

Constitution of  
Six Sigma Society of Hong Kong

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## Preliminary

**In this constitution:**

"Society" means Six Sigma Society of Hong Kong

“Council” means the Council of the Society

“IAQC” means International Academy for Quality Certification

## 1.0 NAME, OBJECTIVES AND GOVERNMENT

### 1.1 Name

1.1.1 The name of this organization shall be Six Sigma Society of Hong Kong. The Chinese name of the Society is (香港六西格瑪學會)

1.1.2 The address of the Society shall be : *c/o: Industrial Affairs, Department of Manufacturing Engineering and Engineering Management, City University of Hong Kong, 83 Tat Chee Avenue, Kowloon Tong, Hong Kong* , or such other address as may be notified from time to time to the Societies Officer pursuant to the Societies Ordinance (Cap. 151).

### 1.2 Objectives

#### 1.2.1 Vision

The Six Sigma Society of Hong Kong aims to become the leading and reliable resource center for Six Sigma practitioners, enthusiasts and their organizations so as to strengthen the practical application of the Six Sigma breakthrough methodology that is internationally recognized and consulted.

#### 1.2.2 Mission

The Six Sigma Society will endeavor to fulfill all its PRACTICAL objectives for its members and their organizations and enable them to confidently and visibly apply and obtain measurable benefits from the Six Sigma breakthrough methodology.

#### 1.2.3 Link with IAQC

The Six Sigma Society of Hong Kong serves the needs of six sigma practitioners and enthusiasts. The society provides the resources these individuals and their organizations need to deploy implement and benefit from the use of the Six Sigma breakthrough methodology.

The society is endorsed by and draws upon the experience and support of the councilors of the International Academy for Quality Certification or IAQC. The Board of Councilors of IAQC is leading and recognized quality and productivity professionals in the world.

The IAQC (a non profit organization) endeavors to enable organizations and people to obtain certification for quality and people development programs. The experience and competencies of the councilors are offered to any

individual and organization in the world. Particular attention is given to emerging economies and developing countries in order to enable them to achieve world-class standards in quality management and development, inexpensively.

The Six Sigma Society of Hong Kong is intimately linked to IAQC. The society obtains international recognition through IAQC for all its initiatives and efforts. It is with this confidence that the society is established.

1.2.4 The PRACTICAL aims of the society are:

- To POSITION the six sigma practitioners in Hong Kong as leaders and experts in their industry worthy of international recognition.
- To serve as a RESOURCE base for practitioners that draws from the experiences of the members. The resources provided may include advice, best practices, assistance, training and development, information and materials to further the practice of Six Sigma in organizations.
- To ADVOCATE and promote the practical application of the Six Sigma breakthrough methodology by sharing experiences and demonstrating the applications in members' organizations.
- To CONTRIBUTE to the knowledge and practice of Six Sigma by publishing papers and literature.
- To enable six sigma practitioners and enthusiasts to obtain TIMELY support from a network of certified six sigma individuals for the practice of the Six Sigma methods in organizations.
- To INVOLVE in local and international learning situations by presenting the experiences and innovations of the members that expand the doctrine and practice of Six Sigma in Asia.
- To CELEBRATE the success of members or their organizations in implementing the Six Sigma best practices and achieving breakthrough results.
- To ACQUIRE the latest developments on the doctrine of Six Sigma so as to update and enable the members to reach new levels of professional expertise.
- To create the LEARNING community of practitioners that will get together to analyze the needs and concerns of the members and provide practical solutions that benefit the members and their organizations.

### 1.3 Government

This society shall be governed by the provisions of the laws of HKSAR under which it is incorporated and by the provisions of this constitution.

## **2.0 Membership**

The Society welcomes members with the common objectives of the Society. The Society would not discriminate members from different ethnic or religious background.

### 2.1 Procedures for Membership

The rules and acceptance procedures for election to all grades of membership of the society are determined by the Council of the Society from time to time

### 2.2 Application Form

All applications shall be in writing using the form provided by the Society

### 2.3 Grades of Membership

The Society shall have the following grades of membership:

- (a) Fellow;
- (b) Member;
- (c) Associate;
- (d) Student Member; and
- (e) Corporate Affiliate

#### a) Fellow

The grade of Fellow is an honour conferred by the Council on a Member of the Society. It recognizes the member's outstanding services to further the objectives of the Society.

#### b) Member

The grade of Member is open to any individual who possesses a Six Sigma Certificate or his/her skills and knowledge in relation to Six Sigma is recognized by the Council.

c) Associate Member

The grade of Associate is open to any individual who has an interest in Six Sigma and supports the objectives of the Society but who either is not qualified as a Member or does not wish to be a Member.

d) Student Member

The grade of Student is open to any individual who is currently a full time or part-time student in a tertiary institution and is interested in the knowledge and practice of Six Sigma.

e) Corporate Affiliate

Commercial and other organizations with an interest in Six Sigma and support the objectives of the Society may become Corporate Affiliate.

2.4 Only Members and Fellows are eligible to nominate and stand for election, and have the right to vote and propose agenda in General Meeting.

2.5 Termination of Membership

Membership of the Society may be terminated in one of the following ways:

- a) By failure to pay Society subscriptions for a period determined by the Council.
- b) By written withdrawal to the Hon. Secretary.
- c) By the death of an individual member or the dissolution of a Corporate Affiliate.
- d) By bankruptcy or behavior which, in the opinion of the Council, is not acceptable or tends to bring the Society into disrepute.

The Council shall have the right to expel from the Society any member who in the opinion of the Council has been guilty of any breach of the regulations contained in this constitution or of any professional misconduct or who has been sentenced to imprisonment for six months or more, or other offence which in the opinion of the Council renders him/her unfit to belong to the Society.

### **3.0 Finance**

3.1 The Society shall be a non-profit making organization. It may not generate income to redistribute to its members as profit.

- 3.2 For the advancement of its objectives, the Society shall raise and accept money through subscriptions, donations and other activities upon approval of the Council of the Society.
- 3.3 Subscriptions shall be paid annually by all members to the Society in amounts determined by the Council from time to time.
- 3.4 The general fund of the Society shall be used for the fulfillment of the objectives of the Society.
- 3.5 The payment of remuneration to any members of the Society in return for any services actually rendered to the Society, or expenses to members incurred on official business in connection with the Society can be made by the Council.
- 3.6 A banking account shall be opened in the name of the Society at a bank as the Council may decide, into which account all moneys received shall be promptly deposited. Cheques drawn on such account for the payment of bills for Society operating expenses or for any other duly authorized purposes shall be signed by the the Hon. Treasurer and any one of the Office Bearers of the Council together with the Stamp of the Society.
- 3.7 All Officer Bearers of the Council of the Society are jointly and severally responsible for any financial liability of the Society incurred in the period during which they hold office.

#### **4.0 Dissolution**

- 4.1 The Society may be dissolved by a resolution at an Extraordinary General Meeting specifically convened for this purpose by not less than three quarters of the total voting members present. To call such meeting, the Hon. Secretary must notify all voting members two weeks before the meeting.
- 4.2 In the event of dissolution of the Society any remainder of its net assets after discharge of all of its debts and other legal obligations shall be donated to a local non-profit professional, educational or charitable institution as may be approved by the Council.

#### **5.0 Council**

- 5.1 The Council of the Society shall include Office Bearers of :
  - a) A President
  - b) At least one and at most three Vice Presidents
  - c) An Honorary Secretary

- d) An Honorary Treasurer and,
  - 1) The Immediate Past President of the last term of service, and
  - 2) Four to ten Members as decided by the Council from time to time

## 5.2 Requirements

- a) All Council members of the Society shall be members of the Society
- b) The terms of all office bearers of the Society shall be for two years
- c) No person shall hold the Office Bearers of the Society for more than two successive terms.
- d) The members of the Council other than Office Bearers shall be invited and appointed by the Office Bearers at the first Council Meeting after the Annual General Meeting and their terms shall be for one year.

## 5.3 The Office of a Council Member shall be vacant if such member:

- a) Ceases to be a voting member of the Society or
- b) Resigns his office by notice in writing or
- c) Is dismissed from office by a resolution at a General Meeting by simple majority

## 5.4 Vacancies

- a) In case of a vacancy in the office of President, one of the Vice Presidents shall be selected amongst themselves immediately to the Presidency of the Society.
- b) If the office of any other Council Members becomes vacant as a result of replacing the President or for any other reasons, a replacement shall be appointed by the Council Members for the remainder of the term, at the next regular Council meeting.

## 5.5 Members of the Office Bearers of the Council shall be elected at the Annual General Meeting.

- a) At least 21 days before the expiry of the term of office of the Office bearers of the Council, the Council shall invite nominations for the office bearers for the Council from voting members of the Society.

- b) A nomination for a specified office in the Council must be made in writing by one voting member, and seconded by at least one other voting member.
- c) The written consent of the candidates to stand for election must be obtained before nominations can be accepted.
- d) Nomination shall reach the Hon. Secretary not less than 7 days before the scheduled Annual General Meeting.
- e) The office bearers of the Council shall be elected at Annual General Meeting by simple majority of the voting members of the Society present and voting. The elected office bearers of the Council shall enter the office immediately after the Annual General Meeting.

## **6.0 General Meetings**

- 6.1** The supreme authority of the Society shall be vested in the General Meeting, during the recess of which the Council shall be the executive organ.
- 6.2** The Annual General Meeting shall be held once every year and shall be held on a day and at a time and place designated by the Council.
- 6.3** Notice of the Annual General Meeting shall be mailed by the Hon. Secretary at least 14 days in advanced to each voting members of the Society.
- 6.4** The purpose of the Annual General Meeting is for receiving and adopting the Annual Report which shall include a summary of the activities done in the year and a summary of the financial statement of the Society. Office Bearers of the Council are elected at the Annual General Meeting when anyone of such office has expired their term.
- 6.5** General Meetings other than the Annual General Meeting shall be known as Extraordinary General Meetings.
- 6.6** The Council may, when it thinks fit, convene an Extraordinary General Meeting.
  - a) An Extraordinary General Meeting shall be convened by the Council upon a written request, for the specific purpose of Extraordinary General Meeting, addressed to the Hon. Secretary. The request should be made by not less than 25% of the voting members or ten voting members, whichever number is higher. If the Council does not within twenty-one days after the receipt of the said requisition proceed duly to convene any such meeting, the voting members making the requisition may themselves convene an Extraordinary General Meeting.
- 6.7** No business shall be transacted at General Meetings unless there is a quorum of not less than ten percent of voting members or ten voting members, whichever number is higher.
  - a) If a quorum is not present within an hour from the time appointed for General Meeting, the Meeting shall be dissolved if convened under Article 6.6a;

otherwise the Meeting shall be adjourned to another day within the following four weeks. The notice of the adjourned meeting should be sent to all voting members with at least seven days of notice; and whatever numbers of members are present at that General Meeting shall constitute a quorum.

**6.8** The President of the Society shall preside at all General Meetings.

- a) If the President is not present within fifteen minutes of the time appointed for holding the meeting, one of the Vice Presidents shall preside. If all the Vice Presidents are not present at the meeting, the voting members shall choose any members of the Council as Chairperson of the meeting; and in case none of the Council members is present or is willing to take the Chair, the Chairperson of the Meeting shall be elected by the voting members present from amongst themselves by simple majority.

**6.9** Business and discussions at General Meetings shall be restricted to matters on the agenda.

**6.10** Voting at General Meeting shall be by a show of hands, unless an alternative form of voting is demanded by:

- a) the Chairperson of the Meeting; or
- b) half of the voting members present in the meeting.
- c) All decision, unless otherwise stated in this Constitution, shall be decided by simple majority.
- d) In the event of an equality of votes, the Chairperson of the Meeting shall have a casting vote.

## **7.0 Powers and Duties of Council Members**

### **7.1 Power of the Council**

- a) The business of the Society shall be managed by the Council in accordance with the Constitution and subject to any resolutions passed at General Meetings.
- b) The Council may, whenever necessary, set up committees to manage special activities of the Society. The scope of work, powers, and existence of such committees shall be determined by the Council.

### **7.2 Duties of Council Members**

- a) The President shall preside at all General and Council Meetings and shall be responsible for the proper conduct of the business at all such meetings. He shall sign all other documents as the President of the Society. He shall appoint all

additional Committees and shall represent the Society in all matters involving meetings or other contacts with other local, regional or national groups.

- b) One of the Vice Presidents, selected amongst them, shall have the power to perform all duties of the President during the absence or disability of the President. They shall, in conjunction with the Hon. Secretary and Hon. Treasurer, operate the general administration of the affairs of the Society and shall endeavour to secure the observance of the Constitution by all members.
- c) The Hon. Secretary shall notify all voting members of General Meetings and Council members of Council Meetings. He shall record and answer all correspondence on behalf of the Society as directed by the Council. He shall prepare the Annual Report and shall keep an up-to-date register of members of the Society for inspection by members.
- d) The Hon. Treasurer shall be responsible for the safety of all moneys belonging to the Society and shall keep full and accurate accounts thereof. He shall prepare an annual financial statement of accounts for presentation to the Annual General Meeting. He shall make all his books and all supporting papers available upon request of the Office bearers from time to time.
- e) All other Council Members shall assist in the execution of affairs of the Council and Society and shall perform duties of the aforesaid offices under the direction of the Council.

### 7.3 Council Meetings

- a) shall be held not less than once every three months. The meeting shall be held upon call of the President or any three Council Members.
- b) A quorum for a Council Meeting shall be one third of the total members of the Council.
- c) The President shall preside at all Council Meetings. In the absence of the President, the Vice Presidents, Hon. Secretary, and Hon. Treasurer shall take the Chair in that order, failing which any person elected from the Council Members present shall take the Chair.
- d) Questions at Council Meetings shall be decided by a majority of votes by a show of hands, unless a secret ballot shall be demanded by a majority of members present. In case of an equality of votes, the Chairperson shall have a casting vote.

## 8.0 Professional Liability

The Society shall not be responsible for indemnification against all costs, charges, losses, damages, and expenses incurred by a member, which in the opinion of the Council that the member has breached the Code of Professional Conduct issued by the Council from time to time or such provision under this Constitution.