

CONSTITUTION OF THE PETROLEUM GROUP

The Petroleum Group of The Geological Society of London was formed in December 1980 and held its inaugural meeting in April 1981.

This constitution replaces all previous versions and was approved by the Council of The Geological Society of London on **21 June 2017** and adopted at the Annual General Meeting of the Petroleum Group held on **2 February 2017**.

1. *Name*

- 1.1 The name of the Group shall be the Petroleum 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 Petroleum Group of The Geological Society of London"

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

"Member" means an Honorary Fellow, Fellow or Candidate Fellow of The Geological Society of London who has expressed an interest in the aims and activities of the Petroleum Group.

"Student" refers to an individual currently enrolled in a full time education program

"Administrator" refers to the member of the Society's conference office who is assigned to the affairs of the Petroleum Group

"Concordat" refers to the agreement between the Society and the Petroleum Group shown in Annex A of this Constitution

3. *Aims*

- 3.1 The aims of the Group shall be to advance the study and understanding of petroleum geology by:
- 3.1.1 holding meetings, conferences, seminars and workshops;
- 3.1.2 representing and promoting the Society internationally in respect of petroleum geological issues;
- 3.1.3 representing the interest and promoting the study and understanding of petroleum geology nationally and internationally;
- 3.1.4 publishing papers and other communications, which in the first instance must be offered to the Society's Publishing House. Where no book is forthcoming, the Group should encourage submission of papers to the Society's journals.
- 3.1.5 encouraging research and teaching in petroleum geological issues;
- 3.1.6 promoting the interests of professional petroleum geologists and encouraging Continuing Professional Development;

- 3.1.7 encouraging collaboration with relevant international petroleum related societies, typically with respect to joint meetings and publications.
- 3.1.8 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.
- 4.2 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 up to five Officers, a minimum of ten and a maximum of seventeen elected members and up to two members who may be co-opted as necessary. Officers, elected members and co-opted members shall be registered members of the Group, all of whom, except co-opted members, shall be entitled to vote.
- 5.3 The Officers of the Group shall comprise a Chairman, Treasurer, Publications Officer and Communications Officer; and during the second year of the Chairman's term of office, a Vice-Chairman shall be elected who shall be the Chairman-elect for the following year.
 - 5.3.1 The Vice-Chairman is either elected from within the Committee, or, should there be no suitable candidates available, then the present Chairman will propose an external candidate whose appointment requires the approval of the Committee.
 - 5.3.2 Officers shall be appointed by the Committee and shall not normally serve as an Officer for more than three years consecutively.
 - 5.3.3 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. Election of Committee members to fill vacancies shall be by ballot or vote of the Members of the Group on an annual basis or at a date agreed by the committee and advised to Members with at least one month's notice.
- 5.4 The Committee may co-opt members for specific purpose(s) and period(s) that shall not extend beyond 1 calendar year. Co-option can be renewed at the discretion of the Committee.
- 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 eight voting members of the Committee and shall include at least two Officers of the Group.
- 5.7 Retiring Committee members shall not be eligible for re-election until one year after the end of their term of office.
- 5.8 The Committee will co-opt a PhD student in a petroleum relevant area of research to be the Student Representative. The Student Representative will not normally serve for more than three years.
- 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.

- 5.10 In respect of management of the group the Administrator shall report to the Chairman of the Group and shall be responsible for:
- 5.10.1 Sending the Notice of the Meetings to Committee members and for preparing Minutes of Meetings and circulating these to Committee members, and to the Executive Secretary of the Society.
- 5.10.2 Liaising with the finance function of the Society and the Treasurer of the Petroleum Group to provide financial reports on the activity of the Group.
- 5.11 The Committee shall, at least once a year, review its own performance to ensure that it is operating to maximum effectiveness and recommend any changes.

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 association with the first Petroleum Group meeting in the new calendar year.
- 6.3.2 One month's notice of the Annual General Meeting shall be given to Group members, via Geoscientist, e-mail or in relevant Society publications.
- 6.3.3 The Annual General Meeting shall:
- i. Receive an Annual Review and Financial Report on the activities of the Group from the Treasurer;
 - ii. Ratify the appointment of Officers.
 - iii. Vote on the appointment of new members of the Committee
- 6.3.4 The quorum for an AGM shall be eleven members of the Group and shall include at least one Officer of the Group.

6.4 *Special General Meeting*

- 6.4.1 A Special General Meeting shall be called at any time by the Treasurer of the Group on the written instructions of the Committee or upon receipt of a written request signed by at least 10 voting 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 by the Administrator to the Executive Secretary of the Society within two months of the holding of the meeting.

7. *Finance*

- 7.1 The Group's financial affairs shall be managed within the terms of the Concordat which forms Annex A of this Constitution. The Group shall exercise prudence in its financial dealings to ensure that significant financial commitments are not incurred without previously seeking approval of the Science Standing Committee.

- 7.2 Financial income and expenditure from any activities of the Group shall be managed by the Administrator of the Group through the Society's bank account, which is audited in accordance with the requirements of the Society. The Administrator will report regularly to the Treasurer of the Group.
- 7.3 The financial year will run from 01 January – 31 December. A draft budget will be prepared in June and approved by the Committee.
- 7.4 The Treasurer of the Group shall provide a financial report on the activities of the Group to the Group's AGM.
- 7.5 Members and non-members will normally 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-Fellows. Where possible a limited number of Student (individual enrolled in full-time education) concessions will be made available to support Student participation at Petroleum Group meetings. The attendance rates for meetings held at Burlington House will be set each year in accordance with the Society's budget cycle for both members and 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 and the provision of a float to cover unforeseen costs of the Group are set out separately in the Concordat shown in Annex A.
- 8.3 The Committee shall review the Constitution periodically and recommend any changes it considers necessary. No amendment to this Constitution may be made without the approval of the Group and the agreement of Council.
- 8.4 The Group shall use Terms of Reference to govern day to day matters which shall be reviewed by the Committee annually.

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.

ANNEX A: PETROLEUM GROUP CONCORDAT

Entitlements

- Use of the Society's Lecture Theatre up to 8 times a year, subject to availability, and the services of a projectionist.
- Use of the Society's rooms for meetings of the Group's committee and working groups, subject to availability.
- If required, the Society's Conference Office will advise on the planning of a meeting and preparation of the budget. Additional assistance to help with the abstract book, registration etc is also available on a repayment basis. This assistance will not be chargeable for meetings that have been designated as status meetings by the Society's Science Committee.
- Promotion of the activities of the Group and its meetings on the Society's web site and in *Geoscientist*. In addition, the Group may include an unlimited amount of other content in their section of the web site.
- Promotion of the activities of the Group and its meetings by e-mail (up to one email shot per group per month).

Responsibilities of the Group

- Unless other arrangements have been previously agreed by the Science Committee or Executive Secretary, the Group will be responsible for:
 - costs of refreshments and other catering for scientific meetings
 - expenses of the Group's Committee and working groups

To cover these costs the Group may wish to set a registration fee for meetings or a membership fee.

- The Group will carry a float sufficient to cover any unforeseen costs incurred by the Group. This will not exceed £75,000 unless previously agreed by the Society's Science Committee. All surplus funds in excess of this will be returned to the Society on an annual basis.
- The Group must not incur any financial obligation on the Society beyond the resources held by the Group. If funding for a meeting is required, an application should be made to the Science Standing Committee.
- The Group shall appoint a Web Correspondent responsible for ensuring that contact details for the Chair and Secretary of the group and meeting information on the Society's web site is kept up to date, along with any other content the Group maintains on the site. The meetings information published in *Geoscientist* will be derived from that held on the web site. Further information is available from the editor of the *Geoscientist* and *Geoscientist Online*.
- The Group is encouraged to hold scientific meetings resulting in a publication, which must be offered in the first instance to the Society's Publishing House. Where no book is forthcoming, the Group should encourage submission of papers to the Society's journals.
- A copy of meeting abstracts should be sent to the Society's Library for reference purposes.

Promotional material provided by the Society (e.g. information about becoming a Fellow, recent publications and forthcoming events) should be made available to all those attending scientific meetings of the Group. Any non-Fellows should also be encouraged to sign up to receive such information from the Society. The Group should gather and pass to the Data Manager the contact details (name, address, email) of these attendees.