

**THE HONG KONG  
SECURITY  
ASSOCIATION  
BY-LAWS**

**As at 8<sup>TH</sup> MAY, 2008**

## INTRODUCTION

1. These By-Laws are published by order of the Executive Committee and should be read in conjunction with and subject to the provisions of the Memorandum and Articles of Association of The Hong Kong Security Association. Unless otherwise stated the words and expression defined in the Articles of Association will have the same meaning in these Bye-Laws.
2. These By-Laws may be altered or revoked from time to time by the Association at general meetings or by the Executive Committee during the recess of general meetings of the Association.
3. By-Laws affecting Categories
  - a. By-Laws affecting Categories, such as Category Criteria, may be formulated or amended by a fully attended Sub-Committee Meeting and passed to the Executive Committee.
  - b. The Executive Committee will review the proposal and return the proposal to the Sub-Committee with agreement or suggested modifications.
  - c. The Sub-Committee will consider the suggested modifications, if necessary, finalise its draft and poll the whole Category Membership to obtain a majority vote.
  - d. The Executive Committee will accept proposals approved by a majority vote of the Category Membership unless they feel that such proposals to be against the general interests of the Association.

## **(1) AWARD SCHEME**

### **1.1 Major Awards**

- a. The Major Award may be given by the Association and may only be presented once a year at the Annual General Meeting of the Association or at some other suitable meeting of the members e.g. Christmas lunch.
- b. The Major Award will be a cash sum of not less than HK\$2,500 and not more than HK\$10,000 and a certificate giving details of the act for which the award is presented.
- c. Award candidates must be nominated by a Member of the Association in writing to the Award Panel giving the reason for the said nomination.
- d. The proposed nominee must be employed by an existing Member of the Association and where required by Ordinance has obtained a security licence.

### **1.2. Certificates of Merit**

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- a. A Certificate of Merit may be awarded at any time to any employee of a Member of the Association upon a satisfactory representation being made to the Award Panel by a Member of the Association.

- b. *A maximum of 12 Certificates of Merit each with a HK\$1,000 cash award will be given to security personnel selected by the Award Panel annually.*
- c. It is assumed that the Member by whom the individual is employed would duplicate the sum awarded by the Association to the individual.

### **1.3 Procedures**

- a. The giving of Major Awards and the Certificates of Merit will be decided upon by an independent award panel which will:
  - i.. *Consist of the Chairman/Vice Chairman of the Association and any or all of the Executive Committee Members ( not less than 5 including the Chairman/Vice Chairman ), and the Executive Director*
  - ii. Meet periodically to consider recommendations for the awards.

### **(2) MEMBERSHIP FEES**

Each member is required to pay fees, at the levels from time to time established by the Executive Committee. The current fees are:-

- a. Principal Member \$5,000 per annum  
Associate Member \$3,500 per annum
- b. *Membership fee will be effective for one year. New member joining in mid-financial year i.e. during 1<sup>st</sup> May to 30<sup>th</sup> April of the calendar year will be billed their membership renewal invoice again at the onset of the next financial year. Such renewal invoice will be prorated to match the ending date of the Association's financial year i.e.30<sup>th</sup> April. Renewal fees will be pro-rated based on \$5,000 or \$3,500 per annum depending on its type of membership.*
- c. There is to be a rejoining fee for security companies who withdrew their HKSA membership for less than a year. For Principal Members the rejoining fee is \$ 5,000 and for Associate Members the rejoining fee is \$3,500.
- d. Membership Fee runs from 1 May to 30 April in a calendar year.
- e. Only members who are fully paid up can vote at any meeting.
- f. Increment of annual fees can only be done by approval at a General Meeting of the Association by a simple majority vote. The Chairman has a second casting vote if a split vote exists.
- g. The following procedures will be adopted to collect renewal membership fees:-
  - i. Demand notes for renewal will be sent out in early April for payment by end of May.
  - ii. At end of May, Treasurer will compile outstanding account list.
  - iii. Reminders will be sent by Treasurer/Executive Director at end of June and again end of July.
  - iv. *Executive Director to follow up with telephone reminders in due time*
  - v. Those members who after the foregoing five steps still have outstanding accounts will have their membership terminated without further notice.

### (3) MEMBERSHIP VETTING

The procedures for membership vetting will be as follows:

- a. Executive Director acknowledges in writing receipt of the application on behalf of the HKSA and inspects the required documents as stated in the application form,
- b. Executive Director checks the relevance of the application and pays a visit to the applicant address and interviews the applicant in person if possible.
- c. Executive Director checks against originals of the required documents, discusses with the applicant on general matters regarding the HKSA and answers questions if any.
- d. Executive Director determines which category of membership should applicant be admitted i.e. Principal or Associate. Executive Director to inform applicant at time of visit or by mail.
- e. Executive Director ascertains the details as written in the application and determines to recommend or not to the Excom by informing the applicant immediately;
- f. Executive Director reports to the Excom on his findings and the Excom decides.
- g. Executive Director notifies the applicant of the result and invites the new member to the certificate presentation or post the Membership Certificate and relevant documents to the new member.

It is important to note that the policy governing new members enrolment is based on the principle that companies holding security licences (issued by SGSIA after vetting) are automatically qualified as members and therefore such vetting procedures are basically formalities.

### (4) CATEGORY OF MEMBERSHIP AND ASSOCIATED SUB-COMMITTEES

#### 4.1. Allocation of Category/Sub-committees

Each member will, on admission to Membership, be included in one or more of the categories as designated below according to the business they perform.

Type I Security Guard Services

Type II Armoured Transport Services

Type III Alarms - Installation and Maintenance

Type IV Equipment:- Manufacturers, Dealers and Distributors of Security Devices, Security Equipment and Security Products

Type V Investigation Services

Type VI Central Alarm Monitoring Station

Type VII Others

Members should only classify themselves under categories that their businesses are involved in. For areas that they are not involved in but have an interest in, they are welcome to sit in the

Sub-committee meetings. Misrepresentation of categories may result in disciplinary action taken against the member.

#### **4.2. Sub-Category Meetings**

- a. Voting - Each Category of Membership shall form their own Sub-committee with aims that the Sub-committee will:
  - i) Protect the interests of the Members within the Category by bringing matters of concern of their Category to the attention of the Executive Committee.
  - ii) Assist the Executive Committee to formulate policy/Codes of Practice regarding the Category they represent.
  - iii) **Hold not less than 2 meetings per annum.**
- b. Each Sub-Committee shall consist of not less than two and not more than five Members. These will be voted in at the Annual General Meeting. Elected Members will, within seven days of the Annual General Meeting, elect among themselves a Chairman.
- c. The Sub-Committee is comprised of members voted by all members of that category to carry out the above work but when sub-category meetings are held, all members of that sub-category are encouraged to attend and to vote. (Associate members are also encouraged to attend but have no vote.)

Each member will have one vote in respect of matters concerning the Category to which it belongs.

#### **4.3. Frequency of Meetings**

- a. **Meetings shall be held at least not less than 2 each year, i.e., between one Annual General Meeting and the next.**
- b. All members of each sub-category are entitled to attend.
- c. Meetings shall be called at not less than seven days' notice in writing at the least.
- d. Meeting shall be called by the Category Chairman or by mutual agreement of the Sub-committee members themselves.

#### **4.4. Quorum**

This equates to a majority of the Sub-committee members e.g. 3 out of 5.

#### **4.5. Proxy Votes**

Proxy votes are not permitted at Category Sub-committee Meetings.

#### **4.6. Reporting Procedure**

- a. The Chairman of the Sub-committee, if not already a Member of the Executive Committee, may either be co-opted to attend, or may be invited to attend meetings of the Executive Committee to discuss items relevant to the Category he represents.
- b. Agendas and Minutes of all meetings of all Sub-committees shall be forwarded to the **Executive Director** or the Executive Committee for circulation to the Members of the Executive Committee.

**(5) OBLIGATIONS OF EXECUTIVE COMMITTEE MEMBERS**

- a. In accepting a position on the Executive Committee, those elected voting Members should be prepared to pledge commitment and resources in promoting the affairs of The Hong Kong Security Association dutifully. Elected Members of the Executive Committee shall elect among themselves, within seven days of the Annual General Meeting, **Chairman, Vice Chairman and Treasurer. Executive Committee members will volunteer to serve in any working group/steering group formed when necessary.**
- b. Should a member company voted on to the Executive Committee be absent **without proper reason/s** from two meetings, a reminder letter will be sent by registered mail. Should this member company fail to attend a third time **without proper reason/s** then that member company may be expelled from Executive Committee. Executive Committee will then invite the next in line member company voted on to the Executive Committee at AGM to join the Executive Committee.
- c. **The Chairman, Vice Chairman and the Executive Committee Members are directly involved with the employment of any staff working for the Association. The salary and any subsequently revision of salary are to be proposed by the Chairman, Vice Chairman or any member of the Executive Committee. The proposal will be studied by a Working Group, and then make recommendation to the Executive Committee, and will only be effective with the agreement of majority of the Members in meeting**

**(6) PRIMARY ELECTION**

Forty days before an Annual General Meeting, the Executive Director shall write to all Founder Members and Principal Members to enquire whether they are willing to stand in the election for the Executive Committee and the Sub-Committees of the Categories to which they belong.

**(7) MEMBERSHIP APPLICATION**

Documentation for membership application shall be provided as per the application form.

**(8) DIFFERENCE BETWEEN PRINCIPAL MEMBERSHIP AND ASSOCIATE MEMBERSHIP**

A company will be admitted as Principal Member when its business is primarily in the security and Guarding industry in Hong Kong. If its main business is not in security work or not in Hong Kong then it is entitled to Associate Membership. Associate Members can participate in all meetings but

only Principal Members can vote and annual membership fees for Associate Members are much less.

**(9) USE OF HKSA LOGO**

All Members are permitted to use the Association's logo as shown below on their companies' printed material in colours and size of own choice.

**The HKSA logo shall only be used by any organizer of conference, seminar, course and event supported and/or sponsored by the Association.**



**(10) OUTGOING LETTERS ON HKSA LETTERHEADS**

Correspondence on matters relating to Association's policies, recommendations and decisions reached should be signed by Chairman and not By individual Executive Committee Members.

**(11) UNLICENSED COMPANIES**

When it comes to the attention of the Executive Committee that a company is providing security work without a licence, the Executive Committee will write and notify the Authority.

**(12) ABOLITION OF SUB-CATEGORY MEMBERSHIP FEE**

The Sub-category Membership Fee is abolished. Executive Committee reserves the right to refuse admission to a particular category if member is not actually conducting business in that particular area. Misrepresentation may result in cancellation of association membership.

**(13) CHAIRMAN'S NEWSLETTER**

***The HKSA Chairman/Vice Chairman will endeavour to send a Chairman's Newsletter to members two to three times a year either in circular format or as an editorial in the Security Hong Kong.***

**(4) REPORT ON SGSIA QUARTERLY CONSULTATIVE MEETING**

Executive Committee Members and/or Steering Group members attending SGSIA Quarterly Consultative Meeting, in a timely fashion are required to write summary report of what was discussed. The purpose of this is to update other Executive Committee members for appropriate follow up.

**(15) REPORTS FROM STEERING GROUPS**

All Steering Groups upon completion of their regular meetings in a timely fashion are required to write summary reports of what was discussed. The purpose of this is to update other Executive Committee Members.

**(16) FREQUENCY OF EXECUTIVE COMMITTEE MEETING**

A minimum of ***eight*** Executive Committee Meetings must be held in a calendar year.

**(17) CATEGORY B (ARMOURED TRANSPORT) SUB-COMMITTEE**

Category B Sub-Committee is to include all member companies of that category.

**(18) CODES OF PRACTICE FOR MEMBERS AT LARGE AND SUB-CATEGORY MEMBERS**

- a) Codes of Practice help raise standards and set members of the Association at a higher professional level than non-members who may operate without any Codes of Practice.
- b) It is up to each Sub-Category to look at and make up a Code of Practice for their members.
- c) It is up to the Executive Committee to look at the appropriateness of Codes of Practice for all members to comply with.

**(19) NOTICE TO CREATE CODES OF PRACTICE**

When a Sub-Category committee is about to propose a Code of Practice (or part thereof) for their membership group – the committee should state clearly in writing the proposal and make an

announcement when that proposal will be voted on. Such notice should be announced twice. The first proposal should be sent one month prior to the meeting. The second proposal should be sent a week prior to the meeting explaining the proposal and encouraging their members to attend and vote.

Motion to be carried – this is accomplished simply by those present at the meeting (assuming a quorum of the Sub-Category is present) vote to a 70% acceptance.

**(20) HKSA TRAIN THE TRAINER COURSE**

*The Association each year will organize Train the Trainer's Course. Member companies having the capability to conduct such courses would be welcome to host a course. (Capability means having a qualified trainer, recognized training material, and appropriate training room.) If there are several member companies interested to be host, a schedule will be set up ensuring each member company to have an opportunity to host a course. **The host** will pay a trainer conducting the course \$5000 per day for trainer fee. It is expected that a course will last five days. The fee structure for students is set at \$6,500 for HKSA member companies and \$7,000 for non-HKSA members.*

*Candidates who failed their examinations but wishing to re-take an examination could at their own expense wait for the next course sponsored by HKSA.*

**(21) VOLUNTEERS FOR EXECUTIVE COMMITTEE**

Each year *two* member companies would be invited to volunteer to serve on the Executive Committee. Such volunteers would have no voting rights.

**(22) MONTHLY FINANCIAL REPORTS**

It is the responsibility of the Treasurer to prepare the following financial reports that would be reviewed at each Executive Committee Meeting:-

- 1) Annual Budget for the Year Jan – Dec
- 2) Actual Expenditure/Income (On Accrual Basis)
- 3) Actual Income/Loss from Functions & Publications (On Accrual Basis)
- 4) Balance Sheet

**(23) HKSA LAPEL PINS**

This would be displayed at every social function *as long as stock lasts, and may be given away to members and guests as a souvenir free of charge*

**(24) AGM PRIMARY ELECTION – LISTS OF ALL MEMBERS ELIGIBLE TO SERVE ON THE EXECUTIVE COMMITTEE AND SUB-COMMITTEES**

These lists shall be comprised of Principal Members that have confirmed positively their desire to serve on the Executive Committee and Sub-committees.

**(25) SPEAKERS INVITATIONS**

**The Chairman of each Sub-Committee may be nominated to speak at HKSA functions or to recommend speakers for the occasions**

**(26) INDIVIDUAL DIRECTORS OF HKSA**

Appointed Chairman and **Vice Chairman or Treasurer** of HKSA should be permanent individual directors of the Association.