4th September, 2015

Dear Member,

**Invitation to HKAST Annual General Meeting 2015**

On behalf of the Hong Kong Association of Speech Therapists, I am pleased to invite you to the **Annual General Meeting 2015** at CFSC Professional Talent Training Centre, 20/F, 119 Leighton Road, Causeway Bay, Hong Kong on 25th September, 2015 (Friday), at 6:30 pm – 9:00 pm. The run-down will be as follows:

6:30-7:00 pm Registration
7:00-8:00 pm Annual General Meeting
   Meeting Call to Order
   Establishment of Voting Strength
   Adoption of Agenda of the Annual General Meeting 2015
   Adoption of Minutes of the Annual General Meeting 2014
   Adoption of Minutes of the Extraordinary General Meeting 2015
   Report from the Chairperson
   Presentation of the Award of Best Student Clinician
   Election of 2015-16 Board of Committee
   Appointment of Honorary Auditor
   Appointment of Honorary Legal Advisor

8:00-9:00 pm Voting
   / Proposal for amendment to the constitution of The Hong Kong Association of Speech Therapists*
   / Proposal for incorporation of The Hong Kong Association of Speech Therapists Limited
   / Proposal for dissolution of The Hong Kong Association of Speech Therapists

*Please refer to attached explanatory notes for details of the proposed amendment of constitution
The ‘AGM package’ is enclosed with this letter. Membership should be applied or renewed on or before **11th September 2015**. Two weeks of processing time will be needed for membership approval/renewal.

If you are **unable to attend** the AGM, please fill out the attached proxy form and return it to us either by email at **hkast@speechtherapy.org.hk** or by fax at **3007 2590** on or before **20th September 2015**.

The nomination period of 2015-16 Board of Committee is between **4th September 2015** and **11th September 2015**. The completed nomination form as attached should reach **GPO Box 372, Central, Hong Kong** (Attention: Election Officer, Election of 2015-16 Board of Committee) by **11th September 2015** (according to the postal chop). In order to allow members to have better understanding towards candidates, each candidate is entitled to have his/her election materials (an introductory message, photograph, and individual insights, on A4-size paper) posted, or sent by email, once through the HKAST after the nomination deadline, yet the postage should be paid by the candidates.

We need your support and participation to make the AGM a success. Please also encourage your colleagues to join. The AGM is open to all speech therapists.

We look forward to seeing you at our AGM!

Regards,

Joshua Lai (Mr.)
Chairperson
2014-2015 Board of Committee

**NOTE:**
Only Full Members who have paid the 2015/16 subscription fee shall be entitled to nominate, or be nominated for the Board of Committee election; and/ or to vote in the AGM or submit a proxy.
Explanatory notes to the agenda for the annual general meeting of HKAST on 25th September 2015

The Expert Panel of Membership Eligibility Committee proposes to amend the Constitution of The Hong Kong Association of Speech Therapists, including as follows:

1. Amendments to the section of qualification for full membership in the policy statement on qualifications necessary for membership

<table>
<thead>
<tr>
<th>Original Text</th>
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<tbody>
<tr>
<td>POLICY STATEMENT ON QUALIFICATIONS NECESSARY FOR MEMBERSHIP</td>
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</tbody>
</table>

2. QUALIFICATIONS FOR FULL MEMBERSHIP
   a) Persons who were trained in Hong Kong
   Persons who were trained in Hong Kong must hold a degree in Speech Therapy from the University of Hong Kong.
   b) Persons who were trained in the UK
   Persons who were trained in the UK must hold a degree or diploma in Speech Therapy from an academic institution recognized by the College of Speech & Language therapists (CSLT), and must be eligible for membership of the College.
   c) Persons who were trained in the USA
   Persons who were trained in the USA must hold the Certificate of Clinical Competence in Speech-Language Pathology (CCC_SLP) from the American Speech-Language-Hearing Association (ASHA), i.e. they must hold a Master's degree or its equivalent, have passed the national examination, and have successfully completed their Clinical Fellowship Year (CFY). (Note: Persons who hold a Bachelor's degree in speech therapy/pathology or who hold a Master's degree but not the CCC are eligible to become an Associate member of the Association)
   d) Persons who were trained in Australia
   Persons who were trained in Australia must have completed a training programme at an educational institution approved by The Speech Pathology Association of Australia and must be eligible for its membership.
   e) Persons who were trained in other countries
   For persons who have been trained in countries other than those mentioned above, acceptance for full membership of HKAST will be decided on a case-by-case basis by the HKAST Committee.
   Factors to be taken into account will include:
   i) nature of the training programme (specifically -length of course, number of clinical practicum hours, specific coursework.
   ii) eligibility for membership in speech therapy associations in country of origin/country of training/other countries.
   iii) native language and intended languages of practice in Hong Kong.
The aforementioned original text will be amended as follows.

<table>
<thead>
<tr>
<th>Amended Text</th>
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</tbody>
</table>

2. QUALIFICATIONS FOR FULL MEMBERSHIP
a) Persons who were trained in Hong Kong

Persons who were trained in Hong Kong must (i) hold a Bachelor degree or above in speech therapy in a recognized tertiary institution, and (ii) demonstrate competency as specified in CBOS 2011 with reference to the supplementary document by HKAST.

b) Persons who were trained in other countries

Persons who were trained in other countries must (i) hold a speech therapy degree recognized by a recognized tertiary institution; (ii) demonstrate that they can practice in their own country; (iii) be a member of their local speech therapy association; (iv) and meet CBOS 2011 with reference to the supplementary document by HKAST.

Factors to be taken into account will include:

i) Language proficiency of intended language of practice in Hong Kong

**Votes, quorum and authorization**

Pursuant to the Constitution of The Hong Kong Association of Speech Therapists, an amendment of the Constitution of The Hong Kong Association of Speech Therapists requires the affirmative vote of an absolute majority of not less than three quarters of such full members as vote in person or by proxy at the meeting. By voting “FOR” this resolution, this proposal also includes granting an authorization to every executive committee member of the Hong Kong Association of Speech Therapists to execute the deed of amendment pursuant to the Constitution of The Hong Kong Association of Speech Therapists.
Please return this form by mail or by fax before 20th September 2015

HKAST Annual General Meeting 2015

PROXY FORM

NOTE:
Only Full Members who have paid the 2015/16 subscription fee shall be entitled to submit a proxy, or act as a proxy. All proxy forms should be returned to us either by email at hkast@speechtherapy.org.hk or by fax at 3007 2590 on or before 20th September 2015. Incomplete forms will be void.

I, ______________________, shall not be attending the AGM of The Hong Kong Association of Speech Therapists to be held on 25th September, 2015. I hereby appoint * the current Chairperson of the Association/ HKAST member: ______________________(Membership No.: _________) to act as my proxy in the meeting.

As my proxy, he/ she will have full authority to act on my behalf to demand or join in demanding a poll and to vote on a poll at the AGM.

*Please delete as appropriate

Name of Member:    Dr / Mr / Mrs / Ms*
Membership No.: __________________________
Signature: ___________________________ Date: ___________________________

For Office Use:    Valid   Void   Checked by_________________________________ (Election Officer)
TO: Election Officer, AGM 2015, HKAST

Please send this form to GPO Box 372, Central, Hong Kong before 11th September 2015

2015-16 HKAST Board of Committee Election

NOMINATION FORM

NOTE:
The nomination period of 2015-16 board of committee is between 4 September 2015 and 11 September 2015. No nomination will be accepted after the nomination period. Only Full Members who have paid the 2015/16 subscription fee shall be entitled to nominate, or be nominated for the Board of Committee election. Incomplete forms will be void.

Part 1: Candidate Details

Candidate Name: Dr / Mr / Mrs / Miss / Ms*

Membership No.: ____________________________

Job Title: ____________________________

Institution/ Unit: ____________________________

Qualifications: ____________________________

Contact Address: ____________________________

Tel: ____________________________ Mobile: ____________________________

Email: ____________________________ Fax: ____________________________

Part 2: Nomination Details

Proposer Name: ____________________________ (Membership No.: )

Signature: ____________________________

Seconder Name: ____________________________ (Membership No.: )

Signature: ____________________________

Part 3: Declaration

I declare that I shall be abided by the Constitution of The Hong Kong Association of Speech Therapists, and have paid the 2015/16 subscription fee. I would like to participate in the 2015-16 HKAST Board of Committee Election, which will be held on September 25, 2015.

Candidate Signature: ____________________________

Date: ____________________________

*Please delete as appropriate