

# THE INSTITUTION OF FIRE ENGINEERS

FOUNDED 1918    INCORPORATED 1924

HONG KONG BRANCH



CONSTITUTION  
&  
RULES

January 2016

# **THE INSTITUTION OF FIRE ENGINEERS**

## **CONSTITUTION AND RULES FOR HONG KONG BRANCH**

### **1. NAME AND ADDRESS**

The name of the Branch shall be the Institution of Fire Engineers (Hong Kong Branch). The Chinese name shall be 消防工程師學會（香港分會）。 The address shall be c/o Fire Services Headquarters, 1, Hong Chong Road, Tsim Sha Tsui East, Kowloon, Hong Kong.

### **2. OBJECT**

To foster and support the Institution of Fire Engineers in its object and so far as is possible within the structure of the Branch to subscribe to and carry out the object, namely:

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To promote, encourage and improve the science and practice of Fire Extinction, Fire Prevention and Fire Engineering, and all operations and expedients connected therewith, and to give an impulse to ideas likely to be useful in connection with or in relation to such science and practice to the members of the Institution and the community at large.

In furtherance of the above object, and ancillary to it, The Branch may: -

- (a) Enable members to meet and to correspond and to facilitate the interchange of ideas respecting improvements in the various branches of the said science, and the publication and communication of

information on such subjects.

- (b) Do all other things incidental or conducive to the attainment of the above or any of them.
- (c) Do all in its power to prepare and produce suitable candidates for membership of the Institution as requisite and to encourage and assist members to attain corporate membership.

### **3. MEMBERSHIP**

- (a) All properly elected Life Fellows, Fellows, Honorary Fellows, Members, Associates, Graduates, Affiliates and duly enrolled Students shall be eligible for membership of the Branch.

- (b) Terms of Admission

Those who comply with the requirements of rule 3(a) may be admitted to membership of the Branch at the discretion of the Council and after paying the prescribed fees. The Branch may also admit to membership as Honorary Branch members any other person who is prepared to render technical assistance to the Branch.

- (c) Every Branch member shall on election and on the first day of January each year, pay an annual subscription of an amount to be decided by the International Council.
- (d) The amount of the Annual Subscription of the membership of the Institution retained for the cost and expense and conduct of the Branch shall not exceed 50 percent of the Annual Subscriptions of all

members. The Branch shall pay over to the International Council the balance of each subscription together with all entrance fees collected by the Branch (which shall in no circumstances be less than the amounts mentioned in the By-Laws of the Institution) and such amounts shall be remitted to the General Secretary of the International Council.

- (e) A member of a Branch shall have his membership terminated in the event of such person's annual subscription being in arrears for twelve months from the date of the same becoming payable, subject to due notice being given.
- (f) In the case of each member elected in the last three months of any financial year, the first subscription shall cover both the year of election and the succeeding year, but shall only entitle the person elected to the proceedings published after his election.
- (g) Members of at least 15 years standing, may from 1 January in the financial year following the attainment of the age 65, make a payment equivalent to twice the current annual Fellowship subscription which shall entitle them to remain members of the Branch during their lifetime without the payment of any further annual subscriptions.

### **4. Meetings**

- (a) An Annual General Meeting shall be held in April or May each year at which the accounts of the previous year shall be submitted for approval and the Council and Officers for the ensuing year shall take office having been elected in accordance with Rule 5. Members shall be notified in writing fourteen days

prior to the holding of the Annual General Meeting.

- (b) Extraordinary General Meeting shall be held as required at times and places to be determined by the Council, notice of which shall be posted to all members of the Branch not less than nine days prior to the day of the Meeting. Such notices shall specify the exact business to be discussed at the Meeting and no business shall be transacted or resolution proposed of which notice has not been given.
- (c) On a requisition in writing signed by or on behalf of ten members being received by the Secretary an Extraordinary General Meeting shall be called forthwith giving at least nine days and not more than twenty-one days notice thereof. Such notice shall specify the exact business to be discussed at the Meeting and no business shall be transacted or resolution proposed of which notice has not been given.
- (d) Every member present at a Branch Meeting, irrespective of grade, shall have one vote, but in case of equality of voting the Chairman shall have a second or casting vote. Where items concern only Graduate or Corporate members, then only members of those grades shall be entitled to vote.
- (e) An Annual General Meeting cannot be proceeded with unless a quorum of members is present. A quorum shall consist of not less than fifty members of whom at least twenty-five be Graduate or Corporate members. If the quorum cannot be formed after a time to be determined by the President, or in his absence the Vice President, or in his absence the

Chairman elected under para. 4(g), the Meeting will be adjourned and re-convened within 14 days, and at this meeting the members present shall form a quorum.

- (f) At all meetings, motions shall be passed into resolutions by the majority of those members present.
- (g) In the absence of the President and the Vice President from a meeting the Council Members present at the meeting shall elect amongst themselves a Chairman to preside over the meeting.

## **5. COUNCIL AND OFFICERS**

- (a) The Council shall consist of a President, the Immediate Past President, two Vice Presidents, an Honorary Secretary, an Honorary Assistant Secretary, an Honorary Treasurer and such Council Members as are necessary to establish the strength of the whole Council at 17 Members excluding the Auditor, and of whom at least 9 must be Corporate members.
- (b) The President and two Vice Presidents shall be selected, nominated, and appointed by the Council prior to the Annual General Meeting. The election of the ordinary members of the Council in place of those retiring at any Annual General Meeting shall be by means of a ballot held at the Annual General Meeting.
- (c) Only Corporate and Graduate members of the Branch shall be eligible for election as Officers of the Council.
- (d) The Officers other than the Auditor shall be entitled to be present and vote at all the Meetings of the Council.

- (e) The Council shall hold office for one year and all members of the Council shall be eligible for re-election save that no person may serve on the Council for a period exceeding 5 Consecutive years, except in the case of the President proceeding to the office of Immediate Past President. No member of the Council shall hold the office of President for 3 Consecutive years.

## **6. PROCEEDING, POWERS AND DUTIES OF THE COUNCIL**

- (a) The Council shall have the power to fill any casual vacancy in their numbers and co-opt other members as members of Committees of the Council.
- (b) The Council shall elect from its Council Members, the Honorary Secretary, the Honorary Assistant Secretary and the Honorary Treasurer. Such Honorary Secretary, Honorary Assistant Secretary and Honorary Treasurer would assume such offices for the Branch.
- (c) The Council may regulate their own procedure (when either the President or Vice President is present) and a procedure of any Committee appointed by them, and may delegate their powers and discretion to Committees consisting of a quorum to include a chairman and two members; the Chairman to have a second or casting vote.
- (d) The Council shall manage the property, proceedings and affairs of the Branch, and shall exercise all powers of the Branch in General Meetings, subject to any Regulations from time to time made by the Branch in a General Meeting. The office bearers of

the current term will be responsible in cases of debts or liabilities incurred during their term of office.

- (e) In particular the Council shall have the power to refuse to admit any person to membership without assigning any reason, therefore, and may terminate membership of any person who fails to fulfil the condition of membership.
- (f) The Council shall meet at times and places to be determined by itself, but if the Secretary should receive notice in writing from three members of the Council requesting him to call a Meeting of the Council, he shall do so forthwith, giving at least nine and not more than twenty-one days notice thereof.
- (g) A council meeting cannot be proceeded with unless a quorum of members is present. A quorum shall consist of not less than 9 members of whom at least 3 shall be Corporate members.
- (h) If in need, the Council may consult the International Council on matters of common interest. The Branch shall as soon as convenient after the holding of any Meeting of the Council or members, send to the Secretary of the International Council a copy of the Minutes of such Meeting.
- (i) The Council shall not take any action not in accordance with the general policy of the Institution and any resolution, either of the Council or of a General Meeting, which in any way affects matters of policy must be submitted forthwith to the International Council.
- (j) The President, Vice Presidents, Hon. Secretary, Hon.

Assistant Secretary, Hon. Treasurer and other members authorised by the Council shall be empowered to incur expense on behalf of the Branch and Council, and be authorised to operate banking account(s) for this purpose and shall notify the Council of any action taken under this ruling.

- (k) The Council shall arrange the conducting of examinations on behalf of and in accordance with the regulations from time to time prescribed by the International Council who shall furnish a responsible person with the questions and materials for the examinations.
- (l) The International Council shall supply all Diplomas, Certificates and Rules, and no Diplomas or Certificates shall be issued by the Branch other than those supplied by the International Council.
- (m) The Branch shall charge the examination fee from time to time prescribed by the International Council and any related expenses incurred by this Branch and shall pay the former over to the International Council as soon as possible.
- (n) The Council shall inform International Council of the termination of membership, of any person who fails to fulfil the condition of membership.

## **7. ALTERATION OF CONSTITUTION**

This constitution shall not be altered or added to except at a General Meeting of the Branch at which such alternation or addition be approved by at least two-thirds of the members present, notice of the proposed alteration having been given to the members. Any such alteration shall

require the confirmation of the International Council, and the Registrar of Societies before becoming operative.

The amended constitution shall come into effect after it has been approved by the Registrar of Societies.

## **8. DISSOLUTION OF THE BRANCH**

Any decision to dissolve the Branch can only be taken at a General Meeting and must be assented to by two-thirds of the Branch, the disposal of assets will be decided at the meeting.

# CODE OF ETHICS FOR THE INSTITUTION

## OF FIRE ENGINEERS

### (HONG KONG BRANCH)

#### FOREWORD

Honesty, justice, and courtesy form a moral philosophy which, associated with mutual interest among men, constitutes the foundation of ethics. The engineer should recognise such a standard, not in passive observance, but as a set of dynamic principles *guiding* his conduct and way of life, it is his duty to practise his profession according to this Code of Ethics.

As the keystone of professional conduct is integrity, the engineer will discharge his duties with fidelity to the public, his employers, and clients, and with fairness and impartiality to all. It is his duty to interest himself in public welfare, and to be ready to apply his special knowledge for the benefit of mankind. He should uphold the honour and dignity of his profession and also avoid association with any enterprise of questionable character. In his dealing with fellow engineers he should be fair and tolerant.

#### PROFESSIONAL LIFE

##### *Sec. 1.*

The fire engineer will co-operate in extending the effectiveness of the engineering profession by interchanging information and experience with other engineers and students and by contributing to the work of engineering societies, schools, and the scientific and engineering press.

##### *Sec. 2.*

He will not advertise his work or merit in a self-laudatory manner, and he will avoid all conduct or practice likely to discredit or do injury to the dignity and honour of his profession.

#### RELATIONS WITH THE PUBLIC

##### *Sec. 3.*

The fire engineer will endeavour to extend public knowledge of fire engineering, and will discourage the spreading of untrue, unfair, and exaggerated statements regarding fire engineering.

##### *Sec. 4.*

He will have due regard for the safety of life and health of the public, and employees who may be affected by the work for which he is responsible.

##### *Sec. 5.*

He will express an opinion only when it is founded on adequate knowledge and honest conviction while he is serving as a witness before a court, commission, or other tribunal.

##### *Sec. 6.*

He will not issue ex parte statements, criticisms, or arguments on matters connected with public policy which are inspired or paid for by private interests, unless he indicates on whose behalf he is making the statement.

*Sec. 7.*

He will refrain from expressing publicly an opinion on an engineering subject unless he is informed as to the facts relating thereto.

## **RELATIONS WITH CLIENTS AND EMPLOYERS**

*Sec. 8.*

The fire engineer will act in professional matters for each client or employer as a faithful agent or trustee.

*Sec. 9.*

He will act with fairness and justice between his client or employer and the contractor when dealing with contracts.

*Sec. 10.*

He will make his status clear to his client or employer before undertaking an engagement if he may be called upon to decide on the use of inventions, apparatus, or any other thing in which he may have a financial interest.

*Sec. 11.*

He will guard against conditions that are dangerous or threatening to life, limb, or property on work for which he is responsible, or if he is not responsible, will promptly call such conditions to the attention of those who are responsible.

*Sec. 12.*

He will present clearly the consequences to be expected from deviations proposed if his fire engineering judgement is overruled by non-technical authority in cases where he

is responsible for the technical adequacy of fire engineering work.

*Sec. 13.*

He will engage, or advise his client or employer to engage, and he will co-operate with, other experts and specialists whenever the client's or employer's interests are best served by such service.

*Sec. 14.*

He will disclose no information concerning the business affairs or technical processes of clients or employers without their consent.

*Sec. 15.*

He will not accept compensation, financial or otherwise, from more than one interested party for the same service, or for service pertaining to the same work, without the consent of all interested parties.

*Sec. 16.*

He will not accept commissions or allowances, directly or indirectly, from contractors or other parties dealing with his client or employer in connection with work for which he is responsible.

*Sec. 17.*

He will not be financially interested in the bids as or of a contractor on competitive work for which he is employed as a fire engineer unless he has the consent of his client or employer.



*Sec. 18.*

He will promptly disclose to his client or employer any interest in a business which may compete with or affect the business of his client or employer. He will not allow an interest in any business to affect his decision regarding fire engineering work for which he is employed, or which he may be called upon to perform.

## **RELATIONS WITH ENGINEERS**

*Sec. 19.*

The fire engineer will endeavour to protect the profession collectively and individually from misrepresentation and misunderstanding.

*Sec. 20.*

He will take care that credit for work is given to those to whom credit is properly due.

*Sec. 21.*

He will uphold the principle of appropriate and adequate compensation for those engaged in engineering work, including those in sub-ordinate capacities, as being in the public interest and maintaining the standards of the profession.

*Sec. 22.*

He will endeavour to provide opportunity for the professional development and advancement of fire engineers in his employment.

*Sec. 23.*

He will not directly or indirectly injure the professional

reputation, prospects, or practice of another engineer. However, if he considers that an engineer is guilty of unethical, illegal, or unfair practice, he will present the information to the Council of the Branch for action.

*Sec. 24.*

He will exercise due restraint in criticising another engineer's work in public, recognising the fact that the engineering societies and the engineering press provide the proper forum for technical discussions and criticism.

*Sec. 25.*

He will not use the advantage of a salaried position to compete unfairly with another fire engineer.

*Sec. 26.*

He will not become associated in responsibility for work with engineers who do not conform to ethical practices.