

OES Regulations - Effective 4th March 2021

The Offshore Engineering Society is an independent learned society associated with the Institution of Civil Engineers.

1) AIMS:

- To promote the development of offshore engineering, science 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 and social media pages;
 - Form Branches and Regions;
 - 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.

The membership categories shall include:

- Individual Member;
- Corporate Member (up to 50 employees);
- Corporate Member (up to 500 employees);
- Corporate Member (Over 500 employees);
- Student Member.

A Student Member may only occupy the classification for 3 calendar years

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 Deputy Chairman, Honorary Treasurer and Honorary Secretary may be reappointed for consecutive years by the Main Committee

Retiring Elected Members of the committee may be co-opted onto the committee by the committee.

- 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 Engineering Technology;
 - The Institution of Civil Engineers (Maritime and Offshore Panel);
 - The 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.
 - Any other kindred spirit organisations as approved / decided by the committee.
- The Administration Executive – appointed by the Institution of Civil Engineers or by the committee as circumstances require.
 - Elected Members - Six in number elected by the members of the society for a 3-year term
 - Retiring chairmen may be invited to serve on the committee for an additional year after their term of office as Immediate Past Chairman.
 - Ex-Officio Members - The Chairman of each Branch or Region or the Branch's or Region's nominated representative.
 - Co-opted Members: The Committee may co-opt up to ten people.

Voting by Membership:

Any voting matter, including electing members of the Main Committee, can be dealt with by e-mail ballot, internet based voting application or by postal vote 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 at their registered e-mail address or by post to their registered address. A notice will also be posted on the Society's webpage.

The allocation of votes shall be as follows:

Individual Member	1 vote
Small Corporate Member	3 votes
Medium Corporate Member	5 votes
Large Corporate Member	10 votes
Student Member	0 votes

Corporate Member votes shall be cast by the Representative of the Corporate Member or at a meeting of the Society by a person they nominate.

At a meeting of the Society an Individual member may nominate another member to vote on their behalf.

Nominations in writing or an approved electronic means, 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 preceding 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.

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.

Data Protection Officer

The Main Committee shall appoint a suitably qualified Data Protection Officer (DPO). The DPO is not required to be part of the Main Committee but will report to the Main Committee on all data protection aspects.

Main Committee Meetings:

The Main Committee shall meet at least twice a year to deal with the business of the Society. The meeting may be in-person or may be internet hosted. 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, e-mail or other electronic voting method. 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/Region 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 Main Committee but will account for recommendations by the Branch/Region committee. The Branch/Region will hold an AGM for its constituency at which it will elect members of the committee.

The Main Committee will have the authority to change any constitution for the Branch/Region proposed by the Branch/Region Committee.

In lieu of a Branch/Region Committee the Main Committee may appoint a Branch/Region Representative. They should have the responsibility to organise a Branch Committee when practical.

4) MEMBERSHIP DUES

The annual dues shall be determined by the Main Committee by 30th September the previous year and reported to the members by e-mail or post by 31st October.

Subscriptions will become due on 1st January annually.

Members joining the Society after 1st July and before 30th September shall pay half the full membership dues for that year.

Those joining after 1st October shall pay the full dues at the rate for the following year 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 through the Society's Honorary Treasurer. The Society's financial year will be January/December.

The Main Committee, through the Honorary Treasurer, shall supervise the accounts of any Branch or Region Committee. Financial support for a Branch or Region will be decided by the Main Committee.

Branches and Regions shall not hold separate bank accounts or other financial device unless authorised by the Main Committee in special circumstances

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/Region Annual General Meeting attended only by members of the Society. Business shall include the announcement of new names of the Branch or Regional 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 the 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 to all members of the Society.

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.