



7 August 2020

To: All Members

24th ANNUAL GENERAL MEETING (AGM)

Notice is hereby given that the 24th Annual General Meeting of the Institute of Training Professionals will be held on **Friday, 28 August 2020** commencing at **7:00pm** via ZOOM:

<https://zoom.us/j/97909104664?pwd=M0w0WVkyODYydnJsM2dYZTFZTVY0QT09>

Meeting ID: 979 0910 4664

Password: 330372

Agenda

1. To confirm Minutes of the last Annual General Meeting of 2019/2020;
2. To receive the Chairman's Report;
3. To endorse the amendments of the provisions of the Regulations and By-Laws of ITP (Appendix 1)
4. To approve the Financial Statements for the year ending 30 June 2020;
5. To elect Executive Committee Members for 2020/2021;
6. To appoint Auditor(s) for 2020/2021; and
7. To transact Any Other Business.

A Nomination Form for Executive Committee Members for 2020/2021 is enclosed. You are cordially invited to nominate, if any, member(s) whom you would like to propose to be Executive Committee Member for the ensuing year. The closing date to receive the nomination form is 18 August 2020. The Hon. Secretary will contact the nominated members to ensure their willingness to stand for election.

A Proxy Form is also enclosed for Member's use as appropriate.

All participants of AGM to send your NAMES and CONTACT NUMBERS to info@itp.org.hk to indicate your attendance **on or before 26 August 2020 (Wed)**. Please ensure the ZOOM Username be the same as the name that you emailed to us. We will confirm the identities and then allow you to get into our ZOOM meeting room. If there is any query, we will contact you through the contact numbers you left to us.

Thank you for your attention and look forward to seeing you via ZOOM.

Angela Lee
Hon. Secretary

INSTITUTE OF TRAINING PROFESSIONALS

Minutes of the 23rd Annual General Meeting

Date : 30th August 2019, Friday
Time : 7:15pm
Venue : Chinese Restaurant, 8/F, Bank of China (Hong Kong) Complex,
City University of Hong Kong, Tat Chee Avenue, Kowloon
Present : Fred Kwan, Eleanor Cheung, Angie Yu, Richard Lui, Alfred Ho, Denny Chow,
Aaron Chiang, Angela Lee, Sam Ying, Pius Lam, Don Chan and Nigel Yip

Dr. Eleanor Cheung, the Chairman, started the meeting at 7:15pm.

1. Confirmation of Minutes of Last Meeting

Minutes of the last AGM held on 27 July 2018, Friday, were taken as read. It was proposed by Dr. Aaron Chiang, seconded by Ms. Angie Yu and unanimously agreed by all present that the minutes be confirmed as a true record.

2. Chairman's Report

The Chairman presented the report which covered the free talks for Trade and Industry Department (TID), recreational activity, 1-CPD hour seminar at Pizza Hut Hong Kong, mentoring programmes for Lingnan University and Tsing Yi IVE, 2-CPD hour visit to Electrical and Mechanical Services Department (EMSD), 1-CPD hour sharing session on "A trainer's experience of a 100-day round-the-world boat trip" and 1-CPD hour sharing session on "Training practices in the fast-food restaurant industry".

To conclude her report, the Chairman thanked members of the Executive Committee for their efforts and valuable time put forward during the year. It was remarked that gratitude was presented to the Chairman's leadership and all members' contributions. It was proposed by Ms. Angie Yu, seconded by Prof. Alfred Ho and unanimously agreed by all present to accept the Chairman's Report.

3. To consider and amend some of the provisions of the Regulations and By-Laws of ITP (See Appendix 1)

In the By-Laws, there were two proposals to amend two elements under 'The Committee & Officers':

3.1 Number of Committee Meeting

Mr. Fred Kwan proposed to specify the number of committee meeting and the voting result was:

- 5 votes supporting to keep the current wordings: "meet as often as";
- 3 votes supporting to specify the number

It was confirmed to keep the current wordings.

3.2 Quorum of Committee Meeting

Mr. Fred Kwan proposed the quorum to be “half of the committee members for the service year”. The acceptance of the amendment was proposed by Mr. Sam Ying and unanimously agreed by all present.

4. To approve the Financial Statements for the year ending 30th June 2019

Dr. Aaron Chiang, the Hon. Treasurer reported that the financial statements of the year had been audited by Ms. Evelyn Cheung, MITP and were found in order. He highlighted that in the Balance Sheet, there was HK\$20,906.13 at bank was recorded. The financial status was stable. The acceptance of the financial statements for the year ending 30th June 2019 was initiated by Dr. Denny Chow, seconded by Mr. Richard Lui and was unanimously agreed by all present.

5. To elect Executive Committee Members for 2019/2020

The following candidates stood for the Executive Committee members for 2019/2020:

Mr. Fred Kwan	Dr. Aaron Chiang	Mr. Pius Lam
Mr. Richard Lui	Dr. Eleanor Cheung	Mr. Don Chan
Ms. Angela Lee	Ms. Angie Yu	
Ms. Connie Ho	Mr. Nigel Yip	

The specific posts of the Executive Committee will be elected among members in its first Executive Committee Meeting of 2019/2020.

The following candidate was invited as an Adviser for ITP:

Mr. Sam Ying

It was unanimously accepted by all present.

6. To appoint Auditor for 2019/2020

Ms. Evelyn Cheung, MITP, was nominated by Ms. Angie Yu, seconded by Dr. Eleanor Cheung, and was unanimously accepted by all present for re-appointment as the Auditor for the year 2019/2020.

7. To consider any other business

There was no issue received by the Committee seven days prior to the AGM. The Chairman declared the meeting closed at 8:00 pm.

Angela Lee
Hon. Secretary

The Institute of Training Professionals

Regulations and By-Laws

1. DEFINITIONS

In these Regulations:-

- 'The Committee' means the Committee of the Institute of Training Professionals.
- 'The Institute' means the Institute of Training Professionals.

2. CONSTITUTION

The Institute shall be constituted and its affairs shall be carried on in accordance with these regulations and with any supplementary or modifying Regulations approved by a two-third majority of the members present and entitled to vote in General Meeting.

3. OBJECT

The Institute is established to further the object to promote and encourage the development and diffusion of knowledge about the practice of training in industry, commerce and civil service, and to this end:-

- 3.1 To establish and maintain a high standard of qualification and performance among Training and Development professionals.
- 3.2 To promote and encourage the setting and maintaining of adequate standards of training.
- 3.3 To provide a means of communication between Training and Development professionals and other individuals and bodies having education and training responsibilities.

3.4 To encourage investigation and research into training methods and other matters connected with training and to assist in such research.

3.5 To observe and compare methods of training in countries throughout the world.

3.6 To represent the Training and Development professionals' opinions to other bodies concerned with education and training and to co-operate with such bodies for the furtherance of education and training.

3.7 To hold meetings of the Institute for the reading and discussion of papers bearing upon training and related subjects and the application thereof and to print, publish and distribute proceedings or reports of the Institute or any papers, communications works or treaties on training, its application or subjects connected therewith.

4 MEMBERSHIP

No person shall be admitted as a member of the Institute until he has been accepted in one of the classes of the Institute – Fellow, Member, Associate Member or Affiliate Member. Fellows and Members have voting rights.

5. FINANCE

The appropriation and contribution of funds towards the expenses of Institute, consistent with the objects of the Institute, shall be at the sole discretion of the Institute and the Institute shall not be responsible for any liability incurred by or on behalf of the Institute beyond any amount previously appropriated or contributed for any specified purpose by the Institute.

6 RESIGNATION

Any Member may resign from the Institute by giving notice of his intention in writing to the Secretary.

7 MANAGEMENT

The affairs of the Institute shall be managed by a Committee as follows:-

The Officers	Immediate Past Chairman / President
	Chairman
	Vice Chairman
	Treasurer
	Secretary
	Together with not more than eight other ordinary Members to form the Committee.

The Immediate Past Chairman, Chairman and Vice Chairman must be Fellow or Member of the Institute. Other Committee members may be Member or Associate Member of the Institute.

8 ELECTION OF COMMITTEE

The Officers shall be elected every two years at an Annual General Meeting. The Officers shall hold office in that capacity for a term of two years consecutively from the date of election.

Vacancies on the Committee shall be filled by election at the Annual General Meeting of the Institute to be held in July or August of each year. Vacancies to be filled by election in accordance with the following requirements :

- 8.1 The Officers shall not hold office for more than two terms in succession unless they are uncontested and resolved at Annual General Meeting.
- 8.2 All Officers shall retire at the end of their respective term of office and each shall be eligible for immediate re-election in his respective office.
- 8.3 Any two Members or Associate Members may nominate any other Member to fill a vacancy of the Committee, by writing to the Secretary.

8.4 The Committee shall be empowered to fill casual vacancies occurring on the Committee – with the exception of the Chairman – for the unexpired portion of service of the vacating Member.

9 INSTITUTE MATTERS

The Institute shall not carry out any political or trade union activity or deal with any other matter affecting the management or administration of the Institute but shall confine themselves to the Institute objectives set out in Regulation 3.

10 APPROVAL OF BY-LAWS

The By-Laws of the Institute shall be such as are approved by a two-thirds majority of the voting members thereof present and voting in General Meeting. No alteration to the By-Laws of the Institute shall come into force until passed by a two-third majority of the voting members present and voting at a Annual or Special General Meeting called for that purpose, and after approval of the Registrar of Societies.

11 DISSOLUTION

11.1 The Institute may be dissolved only by Resolution adopted by a two-thirds majority of the voting members present and voting at a Special General Meeting called for that purpose. At least twenty-one days' notice shall be given of such Meeting.

11.2 In the event of dissolution any monies contributed by members of the Institute to be applied to some charitable purpose in accordance with a Resolution adopted by a simple majority of the voting members present and voting at the Special General Meeting.

By-Laws

1. THE COMMITTEE & OFFICERS

The duties of the Committee and Officers of the Institute shall be as follows:-

- 1.1 The Chairman shall take the chair at all Meetings of the Institute or Committee and shall regulate the proceedings. In the absence of the Chairman, his duty shall be performed by the Vice Chairman or, if necessary, a member of Committee or a Member of the Institute appointed by the Meeting.
- 1.2 The Committee shall meet as often as the business of the Institute shall require and **half of the committee members for the service year** shall constitute a quorum. In the event of equality of voting the Chairman shall have a casting vote.
- 1.3 The Committee shall draw up a yearly report on the state of the Institute and shall present it together with a statement of the financial position of the Institute at the Annual General Meeting.
- 1.4 The Committee may form Sub-committee of Fellow, Member and Associate Member for special purposes. The Sub-committee shall report to the Committee.

2. SECRETARY

The Secretary shall act under the direction of the Committee and shall:- 2.1 Conduct the correspondence of the Institute.

2.2 Take minutes of the proceedings of all meetings thereof ; and

2.3 Keep all the Institute's records.

3 TREASURER

The Treasurer shall act under the direction of the Committee and shall:-

- 3.1 Collect all sums due to the Institute and pay the same into the Institute's banking account;
- 3.2 Pay all sums due by the Institute when authorized so to do by the Committee;
- 3.3 Keep an account of the income and expenditure in books which shall be open for inspection at every Committee meeting ; and
- 3.4 Present at the final meeting of the Committee each year a Balance Sheet and Statement of the Income and Expenditure of the Institute.

4 AUDITORS

An independent auditor for the ensuing year shall be appointed at the Annual General Meeting. The auditor shall audit and sign the annual statement prepared under By-Law 3.

5 FUNCTIONS OF COMMITTEE

In addition to organizing meetings for the reading and discussion of papers and visits of training interests, it shall be the function of the Committee to stimulate among members interest in the work of the Institute.

6 ELECTION & EXPULSION OF MEMBERS

The election and expulsion of members of the Institute shall be governed by the following:-

- 6.1 Any person who wants to apply for admission as a Fellow, Member, Associate Member or Affiliate Member must properly complete and sign a form laid

down by the Committee in which the name, contact phone, email address as well as qualifications of the candidate shall be specified. The said application shall be reviewed, assessed and approved by a membership panel that he is qualified and fit for admission.

6.2 The Committee may at their absolute discretion refuse to continue to receive the subscription of any person, who shall have willfully acted in contravention of the regulations of the Institute or who shall, in the opinion of the Committee, having been guilty of such conduct, as shall have rendered him unfit to continue to belong to the Institute and may remove his name from the register and he shall thereupon cease to be a member of the Institute.

7 FEES, SUBSCRIPTIONS & FINANCIAL AFFAIRS

Contributions to the Funds of the Institute and other matters pertaining to the financial affairs of the Institute shall be subject to the following :-

7.1 Annual Subscriptions shall be paid by the members of the Institute as follows:-

- Annual subscriptions shall be paid by the members of the Institute as determined by the Committee. Such annual subscriptions shall be reviewed annually.
- All fees shall be payable in advance on the first day of January or at the time of election, as the case may be.

7.2 Any member, whose subscription is more than 4 months in arrears shall be reported to the Committee which shall have the power of erasing the name of the defaulter from the register, and on such erasure he shall cease to be a member of the Institute.

7.3 The Committee may, if they find good reason to do so, reinstate under such conditions as they may see fit, any member of the Institute whose name has been removed from the registrar under the provision of this section.

- 7.4 The property of the Institute of every kind is vested in the members for the time being for the use of the Institute in furthering the objectives set out in Regulation 3.
- 7.5 In the event of the debts or liabilities of the Institute exceeding the assets of the Institute, the current Officers and ordinary members of the Committee shall jointly be responsible for such excess.

8 MEETINGS & VISITS

The conduct and calling of meetings and visits shall be subject to the following : -

- 8.1 (a) The Annual General Meeting shall be held in July or August or as soon as possible thereafter, to receive and deliberate upon the reports of the Committee and the state of the Institute and to elect the Committee for the ensuing year.
- (b) Not less than fourteen days' notice shall be given of the Annual General Meeting and at such meeting ten shall form a quorum.
- (c) In the event of there being no quorum on the appointed date, another date within one month shall be appointed for the Annual General Meeting and seven days' notice given. At such meeting the members present shall form a quorum although their number may be less than ten.
- 8.2 The dates of all meeting of the Institute shall be appointed by the Committee.
- 8.3 The business of the Ordinary Meetings shall be conducted as follows:-
- (a) The minutes of the previous meeting shall be read and when approved, signed.
- (b) The names of members newly elected shall be announced.
- (c) Notice shall be given of any resolutions to be brought forward at the following meeting.

- (d) Resolutions of which notice of motion has been given at the previous meeting shall be dealt with.
 - (e) Communications of a professional character shall be read and discussed, but the subject matter of the Papers shall not necessarily be original.
- 8.4 Every member shall have the privilege of introducing visitors at each Ordinary Meeting but it shall be left to the discretion of the Chairman whether such visitors shall be allowed to take part in the discussion.
- 8.5 The Committee may at any time call a Special General Meeting for any specific purpose connected with the concerns of the Institute and they shall call such a meeting on the written request of ten voting members; the request must specify the object of such meeting. Not less than seven days' notice shall be given of a Special General Meeting and at such meeting ten shall form a quorum.
- 8.6 The Committee shall arrange, as and when it is possible, visits to works and installations to study training methods.

9 PAPERS & COMMUNICATIONS

Procedure governing Papers and Communications shall be as set out below:-

- 9.1 All original communications accepted by the Institute shall become the property of the Institute unless there shall have been previous arrangement to the contrary. Such communications must first be submitted to the Chairman or his nominee through the Secretary for approval.
- 9.2 No original paper accepted by the Institute shall be submitted for publication in the public press of any country either in whole or in part, before the reading of the paper. Papers which have been read before the Institute or published by it may be reprinted in whole or in part provided that due acknowledgment is made. The Author of a paper may, if he so desires, prepare a short resume to be presented through the Committee to the press for publications. In the absence of such a resume the Committee may prepare one for publication.

- 9.3 Any member contributing original Papers or other communications shall have the option of presenting such communications to any Institution to which he may belong.

10 BANKING

A banking account shall be opened in the name of the Institute as such bank as the Committee may decide, into which account all monies received shall be promptly deposited. Cheques drawn on such account shall be signed by the any two of the following Officers: namely Treasurer, Chairman, Vice Chairman, Secretary or an Officer appointed by the Committee.

NOTE : The amendments (highlighted in **RED**) of the Institute's Regulations and By-Laws were reviewed and approved by the Committee. They were accepted by the members present at the Annual General Meeting held on 30 August 2019.

Proxy Form
(Annual General Meeting on 28 August 2020)

I (Full Name) _____ of Member of the Institute of Training Professionals hereby appoint (Full Name) _____ as my proxy to attend and vote on my behalf for the election of Executive Committee Members at the Annual General Meeting of the Institute to be held on Friday, 28 August 2020 at 7:00pm.

Member's Name _____ Membership No. _____

Member's Signature _____ Date _____

Please Note:

To be valid, this proxy form must be completed, signed and sent to Institute of Training Professionals at info@itp.org.hk not less than 48 hours before the commencement of the Annual General Meeting.

Nomination Form for Executive Committee Members for 2020/2021

Please Note :

1. Member is entitled to nominate candidate(s), if any, to be Executive Committee Member for the ensuing year. Nominated candidate must be a Member of the Institute.
2. Nominations can be up to a maximum of four candidates.
3. The closing date to receive nomination form is 18 August 2020.
4. Upon completion, please email the nomination form to the Hon. Secretary, Institute of Training Professionals at info@itp.org.hk.

Name of Nominated Candidate(s) (Full Name)	Membership Number (If Known)

Proposer's Name _____ Membership Number _____

Signature _____ Date _____