

To: Members and Registered Volunteers of EWB Hong Kong

Notice of Membership and Volunteer Registration Policies

Thanks to the efforts of our volunteers in the Membership Management Committee, the overall membership and volunteer registration policies have been reviewed. The policies are improved and updated to match the long term development of Engineers Without Borders (EWB) Hong Kong. Besides, the first comprehensive “Member and Volunteer Handbook” is crafted. Its Code of Conduct section is embracing the organization operation, local and overseas project aspects, and also applicable to all members, volunteers and staff in the forthcoming future. We would like to take this opportunity to elaborate the updated directions on the membership and volunteer registration policies.

Volunteer Registration:

1. Volunteer Registration system remains unchanged. Applicant shall fill in the basic information required to complete the registration.
2. There is no fee required for volunteer registration.
3. Annual renewal of volunteer registration is not required.
4. Volunteers would be able to participate in various stages of our activities and projects, except taking up office bearer positions in EWB Hong Kong.
5. Volunteers should abide by the terms and conditions as stipulated in the EWB-HK Member and Volunteer Handbook while involved into any tasks related to EWB Hong Kong.

Membership:

1. Since EWB Hong Kong is a charitable institution exempted from tax under Section 88 of the Inland Revenue Ordinance and also registered as Limited Company under Companies Ordinance, our members (Ordinary Member) shall have the roles and responsibilities as stipulated in the Articles of Association.
2. Members shall be interested in promoting and expediting the objectives of EWB Hong Kong. Hence, volunteers who are participating in the planning, management and execution of our activities and projects; interested in becoming Committee Head or other office bearing positions in the Committees; or becoming Person in Charge, or Head of Mission of activities,

events or overseas expeditions, are welcome to apply to the Board of Directors to become an Ordinary Member. We are expecting the new Ordinary Members to possess certain front-line or back-end experience in our organization as well as solid understanding to the vision, missions and values of EWB Hong Kong.

3. We treasure the time and efforts contributed by our existing Ordinary Members (including those accepted as Life Members), we wish to invite all existing Ordinary Members to continue their membership in EWB-HK. Prior approval for the renewal of the existing Ordinary Members is not required.
4. To step up the overall NGO governance of EWB Hong Kong, we shall request the Ordinary Members to abide by the terms and conditions as stipulated in the EWB-HK Member and Volunteer Handbook while involved in any task related to EWB Hong Kong.
5. In line with the spirit of the Articles of Association, the Board of Directors decided to withdraw the Life Member option. Those who are Life Members on the Membership List on 31st October 2017 would continue to be as long as they agree to abide by the same Code of Conduct as of Ordinary Member.
6. Our intention is to make use of external funding and donation from the general public to fulfill the objectives of EWB Hong Kong. Hence, the cost of membership management and the basic administration costs shall be self-financed by the membership fee in principle. Majority of our current bank reserve comes from the donation of our existing and former directors / councilors. The reserve can be used to support certain portion of basic administration costs, but it is not a sustainable financial measure. We therefore revised the current membership fee structure aiming at reducing the gap between the annual membership fee income and annual basic administration expenses. The new membership fee is raised to HK\$500/year, but concessionary fee HK\$250/year is applied for the year 2018-19. Since the new membership fee is still insufficient to self-finance the basic administration expenses, we shall look for funding from other sources.

Board of Directors
Engineers Without Borders (Hong Kong)

31 March 2018