

THE NAUTICAL INSTITUTE HONG KONG BRANCH

CONSTITUTION AND BY-LAWS

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1. The Name

The name of this organisation shall be the Nautical Institute Hong Kong Branch.

2. Objects

The activities of the Nautical Institute Hong Kong Branch (HK Branch) reflect and support the objects of the International Nautical Institute, namely: to promote and coordinate in the public interest the development of nautical science and to encourage and promote high standards of qualification, competence and knowledge among those in control of sea-going craft. The HK Branch further seeks to develop interest throughout, and share expertise across the wider maritime community in the region.

3. Conduct of the HK Branch Activities

The HK Branch activities shall be conducted within the Branch By-Laws of the Nautical Institute's Constitution.

4. Membership

Membership of the HK Branch shall be open to any member of the Nautical Institute of any grade, resident in the region. Members may change or cancel their affiliation to a branch by notice in writing to the HK Branch Secretary who will transmit such information to the Institute Headquarters (HQ).

Members informing HQ of a change of address or a move from one branch area to another, will have their details forwarded to the relevant branch Secretaries by HQ.

All sea-going members are welcome to attend any branch meeting anywhere.

5. Officers and Committee

5.1. Composition of the Committee

The business of The HK Branch shall be managed by a HK Branch Committee elected by The HK Branch members and shall consist of the following Officers:

- Chairman
- Vice-chairman
- Secretary
- Treasurer

In addition to the above Officers and members of Council, the HK Branch Committee shall consist of up to eleven elected members.

5.2. Election and retirement of the HK Branch Officers and Committee

Election of the HK Branch Officers and Committee shall be done as per the Nautical Institute By-laws.

5.3. Quorum

Four members of the HK Branch committee shall constitute a quorum.

5.4. Representation on Council

Any properly constituted branch which does not have at least one member of the Committee on Council may send a representative to observe Council meetings and give a report from the HK Branch, but such representative shall not be entitled to vote.

6. The Branch Meetings

- 6.1. The HK Branch Meetings shall be held at such times and places as may be decided upon by the Committee at the start of each season.
- 6.2. The HK Branch AGM be held at intervals not exceeding 15 months as per the Nautical Institute By-Laws. At the AGM, the Chairman will present a report of the HK Branch activities in the foregoing period, together with any other business of which appropriate notice has been given. The Treasurer will present a financial report.
- 6.3. The appointment of Officers and members of the Committee to fill the vacancies shall, if more are nominated than there are vacancies, be decided during the course of the HK Branch AGM.
- 6.4. The newly elected and non-retiring members of the Committee shall take office at the conclusion of the AGM.

7. Programme of Events

Prior to the start of each season, the HK Branch Committee shall plan the programme of lectures, talks, visits and social events. The programme will be promulgated to all HK Branch members and updated as and when felt required.

A report of activities shall be forwarded to HQ/SEAWAYS.

Joint meetings with RINA, IMarEst, ICS, and other organizations with similar professional, historical and social interest are encouraged and could form part of the programme each season.

The HK Branch will endeavour to run a professional seminar every two years, for which purpose a sub-committee will be appointed in order to plan, execute, administer and account the seminar as necessary.

8. Members Contact Details

The HK Branch Secretary should receive quarterly notification from HQ of the contact details of new members in their region and also any additions or deletions from the Regional Membership List.

9. Finance

The Treasurer shall ensure that suitable records and books are kept of the finances of the HK Branch administration. He/She shall ensure that an adequate balance is maintained at all times to provide for the planned programme of the HK Branch.

Financial activities of the HK Branch shall be recorded to show that income and expenditure are properly accounted for. One or more bank accounts shall be opened in the name of the HK Branch and three officers shall be authorised to sign cheques and draw upon the account(s), provided that any cheque must contain at least two signatures of such authorised signatories.

10. Social Media

The HK Branch may, at the discretion of the HK Branch Committee, provide and maintain a website or other social media presence whose form and content are congruent with the aims and objectives of the Nautical Institute as

a whole, but which would provide local information for the HK Branch members.

To the greatest extent practicable, communications with members will be by email for speed and expediency. It is the individual member's responsibility to ensure that the Secretary is supplied with valid and current contact details.

11. Alteration of the HK Branch Constitution

Alterations to this Constitution must receive the assent of not less than two thirds of the members of the HK Branch Committee present and voting at an AGM. A Resolution for the alteration of the Constitution must be received by the Secretary at least 28 days before the meeting at which the Resolution is brought forward.