



# The Society of Industrial Emergency Services Officers

## Articles of the Constitution

(Revised version effective from 6 November 2006)

### 1. TITLE

The full title will be "The Society of Industrial Emergency Services Officers". The short and commonly used title is "SIESO".

### 2. OBJECTIVES

The objectives of SIESO are:

- a. to promote effective response to any industrial emergency.
- b. to promote liaison and the exchange of ideas and experience between those involved in planning and managing the response to industrial emergencies.
- c. to promote such other activities as shall from time to time be approved by the SIESO Council.

### 3. MEMBERSHIP

#### a. Grades of Membership

##### i. Honorary Member

Honorary Members may be elected by the Council and shall be persons whose activities in furthering the objectives of SIESO have been outstanding and whom it is desired to honour. Honorary Members are not entitled to vote at General Meetings.

##### ii. Member

Members shall be persons whose duties may include any activity associated with planning for, or managing the response to, an emergency or whose skills or experience the Council considers are relevant to the interests of SIESO. All Members are entitled to vote at General Meetings.

##### iii. Student Member

Student Members shall be undergraduate students registered on any full-time degree course in engineering, management or the environment if endorsed by the SIESO National Council. Student Members are not entitled to vote at General Meetings.

#### b. Application for Membership

i. A prospective Member or Student Member is to apply to the Membership Secretary using the appropriate SIESO Membership Application Form. Membership will be provisional until confirmed by the Council at its next meeting.

ii. The Council have the right to refuse or defer an applicant's enrolment without explanation. The full subscription of an applicant whose enrolment is refused is to be returned immediately.

- iii. Enrolment will not become effective until the applicant's subscription has been paid. When enrolled, a Member or Student Member is to abide by the Constitution of SIESO.

c. Subscriptions

- i. Subscriptions for all grades of membership are to be set at a General Meeting. Subject to the provisions of Article 3(c)(ii), annual subscriptions are due on the first day of January each year.
- ii. Members enrolled during the months of November and December in any year will pay the full annual subscription which will cover the remainder of that year and the next year.
- iii. Student membership is free for three years of a degree-level course and will be reviewed annually.

d. Termination of Membership

- i. A Member whose subscription is more than 1 month overdue is to receive a reminder. If the subscription is still outstanding after a further month, membership will cease unless the Council expressly permits otherwise. A Member forfeiting membership in this way may reapply under Article 3(b).
- ii. The Council may cancel the membership of any person if sufficient reason has been shown. Such a person will have the right of appeal to the Council.
- iii. A Member who resigns or whose membership is cancelled will not be entitled to any refund of subscription.

e. Register of Members

The Membership Secretary is to maintain a register of all members and to manage it in accordance with the Data Protection Act 1984 or any legislation replacing it.

#### **4. OFFICERS**

- a. Appointed Officers will be a President, a Deputy President and one or more Vice-Presidents. The holders of these offices are to be nominated by the Council and any new nominations are to be confirmed at the next Annual General Meeting. The President, Deputy President and all Vice Presidents will be ex officio non-voting members of the Council but may vote at General Meetings.
- b. Elected Officers will be Chairman, Vice Chairman, Secretary, Treasurer and Membership Secretary and these Officers will be elected and hold office as required by Articles 5 and 6.
- c. The Council may appoint such additional officers as may be needed from time to time to assist in the management of SIESO and in the achievement of its objectives. These appointments are to be confirmed at the next General Meeting.

#### **5. COUNCIL**

- a. A Council consisting of the Officers and not more than 12 other Members so that each Branch is represented will manage the affairs of SIESO in accordance with these Articles. The Chairman, Vice-Chairman and Secretary will hold corresponding positions on the Council.
- b. At the end of each Annual General Meeting, with the exception of the Vice President(s), all the Appointed and Elected Officers, and Members of the Council who were appointed and elected at the previous Annual General Meeting will retire, unless they have been re-appointed or re-elected. Any officer or Member

who retires at an Annual General Meeting will be eligible for re-election or re-appointment.

- c. If a casual vacancy occurs amongst the Elected Officers or Members of the Council, the Council may nominate, or invite a Branch to nominate, a Member to fill the vacancy. Any member so nominated will retire from the Council at the next Annual General Meeting.
- d. The Council is to meet at least once in each calendar year at a place in the United Kingdom decided by the Council. Motions proposed at Council Meetings will be decided by a simple majority of votes of the Members present; if necessary, the Chairman of the meeting will have a casting vote.
- e. The quorum necessary for a Meeting of the Council is to be 6 Members including at least 2 Officers.
- f. Apart from the requirements of this Article, the Council may establish and disband sub-committees and arrange other meetings for promoting the objectives of SIESO.
- g. The Council may invite persons, being members of SIESO or not as the case may be, to attend specified meetings of the Council or its sub-committees. Such persons will not be entitled to vote.
- h. Where appropriate, the Council may prepare Rules and Guides to be followed by Officers and other persons acting on behalf of SIESO. These will be available to any member on request.

## **6. ELECTION OF OFFICERS AND COUNCIL MEMBERS**

- a. Written nominations of persons to act as Elected Officers and Council Members must be received by the Secretary not later than 28 days before the date of the General Meeting. A nomination must be signed by a SIESO Member and countersigned by the person nominated indicating a willingness to serve if elected.
- b. If not more than one valid nomination is received for each position mentioned in Article 6(a), then the person so nominated will be declared elected at the General Meeting.
- c. Should the number of valid nominations for any position mentioned in Article 6(a) necessitate a ballot, then a ballot paper listing the positions for which a ballot is necessary and giving the names of the candidates for each position is to be sent by the Secretary to each Member at least 14 days before the General Meeting. Ballot papers are to be returned to the Secretary not later than 7 days before the General Meeting. The ballot papers are to be counted by 2 Members who are not listed on the ballot papers and the outcome announced at the General Meeting.
- d. All persons elected at a General Meeting as Officers and Council Members will take up their appointments at the end of the Meeting.
- e. In the event of no nominations being received for any position mentioned in Article 6(a), the unfilled position will form a casual vacancy immediately the holder of that position retires pursuant to Article 5(b) and 5(c).

## **7. ACCOUNTS**

The Council is to ensure that the finances are properly managed in accordance with Rules agreed by the Council. The Treasurer will prepare a financial report for approval by the General Meeting. Copies of the report are to be available to all those attending and to any other Member who requests a copy.

## **8. CORRESPONDENCE**

Correspondence with individual members may be by announcement in the SIESO official magazine or by post, fax or electronic mail to the last known address of the member or any combination of these. As technology advances, any other efficient means of communication may be used provided that a record is maintained by the Secretary. This record shall be regarded by SIESO as evidence that the communication with the member has been made.

## **9. GENERAL MEETINGS**

- a. A General Meeting is to be held at least once in any consecutive 15 month period at a time and place fixed by the Council and notified to members at least 40 days before the meeting. Any Member wishing to have an item placed on the agenda is to notify the Secretary in writing and provide supporting papers, if any, at least 28 days before the meeting. An Extraordinary General Meeting is to be convened by the Secretary:
  - i. At the request of a majority of the Council, or
  - ii. At the written request of at least 20 Members. Such request is to be signed by all the Members requesting the meeting, state the purpose of the meeting and provide supporting papers.
- b. A General Meeting is to consider only the agenda items in the notice convening the meeting.
- c. Except as provided in Article 6(c), voting at General Meetings is to be by a show of hands unless the Chairman of the meeting decides otherwise. Motions proposed will be decided by a majority of the votes of the Members present. If necessary, the Chairman of the meeting will have a casting vote.
- d. The quorum for a General Meeting is to be 20 Members including the Chairman or Vice Chairman and at least 2 Officers.
- e. If after 30 minutes of the time appointed for a General Meeting, a quorum is not present, the meeting, if convened at the request of Members, is to be dissolved. In any other case, it will continue with those members present forming a quorum to conduct the business defined on the agenda with the express exclusion that the dissolution of SIESO shall not be proposed or voted upon unless the conditions of Article 14 are precisely met.

## **10. AUDITORS**

An Auditor, who will hold office until the end of the next General Meeting, is to be appointed at each General Meeting. The Council will agree the nomination and remuneration of the Auditor. An Auditor shall not be appointed to or nominated for election to the Council. The Council may fill any casual vacancy in the office of Auditor.

## **11. ANNUAL REPORT**

A report of SIESO activities since the previous General Meeting is to be prepared by the Secretary and presented at the General Meeting. Copies of the report are to be available to all those attending and to any other Member who requests a copy.

## **12. THE CONSTITUTION**

- a. Amendment of Articles
  - i. No addition, alteration or deletion is to be made to an Article of the Constitution except at a General Meeting. Before becoming effective, any proposal for an addition, alteration or deletion must receive a majority vote of not less than two thirds of the Members present.

- ii. Any proposal for an addition, alteration or deletion, except by Council, is to be made in writing, signed by not less than 10 Members and sent to the Secretary not less than 28 days before a General Meeting.
  - iii. The Secretary is to make the details of any proposal for an addition, alteration or deletion available to each Member not less than 14 days before the General Meeting at which such a proposal is to be considered.
- b. Interpretation of the Articles  
The Council shall determine any question that may arise concerning the interpretation of the Articles of the Constitution and the opinion of Council shall be binding.

### **13. BRANCH ORGANISATION**

- a. With the approval of the Council, a Branch of SIESO may be formed in any area for the purpose of promoting the objectives of SIESO.
- b. A Branch so formed will be constituted under and in accordance with the Articles of this Constitution. A Branch Constitution will be modelled on this SIESO Constitution.
- c. A Member of SIESO will be a Member of an appropriate Branch.

### **14. DISSOLUTION**

- a. SIESO may be dissolved only by the Resolution of a General Meeting for which due notice is to have been given in accordance with Article 9. Dissolution shall take effect only following a ballot of all Members in which not less than two thirds of the votes returned are in favour of dissolution.
- b. In the event of dissolution of SIESO, the Council shall have the power to realise and distribute all assets of SIESO on such basis as is agreed by the General Meeting.

This Constitution supersedes and replaces all previous Constitutions of SIESO and is effective from 6 November 2006.