



## REGULATIONS

### YOUNG OFFSHORE ENGINEERING SOCIETY (YOES) BRANCH

The Offshore Engineering Society (OES) is a learned society associated with the Institution of Civil Engineers (ICE). The Young Offshore Engineering Society (YOES) is a branch of the OES. Its Branch Committee reports to the Society's Main Committee. The YOES is responsible for the Society's activities which focus on Early-Career-Stage Professionals and Students in the field of offshore engineering.

The regulations for the YOES are subservient to the regulations governing the Society as a whole.

#### **1) AIMS OF THE YOUNG OFFSHORE ENGINEERING SOCIETY**

- To promote the development of offshore engineering, science and management within young professionals and students;
- To exchange and disseminate ideas, experience and information necessary to all aspects of offshore engineering.
- To attract a diverse and widely based multidisciplinary membership of young professionals and students involved in the offshore industry;
- To represent the views of young professionals and students within the Offshore Engineering Society.

In furtherance of these aims the YOES -may:

- Hold regular meetings, including joint meetings with young member sections of other professional organisations.
- Maintain web-site pages within the Society's website and social media pages;
- Develop and maintain links with academic institutions and young engineer groups in associated principal organisations;

#### **2) MEMBERSHIP FOR THE YOUNG OFFSHORE ENGINEERING SOCIETY**

All members of the YOES branch must be members of the Offshore Engineering Society through the payment of the appropriate dues. Membership of the branch shall be open to all Society members aged 35 and below either as Student Members, Individual Members or employees of Corporate Members of the Society.

In exceptional circumstances new entrants to the profession, with the approval; of the Main Committee, may join the branch, if they are over 30 years of age, for a maximum period of 2 years. They will not be eligible to stand for election to the Branch Committee as Elected Members but may become Co-opted Committee Members

#### **3) YOUNG OFFSHORE ENGINEERING SOCIETY COMMITTEE**

The affairs of the YOES branch shall be managed by the YOES Branch Committee.

The YOES Branch Committee shall meet at least twice a year to deal with the business of the Society.

The YOES Branch Committee shall comprise:

Chair	<p>Appointed by the OES Main Committee for a maximum of 3 years. The Chair may be either an elected or co-opted YOES Branch Committee Member.</p> <p>The retiring YOES Chair may be invited to serve on the YOES Branch Committee for an additional year after their term of office as a Co-opted Member with the title Immediate Past Chair.</p> <p>The YOES Chair or his nominee may attend the OES Main Committee meetings.</p>
Deputy Chair	<p>Appointed by the Main Committee from the elected or co-opted members of the YOES Branch Committee for a period of one year. The Deputy Chair may be reappointed for a subsequent year with a maximum 3 year term.</p>
Honorary Secretary	<p>Appointed by the YOES Branch Committee from the Elected or Co-opted Members for a period of one year. The Honorary Secretary may be reappointed for a subsequent year.</p>
Elected Members	<p>Six in number elected by the YOES Branch members for a 3-year term. The six elected members of the YOES Branch Committee shall retire in rotation such that two vacancies are created each year.</p> <p>Any casual vacancy amongst the six elected YOES Branch Committee Members may be filled by the YOES Branch Committee, with the approval of 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 ballot.</p> <p>No elected YOES Committee Member shall serve for more than three consecutive years. However, a YOES Branch Committee Member may serve an extra year as a Co-opted Member on the YOES Branch Committee if this is considered to be in the interests of the YOES Branch Committee.</p>
Ex-officio Members	<p>The Main Committee Chair, Deputy Chair, Hon. Secretary, Hon. Treasurer or their nominee</p>
Co-opted Members:	<p>The YOES Branch Committee may co-opt up to six people. Co-opted Members have no voting rights.</p>
Nominated Members	<p>Affiliated organisations listed in the regulations of the Society may nominate one representative each to the YOES Branch Committee for a period to be determined by the nominating organisation. Nominated Members have no voting rights.</p>

YOES Branch Committee motions require the approval of a majority of the six Elected Members of the Branch Committee and should be ratified by the OES Main Committee.

#### **4) BRANCH VOTING**

The election of members of the YOES Branch Committee, can be dealt with by an electronic ballot, e-mail ballot, or postal ballot where the YOES member's email address is not known to the Society, of all paid-up YOES Branch members. This will be administered by the Branch Honorary Secretary in conjunction with the Society's Administration Executive. Requests for nominations for the vacant positions of the YOES Branch Committee shall be circulated to all Offshore Engineering Society's members. Nominations in writing shall be proposed and seconded by members of the YOES Branch and shall be submitted, together with the nominee's written consent. The OES Main Committee shall approve those standing for election. If necessary, elections will take place during the month preceding the YOES Annual General Meeting (AGM). The results of the elections shall be announced at the YOES AGM.

#### **5) MEMBERSHIP DUES**

Membership dues are to be paid to the OES.

No additional dues will be raised by the YOES branch. However, with the Main Committee's approval, charges may be made for individual events in exceptional circumstances.

#### **6) ACCOUNTS**

Accounts and financial management are the responsibility of the Society's Honorary Treasurer who is part of the OES Main Committee. All expenditure and financial commitments by the YOES are to be approved by the Honorary Treasurer who, if necessary, will obtain the sanction or otherwise of the Main Committee. The YOES's Annual Budgets will be submitted to the Main Committee for review and approval.

#### **7) MEETINGS AND EVENTS**

The Society's Meetings shall include:

- The YOES AGM attended only by members of the YOES Branch and the officers 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;
- Open meetings and events in keeping with aims of the Society;
- YOES Special General Meetings (SGM) may be called if a petition is submitted to the YOES Branch Honorary Secretary with a minimum of 10% of the YOES Branch Members Signatures. 28 days notice shall be given of the date of the SGM.

The Branch Honorary Secretary shall copy all minutes of meetings to the OES Honorary Secretary for archiving.

All records of YOES Branch Committee votes shall be forwarded by the Branch Honorary Secretary to the Society's Honorary Secretary for ratification by the OES Main committee within 7 days of the vote

being held. A period of 28 days or notification of approval by the OES Main Committee, whichever is the sooner, will elapse before the vote may be implemented.

#### **8) CHANGES IN BRANCH REGULATIONS**

The YOES Branch committee may submit proposals for changes in the YOES Branch Regulations to the OES Main Committee for the review and approval. If necessary, a ballot of the Society's members will be held to approve the changes.

#### **9) WEB-SITE AND SOCIAL MEDIA**

The YOES will maintain the relevant pages and input to the Society's website. A separate branch website will not be established.

The YOES Branch shall establish and maintain social media pages consistent with those maintained by the Society.

#### **10) DATA PROTECTION**

The YOES Committee will refer any data protection issues to the Society's Data Protection Officer (DPO). If required by the Society's DPO the Branch may be audited to ensure compliance with current legislation

#### **11) DISSOLUTION OF THE YOUNG OFFSHORE ENGINEERING SOCIETY BRANCH**

The OES Main Committee may dissolve the YOES Branch at any time in accordance with the specified voting procedure. If necessary, this may be put to a vote of the Society Membership.

#### **12) ASSETS**

The YOES will have no assets independent of the OES.

**Note: Formation of the YOES Committee**

*With the approval of the regulations for the YOES the OES Main committee will nominate the Chair of the YOES Committee. The YOES Chair will form an “Interim YOES Committee” to serve until the membership of the YOES can be established from within eligible OES members and elections to the “YOES Committee” can be held at a YOES “Formation General Meeting” (FGM). The YOES Chair will submit proposals for members of the Interim YOES Committee to the OES Main Committee. It is recommended that the “interim YOES Committee” comprises of no more than 6 members including the Chair. The YOES Interim Committee will be responsible for organising a minimum of one pre-formation event. The election to the YOES Committee will be held by an on-line vote held over the 28 days prior to the FGM. The YOES Interim Committee will be responsible for organising an online FGM and accompanying technical presentation. Once the elected YOES Committee has been formed the Interim YOES Committee will be disbanded. Members of the Interim Committee are eligible to stand for election to the YOES Committee.*

*At the YOES FGM the results of the elections to the committee will be announced. The two persons securing the two highest number of votes shall be elected for a three year term. The two persons receiving the third and fourth most votes shall serve for a two year term. The two persons securing the fifth and sixth most votes shall serve a one year term. Those persons not elected may be considered by the committee to act as co-opted members as defined by these regulations.*