

# Australian Geomechanics Society

## CONSTITUTION of the AUSTRALIAN GEOMECHANICS SOCIETY

***(Note: This draft of the Constitution includes amendments approved by the membership at the inaugural Annual General Meeting of the Society in Sydney on 25th October 2002)***

### Document History:

Amendment	Date	Description
	November 2001	Acceptance by membership at Australia-wide Chapter AGM's.
1	25 October 2002	Adjustments to clarify Chapter Office Bearer positions and edits.
2	29 April 2005	Inclusion of Newcastle Chapter in Group 1 of NatCom reps

## Australian Geomechanics Society CONSTITUTION

1.	INTERPRETATION .....	4
2.	NAME.....	8
3.	REGISTERED OFFICE .....	8
4.	PREAMBLE .....	8
5.	PURPOSE .....	8
6.	MISSION STATEMENT .....	8
7.	OBJECTIVES .....	8
8.	POWERS.....	9
9.	MEMBERSHIP .....	10
10.	CESSATION OF MEMBERSHIP .....	11
11.	MEMBERSHIP ENTITLEMENTS NOT TRANSFERABLE .....	12
12.	RESIGNATION OF MEMBERSHIP.....	12
13.	REGISTER OF MEMBERS.....	12
14.	FEES, SUBSCRIPTIONS, ETC. ....	12
15.	MEMBERS' LIABILITIES .....	13
16.	DISCIPLINING OF MEMBERS .....	13
17.	RIGHT OF APPEAL OF DISCIPLINED MEMBER.....	14
18.	THE NATIONAL COMMITTEE AND ITS POWERS .....	14
19.	CONSTITUTION AND MEMBERSHIP OF NATIONAL COMMITTEE.....	16
20.	NATIONAL SECRETARY .....	17
21.	NATIONAL TREASURER .....	18
22.	ELECTION OF MEMBERS OF NATIONAL COMMITTEE .....	18
23.	CHAPTERS .....	22
24.	CHAPTER COMMITTEES THEIR POWERS AND RESPONSIBILITIES .....	23
25.	CONSTITUTION AND MEMBERSHIP OF CHAPTER COMMITTEE.....	24
26.	CHAPTER TREASURER .....	25
27.	ELECTION OF MEMBERS OF CHAPTER COMMITTEE .....	26
28.	CASUAL VACANCIES .....	28
29.	REMOVAL OF MEMBER.....	28
30.	MEETINGS OF NATIONAL COMMITTEE, CHAPTER COMMITTEE AND QUORUM.....	29
31.	DELEGATION BY COMMITTEE TO SUB-COMMITTEE .....	31
32.	VOTING AND DECISIONS OF COMMITTEE AND SUB-COMMITTEE.....	32
33.	ANNUAL GENERAL MEETINGS .....	32
34.	CALLING OF ANNUAL GENERAL MEETINGS.....	32
35.	CALLING OF GENERAL MEETINGS.....	33
36.	NOTICE .....	34

37.	<b>PROCEDURE AND QUORUM</b> .....	35
38.	<b>PRESIDING MEMBER</b> .....	35
39.	<b>ADJOURNMENT</b> .....	36
40.	<b>MAKING OF DECISIONS</b> .....	36
41.	<b>VOTING</b> .....	36
42.	<b>FUNDS - SOURCE</b> .....	37
43.	<b>FUNDS - MANAGEMENT</b> .....	37
44.	<b>BUDGETS, BALANCE SHEETS AND FINANCIAL REPORTS</b> .....	38
45.	<b>ALTERATION OF RULES</b> .....	39
46.	<b>COMMON SEAL</b> .....	39
47.	<b>CUSTODY AND INSPECTION OF BOOKS AND DOCUMENTS</b> .....	39
48.	<b>SERVICE OF NOTICES</b> .....	39
49.	<b>SURPLUS PROPERTY</b> .....	40
50.	<b>PAYMENTS ETC. OF OFFICE BEARERS AND MEMBERS</b> .....	40
51.	<b>VACATION OF OFFICE</b> .....	40
52.	<b>PUBLICATIONS AND COMMUNICATIONS</b> .....	40
53.	<b>TERMINATION</b> .....	41
	<b>APPENDIX A - AUSTRALIAN GEOMECHANICS SOCIETY STRUCTURE</b> .....	43
	<b>APPENDIX B - AUSTRALIAN GEOMECHANICS SOCIETY</b> .....	44
	<b>COMPOSITION OF NATIONAL COMMITTEE</b> .....	44
	<b>APPENDIX C - AUSTRALIAN GEOMECHANICS SOCIETY</b> .....	46
	<b>COMPOSITION OF CHAPTER COMMITTEES</b> .....	46

## 1. INTERPRETATION

1.1 In these Rules except in so far as the context or subject matter otherwise indicates or requires:

•**Act** means the Associations Incorporation Act 1991.

•**Affiliated International Societies** means:

(a) The International Society for Soil Mechanics and Geotechnical Engineering;

(b) The International Society for Rock Mechanics; and

(c) The International Association for Engineering Geology and Environment; and their successor entities.

•**Annual General Meeting** means the General Meeting of the AGS referred to in **Rule 33.1** or of a Chapter referred to in **Rule 33.4**.

•**Annual Subscription** means the amount a Member is required to pay to the AGS in accordance with **Rule 14**.

•**Applicant** means a person or entity that has made an application for Membership to the AGS.

•**Application** means an application for Membership of the AGS in the form as the National Committee from time to time determines.

•**Chairperson** means National Chairperson or Chapter Chairperson.

•**Chapter** means a group of Members in a particular locality within a particular Electorate created in accordance with **Rule 23**.

•**Chapter Annual Report** means the annual report prepared by each Chapter in accordance with **Rule 24.1(c)**.

•**Chapter Annual Financial Report** means the annual report prepared by each Chapter in accordance with **Rules 24.2 and 44.4**.

•**Chapter Bank Account** means a bank account opened by a Chapter in the name of the AGS.

•**Chapter Budget** means the budget for each Chapter prepared in accordance with **Rule 44.1**.

•**Chapter Chairperson** means a Member elected to that position from time to time in accordance with **Rule 27**.

•**Chapter Office-Bearers** means the people specified in **Rule 25.2**.

•**Chapter Representative** means a Member elected to that position from time to time in accordance with **Rule 27**.

•**Chapter Secretary** means the secretary of each Chapter elected to that position from time to time in accordance with **Rule 27**.

•**Chapter Treasurer** means a Member elected to that position from time to time in accordance with **Rule 27**.

•**Committee** means either the National Committee or a Chapter Committee.

•**Deputy Chapter Chairperson** means a Member elected to that position from time to time in accordance with **Rule 27**.

•**Deputy National Chairperson** means a Member elected to that position from time to time in accordance with **Rule 22**.

•**Electorate** means the following areas in the following groupings:

(a) New South Wales & the Australian Capital Territory (**NSW/ACT**)

(b) Queensland (**QLD**)

(c) South Australia & the Northern Territory (**SA/NT**)

(d) Tasmania (**TAS**)

(e) Victoria (**VIC**)

(f) Western Australia (**WA**)

•**Extraordinary General Meeting** means the General Meeting of the AGS referred to in **Rule 35.1** or of a Chapter referred to in **Rule 35.2**.

•**Financial Year** means the year ended 30<sup>th</sup> June or such other period as the National Committee may determine from time to time.

•**General Meeting** means a meeting of Members or a meeting of Members of a Chapter and includes Annual General Meetings, Extraordinary General Meetings and Special General Meetings.

•**Immediate Past Chapter Chairperson** means the person appointed in accordance with **Rule 25.6**.

•**Immediate Past National Chairperson** means the person appointed in accordance with **Rule 19.7**.

•**Invited Member** means any person invited by the National Committee to sit on the National Committee pursuant to **Rule 22.38**.

•**Life Member** means a Member who is categorised by the National Committee as such in recognition of his/her outstanding contribution to the objectives of AGS.

- **Member** means a person or entity whose application for Membership of the AGS has been accepted and who has not ceased to be a Member in accordance with these Rules.
- **Member of a Chapter** means a Member allocated to a particular Chapter in accordance with **Rule 23.2**.
- **National Chairperson** means the person elected to that position from time to time in accordance with **Rule 22.2**.
- **National Office Bearers** means the people specified in **Rule 19.2**.
- **National Representatives** means Members who are elected to that position from time to time in accordance with **Rule 22**.
- **National Secretary** means the person appointed to that position from time to time in accordance with **Rule 20.1** and whose responsibilities are defined in Rule 20.
- **National Treasurer** means a Member elected to that position from time to time in accordance with **Rule 22** and whose responsibilities are defined in Rule 21.
- **NZGS** means the New Zealand Geotechnical Society.
- **Ordinary Member** means a Member who is not categorised by the National Committee as a Student Member, Retired Member, Life Member or Supporting Member.
- **Regional Vice Presidents** mean the Regional Vice-Presidents (or similar position) appointed to the Affiliated International Societies.
- **Register** means a register of Members kept in accordance with **Rule 13**.
- **Retired Member** means a Member who is retired from full time employment.
- **Regulations** mean Associations Incorporation Regulations 1991.
- **Rules** means these rules as amended from time to time.
- **Returning Officer** means a person appointed to that position by the National Committee or Chapter Committee (as the case may be) in accordance with **Rules 22.7 and 27.6** respectively.
- **Secretary** means National Secretary or Chapter Secretary. ● **Special General Meeting** means the General Meeting of the AGS referred to in **Rule 35.1** or of a Chapter referred to in **Rule 35.2**.
- **Special Resolution** means a resolution requiring a majority of 75% or more of the votes cast at the meeting in question.
- **Sponsor Representative** means a person appointed by a Sponsor to be its representative on the National Committee.

•**Sponsors** means:

- (a) The Institution of Engineers Australia; and
- (b) The Australasian Institute of Mining and Metallurgy; or

such other organisations as approved by the National Committee from time to time in accordance with **Rule 18.1(t)**.

•**Corporate Member** means a member categorised by the National Committee as such being an industrial or commercial corporate entity or government organisation or instrumentality involved in the practice of geomechanics.

•**Student Member** means a Member categorised by the National Committee as such being a person who is registered for a full-time study course in a subject relevant to geomechanics.

•**Voting National Committee Members** means National Chairperson, Deputy National Chairperson, National Treasurer, Immediate Past National Chairperson, Elected National Representatives, Elected Regional Vice-Presidents, Sponsor Representatives and Invited Chapter Representatives assigned voting rights by the National Committee.

•**Voting Chapter Committee Members** means Chapter Chairperson, Deputy Chapter Chairperson, Chapter Treasurer, Immediate Past Chapter Chairperson, Elected Chapter Representatives and any National Committee Members who are also members of the Chapter.

1.2 In these Rules:

- A reference to a function includes a reference to a power, authority and duty; and
- A reference to the exercise of a function includes, where the function is a power, authority or duty, a reference to the exercise of the power or authority or the performance of the duty.
- The provisions of the Interpretation Act 1967 apply to and in respect of these Rules in the same manner as those provisions would so apply if these Rules were an instrument made under the Act.
- **In writing** or **written** means and includes printing or any other means of representing or reproducing words in visible form.
- Words importing the singular include the plural and words importing the plural include the singular where the context permits.

1.3 The overall structure of AGS is as illustrated in Appendix A. The Chapters may vary from time to time, in the full discretion of the National Committee.

1.4 Appendices B and C set out in summary form the areas to which they relate.

- 1.5 The Appendices to these rules are intended to be a summary of relevant provisions and are not Rules and cannot be used to interpret the meaning of any Rules.

## **2. NAME**

- 2.1 The name of the organisation is the 'Australian Geomechanics Society' (AGS).

## **3. REGISTERED OFFICE**

- 3.1 The Registered Office of the AGS and its postal address will be c/- the Institution of Engineers Australia, 11 National Circuit, Barton, A.C.T. 2600 or as determined by the National Committee from time to time.

## **4. PREAMBLE**

- 4.1 Geomechanics is the application of engineering and geological principles to the behaviour of the ground and ground water and the use of these principles in civil, mining, offshore, resource and environmental engineering.

## **5. PURPOSE**

- 5.1 The AGS was established in 1970, as a non-profit organisation, to promote and advance the theory and practice of geomechanics and to provide a learned society for all categories of Membership. The purpose of the AGS is to:

- (a) encourage the sharing of knowledge and cooperation between engineers, geologists, miners, scientists and technicians engaged in the theory and practice of geomechanics;
- (b) provide opportunities for dialogue amongst practitioners of geomechanics and others with an interest in the field;
- (c) support education and training in geomechanics;
- (d) maintain and improve standards in the theory and practice of geomechanics;
- (e) represent its Sponsors, in any way, in relation to matters involving geomechanics;

complement the activities of other technical societies, associations and organisations by providing learned society services in geomechanics for all who have an interest in the field; and

- (f) foster awareness of the role of geomechanics in supporting and contributing to the wellbeing of the wider community.

## **6. MISSION STATEMENT**

- 6.1 The mission of the AGS is to encourage advancement and excellence in the theory and practice of geomechanics and to promote these both in Australia and overseas.

## **7. OBJECTIVES**



7.1 The objectives of the AGS are to:

- (a) promote the purpose of the AGS through appropriate means;
- (b) represent the interests of its Members and Sponsors at the local, national and international level;
- (c) form and maintain active local Chapters;
- (d) provide programs of activities, technical conferences, workshops, symposia and meetings;
- (e) provide vehicles for the publication of technical papers and news items of relevance to the purpose of the AGS;
- (f) promote research, development and improved practice;
- (g) provide guidance and leadership on behalf of its Members and Sponsors in the areas of policy formulation, strategic planning and participation in professional activities;
- (h) provide awards and honours in recognition of achievement in the practice of geomechanics;
- (i) provide a suitable forum for the participation and encouragement of young geotechnical professionals;
- (j) co-operate with other kindred professional bodies both within Australia and overseas in the furtherance of the purpose of the AGS;
- (k) co-operate with the New Zealand Geotechnical Society to represent the Australasian region on committees of the Affiliated International Societies and to provide Regional Vice-Presidents for each of these organisations; and
- (l) provide representatives to sit on local, national and international committees drafting standards, legislation and advisory technical documents.

**8. POWERS**

8.1 For the purpose of carrying out its objectives, the AGS shall have power to do all or any of the following:

- (a) make representations to the Governments of the day;
- (b) purchase, lease or otherwise acquire or dispose of any property whatsoever;
- (c) borrow or raise money from its Members or Sponsors or otherwise create, execute and issue mortgages, debentures, debenture stock or other securities with or without a charge upon all or any of the property of the AGS;
- (d) charge a fee for participation in any technical or social activity to defray the expenses of such activities and to use such funds to subsidise other activities in furtherance of the objectives of the AGS;

- (e) invest moneys from its Members, Sponsors and funds raised from technical or social activities in such securities or otherwise as the National Committee may from time to time determine;
  - (f) spend moneys received from its reserves on activities intended to further the purpose of the AGS;
  - (g) pay the costs and expenses of and incidental to the incorporation of the AGS in the Australian Capital Territory and its registration in such other States and Territories of Australia as the National Committee may from time to time decide;
  - (h) to draw, accept and negotiate bills of exchange, promissory notes and other negotiable instruments;
  - (i) to join with any other kindred associations in the joint attainment of any of the objectives of the AGS; and
  - (j) to do all such lawful acts, matters and things as are incidental or conducive to the attainment of any of the objectives of the AGS.
- 8.2 The AGS will not fund or endeavour to impose on, or procure to be observed by its Members or others, any regulations or restrictions which would appear to make it a trade union.

## **9. MEMBERSHIP**

### **Membership Qualifications**

- 9.1 An individual or entity is qualified to be a Member of the AGS if:
- (a) the individual or entity is a Member of one of the Sponsors;
  - (b) the entity is involved in the practice of geomechanics; or
  - (c) an individual has an active interest in geomechanics and relevant qualifications, occupation and/or experience in relation to geomechanics.

### **Categories of Members**

- 9.2 The categories of Membership are:
- (a) Ordinary Member;
  - (b) Student Member;
  - (c) Retired Member;
  - (d) Supporting Member;
  - (e) Life Member;

- (f) or such other categories as determined by the National Committee from time to time.
- 9.3 A Supporting Member may appoint 2 individuals from time to time (by notice in writing to the National Secretary) as representatives to exercise all or any of the powers that an Ordinary Member may exercise.
- 9.4 Post-nominals shall not be used to indicate Membership or grade.
- 9.5 Only Ordinary Members and Retired Members are eligible to:
- (a) hold office in the AGS or a Chapter (other than the Returning Officer and the National Secretary);
  - (b) stand for election to the National Committee and Chapter Committees;
  - (c) vote at Annual General Meetings and General Meetings.

#### **Application for Membership**

- 9.6 A person or entity that wishes to become a Member of AGS under these Rules must:-
- (a) complete and lodge with National Secretary an Application; and
  - (b) pay the relevant Annual Subscription.

#### **Approval of Application and Admission to Membership**

- 9.7 As soon as practicable after receiving an Application, the National Secretary must refer the Application to the National Committee which must determine whether to approve or reject the Application.
- 9.8 Where the National Committee approves an Application, the National Secretary must as soon as practicable notify the Applicant of that approval.
- 9.9 The National Secretary must, on payment by the applicant of the amounts referred to in **Rule 9.6**, enter the Applicant's name in the Register as against a Chapter in accordance with **Rule 23.2**.

### **10. CESSATION OF MEMBERSHIP**

- 10.1 A person ceases to be a Member of the AGS if the person:
- (a) dies; or
  - (b) resigns Membership in accordance with **Rule 12**; or
  - (c) fails to renew Membership or;
  - (d) is otherwise removed from the Register in accordance with these Rules.

10.2 Where a Member of the AGS ceases to be a Member, the National Secretary must make an appropriate entry in the Register recording the date on which the Member ceased to be a Member.

10.3 A resigned Member is not entitled to a refund of any part of the Annual Subscription.

#### **11. MEMBERSHIP ENTITLEMENTS NOT TRANSFERABLE**

11.1 A right, privilege or obligation which a Member has:

- (a) is not capable of being transferred or transmitted to another person; and
- (b) terminates upon cessation of the Membership.

#### **12. RESIGNATION OF MEMBERSHIP**

12.1 A Member of the AGS may resign from Membership of the AGS by written notice to the National Secretary of his/her intention to resign and upon the receipt of such notice the Member ceases to be a Member.

#### **13. REGISTER OF MEMBERS**

13.1 The National Secretary of the AGS must establish and maintain a Register of the AGS specifying the name and address of each person who is a Member of the AGS together with the date on which the person became a Member and the Chapter to which they have been allocated in accordance with **Rule 23.2**.

13.2 The Register must be kept at the Registered Office or principal place of administration of the AGS and must be open for inspection, free of charge, by any Member of the AGS at any reasonable hour.

13.3 The National Secretary will on demand supply Chapter Secretaries with a list of Members of their Chapter.

#### **14. FEES, SUBSCRIPTIONS, ETC.**

##### **Members**

14.1 A Member of the AGS must, upon admission to Membership, pay to the AGS an Annual Subscription fee which shall be determined by the National Committee from time to time.

14.2 Payment shall be made in the manner approved by the National Committee and set out in the payment advice notice for the year.

14.3 Any Member whose Annual Subscription has not been paid by the due date as specified by the National Committee, shall be reported to the National Committee which shall cause a notice to be sent to the Member requesting payment by a specified date. If payment is not made by the specified date, the Member's name may be removed from the Register.

14.4 Members removed from the register for failing to pay their dues may be restored to Membership on payment of all arrears, or at the discretion of the National Committee.

## **15. MEMBERS' LIABILITIES**

15.1 The liability of a Member of the AGS to contribute towards the payment of the debts and liabilities of the AGS or the cost, charges and expenses on the winding up of the AGS is limited to the amount of the Annual Subscription for that Member which is due and payable but which remains unpaid by the Member.

## **16. DISCIPLINING OF MEMBERS**

16.1 Where the National Committee is of the opinion that a Member of the AGS:

- (a) has persistently refused or neglected to comply with a provision or provisions of these Rules; or
- (b) has persistently and wilfully acted in a manner prejudicial to the interests of the AGS

the National Committee may, by resolution:

- (i) expel the Member from the AGS; or
- (ii) suspend the Member from Membership of the AGS for a specified period.

16.2 Where the National Committee passes a resolution under **Rule 16.1** the National Secretary must as soon as practicable, cause a notice in writing to be served on the Member:

- (a) setting out the resolution of such Committee and the grounds on which it is based;
- (b) stating that the Member may address a sub-committee of the Committee appointed for that purpose (**Sub-Committee**) at a meeting to be held not later than 49 days after service of the notice;
- (c) stating the date, place and time of that meeting; and
- (d) informing the Member that the Member may do either or both of the following:
  - (i) attend and speak at that meeting;
  - (ii) submit to the Sub-Committee at or prior to the date of that meeting written representations relating to the resolution.

16.3 At a meeting of the Sub-Committee held as referred to in **Rule 16.2**, the Sub -Committee must:

- (a) give to the Member an opportunity to make oral representations;

- (b) give due consideration to any written representations submitted to that committee by the Member at or prior to the meeting; and
  - (c) by resolution determine whether to confirm or to revoke the resolution.
- 16.4 Where the Sub-Committee confirms a resolution under **Rule 16.3**, the National Secretary must, within 7 days after that confirmation, by notice in writing inform the Member of the fact and of the Member's right of appeal under **Rule 17.1**.
- 16.5 A resolution confirmed by the Sub-Committee under **Rule 16.3** does not take effect:
- (a) where the Member does not exercise the right of appeal under **Rule 17.1** until the expiration of the appeal period; or
  - (b) where within that period the Member exercises the right of appeal, unless and until the AGS confirms the resolution in accordance with **Rule 17.4**.

## **17. RIGHT OF APPEAL OF DISCIPLINED MEMBER**

- 17.1 A Member may appeal to the AGS in General Meeting against a resolution of the National Committee which is confirmed under **Rule 16.4** within 7 days after notice of the resolution is served on the Member by lodging with the National Secretary a notice to that effect.
- 17.2 Upon receipt of a notice from a Member under **Rule 17.1**, the National Secretary must notify the National Committee which must convene a General Meeting of the AGS to be held as soon as possible after the date on which the National Secretary received the notice.
- 17.3 At a General Meeting of the AGS convened under **Rule 17.2**:
- (a) no business other than the question of the appeal may be transacted;
  - (b) the National Committee and the Member must be given the opportunity to state their respective cases orally or in writing, or both; and
  - (c) the Members present must vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
- 17.4 If at the General Meeting, the AGS passes a Special Resolution in favour of the confirmation of the resolution, the resolution is confirmed.

## **18. THE NATIONAL COMMITTEE AND ITS POWERS**

- 18.1 The National Committee is the committee of management of the AGS and subject to the Act, the Regulations and these Rules and any resolution passed by the AGS in General Meeting, the National Committee has the power to run the AGS including the following specific powers:
- (a) to control and manage the affairs of the AGS;

- (b) to schedule the Annual General Meeting of the AGS and notify the Members accordingly;
- (c) to exercise all such functions as may be exercised by the AGS other than those functions that are required by these Rules to be exercised by a General Meeting of the AGS;
- (d) to perform all such acts and do all such things as appear to the National Committee to be necessary or desirable for the proper management of the affairs of the AGS;
- (e) to appoint a paid National Secretary if necessary and, if the occasion arises, to suspend or dismiss such secretary and to appoint another;
- (f) to determine the duties of the National Secretary and from time to time review them as necessary;
- (g) to assign to the National Secretary the routine functions of the National Committee and other duties as required;
- (h) to commit National Committee funds and assets to promoting the AGS's activities, in accordance with these Rules, AGS's policy and directions of the National Committee;
- (i) to direct the affairs of the AGS through policies it determines and coordinate and strengthen the activities of Chapters;
- (j) to review from time to time the Annual Subscription and record agreed changes in the minutes of meetings;
- (k) to determine general policy, including:
  - (i) anything which in the opinion of the National Committee may affect Members of more than one Chapter;
  - (ii) anything which relates to matters outside geographic zones covered by established Chapters;
  - (iii) the name, insignia and styling of the letterhead and the Membership Application form of the AGS;
  - (iv) publication policy;
- (l) to determine the awards of the AGS, without in any way precluding individual Chapters making Chapter awards;
- (m) to co-ordinate Chapter activities where such co-ordination is considered desirable by the National Committee;
- (n) to make official contact with other Australia-wide organisations on an Australia-wide basis;

- (o) to liaise with overseas organisations and societies;
- (p) to formulate new Chapters and terminate existing Chapters;
- (q) to provide publicity and public relations on an Australia-wide and International basis;
- (r) to affiliate with other societies outside Australia which have similar objectives to those of the AGS and arrange the exchange of such privileges as may be mutually decided upon from time to time between the AGS and other organisations;
- (s) to appoint representatives to sit on local, national and international committees set up to draft standards, legislation and advisory technical documents and such representatives shall contribute to the technical work of the committees and report to the National Committee; and
- (t) to appoint and remove Sponsors.

## **19. CONSTITUTION AND MEMBERSHIP OF NATIONAL COMMITTEE**

19.1 In accordance with Section 60 of the Act, (as illustrated in summary form in Appendix B), the National Committee consists of:

- (a) National Office-Bearers;
- (b) Immediate Past National Chairperson;
- (c) one National Representative for each Electorate;
- (d) Regional Vice-Presidents of the Affiliated International Societies;
- (e) Sponsor Representatives; and
- (f) Invited Members.

### **National Office-bearers**

19.2 The National Officer-Bearers of the National Committee will be:

- (a) National Chairperson;
- (b) Deputy National Chairperson;
- (c) National Treasurer; and
- (d) National Secretary.

### **Voting**

19.3 Only the Voting National Committee Members shall be entitled to vote in respect of any resolution of the National Committee and they shall only be entitled to one vote



each and the National Chairperson shall have a casting vote in the event of an equality of votes in addition to his or her deliberative vote.

### **Term of Office**

- 19.4 Each National Office-Bearer with the exception of the National Secretary, subject to these Rules, holds office for a term of 1 year commencing on the 1 January next following the National Committee Meeting at which they were elected and ending on the 31 December one year later.
- 19.5 Each National Office-Bearer, with the exception of the National Secretary, may serve a maximum of 3 consecutive terms in one capacity.
- 19.6 No National Office-Bearer, with the exception of the National Secretary, shall serve more than 11 consecutive years on the National Committee without a break of at least 5 years.
- 19.7 The National Chairperson, upon stepping down from office, remains a member of the National Committee throughout the duration of the successor's term of office in an ex-officio role as Immediate Past National Chairperson. During this period he or she shall not be elected as a National Representative.
- 19.8 The term of a National Representative is of 2 years duration and will commence on the 1 January next following their election and finish on 31 December 2 years later.
- 19.9 No National Representative shall serve more than two consecutive terms of office as National Representative.
- 19.10 Regional Vice-Presidents of the Affiliated International Societies shall be chosen jointly by the National Committee and the equivalent committee of the NZGS and appointed to serve for whatever term is agreed with the relevant Society.

### **Vacancies**

- 19.11 If, for any reason, the office of National Chairperson becomes vacant, the Deputy National Chairperson shall assume the role until the next following 31 December. The assumption of the role of National Chairperson under such circumstances shall not be counted for the purposes of **Rules 19.4 and 19.5**.
- 19.12 If for any reason the roles of Deputy National Chairperson, National Treasurer or a Regional Vice-President become vacant, the National Committee shall elect a substitute from among its Members to complete the term. Such election shall not be counted for the purposes of **Rules 19.4 and 19.5**.
- 19.13 The office of Deputy National Chairperson and National Treasurer may be combined and performed by the one person if approved by the National Committee.

## **20. NATIONAL SECRETARY**

- 20.1 The National Secretary will be appointed by the National Committee from time to time.

- 20.2 The National Secretary will have no voting rights unless that person is also a Member of the AGS and holds a position that confers voting rights.
- 20.3 Unless otherwise determined by the National Committee, the National Secretary shall also be the Public Officer of the AGS.
- 20.4 The National Secretary of the AGS must, as soon as practicable after being appointed, lodge notice with the AGS of his or her address.
- 20.5 It is the duty of the National Secretary to:
- (a) record all appointments of National Office-Bearers and members of the National Committee;
  - (b) record the names of members of the National Committee present at a committee meeting or a General Meeting of the AGS;
  - (c) minute all proceedings at National Committee meetings and General Meetings of the AGS;
  - (d) maintain the Register; and
  - (e) provide Chapter Secretaries on demand with a list of current Members of a Chapter.
- 20.6 The National Secretary shall send to all Members of the National Committee copies of the minutes of the National Committee as soon as they are available.

## **21. NATIONAL TREASURER**

- 21.1 It is the duty of the National Treasurer of the AGS to ensure that:
- (a) all money due to the AGS is collected and received and that all payments authorised by the AGS are made;
  - (b) correct books and accounts are kept showing the financial affairs of the AGS including full details of all receipts and expenditure connected with the activities of the AGS; and
  - (c) arrange for the accounts of the AGS to be audited annually.

## **22. ELECTION OF MEMBERS OF NATIONAL COMMITTEE**

### **National Office-bearers**

- 22.1 The National Committee immediately prior to incorporation of the AGS shall continue until the 31 December next following the first Annual General Meeting of the AGS. Thereafter the balance of this **Rule 22** shall apply.
- 22.2 During the last meeting of the National Committee before each Annual General Meeting of the AGS, the members of the National Committee shall nominate and elect candidates as National Office-Bearers. For the purposes of this rule candidates shall only be nominated from current numbers of the National Committee.

- 22.3 Prior to any nomination being valid the consent of the nominee must first be obtained.
- 22.4 Where valid nominations are equal to or less than the number of positions to be filled then the persons nominated must be declared elected.
- 22.5 If the number of nominations received exceeds the number of vacancies to be filled, a ballot of the National Committee must be held at that meeting.

**National Chairperson, Deputy National Chairperson, National Treasurer and Regional Vice-Presidents**

- 22.6 The National Chairperson, Deputy National Chairperson, National Treasurer and Regional Vice Presidents shall not at the same time be elected National Representatives.

**Appointment of Returning Officer**

- 22.7 The National Committee must appoint Returning Officers from time to time for the purpose of the conduct of election of the National Representatives within each Electorate.
- 22.8 The National Committee may appoint assistants to the Returning Officer.

**National Representatives**

- 22.9 Each Electorate is entitled to elect one National Representative to the National Committee.
- 22.10 Where only one nomination in accordance with Rule 22.12 is received in respect of an Electorate, then that person must be declared elected. If more than one nomination is received a postal ballot must be held prior to the expiry of the term of office of the retiring National Representative for the Electorate in accordance with Rules 22.17 to 22.30.

**Electoral Roll**

- 22.11 For the election of National Representative the National Secretary must provide a list of Members (as at the day before nominations for the election close) to the Returning Officer who must determine the eligibility to vote of the Members on such list.

**Nominations**

- 22.12 Nominations for election as a National Representative must be opened by the National Committee for a period of no less than 28 days and must close no later than 35 days prior to the Annual General Meeting of the AGS.
- 22.13 A candidate for nomination must be eligible to be a National Representative, must be nominated by at least 2 Members of the relevant Electorate and must consent in writing to such nomination.

22.14 The nomination of each candidate will be made available for perusal by Members by contacting the Returning Officer whose name and contact details shall be supplied on request to Members by any of the Chapter Secretaries in the Electorate.

### **Rejection of Nomination**

22.15 The Returning Officer must scrutinise nominations upon receipt and reject any nomination where it appears to the Returning Officer that the candidate is not eligible, or where a declaration has not been provided.

22.16 Upon rejecting a nomination, the Returning Officer is to notify as soon as possible the candidate, the candidate's proposer and the National Committee.

### **Ballot Papers**

22.17 After nominations have closed, the Returning Officer must prepare ballot papers for the election.

22.18 The order in which the candidates appear on the ballot paper is alphabetical based on surnames.

22.19 The Returning Officer must cause some authenticating mark to appear on each ballot paper prior to their distribution to Members in the relevant Electorate.

22.20 Ballot papers must be in such form as is from time to time approved by the National Committee and must contain appropriate instructions for completion thereof.

22.21 On the issue of each ballot paper the Returning Officer is to mark the Member's name off the roll of Members.

### **Opening and Closure of the Ballot**

22.22 The ballot must open for a period of no less than 28 days and must close no less than 7 days before the Annual General Meeting of the AGS.

### **Appointment of Scrutineer**

22.23 A candidate may appoint a scrutineer and the National Committee may appoint a maximum of 3 scrutineers, none of whom shall be a Member or a candidate or an employee of the AGS.

22.24 The duties and responsibilities of scrutineers are to:

- (a) observe the sorting, counting and recording of ballot papers; and
- (b) ensure that the votes of non-rejected ballot papers are correctly credited to the appropriate candidates; and
- (c) raise any query with the Returning Officer regarding any of the ballot papers.

### **Procedures After Closure of the Ballot**

22.25 Immediately after the close of the ballot, the Returning Officer must deal with the ballots as follows:

- (a) cause the ballot papers to be scrutinised under the Returning Officer's supervision and reject such ballot papers as he/she finds to be informal;
- (b) count the votes;
- (c) prepare and sign a declaration of the ballot as to:
  - (i) the number of ballot papers lodged;
  - (ii) the number of formal votes;
  - (iii) the number of informal votes;
  - (iv) the number of votes cast for each candidate; and
  - (v) the names of those person's elected;
- (d) deliver the declaration to the National Chairperson who shall inform the Chapters.

22.26 A ballot paper is informal if:

- (a) it is not authenticated by the authenticating mark of the Returning Officer; or
- (b) it has no vote indicated on it or does not indicate the Member's preference for a candidate; or
- (c) if the Member is not recorded in the list provided by the National Secretary pursuant to Rule 22.11 as part of the relevant electorate.

22.27 The Returning Officer must retain the ballot papers for 3 months after the declaration of the ballot and then destroy them.

22.28 No election will be voided on account of any error or omission of the Returning Officer which did not affect the results of the election.

### **Voting System**

22.29 On any ballot, the person receiving the highest number of votes is elected National Representative with every Member having the right to only one vote.

22.30 In the case of an equality of votes, the person to be elected must be decided by the Returning Officer by lot.

### **Retirement by Rotation**

- 22.31 Notwithstanding **Rule 19.8**, on the 31 December of an even numbered year, the National Representatives for Tas, Qld, WA and Newc (**First Group**) shall retire from office and be replaced by the National Representatives elected under this **Rule 22** in that year.
- 22.32 Notwithstanding **Rule 19.8**, on the 31 December of an odd numbered year, the National Representatives for NSW, Vic and SA (**Second Group**) shall retire from office and be replaced by the National Representatives elected under this **Rule 22** in that year.

#### **Casual Vacancy**

- 22.33 If a casual vacancy occurs in respect of a National Representative, the Chairpersons of each Chapter in the relevant Electorate shall by agreement appoint a substitute to complete that National Representative's term of office. In the event of lack of agreement the National Chairperson, whose decision shall be final and binding, shall choose the substitute from candidates nominated by the relevant Chapter Chairpersons.
- 22.34 If a National Representative is unable to attend any meeting of the National Committee he/she is entitled by prior notice in writing to the National Secretary to appoint a Member to be an alternate in his/her place during such period as he/she thinks fit.

#### **Responsibilities of National Representative**

- 22.35 The National Representative shall represent the interests of the Chapters in their Electorate on the National Committee, keep the National Committee informed about the activities of these Chapters and keep the Chapters informed of the activities of the National Committee.

#### **Regional Vice-Presidents of the Affiliated International Societies**

- 22.36 Regional Vice-Presidents shall perform all the duties required of them by the relevant Affiliated International Society, shall represent the interests of the AGS and NZGS at meetings of that Society and shall report back to the Australian Geomechanics Society and the New Zealand Geotechnical Society on activities of that Society.

#### **Sponsor Representative**

- 22.37 A Sponsor may by notice in writing to the National Secretary appoint 1 individual from time to time as its representative on the National Committee.

#### **Invited Members**

- 22.38 The National Committee may from time to time invite a representative from any Chapter to sit on the National Committee, for a period and on terms (including voting rights) which the National Committee shall determine in its sole discretion.

### **23. CHAPTERS**

- 23.1 Any number of Chapters shall exist in an Electorate and at such locations and covering

such geographical areas as the National Committee shall decide from time to time.

- 23.2 All Members shall be allocated by the National Secretary to a Chapter of their choice and that allocation shall be noted in the Register.
- 23.3 Chapters shall have no minimum number of Members, but shall be locally active and organise a programme of events of relevance to the purpose and objectives of the AGS.
- 23.4 Chapters shall be bound by these Rules.
- 23.5 Any Member, group of Members, or Chapter may use its endeavours towards the formation of a new Chapter and copies of all correspondence and broad outlines of action taken shall be forwarded promptly to the National Secretary.
- 23.6 A Member of any Chapter, while visiting the area in which another Chapter is located, shall be entitled to participate in all proceedings of that Chapter except that person shall not be entitled to vote on any motion or resolution at that Chapter's meetings.
- 23.7 A Member who wishes to be transferred to another Chapter may upon notification to either the National Secretary or the Chapter Secretary, be transferred to that other Chapter at no additional cost.
- 23.8 The Chapter Secretary must notify the National Secretary of any transfer by a Member from one Chapter to another Chapter if the National Secretary has not been involved in the transfer.
- 23.9 Chapters shall comply with directions from the National Committee on matters over which the National Committee has authority.
- 23.10 Subject to **Rule 53**, if a Chapter fails to abide by the National Committee's decision, the National Committee shall have the power to take over the affairs of that Chapter, or terminate its existence.
- 23.11 Each Chapter may pass by-laws to regulate its affairs and may from time to time amend or add to them, but no such by-law shall be inconsistent with any of the provisions of these Rules.
- 23.12 The Chapter Secretary must provide the National Secretary with copies of all by-laws created under **Rule 23.11** for consideration of the National Committee which shall have the power to over-ride or cancel them if they are considered inappropriate.

## **24. CHAPTER COMMITTEES THEIR POWERS AND RESPONSIBILITIES**

- 24.1 The management of a Chapter shall be vested in its Chapter Committee which will:
  - (a) have the sole right to control, use, expend and deal with all funds and other assets of the Chapter subject to these Rules and the directions of the National Committee;
  - (b) keep the National Committee informed of its major activities to ensure that they do not clash in time or purpose with other significant activities of the

AGS. Such information shall usually be provided in reports tabled at National Committee meetings;

- (c) forward to the National Committee, not less than two weeks prior to the scheduled date for the Annual General Meeting of the AGS its Chapter Annual Report for the year ending 30 June covering details of its activities in that year including:
  - (i) Membership numbers;
  - (ii) technical activities;
  - (iii) attendances; and
  - (iv) other information that it would like to bring to the attention of the National Committee.

24.2 Each Chapter Committee shall prepare and submit to the National Committee a Chapter Budget and Annual Financial Report for their Chapter in accordance with the requirements of **Rule 44**.

## **25. CONSTITUTION AND MEMBERSHIP OF CHAPTER COMMITTEE**

25.1 Each Chapter Committee must consist of (as illustrated in summary form in Appendix C):

- (a) Chapter Office-Bearers;
- (b) Immediate Past Chapter Chairperson (or the most able to serve as agreed by the Chapter Committee);
- (c) At least 2 Chapter Representatives, and
- (d) National Committee Members who are also Members of the Chapter.

### **Chapter Office-bearers**

25.2 The Chapter Officer-Bearers of the Chapter Committee will be:

- (a) Chapter Chairperson;
- (b) Deputy Chapter Chairperson;
- (c) Chapter Treasurer;
- (d) Chapter Secretary.

### **Voting**



- 25.3 Only the Voting Chapter Committee Members shall be entitled to vote in respect of any resolution of the Chapter Committee and they shall only be entitled to one vote each and the Chapter Chairperson shall in the event of an equality of votes have a casting vote in addition to his or her deliberative vote.

#### **Term of Office**

- 25.4 Each Chapter Office-Bearer subject to these Rules, holds office for a term commencing on the 1 January next following the Chapter Committee Meeting at which they were elected and ending on the 31 December of the year they commenced as Chapter Office-Bearer.
- 25.5 Each Chapter Office-Bearer may serve a maximum of 2 consecutive terms in one capacity.
- 25.6 The Chapter Chairperson, upon stepping down from office, remains a member of the Chapter Committee throughout the duration of the successor's term of office in an ex-officio role as Immediate Past Chapter Chairperson. During this period he or she shall not be entitled to be elected as a Chapter Representative.
- 25.7 The term of a Chapter Representative will be for a term commencing on the 1 January next following the Annual General Meeting of the Chapter at which they were elected and ending on the 31 December of the year they commenced as Chapter Representative.

#### **Vacancies**

- 25.8 If, for any reason, the office of Chapter Chairperson becomes vacant, the Deputy Chapter Chairperson shall assume the role until the end of the conclusion of the next following 31 December. The assumption of the role of Chapter Chairperson under such circumstances shall not be counted for the purposes of **Rule 25.4**.
- 25.9 If for any reason the roles of Deputy Chapter Chairperson, Chapter Secretary or Chapter Treasurer become vacant, the Chapter Committee may elect a substitute from among the Members of the Chapter to complete the term. Such election shall not be counted for the purposes of **Rule 25.4**.
- 25.10 Any of the offices of Deputy Chapter Chairperson, Chapter Secretary and Chapter Treasurer may be combined and performed by the one person if approved by the Chapter Committee.

### **26. CHAPTER TREASURER AND CHAPTER SECRETARY**

- 26.1 It is the duty of the Chapter Treasurer to ensure that:
- (a) all money due to the Chapter is collected and received and that all payments authorised by the Chapter are made;
  - (b) correct books and accounts are kept showing the financial affairs of the Chapter including full details of all receipts and expenditure connected with the activities of the Chapter; and

- (c) the Chapter complies with its obligations under **Rules 42, 43 and 44**.

26.2 It is the duty of the Chapter Secretary to ensure that:

- (a) all minutes of Chapter Committee meetings and all notices of meetings are properly kept and distributed.

## **27. ELECTION OF MEMBERS OF CHAPTER COMMITTEE**

### **Chapter Office-Bearers**

27.1 The Chapter Committee immediately prior to incorporation of the AGS shall continue until the 31 December next following the first Annual General Meeting of the Chapter following incorporation of the AGS. Thereafter the balance of this **Rule 27** shall apply.

27.2 At the last meeting of the Chapter Committee prior to each Annual General Meeting of the Chapter, the members of the Chapter Committee shall nominate and elect candidates as Chapter Office-Bearers.

27.3 Prior to any nomination being valid the consent of the nominee must first be obtained.

27.4 Where valid nominations are equal to or less than the number of positions to be filled then the persons nominated must be declared elected.

27.5 If the number of nominations received exceeds the number of vacancies to be filled, a ballot must be held.

### **Chapter Chairperson, Deputy Chapter Chairperson, Chapter Secretary and Chapter Treasurer**

27.6 The Chapter Chairperson, Deputy Chapter Chairperson, Chapter Secretary and Chapter Treasurer shall not at the same time be elected Chapter Representatives.

### **Appointment of Returning Officer**

27.7 Each Chapter Committee must appoint a Returning Officer from time to time for the purpose of the election of Chapter Representatives. The Returning Officer may be one of the Chapter Office Bearers or any person who is not standing for election.

27.8 The Chapter Committee may appoint assistants to the Returning Officer.

### **Chapter Representatives**

27.9 Election of Chapter Representatives must be held by a show of hands at the Annual General Meeting of the Chapter except where nominations are equal to or are less than the number of positions to be filled.

27.10 If valid nominations are equal to or less than the number of position to be filled then the persons nominated must be declared elected. If the nominations are less than the number of positions to be filled then the Annual General Meeting of the Chapter must

as far as it is able, elect from the Members of the Chapter then present sufficient Chapter Representatives to fill the vacant position.

### **Electoral Roll**

- 27.11 For the election of Chapter Representatives the National Secretary must provide a list of Members of the Chapter (as at the day before nominations for the election close) to the Returning Officer who must determine the eligibility to vote of the Members of the Chapter on such list.

### **Nominations**

- 27.12 Nominations for election as a Chapter Representative must open at least 28 days prior to the date of the Annual General Meeting of the Chapter and close at the time specified by the Chapter Chairperson at the Annual General Meeting of the Chapter.
- 27.13 Nominations shall be made to the Chapter Chairperson, the Chapter Secretary or the Returning Officer. All nominees must be eligible to be a Chapter Representative and shall confirm their willingness to serve on the committee if elected and must be nominated by at least 2 Members of the Chapter and must consent in writing to such nomination.

### **Rejection of Nomination**

- 27.14 The Returning Officer must scrutinise nominations immediately upon receipt and reject any nomination where it appears to the Returning Officer that the candidate is not eligible.
- 27.15 Upon rejecting a nomination, the Returning Officer is to notify as soon as possible the candidate, the candidate's proposer and the Chapter Committee.

### **Ballot Papers**

- 27.16 After nominations have closed, the Returning Officer must prepare ballot papers for the election or produce a list of candidates to be shown at the Annual General Meeting.
- 27.17 The order in which the candidates appear on the ballot paper or list is to be determined by the Returning Officer by alphabetical order based on surnames.
- 27.18 No election will be voided on account of any error or omission of the Returning Officer which did not affect the results of the election.

### **Voting System**

- 27.19 The election of Chapter Representatives shall be conducted by the Returning Officer at the Annual General Meeting of the Chapter by a show of hands of all Members of that Chapter present and entitled to vote.
- 27.20 On any election, the persons receiving the highest number of votes are elected Chapter Representatives.

27.21 In the case of an equality of votes, the person to be elected must be decided by the Returning Officer by lot.

### **Casual Vacancy**

27.22 If a casual vacancy occurs in respect of a Chapter Representative, the Chairperson of such Chapter Representative's Chapter shall appoint a substitute to complete that Chapter Representative's term of office.

27.23 If a Chapter Representative is unable to attend any meeting of the Chapter Committee he/she is entitled by prior notice in writing to the Chapter Secretary to appoint a Member to be an alternate in his/her place during such period as he/she thinks fit.

## **28. CASUAL VACANCIES**

28.1 For the purposes of these Rules, a casual vacancy in the office of a member of the National Committee or Chapter Committee occurs if that Member -

- (a) dies;
- (b) ceases to be a Member of the AGS (except in the case of the National Secretary);
- (c) becomes an insolvent under administration within the meaning of the Corporations Law;
- (d) resigns office by notice in writing given to the National Secretary or Chapter Secretary;
- (e) is removed from office under **Rule 29**;
- (f) becomes mentally incapacitated; or
- (g) is absent without the consent of the Committee from all meetings of the Committee held during a period of 6 months.

## **29. REMOVAL OF MEMBER**

29.1 The AGS in a General Meeting may by resolution remove any member of the National Committee from the office before the expiration of their term of office.

29.2 The Chapter in General Meeting may by resolution remove any member of their Chapter Committee from office before the expiration of their term of office.

29.3 The AGS in General Meeting or the Chapter in General Meeting respectively may by resolution appoint another person to hold office until the expiration of the term of office of the Committee member so removed.

29.4 Where a member of the National Committee to whom a proposed resolution referred to in **Rule 29.1** relates makes representations in writing to the National Secretary and requests that the representations be notified to the Members of the AGS or Members of the Chapter, the National Secretary or Chapter Secretary may send a copy of the

representations to each Member of the AGS or Member of the Chapter, or if they are not so sent, the Member is entitled to require that the representations be read out at the meeting at which the resolution is considered.

- 29.5 Where a member of the Chapter Committee to whom a proposed resolution referred to in **Rule 29.1** relates makes representations in writing to the Chapter Secretary and requests that the representations be notified to the Members of the Chapter, the Chapter Secretary may send a copy of the representations to each Member of the Chapter. If such representations are not so sent, the Member is entitled to require that the representations be read out at the meeting at which the resolution is considered.

### **30. MEETINGS OF NATIONAL COMMITTEE, CHAPTER COMMITTEE AND QUORUM**

- 30.1 The National Committee must meet at least twice in each period of 12 months at such place and time as the National Committee may determine.
- 30.2 Chapter Committees must meet at least once in each period of 3 months at such place and time as each Chapter Committee may determine.
- 30.3 Additional meetings of a Committee may be convened by the Chairperson.
- 30.4 A Committee may meet and adjourn as it thinks proper.
- 30.5 Electronic meetings, such as teleconferences, videoconferences, provided they are properly constituted and proceed in accordance with **Rule 32** shall be deemed to be meetings of a Committee. Present in the context of an electronic meeting means the member of the Committee can hear and participate at the same time that the meeting is being conducted.
- 30.6 In lieu of convening a meeting of the Committee the Chairperson may submit any resolution to all members of the Committee in the form of a postal ballot by mail facsimile transmission or electronic mail. If a majority of the members of the Committee sign to signify that they are in favour of the resolution, the resolution shall have the same effect as if it had been passed at a duly constituted meeting of the Committee.

#### **Quorum of National Committee**

- 30.7 The quorum of the National Committee shall be fixed by the National Committee and unless so fixed by a prior meeting, shall be a number of voting members of the Committee equal to two thirds of the fully constituted National Committee, the dividend being rounded up to the nearest integer.

### **Quorum of Chapter Committee**

- 30.8 The quorum of a Chapter Committee shall be fixed by that Chapter Committee and, unless so fixed by a prior meeting, shall be a number of voting Members equal to one half of the fully constituted Chapter Committee plus one, the dividend being rounded to the nearest integer.
- 30.9 No business must be transacted by a Committee unless a quorum is present and if within half an hour of the time appointed for the meeting a quorum is not present the meeting stands adjourned to a place and at a time no more than 30 days after the adjourned meeting.
- 30.10 If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the meeting must be dissolved.
- 30.11 At a meeting of a Committee -
- (a) the Chairperson or, in the Chairperson's absence, the Deputy Chairperson must preside; or
  - (b) if the Chairperson and the Deputy-Chairperson are absent or unwilling to act, one of the remaining members of a Committee as may be chosen by the members present at the meeting must preside.

### **Business at Committee Meetings**

- 30.12 The agenda for Committee meetings will be prepared by the Chairperson and circulated to Committee members by the Secretary prior to the meeting.
- 30.13 Meetings of the **National Committee** shall normally consider, but not be limited to considering the :
- (a) minutes of the previous meeting;
  - (b) National Chairperson's report, including correspondence sent and received;
  - (c) National Treasurer's report;
  - (d) programme of activities for which the National Committee is responsible;
  - (e) Sub-committee reports;
  - (f) Chapter reports;
  - (g) reports from the Affiliated International Societies and the Sponsors;
  - (h) reports from representatives on Standards Australia, AGS and international technical committees;
  - (i) nominations for honours and awards; and
  - (j) general business.

30.14 Meetings of the **Chapter Committee** shall normally consider the:

- (a) minutes of the previous meeting;
- (b) matters arising from the previous meeting;
- (c) correspondence sent and received;
- (d) Chapter Treasurer's report;
- (e) programme of activities for the current and future years;
- (f) any matters raised by the National Committee, or the relevant National Representative;
- (g) reports from Chapter sub-committees; and
- (h) general business.

**31. DELEGATION BY COMMITTEE TO SUB-COMMITTEE**

- 31.1 A Committee may delegate any of its powers to sub-committees consisting of such persons as they think fit.
- 31.2 Each member of any such sub-committee will be a Member except where the Committee has approved the appointment of a non-Member to the sub-committee in order to achieve the objectives of the sub-committee.
- 31.3 A sub-committee to which any powers have been so delegated shall exercise the powers so delegated in accordance with any directions of the Committee and a power so exercised shall be deemed to have been exercised by the Committee.
- 31.4 A delegation under this Rule may be made subject to such conditions or limitations as to the exercise of any function the subject thereof, or as to time or circumstances, as may be specified in the instrument of delegation.
- 31.5 Notwithstanding any delegation under this Rule, a Committee may continue to exercise any function delegated.
- 31.6 A sub-committee may meet and adjourn as it thinks proper.
- 31.7 All sub-committees must report back to the Committee.
- 31.8 Sub-committees must, in the exercise of the delegated powers, comply with these Rules and any other directions imposed on it by the Committee.
- 31.9 A Committee may revoke wholly or in part any delegation under this Rule.

## **32. VOTING AND DECISIONS OF COMMITTEE AND SUB-COMMITTEE**

- 32.1 Questions arising at a meeting of a Committee or of any sub-committee appointed by the Committee must be determined by a majority of the votes of members of the Committee or sub-committee present at the meeting.
- 32.2 A member (excepting the National Secretary) of the Committee is entitled to one vote but, in the event of an equality of votes on any question, the Chairperson may exercise a second or casting vote.
- 32.3 An acting or Deputy Chairperson acting as Chairperson shall have the same voting rights as the Chairperson.
- 32.4 Subject to **Rules 30.7** and **30.8** the Committee may act notwithstanding any vacancy on the Committee.
- 32.5 Any act or thing done or suffered, or purporting to have been done or suffered, by the Committee or by a sub-committee appointed by the Committee, is valid and effectual notwithstanding any defect that may afterwards be discovered in the appointment or qualification of any member of the Committee or sub-committee.
- 32.6 Unless otherwise specified in these Rules, all resolutions are to be cast by the members of the Committee present and entitled to vote.

## **33. ANNUAL GENERAL MEETINGS**

- 33.1 With the exception of the first Annual General Meeting of the AGS, the AGS must, at least once in each calendar year and within the period of 5 months after the expiration of each Financial Year of the AGS, convene a General Meeting of its Members.
- 33.2 The AGS must hold its first Annual General Meeting:
- (a) within the period of 18 months after its incorporation under the Act; and
  - (b) within the period of 5 months after the expiration of the first Financial Year of the AGS.
- 33.3 **Rules 33.1** and **33.2** have effect subject to the powers of the Registrar of Incorporated Associations under Section 120 of the Act in relation to extensions of time.
- 33.4 The Annual General Meeting of each Chapter must be held before 31<sup>st</sup> December each year.

## **34. CALLING OF ANNUAL GENERAL MEETINGS**

### **The AGS Annual General Meeting**

- 34.1 The Annual General Meeting of the AGS may, subject to the Act and to **Rule 33** be convened on such date and at such place and time as the National Committee thinks fit.



34.2 In addition to any other business which may be transacted at an Annual General Meeting, the business of an Annual General Meeting must include:

- (a) to confirm the minutes of the last preceding Annual General Meeting and of any General Meeting held since that meeting;
- (b) to receive from the National Committee reports upon the activities of the AGS during the last preceding Financial Year;
- (c) to receive and consider the statement of accounts which is required to be submitted to Members in accordance with section 72 of the Act; and
- (d) any other matter of which appropriate notice has been received.

34.3 An Annual General Meeting must be specified as such in the notice convening it.

#### **The Annual General Meeting of each Chapter**

34.4 The Annual General Meeting of each Chapter must, subject **Rule 33**, be convened on such date and at such place and time as the Chapter Committee thinks fit.

34.5 In addition to any other business which may be transacted at a Annual General Meeting of the Chapter, the business of a Chapter Annual General Meeting must include :

- (a) to confirm the minutes of the last preceding Annual General Meeting and of any General Meeting held since that meeting;
- (b) to ratify the appointments of the Chapter Office Bearers for the following year;
- (c) to elect Chapter Representatives;
- (d) to consider any matters required to be raised by the National Committee;
- (e) to consider the Chapter Annual Report and other reports as deemed appropriate by the Chapter Committee; and
- (f) any other matters of which appropriate notice has been received.

### **35. CALLING OF GENERAL MEETINGS**

35.1 The National Committee may, whenever it thinks fit, convene a General Meeting of the AGS.

35.2 Each Chapter Committee may, whenever it thinks fit, convene a General Meeting of the Chapter.

35.3 A General Meeting of the AGS must be convened by the National Committee in pursuance of a requisition to the National Secretary signed by 20 or more Members, stating the business for which it is required. It will not be competent for such meetings to transact any other business except that for which the meeting is specially summoned, or any amendment which, in the opinion of the meeting, must bear directly on that business.

- 35.4 A General Meeting of any Chapter must be convened by the Chapter Committee in pursuance of a requisition to the Chapter Secretary signed by 5 or more Members of that Chapter, stating the business for which it is required. It will not be competent for such meetings to transact any other business except that for which the meeting is specially summoned, or any amendment which, in the opinion of the meeting, must bear directly on that business.
- 35.5 Upon a requisition being so delivered, the National Secretary or Chapter Secretary (as the case may be) must call a meeting of the National Committee or Chapter Committee (as the case may be) within 14 days and such Committee must forthwith proceed to convene a General Meeting of the AGS or the Chapter to be held at such time as they think fit, not more than 60 days after the delivery of the requisition.
- 35.6 A requisition of Members for a General Meeting:
- (a) must state the purpose or purposes of the meeting;
  - (b) must be signed by the Members making the requisition;
  - (c) must be lodged with the National Secretary or Chapter Secretary (as the case may be); and
  - (d) may consist of several documents in a similar form, each signed by one or more of the Members making the requisition.
- 35.7 If the relevant Committee fails to convene a General Meeting to be held within 60 days after the date on which a requisition of Members for the meeting is lodged with the National Secretary or Chapter Secretary (as the case may be), any one or more of the Members who made the requisition may convene a General Meeting to be held not later than 3 months after that date.
- 35.8 A General Meeting convened by a Member or Members as referred to in **Rules 35.3** or **35.4** must be convened as nearly as is practicable in the same manner as General Meetings that are convened by the Committee.

## **36. NOTICE**

- 36.1 All General Meetings must be convened by the National Secretary or Chapter Secretary (as the case may be) by notice by post or advertisement in the AGS' publications or the publications of the Chapters that such meeting will be held in accordance with this **Rule 36**.
- 36.2 Except where the nature of the business proposed to be dealt with at a General Meeting requires a Special Resolution, the National Secretary or the Chapter Secretary (as the case may be) must, at least 14 days before the date fixed for the holding of the General Meeting, cause to be sent in accordance with **Rule 36.1** to each Member as appearing in the Register as at the date the notice is sent, a notice specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.
- 36.3 Where the nature of the business proposed to be dealt with at a General Meeting requires a Special Resolution the National Secretary or the Chapter Secretary (as the

case may be) must, at least 21 days before the date fixed for the holding of the General Meeting, cause notice to be sent to each Member in the manner provided in **Rule 36.1** specifying, in addition to the matter required under **Rule 36.2**, the intention to propose the resolution as a Special Resolution.

36.4 No business other than that set out in the notice convening the meeting shall be transacted at the meeting.

36.5 A Member desiring to bring any business before a General Meeting of the AGS may give notice in writing of that business to the National Secretary who must subject to **Rules 17** and **35** include that business in the next notice calling a General Meeting given after receipt of the notice from the Member.

36.6 A Member desiring to bring any business before a Chapter General Meeting may give notice in writing of that business to the Chapter Secretary who must subject to **Rules 17** and **35** include that business in the next notice calling a General Meeting given after receipt of the notice from the Member.

## **37. PROCEDURE AND QUORUM**

37.1 No item of business must be transacted at a General Meeting unless a quorum of Members entitled under these Rules to vote is present during the time the meeting is considering that item.

### **Quorum of AGS General Meeting**

37.2 15 Members present in person constitute a quorum for the transaction of the business of a General Meeting of the AGS.

### **Quorum of Chapter General Meeting**

37.3 5 Members present in person constitute a quorum for the transaction of the business of a General Meeting of a Chapter.

### **Lack of Quorum**

37.4 If within half an hour after the appointed time for the commencement of a General Meeting a quorum is not present, the meeting if convened upon the requisition of Members must be dissolved and in any other case must stand adjourned to the same day in the following week at the time and (unless another place is specified at the time of the adjournment by the person presiding at the meeting or communicated by written notice to Members given before the day to which the meeting is adjourned) at the same place.

37.5 If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the Members present in person (being not less than 3) shall constitute a quorum.

## **38. PRESIDING MEMBER**

38.1 The Chairperson or, in the Chairperson's absence, the Deputy Chairperson, must preside as Chairperson at each General Meeting of the AGS.

38.2 The Chapter Chairperson or, in the Chapter Chairperson's absence, the Deputy Chapter Chairperson, must preside as Chairperson at each General Meeting of a Chapter.

38.3 If the Chairperson and the Deputy Chairperson are absent from a General Meeting or unwilling to act, the Members present must elect one of their number to preside as chairperson at the meeting.

### **39. ADJOURNMENT**

39.1 The Chairperson of a General Meeting at which a quorum is present may, with the consent of the majority of Members present who are entitled to vote at the meeting, adjourn the meeting from time to time and place to place, but no business must be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.

39.2 Where a General Meeting is adjourned for 14 days or more, the National Secretary or Chapter Secretary (as the case may be) must give written or oral notice of the adjourned meeting to each Member of the AGS stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.

39.3 Except as provided in **Rule 39.1** and **39.2** notice of an adjournment of a General Meeting or of the business to be transacted at an adjourned meeting is not required to be given.

### **40. MAKING OF DECISIONS**

40.1 A question arising at a General Meeting of the AGS or a Chapter must be determined on a show of hands and, unless before or on the declaration of the show of hands a poll is demanded, a declaration by the Chairperson that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, or an entry to that effect in the minute book of the AGS or Chapter, is evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against that resolution.

40.2 At a General Meeting of the AGS or a Chapter, a poll may be demanded by the Chairperson or by not less than 5 Members present in person at the meeting.

40.3 Where a poll is demanded at a General Meeting, the poll must be taken:

- (a) immediately in the case of a poll which relates to the election of a Chairperson of the meeting or to the question of an adjournment; or
- (b) in any other case, in such manner and at such time before the close of the meeting as the Chairperson directs

and the resolution of the poll on the matter must be deemed to be the resolution of the meeting on that matter.

### **41. VOTING**

41.1 Upon any question arising at a General Meeting a Member has one vote only.

41.2 All votes must be given personally.

41.3 In the case of an equality of votes on a question at a General Meeting, the Chairperson of the meeting is entitled to exercise a second or casting vote.

#### **42. FUNDS - SOURCE**

42.1 The funds of the AGS shall be derived from the Annual Subscription, donations and, subject to any resolution passed by the AGS in General Meeting and subject to Section 114 of the Act, such other sources as the National Committee determines.

42.2 All money received by the AGS must be deposited as soon as practicable and without deduction to the credit of one of the AGS's bank accounts.

42.3 The AGS must, as soon as practicable after receiving any money, issue an appropriate receipt.

42.4 The funds of a Chapter shall be derived from the National Committee, fund raising activities or such other sources as the National Committee from time to time approves.

42.5 For the purpose of conducting its affairs, a Chapter shall with the approval of the AGS, open a Chapter Bank Account the signatories to which shall be such persons as are nominated by the Chapter Committee and approved by the National Committee.

42.6 All money received by the Chapter must be deposited as soon as practicable and without deduction to the credit of the Chapter Bank Account or the AGS's bank account as directed by the National Committee from time to time.

42.7 The Chapter must, as soon as practicable after receiving any money, issue an appropriate receipt.

#### **43. FUNDS - MANAGEMENT**

43.1 Subject to any resolution passed in General Meeting, the funds of the AGS or a Chapter may only be used in pursuance of the objects of the AGS in such manner as the National Committee or Chapter Committee (as the case may be) determines.

43.2 All cheques issued by the National Committee shall bear the signatures of any 2 of the National Chairperson, National Secretary, National Treasurer, or other person as may be appointed by the National Committee for the purpose.

43.3 All cheques issued by the Chapters shall bear the signatures of any 2 of the Chapter Chairperson, Chapter Secretary, Chapter Treasurer or other person as may be appointed by the Chapter Committee for the purpose.

43.4 The National Committee shall determine the mechanisms by which moneys are transferred from the National Committee to Chapters and vice versa.

43.5 Proper accounts shall be kept of all the assets and liabilities of the AGS and its Chapters all its financial transactions whether controlled, incurred or performed by the National Committee or the Chapters or otherwise.

- 43.6 The National Committee, or the National Secretary on its behalf, may give such directions as it thinks fit for the keeping of the accounts and the Chapters shall comply with such directions.
- 43.7 Failure by any Chapter to comply with any of its obligations under this **Rule 43** on time entitles the National Committee to refuse funds to that Chapter. Such funds may, at the discretion of the National Committee, be made available once the failure is rectified.
- 43.8 The monies of the AGS and the Chapter shall be deposited only with banks, building societies and similar financial institutions approved by the National Committee.
- 43.9 The assets and income of the AGS shall be applied solely in furtherance of its objectives outlined in these Rules and no portion shall be distributed directly or indirectly to the Members except as bona fide compensation for services rendered or expenses incurred on behalf of the AGS.
- 43.10 The AGS and the Chapters are not permitted to borrow funds.

#### **44. BUDGETS, BALANCE SHEETS AND FINANCIAL REPORTS**

- 44.1 The National Committee and each Chapter Committee shall prepare a detailed budget for each Financial Year, showing anticipated income from all sources and anticipated expenditure for its own activities.
- 44.2 The Chapter Committee must provide the National Committee with a copy of its Chapter Budget for the next financial year no later than the 1<sup>st</sup> March each year.
- 44.3 The National Committee shall prepare a consolidated budget for the AGS, based on all the Chapter Budgets and its own budget for the next calendar year and circulate it to the Chapters by the 1<sup>st</sup> November each year.
- 44.4 Not later than the 31<sup>st</sup> August each year, each Chapter Committee shall forward to the National Secretary its Chapter Annual Financial Report made up in each case to the 30<sup>th</sup> June of the previous year showing the financial position of the Chapter at that date. Commentary (as specified by the National Secretary) shall be provided that relates to the financial performance of the Chapter for the year against the Chapter Budget.
- 44.5 The National Committee shall prepare accounts and a consolidated balance sheet of the AGS's assets and liabilities including the income and expenditure of the AGS as at the 30 June of the previous financial year.
- 44.6 The accounts of the AGS shall be audited by the AGS's auditor and provided to the Members, together with the auditor's report, at the same time as they are notified of the Annual General Meeting of the AGS.
- 44.7 The AGS's auditor must be registered under the Corporations Law and appointed by the National Committee.

#### **45. ALTERATION OF RULES**

These Rules may be altered, rescinded or added to only by a Special Resolution of the AGS.

#### **46. COMMON SEAL**

46.1 The common seal of the AGS must be kept in the custody of the National Secretary.

46.2 The common seal of the AGS must not be affixed to any instrument except by the authority of the National Committee and the affixing of the common seal of the AGS's must be attested by the signatures of 2 Members of the National Committee.

#### **47. CUSTODY AND INSPECTION OF BOOKS AND DOCUMENTS**

47.1 Books, documents and securities of the AGS shall be held in custody as follows:

- (a) minutes of meetings, financial accounts and bank statements of the AGS shall be held by the National Secretary at the Registered Office of the AGS; and
- (b) minutes of meetings, accounts and bank statements for a Chapter shall be held by the Chapter Secretary at the office of the relevant Chapter.

47.2 Any Member may inspect the books held in custody by either the National Secretary or the Chapter Secretary by giving that Secretary at least 14 days notice of his/her request.

47.3 Inspection of the National Committee records shall take place at the Registered Office.

47.4 Inspection of Chapter Committee records shall take place where the Chapter Committee usually meets.

#### **48. SERVICE OF NOTICES**

48.1 For the purpose of these Rules, a notice may be delivered by or on behalf of the AGS upon any Member either personally; sending it by post to the Member at the Member's address shown in the Register; facsimile by sending it to the Member's facsimile number noted in the Register, by advertisement in the AGS's or a Chapter's regular publication or by electronic mail to the Member's electronic mail address as notified to the AGS.

48.2 Notice will be deemed to be served:

- (a) in the case of notice being delivered personally, at the time of delivery;
- (b) in the case of notice given by post, on the third day after posting;
- (c) in the case of facsimile on the date that it was sent, or if the machine from which the transmission was sent produces a report indicating the notice was sent on a later date, on that date;
- (d) in the case of notice given by advertisement, on the day it is published;

- (e) in the case of electronic mail on the date it was sent.

#### **49. SURPLUS PROPERTY**

49.1 At the first General Meeting of the incorporated AGS, the AGS must pass a Special Resolution nominating:

- (a) another association for the purpose of paragraph 92(1)(a) of the Act; or
- (b) a fund, authority or institution for the purpose of paragraph 92(1)(b) of the Act, in which it is to vest its surplus property in the event of the dissolution or winding up of the AGS.

49.2 In the event of the AGS being dissolved, and where it furthers the objects of the AGS, the National Committee may resolve as an alternative to amalgamate with any one or more other organisations having similar objects and rules which is not carried on for profit or gain of its individual Members.

49.3 In the event of the AGS being dissolved then AGS's residual assets will be passed to any officially recognised successor organisation(s) with a similar purpose or, if there is no successor organisation, to those Sponsors that have a similar purpose which is not carried on for profit or gain of its individual members.

#### **50. PAYMENTS ETC. OF OFFICE BEARERS AND MEMBERS**

50.1 A member of the National Committee (other than the National Secretary) or Chapter Committee must not be appointed to any salaried office of the AGS or any office of the AGS paid by fees, and no remuneration or other benefit in money or money's worth must be given by the AGS to any member of the National Committee or Chapter Committee except:

- (a) repayment of out-of-pocket expenses; and
- (b) reasonable and proper rent for premises let to the AGS.

#### **51. VACATION OF OFFICE**

51.1 Without limiting the operation of **Rule 28**, the office of a member of a Committee (other than the National Secretary) must become vacant if -

- (a) the member holds an office of profit in the AGS; or
- (b) the member is directly or indirectly interested in any contract or proposed contract with the AGS.

#### **52. PUBLICATIONS AND COMMUNICATIONS**

52.1 Publication shall be deemed to include any written, filmed, videotaped or electronic means of communication.



- 52.2 The AGS will issue or sponsor publications which, in the opinion of the National Committee or Chapter Committees, will best fulfil the objectives of the AGS.
- 52.3 The National Committee has the right to instruct a Chapter Committee to withdraw any publications which in the opinion of the National Committee are not in the interests of the AGS.
- 52.4 Editors of publications issued nationally by the AGS may be appointed by the National Committee as non-voting members of the National Committee from time to time.
- 52.5 Editors of publications issued locally by the AGS shall be appointed by the Chapter Committee.
- 52.6 Publications of the AGS shall seek to maintain a balance between:
- (a) information to Members;
  - (b) the practice of geomechanics;
  - (c) academic education and training;
  - (d) solutions to geomechanics problems; and
  - (e) relevant activities both internal and external to the AGS.
- 52.7 The AGS will establish and maintain, directly or through appropriate channels, linkages and communications with international bodies having an interest in the theory and practice of geomechanics.

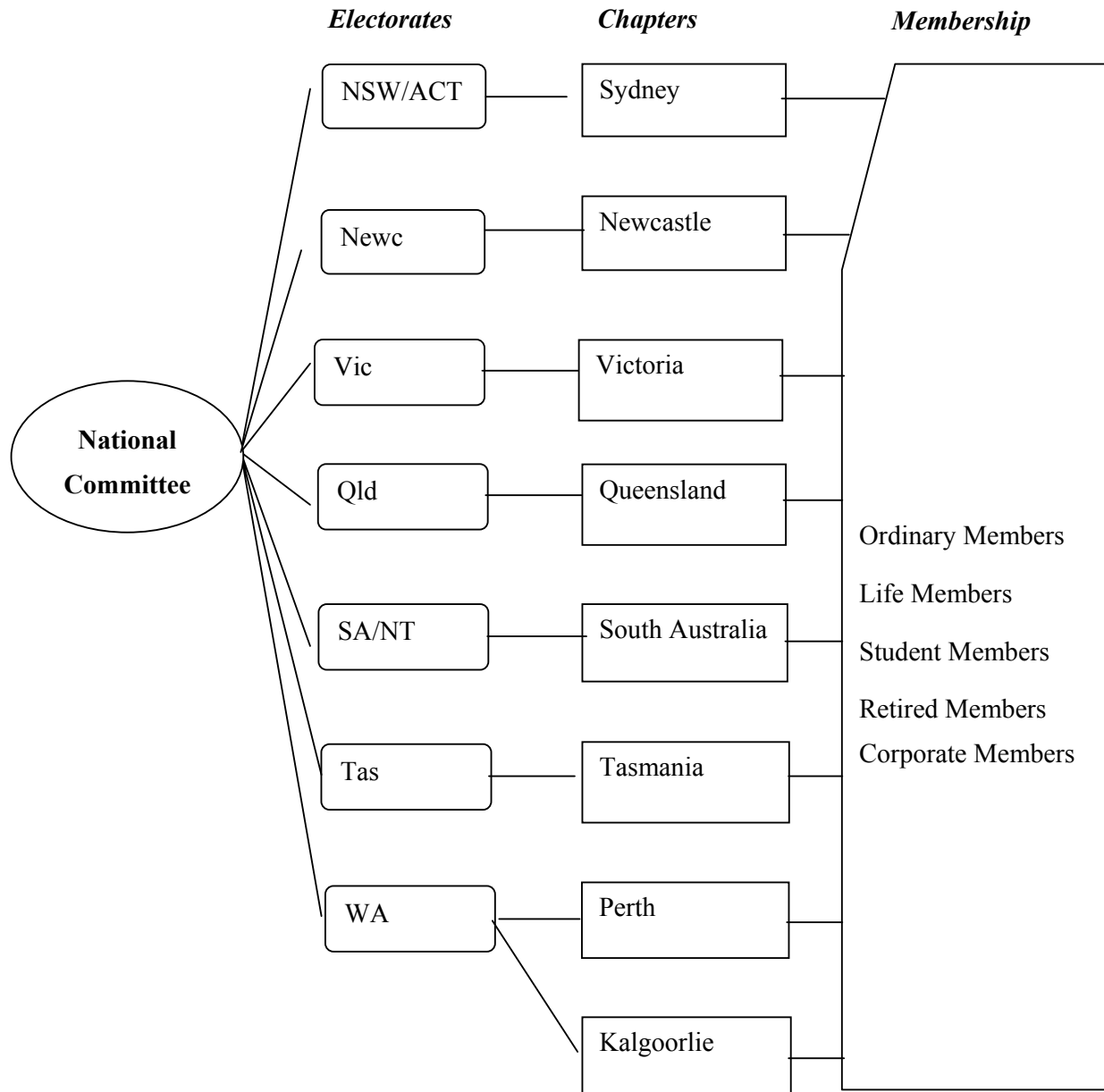
### **53. TERMINATION**

- 53.1 If the National Committee believes that a Chapter fails to fulfil its obligations as a Chapter, the National Committee, shall require that Chapter Committee to improve its performance or show reason why it should not be terminated.
- 53.2 The National Committee shall, as far as it is able, arrange for assistance and advice to be provided to the Chapter Committee to overcome specific problems that it may have.
- 53.3 If a Chapter Committee is unable to fulfil its obligations as a Chapter of the AGS, it must notify the National Committee. In such event, the National Committee shall as far as it is able, arrange for assistance and advice to be provided to that Chapter Committee to resolve the problems it may have.
- 53.4 If, after receiving assistance, a Chapter is unable to function in a manner that is considered to be satisfactory to the National Committee, a motion shall be proposed at the next National Committee meeting that the particular Chapter be terminated.
- 53.5 If a Chapter is terminated, it shall be the responsibility of the Chapter's National Representative to collect all available records, prepare a final report of the Chapter's

affairs for the National Committee and arrange to have bank accounts closed and all assets and liabilities revert to the National Committee's account.

- 53.6 The AGS may be wound up if the National Committee and all remaining Chapters confirm resolutions to disband. In this event, the National Committee shall prepare a statement of the AGS's affairs, pay all indebtedness and expenses of termination and dispose of all assets as required by Section 92(1) of the Act.

**APPENDIX A - AUSTRALIAN GEOMECHANICS SOCIETY STRUCTURE  
(AS AT 2005)**



**Sponsors**

The Institution of Engineers,  
Australia

The Australasian Institute of  
Mining and Metallurgy

**APPENDIX B - AUSTRALIAN GEOMECHANICS SOCIETY**  
**COMPOSITION OF NATIONAL COMMITTEE**

Member	Voting Rights	Term of Office	Max. No. of Terms	Relevant Rule(s)
<b>1. Elected National Office Bearers</b>				
National Chairperson	Yes	1 year	3	19, 22
Deputy National Chairperson <sup>1</sup>	Yes	1 year	3	19, 22
National Treasurer <sup>1</sup>	Yes	1 year	3	19, 21, 22
<b>2. Immediate Past National Chairperson</b>				
Immediate Past National Chairperson	Yes	1 year	3	19
<b>3. Appointed Office Bearers</b>				
National Secretary	No	At discretion of National Committee	At discretion of National Committee	19, 20
<b>4. Elected National Representatives</b>				
New South Wales & Australian Capital Territory	Yes	2 years	2	19, 22
Queensland	Yes	2 years	2	19, 22
South Australia & Northern Territory	Yes	2 years	2	19, 22
Tasmania	Yes	2 years	2	19, 22
Victoria	Yes	2 years	2	19, 22
Western Australia	Yes	2 years	2	19, 22
<b>5. Elected Regional Vice-Presidents</b>				
Regional Vice-President, International Society for Soil Mechanics and Geotechnical Engineering	Yes	4 years	1	19, 22
Regional Vice-President, International Society for Rock Mechanics	Yes	4 years	1	19, 22
Regional Vice-President, International Association for Engineering Geology and Environment	Yes	4 years	1	19, 22

<sup>1</sup> It is customary for the offices of National Deputy Chairperson and National Treasurer to be filled concurrently by the same person (**Rule 19.13**).

<b>Member</b>	<b>Voting Rights</b>	<b>Term of Office</b>	<b>Max. No. of Terms</b>	<b>Relevant Rule(s)</b>
<b>6. Sponsor Representatives</b>				
The Institution of Engineers, Australia	Yes	At discretion of Sponsor	At discretion of Sponsor	19.1, 22.37
The Australasian Institute of Mining and Metallurgy	Yes	At discretion of Sponsor	At discretion of Sponsor	19.1, 22.37
<b>7. Invited Members</b>				
Editor(s) of Society Publications	No	At discretion of National Committee	At discretion of National Committee	52.4
Invited Chapter Representatives	At discretion of National Committee	2 years	2	22.38

**APPENDIX C - AUSTRALIAN GEOMECHANICS SOCIETY  
COMPOSITION OF CHAPTER COMMITTEES**

<b>Member</b>	<b>Voting Rights</b>	<b>Term of Office</b>	<b>Max. No. of Terms</b>	<b>Relevant Rule(s)</b>
<b>1. Elected Office-Bearers</b>				
Chapter Chairperson	Yes	1 year	2	23, 24, 25, 27
Chapter Deputy Chairperson <sup>2</sup>	Yes	1 year	2	23, 24, 25, 27
Chapter Treasurer <sup>2</sup>	Yes	1 year	2	23, 24, 25, 26, 27
Chapter Secretary <sup>2</sup>	Yes	1 year	2	23, 24, 25, 27
<b>2. Immediate Past Chapter Chairperson</b>				
Immediate Past Chapter Chairperson	Yes	1 year	2	25.1, 25.6
<b>3. Elected Chapter Representatives</b>				
Chapter Representatives	Yes	2 year	Unlimited	23, 24, 25, 27
<b>4. Ex-officio Members</b>				
National Committee Members who are also Members of the Chapter (if appropriate)	Yes	2 year	Defined by maximum terms on National Committee	25.1

<sup>2</sup> It is customary, but not obligatory, for the offices of Chapter Deputy Chairperson and Chapter Treasurer to be filled concurrently by the same person (**Rule 25.10**).