

CONSTITUTION

Adopted 22 July 1988
Amended 20 July 1990
Amended 25 July 1994
Amended 31 July 1995
Amended 29 July 1996
Amended 31 July 1997
Amended 29 July 1999
Amended 27 July 2000
Amended 23 November 2001

1 PROCLAMATION

The Council shall be known as the Surveying and Mapping Industry Council of New South Wales, herein after referred to as the Council.

2 DEFINITION OF INDUSTRY

The Surveying and Mapping Industry (the Industry) consists of traditional and emerging disciplines which provide the spatially referenced land, marine and related information necessary to support the physical, social and economic development of New South Wales.

3. MEMBERSHIP

3.1 The Council shall consist of:

The Surveyor General or his nominee.

The following organisations, each represented by one delegate:

- Institution of Surveyors, Australia (NSW Division)
- Mapping Sciences Institute of Australia (NSW Division)
- Institution of Engineering and Mining Surveyors (NSW Division)
- Association of Aerial Surveyors, Australia (Eastern Australia Chapter)
- Association of Consulting Surveyors (NSW Division)
- University of New South Wales
- University of Newcastle
- NSW TAFE
- Additional organisations as determined by the Council.

The Public Sector of the Industry shall be represented by three delegates from various Government Departments and Instrumentalities. Any Department or Instrumentality may have only one delegate. The three delegates shall be nominated by the Survey and Mapping Managers' Forum.

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- 3.2 The Council shall remain as small as possible while being representative of all Industry interests.
- 3.3 The Council shall invite the participation of Reference Panels of interested bodies to provide advice when considered appropriate.

4. OBJECTIVES

- 4.1 To research, develop, publish and pursue the implementation of policy on any matter relevant to improving the efficiency or effectiveness of the Industry.
- 4.2 To provide the means for intra-industry communication and information exchange through liaison with all relevant bodies.
- 4.3 To foster research, innovation, development and assimilation of appropriate technology within the Industry, to actively promote cohesive industry growth and export development.
- 4.4 To actively investigate, advise upon and pursue all matters affecting the education, training and Continuing Professional Development of personnel, in order to promote excellence in all sectors of the Industry.
- 4.5 To investigate current and proposed legislation and administrative procedures affecting the Industry and pursue changes to support the above initiatives.
- 4.6 To advise on, and support moves towards a national approach on matters related to the Industry.
- 4.7 To encourage equal employment opportunities within the Industry.
- 4.8 To actively promote and communicate relevant Industry matters to the Industry and the community as a whole.

5. ADDRESS AND PLACE OF MEETING

The official address of the Council shall be the office of the Institution of Surveyors (NSW Division).

The place of each meeting for business of the Council shall be determined at the previous meeting.

RULES OF THE COUNCIL

RULES OF THE SURVEYING AND MAPPING INDUSTRY COUNCIL of NSW

1. MEMBERSHIP

- 1.1 The Council shall review membership on a continuous basis.
- 1.2 Members may nominate an alternate delegate from their respective organisation to represent them during any absence of their nominated delegate from the affairs of the Council.
- 1.3 Any organisation may replace its delegate by notification in writing to the Council.

2. OFFICE BEARERS

- 2.1 Office bearers of the Council shall be a Chairperson, Deputy Chairperson and Honorary Secretary/Treasurer.
- 2.2 The term of office for these positions shall be from election to election.
- 2.3 If the position of Chairperson becomes vacant before the completed term, then the Deputy Chairperson shall become Chairperson for the remainder of the term.
- 2.4 If the position of Deputy Chairperson or Secretary/ Treasurer becomes vacant before the completion of the term of office, then at the scheduled general meeting immediately after the position becomes vacant, the Council shall elect a new office bearer for the vacated position in accordance with Rule 6.7.

3. SECRETARIAT

- 3.1 The Council may provide its own Secretariat by January 2004. In the interim the Department of Information Technology and Management will provide the services of an Executive Officer and secretarial facilities.

4. MEETINGS

4.1 General Meetings

General meetings shall be held as often as considered necessary with not less than six general meetings, including the Annual General Meeting, to be held in any Council year. A Council year is defined as the time period between Annual General Meetings.

4.2 Annual General Meeting

The Annual General Meeting shall be held in the month of July.

4.3 Special General Meetings

- 4.3.1 The Council shall, on the requisition in writing of not less than one third the total number of members, convene a special general meeting of the Council.
- 4.3.2 A requisition of members for a special general meeting –
- a) shall state the purpose or purposes of the meeting;
 - b) shall be signed by the members making the requisition;
 - c) shall be lodged with the Executive Officer.
- 4.3.3 If the Council fails to convene a special general meeting to be held within 2 months after the date on which a requisition of members for the meeting is lodged with the Executive Officer, any one or more of the members who made the requisition may convene a special general meeting to be held not later than 3 months after that date.
- 4.3.4 A special general meeting convened by a member or members as referred to in clause 4.3.3 shall be convened as nearly as is practicable in the same manner as general meetings are convened by the Council and any member who thereby incurs expense is entitled to be reimbursed by the Council for any reasonable administrative expense so incurred.

4.4 Agenda

- 4.4.1 Agenda items are to be called for by the Secretariat in advance of meetings. Members may submit items for inclusion on the agenda prior to this call. Documentation of agenda items will generally be required for distribution to members prior to the meeting.
- 4.4.2 The final agenda and notice of meeting is to be distributed to members not less than one week before the meeting.
- 4.4.3 Members may raise matters not on the agenda under 'General Business'.

4.5 Minutes

Minutes of meetings are to be recorded and distributed to all members.

The final minutes of a meeting are to be confirmed at the next meeting.

4.6 Quorum

A quorum shall be seven (7) members. If no quorum is present within thirty minutes of the stated time of the meeting, the Secretary shall advise the Chairperson that no quorum is present and the Chairperson shall adjourn the meeting.

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4.7 Decisions of Council

All decisions of the Council shall be recorded in the Minutes. Should there be any dissension, members' names and reasons for dissension shall be recorded if requested.

5. FINANCE

5.1 Constituent bodies shall be responsible for funding the expenses incurred (by their own respective nominees) in attending meetings of the Council except in accordance with Rule 4.3.4.

5.2 Until otherwise determined by the Council, constituent bodies shall contribute an amount of \$300 per representative per year to the Council, exclusive of GST. For the purpose of this clause, the constituent bodies of Council consist of:

- Institution of Surveyors, Australia (NSW Division)
- Mapping Sciences Institute of Australia (NSW Division)
- Institution of Engineering and Mining Surveyors (NSW Division)
- Association of Aerial Surveyors, Australia (Eastern Australia Chapter)
- Association of Consulting Surveyors (NSW Division)

5.3 Until otherwise determined by the Council, each government authority represented on the Survey & Mapping Managers' Forum shall contribute an amount of \$100 per year to the Council, exclusive of GST. For the purpose of this Clause, the "rural local Councils' group" and the "urban local Councils' group" as represented on the Survey & Mapping Managers' Forum shall each be deemed to be a "government authority".

5.4 Until otherwise determined by the Council, each tertiary institution represented on the Council shall contribute an amount of \$100 per year to the Council, exclusive of GST.

5.5 The Secretary/Treasurer may expend the funds of the Council in accordance with the decisions of Council.

6. ELECTION OF OFFICERS

The Election of Officers shall be conducted at the Annual General Meeting, and election procedure shall be as follows:

6.1 The Chairperson shall appoint a Returning Officer to conduct the election. The Returning Officer shall be either the Executive Officer provided by the Department of Information Technology and Management or a member of the Council who is not seeking election.

6.2 The Returning Officer shall declare the position of Chairperson vacant, and call for nominations of members to fill the position.

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- 6.3 The members of Council present shall each vote for the nominated members by secret ballot.
- 6.4 The method of voting shall be by Optional Preferential, whereby members present place the number 1 against the most preferred candidate and the numbers 2, 3 etc against the lesser preferred candidates in priority order.

All votes are valid provided that at least one preference is indicated.

- 6.5 If any candidate has received more than half the first preferences cast, he is declared elected. If no candidate is in that position, the candidate with the lowest number of first preferences is eliminated, and his votes are distributed according to the second preference shown. If any candidate has more than half the total votes cast in his pile at that stage, he is declared elected. If no candidate is in that position, then the candidate with the smallest number of votes in his pile at that stage is eliminated, and his votes are distributed according to the next preference shown. This process is repeated until some candidate has more than half the total votes cast.
- 6.6 Should the election not be capable of resolution by the above process, the names of the nominees polling equally the most votes at the last ballot shall be placed in the receptacle, and the name of the successful nominee shall be drawn therefrom.
- 6.7 Upon election of the Chairperson, the Returning Officer shall conduct similar ballots for selection of Deputy Chairperson and Honorary Secretary/Treasurer.

7. AMENDMENTS TO THE CONSTITUTION AND RULES

- 7.1 The Constitution of the Council may be altered, rescinded or added to only at the annual general meeting provided that a notice of motion for the alteration has been forwarded to all Council members at least 30 days to the annual general meeting.
- 7.2 The Rules of the Council may be altered, rescinded or added to at any general meeting of Council provided notices of motion are forwarded to all Council members at least 30 days prior to the general meeting at which it is intended that the rule change be adopted.

8. INTERPRETATION

- 8.1 In these rules, words importing the masculine gender shall include the feminine gender.