



Constitution of Asia Pacific Institute of Building

Article 1. General Stipulation

1. The name of the organization shall be Asia Pacific Institute of Building (here-in-after referred to as the Institute).
2. The address of the Institute shall be Suite 1313 Asian House, 1 Hennessy Road, Wanchai, Hong Kong.
3. The objects of the Institute shall be:-
 - a. To provide an organization, international in scope & activity for all persons engaged in building; prescribing a standard of experience & efficiency as an essential to the election of Members, thereby conferring upon them a recognised status by virtue of such Membership.
 - b. To hold examinations in building subjects and to issue certificates of merit on the results thereof and to make other awards as desirable.
 - c. To print, publish, buy or support books or literature or any publication for circulation to members in so far as such may be of general interest to Members in their building activities and which may tend to promote the objects of the Institute.
 - d. To assist Members in obtaining suitable remunerative employment, and assist them in any way possible in their building activities.
 - e. To promote a fund for the assistance of necessities of Members and /or their dependents, and to act as treasurer and administrator of any funds contributed by Members or others for these purposes.
 - f. To promote any organization similar in objects to the Institute which could be advantageously combined with the administration of the Institute.
 - g. To amalgamate with any society having objects similar to these of the Institute.
 - h. To do all such other things as are conducive to the attainments of the objects for which

Institute is formed as may be determined from time to time by the council of the Institute.

Article 2. Membership

4. Membership is open to any persons, irrespective of sex, who is over 18 years of age, is of good conduct, and is willing to abide by the constitution of the Institute. In applying for membership applicant shall submit to the Institute a complete application form. He shall become a member when his application is approved by the Executive Committee and the prescribed fees are paid.
5. Obligations of the Members:-
 - a. To abide by the constitution of the Institute and the resolutions passed by the General and Extraordinary General Meetings.
 - b. To pay the prescribed fees – Members of the Institute shall upon admission to membership pay an annual subscription fee of HK\$200 for Associate class, HK\$300 for Member class, HK\$500 for Fellows. Hon. Fellows need not to pay annual fee (by special invitation only).
6. There shall be 7 classes of membership, namely,
 - a. Hon. Fellows -- persons who have distinguished themselves in the management world either nationally or internationally, or who in the opinion of the Council, has rendered some outstanding services to the Institute.
 - b. Fellow –persons who:-
 - i. have reached the age of 40 and have had a minimum of 10 years of experience in management, and at least 5 of which have been at senior executive level, and
 - ii. hold qualification relative to management such as recognised academic degrees, recognised professional qualifications or a Fellow Member in the appropriate grade of overseas management institutes, and who have a satisfactory number of practical management experiences.
 - c. Member – person who are aged 23 years, have passed or are exempt from the

Member Examination Parts I and II and have had minimum of three years experience at professional level in one or more of the recognised functions already defined and to have passed the Professional Interview. Applications for transfer to the Member class are made on form M5. Further details are available on request from the Institute.

- d. The Associate class – 21 years of age and to have passed or be exempt from the Associate Examination. Two years practical experience of the required nature and function at higher technician level is required for this class

7. Rights of the Members:

- a. Associate, Member and Fellows shall be entitled to all the rights and privileges of membership and to attend General Meetings, but shall not be entitled to vote thereat.
- b. Fellows shall be entitled to elect, be elected, propose, vote, and recall; and enjoy the benefits as set forth in Article 3 'objects' of this constitution.

Article 3. Organization, Function and Powers

8. The supreme authority of the Institute shall be vested in the General Meeting, during the recess of which the Executive Committee shall be the executive organ.
9. The Executive Committee shall be formed by at least three Executive Committee Members who shall be elected together with two Reserve Committee Members by the General Meeting of very term. The Executive Members shall elect from among themselves a Honorary Adviser, Honorary President, Chairman, a Vice-chairman, a Secretary, and the Board of Consultants.
10. All the Executive Committee Members of the Institute shall serve gratis. Their term of office shall be three years and they may be re-elected. The Board of Consultants shall not be the salaries staff of the Institute, nor shall they receive from it any remuneration.
11. If the Chairman vacates his office, he shall be replaced by the Vice-chairman while the Vice-chairmanship shall be taken over the one of the other Executive Committee Members elected from among themselves. If an Executive Committee Members other than the Chairman & the Vice-chairman vacates his office, the vacancy shall be filled by the Reserve Committee Members in the order of the number of votes they received during the last general election.

12. If necessary, the Institute may take on employees, whose employment, discharge, and salaries shall be decided by the Executive Committee.
13. Functions and Powers of the General Meeting:
 - a. To pass amendments to the Constitution of the Institute.
 - b. To elect Executive Committee Members.
 - c. To consider and adopt the progress & financial reports of the Institute.
 - d. To decide on any innovation which the Institute may require and on the recall of derelict office bearers.
14. Functions and Powers of the Executive Committee:
 - a. To implement the resolutions passed by the General and Extraordinary General Meetings.
 - b. To prepare the budget.
 - c. To attend to the daily affairs of the Institute.
 - d. to decide on the employment, discharge, and salaries of the employees.
15. Functions and Powers of the Executive Committee Members:
 - a. The Chairman shall represent the Institute, direct the various officers of the Executive Committee in their works, take overall charge of the work of the Institute and preside over all the meetings.
 - b. The Vice-Chairman shall assist the Chairman in his work and shall act for him when he is absent, on leave or has vacated his office.
 - c. The Secretary shall attend to all the secretarial work, keep the Seals and documents under safe custody, compile the agenda and record the minutes of meetings.
 - d. The Treasurer shall take charge of the financial matters of the Institute. Valid cheques of the Institute shall be signed jointly by the Chairman or the Vice-chairman and the Treasurer. Apart from the recurrent expenditure, monthly extraordinary expenses

totalling less than HK\$ 1,000.00 may be authorized by the Chairman, but if the sum exceeds HK\$1,000.00 approval from the Committee shall be obtained before the money may be used.

- e. The General Affairs Officer shall make purchases for the Institute and shall attend to all the works which do not fall within the charters of other Executive Committee Members.

Article 4. Meetings

16. The General Meeting shall be held annually in the month of April and it shall be convened by the Chairman. Members of the Institute shall be notified of the meeting seven days in advance in writing by post. The quorum of the Annual General Meeting shall consist of over half of all the members. In the absence of a quorum, the meeting shall be adjourned meeting, members of the Institute shall again be notified of the meeting in written form. At this adjourned meeting, any number of members present shall be a quorum.
17. If necessary, an Extraordinary General Meeting may be held upon the request of over half of all the Executive Committee Members of the Institute who shall raise such a request in written form, bearing their signatures, to the Chairman. Upon the receipt, the Chairman shall cause the meeting to be held within 15 days. However, discussion held and resolutions passed at the meeting shall be confined to only those points listed in the requests. The quorum of the meeting and the way of notifying the members shall be the same as that of the Annual General Meeting.
18. The Executive Committee shall hold a regular meeting once a month and extraordinary meeting may be held whenever the Chairman deems it necessary. For every meeting of the Executive Committee members of the Executive Committee shall be notified of the meeting seven days in advance in writing. The quorum of an Executive Committee Meeting shall consist of over half of all the Executive Committee Members.
19. Motions of all meetings shall be carried by the approval of over half of those present. If a tie occurs in voting, the Chairman of the meeting shall put in his casting vote for the decision.
20. If both the Chairman and the Vice-Chairman are absent from a meeting, those Executive Committee Members present shall elect among themselves a temporary Chairman to preside over the meeting.

Article 5. Election

21. a) Primary Election - one month before the General Meeting of every term, the Executive Committee shall elect five members to form an Election Committee, which shall take charge of the electoral affairs. The Chairman of the Election Committee shall be elected from among its own members. Seven days before the General Meeting, the Election Committee shall send to every member of the Institute, together with a notice of the meeting, a copy of the membership list requesting him to mark on the list nine Executive Committee Members and then cast the list into the polling box specially installed by the Institute. The polling box shall be opened only at the General Meeting where the votes shall be counted. Those who receive the highest number of votes shall become the Executive Committee members and those with the second highest number of votes the Reserve Committee Members. In the event if a tie in votes, the decision shall be made by drawing lots.

b) Secondary Election - After the election of the Executive Committee Members, the Election Committee shall cause a meeting of the newly elected to be held within seven days so that they may elect one another to fill the various offices in the Executive Committee. When this Secondary Election is completed, the Election Committee shall dissolve immediately and the list of out-going office bearers shall be submitted to the Registrar of Societies for information.

22. The Executive Committee may, subject to the approval of the General Meeting, present letters of commendation to those who have offered meritorious services to the Institute.

23. Members who commit one of the following breaches may, subject to the approval of the General Meeting, be warned or expelled from the Institute by the Executive Committee:

a. Infringement of the Constitution and the resolutions passed by the General or Extraordinary General Meeting.

b. Violation of the local criminal law, having been convicted.

c. False use of the name of the Institute in unlawful acts, thereby impairing its reputation.

d. Arrears of payment of the membership fee.

24. Fees already paid or donations made by members who withdraw voluntarily or are expelled from the Institute, shall not be recoverable. If the members concerned are office bearers, they shall have their offices forfeited automatically.

Article 6. Use of Funds

25. Funds of the Institute shall be applied solely to meet its recurrent expenditure and for the enterprises stipulated in Article 3'object' of this constitution and shall not be used for any other purpose.

Article 7. Debts and Liabilities

26. Any debts of the Institute shall be borne by all the Executive Committee Members of the term in which the debts are incurred.

Article 8. Appendix

27. In case the Institute should dissolve, the decision shall be made by the General or Extraordinary General Meeting and assented to by over half of all the members of the Institute. Any remaining assets of the Institute upon its dissolution shall be donated to local charitable organization.
28. Any amendment to this constitution shall be passed by the General or Extraordinary General Meeting and approved by the Registrar of Societies before it comes into effect.

Executive Secretary

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