

# Earth Observation Australia Inc. (EOA)

## BY-LAWS

### Revision Table

Revision Number	Revision Date	Summary of Changes	Author
1.0	May 2021	Initial by-laws	Sylvia Michael & Executive Management Team (EMT)
1.1	June 2021	Additional position descriptions	EOA Management Committee

## Earth Observation Australia Inc. (EOA) Mission Statement

These are the By-Laws of Earth Observation Australia Inc. (EOA) as referenced in our Constitution dated June 2021.

These By-Laws provide “local rules” and guidance for the Management Committee of EOA and describe, in conjunction with the Constitution, EOA’s purpose and governance structure.

### Mission Statement:

“By 2026, the Australian Earth Observation sector will develop and deliver high-quality Earth Observation information, infrastructure, and services that are used widely by government, industry, research and the community in Australia and internationally. Australia has a solid foundation of data, knowledge, infrastructure and services on which to build its future Earth observation capability.”

[www.eoa.org.au](http://www.eoa.org.au)

We will achieve our mission through the Australian EO Community Plan 2026 which details five priority areas of action:

1. Connection and Coordination — establishing a consistent vision within the Australian Earth Observation community, and delivering processes for internal coordination to ensure effective collaboration, resource use, and advocacy for Earth Observation in Australia and internationally.
2. Securing Australia’s Role in the International Earth Observation Community — Australia must be an essential component of the international Earth Observation capability, delivering benefits to the international community and securing our access to and involvement in international Earth Observation programmes.
3. Infrastructure and People — developing, supporting and sustaining a wealth of trained professionals and quality infrastructure to enable world-leading Earth Observation research, innovation and application development.
4. Access to Earth Observation Data and Services — ensuring all Australian Earth Observation producers and users can easily and reliably access the data and services they need.
5. Generating Value — strengthening end-user engagement to enable delivery of high quality Earth Observation products and services suited to user needs, and supporting commercial development of Earth Observation applications.

### Terms of Reference

And through the following Terms of Reference:

1. Execute the Australian Earth Observation Community Plan – 2026, and provide community EO coordination that supports the goals of national space and EO agency(ies) policies;
2. Enable agencies, businesses, companies, individuals and institutions involved in or dependent on EOS, to meet in a neutral context and location, to promote open discussion and sharing of knowledge, and where required develop national collaborations and coordination across the community;

3. Identify and record current and planned activities and future EOS and derived data needs by all agencies, businesses, companies, individuals and institutions involved in or dependent on EOS, including development of national statements on EO research priorities;
4. Contribute to the periodic update of national plans for the continuity of earth observation data, for operational and research purposes, and other relevant national activities such as the Attorney General's Critical Infrastructure Program – Space Group, and the anticipated rolling review of government EOS requirements;
5. Based on the discussion of common EOS activities, and defined gaps in data, knowledge or ability to collect and process EOS data, foster joint activities to address these issues, including providing a forum out of which opportunities for public-private partnerships may arise;
6. Identify potential duplication of EOS activities and seek remedies to reduce them and increase sharing of data, process and knowledge;
7. Act as a forum to identify, prioritise and coordinate future multi-agency/multi-jurisdictional co-investments into ground and space-based EOS infrastructure (e.g. new calibration/validation facilities and programmes, new ground reception antennas, contributed new sensors on partner space-agencies, etc.);
8. Identify training needs and higher levels skills and research leads to be used for guiding EOS activities in higher education;
9. Establish a clear direction and pathway to private industry and government for research in the EOS sector, and development of appropriate research partnerships;
10. To act as a coordinating and entry point for industry, government and research in Australia to EOS resources and activities;
11. To provide reports on the above activities to the meetings or briefings for the Commonwealth Government's Australian Government Earth Observation from Space Working Group (AGEOSWG), along with any other national Space or EO agency and to address their requirements for interacting with the EOS community.

## Membership of the Management Committee (MC)

All committee members:

Role:

- Represent EOA and its members in an open, inclusive, and professional manner
- Provide general control and management of the administration of the affairs, property, and funds of the association

Duties (in addition and complementary to those listed in the Constitution):

- Comply with the Rules of the association (the Constitution) and these By-Laws
- Progress the mission statement through the Australian EO Community Plan 2026 and the five priority areas of action
- Comply with documented and published guidelines for specific activities e.g. newsletter content
- Actively engage in and promote EOA events e.g. Whole of Community webinars, the Advancing Earth Observation Forum series
- Actively contribute to requests for Earth observation (EO) input from government and other bodies e.g. parliamentary submissions
- Work as a team with other management members
- Be able and willing to take over other committee member's tasks as required
- Communicate clearly and regularly
- Advise other committee members when assistance is required
- Attend management meetings as often as possible

## Membership of the Executive Management Team (EMT) of the MC

Members of the EMT include the President, Vice-President, Secretary, and Treasurer. Descriptions for each of these positions follow.

### President

#### Role:

- Member of the office-bearers of the association i.e. the Executive Management Team (EMT)
- Ultimate responsibility for all EOA sanctioned activities
- Responsible for maintaining a professional working relationship with The University of Queensland (UQ) through the UQ Chair (position defined below)

#### Duties:

- Chairperson of all MC meetings but may delegate the general running of a meeting to another MC member after commencement of the meeting
- Ensure all Management Committee members perform their duties as detailed in the Rules and By-Laws
- Actively engage with UQ through the UQ Chair to achieve milestones and deliverables as defined by the UQ contract
- Act as liaison (both written and verbal) with external parties e.g. the Australian Space Agency
- Ensure records are maintained and kept in proper working order
- Responsible for any decision relating to EOA if the executive cannot be called upon
- Responsible for all aspects of EOA's activity
- Organises the handover between previous term and newly elected committee

### Vice President

#### Role:

- Member of the EMT
- Assist President and support all other roles

#### Duties:

- Chairperson for meetings in President's absence but may delegate the general running of a meeting to another MC member after commencement of the meeting
- When the President is not available assumes all of the President's responsibilities
- Encouraged to nominate for the role of President after their two-year term as VP

## Secretary

### Role:

- Member of the EMT
- To assist the other members of the EMT in the general running of EOA
- Be familiar with the laws and procedures that govern the association and ensure that EOA conforms to these laws and procedures, to the best of their ability
- Liaise with the UQ Chair (position defined below) on financial, administrative, and operational matters relevant to UQ

### Duties (in addition and complementary to those listed in the Constitution):

- Refer any correspondence to relevant MC members
- Be responsible for new member inquiries and providing relevant information to those members
- Be responsible for the preparation of the agenda for all meetings
- Notify relevant members of meeting time, place, date etc.
- Be responsible for the recording and delivery of the minutes for all meetings
- Prepare and lodge relevant legislative documents in a timely manner
- Prepare and submit annual reports to EOA members
- Write correspondence to members on an as needs basis
- Be responsible for the update and maintenance of the rules and by-laws of the association
- Be responsible for the MC election process

## Treasurer

### Role:

- Member of the EMT
- Oversee all EOA finances
- Liaise with the UQ Chair (position defined below) on financial, administrative, and operational matters relevant to UQ

### Duties (in addition and complementary to those listed in the Constitution):

- Collect and receive all amounts owing to the association and make all payments authorised by the association
- Approve all expenditure claims
- Keep correct accounts and records showing the financial affairs of the association with full details of all receipts and expenditure connected with the activities of the association
- Organise the annual audit of the association's finances (if required)
- Prepare the financial report for the Annual General Meeting
- Ensure that while The University of Queensland (UQ) hosts the EOA registered office and is responsible for EOA's human resources, legal, and financial matters, all administrative and financial decisions are approved by the UQ Chair

## Other Positions on the MC

### UQ Chair

Role (this position is additional to the 12-person MC as defined in the Constitution):

- Non-elected voting member of the MC and EMT
- Oversee all in-kind, operational, and administrative funding and support by UQ
- Responsible for maintaining a professional working relationship with the President of EOA
- Liaise with the Secretary and Treasurer on financial, administrative, and operational matters relevant to UQ
- This position may become unnecessary when EOA achieves independent and sustainable funding status

### Duties:

- Approve and authorise all MC in-kind and operational expenditure while UQ hosts the EOA registered office and manages external funding
- Actively engage with the President to achieve milestones and deliverables as defined by the UQ contract

**Note: The following election procedures are relevant to the Annual General Meeting (AGM) of the 2022/23 financial year and beyond. No elections will be conducted in the 2021/22 financial year.**

## **Election of the Management Committee (MC) – excludes the President**

- Nominations for available positions on the MC will open 6 weeks prior to the Annual General Meeting (AGM), and close 3 weeks prior to that AGM.
- Half of the MC general committee will retire at the end of their term.
- The Secretary and Treasurer will retire in alternate years.
- The President and Vice-President will retire in the same year.
- Each candidate must be nominated by at least two current EOA members.
- Nominations will be posted on the EOA website within one week of receipt.
- Voting for MC candidates will open 2 weeks prior to the AGM and must be received prior to the close of the AGM.
- The nomination and voting procedures will be detailed prior to the start of the election process.
- Details of the successful candidates will be posted on the website within one week of the AGM.
- All retiring MC members are eligible for nomination and re-election.

## **Election of the President**

- Nominations for President are encouraged from the incumbent MC, and in particular from the incumbent VP. Nomination criteria for the position will be defined by the out-going MC members, excluding those members who are nominating for the position. A set of criteria suggestions will be provided by the Secretary and Treasurer.
- Presidential nominations will open 6 weeks prior to the last meeting of the incumbent MC and close 2 weeks prior to that last meeting.
- Each presidential candidate must be nominated by at least two current EOA members.
- Voting for presidential candidates will open 2 weeks prior to the last meeting of the incumbent MC and must be received one day prior to the start of the last meeting.
- The results of the presidential election will be noted and minuted at the last meeting of the incumbent MC.
- The nomination and voting procedures will be detailed prior to the start of the election process.
- Details of the successful candidate will be posted on the website within one week of the AGM.

## **Past President Positions**

- The Immediate Past President will provide continuity and be on hand to advise the new MC and President and attend MC and Executive Management Team (EMT) meetings, but will not have voting rights. This term for this position will be for one-year.
- Past Presidents will retain their title on the EOA membership list but will not attend the MC and EMT meetings, unless they have been re-elected as an MC or EMT member for another term, or they have been invited by the EOA President.



## Management Committee Agenda and Minutes

- To promote transparency and inclusion between the MC and the general EOA membership, MC meeting agendas will be published on the EOA website. Any items, including action or follow-up items, that should not be made public to the general membership will be redacted and commented accordingly.
- MC meeting minutes may be requested by any EOA member via email correspondence to the Secretary ([secretary@eoa.org.au](mailto:secretary@eoa.org.au)).

The Secretary will redact any content that is deemed in-confidence (at the discretion of the EMT) and forward the request and edited minutes to the President.

The President has the authority to approve or disapprove the request for the minutes.

The Secretary will notify all members of the MC of the request.

The Secretary will respond to the requesting member in the appropriate manner and supply the minutes (if authorised to do so) with the following caveat:

- These minutes of the Earth Observation Australia Inc. Management Committee (EOA MC) dated ..... are provided to ..... on the condition that they are not discussed with, copied, displayed, or given to any third party, unless that party is a current member of the EOA Management Committee.
- The request and supply of minutes to a general EOA member will be noted in the [EOA General Membership Document Register](#).