



THE SOCIETY FOR EARTHQUAKE AND CIVIL ENGINEERING DYNAMICS
BRITISH NATIONAL SECTION OF THE INTERNATIONAL ASSOCIATION FOR
EARTHQUAKE ENGINEERING

STATUTES

1. NAME

The name of the Society is “The Society for Earthquake and Civil Engineering Dynamics”. It is the British National Section of The International Association for Earthquake Engineering. The Society operates under the aegis of The Institution of Civil Engineers.

2. DEFINITIONS

In these Statutes, the terms:

- “Society” shall mean the Society for Earthquake and Civil Engineering Dynamics.
- “International Association” shall mean The International Association for Earthquake Engineering.
- “Individual member” shall mean an individual who is granted membership of the Society. For the purposes of these Statutes, individual members shall include retired members, student members and any others who are granted concessionary membership dues.
- “Corporate representative” shall mean an individual who is nominated by a corporate member for membership of the Society.
- “Honorary life member” shall mean an individual who is nominated by the Committee for membership of the Society.
- “Corporate member” shall mean a company, institution or other organisation granted membership of the Society.
- “Nominating bodies” shall mean The Institution of Civil Engineers, The Institution of Structural Engineers, The British Geological Survey, The Earthquake Engineering Field Investigation Team and The Geological Society.
- “Committee” shall mean the Committee of the Society for Earthquake and Civil Engineering Dynamics.
- “Young Members’ Sub-Committee” shall mean the Sub-Committee of the young members group in the Society, which is governed by the Sub-Committee’s Terms of Reference.

3. NATIONAL LOCATION OF PRINCIPAL OFFICE

The principal office of the Society is in England.

4. OBJECTIVES

The objectives of the Society shall be:

- a) to promote co-operation in the advancement of knowledge in the fields of earthquake engineering and civil engineering dynamics;
- b) to advance the study of societal and economic ramifications of major earthquakes;
- c) to implement the Statutes of the International and European Associations and the requirements of the Executive Committee of the International Association, as applicable to the United Kingdom of Great Britain and Northern Ireland.

In pursuance of these objectives, the Society may:

- a) hold meetings for the discussion of appropriate subjects;
- b) arrange periodical conferences, lectures, courses and similar events;
- c) co-operate in the activities of the International and European Associations;
- d) publish papers and/or a newsletter of the Society; and
- e) maintain a digital online presence.

5. MEMBERSHIP

Any person interested in furthering the objectives of the Society may, subject to the approval of the Committee, become a member of the Society. Any organisation interested in furthering the objectives of the Society may, subject to the approval of the Committee, become a corporate member of the Society. A corporate member interacts with the Society through its nomination of corporate representatives, each having the same voting and other rights as an individual member. The number of corporate representatives for each corporate member shall be determined by the Committee from time to time. Corporate representatives are not liable for membership dues, beyond those paid by the corporate member.

The Committee may appoint an individual member or corporate representative of the Society to be an honorary life member, on the basis of their special and distinguished contribution over a number of years to the Society. To instigate such appointments, nominations for honorary life membership shall first be sent to the Secretary with the written endorsement of at least three members of SECED in good standing (individual members or corporate representatives). The Secretary shall circulate any such nomination to Committee members at least a month in advance of the Committee meeting at which the appointment is to be considered. The appointment must be unanimously approved by all members of the Committee present at that meeting. It is also subject to the limitation that a new appointment shall not cause honorary life members to constitute more than 5% of the total membership of the Society at the time of the new appointment. The appointment is for life and no dues are levied. In all other respects, honorary life members have equal rights to individual members.

The Committee may at any time by resolution terminate the membership of any member or corporate member, and upon receipt of the resolution passed the member or corporate member in question shall thereupon cease to be a member or corporate member, but shall still be liable to pay to the Society any amounts which, immediately before the passing of such resolution, were owed to the Society.

Individual members, corporate representatives, retired members and honorary life members of SECED, shall become non-voting individual members of the European Association of Earthquake Engineering (EAEE) as part of their SECED membership. Student members of SECED will not be granted such membership of the EAEE.

6. FINANCIAL YEAR

The financial year, which shall apply for subscription purposes and for all yearly purposes other than those covered in Clause 10, shall run from 1st January to 31st December.

7. ENTRANCE FEES AND SUBSCRIPTIONS

The amounts of annual subscriptions shall be fixed from time to time by the members at an Annual or Special General Meeting.

Annual subscriptions shall be payable on joining for the current year, and subsequently in advance of 1st January each year, except that a member or corporate member joining after 30th June in any year shall be liable only for half the full annual subscription rate for that year.

A member or corporate member may resign at any time on written notification to the Secretary but, unless the Committee otherwise decides, the full amount of the subscription for the financial year in question shall still be payable to the Society.

Members or corporate members whose subscriptions are more than twelve months in arrears shall be liable to termination of their membership by the Committee.

8. COMMITTEE

The governing body of the Society shall be the Committee which shall consist of not more than 14 members – excluding any co-opted or ex-officio members.

The Committee shall elect from amongst its members a Chair and Vice Chair who shall hold office for two years immediately following the Annual General Meeting of the previous Chair's term of office. Such election shall be held at the last Committee meeting of the previous Chair's term of office.

The Chair shall serve on the Committee as an ex-officio member during the two-year period of office and for two years thereafter as the Immediate Past Chair (also ex-officio). A Chair may not serve two consecutive terms of office.

The Vice Chair shall be an ex-officio member for the duration of their term.

The Young Members' Sub-Committee shall appoint a chair in accordance with the Sub-Committee's Terms of Reference. The chair so appointed shall serve on the Committee as an ex-officio member during their term of office (as defined in the Sub-Committee's Terms of Reference).

Nine members of the Committee shall be elected by members of the Society by postal or online vote for a period of three years.

The Nominating Bodies shall be invited to nominate a representative from their organisations to join the Committee for a period of three years. If no nomination is made, the Committee may appoint a suitable representative to fill the position.

The Committee shall have power at any time to co-opt members up to a maximum of 5 persons. Such co-options shall be for a specific area of work of the Committee and shall be valid only for the current year of office.

Any casual vacancy may be filled by Committee decision subject, in the case of a nominated member, to the approval of the Nominating Body. Any person so appointed to fill a casual vacancy shall hold office for the remainder of the unexpired term of their predecessor.

An Annual or Special General Meeting by a simple majority, or the Committee by a two-thirds majority, of those present and eligible to vote, may terminate the membership of any member of the Committee.

9. COMMITTEE POWERS AND PROCEDURES

The Committee shall administer the Society and, subject to the Statutes and to any resolutions passed by a General Meeting in accordance with those Statutes, shall have full authority to order the Society's affairs and shall be responsible for so doing.

The Committee shall meet at least twice in each year and at as many other times as it shall decide.

Six members present at any meeting of the Committee shall constitute a quorum.

The Chair, or in the Chair's absence the Vice-Chair, shall preside at meetings of the Committee, or if neither is present, the Committee shall appoint by agreement one of the members present to preside.

The Chair or not less than three members of the Committee may require the Secretary to call a meeting of the Committee, or to conduct a postal vote or online vote of the members of the Committee.

The Committee may require the Secretary to conduct a postal vote or online vote of the members of the Society.

The Committee may appoint sub-committees with such terms of reference as, subject to the limits of the Committee's own authority, the Committee shall decide, including powers of delegation and co-option.

The Committee shall cause proper minutes to be made of the proceedings of all General Meetings and meetings of the Committee. The minutes of any such meeting, if purporting to be signed by the Chair of such or the next succeeding meetings, shall be sufficient evidence without any further proof of the facts therein stated.

10. YEAR OF OFFICE

For the purposes of membership of the Committee the year of office immediately follows an Annual General Meeting at which election took place.

11. GENERAL MEETINGS

A. Annual General Meetings

An Annual General Meeting (AGM) of the Society shall be held on a date and at a place specified by the Committee, not later than the 31 May in each year.

At least 21 days' notice in writing of the date and place of, and the agenda for, an Annual General Meeting shall be given to members of the Society.

The meeting shall be given:

- a) the Committee's annual report;
- b) the accounts for the financial year up to the preceding 31st December;
- c) nominations to the Committee by the Nominating Bodies;
- d) the names of candidates for election to the Committee;
- e) any resolutions put forward by the Committee.

Any resolutions duly supported by not less than five members of the Society and notified to the Secretary not less than seven days before the date of the Annual General Meeting, shall be dealt with at the meeting.

Ten members present at the meeting shall constitute a quorum.

B. Special General Meetings

A Special General Meeting of the Society may be called by the Committee, or at the request of ten members in writing to the Secretary.

At least 21 days' notice in writing of the date and place of, and the agenda for, a Special General Meeting shall be given to members of the Society.

The business of such a meeting shall be confined solely to matters of the Society.

Ten members present at the meeting shall constitute a quorum.

C. Chair

The Chair, or in the Chair's absence the Vice-Chair, of the Committee shall preside at all General Meetings or, if both are absent and the Committee has not appointed a Chair, the members present at the meeting shall appoint a Chair from amongst their number.

D. Committee Business

Any business which could be transacted by the Committee may, subject to these Statutes, be transacted at an Annual or Special General Meeting, but this shall not be deemed to limit future action by the Committee.

12. OTHER MEETINGS

The Committee may at any time call a meeting of the Society (other than an Annual or Special General Meeting), but no decisions may be taken at such a meeting other than those concerning solely the meeting itself.

The Committee may appoint a Chair for such a meeting.

13. NOMINATIONS AND CANDIDATES FOR ELECTION TO THE COMMITTEE

Not later than the date of the notice calling the Annual General Meeting, the Secretary shall notify to members and to the Nominating Bodies, the composition and service of the current members of the Committee and shall:

- a) Ask the Nominating Bodies for nominations to fill vacancies that will arise amongst the nominated members in the following year of office.
- b) Ask members, not later than 45 days before the AGM, for proposals for candidates to fill vacancies amongst the elected members of the Committee that will arise in the following year of office. Any candidate must be a member of the Society in good standing, and must be proposed and seconded by two members who shall have obtained the consent of the candidate concerned.

All such proposals shall be despatched to reach the Secretary not less than thirty days before the date of the Annual General Meeting. If the number of candidates exceeds the number of vacancies to be filled, a postal or online ballot shall be called. The Secretary shall despatch ballot papers to all members not less than 14 days before the AGM which, to be valid, must be returned to the Secretary by the start of the AGM.

14. VOTING

Each member present shall be entitled to one vote at a General Meeting, and each member shall be entitled to one vote in an online or postal vote of members of the Society.

In the case of equality of voting at either General Meetings or meetings of the Committee or of Sub-Committees, the Chair of the meeting shall be entitled to exercise a second or casting vote.

A simple majority of members present and voting shall, at all General and Committee or Sub-Committee meetings, be decisive except for the purpose of amendments to these Statutes or as detailed in Clause 8.

No member shall be entitled to receive notice of, or to attend or vote at, any General Meeting or to enjoy any other advantages of membership unless the Committee is satisfied that all subscriptions and other monies due from the member, or the member to the Society, have been paid.

15. NOTICES

The Secretary's certificate shall constitute sufficient evidence that the notices calling an Annual or Special General Meeting have been posted in due time. All notices shall be deemed to have been received 72 hours after they have been posted.

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

16. SECRETARY AND FINANCIAL ARRANGEMENTS

The Committee may from time to time appoint a Secretary and staff to conduct the affairs of the Society, and may make arrangements with another organisation and delegate to such organization such authority, within the limits of the Committee's own powers, as is necessary for this purpose; and may change any such appointments or arrangements.

The Committee shall make the necessary provision for the proper financial administration of the Society and may, subject to these Statutes and the limits of its own authority, delegate to another organization authority to operate the finances of the Society under the direction of the Committee, and to hold monies on the Society's behalf.

The Secretary shall be responsible to the Committee for the proper administration of the affairs of the Society, and the Committee and Sub-Committees as regards meetings, notices,

nominations and elections, and other secretarial duties. Each year the Secretary shall present to the Committee a balance sheet and an income and expenditure account.

The Secretary shall keep proper books of account which shall at all times be open to inspection by the Chair and by auditors or other persons appointed for this purpose by the Committee.

17. APPLICATION OF FUNDS AND DISSOLUTION

The income and assets of the Society, whencesoever derived, shall be applied solely towards the promotion of the objectives of the Society, and no portion thereof shall be paid or transferred directly or indirectly, by way of dividend, gift, division, bonus or otherwise howsoever by way of profit, to the members of the Society; in return for goods, labour or power supplied, or for services rendered, or of reasonable interest for money lent, or reasonable rent for premises demised or let, by any member of the Society; or the reimbursement of reasonable expenses properly incurred in the interests of the Society.

If the Society is dissolved (other than for purposes of reconstruction or amalgamation with an organization containing provisions similar to those contained in this Clause) and after the satisfaction of all debts and liabilities any assets remain, such assets shall be given or transferred to some other institution or institutions having objectives similar in kind to those of the Society and containing provisions similar to those contained in this Clause, and if and so far as effect cannot be given to such provision, then to some charitable objective.

18. ALTERATION OF STATUTES AND BY-LAWS

A. Statutes

Additions or amendments to, or deletions from, the Statutes shall, save as herein otherwise expressly provided, be made only by resolution at an Annual or Special General Meeting of which meeting and resolution due notice has been given and at which meeting not less than two-thirds of those present and voting vote in favour of the resolution, a quorum being present.

B. By-Laws

By-laws may be introduced, amended or deleted in the same manner as applies to the Statutes except that a simple majority, instead of not less than two-thirds, shall suffice for the purpose; provided that any by-law inconsistent with the Statutes shall, to the extent only of such inconsistency, be invalid.

Revision 10

April 2023



THE SOCIETY FOR EARTHQUAKE AND CIVIL ENGINEERING DYNAMICS

The Society for Earthquake and Civil Engineering Dynamics (SECED) is the British Section of the International Association as well as the European Association of Earthquake Engineering. It was established in 1969 to provide a focal point for technical activities in the fields of earthquake, blast and impact engineering. SECED's activities have not only fulfilled its role as a learned society but have also promoted the case for dynamics within the civil engineering profession, thanks largely to the voluntary dedication of its officials, and the enthusiasm of its membership.

SECED is the British branch of both the International Association and the European Association of Earthquake Engineering. SECED is an Associated Society of the Institution of Civil Engineers and is affiliated with the Institution of Mechanical Engineers, the Institution of Structural Engineers, and The Geological Society. The Society is also closely associated with the UK Earthquake Engineering Field Investigation Team (EEFIT). The objective of the Society is to promote co-operation in the advancement of knowledge in the fields of earthquake engineering and civil engineering dynamics including blast, impact and other vibration problems. SECED is also concerned with the study of societal and economic ramifications of major earthquakes.

For further information about SECED visit our website at www.seced.org.uk or contact:

SECED Secretary
Institution of Civil Engineers
One Great George Street
Westminster
London
SW1P 3AA
United Kingdom

Tel: 0207 665 2238
E-mail: seced@ice.org.uk