CEEES Working Practices

These working practices are intended to both assist in the running of CEEES and to act as a guide to the expected duties and responsibilities of the various CEEES officers and representatives.

1 The Responsibilities of the CEEES General Assembly

1.1 The CEEES General Assembly is the highest decision making body of CEEES. The body has ultimate responsibility for decisions on policy, activities and financial matters.

1.2 The CEEES General Assembly has responsibilities for the interests of CEEES and the majority view of the CEEES Member National Societies.

1.3 The CEEES General Assembly has the responsibility for initiating, terminating and agreeing the Terms of Reference of all CEEES Technical Advisory Boards. The CEEES General Assembly is also ultimately responsible for the work of the CEEES Technical Advisory Boards and any CEEES publications.

1.4 The CEEES General Assembly has the responsibility to assign the CEEES Member National Society which will provide the President and consequently the Secretariat facilities for a single two year period.

1.5 The CEEES General Assembly has the responsibility to assign the CEEES Member National Society which will provide the Vice-President for a single two year period.

1.6 The CEEES General Assembly retains the authority to veto an assigned CEEES Member National Society nomination for President or Vice-President. Although, this authority is retained only for exceptional circumstances.

1.7 The CEEES General Assembly has the responsibility to appointing the CEEES Treasurer for a two year period and may be re-elected. The CEEES Treasurer will be a delegate from a CEEES Member National Society.

1.8 The CEEES General Assembly has the responsibility of approving the annual financial report submitted by the CEEES Treasurer for the preceding financial year, the budget for the subsequent financial year and to fix the annual membership fee.

1.9 The CEEES General Assembly will normally hold two meetings a year. The Winter meeting is usually held in February and the Autumn meeting in September.

2 The Composition of the CEEES General Assembly

2.1 The CEEES General Assembly comprises delegates appointed by the CEEES Member National Societies as well as observers agreed by the General Assembly.

2.2 A single delegate from each National Society delegation, is entitled to vote on formal resolutions and matters related to CEEES finances. All other delegates and observers may speak at the General Assembly meetings.

2.3 In the absence of a delegate; any CEEES Member National Society may appoint a proxy to vote or speak on its behalf. The proxy must be a member of another delegation or may be the Vice-President. If a proxy vote is to be used the Member National Society should inform the President prior to the meeting.
2.4 Any meeting of the CEEES General Assembly must have at least 8 National Society (two thirds of the number of National Societies) represented to formalise any resolutions, policy or financial decisions.

2.5 All resolutions on policy, activities and financial matters of the CEEES General Assembly are by majority decision. The exception relates to any matters pertaining to the statutes and membership which must be unanimous.

3 The Responsibilities of the National Societies

3.1 The CEEES Member National Societies are responsible for appointing the delegates to the CEEES General Assembly and the nominating the voting delegate.

3.2 The CEEES Member National Societies are responsible for circulating the meeting calling notices, minutes of the meetings and other relevant information to its members and delegates.

3.3 Each CEEES Member National Societies are responsible for ensuring the views and policies of their National Society are made known to CEEES.

3.4 Each CEEES Member National Societies are responsible for the prompt payment of their CEEES subscription.

4 Responsibilities and Duties of the CEEES President.

4.1 The CEEES President is responsible for implementing the decisions of the CEEES General Assembly. The President is the legal representative of CEEES in all civil affairs and in all judicial matters.

4.2 The CEEES President is the only authorised representative of CEEES. If the situation necessitates the CEEES President may delegate this representation duties to the Vice-President or another General Assembly Delegate.

4.3 The CEEES President is responsible for chairing the CEEES General Assembly but does not have a casting vote.

4.4 The CEEES President is responsible to the CEEES General Assembly for the correct functioning of the Secretariat.

4.5 The CEEES President is nominated by the CEEES Member National Society assigned by the CEEES General Assembly to supply the President and CEEES Secretariat.

5 Responsibilities and Duties of the CEEES Vice-President.

5.1 The CEEES Vice-President's role is to assist the duties of the President.

5.2 The CEEES Vice-President is responsible for Chairing the CEEES General Assembly in the absence of the CEEES President.

5.3 The CEEES Vice-President will report to the CEEES General Assembly in the absence of the CEEES Treasurer.

5.4 The CEEES Vice-President may represent CEEES when so delegated by the CEEES President.

5.5 The CEEES Vice-President may be called upon, by the CEEES General Assembly, to act as an independent financial and procedural auditor at any time but specifically when the Treasurer and President are delegates from the same CEEES Member National Society.
5.6 The Vice-President will normally succeed the President.

5.7 The CEEES Vice-President is nominated by the CEEES Member National Society assigned by the CEEES General Assembly to supply the Vice-President.

6 Responsibilities and Duties of the CEEES Treasurer.

6.1 The CEEES Treasurer is responsible for advising and reporting to the CEEES General Assembly on the financial status of CEEES.

6.2 At the first CEEES General Assembly, following a calendar year, the CEEES Treasurer will submit the annual financial report for the preceding year. Once agreed by the CEEES General Assembly the statement will be circulated to the CEEES Member National Societies usually as an attachment to the minutes of the meeting.

6.3 At the last CEEES General Assembly, preceding a calendar year, the CEEES Treasurer will propose a budget for the following year. The proposed budget, when agreed by the CEEES General Assembly, will be circulated to CEEES Member National Society usually as an attachment to the minutes of the meeting. The proposed budget will include:

i. Agreed and anticipated fixed expenditure.

ii. Speculative income and costs associated with events and publications.

iii. A recommendation for the subsequent subscription fees to be paid by the CEEES Member National Societies.

6.4 The CEEES Treasurer, in consultation with the CEEES President (and Vice-President if required by the CEEES General Assembly), authorises and supervises the income and expenditure of CEEES.

6.5 The CEEES Treasurer is responsible for maintaining the day to day book keeping of the CEEES finances.

6.6 The CEEES Treasurer is responsible for promptly identifying outstanding debts and making arrangements, with the CEEES Secretariat, for pursuing those debts. The CEEES Treasurer should report any debt outstanding for more than 60 days to the next General Assembly.

7 Responsibilities and Duties of the CEEES Secretariat.

7.1 The CEEES Secretariat are responsible for the day to day administration of CEEES.

7.2 The CEEES Secretariat are responsible for the management and administration of the CEEES website.

7.3 The CEEES Secretariat will maintain;

i. A registered list of Resolutions of the CEEES General Assembly each signed by the President.

ii. A list of contact information for all CEEES National Societies

iii. A list of CEEES Publications.

iv. An archive of minutes of the CEEES General Assembly and Technical Advisory Boards
7.4 The CEEES Secretariat are responsible for compilation of minutes of the CEEES General Assembly. Minutes of the CEEES General Assembly will be made available to the CEEES National Societies for circulation to their members with 30 days of the meeting. Unless agreed by the CEEES General Assembly, the minute will not normally be made publicly available on the CEEES or National Society websites.

7.5 The CEEES Secretariat are responsible for circulating, to the CEEES National Societies, calling notices for meetings, the minutes of meetings, CEEES membership invoices and any other information required by the President or CEEES General Assembly.

7.6 The CEEES Secretariat are ultimately responsible for arranging the meetings of the CEEES General Assembly and CEEES Technical Advisory Boards. However, the arrangements may be made in-conjunction with a hosting CEEES National Society.

7.7 CEEES and the CEEES Secretariat are only responsible for arranging the meetings of the CEEES General Assembly and CEEES Technical Advisory Boards.

7.8 The CEEES Secretariat, assisted by any hosting CEEES National Society, should give a minimum 30 days notice of meetings of the CEEES General Assembly and the CEEES Technical Advisory Boards. Notice of these meeting should include time tables, agendas and details of the location and costs of the meetings.

7.9 The CEEES Secretariat are responsible for submitting all invoices on behalf of the treasurer. This includes invoices to the CEEES National Societies for the CEEES membership fee. Those invoices should be submitted during January of the year to which they apply.

7.10 The CEEES National Society supplying the President and Secretariat are responsible for all legal actions pursuant of bad debts on behalf of CEEES.

8 The CEEES Technical Advisory Boards

8.1 The purpose of the CEEES Technical Advisory Boards is to champion technical matter relating Environmental Engineering. This is normally achieved by the CEEES Technical Advisory Boards by making studies, discussing new procedures and the evaluation of new techniques.

8.2 The CEEES Technical Advisory Boards are entitled to publish, under the CEEES name, appropriate technical work. The minutes of the meetings of the CEEES Technical Advisory Boards are normally made publically available on the CEEES website.

8.3 The mission, scope and objectives of the CEEES Technical Advisory Boards should align with those of the CEEES General Assembly and the CEEES National Societies.

8.4 Membership of each CEEES Technical Advisory Board is open to all members of the CEEES National Societies as well observers agreed by either the CEEES General Assembly, the CEEES Technical Advisory Board or by invite from the Chairman of the CEEES Technical Advisory Board.

8.5 The Chairman of each the CEEES Technical Advisory Board is chosen from amongst the delegates and reports to the CEEES General Assembly.