

HONG KONG GEOGRAPHICAL ASSOCIATION REGULATIONS

REGULATIONS

MEMBERSHIP AND DESCRIPTION

1. Any person may become a Life Member of the Association on payment of a composition fee equivalent to 20 times of the annual subscription for Full Membership currently in force.
2. Honorary Presidents of the Association shall be elected unanimously at a meeting of the Executive Committee duly called for the purpose.
3. Honorary Membership shall be offered to Representative to serve on the Executive Committee who shall not be required to pay any subscription during their term of office.
4. In the spirit of the HKGA Constitution, Corporate Membership is classified into two sub-categories of Corporate Membership I (for any geography-related organization, other than a department/ centre of a university) and Corporate Membership II (for a department/centre of a university only).
5. The benefits of Corporate Membership II are:
 - i) All full-time faculty members (excluding part-time, honorary or visiting appointments) are entitled to free Individual Memberships of the Association. Each Individual Member will have the same rights and obligations as an individually-subscribed Individual Member.
 - ii) The Department will have the right and obligation to nominate a Departmental Representative to serve on the Executive Committee of the Association.
 - ii) The Departmental Representative will have the right to nominate a person to serve as the Representative of the Hong Kong Section of the International Geographical Union (IGU) and to attend the IGU Congress in such capacity (on a self-financing basis). Should more than one nominee is put forward, an election will take place and each Executive Committee Member of the Association will have one vote.

6. The annual subscriptions, which may be changed from time to time by a two-third majority vote at any General Meeting, for the various categories of membership shall be as follows:
 - Full Membership \$150 per annum
 - Joint Membership \$200 per annum
 - Corporate Membership I \$280 per annum
 - Corporate Membership II \$2,000 per annum
 - Student Membership \$100 per annumAll annual subscriptions are due on 1st January in each year.
7. Membership shall be deemed to have lapsed if the annual subscription remains unpaid before the commencement of the Annual General Meeting.
8. A person whose membership has lapsed, may apply for re-admission to the Association.

OFFICERS AND EXECUTIVE COMMITTEE

9. The Executive Committee shall consist of the Officers, the Immediate Past Chairman, and Representatives from other institutions.
10. The Officers of the Executive Committee shall be nominated and seconded only with the consent of the nominee. Election shall take place at the Annual General Meeting by a show of hands.
11. One Representative from each of the Geography departments of the University of Hong Kong, Chinese University of Hong Kong and Hong Kong Baptist University, and one Representative from the Hong Kong Institute of Education, shall be invited annually to serve on the Executive Committee, and shall be offered Honorary Membership. By a two-third majority, the Executive Committee may from time to time elect at a meeting duly called for the purpose. Representatives with Honorary Membership from other relevant institutions can also be invited to serve on the Executive Committee.
12. All officers of the Executive Committee shall hold office for two years from the time of election.

13. No officer of the Executive Committee shall be permitted to continue to be in office for more than three consecutive terms.
14. No meeting of the Executive Committee shall be valid unless the Chairman, or the Vice-Chairman, or the Honorary Secretary is present together with no less than four other officers of the Executive Committee.
15. In the event of an Officer of the Executive Committee being temporarily unable to perform his duties, a substitute who shall have full voting rights may be elected in similar manner at any General Meeting. Pending the holding of such a General Meeting the Executive Committee shall be empowered to co-opt a substitute.
16. The Executive Committee shall have the power to co-opt not more than two members for an individual committee meeting.
17. All members of the Executive Committee shall be notified at least ten days prior to the holding of any committee meeting.

FINANCE

18. The Honorary Treasurer shall be responsible for the collection of all monies due to the Association, for their deposit in a bank account to be opened for the purpose, and for the payment from the account of all expenses of the Association approved by the Executive Committee.
19. The Honorary Treasurer shall keep an account book in which all details of money received and all expenses are kept, and shall present and report on the finance of the Association to the Annual General Meeting each year.
20. Cheques drawn on the account in the name of the Association shall be signed by either the Honorary Treasurer or the Honorary Secretary, or, the Chairman.
21. An Honorary Auditor, who need not be a member of the Association, shall be elected annually by the Committee and confirmed by the Annual General Meeting.
22. The Committee shall not authorise any expenditure which cannot immediately be met from the fund of the Association.

23. Within this limit the Committee may authorise expenditure on any activity of the Association or for any purpose consistent with the aims of the Association.
24. The financial liability of members is limited to the amount of the annual subscription.
25. In the event of a dissolution of the Association, any assets of the Association, after payment of all debts, shall be handed either to another relevant organization or a charitable body as decided at the same General Meeting which approves the dissolution of the Association.

MEETING

26. Not less than six meetings shall be held during the calendar year, to stimulate geographical interest. These meeting shall not require a quorum.
27. The Honorary Secretary shall give at least ten days' notice for all General Meetings, to all members residing in Hong Kong. Such notice shall state the agenda and specify day, time and place of meeting.
28. Business on which a vote is to be taken shall be fully itemised on the agenda sent out with the notice of the meeting.
29. The quorum for an Annual General Meeting shall be the Chairman, three other Officers of the Executive Committee and either twenty Full members or one fifth of the Full Membership of the Association, whichever is the smaller. If a quorum cannot be found at the first convocation, the meeting shall be adjourned for thirty minutes from the appointed time, after which any number of the Full Members present shall constitute the quorum.
30. A similar quorum shall be required at any other general meeting for any business requiring a vote, but nothing shall debar a smaller number of members meeting to discuss any matters which do not require a decision of the Association.
31. The Honorary Secretary shall enter minutes of all meetings in a book kept for the purpose which shall, after confirmation, be signed by the Chairman at the following meeting, except for Extraordinary General Meeting. Minutes of any Extraordinary General Meetings shall be read at the Annual General Meeting following.

32. Sub-committee or study groups may be established from time to time either by the Association or by the Executive Committee. These shall have such membership and terms of reference as may seem appropriate.
33. At all meetings motions shall be passed into resolutions by a majority of Full Members present.
34. In case the Chairman and the Vice-Chairman are both absent from any meeting, those Executive Committee members present shall elect among themselves an interim chairman to preside over that meeting.
35. In case of an equivalence of vote, the Chairman or the Vice-Chairman or the interim Chairman presiding over the meeting shall have a second or casting vote

ADDRESS

36. The registered address of the Association shall be c/o Department of Geography, the University of Hong Kong.

LIABILITIES

37. Any debts or liabilities of the Association shall be the sole responsibility of the Officers of the Association of the term during which the debts of liabilities were incurred.

AMENDMENTS TO THE REGULATIONS

38. These regulations may be varied at a properly constituted meeting of the Association, have been listed in the agenda, and are supported by a majority of the members present at the meeting.

Last modified on October 15, 2008.