

Membership Rules 2008

Statement of principles

Membership of The Finance and Treasury Association Limited (FTA) is attached to individuals; however groups of Associate memberships can be linked to a corporation.

Entry to all classes of membership, except Associate membership, is based on educational qualifications, current experience or a mix of these and acceptance of the FTA's Code of Ethics.

FTA's primary objective is to be the pre-eminent association for finance and treasury professionals in Australia, Asia and the Pacific, at all stages of the member's career, being acknowledged for excellence in the provision of technical information and ongoing professional development.

FTA aims to achieve this objective by:

- Improving and promoting ongoing opportunities for professional development of members;
- Keeping members up to date on all aspects of best practice within the profession;
- Increasing recognition of the skills of members;
- Conveying the views of members on key technical issues facing the profession to government, other associations and the wider community; and
- Providing opportunities for members to meet and establish professional and social networks.

FTA is a body representing professionals who have obligations to their employers/clients, the business community and society in general.

Retention of membership classification for Fellows and Certified Finance and Treasury Professionals is subject to satisfaction of Continuing Professional Requirements. In addition, retention of membership requires Members to show their continuing adherence to the ethical standards by signing the Ethics Declaration annually and to pay the Appropriate Fee when due.

Definitions

In these Membership Rules, the following terms shall have the meanings given below:

"Applicant" means an individual applying for membership of FTA

"Appropriate Fee" means the annual membership fee and application fee for the relevant Membership Category or other fees as determined by the Board from time to time.

"Associate Member" means a member of the FTA who has been accepted as an Associate in accordance with these rules.

"Board" has the meaning given in clause 3.2 of the Constitution.

"Certified Finance and Treasury Professional" or "CFTP" means a member of FTA who has been assigned the designation Certified Finance and Treasury Professional in accordance with these Rules.

"Committee" has the meaning given in the Constitution.

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"Contribution" means either:

- a) three significant contributions to FTA in the following areas:
 - i) membership of the Board or Chapter Executive Committee for a minimum of one year,
 - ii) membership of a Board Sub Committee, or Task for the duration of its existence or for one year which ever is the lesser amount of time;
 - iii) author or part author of an article published by FTA, either print or electronically;
 - iv) representation of FTA on government or other bodies whose primary function relates to policy, standards or practice;
 - v) presentation to, or organisation of, FTA Congress or other conferences, FTA Professional Development Series, FTA post-graduate education courses in finance and treasury, or other FTA accredited educational activity which would attract Education Points;
 - vi) participating in obtaining sponsorship or provision of sponsorship of FTA's activities
 - vii) assisting in the growth of membership, through networking or supporting new members or recommending membership to non- members.

or

- b) two significant contributions to the finance and treasury profession in the following areas:
 - i) recognition by peers or employers that the individual has advanced the interests of the profession,
 - ii) has brought a significant result or breakthrough in their role as perceived by a financial measure,
 - iii) contributions to other Associations in promoting financial risk management so that the whole profession is advanced,
 - iv) or as a company director for at least one year.

or

- c) any other activity as assessed by the Board as a significant contribution to the FTA

"Constitution" means the Constitution of The Finance and Treasury Association Limited.

"Continuing Professional Development Requirements" (CPD) means the requirements set down from time to time in relation to a particular class of membership.

"Education Points" means the points attached to various education activities by the FTA

"Ethics Declaration" means the declaration approved by the Board and reproduced in Appendix 2.

"Experience" means any applied skills in the categories as set out in Appendix 1

"Fellow" or "FFTP" means a Member of FTA who has been assigned the designation Fellow in accordance with these Rules.

"FTA" means the Finance and Treasury Association Limited ABN 70 006 509 655.

"Honorary Fellow" or "FFTP (Hon)" means a member who has been awarded the designation Honorary Fellow in accordance with these Rules.

"International Treasury Association" means a finance and/or treasurers' association which is a member of the International Group of Treasury Associations.

"Member" means any person who has been admitted to the FTA in accordance with these Rules.

"Mission Statement" means FTA Mission Statement as approved by the Board.

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"Reclassification Date" means the date on which a member has his/her Membership Category reclassified in accordance with paragraph 5.

"Relevant discipline" means any sequence of studies at tertiary level that can be applied to finance and treasury.

"Retired Member" means a member who has retired from full time employment.

"Rules" means these Membership Rules as amended from time to time in accordance with the Constitution.

"Student Fee" means the fee set from time to time by the Board for students.

Membership classifications and associated rights

The FTA currently offers the following classes of membership:

- Fellow;
- Certified Finance and Treasury Professional;
- Member,
- Associate, and
- Special comprising such other class or classes of members as may be decided by the Board from time to time

The member class, Certified Finance and Treasury Professional (Snr), which was available up to March 2008, will no longer be awarded.

All members who currently hold this designation may continue to use the post-nominal CFTP(Snr). This designation holds the same rights and obligations as the CFTP.

Descriptions of the rights and obligations of each member category are contained on the following pages.

Fellow Finance and Treasury Professional

Description	Fellows are members in the Certified Finance and Treasury Professional category who have demonstrated extensive experience in finance and treasury and have contributed to the FTA and the profession
Post-nominal	FFTP
Eligibility	<p>To be eligible for admission as Fellow status, a Member must meet the following criteria:</p> <ul style="list-style-type: none"> • In the opinion of the Board, have wide and extensive experience in finance and/or treasury management in general, • Must have at least seven years in a senior finance or treasury management role, • Must have provided a significant contribution to the FTA, • Must have signed the Ethics declaration, and • Must have paid the appropriate fee. <p>All applications for Fellow status must be submitted to the Board for consideration. The Board will determine whether a member is accepted as a Fellow based on recommendation by the Chapter committee or the CEO.</p>
CPD requirements	<p>A Fellow must commit to continued professional development and obtain 20 Education positions in any year.</p> <p>Education points can be earned through and combination of the following:</p> <ul style="list-style-type: none"> • Formal study – 10 points for each successful completion of a finance subject with a duration of at least 6 months at a recognised tertiary institution, • Ad-hoc seminars / information specific sessions – 1 point for each hour attended in industry/professional seminar/course including FTA events such as workshops, educational luncheon seminars or Congress. The FTA will indicate the Educational Points which can be earned by attendees at events. Participation in FTA committees and presentation at FTA events may also attract education points. • Self study - 0.5 points for each hour of professional reading in relevant finance/treasury/risk management topics (ie equivalent of approx. 1 hour/wk) <p>Fellow members are required to report their annual education points each year when they renew their membership. The FTA reserves the right to request further evidence of completed educational requirements.</p>
Rights	<p>A Fellow can:</p> <ul style="list-style-type: none"> • vote in association elections • stand for any governing body of the FTA • attend FTA events at member rates • access member protected content on the FTA website; and • receive all FTA publications.

Certified Finance and Treasury Professional

Description	Certified Finance and Treasury Professionals are members who have met the requirements for this designation and maintain the professional development requirements.
Post-nominal	CFTP
Eligibility	<p>The eligibility requirements to become a Certified Finance and Treasury Professional are:</p> <ul style="list-style-type: none"> • the applicant has completed a relevant post-graduate degree in a finance related discipline or • the applicant has at least five years relevant experience in a finance role, or • the applicant has signed the Ethics declaration, and • the applicant has paid the Appropriate Fee. <p>New applicants can apply for membership directly as a CFTP if their experience satisfies the level of expertise required for CFTP designation.</p>
CPD requirements	<p>A CFTP must commit to continued professional development and obtain 20 Education positions in any year.</p> <p>Education points can be earned through and combination of the following:</p> <ul style="list-style-type: none"> • Formal study – 10 points for each successful completion of a finance subject with a duration of at least 6 months at a recognised tertiary institution. • Ad-hoc seminars / information specific sessions – 1 point for each hour attended in industry/professional seminar/course including FTA events such as workshops, educational luncheon seminars or Congress. The FTA will indicate the Educational Points which can be earned by attendees at events. Participation in FTA committees and presentation at FTA events may also attract education points. • Self study - 0.5 points for each hour of professional reading in relevant finance/treasury/risk management topics (ie equivalent of approx. 1 hour/wk). <p>CFTP members are required to report their annual education points each year when they renew their membership. The FTA reserves the right to request further evidence of completed educational requirements.</p>
Rights	<p>A CFTP can:</p> <ul style="list-style-type: none"> • vote in association elections • stand for any governing body of the FTA • attend FTA events at member rates • access member protected content on the FTA website, and • receive all FTA publications.

Member Finance and Treasury Association

Description	To be eligible as a Member of the Finance and Treasury Association, applicants must meet the requirements for this designation
Post-nominal	MFTA
Eligibility	<p>The eligibility requirements to become a member are:</p> <ul style="list-style-type: none"> • has completed a 3 year tertiary education in a finance related discipline, or • has at least 3 years experience in a finance related role, or • has completed the Association for Finance Professionals Certified Treasury Professional designation or the ACT International Treasury Management Certificate or • is a financial member of an association that is a member of the International Group of Treasury Associations, and • has signed the Ethics Declaration, and • has paid the appropriate fee.
CPD requirements	There are no CPD requirements for a Member
Rights	<p>An MFTA can:</p> <ul style="list-style-type: none"> • vote in association elections • stand for any governing body of the FTA • attend FTA events at member rates • access member protected content on the FTA website; and • receive all FTA publications.

Associate Member

Description	Associate membership will be conferred on applicants not meeting the Member criteria and is the only classification available through corporate membership.
Post-nominal	Nil
Eligibility	<p>The eligibility requirements to become an Associate member are:</p> <ul style="list-style-type: none"> • the applicant is employed by a corporation which has a corporate membership relationship with the FTA, and • has been designated by the corporate member to hold an Associate membership.
CPD requirements	There are no CPD requirements for an Associate Member
Rights	<p>An Associate member can:</p> <ul style="list-style-type: none"> • stand on Committees of the Board, but not the FTA governing Board • attend FTA events at member rates • access member protected content on the FTA website • receive all FTA publications. <p>The corporate partner holding associate memberships may allocate memberships to any employee. Such membership is transferable from one employee to another, however only one person may hold an associate membership at any one time and the person must be registered with the FTA was the holder of the Associate membership.</p> <p>Associate Members are unable to vote in FTA elections.</p>

Special Classes of membership

Honorary Fellow of the Finance and Treasury Association

Description	The honorific of Honorary Fellow of the Finance and Treasury Association can be bestowed by the Board on any individual (whether or not a member) for a fixed period of time not exceeding five years. Any two Officers, any Chapter or any committee of the Board may nominate suitable persons for consideration by the Board for receiving the honorific Honorary Fellow.
Post-nominal	FFTP (Hon)
Eligibility	<p>The Board must be satisfied that any person who is proposed will meet the following eligibility criteria:</p> <ul style="list-style-type: none"> • Agrees in writing to become an Honorary Fellow of the FTA, • has extensive leadership experience in senior finance positions in either public corporations, government, government departments, public authorities or academia and/or demonstrable expertise and knowledge of the finance industry; • agreed to sign the Ethics Declaration of the FTA; • agrees to support the FTA and its objectives; and • agrees to participate in the activities of the FTA, where practicable.
CPD requirements	There are no CPD requirements for an Honorary Fellow
Rights	<p>An Honorary Fellow can:</p> <ul style="list-style-type: none"> • receive notices for, and attend the General Meetings of the FTA but cannot vote in FTA elections • attend FTA events at member rates • access member protected content on the FTA website • receive all FTA publications. <p>Honorary Fellows are not required to pay any fee to the Association.</p>

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Leave of Absence

Description	Upon application, any financial member may be granted Leave of Absence (LOA) for a period up to 2 years. Leave of absence must be applied for each year. If a member wishes to continue leave of absence after the second year, they must apply to the Board for special permission.
Post-nominal	The Member may maintain their post-nominals while on LOA
Eligibility	<p>To obtain LOA, a member must request permission in writing from the FTA stating the reasons for their request. Reasons for granting LOA may include, but are not limited to:</p> <ul style="list-style-type: none">• the member is temporarily working outside the finance and treasury field;• the member is currently unemployed; and/or• the member is currently on leave from their employment for a period of six months or more. <p>LOA Members are required to pay the LOA rate for membership.</p>
CPD requirements	There are no CPD requirements for a LOA member
Rights	<p>While on LOA, a member cannot:</p> <ul style="list-style-type: none">• vote in FTA elections, nor• attend FTA events at member rates <p>LOA members can:</p> <ul style="list-style-type: none">• access member protected content on the FTA website, and• receive all FTA publications.

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Retired member

Description	When a member retires from full time employment he or she may apply to become a Retired Member.
Post-nominal	A retired member must qualify their status by adding (Retired) after their post-nominal.
Eligibility	Retired members must be current members of the FTA and must have left full-time employment. Retired Members are required to pay the Retired rate for membership.
CPD requirements	There are no CPD requirements for a Retired member
Rights	Retired members can: <ul style="list-style-type: none"> • access member protected content on the FTA website, • attend FTA events at member rates; and • receive all FTA publications. <p>A Retired member cannot vote in FTA elections.</p>

Student member

Description	Students in full time tertiary study may apply to become a Student member
Post-nominal	Nil
Eligibility	To be eligible as a Student Member, an applicant must be enrolled full-time in a recognised finance related tertiary course. Student members must pay the fee for Student members.
CPD requirements	There are no CPD requirements for a Student member
Rights	Student members can: <ul style="list-style-type: none"> • access member protected content on the FTA website, • attend FTA events at member rates; and • receive all FTA publications. <p>A Student member cannot vote in FTA elections or stand on any committees.</p>

APPENDIX ONE

“**EXPERIENCE**” means skills in finance and treasury including but not limited to the following areas:

1. Risk Measurement & Management Liquidity

- a. Foreign Exchange
- b. Credit Operational
- c. Interest Rates
- d. Commodities/energy
- e. Insurance

2. Balance Sheet Management

- a. Funding in wholesale debt markets
- b. Project & infrastructure financing
- c. Working capital management
- d. Equity raising
- e. Bank funding
- f. Project evaluation
- g. Leasing
- h. Business Performance Measurement (e.g. economic value added)
- i. Capital allocation
- j. Cost of Capital

3. Operations & administration

- a. Asset Custody
- b. Finance Law
- c. Risk Reporting
- d. Financial Systems
- e. Processing of Financial Transactions
- f. Superannuation administration
- g. Settlement of financial transactions
- h. Performance measurement/benchmarking
- i. Statutory reporting & compliance
- j. Taxation of investments & financial instruments
- k. Management of financial operations (including corporate governance, implementation of policies & procedures)
- l. Accounting for investments & financial instruments

4. Portfolio management

- a. Money market portfolio management
- b. Asset Allocation
- c. Financial analysis & company valuation
- d. Equities portfolio management
- e. Fixed interest portfolio management
- f. Property portfolio management
- g. Financial markets research & analysis
- h. Pricing & valuation of derivatives
- i. Currency management

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APPENDIX TWO

ETHICS DECLARATION

Members shall exemplify the skills of the profession and act at all times with integrity, care and diligence.

Members shall seek to maintain and improve their professional knowledge, skills and competence.

Members shall observe legislation and regulation that governs their respective activities, as well as the spirit of the law and contemporary market practice.

Members shall consider the effect of their actions on all relevant stakeholders and declare to those parties any conflict of interest.

Members shall exercise a duty of care such that their activities are capable of close public scrutiny.

Declaration:

I declare that I have read FTA's Code of Ethics and agree to be bound by the Association's Constitution, Rules and Code of Ethics.

.....
(Signed)

.....
(Name)

.....
(Date)