

CONSTITUTION OF THE SINGAPORE INSTITUTE OF PLANNERS

Approved by ROS October 2015

1. The Institute as hereunder constituted shall be known as the Singapore Institute of Planners which is hereafter referred to as the "Institute".

Office

2. The registered office and place of business of the Institute shall be c/o Singapore Professional Centre, 93 Toa Payoh Central, #05-01 Toa Payoh Central Community Building, Singapore 319194 or such other address as may be decided by the Council and approved by the Registrar of Societies from time to time.

Objects

3. The objects of the Institute are: -
 - 3.1 To advance the study of town planning, civic design and the related arts and sciences.
 - 3.2 To promote the aesthetic, economic, scientific and social development of urban and rural areas in the best interests of the community.
 - 3.3 To increase the confidence of the community in the employment of recognized town planners by admitting to the Institute only such persons as shall have satisfied the Council of the Institute that they have adequate knowledge of both the theory and the practice of town planning.
 - 3.4 The securing of the advancement of those engaged or interested professionally or otherwise in town planning and the promotion of their general interests.
 - 3.5 "Town planning" as referred to here is also known as urban planning or city planning or spatial planning, or simply "planning". "Planners" as referred to here are also known as town planners or urban planners or city planners.

The Council

4. There shall be a Council of the Institute.
 - 4.1 The Council shall direct and manage the affairs of the Institute.
 - 4.2 The Council shall have power to authorise the expenditure of a sum not exceeding \$5,000/- per month from the Institute's funds for the Institute's purposes. For the purpose of organising large events, the Council or an Extraordinary General Meeting of members shall be empowered to authorise larger sums, after careful consideration of the potential financial risks.

Membership

5. The members of the Institute shall consist of six classes.
- 5.1 Membership of the Institute shall be open to both sexes and shall not be restricted by reasons of citizenship, nationality, race or religion.

Fellows

6. No person shall be eligible for election as a Fellow or for transfer to the class of Fellow unless he has passed examinations recognized by the Council.
- 6.1 Every Fellow shall be more than thirty-five years of age and shall have had not less than seven years professional town planning experience immediately prior to election to this class of membership.
- 6.2 A person who intends to be elected as a Fellow or transferred to the Class of Fellow should have undertaken responsible planning works that in the opinion of the Council has made significant contributions to town planning, or whose election can help elevate the standing of the Institute.
- 6.3 Every Fellow shall be eligible for election to the Council, for election or appointment to all offices of the Institute, and shall be entitled to all its rights and privileges, including voting at meetings.
- 6.4 No person shall be eligible for election as Fellow unless he has been nominated by 3 Officers of the Institute, of whom one shall be the President, and seventy-five per cent of the members of the Council with voting rights has to agree.

Full Members

7. No persons shall be eligible as a Full Member who has not passed the examinations recognized by the Council.
- 7.1 Every Full Member shall be more than 21 years of age and shall have acquired the following practical experience.
- 7.2 For a candidate possessing formal recognized planning qualifications, at least two years relevant practical experience in Town Planning; or
- 7.3 For a candidate who has undertaken a one-year post graduate study in Town Planning and has also obtained a recognised degree in a related field of study such as Architecture, Engineering, Land Surveying, Estate Management, Land Valuation, Economics, Sociology or in Urban Geography, four years relevant practical experience in Town Planning with the provision that at least two of the four years' experience is obtained after the post-graduate study.
- 7.4 Full Members shall be eligible for election to the Council, for election or appointment to all Offices of the Institute, and shall be entitled to all its rights and privileges, including voting at meetings.

Designations

8. The designation of members by distinguishing initials shall be as follows:
 - 8.1 Every Fellow shall be entitled to use after his name the initials F.S.I.P. (i.e. Fellow of the Singapore Institute of Planners).
 - 8.2 Every Full Member shall be entitled to use after his name the initials M.S.I.P. (i.e. Full Member of the Singapore Institute of Planners).
 - 8.3 Every Affiliate shall be entitled to use after his name the initials A.S.I.P. (i.e. Affiliate of the Singapore Institute of Planners).

Affiliates

9. A candidate for election into this class shall produce evidence to the satisfaction of the Council:
 - 9.1 That he is in possession of recognised planning qualifications and is undergoing the requisite town planning experience leading towards election to the class of Full Member of the Institute.
 - 9.2 Or that he is a person qualified in a profession relevant to the practice of town planning, or that he is committed to the advancement of planning in the best interest of the community, provided that he has, at least 2 years of relevant working experience and is at least 21 years of age.
10. Every Affiliate shall: -
 - 10.1 Have the privilege of being present at and taking part at all meetings of the Institute, but he shall have no right of voting except in sub-committees where he is co-opted.
 - 10.2 Not remain in this grade if he has become eligible for transfer to a higher class.

Students

11. A candidate for election into this class shall produce evidence to the satisfaction of the Council:-
 - 11.1 That he is at least 18 years of age.
 - 11.2 That he is engaged in studies associated with town planning such as would qualify him on completion for elevation to a higher class of membership.
 - 11.3 A person shall not remain in this grade:
 - a) If he has become eligible for transfer into a higher class; or
 - b) For more than 10 years from the date of his election thereto.

- 11.4 Every Student member shall have the privilege of being present at and taking part at all meetings of the Institute but he shall have no right of voting.

Overseas

12. This class is open to both new and existing Fellows, Full Members and Affiliates.
- 12.1 The member shall write in for approval and produce evidence to the satisfaction of the Council.
- 12.2 That he is or will be residing overseas for a period of more than 12 months.
- 12.3 A member approved into this class of membership is only required to pay 50% of the usual Annual Subscription rate.
- 12.4 Every Overseas member shall have the privilege of being present at and taking part at all meetings of the Institute but shall have no right of voting.

Honorary Fellows

13. The Council can approve the admission of Honorary Fellows, persons who have made exemplary contributions to planning, or whose election can help elevate the standing of the Institute.
- 13.1 Honorary Fellows shall not be eligible for election to the Council, and shall have no rights of voting.
- 13.2 No person shall be eligible for admission as an Honorary Fellow unless he has been nominated by 3 Officers of the Institute, of whom one shall be the President, and seventy-five per cent of the Voting SIP Council has to agree.

Bye-Laws

14. The Council, when they consider it expedient to propose the enactment of any new Bye-law or the alteration or repeal of any existing one, shall summon an Extraordinary General Meeting to decide thereon; and the Council are at all times bound to do so on a requisition in writing of 20 members specifying the particular new Bye-law or Bye-laws, or the alteration of any existing Bye-laws which they recommend.
- 14.1 No enactment, alteration or repeal of the Bye-laws shall have effect except upon a resolution passed and until approved by the Registrar of Societies.
- 14.2 All members shall have not less than thirty (30) days' written notice of the time appointed by the Council for an Extraordinary General Meeting summoned to decide on the enactment of any new Bye-law or alteration or repeal of any existing one. The notice shall state the general tenor and objects of any new Bye-law or alteration of any existing one, which is to be proposed and discussed; and the business of the meeting shall be limited thereto.
- 14.3 All Fellows and Full Members shall have a right, subject to the Bye-laws, to vote,

and one quarter of the total number of such persons shall constitute a quorum. The voting at such meeting shall be by ballot. Proxy voting and electronic voting over the Internet shall be allowed.

- 14.4 No new Bye-law or alteration or repeal of any existing Bye-law shall be proposed at any meeting of the Institute except in the manner above prescribed.

Amendment to Constitution

15. This Constitution shall continue until a resolution for its amendment shall be passed by three-fifths of the total voting membership of the Institute present, including those in attendance through video conferencing, as well as those voting through proxies, and voting in favour of that resolution at an Extraordinary General Meeting duly convened for that purpose. Such amendment shall not be enforced or applied without the prior approval of the Registrar of Societies.
- 15.1 The Institute shall continue until a resolution shall be passed by three-fifths of the total voting membership of the Institute for the time being resident in Singapore in favour of its dissolution either in person or by proxy at an Extraordinary General Meeting duly convened for that purpose.

Distribution Of Assets

16. In the event of the Institute dissolved as provided herein, all debts and liabilities legally incurred on behalf of the Institute shall be fully discharged and the remaining funds shall be equally divided among the members.

Notice To Registrar Of Societies

17. Notice of dissolution shall be given by the President, Hon. Secretary and Hon. Treasurer within 7 days of the dissolution to the Registrar of Societies.

BYE-LAWS OF THE SINGAPORE INSTITUTE OF PLANNERS

Approved by ROS October 2015

SECTION 1: DEFINITIONS

1. In these Bye-laws the following expressions shall, unless the context otherwise requires, have the following meanings: -

Expression	Meaning
Institute	Singapore Institute of Planners
Council	The body of members elected and co-opted to administer and manage the affairs of the Institute.
Voting Council	The Officers of the Institute and elected Council Members and the ex-officio Immediate Past President form the Voting Council. Members of the Voting Council have the right to vote on matters before the Council.
Officers of the Institute	The President, the Vice-President, the Hon. Secretary and the Treasurer are the Officers of the Institute.
Voting Member	Fellow or Full Member of the Institute, excluding Overseas Fellow and Overseas Full Member, who is in good standing, such as not being in arrears of payment, not under disciplinary proceedings and so on.
Annual Accounts	The Annual Income and Expenditure Statement and the Balance Sheet
Financial Year	A period of one year from 1st January to 31st December inclusive

SECTION II: THE COUNCIL

2. The Officers of the Institute shall be:-
- 2.1 A President and a Vice-President.
 - 2.2 An Honorary Secretary.
 - 2.3 An Honorary Treasurer.
3. There shall be a Council consisting of: -
- 3.1 The Officers of the Institute and Four Voting Members who shall be elected into the Council. These elected members and the ex-officio Immediate Past President form the Voting Council and they have the right to vote on matters before the Council.

- 3.2 The Voting Council may co-opt up to four members from any class of membership into the Council. Co-opted Council Members will not have voting rights on matters before the Council.
- 3.3 The Immediate Past President, who shall be an ex-officio member.
4. All members of the Voting Council must be Singapore Citizens or Permanent Residents. A minimum of 50% of the Voting Council shall be Singapore Citizens.
 - 4.1 An Officer of the Institute shall have served as a member of the Council for at least two full terms prior to being elected as an Officer of the Institute.
 - 4.2 Elections for the Council shall be held once every two years. Members of the Council shall hold office for a term of two (2) years.
5. The President shall not serve more than two terms consecutively. The Hon. Treasurer shall not serve consecutive terms.
6. The nomination procedure shall be as follows: -
 - 6.1 Nomination papers shall be distributed to all members at least twenty one (21) days before the Annual General Meeting and shall be returned at least seven (7) days before the meeting.
 - 6.2 All details on nomination forms must be completed before the forms are returned including: -
 - 6.2.1 Vacancy for which nomination is made.
 - 6.2.2 Name and signature of proposer.
 - 6.2.3 Name and signature of seconder.
 - 6.2.4 Name of nominee
 - 6.2.5 Signature of nominees confirming willingness to serve.
 - 6.3 The Council will appoint a Nomination Review Committee who will scrutinize the nominations to ensure the eligibility of nominees and that nomination procedures and requirements have been properly followed. Members who are nominees, proposers or seconders shall not be appointed to the Nomination Review Committee.
 - 6.4 The Nomination Review Committee will report to the Council on irregularities or ineligibility and the Council shall be required to take appropriate actions including the rejection of the nominations and shall inform the nominees and their proposers and seconders.
7. The election procedures shall be as follows:
 - 7.1 The President will be the Presiding Officer of the Council elections. If the President

is a candidate for election or if the President is a proposer or seconder for any of the candidates for election, the Immediate Past President will be the Presiding Officer. If the Immediate Past President is also a candidate for election or if the Immediate Past President is a proposer or seconder for any of the candidates for election, the Vice President will be the Presiding Officer. If the Vice President is also a candidate for election or if the Vice President is a proposer or seconder for any of the candidates for election, the President will be empowered to appoint any member who is not a candidate for election or a proposer or seconder for any of the candidates for election, as the Presiding Officer.

- 7.2 The Council shall appoint 2 members to act as scrutineers, the persons appointed shall not be candidates for election at the meeting or their proposers or seconders.
- 7.2.1 Scrutineers shall examine nominations and where there is only one nomination to an Office or only sufficient nominations in respect of the vacancies for Council Members, shall report to the Presiding Officer who shall forthwith declare persons so nominated to be elected.
- 7.3 Where there is more than one nominations for an Office or more nominations than Council Member vacancies, the scrutineers shall issue ballot papers to all those present and entitled to vote, and, after the papers have been marked, shall collect them and shall report the number of votes cast for each candidate to the Presiding Officer who shall announce the result of the ballots.
- 7.4 In the event of an equality of votes the election shall be determined by the casting vote of President except in the event of there being an equality of votes in an election in which President is one of candidates in which case the Immediate Past President shall make the casting vote or if he should also be involved the casting vote shall be made by the Vice-President.
8. In case of decease, resignation or inability to act of the President, the Vice President shall assume the position of the President. In case of decease, resignation or inability to act of any other member of the Council, the Council may select and appoint suitably qualified members to fill the vacancy. Officers and Council Members so appointed shall hold office until the next election of the Council. Officers and Council Members so appointed shall not have voting rights if they have not been earlier elected into the Council.
- 8.1 Any changes in the Council shall be notified to the Registrar of Societies within two (2) weeks of the change.
- 8.2 Any act or proceedings of Council shall not be invalidated by any vacancy in Council provided the number of members of the Voting Council is not reduced below three quarters of the full minimum number prescribed by the Bye-laws.
- 8.2.1 In the event that the number of members in the Voting Council falls below three quarters of the minimum number prescribed in the Bye-laws, the Council shall call for fresh elections through an Extraordinary General Meeting.

SECTION III: DUTIES OF MEMBERS OF COUNCIL AND PERMANENT STAFF

9. The President shall take the chair by right at all General Meetings of the Institute,

and of the Council at which he is present, and shall regulate the proceedings.

- 9.1 The President shall proactively and diligently lead the Council to advance the objectives of the Institute and act in the best interests of the Institute.
10. The Vice-President in the absence of the President shall preside in his place.
- 10.1 The Vice President shall proactively and diligently work with the President to lead the Council to advance the objectives of the Institute and act in the best interests of the Institute.
- 10.2 In the absence of the Vice-President, any other member of the Council may be elected to take the chair.
11. The duties of the Honorary Secretary shall be to keep all records of the Institute (except financial) and all minutes of meetings and such other matters as the Council may from time to time determine.
12. The duties of the Honorary Treasurer shall be to keep the financial records of the Institute and such other matters as the Council may from time to time determine.
- 12.1 The Treasurer shall demand and receive all monies due to the Institute and deposit those received in the name of the Institute in a bank approved by the Council.
- 12.2 The Treasurer shall have the power to retain in his hand for current expenses of the Institute a sum of money not exceeding three hundred dollars in cash.
- 12.3 The Treasurer shall be responsible for making all payments on behalf of the Institute and all such payments exceeding the sum of fifty dollars shall be made by cheques drawn in the name of the payee, or through electronic payments with traceable payment records.
- 12.4 All cheques drawn on behalf of the institute shall be signed by the Treasurer and either the President, Vice-President or the Secretary.
- 12.5 All electronic payments made by the Treasurer should first be jointly approved by the President or the Vice President or the Secretary through email or other electronic communication means with traceable records.
- 12.6 Electronic payments should not exceed \$200 per day.
13. Council Members shall dedicate themselves to proactively and diligently work with the President to advance the objectives of the Institute and act in the best interests of the Institute.
- 13.1 The Council shall meet as often as business of the Institute may require, but at least once in every three months; and at every meeting not less than half of the members of the Voting Council shall constitute a quorum. No less than 7 days' notice of the meeting shall be given.
- 13.1.1 Subject to the approval of the Council, members may attend Council Meetings through electronic communication means.

- 13.2 The Council may appoint committees and may delegate such authority to them as the Council may, subject to the provision of the Bye-laws, deem expedient.
- 13.3 Any member of the Council who consistently exhibits behaviour indicating lack of interest and enthusiasm in the affairs of the Institute and the Council, such as absence from Council Meetings, shall be admonished by the other members of the Council who may request the member to resign from the Council.
14. All questions shall be decided in the Council by show of hands unless a ballot is demanded by any one member present. When a ballot is demanded the person presiding at the meeting shall direct how it shall be taken and may adjourn the meeting for the purpose. The person presiding at the meeting shall have a second or casting vote.
15. The Treasurer shall monitor monthly expenditure to ensure that limits set under the Constitution and Bye-laws are not exceeded.
- 15.1 For the purpose of special projects, such as organising an international Conference, the Council shall be empowered to authorise sums not exceeding \$20,000 per month, after careful consideration of the potential financial risks, and careful preparation of a feasible budget plan, and approval by not less than three quarters of the Voting Council.
- 15.2 For special projects that require expenditure exceeding \$20,000 per month, the Council will be required to convene an Extraordinary General Meeting to gain the approval of the majority of Voting Members present. Proxy votes and the votes of any video conferencing attendees shall also be counted.
16. The Council may set up a Secretariat and hire full-time or part-time support staff for conducting affairs of the Institute.

SECTION IV: EXAMINATIONS

17. The Council may cause to be held Examinations for candidates seeking to be elected to the class of Full Member or to the class of Fellow of the Institute, and for such other purposes as they may determine.
- 17.1 The Council may accept the examinations of universities or other bodies in lieu of those of the Institute when they are satisfied that the standard thereof is not less than that of the Institute's Examinations and where the subjects covered thereby are approved by the Council.
- 17.2 The Council may prepare and publish Rules of Examinations in which shall be defined:
- 17.2.1 The minimum Academic Qualifications required for Examinations candidates.
- 17.2.2 The subjects and syllabus of Examinations, that apply to candidates with different academic backgrounds and different number of years of planning experience.
- 17.2.3 The intervals at which these Examinations shall be held.

- 17.2.4 The fees and/or deposits that shall be paid by candidates in respect of such Examinations.
- 17.2.5 The general regulations for the conduct of the Examinations.
- 17.2.6 The rules for "Exemption from Examinations" including a list of those examinations that may be accepted by the Council.
18. The Council shall have power to vary or rescind any of the "Rules of Examinations" or to make any other such rules as may appear to them to be necessary or desirable.
- 18.1 There is reserved to the Council the right in their discretion to refuse to admit any person to any Examination without being required to give any reason for such refusal.

SECTION V: CONTRIBUTION TO THE FUNDS

19. The Entrance Fees and subscription rate shall be as follows but may be varied subsequently on the proposal of the Council and confirmed by resolution of an Extraordinary Meeting called for that purpose:-

Class	Entrance Fee	Annual Subscription
Fellow	\$100	\$200
Full Member	\$75	\$150
Affiliate	\$50	\$100
Overseas Member	Fellow or Full Member or Affiliate Entrance Fees as applicable	50% of Fellow or Full Member or Affiliate Annual Subscription as applicable
Student	\$20	NIL

All annual subscriptions are due on 1 January in each year in advance, and must be paid before the 31 March of that year. On payment of that annual subscription every member shall be entitled to retain his diploma subject to the provisions of these Bye-laws.

- 19.1 Any member who applies to upgrade to a higher class of membership shall pay an Application Fee, equivalent to Entrance Fee amount of new class of membership.
- 19.1.1 10% surcharge may be imposed on any member who is in arrears by more than 3 months.
- 19.1.2 A reminder letter may be sent to inform of the member of the surcharge and give warning on membership cancellation, if payment is still not made during the next three (3) months.
- 19.1.3 SIP Secretariat may cancel the membership if payment is not received after six (6) months in arrears.

- 19.1.4 Ex-members that have their membership cancelled for late payment may apply for re-instatement in writing, with payment of a reinstatement fee equivalent in amount to entrance fees for new members. Payment of arrears incurred prior to cancellation will not be required.
- 19.2 Any Member who is retired from practice shall pay only one-half (1/2) of the annual subscription appertaining to his class of membership.
- 19.3 In case any member is unable from ill health, advanced age or other sufficient causes, to continue to practice the profession, or suffering financial hardship, the Council may remit his annual subscription and arrears, if any, wholly or in part, if they find good reason for so doing.
- 19.4 Members above 65 years of age and who have paid annual subscriptions to the Institute for more than twenty years may be exempted from payment of annual subscriptions, subject to approval of the Council.
- 19.5 The Council may approve the waiver of subscription payments from members who have made significant contributions to the Institute or have significantly enhanced the prestige of the Institute.
20. Any Voting Member whose subscription is in arrears shall not be entitled to attend or vote at any General Meeting and a non-voting member whose subscription is in arrears shall not be entitled to attend any General Meeting.
- 20.1 Subscription for newly admitted members shall be payable in advance as follows: -
From 1st January to 30th June – full year's subscription.
From 1st July to 31st December – ½ year's subscription.
- 20.2 Every person transferred from one class of membership to another shall pay the entrance fee of the new class of membership. The transferred member will pay the annual subscription for the new class of membership from the next year onwards.
21. Every person admitted a member of the Institute shall remain liable for the payment of his annual subscriptions until he has either forfeited his claim to membership or has signed to the Secretary in writing his desire to resign when, on payment of all arrears, his membership will be cancelled.

SECTION VI: THE ELECTION OF MEMBERS

22. The election of members shall be by the Voting Council at a meeting of which notice of the proposed election shall have been given. At least half of the members of the Voting Council present at the meeting must vote in favour of election of the new members.
23. Any person desirous of being admitted a member of the Institute shall be proposed and recommended on a form prescribed by the Council. This form shall contain full details of the candidate, shall be subscribed by him, and be signed as follows after careful consideration of the circumstances of the candidate: -
- (a) For election as Fellow – signed by the President and one other Fellow

- (b) For election as Full Member – signed by three Voting Members of whom at least one shall be a Fellow or signed by the President and one other member of the Voting Council
 - (c) For election as Affiliates – signed by two Voting Members of whom at least one shall be a Fellow
 - (d) For election as Student Member – signed by one Voting Member of the Institute
- 23.1 The Secretary on the instructions of the Council shall notify all candidates of the results of their applications and a list of those elected shall be made available for inspection by any member upon request.
- 23.2 The Council may in their discretion refuse to admit any person to Membership without being required to give any reason for such refusal.
- 23.3 Every person duly elected shall be required to complete the following, one month after the date of his election, which otherwise shall become void; but the Council may in special cases extend the time:-
- 23.3.1 Sign and return a form of promise prescribed by the Council undertaking that he will abide by the Bye-laws of the Institute and that he will not at any time after ceasing to be a member of the Institute use or permit to be used in conjunction with his name, or the name of any firm or undertaking with which he may be associated, any designation, suggesting membership of or connection with the Institute, or referring to his past membership thereof.
 - 23.3.2 Pay the entrance fee, and annual subscription prescribed in his case.

SECTION VII: TRANSFER OF MEMBERSHIP CLASS

24. Any member desirous of being transferred to class of Fellow another Membership Class shall be proposed and recommended on a form prescribed by Council. This form must be signed as follows:
- 24.1 For transfer to Fellow – signed by the President and one other Fellow of the Institute, certifying personal knowledge of the candidate
 - 24.2 For transfer to Full Member – signed by three Voting Members of whom at least one shall be a Fellow or signed by the President and one other member of the Voting Council.
 - 24.3 Approval for the transfer of members shall be by the Voting Council at a meeting of which notice of the proposed transfer shall have been given. At least half of the Voting Council Members present at the meeting must vote in favour of the transfer.
 - 24.4 No Fellow may transfer from that class to the class of Full Member.
 - 24.5 Every member transferred shall be informed by letter from Secretary that payment of fees and subscriptions prescribed in his case shall be made within one month of date of election, in default of which transfer shall be void.

SECTION VIII: DIPLOMAS

25. Every Fellow, Full Member and Affiliate shall, upon first payment of the monies dues from him under these Bye-laws, or within a reasonable time thereafter, receive a Diploma appropriate to his class of membership in respect of the current year, and shall so long as he remains a member of the Institute, be entitled to retain his Diploma by payment of the subscriptions prescribed within these Bye-laws.
- 25.1 Every Diploma issued shall be in such a form as the Council may from time to time determine and shall be the property of the Institute. In the event of cessation or suspension of membership the Diploma shall be returned to the Council, and failing this shall be recoverable on demand.

SECTION IX: AWARDS

26. The Council may confer awards upon members of the Institute as well as non-member planners, persons and organizations that have made significant contributions to the advancement of planning in the best interests of the community. These may include Distinguished Lifetime Achievement Awards, Young Planner of the Year Award, SIP Planning Awards and so on.
- 26.1 The Council may confer Distinguished Lifetime Achievement Awards to planners, other professionals and members of the public who have dedicated their lives or made exemplary contributions to the advancement of planning in the best interests of the community.
- 26.2 Nominations for Distinguished Lifetime Achievement Awards must be made by 3 Officers, of whom one shall be the President, and seventy-five per cent 75% of the Voting Council has to agree.

SECTION X: DISCIPLINE

27. No member shall conduct himself in such a manner, as would in the opinion of the Council prejudice his professional status or the reputation of the Institute.
28. No member shall in any way be connected with any occupation or business if such connection is, in the opinion of the Council, inconsistent with the membership of the Institute.
29. The Council shall have power, to be exercised in the circumstances set out in this Section by a majority of those present and voting at a meeting of the Council convened for the purpose and vote :-
- (a) To reprimand a member.
 - (b) To suspend a member from exercising any rights or privileges of membership of the Institute for such period or on such conditions as the Council may determine;
 - (c) To expel a member from the Institute.

- 29.1 The Council may expel a member convicted of embezzlement, larceny, fraud, or other criminal offence upon proof to their satisfaction of such conviction.
- 29.2 The Council may temporarily suspend a member pending an enquiry as hereinafter provided.
- 29.3 The Council may after enquiry as hereinafter provided expel, suspend or reprimand a member who:-
- (a) In their opinion has been guilty of disgraceful conduct in his profession; or
 - (b) Is adjudged bankrupt; individually or as a partner makes an assignment for the benefit of creditors, under any resolution of creditors or under the order of the Court of Bankruptcy; under any deed or document has his estate placed in liquidation for the benefit of creditors; makes an arrangement for payment of a composition to creditors; or
 - (c) Uses any professional designation or initials to which he is not entitled.
30. The Council may on grounds which seems to them proper hold or order such enquiry into the conduct of a member, and shall hold or order such enquiry on the requisition of five members of whom not less than two shall be Fellows, setting out the complaint against the member, unless after a preliminary investigation (which may be by the Council or under the following provisions) they find no reason to proceed further in the matter. If on such investigation it is decided not to proceed, no entry of the complaint or requisition shall be made in any minute.
- 30.1 The Council shall as required appoint from the members of the Council a committee (hereinafter called the "Disciplinary Committee") to which all matters of professional conduct shall be referred. Provided that in any particular case the Council may resolve :-
- (a) To enquire into the case themselves; or
 - (b) That the case be referred to an ad hoc committee of members appointed by the Council; such committee shall in relation to any case so referred to deemed to be the Disciplinary Committee and the provisions of these Bye-laws shall apply accordingly.
- 30.2 The quorum of the Disciplinary Committee shall be three. The Disciplinary Committee shall elect a Chairman.
- 30.3 Any matter of professional conduct shall, unless the Council otherwise direct, be considered in the first instance by not less than two members of the Council of whom the President or Vice-President shall be one, who shall if they are satisfied that a prima facie case for inquiry exists order that the case (hereinafter called "the Complaint") be referred to a Disciplinary Committee for investigation, and a notice of complaint as hereinafter provided signed by the Secretary shall be served upon the member concerned.
- 30.4 The member concerned shall be entitled to appear before a Disciplinary Committee and to rebut or explain the matters of which complaint is made either personally or in writing provided he files the notice or reply as prescribed in the succeeding sub-

paragraph.

- 30.5 Within fourteen days of the service upon him of a notice of complaint the member concerned may deliver or send by post to the Secretary either a notice of intention to appear or reply to the charge or both.
- 30.5.1 If the member concerned fails to file such a notice or reply the Disciplinary Committee then the Council may consider and act upon the complaint without further reference to him.
- 30.6 Any notice sent pursuant to Bye-law 30.4 shall be sent by registered post to the last known address of the member concerned. The notice shall contain short particulars of the complaints and state the date, time and place of the meeting at which the complaint will be considered. It shall call upon the member to rebut or explain the matter of which complaint is made either in writing or personally or both, and notify him that his reply or notice of intention to appear must be received by the Secretary within fourteen days of the service upon him of the notice, and of the right of the Disciplinary of the Committee and the Council to proceed in his absence.
- 30.7 The Disciplinary Committee shall have the power to extend the time within which a reply or notice of intention to appear must be made and to alter the date of the meeting, adequate notice of such alteration being given to the member concerned.
- 30.8 At the meeting to consider the complaint the Disciplinary Committee may resolve either:-
- (a) To dismiss the charge against the member; or
 - (b) To admonish the member and warn him not to repeat or continue the conduct on which the charge was founded subject to the right of the member when informed of the committee's resolution to require them to make a report to the Council; or
 - (c) To report the result of their inquiry to the Council and the member shall be notified accordingly.
- 30.9 If the Disciplinary Committee report any complaint to the Council or if the Council decide to enquire into any complaint themselves, a date, time and place shall be appointed for meeting of the Council for the consideration for the report or complaint, at which the Council may exercise the powers conferred by Bye-law 29. The provision hereinafter set out as to the rights of the member concerned to appear or reply to the charges and the requirements of notice shall apply mutatis mutandis, provided always that if the matter comes before the Council on a report from the Disciplinary Committee the member shall have no right of appearance before the Council unless he shall have replied to the charge to, or appeared before, the Disciplinary Committee. It shall be the duty of the Secretary to ensure that the Council be convened as soon as possible to receive the report or investigate the complaint.
- 30.10 A notification shall be sent by the Secretary to the member concerned of the decision of the Council and the effect thereof.
- 30.11 If the Council resolve to expel a member his name shall be erased from the Register of the Institute, and he shall thereupon cease for all purpose to be a member of the

Institute. He shall not use any designation or description implying membership of the Institute and shall immediately return his diplomas of membership.

- 30.12 If the Council suspends a member, he shall not use any designation or description implying membership or former membership of the Institute during his suspension and shall immediately return his diplomas of membership.
- 30.13 If a member fails to refuse to comply with the restrictions on use of designation in paragraphs 30.11 and 30.12 the Council may, and in case of expulsion the Council shall, publish in the Government Gazette details of any of the penalties which they may impose with such particulars as they think proper of the offence for which the penalty has imposed.
- 30.14 No Member shall be entitled to resign from the Institute after he has been notified of the commencement of any proceedings against him under the provisions of this Bye-law until such proceedings have been concluded.
- 30.15 The Council shall be entitled to proceed with the expulsion of a member under Bye-law 29 and to publish a notice of such expulsion, notwithstanding the resignation or purported resignation of such member.
- 30.16 A member who has been suspended and who desires to have his rights and privileges restored to him, shall be required to make an application for the restoration of his rights of membership, and the application shall, if the suspension is upon conditions, be referred to the Disciplinary Committee who may hold an inquiry, and shall report to the Council whether in their view the conditions of suspension have been complied with.
- 30.17 A suspended member remains subject to Bye-laws and regulations.
31. The term "Secretary" as used in this Section shall include the Secretary or other person appointed by the Disciplinary Committee to act as Secretary.

SECTION XI: REINSTATEMENT

32. The Council shall have the power at any time to reinstate any member, who has been expelled, either unconditionally or upon such terms as to payment of arrears of subscription or sums in lieu of subscription, during the period of expulsion, or otherwise as to them may seem expedient provided such person makes application for reinstatement in writing.
- 32.1 Any application for reinstatement may be referred by the Council to the Disciplinary Committee for investigation and report.
- 32.2 Where there is reinstatement under Bye-law 32.1, the Council shall publish in the Government Gazette the name and address of the member or affiliate concerned.

SECTION XII: SESSION AND MEETINGS

33. Each Session of the Institute shall generally commence on 1st May and continue until the following 30 April.

34. The General Meetings of the Institute shall be the Annual General Meetings, Ordinary General Meetings and Extraordinary Meetings.
35. The Annual General Meeting of the Institute shall usually be held between the second Monday of April and the end of April, on such a day and at such hour of the day as the Council may determine.
- 35.1 Notice of Annual General Meeting shall be sent to all members not less than 31 days before meeting.
- 35.2 The business of the Annual General Meeting shall be to receive and deliberate upon the report of the Council and the Annual Accounts, to elect the members of the Council where applicable and to appoint the Honorary Auditors and to consider any other matter of which seven days prior notice shall be given to the Honorary Secretary.
36. The Ordinary General Meeting shall be held on such days and such hours as the Council may determine. No less than 14 days' notice of the meeting shall be given.
- 36.1 It shall be in the power of the Council to make Regulations to govern the proceedings of Ordinary General Meetings as may appear to them advisable and the business of Ordinary General Meetings shall be conducted in such orders as the Council may determine.
37. No questions shall be discussed or motion made at the Ordinary General Meetings relative to the direction and management of the concerns of the Institute; such direction and management being vested in the Council, subject to the control of the Bye-laws and the resolutions of Extraordinary General Meeting.
38. The Council may summon an Extraordinary General Meeting on any occasion the Council deem necessary. An Extraordinary General Meeting shall also be called upon a requisition in writing of not less than one-quarter of the total number of Voting Members of the Institute. The requisition shall specify the purpose for which the meeting is demanded, and it shall be the duty of the Council to summon the Extraordinary General Meeting for such purpose within three calendar months from the date of the receipt of the requisition by the Secretary.
39. All members shall have not less than thirty days' notice to them by post, or through electronic communications, of the time appointed by the Council for an Extraordinary General Meeting and notices shall specify the nature of the business to be transacted, and no other than that business shall be transacted at that meeting.
- 39.1. All Voting Members shall have a right subject to the Bye-laws to attend and vote and in the case of non-voting members, to attend and participate. The voting at such meeting shall be by ballot if so demanded by the person presiding or by not less than one-quarter of the Voting Members present.
- 39.2 The Extraordinary General Meeting will be presided by the President. In cases where there is potential conflict of interest with the President presiding, the Immediate Past President or the Vice President or any other member appointed by the President will preside, providing that the person presiding is not subject to potential conflict of interests.

- 39.3 On show of hands every Voting Member present physically or remotely via video conferencing shall have 1 vote. Upon a ballot every Voting Member present in person or by proxy shall have one vote. The person presiding shall have a second or casting vote.
- 39.4 The instrument appointing a proxy shall be in writing in a form prescribed by the Council or as near thereto as possible.
- 39.4.1 A Voting Member shall only appoint as his proxy a member who is entitled by the Bye-laws to exercise a vote at a meeting of the Institute.
- 39.4.2 The proxy shall be valid for use at one meeting only, or for any adjournment of that meeting. The Council shall be entitled to issue an appeal for proxies in favour of the President or his nominee.
- 39.5 When a ballot is demanded, the person presiding at the meeting shall direct how it shall be taken and may adjourn the meeting for the purpose.
- 39.6 The instrument in proper form appointing a proxy must be sent by post or electronic communications to the Hon. Secretary no less than seven (7) days before the meeting at which it is intended to be used.
- 39.7 At all Annual, Ordinary and Extraordinary General Meetings, one-quarter of the total number of Voting Members, including those attending remotely via video conferencing, and proxies, shall form a quorum.
- 39.8 In the event of there being no quorum, the meeting shall be adjourned to the same day in the following week at a place and time to be appointed and should the number then present be insufficient to form a quorum, those present shall be considered a quorum, but they shall have no power to alter, amend or make additions to any of the existing rules.

SECTION XIII: ACCOUNTS

40. The Council shall cause proper books of account to be kept showing all sums of money received and expended by the Institute and the matters in respect of which the receipt and expenditure take place; and the asset and liabilities of the Institute. They shall keep in a form which in the opinion of the Auditors will give a true and fair view of the state of the Institute's affairs, and explain its financial transactions.
41. The books of account shall be kept at the place of business of the Institute and shall always be open to the inspection of members of the Council, the Auditors, and any Committee appointed by the Council for the purpose.
- 41.1 No member (not being a member of Council or an Auditor) shall have the right of inspecting any accounts, book or document relating to the financial affairs of the Institute, except as authorized by the Council.
42. The Council shall lay before the Institute at each Annual General Meeting:-
- 42.1 An Income and Expenditure Statement giving a true and fair view of the income and expenditure of the Institute for the period of preceding financial year (1st January to

31st December).

- 42.2 A Balance Sheet giving a true and fair view of the state of the financial affairs of the Institute as at the end of the preceding financial year.
- 42.3 The Council may publish a Report with respect to the Institute's financial affairs, dealing so far as is material for the appreciation thereof, and so far as will not in the opinion of the Council, be harmful to the interests of the Institute.
- 43. The Auditors appointed in accordance with the provision of the Bye-laws, shall certify the accounts examined by them in writing and state whether:-
 - 43.1 They have obtained all the information and explanations which, to the best of their knowledge and believe, were necessary for the purposes of their audit;
 - 43.2 In their opinion, proper books of account have been kept, so far as appears from their examination of those books;
 - 43.3 The Annual Accounts are in agreement with the books of accounts and returns;
 - 43.4 In their opinion, and to the best of their information, and according to the explanations given to them the Annual Accounts give a true and fair view of the state of the Institute's financial affairs as at the end of its financial year, and of the income and expenditure for its financial year.
- 44. The Auditors shall carry out, during the financial year, such audits as the Council may direct.
- 45. A copy of the audited annual accounts shall be circulated together with the notice of the Annual General Meeting at which the accounts are to be laid before the Institute.

SECTION XIV: AUDITORS

- 46. At each Annual General Meeting, the Institute may appoint Professional Auditors or two new Honorary Auditors to hold office from the conclusion of that Annual General Meeting until the next Annual General Meeting.
- 46.1 The Council may fill any casual vacancies in the office of the Auditors, but while any such vacancy occurs the surviving or continuing Auditors, may act.
- 47. A person shall not qualify for appointment as Professional Auditor unless he is registered by legislation.
- 48. Every Auditor shall have a right of access at all time to the books, accounts and vouchers of the Institute, and shall be entitled to require from any member or person belonging to any attached class or from any servant of the Institute such information and explanation as he thinks necessary for the performance of his duties.
 - 48.1 The Auditors shall be entitled to attend any Annual or Extraordinary General Meeting, and to receive all notice of any communications regarding the same, which any members is entitled to receive and to be heard at any meeting which they attend

on any part of the business of the meeting which concerns them as Auditors.

SECTION XV: PROFESSIONAL EDUCATION AND PLANNER CERTIFICATION

49. The Institute shall encourage all members to continuously enhance their professional skills and knowledge and keep up with new trends, issues and techniques that emerge and impact the profession and the community.
- 49.1 The Institute may set up a Continuing Professional Development and Planner Certification System. This System will provide a high level of assurance of the skills of certified planners.
- 49.2 The System will be available to members of the Institute as well as non-members. However, the Institute reserves the right to provide discounted fees to its members for course registration and services rendered under the System.
- 49.3 The Council may appoint an Advisory Panel to provide strategic guidance and governance for the System. The Advisory Panel may include representatives from the Institute, relevant government agencies, planning firms, buyers of planning services, educational and research institutes, and other professional institutes.
- 49.4 A Secretariat may be set up by the Institute to execute the directions set by the Advisory Panel and to provide the necessary administration services.
- 49.5 Fellows and Full Members of the Institute will be eligible to apply for planner certification. Non-members desirous of applying for planner certification must possess equivalent qualifications and work experience as Full Members of the Institute.
- 49.6 From time to time, the Institute may arrange conversion courses and Examinations for Affiliates that will enable them to be transferred to the class of Full Members. Non-members will be allowed to attend these conversion courses and sit for these Examinations.
- 49.7 Upon passing these Examinations, non-members will also be eligible to apply for planner certification.
- 49.8 Applicants for planner certification may have to sit for certification Examinations to attain or to maintain certified planner status. The Advisory Panel will set rules in this regard and modify rules as necessary.
- 49.9 To maintain certified planner status, the certified planner will be required to attend continuing professional education courses or undertake other professional development activities. The content and number of courses and activities required, and the time period required for completing a minimum number of courses and activities, shall be defined under the guidance of the Advisory Panel.
- 49.10 A register of certified planners shall be maintained and be open for public inspection.
- 49.11 Rules for administering the Continuing Professional Development and Planner Certification System shall be set up under the guidance and direction of the Advisory Panel. These rules shall include rules for: prescribing conversion courses

and Examinations for Affiliates and non-members with varying academic backgrounds and varying years of planning work experience, handling complaints of unethical behaviour, de-registration of certified planners for non-compliance with rules, and waivers of requirements.

SECTION XVI: DONATIONS AND BEQUESTS

50. A record shall kept in such manner as the Council may prescribe of the names of all person who have made any voluntary contribution to the funds of the Institute.

SECTION XVII: PROPERTY OF THE INSTITUTE

51. Under no pretence whatever shall the property and effects, or Income or the revenue of the Institute derived from the voluntary contributions of members or otherwise howsoever, be applied in making any dividend, gift, division or bonus unto or between any of the members, and the same is hereby expressly prohibited, and no proposition in contravention thereof shall be entertained by the Council or by any meeting of the members of the Institute.
52. Every paper, map, plan, drawing or model presented to the Institute shall be considered the property thereof unless there shall have been some previous arrangement to the contrary, and the Council may publish the same in any way and at any time they may think proper; but if the Council refuse to or delay the publication of such paper, map, plan, drawing or other document beyond a reasonable time, the author thereof shall have a right to copy the same and to publish it as he may think fit, having previously given notice in writing to the Secretary of his intention. No person except as foresaid shall report for publication the proceedings at any General Meeting of the Institute or publish or give his consent for the publication of any communication presented and belonging to the Institute without the previous consent of the Council.

SECTION XVIII: SEAL OF THE INSTITUTE

53. The Institute's seal shall not be affixed to any deed or writing except at a meeting of the Council or by their Authority, and shall be in custody according to regulations to be made by the Council and recorded in their minutes or proceedings to ensure its proper use and safe keeping.

SECTION XIX: SERVING OF NOTICES

54. Except where otherwise expressly provided, any notice or document required by or for the purposes of these Bye-laws to be given or sent to a member may be given or sent either personally or by sending it by post to him or to his last address registered by the Institute or through electronic communications.
- 54.1 Where a notice or other document is sent by post, service thereof shall be deemed to have been properly effected by properly addressing and posting, and if required by the Bye-laws, registering a letter containing the Notice or other document, and to have been effected in the case of a notice of meeting or of a balloting list at the expiration of twenty-four hours after the latter is put into post, and in any other case

in the normal course of post.

- 54.2 The accidental omission, save in respect of any notice or document required to be given or sent pursuant to the Discipline Section of the Bye-laws, to give notice or send a document to, or the non-receipt of a notice or document, by, any person entitled to receive the same shall not invalidate the proceedings consequent upon such notice or document.

SECTION XX PROHIBITIONS

55. The funds of the Institute shall not be used to pay the fines of members who have been convicted in court.
- 55.1 The Institute shall not attempt to hold any lottery, whether confined to its members or not, in the name of the Institute or its office-bearers, council or members.
- 55.2 The Institute shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.
- 55.3 The Institute shall not attempt to restrict or in any other manner interfere with trade or prices or engage in any Trade Union activity as defined in the Trade Union Ordinance.
- 55.4 Gambling of any kind such as the playing of paikow or mahjong, whether for stakes or not, are forbidden on the society's premises. The introduction of materials for gambling or opium smoking and of bad characters into the premises is prohibited.