

Revision 8, July 2018

1. Introduction & SUT Administration for YES!

The YES! (Young Engineers & Scientists) Group is a Special Interest Group (SIG) of the Society for Underwater Technology (SUT) in Australia. This document sets out guidelines as to the vision and purpose of the Group, along with a set of rules for governing its function. As the SUT holds financial liability for YES!, the SUT Perth Branch constitution overrides any contradicting rules contained within this document.

This document sets out the vision and purpose of the Young Engineers and Scientists group (referred to herein as YES! [always block capitals with the exclamation mark]) along with a set of rules for governing its function.

YES! shall operate as a SIG of the Society for Underwater Technology Australasian Branch Inc., Perth, (referred to herein as "SUT"), as set out in Rule 10 of the Society's Operating Rules, (referred to herein as the "Rules"). YES!, as a subcommittee of the SUT, shall be bound by the Rules of the SUT and any applicable legislation, such as the current Associations Incorporation Act. In the event of any dispute within YES! the matter shall be referred back to SUT Perth Committee for resolution. All members of the YES! Committee are expected to adhere to the SUT Model Statement of Ethical Principles and Professional Standards.

YES! shall rely on the SUT for administrative functions as set out herein and includes matters pertaining to finance, accounts, tax, reports and event coordination.

2. Non-Commerciality

YES! is strictly a non-commercial group set up in 2013. It is imperative that members not seek to promote any business, product or service, with the exception of any SUT approved sponsorship provided during any YES! event. A YES! member must not commit or purport to commit any obligation, financial or otherwise, of the SUT or YES! with any other party or person without the prior written approval of the SUT committee as per the Rules.

3. Purpose of YES!

The purpose of YES! is to:

- i. Create awareness of the subsea/underwater industry amongst young engineers and scientists
- ii. Develop young engineers and scientists within the subsea/underwater industry
- iii. Provide networking opportunities to build relationships amongst young engineers and scientists within the subsea/underwater industry.
- iv. Introduce education groups to SUT (high school and/or universities), encouraging them to join the subsea/underwater industry

4. Eligibility for YES! Committee

- i. SUT full members (corporate or individual) who typically have less than 5 years experience in the subsea industry
- ii. Student members of the SUT.

5. YES! Committee Structure

- i. The YES! Committee will consist of a mix of young engineers and scientists, University Student Liaisons Officers (SLO) and SUT Committee advisors (non-voting).
- ii. Minimum of 16, maximum of 20 on the committee at one time. (Ideally 2-4 SLOs, 3-4 SUT Committee advisors and the rest young professionals).
- iii. YES! Committee must have three elected positions: Chairman, Vice Chairman / Secretary; and Programme & Marketing Leader. Any one of these is required to avail themselves as a YES! representative to report at SUT meetings, or they may delegate this task to an appropriate YES! committee member, on an as needed basis.
- iv. For committee replacement details see Section 10.
- v. Position terms:
 - a. Young engineers and scientists:
 - i. Position terms are for 2 years, commencing in November (when announced at the SUT AGM).
 - ii. Committee members are elected for a maximum two (2) year tenure, with ideally several members offset by a year to ensure continuity of the committee.
 - iii. Committee members who have reached the end of their term may re-run for an additional two (2) year term.
 - b. University Student Liaison Officer:
 - i. Position terms are for 1 year, commencing in November (when announced at the SUT AGM).
 - ii. No maximum tenure (assuming student still studying). After this point, they are to nominate as per "young engineers and scientists" above Section 5.v.a.
 - c. SUT Committee advisors terms:
 - i. Position terms are for 1 year, commencing in November (elected during "sub-committee" elections within the SUT Committee).
 - ii. No maximum tenure.
 - iii. For continuity, advisors are encouraged to join YES! for 2+ years.

6. Determining YES! Committee Members (Election/Allocation/Volunteering)

- i. Young Engineers and Scientists (election):
 - a. In the September before the next Committee term is due to commence, an SUT administrator will formally request nominations for YES! Committee members from the SUT membership (note this is for young professionals only).
 - b. Nominations must be sent to the SUT Perth Branch Administrator with the names of a proposer and a seconder, both must be current members of SUT as per the eligibility outlined in Section 4.
 - c. If the number of nominations exceeds the YES! Committee structure outlined in Section 5:
 - i. A limit of two nominations per company may be informally imposed. An SUT Administrator will enforce this by approaching the nominees (and proposer if required) from the company directly.
 - ii. The current YES! community will be asked by way of a secret ballot (email to SUT Administrator) to vote for their preferred candidate(s) for the position(s) to be filled.
- ii. Student Liaison Officers (allocation):
 - a. Will be allocated by SUT Administration in association with the current YES! Chair – ideally in November but not confined to this.
 - b. Individuals are determined based on SUT scholarships and engaged students noting their interest to SUT administration/YES! Office Bearers.
- iii. SUT Committee Advisors (volunteering)
 - a. Will volunteer for the Committee during “sub-committee” elections within the SUT Committee (typically November)

7. Election of Chairman, Vice Chairman / Secretary and Programme & Marketing Leader

- i. The Chairman, Vice Chairman / Secretary and Programme & Marketing Leader of YES! will be elected to serve for a term of up to two (2) years.
- ii. Elections will take place prior to the first meeting of the newly elected YES! Committee.
- iii. Prior to the first YES! Meeting in a committee term, an SUT Administrator will formally request nominations via email for the position(s) of Chairman, Vice Chairman / Secretary and Programme & Marketing Leader.
- iv. Nominees must be a current YES! Committee Member.
- v. Following receipt of valid nominations, the current YES! Committee will be asked by way of a secret ballot at the first YES! meeting to vote for their preferred candidate(s) for the position(s) to be filled.
- vi. In the event that only one valid nomination is received for a position, this person will be duly elected. In the event of no clear winner, then the SUT Office Bearers shall cast the deciding vote.

8. YES! Committee Positions and Responsibilities

- i. YES! Committee members take on the roles and responsibilities set out below and as otherwise stated throughout this document:
 - a. Volunteer to lead events and/or initiatives throughout the term.
 - b. Attend as many YES! Committee meetings as possible
 - c. Attend as many YES! and SUT events as possible
 - d. Promote/market events/initiatives (YES! and SUT) to other young engineers/scientists.
 - e. Increase your involvement of the SUT and encourage other young engineers/scientists to do the same.
- ii. The YES! Chairman takes on the roles and responsibilities set out below and as otherwise stated throughout this document:
 - a. Those mentioned above (Section 8.i)
 - b. Responsible for developing the group (“big picture”)
 - c. Manages meetings, objectives and drives committee
 - d. Oversees constitution compliance
- iii. The YES! Vice Chairman / Secretary takes on the roles and responsibilities set out below and as otherwise stated throughout this document:
 - a. Those mentioned above (Section 8.i)
 - b. Oversees meeting agenda, minutes of meeting (MoM) and other such documents, including forwarding accepted meeting minutes to SUT Liaison for retention
 - c. Communications to YES! Committee
 - d. Will step in as Chairman when the Chairman is unavailable
- iv. The YES! Programme & Marketing Leader takes on the roles and responsibilities set out below and as otherwise stated throughout this document:
 - a. Those mentioned above (Section 8.i)
 - b. Responsible for events over calendar year (“big picture”)
 - c. Plans events in conjunction with Event Leader and SUT Events Manager
 - d. Oversee marketing related activities associated with YES!
 - e. Responsible for overseeing and maintaining social media arm of YES!
 - f. Will step in as Chairman or Vice Chairman when they are unavailable
- v. The YES! Event Leaders take on the roles and responsibilities set out below and as otherwise stated throughout this document:
 - a. Those mentioned above (Section 8.i)
 - b. Event lead decided per event over the calendar year
 - c. Selects, contacts and organizes the speakers in conjunction with SUT Events Manager
 - d. Sources sponsorship

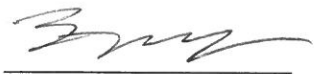
9. Meetings

- i. Meetings for YES! must be held 6 times a year, as a minimum as arranged by the YES! Secretary.
- ii. YES! Chairman or delegate shall preside over the meetings.
- iii. A minimum of 5 committee members (including 1 of Chairman, Vice Chairman / Secretary and Programme & Marketing Leader) must be present for the meeting to be a voting quorum.
- iv. Each committee member has a deliberative vote (unless otherwise stated in Section 5).
- v. Matters to be decided at a meeting must be decided by majority vote of the members present at the time. If there is no majority, the person presiding at the meeting is to provide the deciding vote. Note: Section 6 of Rule 15 of the Society's Operating Rules shall apply to members with regards to participation in voting, where applicable (deals with pecuniary interests).
- vi. Meetings are to be minuted by the YES! Secretary or their delegate. A copy of the accepted meeting minutes must be forwarded to the SUT Secretary, SUT Perth Branch Administrator and other Liaison for retention.
- vii. Any YES! Committee Members who are unable to attend three consecutive YES! meetings in any 12 month period may be asked to step down and a replacement will be sought (as per Section 10).

10. YES! Committee Member Replacements

- i. Any committee member replacement position will be offered to:
 - a. Committee members from current term who have stepped down involuntarily (eg. SLO's no longer studying)
 - b. The nominee with the greatest number of votes from the most recent YES! Committee elections, followed by the individual with the second greatest number of votes, etc.
- ii. YES! Office Bearers replacements will be made by the nominee with the second greatest number of votes in the Office Bearer secret ballot. If there were was only one nomination at time of voting then the Office Bearing allocation will be offered to current committee members.

This document sets out the rules and operating structure for the YES! as a SIG of the SUT Perth Branch and is a complete document hereby approved by the acting YES! Chairperson.

Name	Position	Signature	Date
1) <u>Nick Bardsley</u>	<u>Yes! chair</u>	<u></u>	<u>27/07/2019</u>