



**Society for Underwater Technology**

**Special Interest Group**

**Offshore Site Investigation and  
Geotechnics, Perth  
(OSIGp)**

**Constitution**

**Revision 2**



## 1. Introduction

The Offshore Site Investigation and Geotechnics Perth (OSIGp) Group is a Special Interest Group (SIG) of the Society for Underwater Technology (SUT) in Australia.

This document sets out guidelines as to the vision and purpose of the Group, along with a set of rules for governing its function. As the SUT holds financial liability for OSIG, the SUT Perth Branch constitution overrides any contradicting rules contained within this document.

## 2. Non-Commerciality

The OSIGp Group is a strictly non-commercial organisation.

It is imperative that members do not seek to promote their company, products or services (except through sponsorship of conferences/seminars) through membership of the Group. The guiding principle of membership is that the Group should derive more benefit from the individual member than the member derives from the Group.

## 3. Technical Remit

The technical remit of the OSIGp Group covers all subjects relating to offshore site investigations and geotechnics including, but not limited to, geophysical and geological techniques and practice, the disciplines of GIS and geomatics, geohazards, foundation engineering and design, offshore installations and related issues.

## 4. Purpose of the Group

The purpose of the Group is:

- i. To promote best practice for disciplines that fall within the OSIGp Group's remit within the offshore industry.
- ii. To be a recognised learned body providing advice on issues within the technical remit of the Group to other non-commercial organisations.
- iii. To organise and provide education and training courses, international conferences and workshops / seminars to the offshore industry to foster best practice and knowledge transfer and dissemination.
- iv. To liaise with and help develop the international OSIG community to create a global network where initiatives can be rolled out and information communicated between the OSIG groups.

## 5. Qualification for OSIGp Committee Membership

Qualification for Committee membership shall be on the basis of an individual's personal experience and willingness to actively contribute to the vision and purpose of the Group. Committee members must be practising in disciplines that fall within the technical remit of the Group.

## 6. OSIGp Structure

### Committee

The OSIGp Committee will comprise a maximum of 16 members. The Committee should be formed with personnel from diverse skill sets that fall within OSIGp's technical remit. As a general guide, **Table 1** provides an example of the possible make-up of the Committee.

*Table 1: OSIGp Committee composition*

Discipline	No. of Committee Members
Geology	5
Geophysics	3
Geomatics	3
Geotechnical Engineering	5

If possible, the Committee Members should also represent different organisation types (i.e. Operators, Contractors, Consultants, Academia) and a maximum of two Committee Members per organisation is preferred.

A Committee Member has full voting rights on the OSIGp Committee and has the opportunity to enter an election as an Office Bearer (as per Clause 9). Committee Members will serve a period of two years after which they may nominate for re-election for an additional two years.

The OSIGp Committee has three elected officers: a Chair, a Vice Chair and a Secretary. A description of the roles is provided in Clause 7 and the election process of these officers is set out in Clause 9.

### **Other**

SUT Members are entitled to opt in for inclusion on the OSIGp mailing list so that they may be informed of events and initiatives as well as receive notification of invitations to join OSIGp as a Committee Member, subject to the conditions outlined in Clause 5.

## **7. OSIGp Roles and Responsibilities**

The following sets out the roles and responsibilities of the OSIGp Office Bearers.

### **Chair (and Vice Chair in absence of Chair)**

- Drives strategies for growth/improvement of the OSIGp Group;
- Chairs all OSIGp Committee meetings;
- Opens and closes each OSIGp event;
- Prepares OSIGp contributions to the SUT Quarterly and Annual reports as and when required;
- Prepares OSIGp contributions for the SUT Branch AGM;
- Liaises with SUT Office Bearers and/or SUT Committee as and when required;
- Contributes to OSIG-International through regular meetings with the OSIG-UK and OSIG-Houston Chairs;
- Reports to OSIGp Committee on SUT matters and OSIG-International matters; and
- Oversees constitution compliance.

### **Secretary (and Vice Chair in absence of Secretary)**

- Organises and attends all OSIGp Committee meetings and keeps full and correct minutes of proceedings, including:
  - Record of attendance;
  - Record of key points and ensuring all decisions and proposals are recorded with the name of the person or group responsible for carrying them out;
- Circulates minutes to OSIGp Committee for review;
- Sends approved minutes to SUT Secretary and SUT Perth Branch Administrator;
- Prepares OSIGp contributions to the SUT General (monthly) report as and when required.

## **8. Application for Committee Membership**

The process of application for Committee Membership shall be as outlined below with the election of new Committee Members and the election of Office Bearers occurring in alternate years, i.e.:

- Election of Committee Members in even years (2016, 2018, 2020 etc).
- Election of Office Bearers in odd years (2017, 2019, 2021 etc).

### **Election of Committee Members**

- i. Invitations for new Committee Members will be sent out in October of even years.
- ii. The invitations will be sent out to the SUT mailing list by the SUT Membership Secretary.
- iii. Applications should be sent to the SUT Membership Secretary and include a candidate statement of no more than 200 words.

- iv. If the number of applications received exceeds the number of positions available, the OSIGp Office Bearers, who are serving a 2-year tenure (refer to Clause 9), will determine who is selected for a Committee position. This will be based on (a) the re-election of previous Committee Members who have made a significant contribution to OSIG activities and (b) achieving a diverse group as defined in Clause 6.
- v. **Table 2** sets out an example timetable for elections.

**Table 2:** Example timetable for OSIGp Committee Member nominations

Committee Member Term	Notification to OSIGp Mailing List	Nominations By	Announcement and Activation of New Committee
2017 – 2018	14 Oct 2016	4 Nov 2016	18 Nov 2016

Should a Committee Member hand in his/her resignation during their two year term, the OSIGp Office Bearers may consider co-opting an immediate replacement based on applicants who previously applied but were not elected and/or those who have expressed interest in joining the Committee outside of the formal election process. Preference will be given to fill any vacant positions by personnel who practise in the disciplines currently under-represented on the Committee.

**9. Election of OSIGp Office Bearers (Chair, Vice Chair and Secretary)**

The Chair, Vice Chair and Secretary of the OSIGp Committee are elected to serve for a fixed term of two years. Office Bearers’ 2-year tenure will be staggered with the Committee Members’ 2-year tenure in order to maintain continuity.

In the interests of succession planning and continuity, preference will be given at the end of each term to promoting the Vice Chair to the position of Chair and promoting the Secretary to the position of Vice Chair. Elections will be open for the position of Secretary. Should the original Vice Chair be unwilling or unable to take the position of Chair then he/she shall stand down as Office Bearer and the Secretary will be promoted to fill the position of Chair and elections will be open for both the positions of Secretary and Vice Chair. Similarly, should the Secretary be unwilling or unable to take the position of Vice Chair then elections will be open for both the positions of Secretary and Vice Chair. The previous Chair shall remain as a Committee Member for a minimum of 1 year.

Nominees for Office Bearer roles must be active Committee Members. Nominations should be sent to the Chair with the names of a proposer and a seconder – both of whom must be serving members of the Committee and a candidate statement of no more than 200 words.

The Chair shall notify the Committee of the upcoming election and receive nominations as per the example timetable set out in **Table 3**.

The current Chair shall manage the process. The existing Committee Members will be asked to vote for their preferred candidate for each position via email. This process will be confidential. The Chair will announce the successful candidates prior to the next Committee Meeting.

In the event that no valid nomination is received for the available positions, nominations will be re-opened. If, following a 2-week period, no valid nomination has been received, then the situation will be put to the Committee Members at the next Committee Meeting to decide on an appropriate course of action. Existing Office Bearers may seek re-election for a second term, however no officer can serve more than two terms in the same role.

Should an Office Bearer leave the Committee mid-term, preference will be given to promote the remaining Office Bearers as per the description given above and elections called for the role of Secretary.

**Table 3: Example timetable for OSIGp Office Bearer nominations**

Officers Term	Notification to Committee	Nominations By	Voting Closing	Announcement of New Officers
2018 – 2019	13 Oct 2017	27 Oct 2017	10 Nov 2017	17 Nov 2017

#### 10. Attendance at Committee Meetings & Participation in Proceedings/Initiatives

Committee Members are required to attend at least ONE out of every THREE consecutive committee meetings. Failure to attend three consecutive OSIGp Committee meetings without mitigating circumstances will prompt a review of membership by the Chair and Secretary. The findings of the review will be discussed at the next Committee Meeting and at the discretion of the Chair, Vice Chair and Secretary, the individual may be requested to vacate the Committee position.

Committee Members are expected to participate in the Committee proceedings and volunteer to lead and/or participate in sub-committees to organise OSIGp events and progress initiatives. Inactivity by a Committee Member may lead to a review of membership by the Chair and Secretary.

Office Bearers are expected to fulfil their duties described in Clause 7. Inactivity by an Office Bearer may lead to a vote of no confidence by the Committee. A two thirds majority of those voting is required for the vote to be passed, upon which preference will be given for the remaining Office Bearers to be promoted as per the description given in Clause 9 and an election called for the role of Secretary.

A quorum for voting purposes comprises at least half of the existing Committee. Changes to this Constitution will require a two thirds majority of those voting.

The Perth SUT Chair and SUT staff may freely attend OSIGp Committee meetings after notifying the OSIGp Chair and Secretary.

#### 11. Communication Protocols

The protocols listed in **Table 4** should be followed by all Committee Members in their interactions with the OSIGp Group and the SUT.

**Table 4: Communication protocols**

Subject	Protocol
Notification of non-attendance at meeting	Send email to OSIGp Secretary and Chair
Comments on previous Minutes of Meeting or Agenda items for next meeting	Send email to OSIGp Secretary and Chair
Matters to be discussed at next meeting	Send email to OSIGp Secretary and Chair
Nomination of Committee Member	Send email to SUT Membership Secretary
Nomination of Office Bearer	Send email to OSIGp Chair
Election process for Office Bearers	Send email to OSIGp Chair
Matters to be discussed with SUT Office Bearers or SUT Committee	Send email to OSIGp Chair
Any other business	Send email to OSIGp Secretary and Chair

Approved/Signed By: Damon Sunderland



Position: OSIGp Chair 2018-2019

Date: 12<sup>th</sup> June 2018

