

CONSTITUTION
SUSTAINABLE ENGINEERING SOCIETY
INSTITUTION OF ENGINEERS AUSTRALIA

1. Name and Entity

The name of the organisation is the *Sustainable Engineering Society*, hereinafter termed The Society.

The Society gains its corporate entity as a constituent part of the Institution of Engineers, Australia, hereinafter termed the Institution. This constitution is subject and subordinate to the Royal Charter and by-laws of the Institution.

2. Nature of the Society

The Society was established in *October 1994* to provide a forum within the Institution for those practising environmental engineering.

Environmental engineering involves all areas of professional engineering and technology practice, and the Society therefore complements other societies, colleges and divisions in providing professional society services to all members.

A major role of the Society is to provide the national focus for setting and implementing environmental and sustainability policies within the profession. By providing a national focus it is hoped to better integrate discussion on environmental issues within the Institution. Formation of the Society will also allow better links with other groups involved in environmental issues.

3. Mission

To provide a national focus and leadership within the engineering profession for the implementation of sustainability for the benefit of Australian society.

4. Objectives

The objectives of the Society are to:

- promote professional ethics through adherence to the Environmental Principles for Engineers;
- promote national excellence in the practice of environmental engineering;
- promote participation in, and contribution to, activities of the Society;
- provide, at the national level, the focus and co-ordination mechanism for professional society matters, policy formation, and communications;
- facilitate linkages at the international level, enabling members to benefit from international exchanges in matters concerning environmental engineering;

- Provide a focus and co-ordinating mechanism for professional society functions concerning research, education, and information dissemination in environmental engineering;
- Facilitate active participation from other professions;
- Communicate knowledge about environmental engineering with, and to promote collaboration between, members, organisations and other societies;
- Provide expert advice to the Institution, Government, industry and the community;
- Set guidelines and standards for incorporation of sustainability principles into engineering education and professional practice; and
- Influence community, corporate and regulatory attitudes and practices in relation to sustainability.

5. Activities

The activities of the Society are directed towards providing national leadership, facilitating the co-ordination of professional society activities, and encouraging member contribution to environmental engineering in Australia. Such activities may include:

- communicating knowledge to members, organisations and other societies by:
 - conducting technical meetings,
 - organising special events such as symposia, conferences, seminars, courses,
 - sponsoring eminent speakers,
 - participating in conferences organised by others,,
 - encouraging production and dissemination of learned papers,
 - promotion and supporting regional interest in environmental engineering activities,
 - preparation and distribution of a national newsletter,
 - establishing an environmental journal,
 - encouraging information sharing through electronic communication;
- initiating comment and promoting debate on selected issues;
- providing a specialist resource by such means as:
 - participating in preparation of codes and standards,
 - responding to requests for comments on issues,
 - forming working parties for undertaking research into specific issues,
- supporting engineering education by:
 - encouraging the inclusion of sustainability issues in all undergraduate, postgraduate and continuing education courses,
 - advising and assisting with undergraduate and postgraduate courses,
 - participating in environmental engineering course accreditation,
 - developing teaching modules relating to sustainability;
- Liaising and interacting with Australian and overseas societies and institutions with related interests.

6. Management of the Society

6.1 National Board

The Society is managed by a National Board of members elected from Chapter membership in each Division.

The National Board shall comprise of a maximum of 13 members plus a Chairperson. The Chairperson shall not be considered to be a Chapter representative. One position on the National Board will be allocated to the Chapters in each Division where at least one Chapter exists. The remaining National Board positions shall be allocated to Chapter(s) in those Divisions with the largest number of Society members [maximum of one additional member per Chapter(s) in a Division]. The members of the Chapter Committee(s) in a Division shall elect the appropriate number of National Board representatives from their number.

Chapter Representatives have a responsibility to report back to their Chapter(s).

The National Board will notify the Chapter(s) at least 60 days prior to the Annual General Meeting as to the number of National Board positions allocated to each Chapter or group of Chapter in a Division for the following year. The Chapter(s) should notify the Society Secretariat of nominees at least 30 days prior to the Annual General Meeting.

The Chairperson shall preside over all meetings of the National Board or, in his or her absence, the Deputy Chairperson shall preside.

The National Board invites the Environmental College Chairperson and a Young Engineers Representative as two members of the Board before allocation of additional members from the largest chapters.

6.1.1 Election and Term of Office

The Chairperson and **Deputy Chairperson** shall be elected from and by the outgoing National Board. The Chairperson and Deputy Chairperson shall be elected for a two year term, and may serve a maximum of **two** consecutive terms in those capacities **with the approval of a majority of two-thirds of the National Board.**

The incoming Chairperson shall take office at the close of the Annual General Meeting of the Society. The incoming Deputy Chairperson shall take office on election by the incoming National Board. In normal circumstances, the Deputy Chairperson shall succeed as Chairperson at the expiration of the incumbent's term of office, or if the office of the Chairperson becomes vacant.

Members of the National Board shall serve for terms of two years. Terms will be staggered. No member, other than the Chairperson and Deputy Chairperson for the term of their office, shall serve for more than two consecutive terms, **unless the local Chapter nominates the current member to continue to represent them on the National Board. A majority two-thirds of the National Board shall then be required to approve this nomination.**

The Chairperson should not be regarded as Chapter Representatives.

At the initial Annual General Meeting of the Society, half the members of the National Board shall be appointed for a term expiring at the second Annual General Meeting, with the remainder being appointed for a normal two year term.

6.1.2 Quorum and Attendance

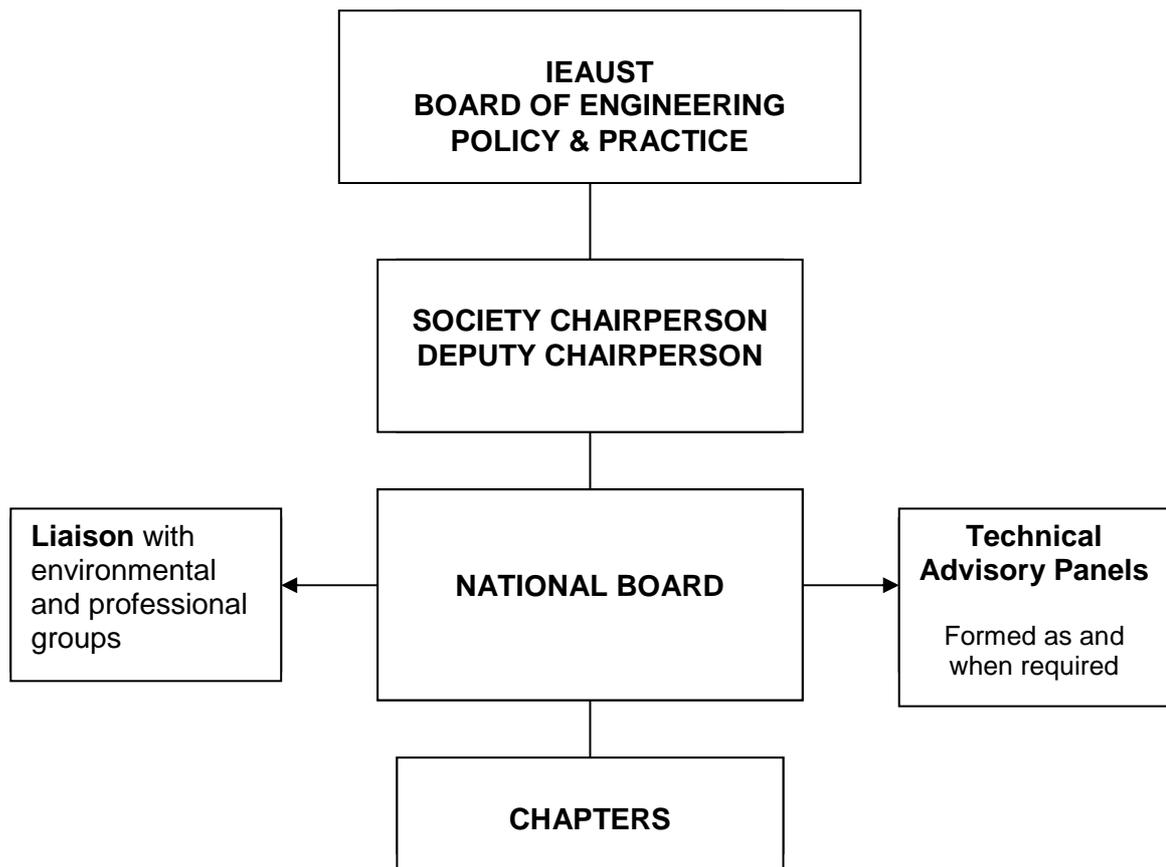
A quorum of the National Board shall be fifty percent of the membership at any time. If a National Board member misses two consecutive Board meetings, the Chairperson may write to the Division requesting replacement of the member for the remainder of the term of office.

6.1.3 Meeting Frequency

The National Board shall meet at least annually and more frequently on reasonable notice upon the call of the Chairperson, or upon the written request of any three members of the National Board. Meetings may be face to face, or through telephone or video link.

6.1.4 Structure

The structure of the Society is shown below.



National Board, at its discretion, may invite eminent persons to participate in its activities.

6.2 The Administrative Office

The Administrative Office of the Society shall be determined by the Executive of the Society from time to time.

6.3 The Officers of the Society

The Officers of the Society shall comprise the following:

- Chairperson
- Deputy Chairperson
- Honorary Secretary
- Honorary Treasurer

The Secretary and the Treasurer shall be elected from and by the National Board, and may serve for such time as determined by the National Board. These offices may be combined and performed by one person if appropriate.

In exercising their roles the Officers of the Society must comply with Institution policies. The Chairperson and the Treasurer must be Corporate members of the Institution.

6.4 Executive of the National Board

To conduct the business of the Society between meetings of the National Board, an executive Committee may be appointed by the National Board comprising the officers of the Society plus working members as appropriate to the functional needs of the Society.

7. Chapters of the Society

Chapters in a Division may be established, subject to the approval of the National Board, wherever there are at least 20 Society members. This will be done in consultation with the relevant Division Committee. The Chapter Committee is to work closely with the Division Committee in providing services to members and in promoting the aims and objectives of the Environmental Engineering Society and the IEAust.

The Chapter Committee shall be elected by and from the members of that Chapter. The Committee shall comprise a Chairperson, Hon Secretary, Treasurer and ordinary Committee members.

The members of the Chapter Committee(s) in a Division shall elect the appropriate number of National Board representatives from their number.

Chapters are responsible to the National Board and will provide an Annual Report in December of each year detailing:

- Activities for that year, including participation numbers and financial outcomes;
- planned activities for the following year: and
- A statement of financial accounts for the current year.

8. Membership of the Society

8.1 Individual membership

Membership of the Society is open to:

- (a) Members of the Institution who nominate the Society and pay the prescribed fee;

Institution members who nominate the Society on their IEAust Membership Renewal are automatically members of a Chapter in a Division, provided a Chapter exists. A member may attend meetings at any Chapter.

- (b) Non-members of the Institution who have interest in and are able to contribute to the objectives of the Society and agree to pay the prescribed fee.

The National Board shall have authority to admit, decline, or terminate membership of the Society.

All members of the Society shall comply with the Constitution of the Society and the IEAust Code of Ethics.

8.2 Corporate Membership

There shall be available to organisation outside the Institution, a corporate membership of the Society, with benefits as determined by the National Board from time to time, provided that the prescribed fee is paid annually and that the organisation supports the Code of Ethics of the Institution.

9. Financial Basis of the Society

9.1 Funding of the Society

Funding may be derived from the following sources:

- (i) Nationally, from the relevant Board if the Society is approved as a provider of expert, practice based opinion, advice and assistance to the IEAust;
- (ii) Regionally, from Division Committees where a Chapter(s) provides the mechanism for delivery of learned society activities to IEAust members on behalf of the IEAust;
- (iii) Society Membership Fees including an annual contribution paid by the Institution, and;
- (iv) Net proceeds of activities organised by the Society nationally or regionally.

9.2 Membership Fees

A schedule of fees for members of the Institution, non-members of the Institution, corporate organisations, and other categories of membership shall be determined from time to time by the National Board.

9.3 Chapter Funding

Division Committees may provide funds where a Chapter provides the mechanism for delivery of learned society activities to IEAust members on behalf of the IEAust. The level of funding would be pro-rated on the basis of the Chapter's IEAust member/non-member ratio as determined by the Technical Societies membership register at 31 August of each year.

Funding of non IEAust members will come from the National Board through membership fees.

Chapters may request additional funding from the National Board for projects outside the normal funding arrangements from the Division.

9.4 Limits of Financial Liability

The Society operates with limited liability. The absolute limit of an individual member's financial liability will be confined to the amount of their annual Society subscription.

9.5 Statements of Accounts

Audited Statements of Accounts will be delivered by the Treasurer to the members at the Annual General Meeting.

9.6 Legal Liability and Protection

Office bearers of the Society who are members of the Institution, are provided with the same legal protection as provided to office bearers of the Institution. The Society will provide legal protection for the non-IEAust members of the Society.

9.7 Office Disbursement on Termination of Society

If, for any reason, it is decided to terminate the activities of the Society, then the Society's residual assets will be passed to the Institution, for re-allocation in the best promotional interests of an on-going Society activity.

9.8 Annual General Meeting

An Annual General Meeting shall be held each year at, or about, the time of the Annual General Meeting of the Institution. Notice in writing shall be sent to incoming members a minimum of 21 days in advance.

The outgoing National Board is in place at the Annual General Meeting.

The incoming Chairperson and Board Members shall take office at the close of the Annual General Meeting of the Society.

A quorum is 20 members.

10. Communications

10.1 Communications with Members

The Society shall issue or sponsor such communications, as in the judgement of the National Board and the Chapters, will best carry out the objectives of the Society. Such communications may include those established through international linkages.

10.2 Communications with the Institution

An annual reports shall be submitted to the Board of Engineering Policy for the Institution by the National Board.

An annual report shall be submitted to the appropriate Division Committee of the Institution by any Chapter Committee within that Division.

10.3 Communications with Other Organisations

Where possible the Society will establish appropriate linkages with Australian and international environmental and professional engineering groups.

11. Ratification of the Constitution

The Constitution will be sent to all members of the Society 30 days prior to the first Annual General Meeting. The Constitution will be ratified at the first Annual General Meeting by a two-thirds majority show of hands.

12. Changes to this Constitution

Changes may be made to this Constitution by resolution at an Annual General Meeting, provided that advanced notice of the resolution of has been given in writing to all members 21 days in advance together with a postal ballot paper.

A change to the Constitution shall require the support of two-thirds of the total votes cast either in person or by postal vote or by email.

13. Transition arrangements

Prior to the first Annual General Meeting the National Board will notify Chapter(s) in each Division as to the number of National Board positions for Chapters within the Division.

For the first Annual General Meeting both outgoing and incoming Board members shall be invited. Voting rights will be limited to incoming members.

The National Committee of Environmental Engineering will act as the interim National Board of the Society. This will cease to apply as soon as the Constitution has been approved by the Council and the first meeting of the National Board of the Society has occurred.

The inaugural Chairperson shall be elected by the National Committee on Environmental Engineering of the Institution, with the other inaugural officers being elected by the inaugural National Board.

14. Inauguration of the Society

The formation of the Society was approved by the Council of the Institution on 22nd October 1994.

The Society will be inaugurated at the first Annual General Meeting.