



Society of Fire Safety

Constitution

Affiliation with Engineers Australia

1. The Society of Fire Safety (SFS) is an unincorporated Technical Society of Engineers Australia and is subject to the Royal Charter, By-Laws, General Regulations and policies of Engineers Australia, as amended from time to time, including all associated codes of ethics and conduct.

Nomenclature and Identification

2. SFS shall make known on all literature, correspondences, websites and any other media that it is a Technical Society of Engineers Australia through co-branding. This means that any logo or trademark provided by Engineers Australia must be displayed as prominently as the approved logo of SFS.

Purpose and Functions

3. SFS has been established to foster excellence in fire safety in Australia. The Society aims to draw together individuals who are actively engaged in fire safety, to provide a national focus and leadership for the development, understanding, practice and application of fire safety engineering to achieve reductions of risk for life, property and environmental damage and the implementation of cost-effective fire safety codes and regulations.

The broad objectives of SFS are the professional development of its members and the dissemination of SFS's ideals into the wider community. The specific objectives of SFS are to:

- a. develop, and extend the application of, the science and technology of fire safety engineering;
- b. promote excellence in the practice of fire safety engineering;
- c. promote the use of the science and technology of fire safety engineering in the built environment;
- d. promote education, training and research in all aspects of fire safety engineering;
- e. maintain and improve professional and educational standards for fire safety practitioners;
- f. influence community, corporate and regulatory attitudes and practices in relation to fire safety;
- g. communicate knowledge about fire safety engineering with, and to promote collaboration between members, organisations and other societies; and
- h. provide expert advice for government, industry and the community.

4. The functions of SFS, within the area of fire safety engineering, is to:
 - a. collaborate with Engineers Australia and its Colleges to develop and promote the professional and academic disciplines of engineering;
 - b. establish and maintain the relevant body of knowledge;
 - c. participate in the establishment and maintenance of the requirements for attaining the relevant engineering qualifications;
 - d. participate in periodic reviews of the relevant Australian Engineering Competency Standards;
 - e. participate in setting the relevant best practice standards for the ongoing professional development and competency assessment of members;
 - f. represent Engineers Australia in the wider community in accordance with Engineers Australia's policies and in consultation with the CEO; and
 - g. contribute to Engineers Australia's membership growth and retention.

Membership

5. All members of SFS are bound by Engineers Australia's Royal Charter, By Laws, Regulations, Code of Ethics, the policies of Engineers Australia and this Constitution.
6. Membership of SFS shall be open to:
 - a. members of Engineers Australia who have an interest in and are able to contribute to the objectives of SFS and pay the fee prescribed by SFS;
 - b. non-Engineers Australia members who have an interest in and are able to contribute to the objectives of SFS and who pay the prescribed fee; and
 - c. corporate members who will have all the rights and privileges of members, and exercise these rights and privileges through a nominated representative appointed by the corporate member.
7. The Committee has the authority to admit, decline or revoke membership of SFS.
8. Engineers Australia will maintain a register of SFS members.

Executive Committee

9. SFS will form an executive committee (Committee) to manage the operations of SFS and which will also be responsible for ensuring and monitoring the viability of any chapters established as part of SFS.
10. The Committee is to consist of at least 6, but no more than 12, members as determined from time to time by the Committee, including:
 - a. a chair;
 - b. a deputy chair; and
 - c. an immediate past chair (if available).
11. The Committee may appoint a member or members of the Committee to perform the functions of Secretary and Treasurer. The functions of Secretary and Treasurer may be combined.

12. Committee members may be elected by the membership or may be appointed by resolution of the Committee but only on the basis that, at any time, a majority of the members of the Committee are elected by the membership.
13. The Committee must not appoint a member to its Executive Committee unless satisfied that, after the appointment, the Committee has an appropriate mix of age, gender, location and other aspects of diversity, representation, skills and technical proficiency.
14. The Committee may, from time to time and for a period of no more than twelve (12) months, co-opt additional members or other persons, including student members, to address specific issues or assist with work on matters being pursued by the Committee. Co-opted members have no formal role or voting rights on the Committee.
15. Committee members must be financial members of SFS. In all but exceptional circumstances, the Chair, Deputy Chair, Secretary and Treasurer shall be Engineers Australia members. In the event that circumstances prevent such an arrangement, SFS shall seek approval for any non-Engineers Australia office bearers in these positions from an authorised officer of Engineers Australia.
16. Committee members serve a term of 2 years and may nominate for re-election twice, such that each member may serve a maximum cumulative term of 6 years. The period of time that a Committee member serves as chair or deputy chair is to be excluded when calculating the maximum consecutive term referred to in this clause.
17. The Committee is to meet as often as is necessary for the proper performance of its function, with a majority of committee members to be present for a quorum to be reached.
18. The Committee needs only record the resolutions of a committee meeting. Minutes or a recording of a committee meeting are not required.

Working Groups

19. The Committee may, by resolution, establish working groups, comprising no more than 6 members with the functions specified in the resolution, to assist in the work of the Committee.

Planning

20. SFS must provide the authorised officer of Engineers Australia a high level three year rolling plan which is subject to regular review and update. Without limiting the activities and operations of SFS within its defined role, the plan is to set out how SFS will:
 - a. contribute to the retention and growth of Engineers Australia's and SFS's membership;
 - b. contribute to the creation and distribution of the body of knowledge and the means by which this will occur;
 - c. contribute to the identification and provision of advice regarding specialist and/or industry changes in engineering practice standards and development needs through
 1. participation in the periodic reviews of Engineers Australia's competency standards;

- 2. identification of specialist development needs of members and the provision of specialist CPD and technical training;
- d. contribute to advancing engineering for the benefit of the community and the promotion of Engineers Australia as the voice of the profession.

21. The SFS Executive Committee may seek the views of SFS members on its 3 Year Plan in order for members to have a say in the direction of SFS prior to its submission to the Engineers Australia authorised officer.

22. SFS must provide an annual report on outcomes achieved against its plan to the Chief Executive Office of Engineers Australia within 2 months of the end of the Society's standard operating year each year.

Finances and Assets

23. Any bank account opened in relation to the activities of SFS is to be in the name of:

- a. SFS with the requisite number of Committee signatories as required by the banking institution; and
- b. to be managed by SFS or Engineers Australia,

with or any cheque, electronic funds transfer or withdrawal of funds to be authorised by the chair and/or the treasurer and at least one other Committee member.

24. SFS must keep financial records:

- a. which record and explain transactions associated with SFS's funds or assets; and
- b. which give an accurate account of the financial position of SFS,

and the treasurer must make the records available to Engineers Australia upon request.

25. SFS must not apply any surplus other than in accordance with its purpose and demonstrate that it is a not-for profit entity. For the sake of clarity, a not-for-profit entity may compensate members for expenses they incur for recognised purposes and may make a surplus, provided it is applied for the purposes of the entity rather than for the benefit of one or more members.

26. The Executive Committee must provide to Engineers Australia draft audited financial reports by no later than 20 August each year.

27. As SFS is an unincorporated Technical Society of Engineers Australia, neither SFS nor its members can enter into written or verbal contracts or agreements of any kind, own land, enter into mortgages or debentures or employ people on behalf of SFS. All contracts, agreements or other instruments in respect of the SFS and/or its Activities must be approved by an authorised officer of Engineers Australia.

Chapters (Branches)

28. The Committee may establish SFS chapters provided that:

- a. there are a minimum of 12 members to form a chapter, however, a chapter's numbers are not to fall below 12 to be considered viable;
 - b. the chapter is viable and accounts to the Committee as and when required; and
 - c. the activities of the chapter are aligned with the purpose of SFS.
29. The Committee is to direct the chapter and determine the reasonable size and scope of the chapter committee. Chapter committee members must be financial members of SFS.
30. Chapters of SFS are to work in collaboration with Engineers Australia's Divisions.

Intellectual Property

31. Engineers Australia grants to SFS, a non-exclusive, royalty free, revocable and non-transferable licence to use any trade mark, logo, copyright, moral rights, design, procedures and confidential information (Intellectual Property) owned by Engineers Australia for the purpose and currency of this Constitution. SFS agrees to use the Intellectual Property in accordance with Engineers Australia's policies and directions and for non-commercial purposes only.
32. All materials, literature, websites or other media created by SFS and all Intellectual Property rights subsisting in them (whether or not now existing, both registered and unregistered, protected by statute, common law or equity in Australia or elsewhere in the world, including copyright, trademarks, designs, patents, patentable information, licences and other rights to possess and use the works and other subject matter of intellectual property rights, trading names and domain names, but excluding moral rights) will remain or be assigned to become the sole and exclusive property of Engineers Australia.

Insurance

33. Insurance coverage by Engineers Australia is:
- a. available for office bearers and volunteers engaged in activities associated with SFS provided that the volunteer work is officially organised by and under the control of Engineers Australia; and
 - b. available in the event of accident, illness and travel related incidents and includes functions or events held on Engineers Australia's premises and off-site and extends to incidents which might occur during travel involved to and from the event.

Winding up of the Society

34. The Board of Engineers Australia reserves the right to step into the management of, or to wind up, SFS in the event that:
- a. it conducts its affairs at variance to Engineers Australia's Royal Charter, By Laws, Regulations, policies and/or this Constitution;
 - b. SFS membership has been in decline over a period of 3 years and membership has fallen below 100 financial members;
 - c. SFS is no longer meeting its purpose as outlined in clause 3;
 - d. the financial management of SFS has the potential to expose Engineers Australia and/or SFS's membership to debts; and

- e. the actions of SFS and its management pose an unacceptable risk to Engineers Australia.

35. In the event that SFS is wound up, all monies, assets or funds and any associated profits or interest or assets are to be transferred to Engineers Australia to be distributed in accordance with SFS's purpose or Engineers Australia's learned society functions.

Additional Provisions

36. The Committee may develop Standard Operating Procedures (SoP's) to outline further requirements and procedures in support of the SFS Constitution. Changes to the SoP's are to be approved by the SFS Executive Committee. If any aspect of the SoP's is in conflict with the Constitution, then the Constitution prevails.

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