



**Southern Cross  
University**



**ENGINEERING**  
SOCIETY

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**SCU ENGINEERING SOCIETY**

**GUIDELINES BOOKLET**

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Edited by SCU Engineering Society Members

# EXECUTIVE SUMMARY

This document provides information for Southern Cross University (SCU) engineering students to manage the SCU Engineering Society. Written and edited by the Society members, this is an evolving document which guides successive SCU Engineering Society committees, particularly new members. It outlines the SCU Engineering Society's vision, mission, structure and the responsibilities of each members' role. A list of the Society's annual and optional actions is provided, with summary instructions and guidelines for successful planning and execution of these actions. This document is annually reviewed by successive Society's and updated as necessary to ensure it remains relevant and accurate.

# ACKNOWLEDGEMENTS

The SCU Engineering Society at Southern Cross University acknowledges the traditional custodians of Lismore's SCU campus land, elders past and present, and all members of the Widjabul people of the Bundjalung Nation.

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# VISION

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The SCU Engineering Society will endeavour to enrich the lives of Southern Cross University's engineering students through our guidance and leadership.

# MISSION

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The SCU Engineering Society aims to create an enjoyable and meaningful university student experience by organising fun and social events that unite the SCU Engineering cohort while encouraging our academic and professional success.

# STRUCTURE

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The SCU Engineering Society is affiliated with the Lismore and External Student Association (LEXSA) which is governed by LEXSA's constitution. The SCU Engineering Society (the Society herein) receives funding from LEXSA. LEXSA applies for its funding from the Student Representative Committee (SRC) who make recommendations to Southern Cross University's Vice-Chancellor regarding distribution of the Student Service and Amenities Fee (SSAF) funds.

The Society's internal structure is as follows:

## **Executive Committee**

- President
- Vice President
- Secretary
- Treasurer

## **Office-Bearers**

- Media Officer
- Development Officer - Academic
- Development Officer - Professional
- Development Officer – Social

## **Representatives**

- First Year
- Second Year
- Third Year
- Fourth Year

## **General Members**

- Open to all SCU engineering students

# MEMBERS

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## ELECTION AND ELECTION RULES

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Members are decided for each committee role in an election held during the Annual General Meeting (AGM). The rules governing the Society members' candidacy for different committee roles are provided below. These will be readily available to all Society members before and during elections.

- A maximum of one person per executive committee position, two people per office-bearer position, and three people per year-representative position may serve concurrently.
- Candidates who have previously held an executive committee, office-bearer or year-representative position (or have actively participated in the Society) have preference for any role over candidates that have previously been general members.
- For candidates of equal stature, a vote by 'show of hands' elects members to roles when there are more candidates than positions available.

## COMMITTEE ROLES AND RESPONSIBILITIES

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### ACADEMIC ADVISOR:

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- Ensure the Society maintains standards that align with that of the SCU Engineering Team.
- Offer ideas for events and management processes, and offer suggestions that assist the Society in maintaining their mission and achieving their vision.
- Consider the Society funding applications or refer these applications to the Dean of Engineering.
- Encourage student and staff participation.

### PRESIDENT & VICE PRESIDENT:

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- Responsible for the leadership, guidance and management of the Society.
- Manage the Society stakeholder relationships.
- Secure and manage funding for the Society.
- Ensure the Society is compliant with all relevant policies, procedures and other obligations.
- Organise and chair meetings, liaising with the Secretary.
- Oversee financial planning and processes, liaising with the Treasurer.
- Represent the Society at formal functions and meetings, such as the Engineering Industry Advisory Group.
- Responsible for emailing students regarding events.

### SECRETARY:

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- Record the meeting minutes and distribute them to the Society, LEXSA and the OneDrive account
- Assist with the administration of the Society as necessary.

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## TREASURER:

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- Liaise with the President to develop a financial management strategy.
- Ensure an accurate and balanced general ledger is maintained, accounting all sources of income and expenditure, with a record of receipts.
- Provide current financial summaries at the Society's meetings
- Organise approved payments and reimbursements with LEXSA Operations Manager.

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## MEDIA OFFICER:

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- Responsible for the Society's advertising and promotions.
- Responsible for the Society's Facebook page, posters, website and any other promotional material.
- Ensure all Society media releases are compliant, as outlined in the relevant guidelines provided by SCU Media, the SCU Engineering Team and LEXSA.
- Be present at all Society events to take photographs
- Upload photographs onto the shared OneDrive account
- Ensure any photos taken have signed permission from the individual in the photo to display via the website, social media etc.
- Take very good care of the Society camera and only use the camera for the Society purposes.

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## DEVELOPMENT OFFICERS:

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- Plan and manage the Society's events ensuring compliance with all obligations.
- Seek opportunities to develop new initiatives relating to their folio.
- **Academic Development Officer** aims to assist students to excel in their chosen units and to gain a thorough understanding of the engineering coursework.
- **Professional Development Officer** aims to increase students' readiness for an engineering career and to connect students to industry professionals
- **Social Development Officer** aims to improve students' networking and communication skills.

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## YEAR REPRESENTATIVES:

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- Plan and manage the Society's events ensuring compliance with all obligations.
- Share information between the Society and engineering students.
- Ensure all students are well-informed of the Society's activities and encourage their participation.
- Contribute improvement ideas, student suggestions and other feedback to the Society.

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## GENERAL MEMBERS:

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- SCU Engineering students who have completed a membership form are general members who can attend all events funded by the Society.

# GENERAL GUIDELINES

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The following points outline important information for the Society to successfully and efficiently fulfil their annual Agenda.

- The Society has a shared OneDrive account with detailed records from previous years.
- Other than the previous committee members, the Society's OneDrive folder is the best reference for members to supplement these guidelines. It shall remain organised and current.
- Copies of all the Society administration (meeting minutes, financial records, event information, policies, funding applications, media releases, etc.) shall be maintained on the Society's OneDrive folder.
- The Society members and all attendees at our events must abide by Southern Cross University's Code of Conduct.
- Meetings are held regularly with the minutes noted and recorded.
- The committee members shall attend all meetings and events, ensuring an apology is sent to the Secretary as early as possible if unable to attend.
- The committee members must consider succession planning and ensure that their position replacement receives appropriate instruction and advice regarding their new role and its responsibilities.
- This document should be revised annually by successive Society committees to ensure it remains relevant and accurate.

## FUNDING:

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The Society's funding sources are as follows:

1. LEXSA – An annual funding application form is included in the LEXSA Affiliation forms. These are usually submitted in October and the approved funding is announced in January. This money is held by LEXSA and accessed by batch orders made by the Treasurer and approved by LEXSA's Operations Manager. Committee members must request invoices for payments when possible. Otherwise committee members pay for approved expenses themselves, collect receipts and send copies to the Treasurer with their bank details to be reimbursed. Petty cash is kept in the Society's storeroom and may be replenished via LEXSA.
2. The SCU Engineering Team allocate some funds to approved Society events. An application form must first be completed and submitted to the Academic Advisor for approval, allowing sufficient time for consideration. This funding source requires invoicing or credit card payment by either the Engineering Technical Officer or the Engineering Support Officer. It is not possible to reimburse committee members with these funds. Therefore, suitable payment arrangements must be organised.
3. Engineers Australia (EA) Newcastle division contribute approximately \$250 towards the first-year students' EA barbeque. Proof of purchase is sent to EA and they reimburse LEXSA who deposit it in our account. Contact details are provided in the Events Summary.
4. Engineering industry sponsorship is sought annually. Any money from Society sponsors is paid to LEXSA and considered additional to allocated funding.

## THE SOCIETY WEBSITE:

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- <http://www.scuengineeringsociety.com>
- The Society website is hosted and managed through [wix.com](https://www.wix.com). While the “front facing” side of the website can be accessed at <https://www.scuengineeringsociety.com>, the control panel and content management system is accessed by clicking “sign in” at <https://www.wix.com/>.
- The previous website coordinator will transfer administrator access to the new website coordinator at the first meeting when a new committee is formed after the AGM.
- When the yearly subscription payment is due, the Treasurer is to be notified to coordinate this payment. This can be done by logging in and updating credit card details.
- The website has the facility to publish events and take bookings via the website portal, thus making life much easier for RSVPs etc. Old events can be duplicated with the necessary changes.

## SOCIETY ACTIVITIES

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### EVENTS GUIDELINES

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The following points provide recommendations for managing and hosting the Society’s events.

- Establish an agenda of events during the first meeting and then allocate funds, allowing for contingencies.
- Select a leader for each event, and at least three event helpers.
- All committee members are expected to assist for events whenever possible.
- Plan the date for each event using a combined years’ timetable to assist with scheduling.
- Plan, cost and finalise all details as early as possible (venue, food, entertainment, decorations, etc.).
- Register the event on LEXSA’s online event registration form and fills in all necessary event/risk management forms.
- Complete the Society event form, organises attendance sheets, receipts and uploads copies of everything to the OneDrive folder after the event.
- Each funding source has different processes. Decide which funding source is most suitable for each event, confirm the requirements and submit the forms early.
- The Media Officer creates and organises approved advertising distribution (posters, blackboard announcement, Facebook, A Block TV screens, etc.).
- The Media Officer organises taking photos for the event
- The President updates events to the website and sends emails to all students and staff.
- Ensure event attendance sheets are signed by attendees and maintain a database of contact details.
- When catering events, provide for varying tastes and dietary requirements.

## EVENTS SUMMARY

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The Society's annual agenda is summarised below in chronological order. These events can change every year and new events can be added.

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### SESSION ONE ORIENTATION WEEK STALL

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Orientation Week is held the week before Session One commences in Feb/Mar. The Society hosts a stall for one afternoon. Liaise with LEXSA for times, dates and to select a stall. Check supplies in the Society storeroom and take items such as black table coverings; Society membership application forms; posters from previous events; the Sponsorship Prospectus; Engineering Society Booklet; Engineers Australia brochures, information and leftover goodies from the EA BBQ (see below); SCU Engineering course brochures; and any other relevant information and fun stuff that may attract interest from new or potential SCU Engineering students.

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### ENGINEERS AUSTRALIA BBQ

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The Society hosts the Engineers Australia (EA) welcome to the new first-year students with a presentation by a professional engineer, followed by a BBQ. The BBQ is usually held in Week Two or Three in Session One (March). The presenter is organised by the committee so use your networks to find an engineer, preferably CPEng status, willing to present to the class. The General Manager for Engineers Australia's Newcastle division head office is contacted regarding the EA Goody Pack supplies that are gifts for the first-year students. Contact details are provided below and the Goody Packs are to be delivered to Engineering A Block at Southern Cross University. It is recommended to contact EA before O-Week to allow sufficient time for delivery and preparation. The costs of the BBQ are covered by EA (up to \$250) after receipts are forward to them. Contact: Helen Link, General Manager, Engineers Australia Newcastle, HLink@engineersaustralia.org.au

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### ANNUAL GENERAL MEETING (AGM)

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An AGM must be held at the beginning of each academic year to elect the new committee. LEXSA has a deadline for this (mid-April) but sooner is best to allow more time to plan the annual Agenda. The outgoing committee must implement measures to encourage student interest and smooth transition for the new committee role handovers following elections.

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### MEETING ONE (TEAM BONDING)

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The first Society meeting is focused upon team-building to establish friendships and working relationships with each other. Therefore, maximum attendance is encouraged. Organise catering and encourage an open group brainstorming and strategising session, then sketch the Society's agenda for the year and assign leaders for each event. The annual budget should be drafted before the first meeting and finalised soon after.

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### PIZZA NIGHT

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The Pizza Night is a late afternoon social event held in Engineering A Block that aims for all SCU engineering students and academics to interact over food, drinks and table tennis. It is particularly aimed at first-year students to enable them to make new connections and get advice about their

upcoming engineering degree. Committee members encourage everyone to introduce themselves, chat, laugh, get to know each other and establish friendships.

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### MID-YEAR SOCIAL EVENT (BAREFOOT BOWLS OR TEN PIN BOWLING)

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This mid-year event is a great opportunity for students to relax after exams and have some well-deserved fun. The most suitable venue is selected by comparing availability, catering, fees, etc. Usually around 15 – 30 students participate. The bowls or bowling is provided by the Society as well as snacks. A risk assessment shall be completed that addresses alcohol-related hazards and the Society's attendance sheets must be signed by all attendees.

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### ENGINEERING INDUSTRY ADVISORY GROUP MEETING

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The President, or their representative, must participate in the Engineering Industry Advisory Group's meetings. They are required to present a summary of the Society's developments to the group and offer a student representative perspective regarding the Group's discussions.

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### TABLE TENNIS TOURNAMENT

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The Table Tennis Tournament (TTT) is an annual event hosted early in Session Two. Details of the rules of the game are available on the Society's OneDrive folder. It is usually held at the Uni Bar (or another location if that suits). Students from the Engineering A Block can register to participate for \$5 and there is a cash prize for both the winner and runner-up.

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### CAMPING TRIP

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The camping trip is held either in the Session Two study break or at the end of Session Two. It is an opportunity for the engineering students to get to know each other socially and enjoy nature. It usually starts with a luncheon at a local pub destination, followed by stocking up on dinner and breakfast supplies in a town close to the camping destination, then onto the camping spot to stay overnight. However, as this is a new event, the schedule is open to change from year to year. A luncheon with local engineers is possible or even a morning visit to an engineering site.

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### LIBRARY

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The donated technical engineering library is managed by the Society Librarian. The library bookcase is to be locked (and bolted) at all times when not in use. The Society Librarian has a key, and a spare is located in the Society storeroom if the librarian is unavailable. When a book is borrowed, a student's name and contact details, as well as the book title and author are to be recorded on the Library Borrowing Sheet located in the bookcase. Books are to be borrowed on a fortnightly basis. If a book is overdue, contact with the student should be made via email or in person if possible. In the event of a book not being returned, a discussion with the student as to why and this may result in the student not being able to borrow books in the future. More donations of technical engineering books are accepted and greatly appreciated.

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### ANNUAL SCU ENGINEERING DINNER

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The Annual SCU Engineering Dinner is the major event on the Society's agenda and is traditionally held Saturday evening at the end of the Session Two exam period. All SCU engineering students and staff, as

well as Society sponsors, SCU engineering graduates and special guests, are invited to attend. The dinner is an opportunity to congratulate that years Engineering Graduates and for everyone to enjoy a final social occasion with fellow staff and students. In the past, the event has been held at the Lismore Workers Club which is a reliable option that is easy to organise as it is fully catered and prepared by staff. In 2019, the event will be held at the Deck and Lounge (SCU Uni Bar). The Society subsidises SCU engineering students' ticket price as much as possible.