

**TECHNICAL SOCIETIES**  
**OF**  
**ENGINEERS AUSTRALIA**  
**GUIDELINES & REGULATIONS**

## **Preamble**

The Council of the Institution of Engineers, Australia (now known as Engineers Australia) endorsed the concept of Technical Societies in October 1997 based on areas of technical interest and agreed their establishment should be encouraged within Engineers Australia. Guidelines and Regulations were developed and implemented in 1988, updated in 1998, 2002, 2004 and 2005.

Technical Societies provide learned society functions and continuing professional development for Society and Engineers Australia members generally and are to be supported and assisted in these activities at National and Divisional levels.

Technical Societies of Engineers Australia vary widely in their size, modus operandi and aims and objectives. These Guidelines and Regulations provide flexibility to enable any type of Technical Society to be catered for, whether it is a highly specialised group having the minimum size (30 persons) centred on a city with a specialised industry or a Technical Society with hundreds of members spanning the nation and having chapters in many cities. The Engineers Australia Technical Society system aims to cater for the learned Technical Society needs of the members of the whole engineering team.

Societies established under Engineers Australia are operating units of the organisation and as such are a formal entity of the Engineers Australia with legal, insurance and functional ramifications. These Guidelines and Regulations do not cover separate organisations that are not operating units of Engineers Australia which are invited to perform the functions of an Engineers Australia Technical Society. To assist users, the Regulations establish the minimum requirements for establishment and operation of Technical Societies within the Engineers Australia. The Guidelines offer additional information for assistance and clarification of the regulations.

When contemplating the formation of a new society within the Engineers Australia structure, proponents and approving authorities are to consider the structure which best fits its intended activity.

## ***Contents***

1.	Aims of the Technical Society System.....	4
2.	Definition .....	4
3.	Establishing a Technical Society .....	4
4.	Application.....	5
5.	Terms of Reference .....	6
6.	Nomenclature and Identification .....	6
7.	Membership .....	7
8.	Management .....	7
9.	Administration .....	8
10.	Legal Liability and Protection.....	9
11.	Chapters .....	10
12.	Finances .....	10
13.	Fee Structure .....	11
14.	Engineers Australia Funding.....	11
15.	Publications.....	11
16.	Incorporated Societies .....	12
17.	Annual Reports .....	12
18.	Performance and Review .....	12

## ***Appendices***

1. *Comparison of Learned Society Units of Engineers Australia.*
2. *Overview of Engineers Australia and Technical Society Membership and Subscription Cycle.*
3. *Technical Society Finance Guidelines*

## 1. Aims of the Technical Society System

- 1.01. The Engineers Australia Technical Society system has been established to provide national and regional specialist learned society functions for groups involved in engineering and engineering related fields, and to provide expert practice-based opinion and advice for Engineers Australia.
- 1.02. The compliance requirements of the Technical Society system are stated in this document and are subject to the requirements of the Supplemental Royal Charter & Bye Laws as amended, Engineers Australia's Code of Ethics, the Learned Society Handbook and Division Rules.

## 2. Definition

- 2.01. A Technical Society of Engineers Australia is defined as a group of practitioners formed to foster and promote the practice of a particular field of technical endeavour that may transcend formal professional disciplines. A Technical Society provides a forum for mutual technical development, networking, expanding and sharing knowledge, special interest identification, specialist recognition, and within Engineers Australia policy, the establishment of links with similar organisations and the development and promulgation of expert opinion and influence.
- 2.02. Other units of Engineers Australia involved in the delivery of learned society activities and their roles are identified in the Learned Society Handbook, and the Division Rules, and are summarised at Appendix 1 to these regulations.

## 3. Establishing a Technical Society

- 3.01. The initiative to establish a Technical Society may arise in various ways and from the desire of a group of individuals to organise and promote activities in their area of special technical interest. An initial membership of at least 30 persons is required for the establishment of a Technical Society of Engineers Australia. New Technical Societies may not receive approval where there is clear overlap or duplication with activities of other operating units of Engineers Australia.
- 3.02. The Board of Engineering Practice (**BOEP**) is responsible for recommending to Council the establishment of each new Engineers Australia Technical Society. Council may, on application from established external associations and incorporated bodies, negotiate specific arrangements to enable such associations or organisations: to become joint Technical Societies of Engineers Australia; or, to provide to Engineers Australia members with the services of a Technical Society. Applications from external organisations to form a joint Technical Society with Engineers Australia are to address any specific exemptions from these regulations, and provide justification for same.
- 3.03. Society sub groups are to be known as Chapters and are to be operated by the Society in cooperation with and support from Engineers Australia Divisions.
- 3.04. As a general rule Technical Society membership should reach a minimum of 100 within the first two years of formation and remain above that figure.

## 4. Application

- 4.01. An application to form a Technical Society is to be addressed to the Director Engineering Practice at Engineers Australia National Office in Canberra, and must include:
- i) a statement of the Technical Society's aims and objectives;
  - ii) a statement identifying functional and operational links with other units of Engineers Australia;
  - iii) the names and contact details of intended office bearers and management committee for the first year of operation;
  - iv) a draft constitution in compliance with clause 1.01;
  - v) a list of 30 persons who intend to join the Technical Society;
  - vi) a budget for the first three years of operation; and
  - vii) a business plan outlining the proposed financial structure of the Technical Society and the means by which it intends to achieve its aims and objectives. The Business Plan should cover the effect on, and relationship with, other internal and external bodies having similar interests in the particular field.
- 4.02. Seed funding may be available to assist with establishment costs. Seed funding requires approval of the Chief Executive on a recommendation from the Director Engineering Practice. It is repayable, with interest, after the third year of operation and no later than the end of the fifth year of operation. Applications for seed funding must be accompanied by the Technical Society Business Plan that specifically includes provision for repayment.
- 4.03. Repayment plans should be discussed with the Director Engineering Practice before preparation of a submission. Applications for seed funding should be made in accordance with the guidelines at clause 12.02.
- 4.04. Under exceptional circumstances and upon recommendation from the BOEP, Council may reduce or waive the repayment of seed funding.
- 4.05. Upon receipt of a proposal to form a Technical Society, the Director Engineering Practice shall cause a notice of intent to form a Technical Society to be made available to all units of Engineers Australia for a period of not less than 60 days prior to submission for approval.
- 4.06. On expiry of the 60 day notice of intent period, the Director Engineering Practice shall forward the proposal, accompanied by all comments and correspondence received, to the proponents of the Technical Society who will prepare the case for approval.
- 4.07. The proponents will forward their submission through the Director Engineering Practice to the BOEP for recommendation and subsequent approval by Council.

## 5. Terms of Reference

- 5.01. Engineers Australia Technical Societies shall pursue the aims and objectives of Engineers Australia generally, and of the Technical Society system in particular, by promoting the science and practice of their technical specialisation through:
- i) conducting meetings, conferences, symposia, colloquia, seminars and other public forums for the exchange of technical information at national and regional levels;
  - ii) arranging for the development and dissemination of expert, practice-based, opinion and advice, for, and on behalf of, Engineers Australia;
  - iii) providing, within Engineers Australia policy, a vehicle for the establishment and maintenance of links with persons and other associations of like professional and technical interests;
  - iv) encouraging the production and publication of learned papers on subjects relating to the society's specialised areas of interest;
  - v) inviting and arranging for eminent specialists to address Technical Society gatherings;
  - vi) utilising electronic and hardcopy means of communication to exchange information between members and interested like-minded persons and other associations;
  - vii) contributing to the setting and maintenance of Engineers Australia membership and registration standards;
  - viii) providing expert panellists for Engineers Australia membership interviews and a pool of expertise for Engineers Australia to draw upon to assist the community in disasters and emergencies;
  - ix) participating in the development of Australian Standards; and
  - x) providing recognition and awards for the practice and achievement of engineering excellence in the Society's particular field of technical endeavour.

## 6. Nomenclature and Identification

- 6.01. When approved, a new Technical Society will be required to use the "Society" descriptor in its title and all Technical Societies shall make known on all literature and correspondence that they are a "Technical Society of Engineers Australia". [Refer also to clause 15.01].
- 6.02. Regional groups formed within the Technical Society shall be known as Chapters.
- 6.03. Use of the Engineers Australia red hexagon logo by Societies is to be in accordance with the Engineers Australia Corporate Logo Policy. Any variation in the use of its design is to be formally approved and the Logo design shall be lodged with the Director of Marketing at Engineers Australia National Office in Canberra for that approval.

## 7. Membership

- 7.01. Membership of Engineers Australia Technical Societies is open to:
- i) members of Engineers Australia entered on the Engineers Australia's register (By-law 2.1) who agree to pay the prescribed fee;
  - ii) all those persons other than Engineers Australia members, who have an interest in, and are able to contribute to, the objectives of the Technical Society, who agree to pay the prescribed fees, and who undertake to comply with the Constitution of the Technical Society and the Engineers Australia Code of Ethics. A member of a Technical Society who is eligible to be a member of Engineers Australia should also become a member of Engineers Australia in due course; and
  - iii) incorporated bodies, where the management committee of a Technical Society has exercised its discretion to have a grade of membership for same on such terms and conditions which the Society Committee shall apply.
- 7.02. Authority to admit, decline or terminate membership of a Technical Society lies in the first instance with the Society Committee in accordance with its (membership) criteria and must be consistent with that set down both by the Society's constitution and the Engineers Australia rules and regulations.

## 8. Management

- 8.01. Each Technical Society shall be managed by a Society Committee normally consisting of at least:
- i) a Chairman;
  - ii) an Honorary Secretary;
  - iii) an Honorary Treasurer;
  - iv) Regional (Chapter) representatives for all such groups; and
  - v) Any other representatives as prescribed in the individual Society's Constitution.
- 8.02. The structure and constituency of the Society Committee will be defined in the Technical Society Constitution and members of the Committee shall be elected from the financial membership of the Technical Society either directly or through chapter elections. The Committee may co-opt members as and if required.
- 8.03. Where possible, office bearers should be Engineers Australia members. In all but exceptional circumstances, the Chairman, Secretary and Treasurer should be Engineers Australia members. In the event that circumstances prevent such an arrangement, the Technical Society shall seek approval for any non-Engineers Australia office bearers in these positions from the VP Engineering Practice through the Board of Engineering Practice.
- In the absence of an Engineers Australia member being an office bearer of the society, the Society should nominate a Committee member of the Technical Society, who is also a member of Engineers Australia, for the purpose of:
- i) making statements for and on behalf of Engineers Australia in matters relating to the specific interests of the Technical Society; and

- ii) ensuring society reports are furnished to Engineers Australia on society activities and financial matters.
- 8.04. The officer bearers of the Technical Society shall have primary responsibility to obligate funds and assets of the Technical Society to promote the Technical Society's activities and do so with due diligence, and in accordance with the Engineers Australia Code of Ethics, Privacy Policy and the Technical Society Constitution
- 8.05. The Technical Society shall advise the Director Engineering Practice at Engineers Australia within one month of the Annual General Meeting each year of the names, contact details and terms of appointment of the Technical Society management committee and shall keep this advice current through the coming year.
- 8.06. The Technical Societies administrator at Engineers Australia National Office shall arrange inclusion of the office bearers, and spokesperson and contact committee member for the current year in the appropriate electronic and hard copy instruments of Engineers Australia.

## 9. Administration

- 9.01. Engineers Australia shall provide administrative support services through the Technical Societies administration of Engineers Australia National Office to all societies without fee as follows:
- i) annual membership renewal of all members of Societies shall be conducted by Engineers Australia in conjunction with the annual Engineers Australia membership renewal process. Technical Societies will be contacted in January each year for advice on subscription rates for the following year (see clause 13 and Appendix 2 – Overview of the Engineers Australia and Technical Society membership and subscription cycle);
  - ii) new applications for membership received directly by Engineers Australia or through Technical Societies shall be forwarded to the Engineering Practice Directorate at Engineers Australia National Office to be added to the Engineers Australia membership database and advised to the Society. New applicants shall receive acceptance and membership number advice and a receipt where requested;
  - iii) lists of members and subscriptions received shall be forwarded to the Treasurer of each Technical Society, along with a remittance of 100% of the total value of amounts received, at the end of June. Any additional amounts received will be forwarded to the Society Treasurer at the end of September, December and March;
  - iv) each Technical Society receiving this remittance will undertake to service all members who have been invoiced plus any new members until the member either resigns or does not renew their membership. Members who have not renewed their membership will be subject to the Engineers Australia erasures processes;
  - v) access to the Engineers Australia membership database for Society member details including renewal of membership or joining and those resigning are available to the Committee nominee of the Technical Society through 'TS On-line';
  - vi) Engineers Australia shall provide an initial point of contact and referral service for all societies through the Engineering Practice Directorate at National Office and in each Division and Regional Office; and
  - vii) Engineers Australia shall provide advice on requirements for the formation of new Technical Societies.

- 9.02. Engineers Australia may provide the following additional administrative support service on a cost recovery basis. These services may include any, or all, of the following;
- i) membership servicing additional to the basic service above;
  - ii) accounts management including debtors' and creditors' ledger, trial balance, audits, BAS etc;
  - iii) administrative office including phone, fax, e-mail, internet addresses and stationery;
  - iv) Society Committee Meeting Support, including venue selection and liaison, business paper preparation, minute taking, travel arrangements, etc;
  - v) administrative support for technical meetings, conferences, symposia, etc;
  - vi) administrative support for publications to sub-editorial level;
  - vii) administration of salaried employees including payroll, superannuation, taxation, etc; and
  - viii) administrative assistance with marketing and promotion.
- 9.03. Administrative support for a Technical Society, further to the above, and any other support which may be required at national and regional levels, is the responsibility of the Technical Society. It may be provided, by contract, by the Engineers Australia National Office, an Engineers Australia Division, a commercial service provider, or by volunteer member effort.
- The costs of such support shall be met from Technical Society funds and the arrangement is to be by written agreement. If the arrangement is to be contracted to Engineers Australia National Office it is to be negotiated by the Technical Society with the Director Engineering Practice.
- 9.04. At the National Office, the Director Engineering Practice is responsible for the Engineers Australia administration of basic services outlined in clause 9.01 and provision of negotiated additional services. In Divisions, the Division Director is responsible for general support services or as at clause 3.03 and 9.01.vi), 9.05, Section 11 and 14.02(iii), and for negotiated support services and societies.
- 9.05. Engineers Australia premises and facilities shall be available to Technical Societies, on request, for Technical Society meetings, symposia and similar activities, on the same basis as for other units of Engineers Australia.
- 9.06. Membership lists shall be managed in accordance with National Privacy Legislation and Engineers Australia policy on distribution and protection of these lists.

## 10. Legal Liability and Protection

- 10.01. Technical Society Office-Bearers elected in accordance with these guidelines and the approved constitution shall have the same legal protection as provided to office-bearers of Engineers Australia under Bye -Law 77.
- 10.02. Society office bearers who are not Engineers Australia members gain this level of legal liability protection as for Engineers Australia members in clause 10.01 provided that:
- i) their appointment has been approved by Engineers Australia through the Director Engineering Practice;

- ii) the office bearer is acting bone fide in the course of Engineers Australia's business, in good faith and with reasonable care; and
- iii) the Society is a national unit of Engineers Australia, and where separate agreements exist, they are acting exclusively as office bearers of a Society of Engineers Australia.

## 11. Chapters

- 11.01. Provision is to be made within a Technical Society's constitution for the formation of regional sub-groups of the Technical Society to be known as "Chapters". These provisions are to be consistent with Division Rules relating to the minimum number of persons required for the formation of units within Divisions.
- 11.02. The Society Committee will be the approving authority for chapter formation and will ensure that such proposals are viable, meet the needs of the members, and are in the best interests of the Technical Society in particular and Engineers Australia generally.
- 11.03. When formation of a chapter is contemplated, the Society Committee will consult with the relevant Division Committee, which will consider chapters in a similar manner to other units.
- 11.04. The chapter shall be managed by a Chapter Committee, which will report to and be represented on the Society 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 Technical Society and Engineers Australia.  
  
All chapters formed within a Division shall be listed at the Division Office.
- 11.05. A current list of the Chapter Committee members with contact details shall be forwarded to the Division Director by 31 July each year or within one month of the Annual General Meeting.

## 12. Finances

- 12.01. The Technical Society financial year for reporting shall be that of the Engineers Australia financial year which is from 1st July to 30th June. Financial reports required under clause 17 are to reflect same.
- 12.02. In making a submission to establish a Technical Society, a group may apply for seed funding to be used for initial expenses and the first two years of operation. This application should include details of the purposes for which the seed funding is sought.
- 12.03. The Treasurer of a Technical Society shall at all times be responsible for receiving, handling and accounting of all Technical Society monies. Administrative support for this function can be delegated to an individual or to an organisation contracted for part or the entire administration role. (See clause 9.02 above.)
- 12.04. Technical Society Chapter funding shall be managed in accordance with clearly laid down procedures in the Constitution of the Society.
- 12.05. The Treasurer shall ensure that the society's finances, including those of its Chapters, are audited annually by an independent external agency within two months of the end of the financial year or in time to meet the reporting requirements at clause 17. Guidelines for keeping Technical Society accounts are at Appendix 3.

- 12.06. Failure of any society or its chapters to provide financial reports will be brought to the attention of the Board of Engineering Practice for appropriate action.

### **13. Fee Structure**

- 13.01. The Technical Society membership fees shall be decided by the Society Committee and set at a level commensurate with the services provided to members and to ensure the continued viability of the Technical Society. (See clause 9.01.i) above.)

### **14. Engineers Australia Funding**

- 14.01. Technical Societies funds are derived as set out in clause 9.01 above.
- 14.02. In addition funds may be made available to Technical Societies for the following:
- i) nationally, by the Board of Engineering Practice, when seed funding has been approved [Refer clauses 4.02 and 12.02];
  - ii) nationally, by Engineers Australia where a Technical Society is the approved provider of expert practice-based opinion, advice and assistance to Engineers Australia national activities. Any application for this type of funding will be accompanied by a list of those Engineers Australia members who will form an expert panel; and
  - iii) regionally by the Division Committee where a chapter provides the mechanism for delivery of learned society activities to Engineers Australia members as part of Engineers Australia.
- 14.03. In instance 14.02.iii), the level of funding and support will be based on that made available to other similar Engineers Australia units and pro-rated on the basis of its Engineers Australia member to non-member ratio. The ratio to be used in this context will be established by the Technical Societies' membership register at 31 March of each year for consideration in framing budgets for the ensuing year.

### **15. Publications**

- 15.01. Documentation and publications, including web pages, are a core responsibility of each Technical Society and they shall show the relationship of Engineers Australia to the Technical Society in accordance with clause 6.01.
- 15.02. The content of the above must be consistent with Engineers Australia policy positions.
- 15.03. Societies may seek an Engineers Australia advance from the Board of Engineering Practice for the production of publications that promise a financial return.
- 15.04. Societies are encouraged to promote the publication of learned papers in Engineers Australia's journals.

## 16. Incorporated Societies

- 16.01. Where a Society is incorporated under either the Corporations law or the Associations legislation of one of the states it has a separate legal existence from Engineers Australia and is to have a constitution, rules and policies compliant with clause 1.01.
- 16.02. Incorporated societies operating under an agreement with Engineers Australia to provide Technical society services are obliged to provide reports to the Director Engineering Practice as detailed in clause 17.
- 16.03. Separately incorporated societies are not covered by certain Engineers Australia's insurance policies. Such societies should therefore take out their own insurance cover for Public Liability and Directors' Insurance. Evidence of this cover must be provided on an annual basis.
- 16.04. Members of the Technical Society attending technical activities in Engineers Australia premises are covered by Engineers Australia's Public Liability Insurance on condition that the activity is considered to be an activity of Engineers Australia and for the benefit of Society members. Further clarification of indemnity cover is detailed in clause 10 of this document and in clause 77 of the Engineers Australia Bye-laws.

## 17. Annual Reports

- 17.01. Each Engineers Australia Technical Society is to submit an annual report, as soon as possible after the end of the financial year and no later than 30th September, to the Board of Engineering Practice through the Director Engineering Practice at Engineers Australia National Office. The reports will be consolidated into a report to the Engineers Australia Council to be presented to the November/December meeting and also summarised in the Engineers Australia Annual report.
- 17.02. Failure of any society to report in accordance with clause 17.01 will be brought to the attention of the Board of Engineering Practice for review and appropriate action as detailed in clause 18.
- 17.03. Society reports are to include:
  - i) a summary of activities of the previous year, at both chapter and national levels, including participation and membership numbers and financial outcomes;
  - ii) planned activities to meet the Technical Society and Engineers Australia aims and objectives;
  - iii) audited financial accounts for the previous year;
  - iv) the Technical Society budget for the coming year; and
  - v) any approved changes to the Society's Constitution.

## 18. Performance and Review

- 18.01. The annual report from the Technical Society will form the basis of an assessment of Technical Society performance and will be carried out annually by the Board of Engineering Practice. The Technical Society's stated objectives and plans from the previous year will form the basis of the performance criteria.

- 18.02. The Council of Engineers Australia reserves the right to step in to the management of or to terminate its recognition of a Technical Society as a Technical Society of Engineers Australia, in the event that it conducts its affairs at variance to the Society's Constitution and Rules, these regulations, Engineers Australia Bye-Laws and Code of Ethics.
- 18.03. The viability of a Technical Society may be questioned where: the membership has fallen below 100 financial members, very few or none of the activities outlined in clause 5.01 are being conducted, the financial management of the Technical Society has the potential to expose the Technical Society, Engineers Australia, or their membership to debts, or the actions of the Technical Society is liable to damage the reputation of Engineers Australia.
- 18.04. Where a Society is considered to be no longer viable, the Director Engineering Practice will advise the Board of Engineering Practice, which includes the SCC representatives. The Board is responsible for recommending to Council the action to be taken in relation to the Technical Society.

## Learned Society Units of Engineers Australia

<i>National</i>	<i>Regional</i>	<i>Role</i>	<i>Membership</i>	<i>Management</i>	<i>Reporting Links</i>	<i>Life</i>
College	Branch	Delivery of learned society activities focussed on a specific discipline and generally broad based. Also provides input to maintenance of professional standing and audits CPD for NPER registration.	As specified by Society constitution. May include non-Engineers Australia members.	College Boards and Branch Committees elected from College Members.	Colleges to Council. Branches to Division Committee.	On-going.
Technical Society	Chapter	Delivery of learned society activities focussed on particular field of engineering, usually industry based. May negotiate to provide National Committee function for interest area. Has no direct responsibility for profession issues.	As specified by Society constitution. May include non-Engineers Australia members.	Society Management Committee elected by members as specified in Constitution. Chapter Committees elected as specified in Constitution.	Society to Boards of relevant College or to BOEP. Chapters to Society Management Committee.	On-going while viable.
National Committee	Committee	Expert committee appointed to provide opinion and technical focus in a particular field. Includes delivery of learned society activities at a national level.	No direct membership base.	Committee appointed by Chairman and endorsed by BOEP.	To relevant College Board or, for multi disciplinary NC's, to BOEP.	3 years unless otherwise determined by relevant Board.
National Panel	Panel	Embryonic form of National Committee or unit formed where fields of endeavour are localised.	No direct membership base.	Panel appointed by Chairman and endorsed by BOEP.	To relevant College Board or, for multi disciplinary NC's, to BOEP.	3 years unless otherwise determined by relevant Board.
Task Force	no equivalent	Unit appointed to provide specific expert advice in the development of Institution position statements or submissions to government where other sources of advice are not normally available.	No direct membership base.	Appointed by BOEP.	As specified in Terms of Reference.	As specified in Terms of Reference. Usually for life of Project.
Steering Committee	no equivalent	Unit appointed to develop and implement Institution policy and change. Will oversee transition to, and testing of, new systems and structures.	No direct membership base.	Appointed by BOEP.	As specified in Terms of Reference.	As specified in Terms of Reference. Usually for life of Project.
Group	no equivalent	Location based units established within Divisions to provide for fraternal needs of a particular region, usually remote from Division.	Engineers Australia members located in the designated region.	Committee elected by members.	To Division Committee.	As determined by Division Committee

## Engineers Australia & Technical Society Membership and Subscription Cycle

Please note that this overview is based on a 1 July to 30 June Financial Year. Details may change subject to Engineers Australia Council and-Technical Society management decisions.

Activity	Timing	Details
<b>Renewals</b>	<b>1 July</b>	<ul style="list-style-type: none"> <li>❑ Start new Financial Year. Membership Renewal Payments for Engineers Australia &amp; Technical Society Membership due.</li> <li>❑ Annual Engineers Australia &amp; Technical Society (where agreed) Financial Statement Preparation begins for the previous financial year.</li> </ul>
<b>Arrears</b>	<b>2 July</b>	<ul style="list-style-type: none"> <li>❑ Late Payment Fee added to members' (Engineers Australia Only) accounts</li> <li>❑ Engineers Australia &amp; Technical Society Arrears processing commences.</li> </ul>
<b>Arrears Notices &amp; Retention Campaign</b>	<b>Mid July</b>	<ul style="list-style-type: none"> <li>❑ Members who are in arrears are notified that their Engineers Australia membership may lapse if payment is not received by 1 November.</li> <li>❑ Technical Society members receive a separate notice with a similar message. Individual Technical Societies conduct their own Retention Campaigns (unless other arrangements are agreed to).</li> <li>❑ Engineers Australia Divisions &amp; units commence their retention campaigns to contact Engineers Australia members who are in arrears (also referred to as 'Non Financial') by phone, fax, e-mail &amp; follow-up letter. The opportunity is also taken to collect payment from Engineers Australia members for Technical Society Membership.</li> </ul>
<b>Erasures</b>	<b>July/August</b>	<ul style="list-style-type: none"> <li>❑ Erasures (of membership lapsed for members who have not paid 80% of outstanding debts) commence for Engineers Australia &amp; Technical Society members.</li> </ul>
<b>Financial Reporting</b>	<b>September / October</b>	<ul style="list-style-type: none"> <li>❑ Engineers Australia Financial Statements (&amp; Technical Societies where agreed) completed.</li> <li>❑ Audits of Accounts (including Technical Societies where Engineers Australia provides accounting services) conducted.</li> </ul>
<b>Erasure Notices</b>	<b>November</b>	<ul style="list-style-type: none"> <li>❑ Members erased due to non-payment are notified that their Engineers Australia membership has lapsed.</li> <li>❑ Erased Technical Society members receive a separate notice with a similar message.</li> </ul>
<b>Readmissions</b>	<b>December / January</b>	<ul style="list-style-type: none"> <li>❑ Engineers Australia Readmissions process for members erased due to non-payment &amp; other reasons commences.</li> <li>❑ Similarly Society readmissions process commences.</li> </ul>
<b>Renewals</b>	<b>January to February</b>	<ul style="list-style-type: none"> <li>❑ Engineers Australia Budget Parameters Prepared.</li> <li>❑ Engineers Australia Council and Society Committees makes decisions on Fee Structure, Discount Rates &amp; Membership Rules for Engineers Australia and Societies respectively.</li> </ul>

Activity	Timing	Details
<b>Renewals</b>	<b>March to May</b>	<ul style="list-style-type: none"> <li>❑ Preparation for Membership Renewals begins – Form Design, Subs Booklet, Enclosures, Documentation, Printing, etc.</li> <li>❑ Technical Society details &amp; fees for the next Renewals are confirmed.</li> <li>❑ Publications &amp; subscription fees are confirmed.</li> <li>❑ The Foxtrot database is modified &amp; tested for new business rules &amp; fees.</li> <li>❑ Engineers Australia Budget approved by Council and Society Budgets approved by Societies (April).</li> </ul>
<b>Societies Subscription Payments</b>	<b>June</b>	<ul style="list-style-type: none"> <li>❑ First 100% payment of receipted subscriptions forwarded to Technical Societies. Thereafter 100% of receipted subscriptions will be paid on a quarterly basis.</li> </ul>

---

**Appendix 3**  
**TECHNICAL SOCIETY FINANCE GUIDELINES**

The following guidelines set out the legal requirements for Technical Society Treasurers in carrying out their position.

**It is essential** to have a hard copy paper trail. This is a legal requirement of the Australian Taxation Office and Auditors.

Electronic accounting packages such as MYOB or Quickbooks are recommended to facilitate accounting procedures and records. These packages provide a more efficient way of keeping Technical Society accounts in accordance with auditing requirements.

**1. Bank Accounts**

Cheque accounts opened in the name of the Technical Society should have a minimum of two people to sign. If preferred, the Treasurer can be one specified signatory plus one other person whose signature is registered on the account. Specific requirements like this need to be registered on the signatory form provided to the bank.

When there is a change in Office Bearers, a new signatory form should be provided to the bank as soon as possible after the meeting at which they are elected.

Funds that are surplus to immediate needs may be put into a Term Deposit. Please note that such funds may only be invested in 'safe' investments such as Term Deposits or Government Bonds. It is preferable that only one Term Deposit be in existence at any one time. It is now possible to add to or withdraw funds from a Term Deposit with minimal penalty if any.

**2. Purchases**

Every purchase made must have an original TAX INVOICE clearly showing the name, address and ABN of the business, the amount of the invoice and the GST charged.

Reimbursements made to committee members **MUST** have tax invoices attached as proof of purchase. All businesses, even take-away food outlets, can issue a tax invoice/receipt on request.

If the Technical Society has a purchases request process, the authority to purchase must be attached to the purchase invoice.

**3. Payments, Remittances**

All payments, whether by cheque or bank transfer, must be recorded in such a way that the payment can be tracked to an original invoice. Attached to these guidelines is a 'Remittance Advice'. Details can be filled in by hand or electronically. Attach the original Tax Invoice and any other documentation to a copy of the remittance advice for filing. An original Remittance Advice can be sent to the person or company with the payment.

In the case of an International Money Transfer (IMT), or EFT, invoices must be kept in the payments file together with a copy of the bank transfer document.

**4. Sales**

If the Technical Society accounts are being processed through an electronic accounting package such as (MYOB, Quickbooks etc) print two copies of the Tax Invoice. Send the original to the customer and file the other with any written authorities etc attached to invoice copy. If manual invoicing is used, such as a duplicate book, the requirements are the same. Please note that the words Tax Invoice and the ABN of the Technical Society should appear on all invoices issued.

All transactions should be subject to a Tax Invoice, including conferences, symposia. Unless a Professional Conference Organiser (PCO) is employed to administer a conference or symposium, the society needs to generate a Tax Invoice for each transaction.

## 5. Chapters

Auditors recommend that the National Treasurer should also keep the financial records for chapters, rather than having several cheque accounts and sets of books, this is also a substantial cost saver when it comes to the end of financial year audit.

If Chapters do currently have separate accounts, GST must be accounted for by the Technical Society National Treasurer. Each Chapter should provide full records at 30 September, 31 December and 31 March and 30 June, in order that GST BAS returns present an accurate record of the society's transactions.

Records required are:

- i) original accounts/receipts (photocopies are not acceptable). It is recommended that the 'Remittance Advice' be used to organise these;
- ii) original Bank deposit receipts (if a book is used, the book should be provided to the Treasurer annually prior to audit);
- iii) financial reconciliation (template attached) containing details of deposits and cheques made out (Date, Amount, Payee); and
- iv) originals of all bank statements.

## 6. GST

Technical Societies that do not have significant income and expenditure may not need to register for GST. However, it is essential that an ABN be applied for and used on all correspondence and financial transactions.

If the Technical Society is registered for GST it is a legal requirement that a Business Activity Statement (BAS) be lodged with the ATO, usually quarterly. Forms and lodgement deadlines are provided by the ATO prior to each lodgement period. GST should be included in all transactions except items that are transfer of monies, such as subventions from the National Committee or transfer of funds from one account to another of the same society. Bank fees other than Merchant fees are not subject to GST.

Usually the BAS is lodged quarterly. It is recommended not to change the frequency of lodgment. If lodgement is done annually it becomes a lot more difficult to track down any errors in processing throughout the year.

Remember, ignorance is NOT bliss as far as the ATO is concerned! Treasurers should take the time to make themselves familiar with the requirements for financial management and tax accountability of the society.

## 7. Audit

It is essential that all original documents relating to the Technical Society's finances are made available for audit every year. The audit needs to be done as soon as possible after 30 June and by a person qualified and registered to do so.

A copy of the audited accounts should be provided to Engineers Australia with the Annual Report (see Clause 17 of the Technical Society Rules and Guidelines).

## 8. Files

It is essential that ORIGINAL copies of all documents - invoices, bank statements, reconciliations, etc are kept on file.

A lever arch file should be maintained with the following dividers:

- i) Bank Statements (separate divider for each account). Reconciliation sheets should be attached to each bank statement when account is reconciled (this should be done monthly or at the end of every bank statement period). Make sure that accounts are reconciled regularly. Assistance is available from the Engineers Australia Technical Societies Finance Administrator;
- ii) deposit slips (may be generated electronically);
- iii) Purchases/Remittances (must have original Tax Invoice and Purchase Order attached);
- iv) Sales Invoices (must have original Purchase Order attached);
- v) photocopies of BAS reports;
- vi) finance reports – original copy of audit report; and
- vii) finance correspondence.

If the Society has conferences, symposia, etc, it may be advisable to use a separate folder for Invoices.

**SOCIETY NAME**

---

**To**

.....  
.....  
.....  
.....

**REMITTANCE ADVICE**

Enclosed is our cheque number ..... for payment as follows:

..... \$.....

Date:..... Signed:

ABN.....

**Society Name**  
**Financial Reconciliation**  
Chapter: .....

**Period: From.....**

**To.....**

Details of cheques paid

Date	Cheque No	Amount	Payee	Tax Invoice Details

Details of Banking

Date	Amount	Details (cheques, cash, etc)	Allocation (general chapter funds, seminars etc)