

This constitution replaces all previous versions and was approved by the Council of The Geological Society of London on 27 November 2002 and adopted at a Special General Meeting of the Hydrogeological Group held on 11 December 2003

**1. Name**

1.1 The name of the Group shall be the Hydrogeological Group of The Geological Society of London.

**2. Definitions**

2.1 In this Constitution:

The "Society" means "The Geological Society of London" and references are to the Charter and Bye-laws thereof.

The "Council" means the "Council of The Geological Society of London".

The "Science Standing Committee" means the "Science Standing Committee of The Geological Society of London".

The "Group" means "the Hydrogeological Group of The Geological Society of London"

The "Committee" means the "Committee of the Hydrogeological Group of The Geological Society of London".

"Member" means an Honorary Fellow, Fellow or Candidate Fellow of The Geological Society of London who has requested to be a Member of the Hydrogeological Group.

**3. Aims**

3.1 The aims of the Group shall be to advance the study and understanding of Hydrogeology by:

3.1.1 holding meetings, conferences, seminars and workshops;

3.1.2 representing and promoting the Society internationally in respect of Hydrogeological issues;

3.1.3 representing the interest and promoting the study and understanding of Hydrogeology nationally and internationally;

3.1.4 publishing papers and other communications, in such a way as may be found most convenient;

3.1.5 encouraging research and teaching in Hydrogeological issues;

3.1.6 promoting the interests of professional Hydrogeologists and encouraging Continuing Professional Development;

3.1.7 such other means as the Committee may think desirable, subject to the approval of the Council.

#### **4. *Membership***

- 4.1 Membership of the Group is open to Honorary Fellows, Fellows and Candidate Fellows of the Society whose interest in the Group is registered with the Society.
- 4.3 Candidate Fellows shall be entitled to attend General Meetings of the Group. They may take part in discussion but shall not be entitled to vote.

#### **5. *Management***

- 5.1 The affairs of the Group shall be managed by a Committee.
- 5.2 The Committee shall comprise four Officers, a minimum of four elected members and up to two ex-officio members, one of whom shall be a member of the Council. Other members may be co-opted as necessary, provided that the total number of Committee members does not exceed twenty. Officers, elected members and co-opted members shall be registered members of the Group, all of whom, except ex officio and co-opted members, shall be entitled to vote.
- 5.3. The Officers of the Group shall comprise a Chairperson, Vice-Chairperson, Secretary and Treasurer.
  - 5.3.1 The Chairperson shall be appointed by the Committee and shall not normally serve in that position for more than three years consecutively.
  - 5.3.2 The Vice-Chairperson shall be appointed by the Committee and shall not normally serve in that position for more than three years. The vice-Chairperson shall be the Chairperson-elect.
  - 5.3.3 The Secretary shall be appointed by the Committee and shall not normally serve in that position for more than three years consecutively. The Secretary shall be responsible for maintaining the minutes of all meetings of the Committee and shall send a copy of such minutes to the Executive Secretary of the Society within two months of the date of each meeting.
  - 5.3.4 The Treasurer shall be appointed by the Committee and shall not normally serve for more than three years consecutively.
  - 5.3.5 The Committee appointments shall be ratified by members of the Group at the Annual General Meeting of the Group.
  - 5.3.6 Elected Committee members who are not Officers shall not normally serve for more than three years consecutively. Nominations for election to the Committee, with the nominee's written consent, shall be supported by two members of the Group in writing, and be received by the Secretary of the Group at least fourteen days before the Annual General Meeting of the Group. Election of Committee members shall be by vote at the Annual General Meeting of the Group.
- 5.4 Co-option shall be for specific purpose(s) and period(s) that shall not extend beyond the next Annual General Meeting of the Group. In exceptional circumstances co-option may be renewed into the following year.

- 5.5 If for any reason a vacancy shall arise among the elected members on the Committee or among the Officers thereof, the Committee shall have the power to fill the vacancy until the next Annual General Meeting of the Group. 5.6 The quorum for a Committee meeting shall be four voting members of the Committee and shall include at least one Officer of the Group.
- 5.7 A member of the Committee shall represent the Group on the Science Standing Committee of the Society.
- 5.8 Retiring Committee members shall not be eligible for re-election until one year after the end of their term of office.
- 5.9 The Committee shall establish such sub-committees as are deemed necessary to ensure the effective management and administration of the Group's affairs. The composition of each sub-committee shall include at least one elected Committee member and one Officer of the Group.

## **6. Meetings**

6.1 General meetings held by the Group shall be scientific meetings, Special General Meetings and Annual General Meetings.

### *6.2 Scientific meetings*

Scientific meetings will be organised in accordance with the aims of the Group.

### *6.3 Annual General Meeting*

6.3.1 An Annual General Meeting of the Group shall be held in December.

6.3.2 One month's notice of the Annual General Meeting shall be given to Group members. The quorum for the Annual General Meeting shall be eleven.

6.3.3 The Annual General Meeting shall:

- i. Receive an Annual Report on the activities of the Group;
- ii. Receive the Annual Accounts;
- iii. Elect a Committee to manage the affairs of the Group;
- iv. Ratify the appointment of Officers.

### *6.4 Special General Meeting*

6.4.1 A Special General Meeting shall be called at any time by the Secretary of the Group on the written instructions of the Committee or upon receipt of a written request signed by at least 10 members of the Group and stating the business to be transacted. Attendance at a Special General Meeting shall be restricted to members of the Group and the only business to be conducted shall be that for which the meeting has been convened. The Meeting shall be held within a reasonable time after such a request has been received.

6.5 Minutes of all Annual General Meetings and Special General Meetings will be sent to the Executive Secretary of the Society within two months of the holding of the meeting.

## **7. Finance**

- 7.1 The Group shall incur no financial obligation that exceeds the funds directly held by the Group unless the obligation has been authorised previously by the Council.
- 7.2 Financial income from any activities of the Group shall be managed by the Treasurer of the Group through a bank account(s) in the Group's name, which is audited in accordance with the requirements of the Society. Authorised signatories for the account(s) will be the Treasurer and at least one other Officer of the Group. The Society's Treasurer will also be a signatory to the account(s).
- 7.3 The financial year will be 1 October to 30 September.
- 7.4 A summary of the financial position of the Group shall be submitted to the Society by 31 December for the previous accounting year; and at other times as requested by the Society's Treasurer.
- 7.5 The Treasurer of the Group shall submit an annual account of the finances of the Group to the Group's AGM.
- 7.6 Members of the Group may be charged an annual subscription, payable to the Group, as determined at the Annual General Meeting of the Group.
- 7.7 Members and non-members may be asked to pay a fee for attendance at meetings, conferences, seminars, workshops and other activities of the Group. Such registration fees shall be charged at a higher rate for non-members.

## **8. General**

- 8.1 The Group shall not take any action that may conflict with the terms of the Charter and Bye-laws of the Society.
- 8.2 Resources to be provided centrally by the Society to the Group will be set out separately in a Concordat.
- 8.3 No amendment to this Constitution may be made without the approval of the Group and the agreement of Council.

## **9. Dissolution**

- 9.1 The Group may be dissolved by resolution of the Council following consultation with the Committee, or on the recommendation of the Group made by resolution at a Special General Meeting of the Group. Upon dissolution, residual assets will revert to the Society.