# Bylaws of the Hong Kong Paragliding Association Limited (HKPA)

# **Table of Contents**

1. Introduction	
2. Members Code of Conduct (CODE)	
3. Code of Conduct which must be adopted by all EC Members	
4. Social Media Guidelines of the HKPA	
5. Liability of the HKPA	
6. Sub-Committees	
7. Safety and Training Sub-Committee (STS)	8
8. Disciplinary and Complaint Sub-Committee (DC)	8
9. Disciplinary and Complaint Procedures	8
10. Useful Links	

# Revisions

21 Oct 2021

Original

# **Definitions**

AGM Annual General Meeting

A-HC Hong Kong Paragliding Association Limited Anti-Harassment Code

AoA Article of Association of the Hong Kong Paragliding Association Limited

APPI-CO Association of Paragliding Pilots and Instructors and Hong Kong Paragliding

Association Cooperation Agreement Code

Association Hong Kong Paragliding Association Limited

Bylaws Bylaws of the Hong Kong Paragliding Association Limited

Chairperson Chairperson of the Hong Kong Paragliding Association Limited

DC Disciplinary Sub-Committee

CODE Members Code of Conduct

EC Executive Committee

EGM Extraordinary General Meeting

NSA National Sports Association

Member Members Categories -Full, Life, Perpetual, Discovery but not limited to Article 12c

STS Safety and Training Sub-Committee

SITES Refer to OM Part 7.1

SMSM Hong Kong Paragliding Association Safety Management System Manual

OM Hong Kong Paragliding Association Operations Manual

Voting Members Full members, Life members, Perpetual members, but not limited to Article 12c

# 1. Introduction

- 1.1 These Bylaws, should be read in conjunction with the AoA, OM, SMSM, A-HC, and APPI-CA which contains definitions of certain terms.
- 1.2 Members of the HKPA are entitled to paragliding in Hong Kong at the designated sites based on OM 7.1, compliant to the OM 7.2 to 7.5 being observed.
- 1.3 These Bylaws are issued by the EC under AoA 27 of the AoA and may be altered, amended, or deleted, at the discretion of the General Committee, subject to the overriding powers of the Members to set aside any Bylaws through a Special Resolution at a General Meeting of the Members. The AoA, OM, SMSM, A-HC, and APPI-CA together form the basis for the relationship between HKPA and members of HKPA and shall be binding on all members of HKPA. If any inconsistency arises, the AoA shall take precedence.

# 2. Members Code of Conduct (CODE)

### **Object**

- 2.1 The object of the Members' Code of Conduct "CODE" is to -
- (a) set out a required standard of conduct
- (b) identify those to whom the CODE applies
- (c) identify those responsible for breaches of CODE; and
- (d) outline the consequences of such breaches

### The required standard of conduct

2.2 For the purposes of this code, conduct means the way one behaves, particularly in one's treatment of and consideration for others. It encompasses manner of speech and communication with others and one's attitude, manners, decency, sobriety, and degree of politeness when dealing with others, as well as the observance of conventional moral and legal standards of behaviour. Under CODE, the required standard of conduct at the SITES is that which is reasonable in all the circumstances, having regard to the SITES and or related occasion(s) in question and to the diversity found within the HKPA in terms of age, gender, nationality, and culture. It also includes compliance with relevant requirements of the government and the club's AoA, OM and Bylaws.

### **Application**

2.3 CODE applies to Members at the SITES and/or related occasion(s).

## Responsibility

2.4 Members are responsible for their own conduct under CODE whilst at the SITES and or in related occasion(s).

#### Consequences of incompliant to CODE

- 2.6 (a) Members may be liable to disciplinary proceedings and to any ensuing disciplinary sanctions if they are found to have breached the CODE.
- (b) Where it is believed that CODE may have been breached, this may be pointed out to the person concerned in the first instance and if necessary, reported to the Chairperson and/or to one of EC, for the consideration of further action.
- (c) Any person who appears to be in breach of CODE may, if necessary, be warned by any members and may be reported to HKPA or any relevant government departments.

#### 2.7 No person to whom CODE applies shall -

- (a) reprimand or interfere with members exercising their rights and proper paragliding etiquette or countermand instructions given by Bylaws or seek to do so; or
- (b) deliberately subject EC members in the performance of their respective duties or any other person lawfully at the SITES and or related occasion(s), to any form of abuse (whether written, verbal, physical or sexual) or to conduct which is offensive and, provocative, obstructive, threatening, or harmful.

### Conduct requirements derived from A-HC

2.8 In addition to the requirement of CODE, A-HC specifically provides, amongst other things, that Members and companion(s) are each personally responsible for their own conduct both on and off the SITES and or related occasion(s), if that conduct, in the opinion of the EC, amounts to conduct which is injurious to the character or interest of the HKPA and may, following disciplinary proceedings, be subject to certain disciplinary sanctions set out in the A-HC Part 2.

# 3. Code of Conduct which must be adopted by all EC Members

EC Members' Code of Conduct Purpose and Scope.

This Code of Conduct seeks to provide practical guidance on the way in which EC members of the HKPA perform their functions and exercise their powers in managing the affairs of the Association, having regard to the law relating to company directors. It also sets out expected standards of personal behaviour on the part of EC members. The Code applies to each EC member, not only when he or she is conducting the affairs of the HKPA, but also in everyday situations, within and outside the HKPA and at the SITES or in related occasion(s), where the conduct of the EC member might have an adverse impact on the interests of the HKPA, its members or other stakeholders.

### Provisions of the Code

- (a) An EC member must act honestly and in good faith for the benefit of the HKPA.
- (b) An EC member must perform his or her functions and exercise his or her powers for a proper purpose, in the best interests of the HKPA as a whole and not for purposes which are different from the purposes for which those functions and powers were conferred.

- (c) An EC member has a duty to use reasonable care, skill, and diligence in the performance of functions and the exercise of powers as an EC member and should seek appropriate advice where he or she lacks sufficient knowledge or expertise in any matter.
- (d) An EC member must avoid conflicts between personal interests and the interests of the club. Any actual or potential conflict of interest must be declared to the EC at the earliest opportunity and the EC member in question must absent himself or herself from the EC meeting whilst that matter is being considered unless the EC decides otherwise.
- (e) An EC member must not make improper use of information obtained as an EC member.
- (f) An EC member must not use his or her position as such member to gain, whether directly or indirectly, a personal or pecuniary advantage for himself or herself or for a third party or otherwise use his or her position to cause detriment to the HKPA.
- (g) An EC member must not accept any benefit, pecuniary or otherwise, from a third party, which is given either because of the powers he or she has as an EC member or by way of reward for the exercise of such powers, whether in the past or in the future, unless such benefit has first been specifically authorised. The offer of any such benefit must be reported by the EC member to the EC at the earliest opportunity.
- (h) An EC member must act in accordance with the general law, company law and the AoA, OM, SMSM, AH-HC and APPICC and bylaws and must comply with resolutions that are made in accordance with the AoA.
- (i) Every decision made by the EC is a collegiate decision and an EC member must therefore accept collective responsibility for each EC decision and must not seek to undermine that decision.
- k) Whilst an EC member is expected to maintain the ethos of transparency fostered by the EC, he or she must nevertheless keep confidential discussions and decisions of the EC which relate to certain sensitive matters, which include, for example, disciplinary matters and personal information relating to individual members.
- (I) An EC member must always maintain a high standard of propriety and must avoid bringing the HKPA into disrepute.

# 4. Social Media Guidelines of the HKPA

All content posted on social media platforms that may be considered dishonest, disrespectful, offensive, or damaging to the interests, image, and reputation of the sports of paragliding and or the HKPA and its members may result disciplinary action against them.

All social media platforms will be monitored on a regular basis. Violation of guidelines may result temporary suspension or even removal of their membership. Offender will be reported to relevant authorities.

The HKPA is not liable for anything posted on social media sites that are not posted and/or managed by the HKPA.

# 5. Liability of the HKPA

## 5.1 Liability for Loss or Damage to Property

The HKPA shall not be liable for any loss of or damage to any property brought to the SITES by a member, his family members or his guests. In the event of loss of or damage to any third-party property, the member shall be fully liable.

#### 5.2 Liability for Injuries

The HKPA shall not be liable for any injury sustained by a member, his family or his guests during HKPA activities. In the event of injury to any third-party, the member shall be fully liable.

# 6. Sub-Committees

- 6.1 Every Sub-Committee shall comprise a Chairperson and a minimum of two or up to four other members. All Sub-Committee Chairperson shall be appointed by EC except that a member may be opted to join the Sub-Committee in the event that a vacancy exists or arises. Such co-option shall last until the next AGM or EGM is held. The filling of the vacancy must be notified to all members.
- 6.2 The list of Sub-Committee members must be submitted to the EC for approval at their meeting immediately preceding the Sub-Committee AGM.
- 6.3 Only persons whose names appear on the approved members' list referred to in may vote at Sub-Committee meetings. Members other than EC may write to Sub-Committee for sit in observation request but strictly restricted to influence the meeting. Approval is at the discretion of the Sub-Committee.
- 6.4 Every member of the Sub-Committee shall have one vote. Decisions made at committee meetings shall be determined on the basis of a simple majority. If the vote is tied, the chair of the meeting shall have the right to exercise a casting vote.
- 6.5 The quorum for a Sub-Committee meeting shall be 50% or more of the membership of the Sub-Committee unless the prior approval granted by EC to waive this requirement.
- 6.6 The notice convening the meeting of the Sub-Committee shall be posted on the HKPA Latest News and given to all members of the Sub-Committee and EC at least 14 days prior to the date of the meeting.

6.7 Special meetings of the Sub-Committee, open to all members of the Sub-Committee, may be convened at the discretion of the Sub-Committee or at the request of at least 10% or more of the total members of HKPA, unless the prior approval of the EC has been obtained to waive this requirement.

6.8 The Chairperson or any members of the Sub-Committee may be appointed by EC to represent HKPA in the event of external affairs related to respective Sub-Committee matters.

# 7. Safety and Training Sub-Committee (STS)

7.1 The STS chairperson shall be appointed by EC and may be chaired by an EC member. It shall comprise a Chairperson and a minimum of two or up to four other members.

7.2 Refer to HKPA SMSM 2.3 (*The safety Reports will not be used for disciplinary actions by HKPA*). Hence, the STSC members of HKPA may not be included into the investigatory process. Should any of the STS are members of DC, they should announce their involvement and leave immediately should it be relevant at the time. The chairperson of the DC shall ask those who are directly involved to leave while discussing related safety report. HKPA Should at all times adhere to government authorities' requests and provide all available documents not limited to any safety reports.

# 8. Disciplinary and Complaint Sub-Committee (DC)

8.1 The DC chairperson shall be appointed by EC and may be chaired by an EC member. It shall comprise a Chairperson and a minimum of two or up to four other members. All Disciplinary and Complaint matters will be recorded by EC and handled by DC for the recommendation to EC.

# 9. Disciplinary and Complaint Procedures

- 9.1 Complaint Procedures Introduction
- a) These procedures govern the handling of complaints which are received from any source about the conduct of Members and that of their companion(s), where such conduct may constitute a breach of the AoA, OM, SMSM, AH-HC and APPICC and or bylaws.
- b) These procedures do not relate to complaints about the conduct of other persons other than the members and their companion(s), nor do they relate to conduct which takes place other than on SITE or other premises. Such complaints are the subject of separate procedures.
- c) Where a complaint concerns the conduct of a member or their companion(s), the subject of any disciplinary proceedings arising out of that complaint shall be the Member concerned.

### 9.2 Making a Complaint

- (a) A complaint should be made as soon as possible after the occurrence of the conduct complained of. Complainants should be aware that any delay in making a complaint may jeopardize its investigation and resolution.
- (b) A complaint may be made verbally, in the first instance, to an EC member or in their absence, to any HKPA member.
- (c) A complainant should seek to identify the person whose conduct forms the basis of the complaint, either by asking that person to identify themselves or by seeking the assistance of witnesses or by any means of electronic devices captured images or footage, where that person is not a member or companion, the complainant should also, where possible, seek to establish the identity of the member or companion responsible for the conduct of that person. In all cases, the complainant should give sufficient details of the conduct complained of to enable it to be further considered.

### 9.3 Receiving a Complaint

- (a) The recipient of a complaint should request and note down the identity (and where appropriate, the membership number) of the complainant and all other persons involved in the complaint, including any witnesses, together with brief details of the nature of the complaint.
- (b) Where the recipient of a complaint is a companion or non-member, he or she should report the matter forthwith to the EC, who should immediately record the time and date of receipt of the complaint and brief details of it in a **logbook** kept for that purpose.

# 9.4 Handling a Complaint

- (a) All complaints should be investigated expeditiously and impartially by the DC or in his absence by a designated Sub-Committee member, who may at any stage call for assistance and advice from the HKPA's legal advice, if required.
- (b) The investigation of a complaint shall be kept confidential as far as possible.
- (c) Where possible, the EC should try to resolve a complaint verbally.
- (d) Where it is not possible to resolve a complaint verbally, the EC should request the complainant to put the complaint in writing (if this has not already been done) and if possible, supply corroboration of the complaint in the form of a written statement by any persons who witnessed the conduct complained of.
- (e) The EC should obtain a written statement from any bystander members or other person who is known to have witnessed the conduct complained of. Where a witness is a under the age of 18, he or she should neither be interviewed nor invited to make an immediate statement unless a parent or legally appointed guardian is present at the time.
- (f) The DC should examine any document, record or CCTV recording maintained by the HKPA or it is member, which may relate to the complaint and wherever possible make a copy thereof.

- (g) At this juncture, the DC should consider whether the evidence relating to the complaint discloses, on the face of it, a possible breach of the AoA, OM, SMSM, A-HC, APPI-CA and or the Bylaws. Where that does not appear to be the case, the complainant should be informed in writing accordingly. Where a possible breach does appear to have occurred, the DSC should inform the Member responsible accordingly and in so doing should identify the provisions which appear to have been breached. At the same time, the DC should also supply the Member or Subscriber concerned with written particulars of the complaint and copies of all written statements relating to it, which have been received from the complainant, the complainant's witnesses and from any member, together with copies of any HKPA record, document or CCTV recording relating to the complaint (where permissible, having regard to personal data and privacy requirements). Where it is not possible to make a copy of any CCTV recording, the DC should afford the Member (and if necessary, the complainant) a reasonable opportunity of viewing the recording which, in the case of a person under the age of 18, must be in the presence of a parent or legally appointed guardian.
- (h) When supplying the Member with the above-mentioned particulars of the complaint, the DC should request the Member to respond in writing to the complaint within 21 days or within such longer period as the DC shall consent to as being reasonable in the circumstances.
- (i) The Member should also be invited, in his or her written response, to say whether he or she accepts the allegations made in the complaint and if not, to explain his or her version of the matter and to make any submissions felt necessary in relation to the complaint and the evidence put forward to support it. Any such written submissions may be made by a lawyer on behalf of the Member. At the same time, the Member should be invited to supply a written statement from any witness to the conduct which is complained of and a written statement from the Child (where possible), companion of the Member or, if the complaint relates to any of those persons.
- (j) If the Member fails to respond to the complaint within 21 days (or any longer period allowed by the DC) and/or fails to supply witness statements or statements from the person to whom the complaint relates (if not the Member), then the DC may proceed as if the Member had served notification that he or she would not be providing any such document or material.
- (k) When the DC has received a response to the complaint from the Member, he shall submit, without undue delay, a covering report outlining the nature of the complaint to the DC who, depending upon the nature of the complaint, may take some other form of action.
- (I) Thereafter, the DC shall promptly decide that whether the complaint merits some other form of action, for example (A) the issue of a warning letter, (B) Disciplinary Procedures Without an Oral Hearing Convening a Panel
- (m) Upon receiving the DC's covering report and accompanying evidence about a complaint, the Chairperson of the DC shall convene a panel to consider the complaint. The panel shall consist of three members of the DC, one of whom shall, if possible, be a lawyer. The Chairperson of the DC or in his absence a member of the DC appointed by him for that purpose, shall chair the panel and shall direct its proceedings.
- (n) The panel chairperson shall fix the date, time, and place for the consideration of the complaint by the panel.

- (o) Should any panel member have witnessed the conduct which is the subject of the complaint or feel for any reason that he or she would be unable to consider the complaint in an unbiased or unprejudiced manner, he or she shall immediately inform the chairperson of the panel, who will then substitute that member with another member of the DC.
- (p) The panel chair shall notify the complainant and the Member concerned that a disciplinary panel has been convened to consider the complaint and shall inform all parties of the identity of the chair and members of the panel. Within 7 days of being so notified, the complainant and the Member may, upon worthy cause being shown, lodge with the chair a written objection to any panel member, whereupon the chair shall have the right, in his absolute discretion, to make a final decision on the composition of the panel, having considered any applicable conflict of interest guidelines or code of conduct then subsisting.
- (q) The Member may request an oral hearing of the complaint by the panel, which must be supported by written reasons. The panel chair shall then consider, having regard to such reasons whether, on the grounds of fairness, the request should be granted. The panel chair may at any time, of his own volition, decide that an oral hearing would be more appropriate, having regard to the source or nature of the evidence. In either case, the panel chair shall inform all parties of his decision. Where the panel chair decides that an oral hearing shall take place, the procedures at section (C) hereof shall apply. Consideration of the Complaint
- (r) In considering the complaint, the panel shall consider all the evidence placed before it, whether written, documentary or otherwise, including any witness statements and written submissions.
- (s) The panel may, at its full discretion, admit or reject any evidence adduced and the Evidence Ordinance (Cap 8) <a href="https://www.elegislation.gov.hk/hk/cap8">https://www.elegislation.gov.hk/hk/cap8</a> and laws relating to the admissibility of evidence shall not apply to the panel proceedings.
- (t) The standard of proof shall be the civil standard of proof namely, on the balance of probabilities.
- (u) No other person shall take part in the deliberations and decisions of the panel save the members of the panel.
- 9.5 The Panel's Decision
- (a) Following the conclusion of its deliberations, the panel shall decide (unanimously or by majority) whether the complaint against the Member or is or is not proved, having considered all relevant matters. The panel shall not be obliged to give reasons for its decision but may do so in its absolute discretion.
- (b) Where the panel decides that the complaint is not proved, the panel chairperson shall forthwith inform the EC accordingly and the EC, upon approving that decision, shall instruct the Secretary of HKPA to advise the parties in writing of that decision and of the fact that the matter is now closed.
- (c) Where the panel decides that the complaint is proved, the chairperson of the panel shall inform the parties of the decision, the range of sanctions and the proposed sanction the chairperson will also inform the parties that the decision and the proposed sanction are subject to approval by the EC and shall invite the Member to make written submissions on the proposed sanction within 14 days, for consideration by the EC.
- (d) Written submissions regarding the proposed sanction may be made and submitted to the EC by a lawyer on behalf of the Member.

- (e) The EC will then consider the panel's decision, the proposed sanction, and any written representations as to sanction made by or on behalf of the Member before making a final decision on the matter and the appropriate sanction, (which should consider any previous sanctions for similar misconduct). The Secretary will then advise the Member in writing of the EC's decision and of the right, under AoA 26, to appeal that decision to the AC.
- 9.6 Disciplinary Procedures at an Oral Hearing Convening a Panel
- (a) Where, following receipt of the DC's covering report and the accompanying evidence about a complaint, the Chairperson of the DC has decided, either of his own volition or following a request from the Member concerned, that an oral hearing shall be held, Chair shall convene a panel to consider the complaint.
- (b) The panel shall consist of at least three members not exceeding five, one of whom shall, if possible, be a lawyer. The Chairperson of the AC or in his absence a member of the AC appointed by him for that purpose, shall chair the panel and shall direct the proceedings before the panel.
- (c) Should any panel member have witnessed the conduct complained of or feel for any reason that he or she would be unable to consider the complaint in an unbiased or unprejudiced manner, he or she shall immediately inform the chair of the panel in writing, who will then substitute that member with another member of the AC.
- (d) The chair of the panel, through the Secretary, shall inform the complainant and the Member concerned in writing of the names of the chairperson and members of the panel.
- (e) Within 7 days of being so notified, the complainant and the Member may, upon worthy cause being shown, lodge with the chairperson a written objection to any panel member, whereupon the chairperson shall have the right, in his absolute discretion, to make a final decision on the composition of the panel, having considered any applicable conflict of interest guidelines or code of conduct then subsisting. Fixing a Hearing Date
- (f) The panel chairperson shall, in consultation with all parties due to attend the hearing, fix the date, time and place for the hearing and consideration of the complaint by the panel.
- (g) The panel chairperson may consider, in his sole discretion, timely requests for an adjournment of the hearing, if supported by reasons from the party concerned and may require evidence in support of such reasons. Adjournments may only be granted in exceptional cases and a party has no right to require an adjournment merely to suit the convenience of a witness. Failure to Attend.
- (h) If a party fails to attend the hearing, the panel may hear and decide the complaint in the absence of that party, if it is satisfied that the party was duly notified of the hearing and has given no good reason for being absent and that it would be fair and just to proceed without that party being present.
- (i) Before deciding to proceed in the absence of any party, the panel must consider the written representations, if any, submitted by that party. Consideration of the Complaint
- (j) Proceedings before the panel are informal and shall be conducted in English. Where any party, including a witness, requires an interpretation service, written notification of that requirement shall be given to the chair of the panel at least 7 days before the date of the hearing.

- (k) Where a party, including a witness, is under the age of 18, he or she must be always accompanied by a parent or legally appointed guardian, with whom the minor may confer, save when giving evidence but who may not address the hearing on behalf of the minor.
- (I) Legal representation will not be permitted at proceedings before the panel. At the discretion of the panel, an adult party who is not a witness may exceptionally be accompanied by another person, provided that the panel's consent has been sought in writing at least 3 days before the date of the hearing. The accompanying person should normally be a member, but not a lawyer and may confer with the party but may not address the hearing on behalf of the party.
- (m) In considering the complaint, the panel shall consider all the evidence placed before it, whether in written, documentary, oral or any other form.
- (n) The panel may, at its full discretion, admit or reject any evidence adduced and the Evidence Ordinance and laws relating to the admissibility of evidence shall not apply to the panel proceedings.
- (o) The standard of proof shall be the civil standard of proof namely, on the balance of probabilities.
- (p) No other person shall take part in the deliberations and decisions of the panel save the members of the panel.
- (q) The chairperson of the panel will have the conduct of the proceedings which, unless otherwise directed by the chairperson, will be conducted in the following manner.
  - At the beginning of the hearing the chairperson will make a short opening statement in which he will outline the nature of the complaint to be considered and the manner and order of proceedings.
  - After his opening statement, the chairperson will ask the complainant to make a brief opening submission about the complaint, which may take the form of the complainant reading out a prepared statement.
  - The chairperson will then ask the Member to make a brief opening submission, which may again take the form of that person reading out a prepared statement.
  - The complainant will then be invited to present evidence to the panel in support of the complaint. In so doing, the complainant may give evidence and may in turn call witnesses to do so. The evidence given by the complainant and the witnesses may take the form of the complainant and the witnesses each reading out the witness statements that they have already respectively provided to the DC, and which have in turn been provided to the Member. At the conclusion of the complainant's and each witness's testimony, the Member may question the complainant and the witness.
  - The Member will then be invited to present evidence to the panel in support of his or her case. This may take the form of the Member giving evidence and calling witnesses to do so. In each case the Member or Subscriber and the witnesses called may read out the witness statements that they have each already given to DC and which have in turn been provided to the complainant. The complainant may question the Member or Subscriber and each witness I individually at the end of their respective testimony.
  - The panel members may also question the parties and their respective witnesses at the conclusion of their individual testimony.
  - The panel chairperson will then invite the complainant and the Member, in that order, to make closing statements or submissions if they wish to do so, which may address the evidence and the complaint.
  - At the conclusion of the closing statements or submissions, if any, the parties will be asked to leave the hearing.

## 9.7 The Hearing

- (a) The chair of the panel may request the attendance of witnesses at the hearing.
- (b) A recording of the hearing will normally be made. A transcript may also be made. Any party to the hearing will normally be provided with a soft copy of the transcript upon request, subject to confidentiality and data privacy considerations.
- (c) The panel will deliberate and reach its decision in the absence of the parties. At the conclusion of its deliberations, the panel will decide, either unanimously or by majority, whether the complaint against the Member has been proved or not proved.

#### 9.8 The Panel Decision

- (a) The Panel shall be under no obligation to provide reasons for any of its decisions but may do so in its absolute discretion.
- (b) Where the panel decides that the complaint is not proved, the panel chair shall forthwith inform the EC accordingly and the EC, upon approving that decision, will instruct the Secretary to advise the parties in writing of that decision and of fact that the matter is now closed.
- (c) Where the panel decides that the complaint is proved, the chair of the panel shall inform the parties of the decision, the range of sanctions which may be imposed and the proposed sanction. The panel chairperson will also inform the parties that the decision and the proposed sanction are subject to approval by the EC and shall invite the Member to make written submissions on the proposed sanction within 14 days, for consideration by the EC.
- (d) Written representations regarding the proposed sanction may be made and submitted to the EC by a lawyer on behalf of the Member.
- (e) The EC will then consider the panel's decision, its proposed sanction, and any written representations as to sanction made by or on behalf of the Member, before making a final decision on the matter and the appropriate sanction (which should consider any previous sanctions for similar misconduct). The Secretary will then inform the Member in writing of the EC's decision and of the right, under AoA 17Di, to appeal that decision to an EGM of Members.

# 10. Useful Links

https://www.cad.gov.hk/english/home.html

https://www.afcd.gov.hk

https://www.cas.gov.hk

http://lcsd.gov.hk

https://www.hkolympic.org/

http://aviationclub.hk/

http://appifly.org

https://www.fai.org/

The By-Laws may be subject to revision and are to be interpreted in a reasonable manner by all members.