

COALFIELD GEOLOGY COUNCIL OF NEW SOUTH WALES

CONSTITUTION

(May, 2018)

1. TITLE

The Coalfield Geology Council of New South Wales (herein abbreviated to the Council).

2. BACKGROUND

The Council was originally formed on 6th October, 1961 as the Standing Committee on Coalfield Geology of New South Wales. The Standing Committee was established following a proposal by the then Secretary of Mines (C St J Mulholland) that a Standing Committee on Nomenclature of NSW Coal Measures be established. The Council operates as a Company Member of the Geological Society of Australia (GSA).

3. AIMS

The aim of the Council is the advancement of Coalfield Geology of New South Wales by activities including among other things:

- (a) Providing a forum for the sharing of information on the geology of the coalfields of NSW and techniques for the understanding of the contained coal resources and their exploration and extraction.
- (b) The provision of effective industry/government consultation on all matters involving coalfield and mining geology.
- (c) Promote liaison with other Australian coal geology groups with a view to the establishment and revision of codes, standards and guidelines for exploration and mining geology.
- (d) Exchange of ideas on geoscience techniques and terms employed in coalfield geology with a view to standardisation.
- (e) The appropriate distribution of the results of the Council's considerations and activities

4. MEMBERSHIP

Membership is open to all geoscientists interested in coal geology in the coalfields of NSW, and in promoting the aims of the Council provided their application is accepted by the majority of members at a regular meeting.

To maintain members' privacy their contact details will not be provided to anyone outside the executive without their prior written approval.

5. OFFICE BEARERS

The following shall be office bearers of the Council:

- (a) Chairperson
- (b) Secretary
- (c) Treasurer
- (d) Relevant executive of the Department of Primary Industries or its successor
- (e) Three other members of the Council

The chair and four office bearers shall be elected by members of the Council at the mid year meeting in each election year. Their appointments shall be for two years.

The Secretary shall be provided by the Department of Primary Industries or its successor.

One member of the executive should be appointed as an ACARP representative. The responsibility of this role is to keep members informed on ACARP activities, progress and outcomes.

The Chairperson, Secretary and Treasurer are required to be individual members of the GSA, and their membership fees are reimbursed by the Council.

6. EXECUTIVE

The Executive shall consist of the office bearers. Its function is to facilitate the aims of the Council. It will achieve this by:

- (a) Dealing with business between quarterly meetings.
- (b) Determining which matters warrant action by the Executive and which should be stood over for the consideration of the full Council.
- (c) Coordinating speakers including the technical program for the agenda.

7. MEETINGS

Meetings shall be held quarterly or as otherwise determined. Ten members shall constitute a quorum of the full Council. In addition, meetings will be called by the Secretary:

- (a) At such times as are considered desirable by the Executive.
- (b) At the request of the Chairperson.
- (c) At the request of ten or more Members of the Council.

The Secretary shall notify Members of meetings via email at least three weeks prior to the meeting. Any request by a member to the Secretary for a special meeting or for an item to be listed for discussion at an ordinary meeting must be made in writing or via email at least one month before the desired date of the meeting.

Meetings shall be open to such members of the public who wish to attend - subject to prior advice to the Chairperson or Secretary and approval of the Executive. Visitors shall be there in an observation capacity only, shall have no voting rights at the meeting and must have approval of the Chairman prior to speaking.

8. METHOD OF FUNCTIONING

- (a) The Executive will decide on appropriate venues and formats for conferences and meetings. The Council will hold meetings, conferences and workshops as needed to facilitate knowledge and understanding of the NSW coalfields, their coal geology and techniques in understanding it.
- (b) Quarterly meetings should be held at sites agreed to by the Executive.
- (c) The format of meetings is to be such that issues of current relevance are raised as agenda items and members have the opportunity to voice their opinions and make suggestions, if necessary.
- (d) On issues not related to this constitution decisions on General Business will be decided upon by a majority vote
- (e) The Council may create Committees for specific purposes and for a specific period. Each Committee will have a convenor who will be responsible for organising the operation of the Committee and reporting findings and recommendations to the Council. If there are more members applying to be on a committee than vacancies the membership of the committee will be determined by a vote of the Council.

- (f) Meetings should also include technical presentations. If the meetings are at mine sites, then these should include presentations on geological and mining issues at that site. Tours of relevant geological exposures and facilities are to be encouraged.
- (g) The Council should disseminate relevant information on its deliberations to the community at large and to other specialist groups in the mining and geological community. This can be through the publication mechanisms provided by the Department through conference and technical papers, by electronic means, and by contributions to relevant meetings.
- (h) As a Company Member of the Geological Society of Australia (GSA), the Council is subject to an annual membership fee by the GSA.

9. VOTING

- (a) All Members shall have voting power at Council meetings.
- (b) Only members of a Committee shall have voting power at Committee meetings.
- (c) The Chairperson at Council Meetings or Conveners at Committee Meetings shall have both a deliberate vote and a casting vote.
- (d) Any Member unable to attend a meeting and who wishes to vote on a specific notice of motion may give a proxy vote in writing to any Member present, indicating the vote desired by that Member.

10. AWARDS

- (a) The Council Executive may create awards in coal geology and shall establish the criteria to be used in assessing eligibility for these awards.
- (b) Recipients are to be decided by the Executive.

11. MINUTES

Minutes of all Council meetings shall be circulated to Members of the Council within 21 days of the next quarterly meeting.

12. RECORDS OF COMMITTEE MEETINGS

A record of Committee meetings shall be forwarded to the Secretary of the Council 7 days before the next quarterly meeting.

13. VARIATION OF RULES

No departure from these rules shall be made except by resolution carried by at least a 2/3 majority of the membership of the Council present at any one meeting provided 21 days notice of motion has been given.

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