

**THE INSTITUTION OF CIVIL ENGINEERS HONG KONG ASSOCIATION**

**REGULATIONS  
OF THE  
GRADUATES AND STUDENTS DIVISION**

**REGULATIONS**

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| Name                             | 1.1 | The name of the division shall be the ‘Institution of Civil Engineers Hong Kong Association Graduates and Students Division’, or abbreviated as the ‘ICE HKA G&S’. For the purpose of this “Regulations”, the ‘ICE HKA G&S’ shall be referred to as the ‘Division’. The ‘Institution of Civil Engineers Hong Kong Association’ shall be referred to herein as the ‘Association’ and The ‘Institution of Civil Engineers’ shall be referred to herein as the ‘Institution’.   |
| Membership                       | 1.2 | The Division shall comprise all Graduate and Student members of the Association as defined in the Constitution of the Association  |
| Election to Corporate Membership | 1.3 | Membership lapses upon admission to Corporate Membership of the Institution, but members of the Committee, as defined in Clause 2.2, may continue to serve as such until the end of the Session, prescribed by Clause 2.8, in which they were so admitted. Members of an ad hoc committee or working party may continue to serve until its business is completed.  |
| Objects                          | 1.4 | <p>The objects of the Division shall be</p> <ul style="list-style-type: none"><li>(a) To promote and encourage the acquisition of knowledge by members in all matters appertaining to the profession of engineering, which may include holding meetings for<ul style="list-style-type: none"><li>(i) The reading and discussion of papers written by members of the Institution.</li><li>(ii) The presentation of lectures and films on subjects of engineering and scientific interest.</li><li>(iii) Discussion on engineering and scientific subjects;</li></ul></li><li>(b) To visit works of engineering or scientific interest.</li><li>(c) To encourage personal contact and a corporate spirit amongst its members and to assist the Council of the Institution and the Association to do so amongst all Graduate and Student Members of the Institution.</li><li>(d) To seek and represent the views of the membership on institutional and external affairs.</li></ul> |

Constitution of the Association 1.5 The Division shall abide by the Constitution of the Association wherever and whenever applicable.

## ADMINISTRATION

Management 2.1 The affairs of the Division shall be managed by the Officers of the Committee regulated in accordance with Clause 2.2 and be subject to approval by the Association.

The Committee 2.1A The Committee shall consist of

- (a) Fifteen elected members of the Division, to be elected amongst and by members defined in Clause 1.2, and;
- (b) Not more than eight student representatives nominated in accordance with Clause 2.13, from among the representatives at each university, in the Territory, accredited by the Council of the Institution, and;
- (c) The immediate past chairman of the Committee may be co-opted by the Committee as advisor, and;
- (d) Not more than seven members of the Division to be co-opted by the Committee as co-opted members.

If the number of elected members should fall below fifteen, the Committee shall induct members into the Committee to fill the vacancies as soon as practicable.

The Officers of the Committee 2.2 The following Officers, elected from and by the fifteen elected members, as defined in Clause 2.1A(a), shall manage the affairs of the Division,

- (a) A Chairman
- (b) One or two Vice Chairman/ Vice Chairmen
- (c) An Honorary Secretary
- (d) An Honorary Treasurer
- (e) Ten or eleven Committee Members

Status of the Officers 2.3 In addition to being the Officers of the Committee, the elected members, as defined in Clause 2.1A(a) shall be the Officers of the Division and shall be titled as such.

Chairman 2.4 The Chairman, or a nominated deputy, shall take the Chair at all meetings of the Division and at all meetings of the Committee, and on such other occasions as necessary.

Vice Chairman 2.5 The Vice Chairman/ Vice Chairmen shall assist the Chairman in all Division matters. At least one Vice Chairman shall handle external affairs of the Division.

Honorary Secretary	2.6	The Honorary Secretary shall be responsible for the administration of the Division's activities at the direction of the Committee.
Honorary Treasurer	2.7	The Honorary Treasurer shall be responsible for the financial affairs of the Division's activities at the direction of the Committee.
Term of Office	2.8	A newly elected Committee member shall hold office in the three Sessions following the Session in which they were elected. If a Committee member's performance in the first or second Session is deemed to be unsatisfactory by a minimum of two thirds of the Committee, as voted in an Ordinary Meeting as defined in Clause 3.3, then that Committee member will not be eligible to hold office in the subsequent Session. A "Session" shall comprise the period from one Annual General Meeting to the succeeding Annual General Meeting. A member may seek re-election, however no member may serve on the Committee for more than four consecutive Sessions.
Election of the Committee	2.9	Not later than two months prior to expiry of the term of office of the existing Committee, the Division shall notify all members of the Division that nominations for positions on the Committee are required. The nominations must be signed by a proposer and a seconder either by hand or electronically, both of whom must be members of the Division as defined in Clause 1.2. Furthermore, the nominee must also sign by hand or electronically the nomination expressing willingness to serve on the Committee. A member may nominate one candidate at most and may second one candidate at most. No member can nominate or second himself or herself.
	2.10	If the number of nominations is less than or equal to the number of the Committee posts available, all nominees shall be deemed elected.
	2.11	In all other circumstances, an electronic or postal ballot shall be arranged. Voting papers, information on the candidates and instructions for voting shall be sent to the registered email address or postal address of all Graduate and Student members of the Division. Candidates will be voted into office on a simple majority basis. In the event that the vote does not provide clear result on the basis of number of votes per Candidate due to a deadlock, at least two-thirds of the current Committee will exercise a casting vote to resolve the deadlock. The casting vote can only be exercised when such a deadlock exists and will be considered final. All members of the Division shall be informed of the results of the election. All elected members shall be subject to approval by the Committee of the Association.

- 2.12 The Committee posts to be assumed by each of the newly elected members shall be determined amongst themselves.
- Student Representatives 2.13 Student representatives shall have been nominated and elected by the Students of the Institution at the accredited universities on receipt of a request from the Committee of the Division and shall serve on the Committee for not more than 3 years in this capacity.
- Funds 2.14 The Division shall apply for funding from the Association for the purpose of carrying out its affairs by ways of a budget for each session. An account of the expenditure of these funds, in the form of annual accounts, shall be rendered to the Association prior to the end of the current Session, for the forthcoming Session or at any time requested by the Association.
- Regulations 2.15 Any member shall, on request, be furnished with a copy of the Regulations of the Division

### **ACTIVITIES**

- Programme of Activities 3.1 During each Session, the Committee shall arrange a programme of activities that may include, inter alia, debates, visits, tours, meetings, courses and conferences. The Committee may also organise various social functions, and may endeavour to hold annual function.
- Emerging Engineers Award 3.2 An annual competition shall be held for papers written by members of the Division.
- Meetings 3.3 (a) Ordinary Meetings will be held from time to time during the Session at the discretion of the Committee.
- (b) Four Committee members of whom at least two shall be the Officers shall form a quorum.
- 3.4 An Annual General Meeting shall be held each Session prior to the Annual General Meeting of the Association, in which the Committee shall present a report on the activities of the Division in the period since the previous Annual General Meeting.
- 3.5 A Special General Meeting for specific purposes relevant to the affairs of the Division shall be called by the Committee if:
- (a) The Committee requires such a meeting, or
- (b) The Honorary Secretary receives a request over the signatures of at least twenty members of the Division, indicating the matter (or matters) for discussion. At least fourteen days' notice shall be given of the meeting to all

members of the Division. For the purpose of this meeting, a quorum shall be forty members of the Division.

- 3.6 Any decisions made in a General Meeting shall be announced and communicated to members within three months.
- Visitors to Meetings 3.7 All members of the Association, the Division, and visitors are welcome to attend the Ordinary Meetings. Whether these members and visitors shall be permitted to participate in discussions shall be at the discretion of the Chairman of the Division.

**END**