

Regulation & Bye-Laws
Geological Society of Hong Kong
Professional Branch

REGULATION

1. Title :

- 1.1 The title of the organization shall be “The Professional Branch of the Geological Society of Hong Kong”香港地質學會 – 專業部. Hereinafter described as the Professional Branch. The region of service of the Professional Branch is in Hong Kong Special Administrative Region.

2. Objective

- 2.1 To maintain the integrity and status of geologists in the geological profession;
- 2.2 To represent the views of the geological profession to the public and the Government and apply the collective expertise of Members of the Professional Branch – in an advisory role to the Government and the construction industry
- 2.3 To promote professional excellence and ethical standards in geology for the public good by maintaining and developing high professional standards for geologists and promoting career development for geologists.
- 2.4 To conduct examinations and make assessment for persons who applied for Members of Practicing Geologists and Certified Professional Geologists whether they are qualified to be accorded professional recognition by the Professional Branch;
- 2.5 To facilitate the exchange of information and ideas amongst geological societies in other regions of China and geological societies of other countries in relation to all aspects and matters in connection with the geological profession;
- 2.6 To encourage and foster a spirit of friendly collaboration amongst members of the Professional Branch and with other professional bodies and their members;
- 2.7 To promote, support and protect the character, status and interests of geologists in Hong Kong;
- 2.8 To co-ordinate training for Members and support the activities of the Geological Society of Hong Kong;

3. Register of members

3.1 The Register of Members shall consist of Practicing Geologists and Certified Professional Geologists. The use of membership categories as titles shall be as described in the Bye-laws.

3.1.1 Practicing Geologists shall be Members of the Geological Society of Hong Kong, serving an internship who have graduated in geology/earth science from an institution, whose education and qualification has been assessed by the Professional Branch, or its acceptable equivalent qualifications. Members of Practicing Geologist shall possess the requisite years of post graduation relevant experience as specified in the Article 1 of the Bye-laws. They shall be eligible to vote at General Meetings and be eligible for appointments to sub-committees. Practicing Geologists shall be eligible to take the Professional Practice Examination following a period of approved relevant experience in Hong Kong as specified in the entry requirements for the Professional Practice Examination.

3.1.2 Certified Professional Geologists shall be Members of the Geological Society of Hong Kong, whose ability, attainments, aims and character are judged to be such as will promote the objectives of the Professional Branch and who have passed the Professional Practice Examination approved by the Examination Sub-committee and/or have obtained a similarly approved professional qualification. Members of the Certified Professional Geologist shall possess the requisite years of post graduation relevant experience as specified in the Article 1 of Bye-laws. Certified Professional Geologists shall have full voting rights on all matters and are eligible to be elected as an Officer to the General Committee of the Professional Branch.

3.2 Application

A candidate for membership of the Professional Branch shall submit a completed official application form to the Secretary of the Professional Branch for consideration by the Qualification Sub-committee. The application form shall be accompanied by the first year's dues and any other required fees.

4. Officers

4.1 The Officers of the Professional Branch shall consist of Chairman, Vice-Chairman, Secretary and Treasurer. The Chairman shall be a Certified Professional Geologist of the Professional Branch and will chair the General Meetings of the Professional Branch. The Vice-Chairman may chair the General Meetings when the Chairman is not available.

4.2 The term of all Officers shall be two years and subject to election.

5. General Meetings

- 5.1 The policies of the Professional Branch shall be determined at an Annual General Meeting. Each Member of the Professional Branch will be informed of the details of the time, place and business of an Annual General Meeting by the Secretary with at least one month's notice. 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.
- 5.2 Practicing Geologists and Certified Professional Geologists of the Professional Branch whose subscription is not in arrears, may speak and vote at a General Meeting. Twenty members or 25% whichever is the more figure of the combined total numbers of Certified Professional Geologists and Practicing Members residing in Hong Kong, whose subscriptions are not in arrears, shall form a quorum for a General Meeting.
- 5.3 The Annual General Meeting shall be held once a year. The Chairman and the Secretary shall each present an annual report, the Treasurer shall submit a balance sheet covering the year for circulation and the Members present shall approve the formation of the General Committee and appointment of Honorary Auditor for the following year. The appointed Honorary Auditor may or may not be a Member of the Professional Branch.
- 5.4 The Officers shall be elected by secret ballot at the Annual General Meeting. For Members who are not present may only be elected if they have provided a written statement of willingness to serve.
- 5.5 The policies of the Professional Branch, 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 ten members of the Professional Branch. 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 the Secretary does not convene such an Extraordinary General Meeting within fourteen days, it may be convened by any ten Members of the Professional Branch in addition to Committee Member's representative(s) of the Professional Branch.
- 5.6 Resolutions of General Meetings shall be binding on the Officers and sub-committees of the Professional Branch.

6. Management

- 6.1 Between General Meetings, authority to carry out the general policies of the Regulation and any decisions made at General Meetings shall be vested in:
 - (i) General Committee consisting of the Officers of the Professional

Branch and three other Members of the Certified Professional Geologist and/or Practicing Geologist of the Professional Branch. The General Committee shall have the duty to co-opt such eligible Members of Certified Professional Geologist and Practicing Geologist of the Professional Branch as are necessary to carry out its functions effectively.

- (ii) General Committee shall establish Sub-committees as specified in the Bye-laws.
- (iii) Other sub-committees, when required, shall be decided to establish by the General Committee.

6.2 The decisions of all sub-committees and the General Committee shall be arrived at by a show of hands. In the case of a tie, the Sub-committee or General Committee Chairperson shall have a casting vote.

7. Finance

- 7.1 The financial year shall run from 1st January to 31st December of the same year. Annual subscriptions shall be due on 31st December.
- 7.2 The funds of the Professional Branch shall be applied solely to meet its recurrent expenditure and for the aims and objective described in Section 2 of this Regulation and shall not be used for any other purpose.
- 7.3 All liabilities of the Professional Branch shall be borne by Members at the time when the liabilities are incurred, and shall be shared on a pro-rata basis to the amount of their annual subscriptions.

8. Amendments to the Regulation

Should any circumstances arise not provided for in the Regulation, the Professional Branch is empowered to act may seem best in the interests of the GSHK. The Regulation of the Professional Branch may be added to, altered or repealed. It may only be amended by the resolution of at least two-thirds of those members present at an Extraordinary General Meeting of the Professional Branch, such amendments being subject to the approval of the Hong Kong Registrar of Societies.

9. Bye-Laws

Should any circumstances arise not provided for in the Regulation, the General Committee shall promulgate the Bye-laws as may be proper and necessary for the administration of the Professional Branch in accordance with this Regulation. A Bye-laws amendment thereto shall become effective upon a majority vote of the General Committee.

10. Dissolution

The Professional Branch may be dissolved and the disposal of its assets shall be decided at a General Meeting, or, failing sufficient quorum by means of a subsequent written referendum called by the General Committee in which case signed votes in favour from not less than half the total number of Members plus one shall be required for any resolution.

BYE-LAWS

Article 1 : Admission of members

1.1 Application

- 1.1.1 A candidate for membership in any category of the Professional Branch shall submit an official application form to the Secretary of the Professional Branch. The first year's subscription fee shall accompany the application form plus the registration fee and any other required fees when applicable. The registration fees of admission of Members are given in the respective application forms.
- 1.1.2 Every application for membership of CPG shall be endorsed by two Members of Certified Professional Geologist of the Professional Branch or equivalent, one of whom shall act as Proposer and make a written statement as to the suitability of the applicant as a member of the Professional Branch. The other endorser shall act as Secunder. Each endorser shall be certification vouch for the candidate's character, methods of practice, experience, and qualification as set out in the Constitution.

1.2 Practicing Geologist (PG)

- 1.2.1 To qualify for validation as a Practicing Geologist, a candidate must:
- (i) be a Member of the Geological Society of Hong Kong;
 - (ii) **hold a recognized degree or equivalent qualification in geology/earth science;**
 - (iii) have at least **two years** relevant post-graduation experience in geology/earth science, one year of which must have been in Hong Kong, in the profession and practice of geology (see Annex A for definition of recognized degree and relevant experience); and
 - (iv) have submitted a completed application form for membership of Practicing Geologist of the Professional Branch; and have paid the required application fee.

1.3 Certified Professional Geologist (CPG)

- 1.3.1 To qualify for validation as a Certified Professional Geologist, a candidate must:
- i. be a Member of the Geological Society of Hong Kong;
 - ii. **hold a recognized degree or equivalent qualification in geology/earth science;**
 - iii. have **at least five years** relevant post-graduation experience, one year of which must have been in Hong Kong, in the profession and practice

of geology/earth science; the amount of experience that is required depends on the nature of the degree or equivalent qualifications (see Section 1.3.2 below);

- iv. **be supported by two Certified Professional Geologists or equivalent** and who have personal knowledge of the applicant for not less than three years;
- v. have submitted a completed application form, including a professional report;
- vi. have paid the required application fee; and
- vii. satisfied the Professional Branch that they meet the requirements for validation by **passing the Professional Practice Examination**, normally including written examination, the submission of supporting documentation and a **professional interview**.

1.3.2 Recognized Degree or Equivalent Qualification

The nature of the degree or equivalent qualification that is held by the applicant determines the minimum amount of relevant experience that the applicant must possess in order to qualify for validation. The degrees, and equivalent qualifications together with the corresponding relevant experience that are required have been summarized in the table below:

<i>Degree or equivalent qualification</i>	<i>Minimum years of relevant post-graduation experience in geology/earth science</i>
<i>Degrees assessed by the Professional Branch in accordance with the Regulations (Accreditation of Degrees)</i>	<i>Five</i>
<i>Degrees and equivalent qualifications awarded by a university or institution of higher education in geology or a cognate subject in which at least 75% of the course content comprising geology/earth science based subjects.</i>	<i>Six</i>

Postgraduate degrees in geology/earth science taken after the qualifying degree can count for a maximum total of one-year relevant experience.

- 1.3.3 Mature and experienced geologists applying for Certified Professional Geologists may be accepted, without a need to attend the Professional Practice Examination, if they had been properly trained as geologists by awarding their first degree in geology/earth science from University with work experience in geological field of not less than 15 years of which 5 years must be local geological experience. The Committee of the Professional Branch of the Geological Society of Hong Kong may consider arranging a professional interview for the applicants in addition to their submissions of supporting documentation.

1.4 Resignation

Any Member of the Professional Branch from any category of membership may resign from the Professional Branch upon **written notification** to the Secretary at the registered correspondence address.

1.5 Termination

1.5.1 Any Member of the Professional Branch from any category of membership may be **expelled** by a secret ballot vote taken at a meeting of all the members of the **General Committee** after due notice shall have been given in which at least **two-thirds** of the ballots cast shall be in favour of expulsion, for violation of the Professional Branch's Regulation and Bye-laws or the Professional Branch's Code of Professional Conduct and Ethics or other due cause provided that the accused shall have been given in judgement of the General Committee a fair opportunity to hear the charges and to present a defense against them.

1.5.2 Any Member who has not paid the annual subscription fee within three months of the due date shall ipso facto cease to be a Member of the Professional Branch.

1.6 Appeal

Any candidate for membership whose application has been disapproved or any Member whose membership has been terminated may appeal to the General Committee upon written notification to the registered address. The General Committee shall make a decision on any appeal at the next General Committee Meeting after the appeal has been lodged. The decision of the General Committee in relation to the appeal shall be final.

1.7 Reinstatement

The reinstatement of any category of membership shall be accomplished in the same manner as an original admission to membership, subject to the levy of an additional administration fee amounting to half the concurrent annual fee.

1.8 Re-classification

Any Member of Practicing Geologist and Certified Professional Geologist who is no longer qualified for these membership categories in accordance with the Regulation shall be re-classified.

1.9 Certificates and Identification of Membership Categories.

- 1.9.1 Every Member of Practicing Geologist and Certified Professional Geologist who has been admitted to the Professional Branch shall receive a certificate of the Professional Branch stating his name, elected date and membership number appropriate to his category.
- 1.9.2 Any Certificate granted by the Professional Branch shall remain the property of the Professional Branch, but shall be tenable by a Member as long as he remains a Member. The Certificate shall, unless the General Committee otherwise determines, be returned to the Professional Branch upon the holder ceasing to be a Member.
- 1.9.3 Only Members in the following restricted categories of membership of Professional Branch may use the letters designated after their names as follows:

<i>Category</i>	<i>Designation</i>
Practicing Geologist of Hong Kong (香港執業地質師)	PGHK
Certified Professional Geologist of Hong Kong (香港認可專業地質師)	CPGHK

Article 2 : Fees

2.1 Annual Subscription Fee

The annual subscription fee for each category of membership **shall be fixed during the Annual General Meeting**. All Members shall pay such subscriptions as are determined at a General Meeting of the Professional Branch. Subscriptions for each year are **due on 31st December**. Late fee, or unpaid subscriptions, as determined by the Professional Branch, shall be charged on annual subscriptions not received by 1st day of April of the year in respect to which the subscription is paid.

2.2 Registration Fee

A Registration Fee for each category of membership shall be fixed during the annual General Meeting.

Article 3 : The General Committee

3.1 Authority of the General Committee

- 3.1.1 The General Committee shall consider, report and act on policies, legislation and administration of the Professional Branch, put into effect the votes of the Professional Branch, be the custodian of all its assets, adopt the budget, approve nominees for office, create and abolish sub-committees, confer awards and citations, be the final authority for interpretation of the Regulation and Bye-laws of the Professional Branch, establish programmes and activities, recommend and carry out approved policies, invite as non-voting participants to the General Committee such as sub-committee chairman or delegates from allied organizations as required, and perform such other functions as are customary for the General Committee or as may be assigned to it by the membership.
- 3.1.2 The General Committee of the Professional Branch shall report to the General Committee of the GSHK at least once every year.
- 3.1.3 The General Committee of the Professional Branch shall arrange for an annual examination of the Professional Branch accounts by an independent auditor.

3.2 Meeting and Voting

- 3.2.1 There shall normally be **quarterly meetings of the General Committee** throughout each sub-committee year.
- 3.2.2 A quorum of the General Committee shall consist of **not less than four Members** of the General Committee or their proxy. The quorum shall comprise Member of at least one Certified Professional Geologist who is an Officer including the Chairman.
- 3.2.3 If a meeting of the General Committee fails to meet the quorum, the meeting shall be re-scheduled within one month.
- 3.2.4 Any Member of the General Committee may petition for a special meeting of the General Committee upon written request to the Chairman of the Professional Branch who shall put the request to a mail ballot vote of the

General Committee. The special meeting shall be held upon a two-thirds vote of the General Committee in favour thereof. Ballots not returned within twenty (20) days after mailing by certified mail shall be counted as not in favour of the special meeting.

3.3 Co-opted members

The General Committee may appoint co-opted Members of the General Committee during each General Committee year. This should include the Chairman of the Geological Society of Hong Kong and two members of other professional organizations / institutions. They shall have the privilege of participating in its proceedings and shall receive the minutes thereof.

Article 4 : Sub-committees

4.1 Appointments

- 4.1.1 The General Committee shall make all appointments and fill all vacancies to sub-committees and designate the Chairman thereof unless otherwise provided herein. Terms of appointment for sub-committee Members shall expire in the normal month of the Annual General Meeting.
- 4.1.2 The Chairman of each sub-committee shall be a Member of a Certified Professional Geologist and shall be an elected Member of the General Committee.
- 4.1.3 Each sub-committee shall comprise no less than three Certified Professional Geologists and/or Practicing Geologists of the Professional Branch.

4.2 Sub-committee Records

Each sub-committee shall maintain authenticated records of its proceedings, which shall be available for inspection by members of the Professional Branch.

4.3 Reports

- 4.3.1 All sub-committee Chairmen shall report to the General Committee at its regular meetings. Their Chairmen shall be encouraged to communicate with each other on matters of mutual concern.
- 4.3.2 Each Chairman shall submit a written report of the sub-committee work during the year of chairmanship, submitting such report to the Secretary not later than four weeks prior to the Annual General Meeting.

Article 5 : General Meetings

5.1 Votes

- 5.1.1 All votes committing thereto any action or policy shall be taken at a duly called General Meeting or by mail ballot as may be appropriate, and must be approved by a majority of the ballots cast.
- 5.1.2 The closing date for any mail ballot shall be determined by the Chairman and the Secretary except as otherwise provided in these Bye-laws, but in no case shall the voting period be less than fifteen days for a mail ballot of the General Committee. All mail ballots shall be returned to the registered address.

Article 6 : Amendments to Bye-Laws

6.1 Amendments

- 6.1.1 These Bye-laws shall be amended by the General Committee whenever necessary by its appropriate action at any of its meetings or by mail ballot. A proposed amendment shall require an affirmative vote of the General Committee to become effective.
- 6.1.2 A proposed amendment to be voted upon by mail ballot shall be submitted in writing by the Secretary to each member of the General Committee. At the expiration of thirty (30) days after the mailing of the ballot, the amendment shall be recorded as adopted by the General Committee if it shall have been approved by a majority of the General Committee.
- 6.1.3 A Member of the General Committee may propose an amendment at any meeting of the General Committee or may submit it in writing to the Secretary, provided that the proposal has been seconded in writing by another Member of the General Committee.

Article 7 : Address of the Professional Branch

The registered address of the Professional Branch of the Geological Society of Hong Kong shall be care of Geological Society of Hong Kong, **TST PO Box 97068**, Tsim Sha Tsui Post Office Kowloon or such other place as may be decided by the General Committee.

Article 8 : Code of Conduct and Conditions of Engagement + Professional Charges

Geology is the science that deals with composition, structure, resources, history and evolution of the Earth. In pursuing the science, the practice of geology requires the highest standard of integrity, responsibility and professional knowledge. This code of conduct applies to all Members of the Professional Branch, which had been published in August 1990 (it may be viewed upon request).

Members working outside HKSAR must also abide by the Code of Conduct. If the recognized code exists locally, Members should adhere to it provided that its scope and standards are in addition to those of this code.

Article 9 : List of Accredited Courses in Earth Science

The list of accredited courses in geology/earth science is to ensure that the courses in geology/earth science of a Degree and equivalent qualifications that meet the academic requirements for election of Members in the Professional Branch are recognized by the Society (List may be viewed upon request).

Annex A Degrees and Equivalent Qualifications and Relevant Experience for Application of Certified Professional Geologist

1. Degrees and Equivalent Qualifications that meet the requirements are:

Degrees in geology/earth science and equivalent qualifications awarded by a university or institution in accordance with the Regulations (Accreditation of Degrees) are:

- i. at least three years full time study, or an equivalent period of part-time study in geology/earth science leading to relevant degree or qualification; and
- ii. at least 75% of the course content comprising geological/earth science based subjects.

2. Relevant Experience for Application of Certified Professional Geologist

An account for recognized relevant experience is given below:

- i. Employment in geology, or within a profession where geology/earth science is a core discipline; and
- ii. Five years relevant post-graduation experience in geology/earth science required for a relevant degree with full course content in geology/earth science; or
- iii. Six years relevant post-graduation experience in geology/earth science required for a relevant degree with at least 75% of the course content in geology/earth science;

- iv. Post-graduate degrees in a geology/earth science taken after the qualifying degree can count for a maximum total of one-year relevant experience.

(Approved by the Professional Branch, Geological Society of Hong Kong on 5th June 2013)