

Constitution 會章

1 Name

- 1.1 The name of the organisation shall be “The Hong Kong Institute of Landscape Architects” 香港園境師學會. Hereinafter described as the Institute.

2 Object

- 2.1 To promote the general advancement of landscape architecture and to facilitate the acquisition of the knowledge of the various arts and sciences concerned therewith;
- 2.2 To raise the standard of landscape architecture in Hong Kong and the standard of professional landscape architectural services offered by members of the Institute;
- 2.3 To maintain the integrity and status of and to discourage dishonourable conduct and practices in the landscape architectural profession;
- 2.4 To represent the views of the landscape architectural profession to the public and the Government;
- 2.5 To apply the collective expertise of members of the Institute in an advisory role to the Government and the building industry;
- 2.6 To encourage the study of landscape architecture and to give awards and scholarships on such terms and conditions as the Institute may from time to time specify;
- 2.7 To conduct examinations and act in such other manner as may be necessary to ascertain whether persons are qualified to be accorded professional recognition by the Institute;
- 2.8 To facilitate the exchange of information and ideas in relation to all aspects of landscape architecture and matters in connection with the landscape architectural profession;
- 2.9 To encourage and foster a spirit of friendly collaboration amongst members of the Institute and with other professional bodies and their members;
- 2.10 To promote, support and protect the character, status and interests of landscape architects in Hong Kong;
- 2.11 To maintain and promote the usefulness of the profession of landscape architects for the public advantage; and
- 2.12 To do all such other things as are incidental or conducive to the attainment of the above objects.

3 Register of Members

- 3.1 The Register of members shall consist of Fellows, Professional Members, Associate Members, Graduate Members, Affiliate Members, Student Members, Honorary Members and Retired Members. The use of membership categories as titles shall be as described in the Bye-laws.
- 3.2 Application
A candidate for membership or affiliation of the Institute shall submit an application upon the official form to the Secretary of the Institute for consideration by the Registration Committee. The application form shall be accompanied by the first year's dues and any other required fees.
- 3.3 Registration Committee
(a) The Registration Committee shall comprise no less than three Professional Members or Fellows and shall by appropriate investigation, satisfy itself as to the character, education,

- experience, methods of practice and current professional ability of any candidate nominated for any category of Register of Members to the Institute.
- (b) The Registration Committee shall investigate any application referred to it and determine whether or not the candidate meets the requirements of the Constitution and the Bye-laws and make its recommendations to the Council for approval or other appropriate actions.
- 3.4 Professional Members shall be Landscape Architects whose ability, attainments, aims and character are judged to be such as will promote the objects of the Institute and who have graduated from a landscape architectural curriculum approved by the Registration Committee and/or have obtained a similarly approved professional qualification. Professional Members shall have the requisite years of post-graduation experience as specified in the Bye-laws. Professional members shall have full voting rights on all matters. Professional Members are eligible to be elected as an Officer and to the Council of the Institute.
- 3.5 Fellows shall be Landscape Architects of at least fifteen years approved post qualification professional landscape experience and shall be elected to Fellowship in recognition of their outstanding contribution to the profession. Fellows shall have equal voting and election rights as Professional Members.
- 3.6 Associate Members shall be persons who have graduated in Landscape Architecture from an institution whose curriculum has been accredited by the Institute or its acceptable equivalent in education and/or training. Associate Members shall not be eligible to vote, but shall be eligible for appointments to the Council and committees subject to the provision of Clause 7.1(i). Associate Members shall be eligible to take the Professional Practice Examination following a period of approved practical training in Hong Kong as specified in the entry requirements for the Professional Practice Examination.
- 3.7 Graduate Members shall be persons who have obtained a higher diploma or higher qualification in landscape architectural studies from a university or tertiary institution recognised but not accredited by the Institute. Graduate Members shall not be eligible to vote nor be eligible for appointments to the Council, but shall be eligible for appointments to committees. Graduate Members shall not be eligible to take the Professional Practice Examination.
- 3.8 Affiliate Members: The Institute may admit to affiliation persons who are involved in activities allied with the professional practice of landscape architecture. They shall be persons who do not qualify for other categories of membership under this Constitution and may include persons from related professions and trades, natural and social sciences and educators. All candidates for affiliation must be approved by the Registration Committee. Affiliates Members shall not be eligible to vote nor be eligible for appointments to the Council, but shall be eligible for appointments to committees.
- 3.9 Student Members shall be persons who are duly enrolled in a course of landscape architecture approved by the Registration Committee. Student Members shall not be eligible to vote nor be eligible for appointments to the Council, but shall be eligible for appointments to committees.
- 3.10 Honorary Members shall be persons, other than landscape professionals, who shall have performed notable service in advancing the cause of landscape architecture. Honorary Members shall not be eligible to vote nor be eligible for appointments to the Council, but shall be eligible for appointments to committees.
- 3.11 Retired Members shall be Fellows or Professional Members who have ceased to practice landscape architecture or to derive or confer any pecuniary advantage from membership of this or any other professional society. Retired Members shall be permitted to vote in the election of Council members and Officers and at General Meetings, and eligible for appointments to the Council and Committees subject to the provision of Clause 7.1(i).

4 Officers

- 4.1 The Officers of the Institute shall consist of President, Vice President (s), Secretary and Treasurer. The President and Vice President(s) shall be Professional Members or Fellows of the Institute. The number of Vice President(s) shall not be more than two.
- 4.2 When appropriate, a representative will be nominated from Professional Members and Fellows by the Officers to attend meetings of the International Federation of Landscape Architects.
- 4.3 All Officers shall be subject to annual election.

5 Auditor and Honorary Legal Advisor

- 5.1 The Institute shall elect an auditor at the General Meeting who shall be a certified public accountant. He shall retire from office at the next General Meeting after that at which he was elected, but he shall be eligible for re-election.
- 5.2 The Institute may have one or more Honorary Legal Advisor to be appointed by the Council.

6 General Meetings

- 6.1 The policies of the Institute shall be determined at an Annual General Meeting. Not less than one month's notice of the time, place and business of an Annual General Meeting shall be sent to each member of the Institute by the Secretary. The accidental omission to give notice of a meeting to or the non-receipt of notice of a meeting by any member shall not invalidate the proceedings.
- 6.2 Professional Members or Fellows of the Institute whose subscription is not in arrears, may speak and vote on all matters at a General Meeting. Retired Members whose subscription is not in arrears, may speak and vote only in the election of Council Members and Officers at a General Meeting. Other members may speak, but not vote. Nineteen voting members or 25% whichever is the lesser figure of the combined total numbers of Professional Members and Fellows residing in Hong Kong, whose subscriptions are not in arrears shall be a quorum for a General Meeting.
- 6.3 The Annual General Meeting shall be held each April. The President and the Secretary shall each present an annual report, the Treasurer shall present an unaudited balance sheet for circulation and the voting members present shall approve the committee framework and appointment of auditor for the following year.
- 6.4 The Officers shall be elected by secret ballot at the Annual General Meeting. Those members who are not present may only be elected if they have provided a written statement of willingness to serve.
- 6.5 The policies of the Institute, in case of urgency, may also be determined at an Extraordinary General Meeting, which must be summoned by the Secretary within fourteen days of having received a written request containing particulars of the business to be discussed, signed by not less than five voting members of the Institute. At least seven days' notice of such a meeting shall be sent to each member stating the time, place and business of the meeting. If such an Extraordinary General Meeting is not convened by the Secretary within fourteen days, it may be convened by any five voting members of the Institute.
- 6.6 Resolutions of General Meetings shall be binding on the Officers and committees of the Institute.

7 Management

- 7.1 Between General Meetings, authority to carry out the general policies of the Constitution and any decisions made at General Meetings shall be vested in:
 - (i) Council consisting of the Officers of the Institute and three other Professional Members and/or Fellows and/or Associate Members and/or Retired Members of the Institute provided that the majority of the Council Members are Professional Members and/or Fellows. The Council shall have the duty to co-opt such eligible Professional Members and/or Fellows and/or Associate

Members and/or Retired Members of the Institute as are necessary to carry out its functions effectively;
(ii) Such other committees as the Council shall decide to establish.

- 7.2 The decisions of all committees and the Council shall be arrived at by a show of hands. In the case of a tie, the Committee or Council Chairperson shall have a casting vote.

8 Finance

- 8.1 The financial year shall run from 1st April to 31st March. Annual subscriptions shall be due on 1st May.
- 8.2 The funds of the Institute shall be applied solely to meet its recurrent expenditure and for the aims and objects described in Section 2 of this Constitution and shall not be used for any other purpose.
- 8.3 The liability of all members is limited. All liabilities of the Institute shall be borne by voting members at the time when the liabilities are incurred or whose names are registered as voting members within one year before such liabilities are incurred, and shall be shared on a pro-rata basis to the amount of their annual subscriptions, but such liabilities shall in no event exceed the sum of Ten Hong Kong Dollars (HK\$10.00) for each voting member.

9 Amendments to the Constitution

- 9.1 The Constitution may only be amended by the resolution of at least two-thirds of those voting members present at an Annual General Meeting or at a specially convened Extraordinary General Meeting of the Institute of which due notice to the members, containing the proposed amendments, shall have been given.

10 Bye-Laws

- 10.1 The Council shall promulgate the Bye-laws as may be proper and necessary for the administration of the Institute in accordance with this Constitution. A Bye-law amendment thereto shall become effective upon a majority vote of the Council.

11 Dissolution

- 11.1 (a) The Institute may be dissolved and the disposal of its assets decided at a General Meeting, or, failing sufficient quorum by means of a subsequent written referendum called by the Council in which case signed votes in favour from not less than half the voting members plus one shall be required for any resolution.
(b) The disposal of assets of the Institute in the event of its dissolution shall be likewise resolved at a General Meeting.

Bye-Laws 附則

Article 1 : Admission of members

1.1 Application

1.1.1 A candidate for membership in any category of the Institute shall submit an application upon the official form to the Secretary of the Institute. The application form shall be accompanied by the first year's subscription fee plus the registration fee when applicable.

1.1.2 For Professional or Associate Membership application, it shall be endorsed by a total of two Professional Members and/or Fellows of the Institute, one of whom shall act as Proposer and make a written statement as to the suitability of the candidate as a member of the Institute. Another endorser shall act as Secunder. Each endorser shall vouch for the candidate's character, methods of practice, experience, and qualification as set out in the Constitution.

1.2 Professional Members

A Professional Member shall have completed at least two year's working experience in landscape architecture, one year of which must have been in Hong Kong, and to have obtained professional status in landscape architecture either by having passed the Institute's Professional Practice Examination or the examination of a national Institute approved by the Council and listed in Article 11 of these Bye-laws, or a Registered Landscape Architect as accepted by the Landscape Architects Registration Board of Hong Kong under the Landscape Architects Registration Ordinance (Cap 516).

1.3 Honorary Members

Nominations for Honorary Membership shall be made by a Professional Member, Fellow or Honorary Member to the Council. The Council shall review each such nomination and shall then vote on the election of the nominees to Honorary Membership. The affirmative vote of two-thirds of the Council shall be necessary for election. There shall be no more than two Honorary Members elected each committee year.

1.4 Fellows

Advancement to Fellowship shall be effected solely by favourable action of the Council of Fellows on nomination, or by self-nomination of Professional Member, submitted to the Secretary of the Council with appropriate documentation by the Council. The size of the Council of Fellows shall be decided upon by the Council and invited from Fellow Members. Nominees for Fellowship shall be Professional Members of the Institute, have had minimum fifteen (15) years of professional experience with at least seven (7) years' practice in Hong Kong and have made contributions in one or more of the following areas: landscape research works, education, publications, and services to the Institute.

1.5 Associate Members

Associate Members shall have graduated from an accredited course and such other courses which have been approved by the Council and listed in Article 9 of these Bye-laws.

1.6 Graduate Members

Graduate Members shall have obtained a higher diploma or higher qualification in landscape architectural studies from a university or tertiary institution and such other courses which have been recognised but not accredited by the Institute and listed in Article 10 of these Bye-laws.

1.7 Student Members

Student Members shall be in full time or part time education in landscape architecture and such other courses which have been approved by the Council and listed in Articles 9 and 10 of these Bye-laws.

1.8 Affiliates

Affiliates need not have accredited professional qualification in landscape architecture/design, but should be employed in an associated discipline and shall have demonstrated an interest in landscape matters, e.g. landscape science, landscape management, landscape contracting, landscape supplying, architecture, engineering, planning etc.

1.9 Retired Members

Fellows or Professional Members intending to retire shall apply in writing to the Secretary giving sufficient indication of their circumstances to enable Council to agree the status of a Retired Member.

1.10 Resignation

Any member of the Institute from any category of membership may resign from the Institute upon written notification to the Secretary at the correspondence address.

1.11 Termination

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

1.11.2 Any member will be automatically expelled if the annual subscription fee has not been paid within six (6) months of the due date.

1.12 Appeal

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

1.13 Reinstatement

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

1.14 Re-classification

Any Professional Member, Fellow, Associate Member, Graduate Member or Student Member who is no longer qualified for these membership categories in accordance with the Constitution shall be re-classified an Affiliate.

1.15 Certificates, Distinctions, and Identification of Membership Categories

1.15.1 Every Professional Member, Fellow, and Honorary Member who has been admitted to the Institute shall receive a certificate of the Institute stating his name, elected date and membership no. appropriate to his category.

1.15.2 Every Professional Member and Fellow who has been admitted to the Institute shall receive an official stamp of the Institute stating his name and membership no. appropriate to his category.

1.15.3 Any Certificate or Stamp granted by the Institute shall remain the property of the Institute, but shall be tenable by members as long as they remain members. The Certificate and Stamp shall, unless the Council otherwise determines, be returned to the Institute upon the holder ceasing to be a member.

1.15.4 Only members in the following restricted categories of membership may use the letters designated after their names as follows:

Category	Letter	Designation
President	P	HKILA
Past President	PP	HKILA
Fellow	F	HKILA
Professional Member		HKILA
Honorary Member	Hon	HKILA

1.15.5 Arborists accredited by HKILA's Panel of Accredited Arborists may use the letters designated after their names as AA (HKILA).

1.15.6 All members irrespective of category shall clearly indicate their categories of membership in their identification with the Institute in any form.

Article 2 : Fees

2.1 Annual Subscription Fee

The annual subscription fee for each category of membership shall be fixed during the Annual General Meeting.

2.2 Registration Fee

A Registration Fee for each category of membership shall be fixed by the Council.

2.3 Annual Overseas Subscription Fee

The annual overseas subscription fee for each category of membership shall be fixed by the Council. It shall normally be approximately 60% of the full annual subscription fee.

2.4 Subscription Fees for Fellows and Professional Members Aged 60 or above

The annual subscription fee for a Fellow or Professional Member aged 60 or above is reduced to 50% of the respective full annual subscription fee.

2.5 Arboricultural Practitioners Accreditation Fee

Application fee and annual subscription fee for Arboricultural Practitioners Accreditation shall be fixed by the Council.

2.6 If the annual subscription fee has not been paid within three (3) months of the due date a 5% surcharge may be applied.

Article 3 : The Council

3.1 Authority of the Council

3.1.1 The Council shall consider, report and act on policies, legislation and administration of the Institute, put into effect the votes of the Institute, be the custodian of all its assets, adopt the budget, approve nominees for office, create and abolish committees, confer awards and citations, be the final authority for interpretation of the Constitution and Bye-laws of the Institute, establish programmes and activities, recommend and carry out approved policies, invite as non-voting participants to the Council such committee chairperson or delegates from allied organizations as required, and perform such other functions as are customary for the Council or as may assigned to it by the membership.

3.1.2 The Council shall arrange for an annual examination of the Institute's accounts by an auditor who shall be a certified public accountant.

3.2 Meeting and Voting

- 3.2.1 There shall normally be monthly meetings of the Council throughout each committee year.
- 3.2.2 A quorum of the Council shall consist of not less than four members of the Council or their proxy. The quorum shall be comprised of at least one Member who is an Officer including the President or Vice President.
- 3.2.3 Any member of the Council who cannot attend a meeting of the Committee may be represented by proxy for that meeting. A proxy cannot be counted as an Officer for the purposes of a quorum.
- 3.2.4 Any member of the Council may petition for a special meeting of the Council upon written request to the President who shall put the request to a mail ballot vote of the Council. The special meeting shall be held upon a two-thirds vote of the Council in favour thereof. Ballots not returned within twenty (20) days after mailing by certified mail shall be counted as not in favour of the special meeting.

3.3 Co-opted members

Co-opted members of the Council may be appointed by the Council during each Council year. This should include the Immediate Past President if available to serve. They shall have the privilege of participating in its proceeding and shall receive the minutes thereof.

Article 4 : Committees

4.1 Appointments

The Council shall make all appointments and fill all vacancies to committees, councils and task forces and designate the chairperson thereof unless otherwise provided herein. Terms of appointment for committee members shall expire in the normal month of the Annual General meeting. The chairperson of each committee shall be a member (elected or co-opted) of the Council. Each committee shall comprise of no less than three (3) members and/or Fellows of the Institute.

4.2 Committee Records

Each committee shall maintain authenticated records of its proceedings which shall be available for inspection by members of the Institute.

4.3 Education Committee

Its Terms of Reference shall be:

- 4.3.1 To promote professional development through considering, implementing and reporting to the Council on matters relating to landscape architectural education.
- 4.3.2 To organise and monitor the Institute's Professional Practice Examination, including establishing and processing examination entry requirements and procedures, appointing a board of examiners and/or adjudicators, and submit to the Council for approval its recommended results of all candidate's examinations.
- 4.3.3 To organise, monitor and advise the Council on academic qualifications required to the various membership categories of the Institute, including establishing a List of Accredited Courses.
- 4.3.4 To monitor and advise the Council the potentials of graduate and undergraduate training in landscape architecture.
- 4.3.5 To monitor and record the number of practicing Landscape Architects and Graduate Landscape Architects annually.
- 4.3.6 To provide an annual report to Council on the work of the Committee including a financial report of income and expenditure during the year, and financial projection for the coming year to be approved and included in the Institute's Annual Budget.

4.4 Functions and Events Committee

Its Terms of Reference shall be:

- 4.4.1 To advise, propose, and report to the Council of up-coming public and social events and functions as related to landscape architecture.
- 4.4.2 To organise and implement events and functions approved by the Council, including establishing an Annual Dinner Sub-committee to arrange an Annual Dinner to be held around November each year.
- 4.4.3 To monitor and advise costs and expenditure of all proposed and implemented functions.
- 4.4.4 To provide an annual report to the Council including a list of events and functions established by the Committee, a financial report of income and expenditure during the year, and a financial projection for the coming year to be approved and included in the Institute's Annual Budget.

4.5 Public Affairs Committee

Its Terms of Reference shall be:

- 4.5.1 To promote the profession of landscape architecture as stated under the Objects of the Constitution to the Government, other sister professions and the general public.
- 4.5.2 To represent the Institute's views on matters relating to landscape architecture.
- 4.5.3 To raise awareness of issues of landscape architectural concerns.
- 4.5.4 To organise the Institute's Annual Awards Scheme, to be held in conjunction with the Institute's Annual Dinner.

4.6 Publication Committee

Its Terms of Reference shall be:

- 4.6.1 To produce a monthly Newsletter of up-to-date information on the Institute's affairs and activities as well as any associated landscape matter of interest to members.
- 4.6.2 To produce an annual publication "Yuanlin".
- 4.6.3 To promote the profession through publications both within the territory and abroad and to develop its publications to professional journal standard.
- 4.6.4 To work towards the production of a Year-book and any other publication that Council may consider desirable in future – including a list of 'sites of significant landscape interests'.
- 4.6.5 To provide an annual report to the Council on the work of the Committee including a financial report of income and expenditure during the year, and a financial projection for the coming year to be approved and included in the Institute's Annual Budget.

4.7 Practice Committee

Its Terms of Reference shall be:

- 4.7.1 To consider and report to the Council matters relating to the practice of landscape architecture.
- 4.7.2 To promote the highest standards of professional competence by defining standards and advising members on how to achieve them.
- 4.7.3 To prepare a Code of Conduct and monitor its subsequent implementation and effectiveness.
- 4.7.4 To monitor and record the number of landscape architectural practices on an annual basis.

- 4.7.5 To provide an annual report to the Council on the work of the Committee including a financial report of income and expenditure during the year, and a financial projection for the coming year to be approved and included in the Institute's Annual Budget.
- 4.8 **Registration Committee**
Its Terms of Reference shall be:
- 4.8.1 To vet applications from individuals for membership under the terms of the Constitution and Bye-laws for each category of membership.
- 4.8.2 To vet applications from practices for registration under the terms of the Constitution and Bye-laws.
- 4.8.3 To retain and update a "Register of members", which shall include each category of membership; it shall also keep records of unsuccessful applications.
- 4.8.4 To retain and update a "Register of practices".
- 4.8.5 To retain all recommendations to the Council for approval.
- 4.8.6 To report when required to the Council on membership statistics and data.
- 4.8.7 To advise the Secretary and Treasurer of the approved "Register of members" and the "Register of practices".
- 4.8.8 To refer to the Education Committee and Practice Committee on matters concerning registration applications from individuals and practices respectively.
- 4.9 **Panel of Accredited Arborists**
Its Terms of Reference shall be:
- 4.9.1 To retain and update a List of Accredited Arborists, and any other established list(s).
- 4.9.2 To vet applications, organise and conduct assessment process as necessary, from individuals for inclusion to the List of Accredited Arborists based on the criteria approved by Council.
- 4.9.3 To represent the views of the Institute as well as the Accredited Arborists on matters related to the practice of arboriculture to the government and to the public.
- 4.9.4 To consider and report to the Council matters related to the practice of arboriculture.
- 4.9.5 To prepare, maintain, and carry out annual review to the Code of Ethics and Conduct for Accredited Arborists or any other established list(s) and monitor its subsequent implementation and effectiveness.
- 4.9.6 Upon request by Council, or initiated by the Panel with Council's agreement, to deal with and to investigate complaints on unethical or unprofessional conduct by Accredited Arborists or member of any other established list(s); and to report findings and recommendation to Council including any recommended disciplinary action.
- 4.9.7 To carry out annual review, or more frequently as the Panel sees fit, on the requirements for inclusion to the accredited list(s) including the setting up of new list or re-arrangement of existing list(s) for the different categories of Accredited Arborists; as well as the renewal process of the accreditation, and advise the Council as to any necessary change to the requirements for inclusion or assessment process.
- 4.9.8 To provide an annual report to the Council including the reviews and recommendation made to the Council, and the major events and functions conducted within the year before the annual general meeting.

4.10 Council of Fellows

- 4.10.1 The constitution of the Council of Fellows shall be nominated by the HKILA Council every 3 years with a Convener to be elected amongst members of the Council of Fellows.

Its Terms of Reference shall be:

- 4.10.2 To propose and review the nominations of Fellow Members for Council's endorsement.
- 4.10.3 To vet applications for Fellow membership by 'self-nomination' for Council's endorsement.

4.11 Young Landscape Architects' Group (YLAG) Committee

Its Terms of Reference shall be:

- 4.11.1 To act as a training ground for young members to familiarise with the Institute's operation and encourage participation of young members in matters relating to landscape architecture profession.
- 4.11.2 To provide a communication platform for young members of the Institute and external professional institutes.
- 4.11.3 To promote the profession to students of landscape architectural programmes by launching a mentorship scheme and conducting presentations in educational institutions.
- 4.11.4 To publish a newsletter no less than once per year.
- 4.11.5 To organise activities and events consistent with the Objects of the Constitution.
- 4.11.6 To provide an annual report to the Council on the work of the Committee including a financial report of income and expenditure

4.12 Continuing Professional Development (CPD) Committee

Its Terms of Reference shall be:

- 4.12.1 To review and update the CPD Policy.
- 4.12.2 To implement the CPD Policy and monitor members for fulfilling the CPD requirement.
- 4.12.3 To inform members of relevant CPD events organised by stakeholders with an interest to promote environmental quality and improve standards of the built environment.
- 4.12.4 To organise CPD events relevant to landscape architecture.
- 4.12.5 To provide an annual report to the Council on the work of the committee including a financial report of income and expenditure during the year, and a financial projection for the coming year to be approved and included in the Institute's annual budget.

4.13 Reports

- 4.13.1 All committee chairmen shall report to the Council at its regular meetings but their chairmen shall be encouraged to communicate with each other on matters of mutual concern.
- 4.13.2 Each chairperson shall submit a written report of the work of the committee during the term of office, submitting such report to the Secretary not later than four weeks prior to the Annual General Meeting.

Article 5 : General Meetings

5.1 Votes

- 5.1.1 All votes committing the Institute to any action or policy shall be taken at a duly called General Meeting or by mail ballot as may be appropriate, and must be approved by a majority of the ballot s cast.
- 5.1.2 The closing date for any mail ballot shall be determined by the President and the Secretary except as otherwise provided in these Bye-laws, but in no case shall the voting period be less than fifteen (15) days for a mail ballot of the Council. All mail ballots shall be returned to the registered address.

Article 6 : Amendments to Bye-laws

6.1 Amendments

- 6.1.1 These Bye-laws shall be amended by the Council whenever necessary by its appropriate action at any of its meetings or by mail ballot. A proposed amendment shall require an affirmative vote of the Council to become effective.
- 6.1.2 A proposed amendment to be voted upon by mail ballot shall be submitted in writing by the Secretary to each member of the Council. At the expiration of twenty one (21) days after the mailing of the ballot, the amendment shall be recorded as adopted by the Council if it shall have been approved by a majority of the Council.
- 6.1.3 A member of the Council may propose an amendment at any meeting of the Council or may submit it in writing to the Secretary, provided that the proposal has been seconded in writing by another member of the Council.

Article 7 : Address of the Institute

7.1 Address

The correspondence address of the Institute shall be:
The Hong Kong Institute of Landscape Architects
P.O. Box 20561, Johnston Road Post Office, Wan Chai, Hong Kong

Article 8 : Code of Professional Conduct

- 8.1 First published in March 1990
- 8.2 Amended in April 2016

Article 9 : Accredited Courses in Landscape Architecture

- 9.1 **Local:**
Master of Landscape Architecture, The University of Hong Kong
- 9.2 **Non-local:**
An academic qualification in Landscape Architecture or equivalent accredited by the respective professional landscape institute/association of that country or region¹.

1 The “respective professional landscape institute/association of that country or region” refers to the International Federation of Landscape Architects (IFLA) member association representing that country/region.

Article 10 : List of Recognised Studies in Landscape Architecture for Graduate Membership

- 10.1 Local:
Bachelor of Arts in Landscape Studies, The University of Hong Kong
Bachelor of Arts (Honours) in Landscape Architecture, Technological and Higher Education Institute of Hong Kong
Higher Diploma in Landscape Architecture, Hong Kong Design Institute
- 10.2 Non-local:
A higher diploma or degree course in landscape architecture or equivalent course from an university or tertiary educational institution.

Article 11 : List of Reciprocal Professional Qualifications

- 11.1 Full Professional membership of the following national institutes:
- 11.1.1 The Australian Institute of Landscape Architects
- 11.1.2 The New Zealand Institute of Landscape Architects