

## **THE HONG KONG METEOROLOGICAL SOCIETY CONSTITUTION**

### 1. Name

The name of the Society is the Hong Kong Meteorological Society (hereinafter referred to as "the Society").

### 2. Address

The address of the Society is

c/o Hong Kong Observatory  
134A Nathan Road  
Kowloon

### 3. Objects

The objects of the Society shall be:

- 3.1 to develop and disseminate knowledge of meteorology and related oceanic, hydrologic and geographic sciences (hereinafter referred to as "Meteorology");
- 3.2 to promote and advance the professional application of Meteorology;
- 3.3 to encourage collaboration amongst Members of the Society, individuals, bodies corporate or unincorporate who may share the Society's interest in Meteorology;
- 3.4 to promote among the public an understanding of weather and an appreciation of the value of Meteorology and its applications;
- 3.5 to do all such other things incidental or conducive to the attainment of the above objects or any of them;
- 3.6 to raise funds and obtain financial assistance through patronship, donations, sponsorship or otherwise for the attainment of any or all of the objects of the Society.

### 4. Purpose to which the funds of the society may be applied:

The funds of the Society, howsoever derived or obtained, shall be applied solely towards the costs and expenses incurred in the attainment of any or all of the objects of the Society as stipulated in 3.1 to 3.6 and no portion thereof shall be paid or transferred directly or indirectly to the Members of the Society.

### 5. Membership

## 5.1 Categories of membership

5.1.1 The Society shall consist of Honorary Members, Fellows, Full Members, Corresponding Members, Student Members and Institutional Members.

5.1.2 Honorary Membership may be bestowed by the Society through the Executive Committee upon any person or institution with distinguished work in Meteorology or significant contributions to the Society.

5.1.3 A person who, or an institution which fulfills the following requirements may apply to become membership of the Society, as follows:

- a. Any meteorologist or any scholar with research experience in Meteorology may apply to become a Fellow.
- b. Any person aged 18 or above who is interested in Meteorology may apply to become a Full Member.
- c. Any undergraduate or graduate taking post-graduate degrees or diplomas in any of the universities or post-secondary colleges in Hong Kong, or any secondary school students, who is interested in Meteorology, may apply to become a Student Member.
- d. Any meteorologist or any scholar with research experience in Meteorology residing outside of Hong Kong may apply to become a Corresponding Member.
- e. Any professional, academic or educational institution in Hong Kong, or any unit or department of such an institution, which is interested in Meteorology may apply to become an Institutional Member.

5.1.4 The application forms for Fellowship, Full, Corresponding and Institutional Memberships must be supported by the recommendations of two Fellows or two Full Members of the Society, while those for Student Membership by the recommendation of one Fellow or one Full Member of the Society. Upon approval of the application by the Executive Committee and the payment of the prescribed fees as stipulated in 5.2, the applicant shall become a Fellow, a Full Member, a Student Member, a Corresponding Member or an Institutional Member, as the case may be.

## 5.2 Membership fees

5.2.1 With the exceptions of Honorary Members, all Members of the Society shall, upon admission to membership, pay an entrance fee at a rate prescribed by the Society acting in General Meeting from time to time.

5.2.2 All Members of the Society except Honorary Members shall pay annual subscriptions at rates prescribed by the Society acting in General Meeting from time to time.

- 5.2.3 The annual subscriptions shall be due on 1 April each year for the year commencing on that day.
- 5.2.4 Any Member whose annual subscription remains unpaid for six months after the due date shall cease to be a member on 1 October of the same year and his name shall be removed from the Register unless by resolution the Executive Committee decides to the contrary.
- 5.3 Membership rights and obligations
  - 5.3.1 An Institutional Member shall be entitled to nominate two representatives who shall have all membership rights as Full Members. Other Members of an Institutional Member shall have the right to participate in the activities of the Society only.
  - 5.3.2 Every Member, or any of its representatives in case of an Institutional Member, shall have the right to participate in the activities and to enjoy the facilities of the Society, but only Fellows and Full Members and the representatives of Institutional Members have the right to be elected into the Executive Committee.
  - 5.3.3 Only Fellows, Full Members, Honorary Members and representatives of Institutional Members are eligible to vote. Each of them shall have one vote. Such Members are hereinafter referred to as the Voting Members.
  - 5.3.4 An Honorary Member shall be entitled to the exclusive use after his name of the abbreviation Hon. Mem. H. K. Met. S. and a Fellow of the abbreviation F. H. K. Met. S. No other abbreviated titles shall be used.
  - 5.3.5 All Members must observe and comply with the Constitution of the Society and the regulations, rules and directives issued by the Society from time to time.
  - 5.3.6 All Members except Honorary Members must pay the prescribed membership fees.
  - 5.3.7 Any Member who wishes to withdraw his membership must inform the Executive Committee in writing.
  - 5.3.8 No Member shall use the name of the Society in his own personal dealings, or attempt to bring the name of the Society into disrepute with malicious intent.

## 6. Organization Structure

The supreme authority of the Society shall be vested in the General Meeting, during the recess of which the Executive Committee shall be the executive body.

## 7. General Meetings

- 7.1 An Annual General Meeting shall be held once in each and every calendar year at such time and place as may be determined by the Executive Committee. The time elapsed between any two successive Annual General Meetings shall not exceed 18 months. All other General Meetings shall be called Extraordinary General Meetings.
- 7.2 Notice of the Annual General Meeting shall be sent to all Members in writing three weeks before the Meeting. Official nomination forms for any election to be held at the Meeting shall also be sent to all Voting Members, together with the notice of the Meeting. The nominee for any position in the Executive Committee must give his consent for his nomination and be proposed and seconded by other Voting Members on an official nomination form.
- 7.3 The accidental omission to give notice to, or the non-receipt of a notice by, any Member shall not invalidate the proceedings at any meeting.
- 7.4 The quorum for any General Meeting is twenty-five Voting Members. If a quorum is not present at any Annual General Meeting, then the Executive Committee shall give at least five days notice of the date, time and place of the adjourned meeting, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the Voting Member or Voting Members present shall be a quorum.
- 7.5 The business of the Annual General Meeting shall be:
  - a. to receive and adopt the Annual Report of activities, to review the past work of the Society, and to discuss future policy;
  - b. to receive and adopt the Financial Report and the audited accounts for the previous financial year;
  - c. to elect Members of the Executive Committee for the ensuing term of office;
  - d. to appoint the Honorary Auditor and the Honorary Legal Advisor for the ensuing year;
  - e. to discuss any other items on the agenda at the time of calling the Meeting.
- 7.6 Upon receiving the jointly signed written request of at least five Executive Committee Members or one quarter of the Voting Members of the Society, the Chairman shall organize an Extraordinary General Meeting within three weeks. At the Extraordinary General Meeting, discussions and resolutions shall be confined only to those points listed in the request. The quorum for the Meeting is the same as that for the Annual General Meeting, except that the Meeting will be closed if a quorum is not present within half an hour from the time appointed for the meeting.
- 7.7 All questions submitted to a General Meeting, except amendments of the Constitution or dissolution of the Society, shall be decided by a simple majority of votes. In the event of an equality of votes the Chairman shall have a casting vote.
8. Executive Committee

- 8.1 The Executive Committee shall be formed by the Chairman, Vice-Chairman, Honorary Secretary, Honorary Treasurer, and five to seven additional Committee Members. All Members of the Executive Committee shall be elected by the General Meeting except the Immediate Past Chairman who shall be one of the Committee Members if he is not re-elected as the Chairman, Vice-chairman, Honorary Secretary or Honorary Treasurer.
- 8.2 Only Fellows and Full Members and the representatives of Institutional Members of the Society are eligible for election as members of the Executive Committee.
- 8.3 All Members of the Executive Committee shall serve gratis. They shall hold office for one year only. They shall serve the Society from their election to office during the General Meeting to their retirement at the next following Annual General Meeting.
- 8.4 The office of any Member of the Executive Committee shall become vacant if that Member
  - a. becomes a salaried staff of the Society;
  - b. becomes bankrupt;
  - c. becomes of unsound mind;
  - d. resigns his office by one month's notice in writing to the Society;
  - e. is convicted of an indictable offense;
  - f. is removed by the Society acting in General Meeting.
- 8.5 Any vacancy arising in the Executive Committee shall be filled by a by-election at an Extraordinary General Meeting, provided that any vacancy arising in July or later may be left vacant until the next Annual General Meeting. The notice and nomination forms for such a meeting shall be sent in the same way as that stipulated in 7.2 for the Annual General Meeting. The duties and responsibilities of the post left vacant may in the interim be taken over by another Member of the Executive Committee appointed by the Executive Committee.
- 8.6 The functions and powers of the Executive Committee shall be
  - a. to plan and organize the overall activities of the Society;
  - b. to implement the resolutions passed by the General Meetings;
  - c. to fix the financial year of the Society, in consultation with the Honorary Auditor;
  - d. to prepare the annual budget;
  - e. to attend to the day-to-day affairs of the Society;

- f. to decide on the employment, discharge, and salary of any employee of the Society;
- g. to make recommendations to the General Meetings.

8.7 The Chairman shall

- a. represent the Society;
- b. direct the various Members of the Executive Committee in their work;
- c. take overall charge of the work of the Society;
- d. preside over all Executive Committee and General Meetings;
- e. present at the Annual General Meeting an Annual Report, on behalf of the Executive Committee, of the main activities of the Society.

8.8 The Vice-Chairman shall

- a. assist the Chairman in his work;
- b. shall act for the Chairman when he is absent, on leave, or has vacated his office.

8.9 The Honorary Secretary shall be responsible for

- a. the administration of the Society;
- b. the safe keep of the Society seal;
- c. the keeping of an up-to-date Register of Members;
- d. sending notices, preparing agenda (in consultation with the Chairman), and keeping minutes of meetings of the Executive Committee and the General Meetings.

8.10 The Honorary Treasurer shall

- a. be responsible for all the funds of the Society and shall prepare an annual budget for the approval of the Executive Committee;
- b. ensure that the funds of the Society are only used to meet the regular expenses of the Society and to undertake the affairs as stipulated in the 'Objects' of the Society (Article 3), and not used for any other purpose;
- c. arrange to have all membership subscriptions and donations paid into the account of the Society opened in a bank approved by the Executive Committee;

- d. arrange a uniform system of book-keeping and shall keep full and accurate accounts in such a form as the Honorary Auditor of the Society shall require or prescribe;
  - a. hold an imprest account not exceeding HK\$500;
  - b. sign all cheques of the Society;
  - c. prepare the annual statement of accounts and submit it to the Honorary Auditor for audit;
  - d. give an annual financial report at the Annual General Meeting.
- 8.11 Meetings of the Executive Committee shall be held at such times and places as the Chairman may appoint and there shall be at least one meeting every six months. Upon the receipt of a written request signed by four or more Members of the Executive Committee, the Chairman must call a meeting within two weeks to discuss the matters raised in the request.
- 8.12 The quorum of an Executive Committee meeting shall consist of four Members of the Executive Committee. Resolutions shall be adopted by a simple majority of those present in the meeting.
9. Awards and Penalties
- 9.1 The Executive Committee may present letters of commendation to those who have offered meritorious services to the Society.
- 9.2 A Member who commits one of the following breaches may, subject to the approval of the General Meeting, be warned by the Executive Committee or expelled from the Society:
- a. intentional infringement of the Constitution, having been proven;
  - b. violation of the local criminal law, having been convicted;
  - c. false use of the name of the Society in unlawful acts, thereby impairing its reputation.
- 9.3 Fees already paid or donations made by Members who withdraw voluntarily or are expelled from the Society shall not be recoverable.
10. Debts and Liabilities
- All debts and liabilities of the Society shall be borne equally by all Members during whose term of membership such debts and liabilities are incurred.
11. Dissolution of the Society

- 11.1 The Society shall not be dissolved, except with the consent of three-quarters of all the Voting Members present at the General Meeting convened to discuss the matter.
- 11.2 In the event of dissolution, any assets of the Society will be donated to charitable organizations approved by the Society acting in General Meeting.

12. Amendments to the Constitution

Any amendment to this Constitution shall require the approval of at least two-thirds of the Voting Members present at the General Meeting and shall be subject to the approval of the Registrar of Societies before it comes into effect. The proposed amendment shall be circulated in writing at least three weeks before the General Meeting.

13. Notices

All notices shall be in writing and shall be deemed received, when sent by prepaid post addressed to the recipient in Hong Kong, 24 hours after posting, and in the case where the recipient lives abroad, 7 days after posting.

14. Name and Address of Promoters

<u>Name</u>	<u>Address</u>	<u>Signature</u>
Sham, Patrick Pak	Director, Hong Kong Observatory, 134A Nathan Road, Kowloon.	
Kyle, William John	Lecturer, Department of Geography & Geology, University of Hong Kong, Hong Kong.	
Hsu, Sheng-I	Lecturer, Department of Geography, Chinese University of Hong Kong, Shatin, New Territories.	