



Constitution

1 Name

- 1.1 The name of the organisation shall be “The Hong Kong Institute of Landscape Architects 香港園境師學會”. Hereinafter described as the Institute.

2 Object

- 2.1 To promote the general advancement of landscape architecture and to facilitate the acquisition of the knowledge of the various arts and sciences concerned therewith;
- 2.2 To raise the standard of landscape architecture in Hong Kong and the standard of professional landscape architectural services offered by members of the Institute;
- 2.3 To maintain the integrity and status of and to discourage dishonourable conduct and practices in the landscape architectural profession;
- 2.4 To represent the views of the landscape architectural profession to the public and the Government;
- 2.5 To apply the collective expertise of members of the Institute in an advisory role to the Government and the building industry;
- 2.6 To encourage the study of landscape architecture and to give awards and scholarships on such terms and conditions as the Institute may from time to time specify;
- 2.7 To conduct examinations and act in such other manner as may be necessary to ascertain whether persons are qualified to be accorded professional recognition by the Institute;
- 2.8 To facilitate the exchange of information and ideas in relation to all aspects of landscape architecture and matters in connection with the landscape architectural profession;
- 2.9 To encourage and foster a spirit of friendly collaboration amongst members of the Institute and with other professional bodies and their members;
- 2.10 To promote, support and protect the character, status and interests of landscape architects in Hong Kong;
- 2.11 To maintain and promote the usefulness of the profession of landscape architects for the public advantage; and
- 2.12 To do all such other things as are incidental or conducive to the attainment of the above objects.

3 Register of Members

3.1 The Register of members shall consist of Fellows, Professional Members, Associate Members, Graduate Members, Affiliate Members, Student Members, Honorary Members and Retired Members. The use of membership categories as titles shall be as described in the Bye-laws.

3.2 Application

A candidate for membership or affiliation of the Institute shall submit an application upon the official form to the Secretary of the Institute for consideration by the Registration Committee. The application form shall be accompanied by the first year's dues and any other required fees.

3.3 Registration Committee

(a) The Registration Committee shall comprise no less than three Professional Members or Fellows and shall by appropriate investigation, satisfy itself as to the character, education, experience, methods of practice and current professional ability of any candidate nominated for any category of Register of Members to the Institute.

(b) The Registration Committee shall investigate any application referred to it and determine whether or not the candidate meets the requirements of the Constitution and the Bye-laws and make its recommendations to the Council for approval or other appropriate actions.

3.4 Professional Members shall be Landscape Architects whose ability, attainments, aims and character are judged to be such as will promote the objects of the Institute and who have graduated from a landscape architectural curriculum approved by the Registration Committee and/or have obtained a similarly approved professional qualification. Professional Members shall have the requisite years of post-graduation experience as specified in the Bye-laws. Professional members shall have full voting rights on all matters. Professional Members are eligible to be elected as an Officer and to the Council of the Institute.

3.5 Fellows shall be Landscape Architects of at least fifteen years approved post qualification professional landscape experience and shall be elected to Fellowship in recognition of their outstanding contribution to the profession. Fellows shall have equal voting and election rights as Professional Members.

3.6 Associate Members shall be persons who have graduated in Landscape Architecture from an institution whose curriculum has been accredited by the Institute or its acceptable equivalent in education and/or training. Associate Members shall not be eligible to vote, but shall be eligible for appointments to the Council and committees subject to the provision of Clause 7.1(i). Associate Members shall be eligible to take the Professional Practice Examination following a period of approved practical training in Hong Kong as specified in the entry requirements for the Professional Practice Examination.



- 3.7 Graduate Members shall be persons who have obtained a higher diploma or higher qualification in landscape architectural studies from a university or tertiary institution recognised but not accredited by the Institute. Graduate Members shall not be eligible to vote nor be eligible for appointments to the Council, but shall be eligible for appointments to committees. Graduate Members shall not be eligible to take the Professional Practice Examination.
- 3.8 Affiliate Members: The Institute may admit to affiliation persons who are involved in activities allied with the professional practice of landscape architecture. They shall be persons who do not qualify for other categories of membership under this Constitution and may include persons from related professions and trades, natural and social sciences and educators. All candidates for affiliation must be approved by the Registration Committee. Affiliates Members shall not be eligible to vote nor be eligible for appointments to the Council, but shall be eligible for appointments to committees.
- 3.9 Student Members shall be persons who are duly enrolled in a course of landscape architecture approved by the Registration Committee. Student Members shall not be eligible to vote nor be eligible for appointments to the Council, but shall be eligible for appointments to committees.
- 3.10 Honorary Members shall be persons, other than landscape professionals, who shall have performed notable service in advancing the cause of landscape architecture. Honorary Members shall not be eligible to vote nor be eligible for appointments to the Council, but shall be eligible for appointments to committees.
- 3.11 Retired Members shall be Fellows or Professional Members who have ceased to practice landscape architecture or to derive or confer any pecuniary advantage from membership of this or any other professional society. Retired Members shall be permitted to vote in the election of Council members and Officers and at General Meetings, and eligible for appointments to the Council and Committees subject to the provision of Clause 7.1(i).

4 Officers

- 4.1 The Officers of the Institute shall consist of President, Vice President(s), Secretary and Treasurer. The President and Vice President(s) shall be Professional Members or Fellows of the Institute. The number of Vice President(s) shall not be more than two.
- 4.2 When appropriate, a representative will be nominated from Professional Members and Fellows by the Officers to attend meetings of the International Federation of Landscape Architects.
- 4.3 All Officers shall be subject to biennial election.

5 Auditor and Honorary Legal Advisor

- 5.1 The Institute shall elect an auditor at the General Meeting who shall be a certified public accountant. He shall retire from office at the next General Meeting after that at which he was elected, but he shall be eligible for re-election.
- 5.2 The Institute may have one or more Honorary Legal Advisor to be appointed by the Council.

6 General Meetings

- 6.1 The policies of the Institute shall be determined at an Annual General Meeting. Not less than one month's notice of the time, place and business of an Annual General Meeting shall be sent to each member of the Institute by the Secretary. The accidental omission to give notice of a meeting to or the non-receipt of notice of a meeting by any member shall not invalidate the proceedings.
- 6.2 Professional Members or Fellows of the Institute whose subscription is not in arrears, may speak and vote on all matters at a General Meeting. Retired Members whose subscription is not in arrears, may speak and vote only in the election of Council Members and Officers at a General Meeting. Other members may speak, but not vote. Nineteen voting members or 25% whichever is the lesser figure of the combined total numbers of Professional Members and Fellows residing in Hong Kong, whose subscriptions are not in arrears shall be a quorum for a General Meeting.
- 6.3 The Annual General Meeting shall be held each April. The President and the Secretary shall each present an annual report, the Treasurer shall present an unaudited balance sheet for circulation and the voting members present shall approve the committee framework and appointment of auditor for the following year.
- 6.4 The Officers shall be elected by secret ballot at the Annual General Meeting. Those members who are not present may only be elected if they have provided a written statement of willingness to serve.
- 6.5 The policies of the Institute, in case of urgency, may also be determined at an Extraordinary General Meeting, which must be summoned by the Secretary within fourteen days of having received a written request containing particulars of the business to be discussed, signed by not less than five voting members of the Institute. At least seven days' notice of such a meeting shall be sent to each member stating the time, place and business of the meeting. If such an Extraordinary General Meeting is not convened by the Secretary within fourteen days, it may be convened by any five voting members of the Institute.
- 6.6 Resolutions of General Meetings shall be binding on the Officers and committees of the Institute.

7 Management

- 7.1 Between General Meetings, authority to carry out the general policies of the Constitution and any decisions made at General Meetings shall be vested in:
- (i) Council consisting of the Officers of the Institute and three other Professional Members and/or Fellows and/or Associate Members and/or Retired Members of the Institute provided that the majority of the Council Members are Professional Members and/or Fellows. The Council shall have the duty to co-opt such eligible Professional Members and/or Fellows and/or Associate Members and/or Retired Members of the Institute as are necessary to carry out its functions effectively;
 - (ii) Such other committees as the Council shall decide to establish.
- 7.2 The decisions of all committees and the Council shall be arrived at by a show of hands. In the case of a tie, the Committee or Council Chairperson shall have a casting vote.



8 Finance

- 8.1 The financial year shall run from 1st April to 31st March. Annual subscriptions shall be due on 1st May.
- 8.2 The funds of the Institute shall be applied solely to meet its recurrent expenditure and for the aims and objects described in Section 2 of this Constitution and shall not be used for any other purpose.
- 8.3 The liability of all members is limited. All liabilities of the Institute shall be borne by voting members at the time when the liabilities are incurred or whose names are registered as voting members within one year before such liabilities are incurred, and shall be shared on a pro-rata basis to the amount of their annual subscriptions, but such liabilities shall in no event exceed the sum of Ten Hong Kong Dollars (HK\$10.00) for each voting member.

9 Amendments to the Constitution

- 9.1 The Constitution may only be amended by the resolution of at least two-thirds of those voting members present at an Annual General Meeting or at a specially convened Extraordinary General Meeting of the Institute of which due notice to the members, containing the proposed amendments, shall have been given.

10 Bye-Laws

- 10.1 The Council shall promulgate the Bye-laws as may be proper and necessary for the administration of the Institute in accordance with this Constitution. A Bye-law amendment thereto shall become effective upon a majority vote of the Council.

11 Dissolution

- 11.1 (a) The Institute may be dissolved and the disposal of its assets decided at a General Meeting, or, failing sufficient quorum by means of a subsequent written referendum called by the Council in which case signed votes in favour from not less than half the voting members plus one shall be required for any resolution.
- (b) The disposal of assets of the Institute in the event of its dissolution shall be likewise resolved at a General Meeting.