

Earthquake Engineering Field Investigation Team

Constitution

AS AGREED AT 2007 AGM

ARTICLE 1

Objectives

The Earthquake Engineering Field Investigation Team (EEFIT) shall be a non-profit making organization having the following objectives:

1. To promote, through post-earthquake field observations, the study of the nature and consequences of earthquakes.
2. To promote the training of engineers in earthquake engineering by giving the opportunity for first hand study of earthquake damage.
3. To disseminate widely the knowledge gained through the above studies.
4. To collaborate and co-operate with other organisations and individuals having similar objectives to those of EEFIT.

ARTICLE II

Officers and Management Committee

1. The officers of EEFIT shall consist of a Chairman, a Vice-Chairman and a Secretary/Treasurer.
2. The Management Committee of EEFIT shall consist of six (6) elected members, one nominated representative from each of the Society for Earthquake and Civil Engineering Dynamics (SECED) and the Institution of Structural Engineers (IStructE) and the Secretary/Treasurer. The Management Committee shall be empowered to elect, by majority vote, up to three (3) co-opted members to serve on the Committee. The Chairman and Vice-Chairman shall be elected from and by the membership of the Committee. The composition of the Management Committee shall, as far as is practicable, be a balanced representation of the origins and views of the members of EEFIT. This should be drawn to the attention of the membership at the time of calling for nominations and borne in mind by the Management Committee when making co-options.
3. The Chairman shall be elected biennially by the Management Committee and shall serve for three years as follows: two years as Chairman followed by one year as Past-Chairman (as an honorary member of the committee, if not already a member). The election shall normally take place at the Committee meeting immediately preceding the AGM at which the sitting Chairman retires. The term of office shall begin upon completion of the first Annual Meeting following the election. The Chairman shall not be appointed for two consecutive terms of office.

4. Each member of Management Committee shall serve for a period of three (3) years beginning on completion of the first Annual Meeting following the Member's election. Normally at least two members shall be elected or re-elected each year following the procedures outlined in Article VI. In years when fewer than two members complete their terms of office, the Management Committee shall select the elected members to stand for re-election.
5. The Vice-Chairman shall be elected by the Management Committee from members of the Committee, excluding the Chairman and the Secretary/Treasurer. The Vice-Chairman's term of office shall be two years. The election shall normally take place in alternate years at the Committee meeting immediately following the AGM. A sitting Vice-Chairman shall be eligible for re-appointment.
6. The Secretary/Treasurer shall be elected bi-annually by the Management Committee.
7. Co-opted members of the Management Committee shall serve from the date they are elected until the following Annual Meeting.

ARTICLE III

Powers and duties of the Management Committee

The powers and duties of the Management Committee are:

1. To elect the Chairman, Vice-Chairman and the Secretary/Treasurer.
2. To conduct, manage and control the affairs and business of EEFIT.
3. To approve and admit members of all classes as defined hereafter, and to issue at any time certificates evidencing such membership.
4. To collect and provide for the collection of, dues and assessments in accordance with the provisions of this Constitution.
5. To appoint the members of the Missions Expert Group.
6. To appoint such committees as may be necessary and convenient to handle and dispose of various matters as they may arise. The Management Committee may delegate to and confer upon such committees such powers of the Management Committee as it shall deem proper.
7. To implement and maintain the *Objectives and Methods* of EEFIT field investigations.
8. Generally to transact all of the affairs of EEFIT.

ARTICLE IV

Launching of Field Missions and Missions Expert Group

1. Following a major earthquake event, the Secretary shall in the first instance contact the membership to review interest in launching a field mission. The Management Committee shall review the interested members and their areas of expertise and form a shortlist of suitable members for a possible mission. A separate Missions Expert Group, consisting of senior EEFIT members with previous mission experience, shall then be informed of the suggested mission timetable and membership of the mission team and shall be invited to comment on the viability of the proposed mission. The Management Committee shall finalise the mission arrangements and membership of the mission team, taking into account the suggestions offered by the Missions Expert Group.
2. The powers and duties of the Management Committee in terms of launching a mission are:
 - a) To review and nominate members of the Missions Expert Group
 - b) To monitor reports of earthquake activity.
 - c) To decide when a Field Investigation should be mounted, determine the size of the Field Investigation Team, and select the Base Co-ordinator, a Team Leader and Team Members in accordance with the procedures as defined in the *Objectives and Methods* of EEFIT Field Investigations.
 - d) To mobilise a Field Investigation Team and provide support for the Team while it is in the field, taking into consideration advice provided by the Missions Expert Group.
 - e) To organize the debriefing of the Field Investigation Team.
 - f) To supervise the dissemination of information resulting from:
 - (i) the Field Investigation, including the final report.
 - (ii) other sources as appropriate.
 - g) To consult with other organisations with whom it may be beneficial to liaise.

ARTICLE V

Vacancies in the offices of the Management Committee

1. A vacancy shall be deemed to have occurred when an Officer or member of the Management Committee dies, completes their Term of Office (Article II) or resigns either by presenting a written resignation to the Management Committee or by presenting such resignation orally at any meeting of the Committee. A vacancy shall also be deemed to have occurred if there is a unanimous (excluding the subject of the vote) resolution of the members of the Management Committee to the effect that an Officer or Committee member shall cease to hold office.
2. Whenever a vacancy occurs in one of the Offices the Management Committee shall elect a replacement. The Management Committee shall establish the duration in office of a new Chairman, guided by the principle that no person should hold the office of Chairman for more than about two and one half years.

3. Whenever a vacancy occurs in the membership of the Management Committee, such vacancy may be filled by an appointee selected by a majority of the remaining members of the Committee, at a meeting of the Management Committee, and this person shall complete the portion of the unexpired term to which the member has been appointed from the date of this appointment to the following Annual Meeting.

ARTICLE VI

Nomination and election of the Management Committee

1. The members of the Management Committee shall be elected by either a show of hands at the Annual Meeting or by a Postal ballot. The form of the election will be agreed by the Management Committee and advised to all members at least four (4) weeks before the Annual Meeting.
2. Only Members in good standing shall be eligible to vote and hold office.
3. Nominations for vacancies on the Management Committee, together with the names of the proposer and seconder, shall be submitted to the Secretary/Treasurer not later than six (6) weeks before the Annual Meeting. The nominees must have declared their willingness to serve *if* elected.

The list of nominees shall be posted to each voting member at least four (4) weeks before the Annual Meeting. The ballot papers shall be returned no later than two (2) days before the Annual Meeting.

4. If appropriate the Chairman shall appoint a teller from the Membership-at-large who shall count the votes cast at the Annual Meeting. The Chairman shall report the election results to the Annual Meeting.

ARTICLE VII

Chairman

The powers and duties of the Chairman are:

1. To preside at all meetings of the Management Committee and of the members, and to be Chairman of the Field Investigations Committee.
2. To call special meetings of the members, the Management Committee and the Field Investigations Committee as appropriate.
3. To sign as Chairman of EEFIT all contracts, obligations, certificates and other papers and instruments in writing that may require such signature, unless the Management Committee shall otherwise direct and to perform such other duties as the Management Committee may determine.

ARTICLE VIII

Vice-Chairman

The Vice-Chairman shall, in the event of the absence or disability of the Chairman, perform the duties and exercise the powers of the Chairman, and shall perform such other duties as the Management Committee shall from time to time prescribe.

ARTICLE IX

Secretary/Treasurer

The Secretary/Treasurer shall perform or cause to be performed:

1. The keeping of the records of the activities of EEFIT, both financial and historical.
2. The notification of the membership of all meetings, elections and all other matters of interest to the membership.
3. The receipt and disbursement of all funds and the accounting there of, and
4. Such other duties as the Management Committee may require.

ARTICLE X

Membership

There shall be four classes of membership:

- Full Members
- Honorary Members
- Corporate Members
- Student Members.

All Full Members and Honorary Members shall be eligible to vote and to hold office. An organisation holding Corporate Membership shall nominate one person from that organisation to hold Full Membership. That person shall satisfy the requirements for Full Members as defined in Article XII and shall be eligible to vote and hold office. A Corporate Member shall not otherwise have voting rights. Student Members do not have voting rights.

Full Members.

Full Members shall be persons interested in the advancement of earthquake engineering and related fields, as evidenced by their professional activities in these fields, or by other relevant activities, as may be determined by the Management Committee.

Honorary Members.

Honorary Members shall be persons who have made outstanding contributions to the field or activity of EEFIT.

Corporate Members.

Corporate members shall be organizations interested in the advancement of earthquake engineering and related fields, as evidenced by their professional activities in these fields, or by other relevant activities, as may be determined by the Management Committee. A Corporate Member may withdraw or replace its nominee for Full Membership at any time by making written application to the Management Committee.

Student Members.

Student members shall be persons studying full-time at undergraduate, MSc or PhD level with an interest in earthquake engineering or related fields.

ARTICLE XI

Meetings

Management Committee Meetings.

1. Meetings of the Management Committee shall be held at least twice (2) per year at locations designated by the Chairman.
2. Extraordinary meetings of the Management Committee may be called at any time by order of the Chairman. Any business which may be done at a regular meeting of the Management Committee may be done at an extraordinary meeting of the Committee, and no notice of the nature of the business to be transacted need be given.
3. Notice of any meeting of the Management Committee, shall be given to each member of the Management Committee. This should be done at least seven (7) days prior to such meeting except in the case of Section (2) above.
4. The presence of three (3) members of the Management Committee shall constitute a quorum at all meetings of the Committee.
5. The Secretary/Treasurer shall furnish all members of the Committee with a summary of each Committee meeting within three (3) weeks following the date of the meeting.
6. Each Committee Member shall have one (1) vote. In the case of a tied vote, the Chairman shall exercise a casting vote. The Secretary/Treasurer shall not be eligible to vote unless he/she is also an elected, nominated or co-opted member of the Management Committee.

Annual Meetings and Special Business Meetings.

1. The Annual Meeting of EEFIT shall normally be held before 31 May each year, at a time and place established by the Management Committee.
2. For the purpose of conducting EEFIT business requiring approval of the membership at an Annual Meeting or Special Business Meeting, eight (8) voting members shall constitute a quorum.
3. Each Full Member and Honorary Member of EEFIT shall have one (1) vote. In the case of a tied vote, the Chairman shall exercise a casting vote.
4. The Annual Meeting shall approve the annual financial accounts prepared by the Secretary/Treasurer.

5. Special Business Meetings of the Members may be called and held at any time by order of the Chairman or by request of three (3) members of the Management Committee or ten (10) percent of the voting members of EEFIT by submitting a notice in writing to the Secretary/Treasurer at least twenty one (21) days prior to the desired meeting date. Such notice shall contain the complete agenda of the subject matter to be covered at the meeting and shall be signed by all persons forming one of the groups noted above. Eight (8) voting members shall constitute a quorum.

The conduct of any Special Business Meeting of the members shall be in accordance with paragraphs 1 and 2 of this Section of Article (XI).

6. It shall be the duty of the Secretary/Treasurer to prepare and send notices of the time, location and agenda of the Annual Meeting and any Special Business Meeting of the Members to each voting member of EEFIT at least fifteen (15) days prior to the schedule date of such a meeting. The notice shall be addressed to the member's place of business, residence address or E-mail address as the same appears on the records of EEFIT. No further notice shall be required.

ARTICLE XII

Appointment and election of members

Full Members, Student Members and Corporate Membership.

1. Full Membership, Student Membership and Corporate Membership are attained by direct application to EEFIT.
2. Full Membership, Student Membership and Corporate Membership are limited to applicants whose qualifications coincide with Article X of this constitution.
3. Applications should normally be made on a standard form submitted to the Secretary/Treasurer. Student Membership applications must be endorsed by the student's lecturer/supervisor/Head of Department.
4. Applications shall be approved or disapproved by the Management Committee or by Chairman's action if no suitable meeting of the Committee has been held within 30 days of the application being received.
5. Each applicant shall be notified by the Secretary/Treasurer of the action taken within thirty (30) days of receipt of the application.
6. The Secretary/Treasurer shall maintain a membership list The Membership list shall be available at the EEFIT Annual Meeting.

Honorary Members

Honorary Members shall be elected upon receiving unanimous approval of the Management Committee.

ARTICLE XIII

Termination of membership and of tenure of office

1. Membership of EEFIT may be terminated by a vote of at least five (5) members of the Management Committee; but no vote shall be taken until after the member shall have been

furnished with a statement of the charges preferred against him/her, and shall have been given at least one (1) month's notice (plus a reasonable time for notification by mail) of the time when the same will be considered by the Management Committee; and every such member shall have the right to appear before the Management Committee and be heard in answer to the charges, provided the member makes no unreasonable delay in appearing before the Committee, before final action thereon shall be taken.

2. Upon termination of any membership, all interest of such member of EEFIT or any of its property shall forthwith cease and terminate; provided, however, that no such termination of membership shall cancel any liability such member may therefore have accrued.
3. The Officers may be removed from office for good cause shown, after due notice and hearing by an affirmative vote of not less than three quarters of the members of the Management Committee at a special or regular meeting of the Committee convened as in Article XI of this Constitution.

ARTICLE XIV

Amendments

Amendments to this Constitution will be prepared by the Management Committee and approved by a postal ballot, or by a show of hands at an Annual Meeting or Special Business Meeting, upon receiving an affirmative vote of not less than two-thirds of the votes cast. Only Full and Honorary Members are eligible to vote.

ARTICLE XV

Subscriptions

1. The annual subscription for Full Members and Corporate Members shall be established by the Management Committee. Any increase in the subscriptions must be approved by a majority of those of the Full and Honorary Members voting in a postal ballot or a show of hands at an Annual Meeting.
2. Membership fees shall be payable at the time of joining EEFIT. Annual subscriptions shall be payable on joining for the current year, and subsequently in advance on 1 January each year, except that a member joining after 30 June in any year shall be liable for only half the full annual subscription for the year.
3. A member may resign at any time on written notification to the Secretary/Treasurer but, unless the Management Committee otherwise decides, the full amount of the subscription for the financial year in question shall be payable to EEFIT.
4. Members whose subscriptions are more than twelve (12) months in arrears shall be liable to termination of their membership by the Management Committee.
5. No member shall be entitled to receive notice of, or to attend or vote at, any Annual Meeting or to enjoy other advantages of membership unless the Management Committee is satisfied that all subscriptions and other monies due from him/her to EEFIT have been paid.

6. The Chairman and Secretary/Treasurer shall have discretionary powers regarding the remission of subscriptions for causes in individual cases.
7. Student Members shall be entitled to free membership. However the Management Committee reserves the right to introduce a nominal administrative charge depending on the number of applicants for student membership.

ARTICLE XVI

Disbandment

1. EEFIT shall be disbanded at an Annual Meeting or Special Business Meeting held in accordance with Article XI upon receiving an affirmative vote of not less than three-quarters of those Members present and eligible to vote.
2. Upon disbandment of EEFIT, the residue of any assets of EEFIT, once all outstanding commitments have been met, shall be used to support activities consistent with the objectives of EEFIT as defined in Article I. A sub-committee consisting of the Chairman and one nominated representative from each of the Institution of Structural Engineers and the Society of Earthquake and Civil Engineering Dynamics shall be responsible for the disbursement of these assets.

ARTICLE XVII

Financial year

The financial year, which shall apply for all subscription purposes and for all yearly purposes other than those covered in Article II, shall run from 1 January to 31 December.

ARTICLE XVIII

Notices

The Secretary/Treasurer's certificate shall constitute evidence that the notices calling an Annual or Special Business Meeting have been posted in due time. All notices, with the exception of ballot papers, may be sent by E-mail.

The inadvertent or accidental omission to give notice of a meeting to, or the non-receipt of such notice by, an entitled person shall not invalidate any proceeding at any meeting.