL GENERAL MEETING.

NOMINATION OF

- (3) ALL EXECUTIVE COMMITTEE CANDIDATE MEMBERS SHALL BE

EXECUTIVE COMMITTEE MEMBERS NOMINATED BY ONE GRADE / HOSPITAL REPRESENTATIVE INCLUDING SELF NOMINATION AND BE SECONDED BY ANOTHER GRADE / HOSPITAL REPRESENTATIVE AND CONSENT OF THE NOMINEE SHALL BE OBTAINED BEFORE ELIGIBLE FOR THE SELECTION BY SECRET BALLOT AT THE ANNUAL GENERAL MEETING.

ELECTION OF THE EXECUTIVE COMMITTEE (4) AT LEAST 20 BUT NOT MORE THAN 26 REPRESENTATIVES HAVING SECURED THE HIGHEST NUMBER OF VOTES AT THE ANNUAL GENERAL MEETING SHALL BE CONSIDERED ELECTED INTO THE EXECUTIVE COMMITTEE. IN CASE THERE ARE LESS THAN TWO HEALTH NURSING REPRESENTATIVES AND/OR TWO PSYCHIATRIC NURSING REPRESENTATIVES AND/OR NO NURSING EDUCATION REPRESENTATIVE ELECTED AS REQUIRED IN RULE 7(1), THE ORIGINALLY ELECTED REPRESENTATIVE(S) HAVING THE LOWEST VOTES SHALL BE REPLACED BY THE HEALTH NURSING REPRESENTATIVE(S) AND/OR PSYCHIATRIC NURSING REPRESENTATIVE(S) AND/OR NURSING EDUCATION REPRESENTATIVE WHO SECURED THE HIGHEST NUMBER OF VOTES UNTIL THE CONDITION STATED IN RULE 7(1) IS SATISFIED IN.

MEETING AND QUORUM OF EXECUTIVE COMMITTEE (5) THE EXECUTIVE COMMITTEE SHALL MEET AT LEAST ONCE A MONTH. NOT LESS THAN ONE HALF OF THE TOTAL NUMBER OF EXECUTIVE COMMITTEE MEMBERS SHALL FORM A QUORUM. DECISIONS OF THE EXECUTIVE COMMITTEE SHALL BE VALID IF PASSED BY A MAJORITY OF VOTES OF THE EXECUTIVE COMMITTEE MEMBERS PRESENT CONSTITUTING THE REQUISITE QUORUM.

VACANCIES ON THE EXECUTIVE COMMITTEE (6) IN THE EVENT OF DEATH, RESIGNATION, DISQUALIFICATION OR DISMISSAL, OF ANY OFFICE-BEARER OR EXECUTIVE COMMITTEE MEMBER OR OF ANY OFFICE-BEARER OR EXECUTIVE COMMITTEE MEMBER BEING UNAVOIDABLY ABSENT FROM HONG KONG AND SUCH ABSENCE IS LIKELY TO BE PERMANENT OR UNDULY PROLONGED, THE VACANCY (OR VACANCIES) IN THE CASE OF AN OFFICE-BEARER SHALL BE FILLED BY THE EXECUTIVE COMMITTEE MEMBERS BY SECRET BALLOT AND IN THE CASE OF AN EXECUTIVE COMMITTEE MEMBER SHALL BE FILLED BY THE REPRESENTATIVE OF THE GRADE / HOSPITAL TO WHICH THE OUTGOING EXECUTIVE COMMITTEE MEMBER BELONGED WHO SECURED THE NEXT HIGHEST NUMBER OF VOTES AT THE LAST ELECTION.  
IF THERE IS NO SUCH A CANDIDATE IN THAT PARTICULAR GRADE / HOSPITAL, THE VACANCY OF EXECUTIVE COMMITTEE MEMBER SHALL BE FILLED BY ANY GRADE / HOSPITAL REPRESENTATIVE

WHO SECURED THE NEXT HIGHEST NUMBER OF VOTES AT THE LAST ELECTION. IF NO SUCH CANDIDATE IS AVAILABLE, THE VACANCY (OR VACANCIES) SHALL BE FILLED BY AN ELECTION TO BE CALLED IN THE MANNER AS PRESCRIBED BY RULE 6 (3) (iv) AND RULE 7 (1).

PROTECTION OF FUNDS BY EXECUTIVE COMMITTEE (7) THE EXECUTIVE COMMITTEE SHALL PURSUE THE OBJECTS OF THE ASSOCIATION AND SHALL PROTECT ITS FUNDS AGAINST EXTRAVAGANCE OR MISAPPROPRIATION. IT SHALL GIVE INSTRUCTIONS AS TO THE INVESTMENT OF THE FUNDS OF THE ASSOCIATION SUBJECT TO RULE 9 (2).

APPOINTMENT AND DISMISSAL OF STAFF (8) (i) THE EXECUTIVE COMMITTEE SHALL GIVE INSTRUCTIONS TO THE SECRETARY AND OTHER OFFICE-BEARERS FOR THE CONDUCT OF THE AFFAIRS OF THE ASSOCIATION. IT MAY APPOINT CLERKS AND STAFF AS IT MAY CONSIDER NECESSARY AND DISMISS SUCH CLERKS AND STAFF FOR REASONS DEEMED GOOD AND SUFFICIENT. IT MAY APPOINT SUB-COMMITTEES WHERE NECESSARY TO CARRY OUT ANY SPECIAL WORK OR BUSINESS OF THE ASSOCIATION AND MAY DISSOLVE THEM. EACH SUB-COMMITTEE AND GRADE / HOSPITAL COMMITTEE MAY SEND NOT MORE THAN FOUR MEMBERS TO ATTEND AND TO SPEAK AT THE MONTHLY MEETINGS OF THE EXECUTIVE COMMITTEE, BUT THEY SHALL NOT HAVE THE RIGHT TO VOTE AT SUCH MEETINGS. IF A SUB-COMMITTEE OR GRADE / HOSPITAL COMMITTEE MEMBER IS CONCURRENTLY A MEMBER OF THE EXECUTIVE COMMITTEE, HE SHALL RETAIN HIS VOTING RIGHT AT EXECUTIVE COMMITTEE MEETINGS.

GRADE / HOSPITAL COMMITTEE (ii) THERE SHALL BE A GRADE / HOSPITAL COMMITTEE FOR EACH OF THE GRADES / HOSPITALS AS STIPULATED IN RULE 3 (1) (i) UNDER THE EXECUTIVE COMMITTEE. EACH GRADE / HOSPITAL COMMITTEE SHALL HAVE: -

(a) COMMITTEE MEMBERS DEPENDING ON THE NUMBER OF MEMBERS OF EACH GRADE / HOSPITAL CALCULATED AT THE FOLLOWING RATIOS: -

50 MEMBERS OR BELOW	4 COMMITTEE MEMBERS
51 – 100 MEMBERS	6 COMMITTEE MEMBERS
101 – 500 MEMBERS	10 COMMITTEE MEMBERS
501 – 1000 MEMBERS	14 COMMITTEE MEMBERS

AND FROM 1000 ONWARDS, 4 MORE COMMITTEE MEMBERS WILL BE ADDED FOR EVERY INCREASE OF FIVE HUNDRED

MEMBERS. GRADE / HOSPITAL REPRESENTATIVES OF EACH GRADE / HOSPITAL ELECTED IN ACCORDANCE WITH RULE 6 (3) (i) (ii) (iii) SHALL CONCURRENTLY BE GRADE / HOSPITAL COMMITTEE MEMBERS OF THE GRADE / HOSPITAL CONCERNED. IN THE CASE WHERE A GRADE / HOSPITAL IS ONLY ENTITLED TO HAVE ONE GRADE / HOSPITAL REPRESENTATIVE UNDER RULE (6) (3) (iii), THE IMMEDIATE THREE MEMBERS WHO SECURED THE NEXT HIGHEST NUMBERS OF VOTES AT THE LAST ELECTION OF GRADE / HOSPITAL REPRESENTATIVES SHALL BECOME GRADE / HOSPITAL COMMITTEE MEMBERS OF THE GRADE / HOSPITAL; AND WHERE THE NUMBER OF MEMBERS OF A GRADE / HOSPITAL IS LESS THAN FOUR, ALL MEMBERS OF THE GRADE / HOSPITAL SHALL AUTOMATICALLY BE GRADE / HOSPITAL COMMITTEE MEMBERS OF THE GRADE / HOSPITAL CONCERNED.

(b) A CHAIRMAN, A SECRETARY, A TREASURER AND A SOCIAL CONVENOR (AS MAY BE REQUIRED) SHALL BE ELECTED BY SECRET BALLOT FROM AMONG THE GRADE / HOSPITAL COMMITTEE MEMBERS UNDER THE SUPERVISION OF THE EXECUTIVE COMMITTEE WITHIN ONE MONTH AFTER THE ANNUAL GENERAL MEETING. RESULTS OF THE ELECTION SHALL BE FORWARDED TO THE SECRETARY OF THE ASSOCIATION WITHIN ONE WEEK AFTER THE ELECTION. ALL OFFICERS AND MEMBERS OF A GRADE / HOSPITAL COMMITTEE SHALL SERVE FOR A TERM OF TWO YEARS AND SHALL BE ELIGIBLE FOR RE-ELECTION.

(iii) THE FUNCTIONS OF A GRADE / HOSPITAL COMMITTEE SHALL BE TO CONVEY THE DECISIONS OF THE EXECUTIVE COMMITTEE TO THE MEMBERS OF THE GRADE / HOSPITAL FOR INFORMATION AND ACTION AND TO PRESENT THE VIEWS OF THE MEMBERS TO THE EXECUTIVE COMMITTEE. GRADE / HOSPITAL COMMITTEES MAY ORGANIZE SOCIAL OR RECREATIONAL ACTIVITIES IN INDIVIDUAL GRADE / HOSPITAL SUBJECT TO THE APPROVAL OF THE EXECUTIVE COMMITTEE.

(iv) IF A GRADE / HOSPITAL COMMITTEE MEMBER FOR ANY REASON LEAVES THE GRADE / HOSPITAL, HE SHALL FORTHWITH CEASE TO BE A GRADE / HOSPITAL COMMITTEE MEMBER.

(v) ANY VACANCY FOR A GRADE / HOSPITAL COMMITTEE MEMBER SHALL BE FILLED IN THE SAME MANNER AS FOR A GRADE / HOSPITAL REPRESENTATIVE STIPULATED IN RULE 6 (3) (iv). ANY VACANCY FOR AN OFFICER OF A GRADE / HOSPITAL COMMITTEE SHALL BE FILLED FROM AMONG THE GRADE / HOSPITAL COMMITTEE MEMBERS BY SECRET BALLOT.

DISMISSAL OF OFFICERS

(9) THE EXECUTIVE COMMITTEE MAY SUSPEND AND DISMISS ANY OFFICE-BEARER OR EXECUTIVE COMMITTEE MEMBER OR GRADE / HOSPITAL REPRESENTATIVE (OR GRADE / HOSPITAL COMMITTEE MEMBER) FOR NEGLECT OF DUTY, DISHONESTY, INCOMPETENCE, REFUSAL TO CARRY OUT THE DECISIONS OF THE EXECUTIVE COMMITTEE, OR FOR ANY OTHER REASONS WHICH IT DEEMS GOOD AND SUFFICIENT IN THE INTERESTS OF THE ASSOCIATION. ANY OFFICE-BEARER OR EXECUTIVE COMMITTEE MEMBER OR GRADE / HOSPITAL REPRESENTATIVE (OR GRADE / HOSPITAL COMMITTEE MEMBER) SO SUSPENDED OR DISMISSED SHALL HAVE THE RIGHT OF APPEAL TO THE ANNUAL OR EXTRAORDINARY GENERAL MEETING, WHOSE DECISION SHALL BE FINAL.

EXPULSION OF MEMBERS

(10) THE EXECUTIVE COMMITTEE MAY SUSPEND OR EXPEL OR TAKE APPROPRIATE ACTIONS AGAINST ANY MEMBER WHO IS PROVED, TO THE SATISFACTION OF THE EXECUTIVE COMMITTEE, TO HAVE BEEN GUILTY OF CONDUCT PREJUDICIAL TO THE INTERESTS OF THE ASSOCIATION. ANY MEMBER SO SUSPENDED OR EXPELLED OR DEALT WITH, SHALL HAVE THE RIGHT OF APPEAL TO THE ANNUAL OR EXTRAORDINARY GENERAL MEETING, WHOSE DECISION SHALL BE FINAL.

DECISIONS OF EXECUTIVE COMMITTEE

(11) THE DECISIONS OF THE EXECUTIVE COMMITTEE SHALL BE BINDING ON ALL MEMBERS OF THE ASSOCIATION.

INTERPRETATION OF RULES

(12) BETWEEN TWO ANNUAL GENERAL MEETINGS, THE EXECUTIVE COMMITTEE SHALL INTERPRET THE RULES, WHEN NECESSARY, AND DETERMINE ANY POINT WHICH THE RULES DO NOT ADEQUATELY COVER.

FULLY PAID SUBSCRIPTIONS ETC.

(13) ALL OFFICERS AND MEMBERS OF THE EXECUTIVE COMMITTEE MUST PAY UP ALL SUBSCRIPTIONS, FEES AND CONTRIBUTIONS.

APPOINTMENT OF  
HONORARY  
PATRON, ETC.

- (14) THE EXECUTIVE COMMITTEE SHALL HAVE POWER TO APPOINT:
- (a) AN HONORARY PATRON FROM SERVING SENIOR OFFICERS WITHIN THE HONG KONG GOVERNMENT SERVICE OR ANY RESPECTABLE PERSONS OF THE SOCIETY.
  - (b) AN HONORARY PRESIDENT FROM SERVING NURSING LEADER IN THE HONG KONG NURSING PROFESSION.
  - (c) NOT MORE THAN 5 HONORARY VICE-PRESIDENTS FROM SERVING SENIOR NURSES AS STIPULATED IN RULE 3 (1) (i) AND
  - (d) NOT MORE THAN 35 HONORARY ADVISERS FROM SERVING SENIOR NURSES AS STIPULATED IN RULE 3 (1) (i), FORMER CHAIRMEN, VICE-CHAIRMEN, AND SECRETARIES OF THE ASSOCIATION WHO ARE NOT SERVING IN THE EXECUTIVE COMMITTEE AND OTHER RESPECTABLE PERSONS OF THE SOCIETY. ON INVITATION OF THE EXECUTIVE COMMITTEE, THEY MAY ATTEND ALL MEETINGS OF THE ASSOCIATION FOR CONSULTATION, AND MAY SPEAK AT THE MEETINGS. THEY SHALL NOT HAVE THE RIGHT TO VOTE ON ALL MATTERS AND SHALL NOT INTERFERE WITH THE ADMINISTRATION AND AFFAIRS OF THE ASSOCIATION. THEY SHALL SERVE FOR A TERM OF TWO YEARS AND BE ELIGIBLE FOR RE-APPOINTMENT. IF AN APPOINTED HONORARY ADVISER IS CURRENTLY A VOTING MEMBER OF THE ASSOCIATION, HE SHALL RETAIN ALL THE RIGHTS AND BENEFITS OF A VOTING MEMBER.

## **RULE 8 OFFICER-BEARERS OF THE ASSOCIATION**

DUTIES OF  
CHAIRMAN

- (1) (i) THE CHAIRMAN SHALL PRESIDE AT ALL ANNUAL, EXTRAORDINARY GENERAL MEETINGS AND EXECUTIVE COMMITTEE MEETINGS AND SHALL BE RESPONSIBLE FOR THE PROPER CONDUCT OF BUSINESS AT THEIR MEETINGS. HE SHALL HAVE A CASTING VOTE. HE SHALL SIGN THE MINUTES OF EACH MEETING AFTER THEY ARE APPROVED.
- (ii) WITH THE ASSISTANCE OF THE SECRETARY AND TREASURER, HE SHALL SUPERINTEND THE GENERAL ADMINISTRATION OF THE AFFAIRS OF THE ASSOCIATION AND SHALL ENDEAVOUR TO SECURE THE OBSERVANCE OF THE ASSOCIATION'S RULES BY ALL CONCERNED.



(iii) HE SHALL, IN CONJUNCTION WITH THE SECRETARY OR THE TREASURER, COUNTERSIGN EVERY DOCUMENT OF THE ASSOCIATION TO WHICH THE COMMON SEAL OF THE ASSOCIATION IS AFFIXED.

(iv) HE SHALL, IN CONJUNCTION WITH THE SECRETARY AND TREASURER SIGN CHEQUES ON BEHALF OF THE ASSOCIATION.

DUTIES OF  
VICE-CHAIRMEN

(2) THE VICE-CHAIRMEN SHALL CARRY OUT THEIR DUTIES AS DEFINED BY THE EXECUTIVE COMMITTEE. IN THE ABSENCE OF THE CHAIRMAN FOR ANY VALID REASONS, THE EXECUTIVE COMMITTEE SHALL APPOINT ONE OF THE VICE-CHAIRMEN TO DEPUTIZE UNTIL SUCH TIME AS THE CHAIRMAN RETURNS OR UNTIL THE EXECUTIVE COMMITTEE HAS CARRIED OUT THE PROVISION OF RULE 7 (4) TO FILL THE VACANCY.

DUTIES OF  
SECRETARY

(3) (i) THE SECRETARY SHALL CONDUCT THE BUSINESS OF THE ASSOCIATION IN ACCORDANCE WITH THE RULES AND SHALL CARRY OUT THE INSTRUCTIONS OF THE ANNUAL OR EXTRAORDINARY GENERAL MEETING AND OF THE EXECUTIVE COMMITTEE.

(ii) HE SHALL KEEP THE COMMON SEAL OF THE ASSOCIATION IN SAFE CUSTODY.

(iii) HE SHALL KEEP A REGISTER OF ALL MEMBERS.

(iv) HE SHALL ATTEND ALL MEETINGS OF THE ASSOCIATION AND RECORD THE PROCEEDINGS.

(v) HE SHALL PREPARE THE ANNUAL REPORT OF THE ASSOCIATION FOR SUBMISSION TO THE ANNUAL GENERAL MEETING AND ANY OTHER REPORTS NECESSARY FOR THE EXTRAORDINARY GENERAL MEETING.

(vi) HE SHALL, IN CONJUNCTION WITH THE CHAIRMAN, COUNTERSIGN ANY DOCUMENT OF THE ASSOCIATION TO WHICH THE COMMON SEAL OF THE ASSOCIATION IS AFFIXED AS PROVIDED IN RULE 19(2).

(vii) HE SHALL, IN CONJUNCTION WITH THE TREASURER AND CHAIRMAN, SIGN CHEQUES ON BEHALF OF THE ASSOCIATION.

DUTIES OF  
TREASURER

- (4) (i) THE TREASURER SHALL BE RESPONSIBLE FOR THE SAFETY OF ALL MONIES AND THE SAFEGUARDING OF ALL INVESTMENTS BELONGING TO THE ASSOCIATION AND SHALL KEEP FULL AND ACCURATE ACCOUNTS OF ALL TRANSACTIONS CONDUCTED IN THE NAME OF THE ASSOCIATION. HE SHALL PREPARE A FINANCIAL REPORT FOR EACH MEETING OF THE EXECUTIVE COMMITTEE AND AN ANNUAL STATEMENT OF ACCOUNTS FOR AUDIT AND FOR PRESENTATION TO THE ANNUAL GENERAL MEETING. HE SHALL HAVE THE RIGHT TO SPEAK AND VOTE ON ALL MATTERS EXCEPT VOTING ON FINANCIAL MATTERS.
- (ii) HE SHALL, IN CONJUNCTION WITH THE CHAIRMAN, COUNTERSIGN ANY DOCUMENT OF THE ASSOCIATION TO WHICH THE COMMON SEAL OF THE ASSOCIATION IS AFFIXED AS PROVIDED IN RULE 19(2).
- (iii) HE SHALL GIVE TO EVERY MEMBER OF THE ASSOCIATION UPON REQUEST AN ANNUAL AUDITED STATEMENT OF ACCOUNT OF ALL RECEIPTS AND EXPENDITURE AND OF THE ASSETS AND LIABILITIES OF THE ASSOCIATION FREE OF CHARGE.
- (iv) HE SHALL, IN CONJUNCTION WITH THE SECRETARY AND CHAIRMAN, SIGN CHEQUES ON BEHALF OF THE ASSOCIATION.
- (v) HE SHALL DEPOSIT IN THE BANK APPOINTED BY THE EXECUTIVE COMMITTEE ALL SUMS IN EXCESS OF \$150,000 AND RETAIN THE REMAINING CASH WITH DUE CARE FOR ITS SAFETY.
- (vi) THE VICE TREASURER SHALL BE RESPONSIBLE FOR GIVING ASSISTANCE TO AND SHARING THE DUTIES OF THE TREASURER AND ANY OTHER DUTIES AS DEFINED BY THE EXECUTIVE COMMITTEE.

DUTIES OF PUBLIC  
RELATIONS  
OFFICER

- (5) THE PUBLIC RELATIONS OFFICER SHALL HANDLE ALL PUBLIC RELATIONS MATTERS AND INTERNAL LIAISON WORK AS DIRECTED BY THE EXECUTIVE COMMITTEE.

DUTIES OF  
ASSISTANT  
SECRETARIES

- (6) THE ASSISTANT SECRETARIES SHALL BE RESPONSIBLE FOR GIVING ASSISTANCE TO AND SHARING THE DUTIES OF THE SECRETARY AND ANY OTHER DUTIES AS DEFINED BY THE EXECUTIVE COMMITTEE.

- (7) ANY OFFICER WHOSE DUTIES INVOLVE FINANCIAL RESPONSIBILITY SHALL PROVIDE SUCH SECURITY AS THE EXECUTIVE COMMITTEE MAY REQUIRE.

## **RULE 9 USE OF FUNDS**

### USE OF FUNDS

- (1) GENERAL FUND, WHICH MAY BE USED BY THE EXECUTIVE COMMITTEE FOR ANY LAWFUL PURPOSE AS PROVIDED IN THIS RULE AND FOR MAINTAINING THE WELFARE EXPENSES IN THE ABSENCE OF WELFARE FUND SHALL BE USED FOR:-
- (i) THE PAYMENT OF SALARIES TO CLERKS AND STAFF OF THE ASSOCIATION, ALLOWANCE, AND EXPENSES OF OFFICERS OF THE ASSOCIATION INCURRED ON OFFICIAL BUSINESS.
  - (ii) THE PAYMENT OF EXPENSES FOR THE ADMINISTRATION OF THE ASSOCIATION, INCLUDING AUDIT OF THE ACCOUNTS OF THE FUNDS OF THE ASSOCIATION.
  - (iii) THE PROSECUTION OR DEFENCE OF ANY LEGAL PROCEEDINGS TO WHICH THE ASSOCIATION OR ANY MEMBER IS A PARTY, WHEN SUCH PROSECUTION OR DEFENCE IS UNDERTAKEN FOR THE PURPOSE OF SECURING OR PROTECTING ANY RIGHTS OF THE ASSOCIATION AS SUCH OR ANY RIGHT ARISING OUT OF THE RELATIONS OF ANY MEMBER WITH HIS EMPLOYER.
  - (iv) THE CONDUCT OF TRADE DISPUTES ON BEHALF OF THE ASSOCIATION OR ANY MEMBER.
  - (v) THE COMPENSATION OF MEMBERS FOR LOSS ARISING OUT OF TRADE DISPUTES.
  - (vi) THE PAYMENT OF DONATIONS OR GRANTS TO REGISTERED TRADE UNIONS OR OTHER LAWFUL BODIES IN HONG KONG AND SUBSCRIPTIONS FEES, AND CONTRIBUTIONS NECESSARY FOR AFFILIATION TO ANY TRADE UNION FEDERATION OR OTHER LAWFUL TRADE UNION ORGANIZATION IN HONG KONG.
  - (vii) THE PAYMENT OF FINES IMPOSED ON THE ASSOCIATION FOR ANY OFFENCE OF WHICH IT IS CONVICTED UNDER THE TRADE UNIONS ORDINANCE OR ANY OTHER ORDINANCE.

(viii) THE PAYMENT OF WELFARE EXPENSES AS DESCRIBED IN RULE 2 (5) (i), (ii), (iii) AND RULE 10 IN THE ABSENCE OF A WELFARE FUND.

(ix) THE PAYMENT OF EXPENSES INCURRED IN THE PROMOTION OF PROFESSIONAL, EDUCATIONAL, RECREATIONAL, CULTURAL, SOCIAL PURSUITS, AND ANY OTHER LAWFUL EXPENSES IN THE INTERESTS OF MEMBERS.

(x) PAYMENT FOR ANY OTHER LAWFUL PURPOSES APPROVED BY THE ANNUAL OR EXTRAORDINARY GENERAL MEETING .

INVESTMENT OF FUNDS (2) THE FUNDS OF THE ASSOCIATION WHICH ARE NOT REQUIRED FOR CURRENT EXPENSES MAY BE INVESTED IN BONDS, SECURITIES OR PROPERTIES WITH THE APPROVAL OF THE ANNUAL OR EXTRAORDINARY GENERAL MEETING.

FINANCIAL YEAR (3) THE FINANCIAL YEAR OF THE ASSOCIATION SHALL COMMENCE ON THE FIRST DAY OF APRIL OF EACH YEAR AND TERMINATE ON THE 31ST DAY OF MARCH THE FOLLOWING YEAR.

**RULE 10 ESTABLISHMENT OF WELFARE BENEFIT FUND**

THE EXECUTIVE COMMITTEE SHALL HAVE THE POWER TO ESTABLISH AND/OR ADMINISTER A WELFARE BENEFIT FUND OR TO APPOINT A SUB-COMMITTEE TO ADMINISTER THE FUND. THE FUND SHALL BE OPEN TO ALL MEMBERS AND GIVE BENEFITS TO MEMBERS AND/OR THEIR FAMILIES IN THE EVENT OF DEATH, ACCIDENT, SICKNESS, DISABLEMENT, DISTRESS, MATERNITY OR RETIREMENT IN ACCORDANCE WITH RULE 2 (5) (i) (ii) (iii). (THE RULES OF THE WELFARE BENEFIT FUND, IF ANY, SHALL BE MADE SEPARATELY).

**RULE 11 LEVIES**

IMPOSITION OF LEVY (1) 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 EXTRAORDINARY GENERAL MEETING CALLED IN ACCORDANCE WITH RULE 5 (3).

FAILURE TO PAY LEVY (2) IF ANY MEMBER FAILS TO PAY A LEVY WITHIN THREE MONTHS OF ITS IMPOSITION, HE SHALL CEASE TO BE A MEMBER, BUT MAY BE REINSTATED AT THE DISCRETION OF THE EXECUTIVE COMMITTEE.

**RULE 12 AUDITORS**

AUDITORS NEED NOT BE MEMBERS (1) ONE OR MORE AUDITORS, WHO NEED NOT BE MEMBERS OF THE ASSOCIATION SHALL BE APPOINTED OR ELECTED BIENNIALY AT THE ANNUAL GENERAL MEETING. HE OR THEY SHALL SERVE FOR A TERM OF TWO YEARS AND SHALL BE ELIGIBLE FOR RE-APPOINTMENT OR RE- ELECTION.

AUDIT OF ACCOUNTS (2) THE AUDITOR SHALL AUDIT ALL THE ACCOUNTS OF THE ASSOCIATION, GENERAL, WELFARE AND SUBSIDIARY ACCOUNTS (IF ANY) AS SOON AS POSSIBLE AFTER THE CLOSE OF EACH FINANCIAL YEAR AND AT OTHER TIMES WHEN NECESSARY. ALL BOOKS AND ACCOUNTS OF THE ASSOCIATION SHALL BE EXAMINED AND A CERTIFICATION AS TO THEIR CORRECTNESS OR OTHERWISE BE GIVEN BY THE AUDITOR. A REPORT BY THE AUDITOR SHALL BE MADE TO THE ANNUAL GENERAL MEETING.

COPY OF AUDITOR'S REPORT (3) A COPY OF ANY AUDITOR'S REPORT SHALL BE CONSPICUOUSLY PLACED AT THE OFFICE OF THE ASSOCIATION AND SENT TO EACH MEMBER OF THE ASSOCIATION.

**RULE 13 INSPECTION OF BOOKS**

INSPECTION OF BOOKS ANY MEMBER OR ANY AUTHORIZED AGENT OF THE MEMBER SHALL BE ALLOWED TO INSPECT THE ASSOCIATION'S ACCOUNT BOOKS, REGISTERED RULES AND REGISTER OF MEMBERS. APPLICATION MUST BE MADE IN ADVANCE TO THE SECRETARY OR TREASURER, WHO SHALL BE ALLOWED REASONABLE TIME TO MAKE THE NECESSARY DOCUMENTS AVAILABLE.

**RULE 14 TRADE DISPUTES**

CESSATION OF WORK (1) IN THE EVENT OF ANY TRADE DISPUTE ARISING, THE MEMBERS CONCERNED SHALL MAKE THE SAME KNOWN TO THE SECRETARY OF THE ASSOCIATION WHO SHALL IMMEDIATELY REPORT THE SAME TO THE EXECUTIVE COMMITTEE, BUT IN NO CASE SHALL A CESSATION OF WORK BE THREATENED OR TAKE PLACE WITHOUT THE SANCTION OF THE EXECUTIVE COMMITTEE.

ACTION FOR  
IMPROVED  
CONDITIONS OF  
SERVICE

- (2) SHOULD ANY MEMBERS OF THE ASSOCIATION DESIRE STEPS TO BE TAKEN FOR AN INCREASE OF SALARIES OR IMPROVED CONDITIONS OF EMPLOYMENT, THE SECRETARY OF THE ASSOCIATION SHALL REPORT THE CLAIM TO THE EXECUTIVE COMMITTEE, WHO SHALL DETERMINE WHAT ACTION SHALL BE TAKEN.

### **RULE 15 LEGAL ASSISTANCE**

LEGAL ADVICE OR  
ASSISTANCE

CONSISTANT WITH THE PROVISION OF RULE 2 (5) (V) THE EXECUTIVE COMMITTEE SHALL HAVE POWER TO PROVIDE LEGAL ADVICE AND ASSISTANCE TO ANY MEMBER ON ANY MATTER CONNECTED WITH THE PROSECUTION OR DEFENCE UNDERTAKEN FOR THE PURPOSE OF SECURING OR PROTECTING ANY RIGHTS ARISING OUT OF THE RELATIONS OF THE MEMBER WITH HIS EMPLOYMENT PROVIDED THAT THE EXECUTIVE COMMITTEE IS SATISFIED THAT THE CASE IS ONE ON WHICH IT IS ADVISABLE THAT LEGAL ADVICE OR ASSISTANCE SHALL BE GIVEN.

### **RULE 16 EDUCATIONAL WORK**

EDUCATION

THE ASSOCIATION MAY UNDERTAKE THE EDUCATION OF ITS MEMBERS THROUGH MEETINGS OR CLASSES AND A MONTHLY BULLETIN REPORTING THE ACTIVITIES OF THE ASSOCIATION. IT MAY PUBLISH LITERATURE AND TAKE SUCH OTHER ACTION AS WILL PROMOTE PROFESSIONAL; EDUCATIONAL; INDUSTRIAL; CULTURAL AND SOCIAL KNOWLEDGE.

### **RULE 17 RULE BOOK**

RULES TO BE  
PRINTED AND  
MADE AVAILABLE

- (1) A COPY OF THESE REGISTERED RULES SHALL BE GIVEN TO EVERY PERSON ACCEPTED INTO MEMBERSHIP OF THE ASSOCIATION.
- (2) A COPY OF THESE REGISTERED RULES SHALL BE READILY AVAILABLE AT THE ASSOCIATION PREMISES FOR PERUSAL BY ANY MEMBERS.

## **RULE 18 DISSOLUTION**

- DISSOLUTION (1) THE ASSOCIATION SHALL NOT BE DISSOLVED EXCEPT WITH THE CONSENT OF AT LEAST FIVE-SIXTHS OF THE VOTING MEMBERSHIP OF THE ASSOCIATION OBTAINED BY MEANS OF A SECRET BALLOT.
- DEBTS & LIABILITIES FULLY DISCHARGED (2) IN THE EVENT OF THE ASSOCIATION BEING DISSOLVED ALL DEBTS AND LIABILITIES LEGALLY INCURRED ON BEHALF OF THE ASSOCIATION SHALL BE FULLY DISCHARGED AND THE REMAINING FUNDS DIVIDED AMONGST ALL MEMBERS IN EQUAL PROPORTIONS.
- NOTICE SENT TO REGISTRAR OF TRADE UNIONS (3) WHEN THE ASSOCIATION IS DISSOLVED NOTICE OF SUCH SHALL BE SENT BY THE SECRETARY TO THE REGISTRAR OF TRADE UNIONS.

## **RULE 19 COMMON SEAL AND CONTRACT**

- COMMON SEAL & CONTRACT (1) THE ASSOCIATION SHALL HAVE A COMMON SEAL WHICH SHALL BE IN THE SAFE CUSTODY OF THE SECRETARY, AND THIS COMMON SEAL SHALL ONLY BE USED BY THE AUTHORITY OF THE EXECUTIVE COMMITTEE IN RESOLUTION.
- (2) CONTRACTS OR DOCUMENT MADE BY THE EXECUTIVE COMMITTEE ON BEHALF OF THE ASSOCIATION TO WHICH THE COMMON SEAL OF THE ASSOCIATION SHALL BE AFFIXED SHALL BE SIGNED BY AN OFFICE-BEARER OR A VOTING MEMBER APPOINTED BY THE EXECUTIVE COMMITTEE FOR THE PURPOSE AND COUNTERSIGNED BY THE CHAIRMAN AND TREASURER, OR SECRETARY (OR BY SUCH MEMBERS WHO FOR THE TIME BEING AND UNDER THE RULES OF THE ASSOCIATION, ACT AS CHAIRMAN, TREASURER OR SECRETARY).