



CONSTITUTION of THE AUSTRALASIAN ASSOCIATION FOR ENGINEERING EDUCATION (AAEE)

1 NAME

- 1.1 The name of the organisation is the Australasian Association for Engineering Education, abbreviated to AAEE, and hereinafter referred to as "the Association".
- 1.2 The Association is an autonomous society governed by its Executive Committee. It operates by agreement with Engineers Australia (EA) and in accordance with that organisation's Royal Charter and By-Laws insofar as these are consistent with this Constitution. It is also a group within the Institution of Professional Engineers New Zealand.
- 1.3 All members of the Association shall be bound by the principles of the Code of Ethics of Engineers Australia.

2 PURPOSE

- 2.1 The Association is a non-profit organisation which has as its core function the representation of those members of EA, and others, who have an interest in the field of engineering education. This field includes research, scholarship and management. The Association will meet the changing needs of its members involved in engineering education in Australasia.

3 MISSION

- 3.1 The Mission of the Association is:

“To foster excellence and innovation in engineering education in Australasia and to serve members with strategic leadership, foresight and management of operations through the productive engagement of all stakeholders.”

4 VISION

- 4.1 The Vision of the Association is:

“To serve our members with strategic leadership, foresight and management of operations through the productive engagement of all stakeholders.”

5 OBJECTIVES

5.1 The objectives of the Association are to:

1. create a prominent profile of engineering education;
2. be proactive and create opportunities to improve engineering education;
3. source and direct funds towards achieving excellence in engineering education;
4. exchange and disseminate matters related to engineering education with like minded organisations, both locally and internationally;
5. be a national and regional based learned association focusing on engineering education;
6. be active in career development, information sharing and providing opportunities for continual learning;
7. promote engineering education with an emphasis on research and scholarship as well as management;
8. provide the expert focus of EA in engineering education matters;
9. stimulate research and innovation in the field of engineering education;
10. improve communications with and networking of members;
11. recognise member contributions and increase membership;
12. organise effective conferences and seminars, satisfying member needs by developing close relationships with participating institutions and other bodies;
13. promote AAEE members to the community, influence government policy in engineering education, develop good working relationships with the media, in accordance with Engineers Australia guidelines;
14. encourage members to pursue formal recognition of their competency and continued professional development by seeking to become Chartered.

6 ACTIVITIES OF THE AUSTRALASIAN ASSOCIATION FOR ENGINEERING EDUCATION

6.1 The main activities of the Association are to:

1. sponsor and conduct relevant Conferences, Seminars and Workshops;
2. edit and publish the Australasian Journal of Engineering Education;
3. disseminate relevant information to members;
4. promote engineering education through EA, the Australian Council of Engineering Deans (ACED) and other avenues;
5. make Awards to any individual or group in recognition of their contribution to the aims and objectives of the Association and in accordance with the rules applying to each such Award;
6. support its members and help them to develop their careers.

7 AFFILIATION WITH ENGINEERS AUSTRALIA

The Association shall conduct its affairs and manage its operations in accordance with the requirements of EA, in particular the regulations for Technical Societies.

8 POWERS

8.1 The Association has the power to:

1. receive gifts [but not tax deductible gifts], grants, and legacies and, having received the necessary permissions, raise funds through member and public subscriptions;
2. receive sponsorship for particular Awards or other activities deemed appropriate by the Executive Committee;
3. appoint auxiliary staff to undertake its day-to-day business; and
4. do all such things as are conducive or incidental to the attainment of the objectives of the Association.

9 MEMBERSHIP

9.1 The Association shall be predominantly an organisation of individual members involved in engineering education.

9.2 Application for membership shall be submitted to the Executive Committee for approval. An Application Form is available on the AAEE website. Membership is effective from the date the application is approved.

9.3 Members are expected to promote the objectives of the Association. In particular, members may:

- ❖ participate in meetings,
- ❖ participate in the election of its Executive Committee,
- ❖ accept assignments to ad hoc committees and working groups of the Association,
- ❖ take an active part in the communication within the Association,
- ❖ support the Association's publications by contributing articles,
- ❖ contribute to the dissemination of information regarding engineering education and industrial training,
- ❖ participate in developing and organising meetings, conferences, seminars and workshops on engineering education and industrial training,
- ❖ engage in other activities to advance the objectives of the Association.

9.4 Annual fees shall be determined by the Executive Committee.

9.5 Any member may resign from the Association by informing the Executive Committee or President or Engineers Australia in writing. Resignation shall take effect immediately it is processed by Engineers Australia.

9.6 Termination of membership of the Association may be effected by the Executive Committee with immediate effect if a member, after a written reminder, has failed to pay the annual membership fee within six months of the date due; or if a member does not comply with these rules.

9.7 Any member resigning for any reason whatsoever, shall relinquish all rights to the Association's assets.

10 GOVERNING AND ADMINISTRATIVE BODIES

- 10.1 The General Membership is the policy and decision-making body.
- 10.2 Between General Meetings the Executive Committee is the decision-making body.
- 10.3 The Executive Committee may appoint auxiliary staff required for the general operation of the Association.

11 LIMITS OF FINANCIAL AND LEGAL LIABILITY

- 11.1 The Association is incorporated. Therefore the absolute limit of an individual member's financial liability shall be confined to the amount of their annual subscription or, in the event of the Association being wound up, those charges provided in clause 11.3.
- 11.2 The income and property of the Association whencesoever derived shall be applied solely towards the promotion of the objectives of the Association as set forth in this Constitution.
- 11.3 Every member of the Association undertakes to contribute to the assets of the Association in the event of the same being wound up during the time he is a member, or within one year afterwards, for the payment of debts or liabilities of the Association contracted before the time at which he ceases to be a member and of the costs, charges and expenses of winding up the same such amount as may be required not exceeding two dollars Australian.

12 GENERAL MEETINGS

- 12.1 General Meetings of the membership shall be held at least once a year as determined by the Executive Committee.
- 12.2 A General Meeting is responsible for the review of the general policy and basic decisions undertaken by the Association. It should discuss the prospects and developments in engineering education.
- 12.3 The Executive Committee shall determine how new members of the Executive be elected. The names of new members shall be announced at the Annual General Meeting.
- 12.4 General Meetings shall be convened by the Executive Committee. Notification of a General Meeting specifying the agenda shall be communicated to members at least twenty one (21) days in advance of that meeting.
- 12.5 A General Meeting shall be chaired by the President or President's nominee.
- 12.6 A quorum shall be thirty (30) members.
- 12.7 Resolutions passed in favour at any General Meeting shall be by a simple majority. No proxies will be permitted for any General Meeting.
- 12.8 An extraordinary General Meeting shall be convened on the request of at least fifty (50) members. Such a request shall be submitted in writing to the President specifying the

reason for the meeting. Such a meeting shall be convened within three (3) months of the receipt of the request.

12.9 At a General Meeting each individual member shall have one (1) vote.

13 STANDING ORDERS FOR GENERAL MEETINGS

13.1 These Standing Orders shall be applicable to all General Meetings of the Association and shall be construed subject to the Constitution.

13.2 No business shall be transacted at any General Meeting unless a quorum of members is present when the meeting proceeds to business. A quorum is specified in Section 12.6.

13.3 If within one hour from the time appointed for the meeting a quorum is not present the meeting, if convened upon a requisition of members shall be dissolved; in any other case it shall stand adjourned to a time and place to be nominated by the President, and if at such adjourned meeting a quorum is not present it shall be adjourned sine die.

13.4 The President shall preside as Chair at every general meeting of the Association. If the President or Vice President is not present at the meeting within fifteen minutes after the time appointed for holding the meeting, the members present shall choose one of their number to be Chair.

13.5 Unless a secret ballot be demanded by five or more members, a declaration by the Chair that a motion has been carried or lost and an entry to that effect in the Minutes of the meeting shall be sufficient evidence of the fact.

13.6 Before proceeding to conduct any ballot there shall be elected from the members present at the meeting a returning officer and two members who shall act as scrutineers.

13.7 Any member may raise a point of order which shall take precedence over all other business. No discussion shall take place on a point of order. The Chair, when called upon to decide a point of order shall give the decision and no debate or comment shall be permitted thereon; the decision shall be final subject to a formal motion proposing disagreement with the Chair's ruling.

13.8 Any member may, upon the Chair having given a ruling on a point of order, move dissent. Such motion shall be put to the meeting forthwith without debate. Should such motion be passed, a motion shall be received declaring the interpretation of the meeting.

13.9 After not less than two members in addition to the mover and seconder have had the opportunity to speak on the question, any member who has not already participated in the debate may, whether another speaker has the floor or not, move "That the question be now put", which motion, if accepted by the Chair at his absolute discretion, shall be put without amendment or debate.

13.10 Any matter not dealt with in these Standing Orders shall be governed by the customary procedure at Association meetings.

14 EXECUTIVE COMMITTEE

- 14.1 The Executive Committee shall consist of a maximum of nine (9) elected members. At least one elected member shall be from and represent Australia and one elected member shall be from and represent New Zealand. If this situation does not come about through the election process, then a member from the country not represented shall be co-opted under 14.3.
- 14.2 The Executive Committee may invite a representative from aligned bodies to be a member of the Executive Committee with full voting rights.
- 14.3 The Executive Committee may co-opt up to two additional members with full voting rights.
- 14.4 The Executive Committee shall elect from amongst its members:
- (a) the President
 - (b) a Vice President
 - (c) Treasurer
 - (d) Secretary
- 14.5 There shall be an Executive Leadership Team, comprising the President, the Vice President and the Immediate Past President. This Leadership Team will act as a source of advice for the President on matters that may arise between meetings, and also enable tasks already begun to be completed with consistency.
- 14.6 The term of office of an elected executive member shall be two (2) years with approximately half of the Executive Committee being elected each year. Members of the Executive Leadership Team, who would normally conclude their terms at the end of any year, will not be considered to have completed their term until their time on the Executive Leadership team is concluded. They will thus not be subject to election during this time, and the number of positions available for filling by election may vary from year to year.
- 14.7 In the event of a vacancy on the Executive Committee, the Committee may appoint a new member from the Association members for the remaining term of office.
- 14.8 The quorum for Executive Committee meetings is one-half (1/2) of its elected members. The President, or Vice President, in the President's absence, or if the President has a conflict of interest, shall have a deliberative vote and, in the event of an equality of votes, a casting vote.
- 14.9 The Executive Committee shall convene at least three (3) times a year at the call of the President, or on the request of at least one-third (1/3) of the Committee Members. Such requests shall be submitted in writing to the President specifying the agenda for which the meeting is called.
- 14.10 The position of a member of the Executive Committee shall become vacant should that member:
- (a) cease to be a financial member of the Association; or
 - (b) resign from the Executive Committee and/or Association; or
 - (c) fail to attend two (2) consecutive Executive Committee meetings without notifying acceptable apologies.

- 14.11 Engineers Australia shall appoint to the Executive Committee an Executive Officer who will provide assistance with the aims and objectives of the Association and act as liaison between the Association and Engineers Australia.

15 FINANCE AND ADMINISTRATION

- 15.1 The revenue of the Association shall be derived from:
- (a) membership fees (including contributions from professional or educational institutions and from Engineers Australia)
 - (b) public and private grants
 - (c) gifts and donations
 - (d) registration or other fees chargeable at conferences, seminars, workshops, and other activities organised by the Association.
- 15.2 Membership fees, where applicable, shall be due on the 1st day of July in each year, for the financial year then commencing.
- 15.3 The fiscal year of the Association is from 1st July to 30th June the following calendar year.
- 15.4 The accounts of the Association shall be managed by an officer of Engineers Australia appointed for this purpose, and such accounts shall be paid on the authorisation of the President and Treasurer.
- 15.5 The accounts and other documents to be approved shall be submitted by Engineers Australia to an auditor no later than four (4) weeks before the General Meeting in question.
- 15.6 The Treasurer's report for the previous fiscal year, together with the auditor's statement, shall be tabled at the Annual General Meeting.
- 15.7 The Treasurer shall be responsible for keeping all details of financial transactions of the Association, including books and associated documentation of accounts, and providing detailed financial information to the Executive Committee on request.
- 15.8 The Treasurer shall be responsible for preparing and updating the Association's Budget for consideration by the Executive Committee.
- 15.9 The "Common Seal" of the Association shall be held at the Association's office and shall be placed on all official Association documents and reports.

16 AMENDMENTS, DISSOLUTION AND INTERPRETATION

- 16.1 Any proposed special resolution, or proposed amendment to this Constitution, requires a minimum of twenty-one (21) days' notice of meeting to members.
- 16.2 Proposals for amendments to this Constitution may be developed by the Executive Committee.

- 16.3 Proposals for amendments to this Constitution may be developed by members. Such proposals shall be submitted in writing to the Executive Committee at least twenty eight (28) days before the general or special meeting at which they are to be discussed.
- 16.4 Amendments to this Constitution may be made only by a two-thirds majority of votes cast at a general or special meeting of the Association.
- 16.5 Dissolution of the Association may be approved at a General Meeting, or at a special meeting called for the purpose. On the dissolution of the Association, the remaining assets shall be used to further the objectives of the Association as determined at the special meeting called to approve the dissolution.
- 16.6 Any disagreement of interpretation of this Constitution may be resolved by the Executive Committee by a majority vote of the Committee members present and voting.

17 INTERPRETATION

- 17.1 In this Constitution, the following definitions shall apply:
- ❖ Masculine includes feminine;
 - ❖ “in writing” or “written” means and includes printing or other means of representing or reproducing words in visible form;
 - ❖ Words importing the singular include the plural and words importing the plural include the singular where the context permits;
 - ❖ The heading is for convenience of understanding only and shall not affect the construction of this Constitution.