

REGULATIONS-OFFSHORE ENGINEERING SOCIETY

The Offshore Engineering Society is a learned society affiliated to the Institution of Civil Engineers.

1) AIMS:

- To promote the development of offshore engineering and management.
- To exchange and disseminate ideas, experience and information necessary to all aspects of offshore engineering.
- To attract a widely-based multidisciplinary membership of people involved in the offshore industry including students.

In furtherance of these aims the society may:

- hold regular meetings including joint meetings with other organisations;
- maintain a website
- form Branches;
- develop and maintain links with academic institutions and associate principal organisations;

2) MEMBERSHIP

Membership shall be open to all those interested in offshore engineering upon payment of the appropriate membership dues.

3) MAIN COMMITTEE:

The affairs of the Society shall be managed by the Main Committee, which shall comprise:

The Chairman	-	appointed by the Committee for a maximum of 3 years
Deputy Chairman	-	appointed by the Committee from the elected or co-opted members for a period of one year.
Honorary Secretary	-	appointed by the Committee from the elected or co-opted members for a period of one year.

Honorary Treasurer - appointed by the Committee from the elected or co-opted members for a period of one year.

The Secretary - appointed by the Institution of Civil Engineers

Elected Members - Six in number elected by the members of the society for a 3-year term.

Nominated Members: The following organisations may nominate one representative each to the Main Committee for a period to be determined by the nominating organisation:

The Institution of Chemical Engineers
The Institution of Mechanical Engineers
The Institution of Electrical Engineers
The Maritime Board of the Institution of Civil Engineers
Institute of Marine Engineering, Science and Technology
The Energy Institute
The Institution of Structural Engineers
The Royal Institution of Naval Architects
The Society for Petroleum Engineers
The Society for Underwater Technology.

Ex-Officio Members - The Chairman of each Branch or the Branch's nominated representative.

Co-opted Members: The Committee can co-opt up to ten people.

VOTING:

Any voting matter, including electing members of the Main Committee, can be dealt with by email ballot, or by postal ballot where the member's email address is not known to the Society, of all paid-up members. Requests for nominations for the vacant positions of the Main Committee shall be circulated to all members.

Nominations in writing, shall be seconded by another member of the Society and shall be submitted together with the nominee's written consent. If necessary, elections will take place during the month proceeding the Annual General Meeting. The results of the elections shall be announced at the AGM.

The six elected members of the Main Committee shall retire in rotation such that two vacancies are created each year.

No elected member shall serve for more than three consecutive years unless serving as chairman. However, an elected member may serve an extra year on the Main Committee if this is considered to be in the interests of the Main Committee. Retiring chairmen may be invited to serve on the committee for an additional year after their term of office.

Any casual vacancy amongst the six elected members of the Main Committee may be filled by the Main Committee. A person so appointed to fill a casual vacancy shall hold office until the following Annual General Meeting and shall then retire. If there is still an unexpired portion of the original three-year term, a member shall be elected to fill the vacancy in the annual postal ballot.

Main Committee Meetings:

The Main Committee shall meet at least twice a year to deal with the business of the Society. The quorum for voting by the Main Committee shall be at least five people of which a minimum of 4 should be elected members and where necessary committee votes may be conducted by mail and/or e-mail. For a proposal to be accepted a majority of the elected members must be in agreement.

Sub Committees:

The Main Committee may establish such sub-committees as may be necessary to meet ad hoc requirements such as the organisation of meetings and conferences. Sub-committees may co-opt members with the approval of the Main Committee. Such sub-committees shall report back all acts and proceedings to the Main Committee as soon as possible for approval.

The affairs of any Branch shall be managed by a Committee which shall meet periodically. The committee shall comprise a Chairman, Secretary, elected and seconded members. The Chairman and Secretary will be appointed by the committee. The Branch will hold an AGM which will elect members of the committee.

4) MEMBERSHIP DUES

The annual dues shall be determined by the Main Committee and reported at the Annual General Meeting. Subscriptions will become due on 1st January annually. Members joining the Society after 1 July shall pay half the full membership dues for that year. Those joining after 1st October shall pay the full dues but their membership will run until the end of the following subscription-year.

5) ACCOUNTS

The Society shall make provision for its proper financial administration. It may delegate the operation of its finances, under the direction of the Main Committee. The Society's financial year will be January/December.

6) MEETINGS:

The Society's Meetings shall include:

- (a) The Society Annual General Meeting, attended only by members of the Society. Business shall include the announcement of the names of the new Main Committee members, membership dues, the approval of the accounts and any other necessary business. One month's notice of the meeting shall be given.
- (b) The Branch AGM attended only by members of the Society. Business shall include the announcement of new names of the Branch Committee and any necessary business. One month's notice of the meeting shall be given.
- (c) A Special General Meeting, attended only by members of the Society whenever it is necessary to transact the formal business of the Society between the Annual General Meetings. It shall be called by the Main Committee or within six weeks of being requested to do so by at least twenty members of the Society who shall state the business to be transacted. Notice of the Meeting, with the business to be transacted, must be given at least one month before the date of the meeting.
- (d) Open meetings in keeping with aims of the Society

7) CHANGES IN REGULATIONS

Changes in the Regulations shall be made only with the approval of three-fifths of those voting in a postal ballot. A proposal to change the Regulations may be put forward by the Society's Main Committee or by at least twenty members of the Society and shall be circulated to all members. The results of the voting on proposed changes in the Regulations shall be circulated.

8) DISSOLUTION:

In the event of the dissolution of the Society, any assets remaining after the satisfaction of all debts and liabilities shall not be distributed among the members of the Society but shall be given or transferred at the discretion of the Main Committee to such charitable institution or institutions having objects similar to or the same as those of the Society.