

CONSTITUTION OF THE PHYSICAL SOCIETY OF HONG KONG

ARTICLE I — Interpretation

In this Constitution and its By-laws, unless the context otherwise requires:

1. The word “Society” shall mean the Physical Society of Hong Kong,
2. The word “Constitution” shall mean the Constitution of the Physical Society of Hong Kong.
3. The word “members” shall be used to collectively refer to the Full Members, Associate Members, Student Members, Honorary Members and Corporate Members of the Society. The word “voting members” shall be used to collectively refer to those members who have the right to vote in the meeting concerned as mandated in Articles VI.8, IX.10, X.12 and XI.3.
4. The word “physical sciences” shall be defined as: physics, astronomy, biophysics, chemistry, geology, material science, mathematics, meteorology and other related disciplines. The word “engineering” shall be defined as: communication engineering, computer science, electrical engineering, electronic engineering, information science, material engineering and other related disciplines.
5. The word “General Meeting” shall mean either an Annual General Meeting or an Extraordinary General Meeting.
6. The word “Chairman” shall mean the Chairman of the Council. The word “President” shall mean the President of the Executive Committee and the word “Vice-President” shall mean the Vice-President of the Executive Committee.
7. The word “mail” shall mean either electronic or physical mail.
8. The word “day” shall mean twenty-four hours instead of a working day.
9. The word “vacancy” shall mean the absence of an officer due to continuous disappearance of his / her whereabouts for more than sixty days, death, dismissal, imprisonment, or resignation.

ARTICLE II — Name

The Name of the Society in English and in Chinese shall be the “Physical Society of Hong Kong” and “香港物理學會”, respectively.

ARTICLE III — Nature

The Society shall be non-profit making.

ARTICLE IV — Address

The correspondence address of the Society shall be “c/o Department of Physics, The University of Hong Kong, Pokfulam Road, Hong Kong SAR, People’s Republic of China.

ARTICLE V — Objectives

The objectives of the Society are:

1. To advance and disseminate knowledge and appreciation of physical sciences, and to promote physics and science education.
2. To encourage and foster friendly collaboration with the members of other recognized scientific, engineering and educational institutions, societies and organizations both local and abroad.
3. To sponsor social and recreational activities among members of the Society.

ARTICLE VI — Membership

1. The membership of the Society shall consist of Full Members, Associate Members, Student Members, Honorary Members and Corporate Members.
2. Membership shall be open to any person or recognized organization who is engaged in the scientific, engineering, technological or educational profession, a graduate or a student of a university in or associated with physical sciences, engineering, physics education or science education.
3. **Membership Application and Maintenance**
 - (a) Application for membership in the Society shall be made to the Secretary of the Executive Committee. Full Membership, Associate Membership and Student Membership shall commence immediately after the approval of the Executive Committee on behalf of the Council. The Council may invite any person or recognized organization in accordance with Articles VI.2 and VI.4 to join the Society. Honorary Membership and Corporate Membership shall commence immediately after the approval of the Council.
 - (b) Membership of the Society shall be maintained by dues. Membership dues shall be paid annually.

- (c) Membership dues shall be fixed by the General Meeting. The new membership dues shall be effective immediately after the approval of the General Meeting.
- (d) Members whose dues have not been paid six months after the commencement of a new financial year shall have their names removed from the registry of membership and thereupon ceased to be members of the Society.
- (e) Application for membership type transfer shall be made to the Secretary of the Executive Committee. Membership transfer application shall be considered using the same set of procedures and criteria as for new membership application.

4. Classification of Memberships

- (a) A Full Member shall satisfy at least one of the following requirements:
 - (1) Holding a higher degree such as a Ph.D., an M.Phil., an M.Sc. or an M.Eng. in the field of physical sciences, engineering, physics education or science education granted by an institution recognized by the Council.
 - (2) Having at least ten years of working experience in the field of physical sciences, engineering, physics education or science education recognized by the Council.
- (b) An Associate Member shall satisfy at least one of the following requirements:
 - (1) Holding a first degree such as a B.Sc. or a B.Eng. in the field of physical sciences, engineering, physics education or science education granted by an institution recognized by the Council.
 - (2) Having at least five years of working experience in the field of physical sciences, engineering, physics education or science education recognized by the Council.
- (c) A Student Member shall be at the time of application a full or part time student of a recognized tertiary educational institution in Hong Kong who is reading for a first or higher degree in a branch of physical sciences, engineering, physics education or science education. Student Membership shall be terminated once the student is no longer reading in physical sciences, engineering, physics education or science education in a recognized tertiary institution in Hong Kong. Upon graduation, a Student Member shall automatically be considered for a Full Membership or an Associate Membership of the Society.
- (d) Honorary Membership are normally offered by invitation. The Council may at its discretion invite distinguished individuals to become Honorary Members. Such persons should be, in the opinion of the Council, of eminent positions in the physical sciences, engineering, physics education or science education.
- (e) A Corporate Membership shall be open to any organization, foundation, fund, industrial firm or business group associated with or has an interest in the physical sciences, engineering, physics education or science education in a manner satisfactory to the Council. The Council may at its discretion invite suitable organizations,

foundations, funds, industrial firms or business groups with such interests in physical sciences, engineering, physics education or science education to become Corporate Members.

5. The General Meeting may at its absolute discretion refuse to continue to receive the subscription of any person or organization who shall have willfully acted in contravention of the regulations of the Society, or who shall, in the opinion of the Council, have been guilty of such conduct as shall have rendered oneself unfit to continue to belong to the Society and may remove one's name from the registry of membership and the subject shall thereupon cease to be a member of the Society. In the event that time does not allow prior General Meeting approval, the Council may act on behalf of the General Meeting in dealing with the dishonored termination of membership of a person or an organization.
6. Members shall agree to fulfill the objectives of the Society. Members have the rights to participate in all activities organized by the Society, to attend all General Meetings and to inspect the minutes of all General Meetings, Council Meetings and Executive Committee Meetings.
7. Those Full Members and Honorary Members who normally reside in Hong Kong have the rights to bear offices in the Council, Executive Committee. Those Associate Members who normally reside in Hong Kong have the rights to bear offices in the Council. Members have the right to bear offices in all Subcommittees.
8. Full Members, Associate Members and Honorary Members have the rights to vote in all General Meetings. A Corporate Member may nominate a representative to vote on its behalf in a General Meeting. With the exception of Corporate Members, no proxy vote shall be entertained in the General Meetings. Members who fail to pay their dues shall have their voting rights revoked until they pay their dues.

ARTICLE VII — Communications

1. The official language of the Society shall be English.
2. Communications of the Society in the form of either electronic or physical mails shall be regarded as official.
3. All meetings except General Meetings may be held in both conventional or electronic forms including but not limited to teleconferencing.

ARTICLE VIII — Annual General Meeting and Extraordinary General Meeting

1. The supreme authority of the Society shall be vested in a General Meeting and subject

to that authority the Society shall be governed by the Council.

2. The Annual General Meeting shall be held between June and August inclusive each year and shall be convened by the President.
3. Notice and agenda of a General Meeting shall be sent by mail at least fourteen days before the meeting.
4. The quorum for a General Meeting shall be twenty voting members or twenty percent of all voting members in the registry of membership whichever the less. If the quorum cannot be formed at the first convocation, members of the Society shall again be notified in writing by mail at least five days prior to the second convocation at which any number of members present shall constitute a quorum.
5. Only Full Members, Associate Members, Honorary Members and Corporate Members shall have voting rights in a General Meeting in accordance with Article VI.8.
6. The business of the Annual General Meeting shall include:
 - (a) To receive and adopt the Secretary's Annual Report.
 - (b) To receive and adopt the Treasurer's Report of the accounts for the previous financial year.
 - (c) To review membership dues.
 - (d) To elect the non-statutory members of the Council and the Chairman of the Council in an even number year Annual General Meeting, and to elect the Executive Committee in an odd number year Annual General Meeting.
7. Upon the jointly signed written request of over half of the Council Members or twenty members of the Society asking the President to convene an Extraordinary General Meeting, the President shall convene the Meeting within four weeks after receipt of the request. However, at the Extraordinary General Meeting, discussions and resolutions shall be confined to the points listed in the request.
8. Resolution of any General Meeting, except amendments of the Constitution or dissolution of the Society, can be adopted by a simple majority of those voting members present. And in the event of a tie, the President shall have a casting vote.

ARTICLE IX — The Council

1. The Society shall be governed by the Council under the supreme authority of the Society vested in a General Meeting as mandated in Article VIII.1. The Council shall have the ultimate responsibility for the action of the Society. The duties of the Council include:
 - (a) To set policies of the Society.

- (b) To oversee and review the actions of the Executive Committee.
 - (c) To set up membership selection criteria.
 - (d) To invite and approve Honorary Memberships and Corporate Memberships.
 - (e) To terminate one's membership on behalf of the General Meeting if time does not allow prior General Meeting approval by the power vested in Article VI.5.
 - (f) To set up Subcommittees to advise to the Council.
 - (g) To oversee public policy statements issued by the Society.
 - (h) To ensure the newly elected Executive Committee can assume office within fourteen days after the election as mandated in Article X.5.
 - (i) To call an Extraordinary General Meeting when appropriate as mandated by Article VIII.7.
 - (j) To propose amendments to the Constitution and By-laws.
 - (k) To elect a new Chairman of the Council in the event of vacancy of the Chairman of the Council as mandated in Article IX.5.
 - (l) To nominate one Full Member or Honorary Member as the Acting President in the event of vacancies of both the President and Vice-President of the Executive Committee as mandated in Article X.9.
 - (m) To appoint Full Members or Honorary Members or to call an Extraordinary General Meeting to fill the vacancies of the Executive Committee excluding the President as mandated in Article X.7.
 - (n) To take action in circumstances not foreseen by the Constitution.
2. The President, Vice-President, Secretary and Treasurer of the Executive Committee shall be the four Statutory Members of the Council. No other Member of the Executive Committee shall also be a Member of the Council. The Council shall also have no less than eight and no more than twenty six Non-statutory Members. No more than three Council Members shall be affiliated with the same business firm, company, department in a tertiary institution, foundation, fund, government body or industrial firm. The Council shall have a Chairman.
 3. The term of office of all Non-statutory Members of the Council shall be two years commencing at an even number year Annual General Meeting and terminating at the next even number year Annual General Meeting.
 4. All Non-statutory Members must be elected biannually from the Full Members, Associate Members and Honorary Members of the Society who normally reside in Hong Kong in an even number year Annual General Meeting as mandated in Article VIII.6.d. The Chairman of the Council shall be elected from the Non-statutory Members of the newly

formed Council in an even number year Annual General Meeting. Vacancies for Council Members shall be filled by appointment by the current Council.

5. The Council shall assume office within fourteen days after the election in an even number year Annual General Meeting. The out-going Council shall be responsible for the governance of the Society up to that time.
6. Resignation of any Council Member or Executive Committee Member must be made in written submission to the Council. Such resignation shall only be in effect upon the approval of either the Council or a General Meeting.
7. In the event of vacancy of the Chairman, the Council shall call a Council Meeting to elect a new Chairman within one month.
8. The Council may suspend, dismiss a Council Member, an Executive Committee Member or a Subcommittee Member from office for negligence of duty, dishonesty, incompetence, refusal to carry out the decision of the Council, or for any reason that the Council deem fit and sufficient in the interest of the Society.
9. A Council Meeting shall be held at the request of the Chairman, the President or any four Members of the Council. Council Meetings shall be convened by the Chairman.
10. At Council meetings half of the Council Members shall form a quorum. Only those Council Members present shall have the right to vote in a Council Meeting. Resolutions can be adopted by a simple majority of those Council Members present. In the event of a tie, the Chairman shall have the casting vote.
11. The Chairman shall preside over all Council Meetings and shall supervise the work of all Subcommittees set up by the Council.
12. The Secretary of the Executive Committee shall normally be the Secretary of the Council who shall be responsible for sending notices and preparing agendas of Council Meetings and keeping minutes of these meetings. The Secretary of the Council shall also make the minutes of all Council Meetings available for inspection at the request of any member of the Society as mandated in Article VI.6.

ARTICLE X — The Executive Committee

1. The Executive Committee shall be responsible for the day-to-day operation of the Society. The duties of the Executive Committee include:
 - (a) To carry out Council policies.
 - (b) To report the day-to-day operations of the Society to the Council and to the General Meetings.

- (c) To oversee day-to-day operations of the Society and all Subcommittees set up by the Executive Committee on behalf of the Council.
 - (d) To approve Full Membership, Associate Membership and Student Membership applications under the guidelines set by the Council mandated in Article IX.1.c.
 - (e) To authorize public policy statements on behalf of the Council if time does not allow prior Council approval.
 - (f) To set up Subcommittees that help the day-to-day operation of the Society.
 - (g) To convene General Meetings as mandated in Articles VIII.2, VIII.7 and IX.1.i.
 - (h) To take actions necessary under unforeseen circumstances, in the interm between General Meetings or Council Meetings, provided that such actions are not in conflict with the powers specifically reserved for the General Meeting in Article VIII.1 or the Council in Article IX.1.
2. The Executive Committee shall consist of no less than four and no more than eight members. The Executive Committee shall include a President, a Vice-President, a Secretary and a Treasurer. No more than two Executive Committee Members shall be affiliated with the same business firm, company, department in a tertiary institution, foundation, fund, government body or industrial firm.
 3. The term of office of an Executive Committee Member shall be two years commencing at an odd number year Annual General Meeting and terminating at the next odd number year Annual General Meeting.
 4. The Executive Committee Members must be Full Members or Honorary Members of the Society who normally reside in Hong Kong, and shall be elected biannually in an odd number year Annual General Meeting as mandated in Article VIII.6.d.
 5. The Executive Committee shall assume office within fourteen days after the election in an Annual General Meeting. The out-going Executive Committee shall be responsible for conducting the day-to-day operation of the Society up to that time.
 6. Resignation of any Executive Committee Member must be made in written submission to the Council. Such resignation shall only be in effect upon the approval of the Council as mandated in Article IX.6.
 7. Except for the President, vacancies for Executive Committee Members shall be filled either by appointment by the Council or by an Extraordinary General Meeting called by the Council in a manner that the Council deems fit.
 8. The President shall be responsible for the day-to-day administration and public relations of the Society, to preside over all General Meetings, Executive Committee Meetings, and to supervise the work of all Subcommittees set up by the Executive Committee.

9. In the event of vacancy of the President, the Vice-President shall become the President of the Executive Committee, and in the event of vacancies of both the President and Vice-President, the Council shall nominate one of its Full Members or Honorary Members as the Acting President within one month. The Acting President shall call an Extraordinary General Meeting to elect the new President and Vice-President within one month from his / her appointment.
10. The Secretary shall be responsible for the keeping of an up-to-date registry of membership, for sending notices and preparing agenda of General Meetings and Executive Committee Meetings, and for recording and taking the minutes of these meetings. At the Annual General Meeting, the Secretary shall make a report giving an account of the main activities of the Society. All official records of the General Meetings and Executive Committee Meetings shall be available for inspection at the request of any member of the Society as mandated in Article VI.6.
11. The Treasurer shall be responsible for all the funds of the Society as mandated in Article XIII. The Treasurer shall maintain a uniform system of book-keeping and shall make a financial report at a Council Meeting if requested and at each Annual General Meeting.
12. At Executive Committee Meetings five-eighths of the Executive Committee Members shall form a quorum. Only those Executive Committee Members present shall have voting rights in an Executive Committee Meeting. Resolutions can be adopted by a simple majority of those Executive Committee Members present. In the event of a tie, the President shall have the casting vote.

ARTICLE XI — Subcommittees

1. Subcommittees can be set up by either the Council or the Executive Committee by the power vested in Articles IX.1.f and X.1.f to advise to the Council and to assist the day-to-day operation of the Society.
2. Subcommittee memberships shall be open to all members of the Society.
3. Only Subcommittee Members shall have voting rights in their respective subcommittee.
4. A Subcommittee shall dissolve immediately after completing its mission.

ARTICLE XII — Elections

1. Official forms calling for nomination for the Non-statutory Members of the Council or the Executive Committee Members shall be sent by mail at least fourteen days before the General Meeting. The nominated person in such case must give his / her consent for

his / her nomination and be proposed and seconded by a voting member in the General Meeting on the form provided. All completed nomination forms shall be received by the Executive Committee on or before the General Meeting.

2. The method of election voting of Non-statutory Members of the Council and the Executive Committee shall be determined by the General Meeting provided that such method is not in conflict with the election procedure mandated in Article XII and the composition of membership mandated in Articles IX.2 and X.2.
3. In the event of electing both Non-statutory Members of the Council and the Chairman of the Council, the Non-statutory Members of the Council shall be elected first. And then the Chairman of the Council shall be elected among the Non-statutory Members of the newly formed Council by the voting members present.
4. The Executive Committee shall be elected in the sequence of President, Vice-President, Secretary, Treasurer and other officers.

ARTICLE XIII — Finance

1. The financial year of the Society shall commence on the first day of June and shall terminate on the thirty-first day of May the following year.
2. All membership subscriptions, and donations from Foundations, Industrial Firms, Business Groups etc. shall be paid to the account of the Society through the Treasurer.
3. The Treasurer shall keep full and accurate accounts in such form as the General Meeting, Council and Executive Committee shall direct, prescribe or approve.
4. All cheques must be signed by any two of the four: the President, the Vice-President, the Secretary and the Treasurer.
5. Funds of the Society shall only be raised and used to meet the regular expenses of the Society and to undertake the affairs as stipulated in the “Nature” and “Objectives” of the Society as mandated in Articles III and V.

ARTICLE XIV — Liability

In case the Society is involved in any debt or liability it shall be the responsibility of all the Council Members of that current term.

ARTICLE XV — Amendments to the Constitution and By-laws

1. A General Meeting shall be the only authority to rescind, alter or add to any of the

provisions of this Constitution and its By-laws.

2. Motion of any amendments to the Constitution shall be proposed by one member and shall be seconded by five members.
3. Written notice of the proposed amendments of the Constitution must be sent out to members of the Society by mail at least fourteen days before the General Meeting.
4. Amendments of the Constitution shall be approved by at least two-thirds of the voting members present at the General Meeting.
5. Motion of any amendments to the By-laws shall be proposed by one member and shall be seconded by five members.
6. Amendments of the By-laws shall be approved by simple majority votes amongst all voting members present in a General Meeting.

ARTICLE XVI — Dissolution of the Society

1. The Society shall not be dissolved except with the consent of three-quarters of all the voting members present at a General Meeting.
2. Should the Society be necessary to dissolve, any fund or property the Society possesses may be made over to any society having similar objectives or, failing that, shall be applied to some charitable purposes, as decided at the last General Meeting of the Society.

BY-LAWS OF THE PHYSICAL SOCIETY OF HONG KONG

ARTICLE I — Electronic Address

The electronic address of the Society shall be “admin@pshk.org.hk”.

ARTICLE II — Membership Dues

1. At least one reminder shall be sent to a member who fails to pay the membership due before the termination of membership.
2. Members who fail to pay their dues shall not enjoy the member registration rates in conferences or seminars organized by the Society until they pay their dues.

ARTICLE III — Financial Arrangements

1. Unless approved by the Council, the Treasurer shall not keep more than five percent or ten thousand Hong Kong dollars whichever the greater of the Society asset in cash.
2. Payments over ten percent or twenty thousand Hong Kong dollars whichever the greater of the total asset of the Society shall require the approval of the Council.
3. All investments of the Society including but not restricted to time deposits, shares, stocks, and properties must be approved by the Council.

ARTICLE IV — Public Policy Statement Announcement

1. The Council and Executive Committee shall consider releasing a public policy statement upon the request of a Council Member, an Executive Committee Member or four Members of the Society.
2. Upon reception of the drafted public policy statement, the Council and Executive Committee shall discuss its release within seven days.
3. Normally, the Council and Executive Committee shall allow at least five working days to vote for the release of a drafted public policy statement. In case of urgency, the President may shorten the voting time. But in no case shall the voting time be shorter than twenty four hours.
4. The public policy statement shall only be released when it is passed by a simple majority amongst all voted Executive Committee Members and a two-third majority amongst all voted Council Members. Moreover, the voted Executive Committee Members and Council Members shall form quorums in the Executive Committee and Council respectively.