



## SOCIETY OF REGISTERED SAFETY OFFICERS

# CONSTITUTION

### NAME

1. The name of the organization shall be Society of Registered Safety Officers.  
(註冊安全主任協會)

### ADDRESS (POSTAL)

(Registered & Postal)

2. The postal address is:

**Registered Address**

Block C, Unit 11, 11/F.,  
Wah Lok Industrial Centre  
Shan Mei Street, Fo Tan,  
Shatin, N.T.  
Hong Kong

**Postal Address**

P.O. Box 482  
Fo Tan Post Office  
Fo Tan  
N.T.  
Hong Kong

### OBJECTIVES

3. The objectives of this Society shall be:
  - a) To promote and improve the status and interest of all members;
  - b) To promote occupational safety and health, & environmental matters in Hong Kong.
  - c) To exchange views and knowledge on occupation safety and health, and environmental matters with members of the Society and outside related
  - d) To participate in the formulating of safety codes of practice.
  - e) To participate, monitor and take active roles in advising the Occupational Safety and Health Council, other health & safety organizations & interested parties on issues relevant to the profession of all members.

- f) To strengthen and liaison in respect of occupational safety and health, and environmental matters with cities in the region.

## **MEMBERSHIP**

4. The Society shall consist of Full Members, Graduate Members and Student Members.
5. The rights and privileges of every member shall be personal to himself and shall not be transferable or transmissible by his own act or by operation of law.
6. Only a Full Member shall be entitled to the exclusive use after his name of the designation 'R S O'.
7. Subject to such regulations and on payment of such fees as the Council may from time to time prescribe, the Council may issue to any member a certificate which shall remain the property of and shall on demand be returned to the Society.
8. To be qualified, for application for Full Member, an applicant shall be registered with Labour Department as a Safety Officer under the Factories and Industrial Undertakings (Safety Officers and Safety Supervisors) Regulations.

To be qualified, for application for Graduate Member, an application shall be a holder of recognized certificate, diploma, higher diploma, degree or post-graduate diploma in occupational safety and health, or equivalent under the Factories and Industrial Undertakings (Safety Officers and Safety Supervisors) Regulations.

To be qualified, for application for Student Member, an application shall be interested in safety officer profession in Hong Kong.

The Executive Council shall have the absolute power in deciding whether or not membership shall be granted to an applicant notwithstanding that the applicant has met all the requirements. Applicant whose application has been turned down by the Executive Council can appeal to the AGM by informing the Membership Committee.

If it is in the opinion of the Executive Council that the continuation of membership of any members will result in detriment to the reputation or general interest of the Society, the executive Council shall order to cancel or discontinue the membership of the member for the period of time the Executive Council shall think fit. The affected member shall be informed in writing and he can appeal to the AGM.

## **APPLICATION FOR MEMBERSHIP**

9. Application for membership should be made on the form provided by the Secretary of the Society.

## ENTRANCE FEES AND ANNUAL SUBSCRIPTIONS

10. Entrance fee for a Full Member is HK\$500.00.  
Entrance fee for a Graduate Member is HK\$100.00.  
Entrance fee for a Student Member is HK\$100.00.

Registered students of recognized certificate, diploma, higher diploma, degree or post-graduate diploma in occupational safety and health at the local universities and training authority will receive free student membership. Free student membership will run till the end of the calendar year of the date of application.

Entrance fee is not applied for upgrading of membership. New entrance fee for the grade shall be paid.

11. Annual Subscription for a Full member is HK\$300.  
Annual Subscription for a graduate member is HK\$100.  
Annual Subscription for a student member is HK\$100.  
No annual subscription is required for free student membership.

Annual Subscription of higher grade of membership is applied for upgrading of membership.

12. The Annual General Meeting shall have power to alter any fees subscriptions and contributions, and to impose additional levies for the purpose of providing further benefits for members.
13. The annual subscriptions shall be due on the 1st day of January in each year for the year commencing on that day.
14. Any member submitted to the Society before the 1st day of July in any year shall pay the annual subscription for that calendar year, and those submitted on or after 1st day of July in any year shall for that calendar year pay half such annual subscription.
15. Any member whose annual subscription remains unpaid after the 31st day of March shall not be entitled, before he has paid his subscription in full, to exercise or benefit from any of the rights and privileges of membership.
16. Any member whose annual subscription remains unpaid after the 30th June, in any year may by resolution of the Council be excluded from the Society, and he shall thereupon cease to be a member and his name shall be removed from the Register, but such removal shall not relieve him from his liability for the payment of the arrears of subscriptions due from him calculated up to the 31st day of December in the year of his exclusion.

17. Any member may retire from the Society by sending his resignation in writing to the Secretary, after payment of all the subscription due from him, including that for the current year.
18. The Council may readmit to membership any person whose membership has terminated from any cause provided that he satisfies the Council that he is worthy of readmission and pays such amounts in respect of entrance fee and arrears of subscriptions as the Council may determine.

In the event of the Council deciding to refuse readmission in any particular case, they may do so without assigning any reason.

The membership of Student member and Graduate member will be lapsed in five years for each grade. Their membership status will be suspended.

### **RIGHTS AND PRIVILEGES**

19. All members of the Society shall be entitled to participate in activities sponsored by the Society
20. Only full members are eligible to vote and to be voted. Graduate Members and Student members are not eligible to vote and to be voted.

### **PROFESSIONAL CONDUCT**

21. a) Every member shall at all times so order his conduct as to uphold the dignity and reputation of his profession and to safeguard the public interest in matters of safety and health and otherwise. He shall exercise his professional responsibilities with integrity.
- b) Every member shall at all times so order his conduct as to uphold the dignity and reputation of the Society, and act with fairness and integrity towards all persons with whom his work is connected and towards other members.

### **PROFESSIONAL CODE OF ETHICS**

21A

- (1) A member of the Society shall order his conduct so as to act honestly and with integrity and objectivity at all time.
- (2) A member of the Society in discharging his responsibilities to his employer and profession shall at all times be governed by the overriding interest of the employees and the general community in their safety, health and environmental sustainability.

- (3) A member of the Society shall proactively work in partnership with others so as to deliver a first class professional service.
- (4) A member of the Society shall devote his best efforts in advancing and disseminating knowledge and expertise of the profession and to uphold the dignity, standing and reputation of the profession.
- (5) A member of the Society shall discharge his duties to his employer or client in accordance with the highest standard of business ethics including but not limit to:
  - \* Legal requirements
  - \* Professional code of ethics
  - \* Company code of conduct of the employer and/or client.
- (6) A member of the Society shall avoid circumstances that lead to compromise of professional judgment or conflict of interest.
- (7) A member of the Society shall respect confidences.

#### **OBLIGATION**

22. All members of the Society shall fulfill the following obligations:
  - a) To abide by the constitution and resolutions of the Annual General Meeting and/or Extraordinary General Meeting.
  - b) To pay membership annual subscription.
  - c) Any cost incurred in the participation of the Society's activities.

#### **ADMINISTRATIVE BODY**

23. Only full members shall be eligible for office on Executive Council. Graduate Members and Student members are not eligible to vote and to be voted.
24. The executive Officers of the Society shall be the President, Vice-President, Honorary Secretary, Honorary Treasurer and five Executive Council Members.
25. Executive Officers of the Society shall hold office for two years unless re-elected.
26. All outgoing officers may stand for re-election.
27. The President shall preside at the meetings of the Society, both general and executive meetings. He shall make an Annual Report to the Society concerning the year's activities. The Council has the power to nominate/appoint any member to fill in any casual vacancy.

28. The Vice-President shall perform all the duties and assume all the responsibilities of the President in his absence and shall act as an assistant to the President.
29. The Hon. Secretary shall keep a record of the minutes of all meetings and Society business, and shall attest same with his signature. He shall notify all officers of their election and all Council Members of their appointment. He shall notify all officers of Executive Meetings and members of Annual and any other meetings. He shall record and answer all correspondence on behalf of the Society and other duties assumed with the office under the direction of and in consultation with the President. The Secretary, during the absence of the President and Vice-President, shall have the power to perform all the duties of the President.
30. The Hon. Treasurer shall receive all monies or donation to the Society and disburse them under the order of the Executive Council. He shall keep all funds of the Society and deposit them in such depositories as shall be designated by the executive Council.

## COMMITTEE

31. Executive Council  
The Executive Council shall consist of nine full members. The Council may coopt additional members as they think fit. All Members of the Executive Council including coopted members shall hold office for two years. All outgoing Executive Council members may for re-election.
32. In the event of death, resignation, or dismissal of any officer or Executive Council Member between two Annual General Meetings or when, during such period, any officer or Executive Council Members is unavoidably absent from Hong Kong and such absence is likely to be permanent or unduly prolonged, the vacancy of an officer shall be filled from among the Executive Council Members by secret ballot and the vacancy so created by Executive Council the members shall be filled by a Reserve Executive Council Member by order of precedence.
33. Membership Committee  
The Membership Committee, which shall be elected by the Executive Council, shall consist of three or more full members, one or more of them shall be a member of the Executive Council. It shall encourage potential members to join the Society. It shall receive, approve or reject upon all membership applications, report to the President when called upon and keep mailing list of all members and provide same to the Secretary and Treasurer when required. The Secretary of the Society shall always be notified of changes of address of members.
34. Activities Committee  
The Activities Committee shall consist of three or more members, one or more of whom shall be a member of the Executive Council. It shall arrange social or cultural events and foster friendly associations between members.

35. Other Committees may be appointed by the Executive Council as demand necessary. All appointed committees shall include one or more Executive Officers one of whom shall act as Chairman.

### NOMINATION AND ELECTION

36. The outgoing President shall be responsible for, shall make preparation for, and shall discharge all duties connected with the new officers.
37. Sixty days prior to the Annual General Meeting, the Executive Council shall elect five Committee Members to form a Nomination Committee.
38. The Nomination Committee shall notify all members of the date of the General Meeting and request them to nominate members to serve on the Executive Council and to make sure that the nominees are willing to serve in that capacity if elected.
39. Thirty days prior to the Annual General Meeting, the Nomination Committee shall prepare a list of membership and circulate such list to all members with the request that all members shall make their nomination to the Nomination Committee. The nominations shall be voted and elected in the Annual General Meeting.
40. After the election, the newly elected Executive Council will call a meeting of where they shall elect among themselves to fill up the various posts of the Executive Council and the President.
41. The Nomination Committee shall then dissolve and the outgoing Council Members shall hand over their duties to the new officers at the same time.

### MEETING

42. Annual General Meeting
  - i) The supreme authority of the Society shall vest in the General Meeting and after the prorogation of which the Executive Council shall be the supreme executive body.
  - ii) The General Meeting shall be convened once every calendar year and not later than fifteen months from the date of the last General Meeting.
  - iii) All full members shall be notified in writing twenty-one days prior to the meeting and quorum shall be constituted by proxy of over ten percent of the full members of the Society. If a quorum cannot be formed at the first convocation, the meeting shall be postponed to fourteen days and all full members shall be again notified in writing seven days prior to the second convocation at which the proxy and presence of any number of full members shall constitute a quorum.

- iv) The business of the Annual General Meeting shall be as follows:
  - \* To pass the amended constitution.
  - \* To examine and to approve the Annual Report and Financial Report of the Society.
  - \* Election of new Executive Council Members.
  - \* Adoption of Honorary advisors and Patrons appointed.
  - \* Any other business.

43. Executive Council Meeting

The Executive Council Meeting of the Society shall meet at least once every two months to discuss proposals and any other business. The meeting must be attended by at least five Executive Council members.

Order of Meeting:

- i) Minutes of the previous meeting shall be read and considered as approval if no amendments of correction are offered.
  - ii) Reports of officers and committees.
  - iii) Unfinished business.
  - iv) Any other business.
44. Extraordinary General Meeting
- Meetings of this nature will be convened upon the written application of at least 15 full members of the Society or by majority of the Executive Council Members. All full members shall be notified in writing 14 days prior to the meeting and the quorum shall be the same as those of the Annual General Meeting.
45. At General Meeting motions shall be carried by the approval of over half of the attendance of members.
46. At Executive Council Meeting, motions will be carried by the majority of the Council members present at that meeting.

### USE OF FUNDS

47. Funds of the Society may be used only in meeting, its regular expenditure as well as expenses in connection with matters stipulated under its objectives as set out in this Constitution. They may not be employed for any other purposed.

### LEVIES

48. The Executive Council may, if necessary, impose a levy upon all members of the society and all members shall be required to pay such levy provided that, if members object to payment of the levy, they shall have the right to refer the matter



to the Annual General Meeting or an Extraordinary General Meeting.

49. If any member fails to pay a levy within the period prescribed by the Executive Council, the amount shall be treated as arrears of annual subscription.

## APPENDIX

50. Liability

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

51. Dissolution

The Society may dissolve only with the approval of not less than two-third of total full membership at any General Meeting, and any remaining assets shall be donated to an approved charitable organization.

52. Amendments

This constitution and any amendments thereto shall take effect after having been passed at the Annual General Meeting or Extraordinary General Meeting and approved by the Registrar of Societies.