

Minutes of Meeting
18th ARCASIA OB/CC (2019-20) Meeting

Type of Meeting	: OB/CC Meeting	Next Meeting
Date	: 21 Aug 2021	Date : 25 September 2021
Time	: 2 pm (UTC +8)	Time : 2 pm (UTC +8)
Place	: Zoom Conference Meeting	Place : Zoom Conference Meeting
Notes by	: CHM	

Present

President	Rita Soh (RS)
President-Elect	Abu Ahmed (AA)
Vice President Zone B	Saifuddin Ahmad (SA)
Vice President Zone C	Wu Jiang (WJ)
Hon Secretary	Chan Hui Min (CHM)
Hon Treasurer	Lin Hong Sui (LHS)
Advisor	Tan Pei Ing (TPI)
Chair (ACAE)	Gyanendra Shekhawat (GS)
Dy Chair (ACAE)	Adrianta Aziz (AA)
Chair (ACPP)	Dilip Chatterjee (DC)
Dy Chair (ACPP)	Mukul Goyal (MK)
Chair (ACGSA)	Acharawan Chutarat (AC)
Chair (ACSR)	Russell Dandeniya (RD)
Chair (ACYA)	Ridha Razak (RR)
Dy Chair (ACYA)	Bisma Askari (BA)
Chair (Fellowship)	Qazi Arif (QA)

By Invitation


<i>Observers</i>	
Hon. Secretary (upcoming)	Ziaul Islam
Hon. Treasurer (upcoming)	Nabi Newaz Khan Shomin

Absent with apologies


Vice President Zone A	Lalichan Zacharias (LZ)
Imm. Past President	Jahangir S.M. Khan (JK)
Advisor	Kun Chang Yi (KCY)
Dy Chair (ACGSA)	Tushar Sogani
Dy Chair (ACSR)	Thomas Cheung (TC)

Attachments:

- 1) Treasurer's report
- 2) Policy Paper for the ARCASIA Sports Committee

SN.	Item	Action
1	TREASURERS' UPDATE	LHS
1.1	Status of financial accounts	
a.	LHS reported the status of financial accounts to the OB. The current combined balance of funds across ARCASIA's bank accounts total USD 144,944.36. [Double-click icon below to view Statement of Account]  OB acc 2021Q3 AUG combineR1.pdf	
b.	CHM raised the need to conclude the statutory financial audit for 2021 within the current term of office.	OB-CC
1.2	Outstanding membership dues	
a.	Some member institutes have outstanding dues, even with multiple reminders. RS requested the OB-CC members from the respective institutes to follow up on the membership dues so that they are paid up before election this November.	
b.	SA updated the meeting that IAI needs a new invoice, and UAP will pay on Monday.	LHS
1.3	2021 membership fees	
a.	OB/CC agreed to a 50% waiver for 2021 membership fees. LHS to issue invoices to the member institutes for payment prior to the 41 st Council meeting.	LHS
b.	Some of the member institutes did not exclude bank charges from their remittances for 2020 fees, the outstanding amount shall be added to the 2021 invoice.	LHS
1.4	Past expense history of events	LHS
a.	LHS to coordinate with ACA19 organisers to conclude the financial statement for AAA2020 and AAA2021	
b.	LHS to request IAB to submit the financial statement for Forum20	
c.	RD suggested that the OB collate and compare the cost of organising past Congress and Forum events as a reference for future organisers. However, the OB felt that this was not required since the cost basis differs between countries and the organising guidelines already stipulate the requirements.	LHS
1.5	Sponsorship funds from Thai Green Building Council	
a.	AC informed the OB that the Thai Green Building Council has agreed to sponsor the prize money for the design competition organised by the ACGSA. They require an invoice from ARCASIA to transfer the funds.	INFO
2	APPOINTEES OF HON SEC AND HON TREASURER IN THE UPCOMING TERM	
a.	President-Elect AA introduced his appointees for Hon. Secretary and Hon. Treasurer	
b.	Ar. Zia has been appointed the upcoming Hon Secretary	
c.	Ar. Nabi has been appointed the upcoming Hon Treasurer	
3	BARRY WILL AWARD UPDATE	
a.	The award regulations state that only "Students, graduates and Young Architects" from 21 ARCASIA Member institutes are eligible to participate. However, Vietnam Institute of Architects does not have student membership. At the same time, 2 submissions from Vietnam students have been submitted to the awards. HKIA seeks ARCASIA's opinion on whether these submissions are eligible.	

SN.	Item	Action
b.	A survey of the member institutes from the OB-CC seems to indicate that most member institutes have a student membership.	
c.	VAA has nominated students in the past for other ACAE awards and they have been accepted. In the same light the Vietnamese submissions can be acceptable if VIA endorses them.	CHM
d.	OB/CC agreed that HKIA may accept these submissions if VAA endorses them. The OB/CC is agreeable if the HKIA decides to extend the deadline. CHM to inform VAA.	RS
e.	CHM to request for a summary of submissions. RS will follow up with JK on the status and will mobilise ACAE accordingly.	
f.	Post-mortem: OB/CC observed that the award was not well publicised. The organization of the Barry Will Award as well as the methods of publicity of all ARCASIA awards may need to be reviewed.	ALL/WJ
g.	POST-MEETING NOTE: HKIA confirmed that there were 15 eligible entries from a wide range of member institutes from all Zones: ASC, SLIA, IAP, IAB, HKIA, and VAA. VAA endorsed the student entries in order to allow them to enter as non-members, since they do not have a student membership wing.	WJ
4	ACA19 UPDATE	WJ
a.	RS suggest that OB-CC help to publicise the congress “call for papers” and “registration drive”. WJ will arrange to send the ACA19 publicity materials to OB-CC. POST-MEETING NOTE: The call for papers poster was posted on Facebook and ACA19 extended the deadline to allow more participants to enter.	ALL CHAIRS AND DY CHAIRS
b.	RS commented that the current ACA19 website does not have any congress programme details for potential participants. As the increased publicity drive will bring more people to the ACA19 website, RS requested that the website be updated with the latest information, themes, and topics in the programme to build up interest.	
c.	WJ will send an update of the list of keynote speakers to the OB-CC separately.	
5	ONLINE EXHIBITION ON ACA19 WEBSITE	
	Following Rita’s suggestion for the committees to showcase their work on the ACA19 website as online exhibitions during the last meeting, the committee chairs and deputy chairs have confirmed their commitment to provide the following content for their respective showcases by 20 September. CHM will seek ACA19 organiser’s response on whether the deadline is acceptable for them to complete the exhibition platform in time.	
	ACGSA	
	<ul style="list-style-type: none"> • ACGSA Committee Work • 2020 Green Design competition award winners • Green Asiarch showcase. 9 entries 	
	ACAE (20 September)	
	<ul style="list-style-type: none"> • ACAE Committee work 	
	ACYA (20 September)	
	<ul style="list-style-type: none"> • Committee work 	
	ACSR (20 September)	
	<ul style="list-style-type: none"> • Committee work 	
	ACPP (20 September)	

SN.	Item	Action
	<ul style="list-style-type: none"> • Committee work 	INFO
5.1	Guidance on content format on COMMITTEE REPORTS:	
	a. Concerns discussed during the term	INFO
	b. Actions taken to address these concerns, related activities	INFO
	c. Recommended next steps	
	d. Continuity of issues to the next term	INFO
6	AAA 2021 UPDATE	
	The final jury deliberation meeting will be held next week on 28 August	
7	HISTORY BOOK ENTRY FOR 2019-2020 TERM	
	RS suggests that only one committee report be prepared, and its content to be repurposed or extracted for the website exhibition showcase or for council meeting presentation.	
8	PROPOSAL FOR THE SET UP OF ARCASIA SPORTS COMMITTEE	
	a. RD tabled the policy paper to set up the ARCASIA Sports Committee for discussion. [Double-click icon to view attached Policy paper below]	INFO
	 POLICY PAPER FOR THE ARCASIA SPORT	
	b. RS suggested to combine Sports and Wellbeing, potentially extending the activities beyond Sports.	
	c. The OB-CC needed more time to review the policy paper. It was agreed that the paper will be deliberated at the next OB-CC meeting.	
9	COUNCIL MEETING AGENDA	
9.1	Council Meeting Format	INFO
	The OB-CC agreed to change the format of Council meetings due to the online format and reduced duration. The Member institute, Zone and Committee updates will not be conducted in the traditional format. Instead, the new format will focus on dialogue and exchanges between Member Institute Presidents.	
	Day 1 - Member institute presidents will each give short updates that focus on raising common issues for discussion among the Council. The dialogue session will be moderated by the Zone Vice Presidents.	
	Day 2 – Member institute presidents will discuss common issues raised on Day 1, guided by themes from Committee work. The dialogue session will be moderated by the Committee Chairs.	INFO
9.2	Administrative section	
	a. The Administrative section of the Council meeting will be held on Day 1 before the dialogue component of the Council meeting. It shall include:	INFO
	<ul style="list-style-type: none"> • Treasurer’s report • KAU Member application • Report on Council Resolutions by circular • Update by the ARCASIA Heritage Preservation Group (AHPG) 	INFO

SN.	Item	Action
	<ul style="list-style-type: none"> Forum 21 – UMA to present update to the Council 	
9.3	Zone Vice President and Fellowship Chair Election	
a.	The elections will be held live via an online platform after the end of Day 2's dialogue component.	RS
9.4	Congress Opening Ceremony	
a.	The Council usually hosts external guests during the Council meeting's opening ceremony. These guests include representatives from MOU partner organisations and reciprocal parties who have invited ARCASIA to their events. These guests do not stay for the Council meeting after the opening ceremony ends.	INFO
b.	Since the 41 st Council meeting will be held entirely online with shortened duration, there may not be a need for an opening ceremony.	
c.	The OB-CC agreed that the partners and reciprocal guests (if any) shall be invited instead to the opening ceremony of ACA, during which the MOU partner representatives shall give short addresses. There will also be a ceremony to commemorate the renewal of the MOUs between ARCASIA and the partner organisations.	
d.	The MOU partners include AUA, UIA, V4AF, ACE. RS will write to the MOU partners to invite them to the ceremony.	
10	UPDATE OF PROGRAM FOR 2021 ACROSS COMMITTEES	
10.1	ARCASIA Integrated program	
a.	The committee chairs updated the program as below:	
2021		
Jan 16	ACAE	ACAE Student Competition Results announcement event
Jan 23	Fellowship/ACYA	Webinar - Reflection on 50 years of ARCASIA
Jan 27	ACYA	ACYA meeting
Jan 30	OB-CC Meeting	OB Meeting
Feb 14	ACAE	ARCASIA Student Competition Acknowledgement
Feb 20	OB-CC Meeting	OB Meeting
Feb 21	ACYA	ACYA Instagram Challenge on pandemic living
Feb 27		Interim Special Council meeting
Mar 6	ACAE	TOY Awards presentation, E-book launch
Mar 20	OB-CC Meeting	OB Meeting
Mar 20	ACYA	ACYA Alumni Web Forum
Mar 27	Fellowship	Remembering Ahmad Djuhara – Memorial Symposium
April 3	ACGSA	ACGSA Webinar – The Evolution of Urban Resilience & Regeneration Futures with Nature
Apr 9-10	ACAE	Teachers Training module – Online Training Workshop
Apr 24	OB-CC Meeting	OB Meeting / Forum bid Presentation
May 29	OB/CC Meeting	
June 19	OB/CC Meeting	Including Deputy Chairs
June 26	ACYA	Launch E Sports Arena design competition
July 3	ACGSA	ACGSA Competition winner announcement

SN.	Item	Action
	July 17	Joint Committee Event Dry Run
	July 24	Joint Committees Event
	Aug 15	ACYA
	Aug 21	OB/CC meeting
	Aug 28	Joint Committee Event Dry Run
	Sept 4	Joint Committees Event
	Sept 25	OB-CC Meeting
	Oct 2	Fellowship
	Oct 29- Nov 3	Fellowship Talk – SDG & Architects Beyond Architecture 41 st Council Meeting and ACA19

ACPP
CHAIR/ DY
CHAIR

11 AOB

11.1 Webinar sharing on pandemic-resilient approaches to Professional Practice.

During the recent Zone B presidents' meeting, the President of PAM Ezumi Harazani suggested that ARCASIA should collate guides on contract management practices addressing disruptions to the industry caused by the COVID-19 pandemic. PAM offered to organize a webinar session for some countries to share such practices and sought ARCASIA's support to co-organise the event. ACPP will take this on and appoint a person to take charge.

The meeting ended at 5:30pm

ACTION TRACKING LIST			
	Item	Owner	Deadline
	Evaluation of KAU joining ARCASIA	CHM/TPI	Next council meeting
	50 th Anniversary book printed edition	WJ	Next council meeting
	Update of Sponsorship guidelines	CHM/TPI	Next OB Meeting
	Update of ACA19 plans	WJ	Next OB Meeting
	Report on AA Awards	WJ	Next OB Meeting
	AAA 2021 preparation	WJ	done
	AAA Sustainability Evaluation Guidelines	AC	done
	AAA Social Responsibility Evaluation Guidelines	RD	done
	Follow up on Barry Will Award	RS, CHM	done
	AEA action plan	TW	Pending
	Follow up on AA Magazine contract execution	ZMH, CHM	Next OB meeting
	Joint Committee Panel Discussion programme	ALL COMMITTEE CHAIRS	done
	Resolutions to all member institutes	CHM	Next OB meeting
	Forum 21 Bid presentations	CHM	Done
	Membership fee invoices and event financial account reports	LHS	Next OB meeting
	Thai Green Building Council sponsorship invoice	LHS	Next OB meeting

SN.	Item		Action
	Barry Will Award follow up	RS / CHM	Next OB meeting
	ACA19 publicity	OBCC	Next OB meeting
	Online Exhibition showcase for Committees	All	Next OB meeting
	Policy Paper for ARCASIA Sports Committee	RD	Next OB meeting
	Council Meeting Agenda and invitations	CHM	Next OB meeting
	ARCASIA-PAM joint event on Pandemic	DC/MG	Next OB meeting

ARCASIA ACCOUNT

BALANCE SHEET

PERIOD: Q3 2021 (AUG)

DATE: 21/8/2021



ITEM	Amount	Amount	Currency	Remarks
Receipt	\$ 40,155.00			
Expenses	\$ (39,200.00)			
Total Cash in Hand	\$ 955.00	\$ 955.00	USD	

Credit				
ArcAsia Bank Acc (Pakistan)	\$ -		USD	closed
ArcAsia Bank Acc (Malaysia)		\$ 19,203.61	MYR	remaining amt
ArcAsia DBS USD Acc (Singapore)	\$ 97,666.13		USD	DBS ACC 0109066357
ArcAsia DBS SGD Acc (Singapore)		\$ 57,158.86	SGD	DBS ACC 0109066357
Debit				
ArcAsia DBS USD Acc (Singapore)	\$ (6,847.48)		USD	
ArcAsia DBS SGD Acc (Singapore)		\$ -	SGD	
Total in Bank	\$ 97,666.13	\$ 97,666.13	USD	
		\$ 19,203.61	MYR	RM 16,203.61+3,000 retained in PAM-ARCASIA Acc

Total Balance		\$ 98,621.13	USD	
	\$ 57,158.86		SGD	\$ 41,725.97 USD Equivalent
		\$ 19,203.61	MYR	\$ 4,647.27 USD Equivalent

Approximate Total USD Balance \$ 144,994.37 USD

NOTES:

ACA collected this amount in 2020 AAA on behalf of Arcasia (amt at ACA) \$ 25,081.48 RMB

ARCASIA ACCOUNT

EXPENSES SHEET

PERIOD: Q3 2021 (AUG)

DATE: 21/8/2021

**EXPENSES (CASH)**

Date	Description	Amount	Currency	Remarks
18/1/2019	transfer fund for setting up ArAsia Emergency Architects	\$ 5,000.00	USD	letter dated 18/1/19
18/6/2019	fund converted to SGD for dispensing	\$ 4,000.00	USD	USD\$4,000 @ 1.362 = S\$5,448
19/11/2019	fund converted to SGD for dispensing	\$ 3,000.00	USD	USD\$3,000 @ 1.352 = S\$4,056
11/12/2019	fund converted to SGD for dispensing	\$ 3,000.00	USD	USD\$3,000 @ 1.350 = S\$4,050
9/1/2020	50th Anniversary Commemorative Book (invoice 1)	\$ 3,000.00	USD	
14/1/2020	fund converted to SGD for dispensing	\$ 2,600.00	USD	USD\$2,600 @ 1.333 = S\$3,465.80
11/2/2020	fund converted to SGD for dispensing	\$ 3,000.00	USD	
8/6/2020	fund converted to SGD for dispensing	\$ 5,000.00	USD	USD\$5,000 @ 1.38 = S\$6,900
29/6/2020	fund converted to SGD for dispensing	\$ 3,600.00	USD	USD\$3,600 @ 1.375 = S\$4,950
14/7/2020	50th Anniversary Commemorative Book (invoice 2)	\$ 2,000.00	USD	
17/7/2020	fund converted to SGD for dispensing	\$ 3,000.00	USD	USD\$3,000 @ 1.375 = S\$4,125
17/7/2020	fund converted to SGD for dispensing	\$ 2,000.00	USD	USD\$2,000 @ 1.375 = S\$2,750
TOTAL		\$ 39,200.00		

EXPENSES DEDUCTED FROM DBS ACC

Date	Description	Amount	Currency	Remarks
22/2/2021	reimburshment to Hongsui for TT to SPB	\$ 1,536.25	USD	SGD2023.79
	bank charges	\$ 13.46	USD	for above
19/5/2021	reimburshment to Hongsui	\$ 78.03	USD	trial payment for AAA21
	bank charges	\$ 13.44	USD	for above
19/5/2021	reimburshment to Hongsui	\$ 410.20	USD	Vodien Portal Site Hosting Fee
	bank charges	\$ 13.44	USD	for above
19/5/2021	Flava Design arcasia_i21_5312 (50% payment)	\$ 3,783.41	USD	
	bank charges	\$ 13.44	USD	
19/5/2021	reimburshment to Adrian Wee for MS Azure Host	\$ 43.98	USD	reimburshment of USD43.98
	bank charges			
20/5/2021	Interplay Systems Website Hosting (malaysia)	\$ 897.23	USD	
	Comm & Charges	\$ 22.33	USD	
	Agent Charges	\$ 14.89	USD	
21/6/2021	Sanjay Puri Architects bank charges	\$ 7.38	USD	S0611692608901 0016IT2113565
Pending	Flava Design arcasia_i21_5320 (50% payment)			balance SGD5000
Pending	reimburshment to Adrian Wee for MS Azure Host			reimburshment of SGD229.91
Pending	Reimbursement to Hongsui			for Flava i21_5320 (SGD5000 50% payment)
Pending	Flava Design arcasia_i21_5279 (progressive payment)			SGD 1880
Pending	Payment to D&I Corp Services (Peggy Wai)			SGD 1390 INV CS21740
TOTAL		\$ 6,847.48		

ARCASIA ACCOUNT

RECEIPTS SHEET

PERIOD: Q3 2021 (AUG)

DATE: 21/8/2021



RECEIVED

DBS ACC 0109066357

Date	Description	DBS (\$USD)	DBS (\$SGD)	CASH (\$USD)	Remarks
18/1/2019	cash on hand received from previous OB			\$ 21,555.00	invoice 2019/001
6/11/2019	Member Subscription 2018				
	AAM Macau			\$ 1,000.00	
	ALACE Laos				was not present at council meeting
	AMA Myanmar			\$ 1,000.00	
	ASA Thailand			\$ 1,000.00	
	ASC china			\$ 1,000.00	
	BIA bhutan			\$ 400.00	
	HKIA Hong Kong			\$ 1,000.00	
	IAB Bangladesh			\$ 1,000.00	
	IAI Indonesia			\$ 1,000.00	
	IAP Pakistan			\$ 1,000.00	
	IIA India			\$ 1,000.00	
	JIA Japan			\$ 1,000.00	
	KIRA Korea			\$ 1,000.00	
	PAM Malaysia			\$ 1,000.00	
	PUJA Brunei			\$ 1,000.00	
	SIA Singapore			\$ 1,000.00	
	SLIA Sri Lanka			\$ 1,000.00	
	SONA Nepal			\$ 200.00	
	UAP Philippines			\$ 1,000.00	
	UMA Mongolia			\$ 1,000.00	
	VAA Vietnam			\$ 1,000.00	
				\$ 40,155.00	
inv 30/12/20	Member Subscription 2019				
3/2/2021	AAM Macau	\$ 500.00			\$ -
15/1/2021	ALACE Laos	\$ 492.52			\$ 7.48
	AMA Myanmar				overdue \$ 500.00
22/4/2021	ASA Thailand	\$ 500.00			\$ -
19/3/2021	ASC china	\$ 482.60			\$ 17.40
	BIA bhutan				overdue \$ 100.00
15/1/2021	HKIA Hong Kong	\$ 492.51			\$ 7.49
9/2/2021	IAB Bangladesh	\$ 492.52			\$ 7.48
	IAI Indonesia				overdue \$ 500.00
	IAP Pakistan				overdue \$ 500.00
26/4/2021	IIA India	\$ 492.52			\$ 7.48
22/2/2021	JIA Japan	\$ 500.00			\$ -
6/1/2021	KIRA Korea	\$ 492.46			\$ 7.54
11/3/2021	PAM Malaysia	\$ 472.10			\$ 27.90
15/1/2021	PUJA Brunei	\$ 500.00			\$ -
22/1/2021	SIA Singapore	\$ 500.00			\$ -
28/1/2021	SLIA Sri Lanka	\$ 492.53			\$ 7.47
	SONA Nepal				overdue \$ 100.00
	UAP Philippines				overdue \$ 500.00
	UMA Mongolia				overdue \$ 500.00
	VAA Vietnam				overdue \$ 500.00
25/3/2021	Paypal trial deposit verification		\$ 0.14		
25/3/2021	Paypal trial deposit verification		\$ 0.09		
4/5/2021	Arcasia Funds transfer from PAM	\$ 91,113.75			(including consolidated from Pakistan)
21/6/2021	Sanjay Puri Architects for AAA21	\$ 142.62			S0611692608901 0016IT2113565
6/8/2021	Paypal transfer of AAA20 & AAA21 funds		\$ 57,158.63		
TOTAL		\$ 97,666.13	\$ 57,158.86		

POLICY PAPER FOR THE “ARCASIA” SPORTS COMMITTEE

01. OBJECTIVES

The objectives of the ‘Committee’ shall be:

- To foster the sports among the members of Institutes of Architects’ in the ARCASIA region.
- Develop sports as one of the recreational activities to the members of the ARCASIA Institute.
- To develop as a path way to connect with Architects of the region / world and make companionship.
- Give exposure to the members to the Architects of the other countries.
- To organize sports events like Olympics parallel to ARCASIA main event hosting countries prior/ after the main agenda to participate sports activities.
- To raise funds through organized Sports Fiesta and Physical Products to build for the usage of community of that respective country and make Memorable monumental core existence of hosting year of ARCASIA in each country under ACSR community support projects
- To make cross committee collaborative effort to strengthen the ties among main committees.
- To formulate this activity initially under ACSR with direct support from ACYA and Fellowship committees in collaboration with ACPP and ACAE. Later this will be converted to a separate independent committee as ARCASIA Sports committee.

02. MEMBERSHIP

Membership shall be the members of the respective institutes of the ARCASIA countries (all member categories except the ‘Student Members’). No restrictions shall be imposed on any person by virtue of religious or political beliefs, sex, race or age.

03. EXECUTIVE COMMITTEE

There shall be an Executive Committee comprising of;

- (a) Chairman ACSR
- (b) Chairman ACYA
- (c) Chairman Fellowship committee
- (d) Immediate Past Chairman
- (e) Co-Chairman (Action Person to be appointed to run the events)
- (f) Secretary
- (g) Coordinator - Finance
- (h) Members - Maximum 10 members from different countries ideally those who could be represented different sports.

04. ADVISORY COMMITTEE

- (a) President of ARCASIA
- (b) Immediate Past President of ARCASIA
- (c) Past Chairman of ARCASIA Sports Committee
- (d) Maximum 4 numbers of Presidents from ARCASIA Countries

05. SUB-COMMITTEES

- (a) Cricket
- (b) Masters' Cricket
- (c) Badminton
- (d) Football
- (e) Golf
- (f) Netball
- (g) Rowing
- (h) Squash
- (i) Tennis
- (j) Table Tennis
- (k) Hockey
- (l) Basketball
- (m) Carom
- (n) Chess

06. POWERS OF THE EXECUTIVE COMMITTEE

- (a) The Executive Committee shall have the power to fill any vacancy temporarily or permanently from among its members.
- (b) The Executive Committee shall have the power to appoint Sub-Committees to organize special sports events.
- (c) The powers to take decisions with respect to the fulfilment of the objectives of the 'Committee' are vested with the Executive Committee meeting together having the required quorum minimum of 5 numbers..

07. APPOINTMENT OF EXECUTIVE COMMITTEE

- (a) The Executive Committee shall be appointed for two-year term and the term starts from the month of September. At the end of the term, only the Executive Committee has the power to appoint the next committee with the consent of the Advisory Committee and Immediate Past Chairman.
- (b) The present committee members shall be eligible for re-election.
- (c) The nominated committee shall be ratified by the ARCASIA council.

08. MEETINGS

- (a) The Meetings shall be held once a month (Online Meetings Only. One Pilot physical meeting as may be necessary). At least seven (07) day notice of meeting shall be given to each member by e-mail.
- (b) The notice must state the time, date and place of the meeting.
- (c) If an Executive Committee Member shall not attend for three (03) consecutive meetings, he or she can be ceased from the 'Committee'.

09. SPECIAL MEETINGS

A Special Meetings may be called by the Chairman at any time to organize special sports events and to discuss special matters relating to sports activities.

10. FINANCE

- The Coordinator – Finance shall prepare of all monies received and expended by the Committee with the support of Sports Sub-Committees and updated accounts to be presented to monthly meetings.
- All finances and sponsorships should directly come to ARCASIA main account and separate ledger could be maintained by the Auditors/ Accounts.
- Respective physical Projects accounts of each project to be maintained for easy reference separate ledgers in respective country and to be adopted in ARCASIA Council meeting.

11. AMENDMENTS TO THE CONSTITUTION

The Executive Committee shall have the power to make clauses from time to time for the proper management of the 'Committee' and alter or rescind the same provided such clauses are not inconsistent with these clauses, amendments or any rules of the Council of ARCASIA.

12. DISSOLUTION

- (a) A resolution intended to dissolve the 'Committee' must be originated from the Executive Committee with the support of at least two third (2/3) of the members.

Or

- (b) Council of ARCASIA has the power to dissolve the 'Committee' at their discretion.

13. SAVING CLAUSE

In the event of any clause or clauses in this Constitution being in conflict with any provisions of the Council and Constitution of ARCASIA, the provision of such Law and/or Constitution shall prevail.

--END--