

# SOCIETY OF MINING PROFESSORS



## SOCIETÄT DER BERGBAUKUNDE

### RULES AND PROCEDURES (v2, June 2015)

#### 1. Management Responsibilities – Officers and others

(this list is not exhaustive)

##### President-Elect Designate

- officer of Council
- leadership in developing and pursuing initiatives for membership development and recruitment – in conjunction with Membership and Capacity Building Committees

##### President-Elect

- officer of Council
- leadership in developing and pursuing initiatives for strategic planning for the Society, as Chair of Strategic Planning Committee
- responsible for planning and implementation of AGM two years ahead

##### President

- officer of Council
- management oversight and provide direction for the conduct of the affairs of the Society
- responsible for planning future AGM
- conduct of immediate future AGM
- statutory responsibilities as defined in Constitution and Statutes

##### Immediate Past President

- officer of Council
- provide support to President for planning next AGM

### Secretary General

- Officer and Chairperson of Council
- assisting the President in organising the AGMs
- ensuring the implementation of decisions taken at all meetings
- communication outside of the Society
- ensuring the continuity of Society activities
- leadership and development to pursue new initiatives
- recommendations regarding Committee memberships

### Deputy Secretary General/Treasurer

- officer of Council
- produces and distributes records of Society and Council meetings
- correspondence of the Society
- periodic review of Society official documents
- distributing information of interest to members
- maintaining membership records
- maintaining bank accounts and other financial records
- managing Society awards procurement

### Regional Representatives

- member of Council
- provide regional advice/input to Council meetings
- identify opportunities for new membership within their regions

### Director of IT & Membership

- appointed by Council as member at large
- manage the hosting and support of website by outside provider
- regular review and update of content
- recommend changes to website design
- collaborate with other linked sites
- management of new membership applications
- coordinator of IT & Communications Committee

## 2. SOMP Annual Meeting (SAM) Guidelines and Format

- SAM **should not be run in parallel** with other external activities (eg conferences, exhibitions etc)
- AGM (business session) should be held at start of SAM, preceded by Council meeting
- SAM duration should typically be 3 – 4 days
- scheduled mine visits, normally after meeting, should be included as options (as far as possible minimum of two visits)
- SAM venue should be as close as possible to accommodation – minimise transport time/needs
- Include detail information with regards traveling (i.e. closest airport, visa requirements, train stations, buses, medical etc.)
- Multiple accommodation options should be available within close proximity to each other
- SAM costs should be kept to a minimum with consideration given to special discounts for junior/early career members/other “in-need” members, eg from developing countries.
- SAM program should include:
  - delegate registration
  - Committee meetings
  - Council meeting
  - informal welcome reception
  - AGM
  - introduction session
  - welcome by senior host university representative
  - a session on local mining industry
  - priority on SOMP member engagement throughout meeting, based on topics of interest (breakaway workshops, relevant topics as per SOMP committees identified)
  - opportunity for “thought leader” keynote presentations, followed by panel discussions/workshops/break-out groups
  - peer-reviewed technical paper presentations (relevant to broader SOMP membership) - optional poster presentations
  - Also opportunity for mining education and other related presentations that are not peer reviewed papers related
  - group members photograph
  - formal SOMP dinner and awards presentations
  - final session to include a presentation on future SOMP strategies and initiatives
  - accompanying persons program to run in parallel with members program
  - Include where practically possible sight-seeing session with partners and other delegates as part of one of the activities (sight seeing etc.)

### **Generic checklist**

	A. General TASKS	
A1	Preparation of Meeting Agenda (check also with sections B & C)	<input type="checkbox"/>
A2	Distribution of Meeting Agenda and Invitation via email to participants	<input type="checkbox"/>
A3	Suggestions for accommodation	<input type="checkbox"/>

A4	Directions how to reach the venue	<input type="checkbox"/>
A5	Person taking care of the registration of participants	<input type="checkbox"/>
A6	Preparation of meeting premises	<input type="checkbox"/>
	✓ Table / Chairs for session chairpersons	<input type="checkbox"/>
	✓ PC or laptop with USB ports (windows with office 2003 or higher preferred to show PPT files)	<input type="checkbox"/>
	✓ Projector (beamer) with spare if possible	<input type="checkbox"/>
	✓ Projection screen or area	<input type="checkbox"/>
	✓ PC or laptop with internet connection and printer in the general meeting area (optional)	<input type="checkbox"/>
A7	Preparation for catering (coffee ...) multiple serving stations	<input type="checkbox"/>
A8	Reservation for lunch/dinner (multiple serving stations if not formally served)	<input type="checkbox"/>
A9	Badges for participants	<input type="checkbox"/>
A10	Certificate of participation	<input type="checkbox"/>
A11	Digital camera; (pictures should be taken during meeting sessions and made available to delegates at the end of the conference)	<input type="checkbox"/>
A12	Organize Group Photo	
A13	Material to be distributed to SOMP participants	<input type="checkbox"/>
	✓ Paper envelopes or folders or small bags or other container. Each envelop will contain	<input type="checkbox"/>
	✓ Meeting Agenda	<input type="checkbox"/>
	✓ Other Handouts	<input type="checkbox"/>
	✓ writing pad or small stack of blank sheets of A4 paper	<input type="checkbox"/>
	✓ Pen (optional)	<input type="checkbox"/>
	✓ Conference gift to delegates	
	B. Organization of Technical Sessions	
B1	Organize Sessions (by President plus Secretary General)	<input type="checkbox"/>
B2	Solicit papers for sessions (by President plus Secretary General)	<input type="checkbox"/>
B3	Formalise refereeing process and Finalize papers (Editor to pre-approve contributions before papers are sent out to referees)	<input type="checkbox"/>
B4	Conference Proceedings (see below)	
	C. Website	
C1	Develop a dedicated meeting website	
C2	Include registration information	
C3	Include program / schedule	
C4		
	D. Organize Companion Program	
	E. Organize Optional Tours and Technical Visits	
	F. Conference proceedings	
F1	Formatted to specifications	
F2	Technical editing	
F3	Distributed to members at meeting (electronic) as well as hard copies where applicable	

### **3. Membership Fees**

- Full membership fee (as determined each year by the Council) and ratified by the membership, includes the subscription to Mining Technology Journal.
- Associate membership fee shall be the same as full members and includes the subscription to Mining Technology Journal.
- Retired membership fee is 50% of full membership fee and includes the subscription to Mining Technology Journal.
- Junior membership has no membership fee but includes the subscription to Mining Technology Journal.
- Emeritus membership has no membership fee but includes the subscription to Mining Technology Journal.

### **4. Professional Practice and Ethics**

- All SOMP members should conduct themselves in accordance with the highest standards of professional practice and ethical behaviour at all times, during their involvement with SOMP activities. This should include, but not be limited to:
  - Due acknowledgement of any shared resources from other members
  - Recognition of confidentiality and any other restrictions on the use or circulation of materials
  - Up-front declaration of any conflict of interest situations.