

INSTITUTE OF QUARRYING AUSTRALIA - CONSTITUTION

APPENDIX A

SCHEDULE OF BRANCHES and SUB-BRANCHES ESTABLISHED IN AUSTRALIA

<u>Branch / Sub-Branch</u>	<u>District in Respect of Which the Branch is Established.</u>
New South Wales	All regions of the State of New South Wales excluding the post code areas represented in the Central West, Hunter, Illawara, Northern NSW Region, Sydney Region Sub-Branched and the ACT branch.
Central West (sb)	All regions of the Central West area in New South Wales represented by post code areas 27-- to 28--.
Hunter (sb)	All regions of the Hunter area in New South Wales represented by post code areas 22-- and 23--.
Illawara (sb)	All regions of the Illawara area in New South Wales represented by post code areas 25--.
Northern NSW Region (sb)	All regions of the Northern NSW area in New South Wales represented by post code areas 24--.
Sydney Region (sb)	All regions of the Sydney area in New South Wales represented by post code areas 2--- excluding those which are part of the Hunter, Illawarra and Central West Sub-branches.
Victoria	All regions of Melbourne and the Melbourne metropolitan area of the State of Victoria.
Victorian (sb)	All regions in the country area of Victoria.
Queensland	That region of the State of Queensland represented by the post code areas 40-- to 46--.
Gladstone (sb)	All regions of the Gladstone area in Queensland represented by post code areas 46—to 47--.
North Queensland	All regions of the State of Queensland represented by post code areas 485_ to 487_.
Cairns (sb)	All regions of the Cairns area in Queensland.
Western Australia	All regions of the State of Western Australia.
South Australia	All regions of the State of South Australia.
Tasmania	All regions of the State of Tasmania.
A.C.T.	All regions of the Australian Capital Territory and those areas of New South Wales whose quarries are within close proximity to the Australian Capital Territory boarder.
N.T.	All regions of the Northern Territory.

APPENDIX B

MEMBERSHIP REVIEW COMMITTEE CHARTER & MEMBERSHIP GUIDELINES

1.0 COMPOSITION OF THE COMMITTEE

The committee is chaired by a Board Director, two Advisory Council members including one Past President and the General Manager. An alternate Chairperson will be agreed to at the start of any meeting that the Chairperson is unable to attend. The alternate Chairperson must be a member of the Council. Positions on the Committee will be held for two years.

The Advisory Council may from time to time co-opt non-Advisory Council members to serve on a committee in order to bring additional skills, experience or networks.

The Committee Secretary (Membership and Awards Officer) will attend and minute the committee meetings.

2.0 MEMBERSHIP REVIEW COMMITTEE

The Advisory Council of the Institute of Quarrying Australia shall appoint up to four suitably qualified and experienced corporate members to the Membership Review Committee. One of these members is to be appointed as the Chair of the Committee. Positions on this Committee will be held for two years.

The Committee's role will be to:

- i) Determine applications for corporate member status, where applicants do not have a formal or exempting qualification
- ii) Determine applications for corporate membership that are referred to it by the Membership Officer or Chair of the Committee
- iii) Determine applications for corporate membership that are referred to it by applicants that are not happy with the decision of the Membership Officer or Chair of the Committee.
- iv) Review and provide advice to the Advisory Council on all nominations for Honorary Fellow
- v) Review and provide advice to the Advisory Council on all membership matters.

3.0 MEMBERSHIP REQUIREMENTS

3.1 Corporate

3.1.1 Technical Member

Where an applicant clearly meets the following requirements the Membership Officer may elect as a **Technical Member** any applicant who:

- i) is engaged in the industry;
- ii) has made application in writing to the branch committee in the state, territory or other place in which they are employed in the prescribed form;
- iii) has paid the prescribed fee;
- iv) has been nominated by two Corporate Members;
- v) has completed a period of training and experience applicable to their employment in the industry;
- vi) has been in a position of responsible charge for at least three years;
- vii) has passed a Certificate IV applicable to their employment in the industry and as provided in an Australian national training package or its equivalent or higher or possesses an exempting qualification; and
- viii) has produced written evidence of their qualifications and experience

Where the applicant does not clearly meet all of the requirements of a Technical Member the Membership Officer is to refer that application to the Membership Review Committee for their consideration and determination and the Membership Officer may also refer other applications for Member grade to the Committee for determination.

The Membership Review Committee may elect as a **Technical Member** any candidate who:

- i) is engaged in the industry;
- ii) has made application in writing to the branch committee in the state, territory or other place in which they are employed in the prescribed form;
- iii) has paid the prescribed fee;
- iv) has been nominated by two Corporate members;
- v) has at least ten years experience in the industry, including no less than three years experience in a position of responsible charge; and
- vi) is deemed qualified by the Membership Review Committee using a formal process approved by the Australian Council and using a Certificate IV applicable to their employment in the industry as provided in an Australian national training package as the benchmark for that deemed qualification, (evidence required will include, but not be limited to a resume)

3.1.2 Member

Where an applicant clearly meets the following requirements the Membership Officer may elect as a **Member** any applicant who:

- i) is engaged in the industry;
- ii) has made application in writing to the branch committee in the state, territory or other place in which they are employed in the prescribed form;
- iii) has paid the prescribed fee,
- iv) has been nominated by two Fellows or two Members or a combination thereof
- v) has completed a period of training and experience in quarrying;
- vi) has been in a position of responsible charge for at least three years;
- vii) has passed a diploma applicable to their employment in the industry and as provided in an Australian national training package or its equivalent or higher or possesses an exempting qualification, and
- viii) has produced written evidence of their qualifications and experience in the industry

The Membership Officer may also elect as a **Member** any candidate who holds the position of an Inspector of Mines and Quarries or has the same experience in an equivalent position and has at least three years experience in the Inspectorate.

Where the applicant does not clearly meet all of the requirements of a Member the Membership Officer is to refer that application to the Membership Review Committee for their consideration and determination and the Membership Officer may also refer other applications for Member grade to the Committee for determination.

The Membership Review Committee may elect as a **Member** any candidate who:

- i) is engaged in the industry;
- ii) has made application in writing to the branch committee in the state, territory or other place in which they are employed in the prescribed form;
- iii) has paid the prescribed fee
- iv) has been nominated by two Fellows or two Members or a combination thereof,
- v) has at least ten years experience in the Industry, including no less than three years experience in a position of responsible charge, and

- vi) is deemed qualified by the Membership Review Committee using a formal process approved by the Advisory Council and using a diploma applicable to their employment in the industry as provided in an Australian national training package as the benchmark for that deemed qualification, (evidence required will include, but not be limited to, a resume and/or the preparation of a thesis)

3.1.3 Fellow

Where the applicant clearly meets all of the following requirements the Chair of the Committee may elect as a **Fellow** any applicant who:

- i) is engaged in the industry;
- ii) has made application in writing to the branch committee in the state, territory or other place in which they are employed in the prescribed form;
- iii) has paid the prescribed fee;
- iv) has been nominated by two Fellows of the Institute;
- v) has at least seven years experience in the Industry, including no less than four years in a position of senior managerial charge;
- vi) has passed a diploma applicable to their employment in the industry and as provided in an Australian national training package or its equivalent or higher or possesses an exempting qualification; and
- vii) has produced written evidence of their qualifications and experience in the industry.

The Chair of the Committee may also elect as a **Fellow**, any candidate who holds the position of an Inspector of Mines and Quarries or has the same experience in an equivalent position and has had at least seven years in the Inspectorate.

Where the applicant does not clearly meet all of the requirements of a Fellow the Chair of the Committee is to refer that application to the Membership Review Committee for their consideration and determination and he or she may also refer other applications for Fellow grade to the Committee for determination.

- i) The Membership Review Committee may elect as a **Fellow** any candidate who:
- ii) is engaged in the industry;
- iii) has made application in writing to the branch committee in the state, territory or other place in which they are employed in the prescribed form;
- iv) has paid the prescribed fee;
- v) has been nominated by two persons who shall be Fellows of the Institute;
- vi) has at least fifteen years experience in the Industry, including no less than seven years experience in a position of senior managerial charge, and
- vii) is deemed qualified by the Membership Review Committee using a formal process approved by the Advisory Council and using a diploma applicable to their employment in the industry (as provided in an Australian national training package) as the benchmark for that deemed qualification, (evidence required will include, but not be limited to, a resume and/or the preparation of a thesis)

3.1.4 Honorary Fellow

The Advisory Council may elect as an **Honorary Fellow** a person who, in its opinion, has rendered such service to the Institute and the Industry generally as warrants honorary fellowship and who has:

- i) made a significant contribution to the Institute or to the industry, **or**
- ii) holds a position in the Institute or the Industry which merits such recognition.

In applying these requirements the following categories of applicants will be considered:

- i) Associate members of The Institute who have made a notable, active and sustained contribution to the institute and industry and hold significant positions in industry but lack of formal qualification required for them to be otherwise granted a corporate grade (Member or Fellow), and
- ii) Corporate members (usually Fellows) who have made a notable, active and sustained contribution to the Institute either as President, long term Chairman of a Branch, long term Chairman of a standing committees, long service as an Advisory Councilor or Director of the IQA and/or AIQEF as well as being highly regarded in the industry.

Note: In either category the sustained period of contribution to industry should be in excess of 20 years and 10 years to the Institute.

The Membership Review Committee is to review all nominations for Honorary Fellow and recommend to Council individuals for elect as an **Honorary Fellow**.

3.2 Non-Corporate Grades

3.2.1 Associate

Where an applicant clearly meets the following requirements the Membership Officer may elect as an Associate any applicant who:

- i) is engaged in the industry has made application in writing to the branch committee in the state, territory or other place in which they are employed in the prescribed form and paid the prescribed fee, and
- ii) has been nominated by two Corporate members or one corporate member and an Associate,

Where the applicant does not clearly meet all of these requirements for Associate grade the Membership Officer is to refer that application to the Membership Review Committee for their consideration and determination and the Membership Officer may also refer other applications for Associate to the Committee for determination.

3.2.2 Student

Where an applicant clearly meets the following requirements the Membership Officer may elect as a Student any applicant who:

- i) has been nominated by two Corporate members;
- ii) is not engaged in the industry; and
- iii) is engaged in a recognised course of study or training relating to the Industry.

Where the applicant does not clearly meet all of these requirements for Student grade the Membership Officer is to refer that application to the Membership Review Committee for their consideration and determination and he or she may also refer other applications for Student grade to the Committee for determination.

Note: Applications to this grade will not be approved if applicants fulfill the requirements of a higher grade of membership.

3.3 Retired members

Existing members of The Institute who have retired from fulltime employment may apply to have their annual subscription fees reduced to the Retired rate.

Retired Members of The Institute retain their current grade and all of the privileges of membership, which includes: receiving notices of IQA activities, member discounts and Quarry magazine.

Applications for transfer to Retired Member status are to be made on the prescribed form.

Where it is clear that an applicant has retired, the Membership Officer may transfer the applicant's status to Retired Member.

Where it is not clear that an applicant has retired, the Membership Officer is to refer that application to the Membership Review Committee for determination.

4.0 QUALIFICATIONS

The qualifications currently acceptable to the Institute comprise approved qualifications in the discipline appropriate to the person's managerial or technical responsibilities, for example:

Quarrying Qualifications

For Members and Fellows the approved quarrying qualifications are Level 5 or higher Australian Qualification Framework (AQF) qualification, which includes for example:

- Diploma of Extractive Industries Management
- Diploma of Surface Operations Management
- Diploma of Management
- Diploma of Work Health Safety

Note: Prior to the endorsement of the extractive industries first competency based training package, MNQ98, the Advanced Certificate in Extractive Industries was the minimum requirement for corporate membership of The Institute. This qualification is also an approved quarry qualification.

For Technical Members the approved quarrying qualifications are Level 4 or higher Australian Qualification Framework (AQF), which includes for example:

- Certificate IV in Extractive Industries Operations
- Certificate IV in Surface Extractive Operations
- Certificate IV in Training and Assessment
- Certificate IV in Work Health Safety

Other Qualifications

Australian Qualifications Framework (AQF) recognised qualifications level 4 or 5 or higher including, but not limited to:-

Building	Environmental sciences	Surveying
Business	Law	Town planning/urban studies
Earth sciences	Metallurgy	Transport
Engineering	Occupational health & safety	

Note: Where doubt exists regarding the eligibility of specific educational qualifications, the applicant (or the branch officer assessing the application) should contact the Secretary of the Institute, who may refer the application to the Membership Review Committee.

5.0 MANAGERIAL POSITIONS

The following guidelines shall be used in assessing candidates' experience;

Responsible Charge

Positions of Responsible Charge comprise either:

- team leader positions such as leading hands, foreman and site supervisors or managers of small sites (typically up to 20 persons including contractors) operating within the quarrying industry; or
- professional positions such as Project Engineers, Geologists, Environmental Scientists responsible for the conduct and management of projects and investigations and provision of advice to organisations within the quarrying industry.

Senior Management Charge

Positions of Senior Managerial charge comprise either:

- managers who have supervision of other managers or who have sole responsibility for the operation of a medium to large site organisation (typically employing in excess of 20 persons including contractors) operating within the quarrying industry; or
- experienced professional positions such as Senior Engineers, Senior Geologists, Senior Environmental Scientists responsible for the management of projects and investigations and provision of advice to organisations within the quarrying industry

6.0 ENGAGED IN THE INDUSTRY

- For the purpose of these guidelines the quarry industry comprises individuals and organisations engaged in either:
- the supply of construction materials, including: hard rock, sand and gravel, sand pits;
- mining and recycling operations; or
- in the provision of:
 - engineering, drilling, contracting, geological and materials testing services, or
 - in the provision of goods or services associated with the quarrying or related industries.

7.0 MEETINGS OF THE COMMITTEE

The Committee will convene at least once every two months. The convening of the meeting may be a verbal agreement. The Committee will report to the Advisory Council on the outcomes of such meetings.

8.0 REPORTING TO THE ADVISORY COUNCIL

The Committee will report as necessary to the Advisory Council on the outcome of any planned or ad hoc findings. The Committee shall review their terms of reference annually, including their membership and the results of their work and report the outcomes to the Advisory Council.

APPENDIX C

AUDIT COMMITTEE CHARTER

Composition of the committee

The committee is chaired by the IQA President and consists of the President, deputy president, General Manager and Company Secretary. An alternate Chair will be agreed to at the start of any meeting that the Chair is unable to attend. The alternate Chair must be a member of the IQA Board. The Administration Officer for the General Manager and Accountant and the Accountant will be invited to attend the Committee meetings.

Boards may from time to time co-opt non-Board members to serve on a committee in order to bring additional skills, experience or networks.

The Company Secretary will attend and minute the committee meetings.

Charter of the Audit Committee

The responsibilities of the Audit Committee shall be:-

Audit

- Ensure the external audit is completed and audit concerns are responded to;
- Review risk management, reporting and compliance procedures;
- Audit the internal systems, testing the integrity of financial and information systems;
- Confirm and determine fees for external audit and recommend where appropriate the re-appointment of the audit firm;
- Setting the organisation's annual budget; and
- Establish reporting formats.

The responsibility for the day-to-day operation and administration of the Institute has been delegated to the General Manager and his/her team. The Board have delegated a number of its powers to the General Manager and Company Secretary.

Empowerment of the committee

The committee will refer any significant matters or issues to the Board for consideration, with recommendations on appropriate remedy. The Board has the discretion to override a recommendation of the committee.

The committee may approve contracts within their area of responsibility after appropriate vetting by the Company Secretary.

Meetings of the committee

The committee will convene at least twice per year to consider the annual budget of the Institute and the Annual Financial Statements. The convening of the meeting may be a verbal arrangement. The committee will report to the board on such meetings.

Reporting to the Board

The committee will report as necessary to the Board on the outcome of any planned or ad hoc findings.

All sub-committees shall review their terms of reference annually, including their membership and the results of their work and so report to the Board.

APPENDIX D

CORPORATE GOVERNANCE COMMITTEE CHARTER

Composition of the committee

The committee is chaired by a Director, and two or more Board members (including one Past President) and the General Manager. An alternate Chair will be agreed to at the start of any meeting that the Chair is unable to attend. The alternate Chair must be a member of the Board.

The Board may from time to time co-opt non-Board members to serve on a committee in order to bring additional skills, experience or networks.

The Company Secretary will attend and minute the committee meetings.

Charter of the Corporate Governance Committee

The responsibilities of the Corporate Governance Committee shall be:

- Board Governance Policies
- Strategic goals
- Legal & Regulatory Framework

The responsibility for the day-to-day operation and administration of the Institute has been delegated to the General Manager and his/her team. The Board have delegated a number of its powers to the General Manager and Company Secretary.

Board Governance Policies

- Maintain Board terms of reference and membership for sub committees;
- Ensure the Board has a Code of Ethical Conduct in place and relevant policies to govern the activities of The Institute;
- Ensure that Board members are aware of their rights and obligations as Directors;
- Develop a Board Induction package to include corporate documents of The Institute;
- Monitor the composition of the Board and expertise required collectively to remain effective;
- Monitor the adequacy of the Board's size and structure, focusing on Board vacancies and recruitment;
- Ensure adherence to the Board schedule of meeting times;
- Maintain accuracy and timeliness of Board Minutes;
- Establish report formats;

Strategic Goals

- Regularly revisit and review the 3-5 year strategic planning cycle and direction set for the Institute;
- Monitor the service delivery of the strategic direction through the organisation's General Manager;
- Ensure the ongoing focus of long-term goals without impeding the day-to-day operations of The Institute;

Legal & Regulatory Framework

- Maintain awareness of current regulatory legislation and how it applies to the Board;
- Understand the obligations that The Institute must meet as part of its contract with funding agencies;
- Develop performance expectations and indicators to include regular reporting to the Board.

Empowerment of the committee

The committee will refer any significant matters or issues to the Board for consideration, with recommendations on appropriate remedy. The Board has the discretion to override a recommendation of the committee.

The committee may approve contracts, confirm and determine fees payable to outside contractors within their area of responsibility.

Meetings of the committee

The committee will convene at least once every three months. The convening of the meeting may be a verbal arrangement. The committee will report to the Board on such meetings.

Reporting to the Board

The committee will report as necessary to the Board on the outcome of any planned or ad hoc findings.

The committee shall review their terms of reference annually, including their membership and the results of their work and so report to the Board.

APPENDIX E

SUPPLY INDUSTRY GROUP CHARTER

Objectives of the Supply Industry Group

The Supply Industry Group comprises of at least two conference trade exhibitors or suppliers to the quarry industry who are responsible for reporting and coordinating activities of the supply industry group including the Supply Industry Group Meeting and Breakfast, held at the annual conference. All booth/trade exhibitors are invited and may or may not be IQA members. Conference types includes both IQA and CMIC events .

- To review, in conjunction with the General Manager, the annual exhibition procedures;
- To ensure that Board and Advisory Council members are aware of the issues affecting Supply Industry Group members;
- To informally observe the management of the Conference Exhibition booths; and
- Act as contact / support co-ordinator at the conferences, between event organisers, hire companies and conference venue;
- To undertake a formal feedback survey of all exhibitors at the Annual Conference and provide suggestions for improvements; a brief of the feedback is presented to the SIG members at the breakfast for ratification
- To encourage active participation at the joint venture conferences by industry suppliers associated with CCAA as well IQA;
- To encourage active Supply Industry Groups at IQA branch level;
- To work in co-operation with CCAA/Quarry Magazine in maintaining a comprehensive Supply Industry data base;
- To oversee the conference Supply Industry Group Annual Meeting and Breakfast, including invitations, speakers, elections, etc.

Composition of the committee

The Supply Industry Group (SIG) shall comprise those members of the IQA who are directly involved in, or have retired from, any business, other than one defined in the Constitution as Quarrying Industry, which supplies goods and/or services to the Quarrying Industry. The affairs of the SIG are managed by the Supply Industry Committee which comprises two officers and three ordinary committee members which may be increased or decreased as the SIG sees fit.

The officers of the Supply Industry Group shall be:

- Supply Industry Group Chairman
- Supply Industry Group Vice-Chairman

The officers of the SIG are elected at each Annual Meeting of the Group and they hold office from the conclusion of the Annual Meeting until the conclusion of the next Annual Meeting of the Group, where they may be eligible for re-election.

At each Annual Meeting of the Group, one third of the ordinary committee members (or the nearest number to but not exceeding one third) shall retire from office. Retiring members are eligible for re-election. The members to retire shall be those longest in office. If members are of equal standing, then retirement shall be by ballot or mutual agreement between themselves.

At each Annual Meeting of the Group, the other members may elect persons to fill the vacated positions of the retiring ordinary committee members. Retiring members whose positions are not filled, shall be deemed to be re-elected unless it is decided to reduce the numbers of committee positions.

Members of the Group may increase / decrease the number of ordinary committee members in a General Meeting of the Group. They may also determine in what manner this is done providing in reducing numbers, no officer if removed but only as vacancies occur.

Casual vacancies on the committee of the Group may be filled by the committee to the conclusion of the next Annual Meeting and then be eligible for re-election.

Only members of the Supply Industry Group may be elected or appointed to the SIG Committee.

Empowerment of the committee

The committee will refer any significant matters or issues to the Board for consideration, with recommendations on appropriate remedy. The IQA Board has the discretion to override a recommendation of the committee.

Meetings of the committee

There will be an Annual Meeting of the Supply Industry Group and should be held towards the conclusion of the annual conference. Depending on the conference programme

The Institute Company Secretary shall send written notice of the forthcoming Annual Meeting to each member of the SIG Group and extend an invitation to all booth and trade exhibitors not less than 14 days before the Annual Meeting.

The SIG committee may convene meetings other than the Annual Meeting, as it sees fit. The convening of the meeting may be a verbal arrangement. The committee reports to the board on such meetings.

Any corporate or non-corporate member, whether a member of the Supply Industry Group or not, may attend SIG meetings and may, with the consent of the Chairman of the meeting, take part in the proceedings.

Supply Industry Group Delegates

At each Annual Meeting of the Supply Industry Group, there will be two SIG delegates elected to serve on the IQA Advisory Council, holding office from the conclusion of the IQA AGM until the conclusion of the next IQA AGM, and then be eligible for re-election.

The elected Supply Industry Group Delegates must be members of the Supply Industry Group, whether or not a member of the SIG Committee.

Reporting to the Board

The committee will report as necessary to the Board on the outcome of any planned or ad hoc findings.

All sub-committees shall review their terms of reference annually, including their membership and the results of their work and so report to the Board.

APPENDIX F
ADVISORY COUNCIL CHARTER

IQA Advisory Council

The Advisory Council was established by the IQA Board in 2013 to fulfil an advisory role within The Institute of Quarrying Australia (IQA). Its powers are set out in the IQA Constitution. The Constitution is regularly reviewed by the Board and any proposed changes are submitted for approval by The Institute members at the Annual General Meeting (AGM).

Objectives

The main objectives of the Advisory Council are to ensure the following are achieved:

- Provision of advice to the Board on the achievement of the IQA's Vision, Mission, Objectives, Values and Goals in accordance with the IQA strategic and operational plan.
- Recommending any changes to the Board for improving the membership guidelines and approving membership applications.
- Providing advice to the Board on any proposed changes to the Branches / Sub-Branche activities to improve the provision of IQA services to members.

Membership

The Advisory Council consists of two Board nominated members (2), up to three Past Presidents (3), up to eight Branch representatives (8), one nominated by each of the branches, one YMN Branch representative (1) and one Supply Industry representative (1), resulting in a total of up to 15 Advisory Council members. The Chairperson is to be the current Board President until the Advisory Council appoint one of the Branch nominated representatives.

The Advisory Council can call upon skilled based specialist for guidance and advice as required.

Duties and Responsibilities

The Advisory Council is responsible for the following activities:

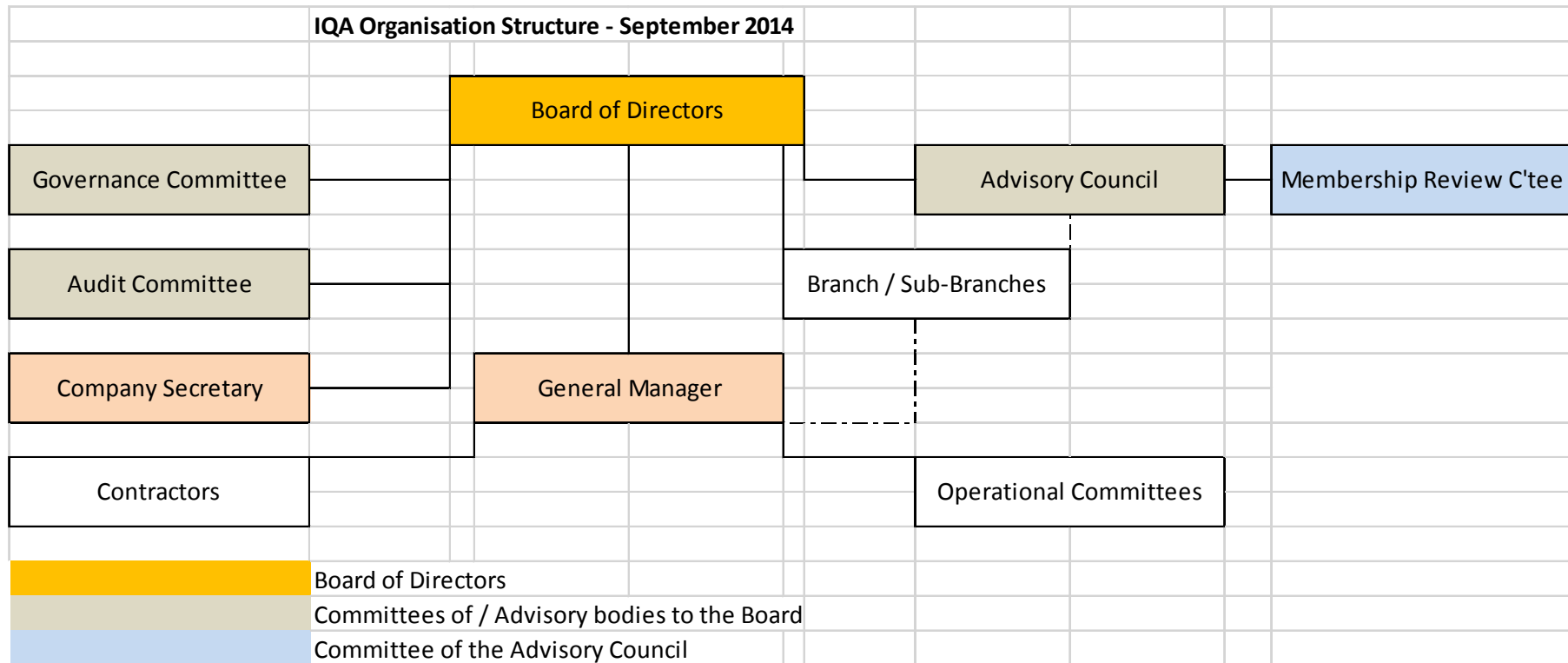
- Identifying any gaps in the provision of the IQA's service to members to fulfil the vision of the IQA being, *'Providing high quality education and opportunities to develop and enrich our members'*.
- Providing the Board with advice on improving service delivery to ensure that the mission, objectives, values and goals of the IQA are being achieved as per the IQA strategic and operational plan.
- Provide advice on the development of membership guidelines, of the IQA for the Board to consider. This includes identifying the expectations of members as well as other industry stakeholders.
- Receiving reports from the Branches / Sub Branches on issues and determining whether the Board needs to consider the reports and if so provide advice to the Board on the issues.
- Acting as a conduit for the membership of their Branch/Sub-Branch to convey their views to the Board on issues that the Advisory Council considers warrants the Boards attention.

- To assist the Branches to maintain and increase membership, increase PDP participation and the involvement of young members.

Meeting procedures

The Advisory Council shall meet at least two (2) times per year, either in person or by teleconference, with such meetings to include addressing the objectives and duties and responsibilities of this charter. A quorum shall be six (6) members. The Company Secretary shall be appointed Secretary of the Advisory Council. The Company Secretary, in conjunction with the Chairman and the General Manager, shall draw up an agenda, which shall be circulated to all members at least seven (7) days prior to each meeting.

Refer to attached IQA Organisation Structure:



APPENDIX G

PRESIDENTS' COMMITTEE CHARTER

i.) Composition

- a) President of the Institute of Quarrying (UK).
- b) Presidents of all the Affiliated National Institutes.
- c) At the discretion of the Presidents' Committee, the Chairman (or nominee) of an Overseas branch of the Institute can also be invited to attend a meeting.
- d) Other senior Members can also be co-opted if it is considered they have a specific contribution to make.

ii.) Terms of Reference

- a) To consider all matters which affect the Institute at international level in order that individual representatives can subsequently advise their own Boards on the course of action considered appropriate by the Committee. Such matters would include (but not exclusively):
 - i) proposed constitutional amendment,
 - ii) the maintenance of membership standards,
 - iii) arrangements for the monitoring and control of the affiliation system,
 - iv) the promotion of the Institute as an international body,
 - v) the co-ordination of international speakers at seminars and conferences,
 - vi) consideration of ways of generating technical material (in print, video and other media) which could be used to further educational development throughout the Institute,
 - vii) consideration of international honours and awards,
 - viii) consideration of the funding for all international activities.
- b) The Committee shall meet once a year in conjunction with an annual conference hosted by one of the Member bodies (normally in rotation), and also at other times and places considered appropriate.
- c) The date and place of each annual meeting shall be agreed at the preceding meeting.
- d) Special meetings of the Committee shall be called with the support of a simple majority of those entitled to attend.
- e) The agenda and papers for annual meetings shall be circulated at least three Months in advance to give time for national presidents to consult their respective boards. The arrangements for the circulation of paperwork for special meetings shall be by arrangement.

- f) Each national president will be entitled to ask for specific items to be included on the agenda and will be required to submit a paper on the subject.
- g) The president of the host body will take the chair at each meeting and the secretariat will be provided by the local Institute.
- h) The Committee can make recommendations to the national boards with the support of a simple majority, except for constitutional matters, which will require a unanimous decision.