

**RULES of the
AUSTRALASIAN ASSOCIATION FOR ENGINEERING EDUCATION (AaeE)
Sept 2005**

RULE 1 NAME AND OBJECTIVES

- 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 general mission of the Association is to foster excellence and innovation in engineering education in Australasia. The objectives of the Association include:
- creating a prominent profile of engineering education;
 - being proactive and creating opportunities to improve engineering education;
 - sourcing and directing funds towards achieving excellence in engineering education;
 - collaborating with like minded international organisations.
- 1.3 The Association is an autonomous society governed by its Executive Committee. It is a society within the Institution of Engineers, Australia, and a group within the Institution of Professional Engineers New Zealand

RULE II POWERS

- 2.1 The Association has the power to:
- open and operate bank accounts;
 - receive gifts, grants, and legacies, and, having received the necessary permissions, raise funds through member and public subscriptions;
 - appoint auxiliary staff to undertake its day-to-day business; and
 - do all such things as are conducive or incidental to the attainment of the objectives of the Association.

RULE III MEMBERSHIP

- 3.1 The Association shall be predominantly an organization of individual members involved in engineering education and training.
- 3.2 The Association shall have three grades of membership:
- (a) Individual Members who have a strong interest in the development of engineering education;
 - (b) Institutional Members which may be educational institutions, engineering departments, or engineering foundations;
 - (c) Industry Members which may be corporate organizations or companies with an expressed interest in engineering education and industrial training.
- 3.3 Application for membership shall be submitted to the Executive Committee for approval. Membership is effective from the date the application is approved.

- 3.4 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.
- 3.5 Annual fees for each grade of membership shall be determined by the Executive Committee.
- 3.6 Any member may resign from the Association by informing the Executive Committee or President in writing. Resignation shall take effect immediately it is noted at an Executive Committee meeting.
- 3.7 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.
- 3.8 Any member resigning for any reason whatsoever, shall relinquish all rights to the Association's assets.
- 3.9 A register of members will be held by the Association at its official address and will be available for perusal by any financial member of the Association or an authorised person at any reasonable time by agreement between the Secretary and that member or authorised person. At least fourteen (14) days notice should be provided for this purpose by this person.

RULE IV GOVERNING AND ADMINISTRATIVE BODIES

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

RULE V GENERAL MEETINGS

- 5.1 General Meetings of the membership shall be held at least once a year as determined by the Executive Committee.
- 5.2 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.
- 5.3 Members present at the Annual General Meeting shall elect the Executive Committee. Nominations for the executive will be invited at least 2 months prior to the AGM and will normally close 21 days before the AGM. Each nomination must be on a current nomination form that is determined by the executive. Voting will be by secret ballot and each member may vote for up to the number of vacancies. In the event of a tie for the last vacancy both nominees will be declared elected.
- 5.4 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.
- 5.5 A General Meeting shall be chaired by the President or President's nominee.
- 5.6 A quorum will be thirty (30) members.
- 5.7 Resolutions passed in favour at any General Meeting will be by a simple majority. No proxies will be permitted for any General Meeting.
- 5.8 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.
- 5.9 At a General Meeting each individual member shall have one (1) vote, except for Institutional and Industry members whose number of votes will be determined solely by the Executive Committee prior to the Meeting.

RULE VI EXECUTIVE COMMITTEE

- 6.1 The Executive Committee shall consist of nine (9) elected members that will include the President, President-elect and past President.
- 6.2 The Executive Committee may invite a representative from aligned bodies to be a member of the Executive Committee.
- 6.3 The Executive Committee may co-opt up to two additional members.

- 6.4 The Executive Committee shall at its first meeting after the annual elections elect from amongst its members
- (a) the President - elect
 - (b) Secretary, and
 - (c) Treasurer
- 6.5 The term of office of an elected executive member will be two (2) years unless chosen as President-elect. The President-elect will serve as President the following year and past-President the year after. At least four of the Executive Committee will be elected each year.
- 6.6 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.
- 6.7 The quorum for Executive Committee meetings is one-half (1/2) of its elected members.
- 6.8 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.
- 6.9 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.

RULE VII FINANCE AND ADMINISTRATION

- 7.1 The revenue of the Association shall be derived from:
- (a) membership fees (including contributions from professional or educational institutions)
 - (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.
- 7.2 The fiscal year of the Association is from July to June.
- 7.3 The accounts and other documents to be approved by the Executive Committee shall, if decided by the Executive Committee, be submitted to an auditor no later than four (4) weeks before the General Meeting in question.
- 7.4 The approved signatories of the Association are the President, the Secretary, the Treasurer and one other member of the Executive Committee. All disbursements of money other than petty cash shall be by cheque on the Association's bankers and signed by two approved signatories.

- 7.5 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.
- 7.6 The custody of books, documents and securities relating to financial matters shall be held by the Treasurer. All other documents, books and related securities shall be held by the Secretary.
- 7.7 All books, documents and securities information shall be available at the Association's official address and will be available for inspection by any financial member, at any reasonable time by agreement between the Secretary and that member, and in the presence of the President, Secretary or Treasurer. At least fourteen (14) days notice must be provided by the member.
- 7.8 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.

RULE VIII AMENDMENTS, DISSOLUTION AND INTERPRETATION

- 8.1 Any proposed special resolution, or proposed amendment to these Rules, requires a minimum of twenty-one (21) days notice of meeting to members.
- 8.2 Proposals for amendments to these rules may be developed by the Executive Committee.
- 8.3 Proposals for amendments to these rules 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.
- 8.4 Amendments to these Rules may be made only by a two-thirds majority of votes cast at a general or special meeting of the Association.
- 8.5 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.
- 8.6 Any disagreement of interpretation of these Rules may be resolved by the Executive Committee by a majority vote of the Committee members present and voting.