

ARCASIA
BYE-LAWS

(2013 Edition)

THE ARCASIA BYE-LAWS

(Incorporating all amendments made up to 33th Council Meeting Bali in 2012)

Adopted at the 12th Council Meeting 24th–25th Sept. 1991 Beijing, China)

1.0 SECRETARIAT

- 1.1 Consequent upon the decision to set up a permanent Secretariat, when the Council deems it necessary, the Council shall decide by not less than 2/3 majority of the total number of member Institutes of the Council the place where the headquarters of the Secretariat will be located.
- 1.2 The President of the member Institute of the country where the headquarters is to be located shall prepare a feasibility in consultation with the Chairman about leasing/acquiring suitable space for the headquarters, the financial outlay, and the legal requirements; the feasibility report shall be placed before a special meeting of the Executive Committee for its approval.
- 1.3 The Council may decide by not less than 2/3 majority of the total number of member Institutes of the Council to shift the headquarters to a different place or a different country.

1.4 SECRETARY GENERAL

There shall be appointed, when deemed necessary by the Council a Secretary General of Arcasia subject to the following:

- 1.4.1 The ~~Chairman~~ **President** shall with the concurrence of the Executive Committee prepares the criteria for selection and the terms of engagement for appointment of the Secretary General, and thereafter invites applications for this position from persons within the countries of the member Institutes. After scrutiny of applications the Chairman shall shortlist the names of three candidates and with the concurrence of the Council select one from amongst them for appointment as the Secretary General.
 - 1.4.2. The Secretary General is responsible for the organisation of the Secretariat of ARCASIA and for directing its activities. Within the limits of the budget approved by the Council from time to time, he engages the necessary staff and manages the expenses incurred in running the Secretariat.
 - 1.4.3. The Secretary General follows up on the decisions of the Council, draws up and coordinates the Calendar of ARCASIA events under the direction of the ~~Chairman~~ **President** and is responsible for the preparation of meetings of the Council and the Executive Committee and ensures their smooth organisation in accordance with the ARCASIA Constitution and Bye-Laws.
 - 1.4.4. The Secretary General attends all meetings of the Council, writes the Minutes and under authority of the Chairman circulates them. He reports to the Council on the activities of the Secretariat and prepares and presents to the Council the Annual Budget of the Secretariat for its approval.
 - 1.4.5. The Secretary General is in charge of the ARCASIA Archives. He preserves and maintains a record of ARCASIA publications and all official documents such as confirmed minutes of Council and other meetings, transcripts of proceedings of ARCASIA-sponsored events, as also photographs, audio and video recordings, momentos, etc, all pertaining to ARCASIA and its organs.
 - 1.4.6. The Secretary General shall be appointed for a period of two years and shall be eligible for reappointment. The Secretary General shall be liable to be removed by the Chairman consequent upon a resolution of the Council
- 1.5 Until the appointment of the Secretary General, the responsibilities and duties of the Secretary General shall be shared by the Honorary Secretary and the Honorary Treasurer, as directed by the Chairman

2.0 MEMBERSHIP

2.1 The Asian Region is the internationally accepted geographic region as defined by the United Nations

2.2 **ARCASIA NEW MEMBERSHIP**

Any national Institute of Architects from a country of the Asian region not yet represented in the Council wishing to join ARCASIA must submit through its President a written application to the ~~Chairman~~ **President** who shall, prior to putting up to the Council, gather all the necessary information about that Institute and determine:

- a) That the country in question is not already represented in ARCASIA.

- b) That the body, which has submitted the application, is a professional body and the national Institute which may be considered to be truly representative of the majority of qualified architects of the country.
 - c) That it includes or represents at least 50 architects.
 - d) In special circumstances where an applicant does not have the required numbers, the Council may by a unanimous resolution waive the requirement of Section (c) above to the extent it agrees to.
- 2.3 New Members shall be admitted to ARCASIA by acceptance in a Council Meeting by not less than 2/3 majority of the total number of member Institutes of the Council.
- 2.4 If a member Institute's right to act as representative is contested by another professional institute of the same country, the ~~Chairman~~ **President** shall verify whether the member Institute still fulfills the conditions that justified its admission, and if not, place the matter before the Council *which* shall decide by not less than 2/3 majority of the total number of member Institutes of the Council to expel that member Institute and admit in its place the other professional Institute of the same country; *provided that*, the above procedure shall not apply to the Founding & Existing Member Institutes of ARCASIA **admitted prior to April 2010**, unless they voluntarily wish so.
- 2.5 Prior to its acceptance by the Council a new member must categorically declare its willingness to follow the spirit and accept the Constitution and Bye-Laws of ARCASIA
- 2.6 An Institute whose application for membership is being considered at a Council Meeting may *be* invited by the ~~Chairman~~ **President** to send its delegates to the Council Meeting as observers. The observers will withdraw from the meeting when their Institute's application is debated.
- 2.7 ARCASIA ZONES
- 2.7.1 For administrative convenience the ARCASIA Region shall be divided into the following three ZONES :
- Zone A
consisting of Bangladesh, India, Pakistan and Sri Lanka;
- Zone B
consisting of Indonesia, Malaysia, Singapore, Philippines and Thailand; **Vietnam; Laos**
- Zone C
consisting of China, Korea, Mongolia, Japan, Hong Kong **and** Macau ~~and Vietnam~~.
- 2.7.2 Other countries in the Region upon being elected to ARCASIA may be placed in the appropriate Zone.
- 3.0 ENTRANCE FEES AND SUBSCRIPTION
- 3.0 ENTRANCE FEES AND SUBSCRIPTION
- 3.1 The amount of entrance fees and subscription payable by the member Institutes shall be determined from time to time by the Council. A new member Institute shall pay the entrance fee and one years subscription in advance not later than one month from the date of its admission. Member Institutes shall pay their subscriptions to the ARCASIA Secretariat at the beginning of each year but not later than March 31.
- 3.2 If a member Institute fails to pay its subscription for two consecutive years it shall at the end of this period automatically stand suspended from membership. The suspended member Institute shall not be allowed to vote at any meeting of ARCASIA unless and until it pays all its dues.
- 4.0 COUNCIL
- 4.1 ~~CHAIRMAN AND DEPUTY CHAIRMEN~~ **PRESIDENT, PRESIDENT ELECT AND VICE PRESIDENTS**
- 4.1.1. At the Annual Meeting in which a new ~~Chairman~~ **President Elect** is to be elected, names of candidates shall be proposed and seconded by member Institutes, and at the Council Meeting in which new ~~Deputy Chairmen~~ **Vice Presidents** are to be elected, names of candidates shall be proposed and seconded by Member Institutes for the posts of Three ~~Deputy Chairman~~ **Vice Presidents** who shall be from the Three Arcasia zones as define in Clause 2.7.1 above.

- 4.1.2. In case there is more than one name proposed and seconded for the post of ~~Chairman~~ **President** *Elect* the member Institutes shall cast their votes by secret ballot and the candidate obtaining the highest number of votes shall be declared elected. Likewise, if there are more than three names proposed and seconded for the posts of ~~Deputy Chairmen~~ **Vice Presidents**, the member Institutes shall each cast their vote by secret ballot for any three candidates and the candidates obtaining the highest number of votes shall be declared elected.
- 4.1.3 The ~~Chairman~~ **President** shall have the option of using his casting vote in case of equality of votes.
- 4.1.4. If the ~~Chairman~~ **President** ceases to perform his duties due to resignation, incapacitation or death, one of the three ~~Deputy Chairmen~~ **Vice Presidents** shall, by consensus amongst themselves, become the Acting ~~Chairman~~ **President** for the remaining portion of the term. *In case the vacancy occurs in the later half of the tenure the Council may authorise the ~~Chairman~~ President Elect to take over the office for remainder of the term.*
- 4.1.4.1 If during the first half of the tenure, one or more of the ~~Deputy Chairmen~~ **Vice Presidents** cease to perform their duties due to resignation, incapacitation or death, the Council shall at the Annual Meeting fill the vacancy/vacancies for the remaining portion of the term. In case the vacancy occurs in the later half of the tenure no replacement shall be made.
- 4.1.5 The ~~Chairman~~ **President** shall during his term of office preside over and conduct business at all meetings of the Council and the Executive Committee. The ~~Chairman~~ **President** shall represent and promote the objectives of ARCASIA at international conventions, meetings and forums, and make representations in the interest of the architectural profession to governments of member Institutes if and when required. He shall oversee the working of the ARCASIA Secretariat and be a signatory to letters, certificates, documents and deeds to which the common seal is affixed under authority of the Council.
- 4.1.6 The ~~Deputy Chairmen~~ **Vice Presidents** shall assist the ~~Chairman~~ **President** in the conduct of Council Meetings and one of them shall deputize for the ~~Chairman~~ **President** in his absence as may be decided by the ~~Chairman~~ **President**. Each ~~Deputy Chairman~~ **Vice President** shall be responsible for monitoring/coordinating designated activities with the member Institutes belonging to the Arcasia Zone which he represents.
- 4.2 HONORARY SECRETARY AND HONORARY TREASURER
- When the Council decides to establish a permanent Secretariat for Arcasia and appoints the Secretary General, the Council shall make suitable amendments in the Constitution to abolish the posts of the Honorary Secretary and Honorary Treasurer. The duties and functions of the Honorary Secretary and the Honorary Treasurer shall be taken over by the Secretary General.
- 4.3 PAST CHAIRMEN/PRESIDENTS
- All the Past Chairmen/**Presidents** of the Council shall be invited to attend Council Meetings as Observers. They shall have no voting rights, although their advice, opinion or views on specific issues may be sought by the Chairman.
- 4.4 MEETINGS
- In any meeting of the Council, if the quorum is not present within one hour of the time set for the meeting, the meeting shall stand adjourned until the next day at the same time and the same venue. If the quorum at the adjourned meeting is again not present the ~~Chairman~~ **President** shall cancel the meeting.
- 4.5 PROCEEDINGS
- In a Council meeting proposers and seconders of resolutions shall be from amongst the member Institutes. The ~~Chairman~~ **President**, the ~~Deputy Chairmen~~ **Vice Presidents**, Past Chairman/**Presidents**, Advisors and Observers shall not propose nor second any motion, resolution, adoption etc.
- 4.6 The Council may constitute Boards, Committees or Workgroups whose scope, functions or specific assignments shall be defined by the Council. Convenors/**Chairmen** for these shall be member Institutes appointed by the Council. It shall be the responsibility of these member Institutes to ensure that the reports of the Boards, Committees or Workgroups, as the case may be, are completed and submitted to the Council within the specified time frame.

5.0 ASIAN CONGRESS OF ARCHITECTS (ACA)

- 5.1 There shall be held every alternate year, to coincide with an Annual Meeting of the Council, a Congress of Architects of Asia called the Asian Congress of Architects hereinafter referred to as ACA. A gathering of Architecture students hereinafter called the Jamboree shall be organised together with ACA.
- 5.2 The Council shall upon receiving written applications from member Institutes at an Annual Meeting of the Council coinciding with an ACA decide the venue and approximate dates of convening the next ACA.
- 5.3 The responsibility of organizing the ~~Each~~ ACA shall be ~~organised~~ by a Convenor who shall be the President of the member Institute (or his nominee) of the country where the ACA is to be hosted **provided that**
- (i) All matters regarding the convening of ACA, its theme and program shall be decided by the Convenor in consultation with the ~~Chairman~~ **President of ARCASIA, and**
 - (ii) the Convenor shall present a yearly report to the Council and incorporate policy guidelines determined by the Council from time to time
 - (iii) the organisation of the Forum shall be **as per the general policy and procedure as included in the Checklist**
- The Jamboree shall be organised by the Chairman of the Board of Architectural Education of the host Institute or his nominee, or in the case of absence of such Board by a person nominated by the Convenor in consultation with the Chairman ACAE, **and in accordance to the general policy and procedure determined by the Council from time to time and included in the Checklist**
- 5.4 The ACA and the Jamboree shall be funded by the member Institute of the country where the ACA is convened.

6.0 ARCASIA FORUM

- 6.1 There shall be held every alternate year, alternate to ACA, to coincide with an Annual Meeting of the Council, a Forum hereinafter called the ARCASIA FORUM.
- ~~6.1.1 From 1999 the Arcasia Awards will be organized to co-incide with the Forum and the Awards conferred at the closing ceremony of the Forum~~
- 6.2 The venue and dates of convening each ARCASIA Forum shall be decided by majority of the total number of member Institutes at the Annual Meeting of the Council coinciding with the preceding ARCASIA FORUM **(2 years ahead of the event)**.
- 6.3 The ARCASIA FORUM shall be headed by a Convenor who shall be nominated by the Council at the Annual Meeting coinciding with the ARCASIA FORUM for a term of two years, provided that no Convenor shall be appointed for more than two consecutive terms.
- 6.4 The responsibility for ~~running the affairs of~~ **organising** the ARCASIA FORUM shall be by a ~~that~~ **Convenor** ~~provided that~~ **who shall be the President of the member Institute (or his nominee)** of the country where the ARCASIA FORUM is to be hosted ~~shall be the Convenor~~ **provided that**
- (i) All matters regarding the convening of the ARCASIA FORUM shall be mutually decided by them in consultation with the ~~Chairman~~ **President, and**
 - (i) the Convenor shall present a yearly report to the Council and incorporate policy guidelines determined by the Council from time to time
 - (ii) the organisation of the Forum shall be **as per the general policy and procedure determined by Council from time to time and included in the Checklist**
- 6.5 The Convenor shall present for approval a budget for expenses incidental to the preparatory work of the FORUM at the Annual Meeting of the Council in the year preceding convening of the ARCASIA FORUM. The appropriated amount shall be made available to the Convenor by the ARCASIA Secretariat as soon thereafter as practicable. The ARCASIA FORUM shall be financed by the member Institute of the country where the ARCASIA FORUM shall be convened.

7.0 ARCASIA AWARDS

7.1 CONFERMENT

The ARCASIA AWARDS are presented at an ARCASIA event to encourage and acknowledge excellence in design in the Asian context in categories as may be determined by the ARCASIA Council in the year preceding the Award.

(Note: The first three AWARDS were given every two years beginning 1992 at the ASIAN CONGRESS OF ARCHITECTS organized by ARCASIA. The fourth Award were judged in 1998 during the ACA. 7 to be held in Colombo, Sri Lanka but the Gold Medals for the Awards presented in Seoul in 1999 as an interim arrangement for the switch over period. This was as agreed in the 1997 Tokyo Council Meeting. Beginning 1999, the Awards will be judged during the ARCASIA Forum year, i.e. 1999, 2001 etc. and Gold Medals awarded during the following ACA year, i.e. 2000, 2002, etc. From 2013 onwards, the Awards will be judged and awarded annually) (to be transferred to check list and not to be in the Bye-Law)

7.2 AWARDS CONVENOR

The ARCASIA AWARDS shall be administered by a CONVENOR who shall be nominated by the Council at the Annual Meeting ~~preceding the ACA annually~~, for a term of ~~two years~~ **one (1) year**. ~~provided, that no Convenor shall be appointed for more than two consecutive terms.~~ The Award shall be conducted in accordance to the general policy and procedure determined by Council from time to time and included in the Checklist

7.3 AWARDS COMMITTEE

The Awards Convenor shall head and be assisted by an Awards Committee consisting of

- i. Convenor (as appointed above)
- ii. One ~~Deputy Chairman~~ **Vice President** of ARCASIA, nominated for a period of two years.
- iii. ~~he~~ **the** President of the Institute hosting the ACA/**Forum**, nominated for a period of ~~two years~~ **one year**.

7.4 AWARD POLICIES

The policies regarding the ARCASIA AWARDS shall be determined by the Council in its Annual Meetings and shall be announced to all member Institutes within one month of their formalization and at least **ten months** before the announcement of the AWARDS.

7.5 BUDGET

The Convenor for the AWARDS shall present a Budget for the administration of the Awards at every Council Meeting for approval showing the projected expenses and income for the coming year.

7.6 FINANCING & AUDIT

The ARCASIA AWARDS shall be financed by the Council to the extent determined by the Council, provided that the Convenor and the Awards Committee shall be permitted to raise the balance amount through appropriate means and legitimate sponsorships *provided that*, the audited accounts of the income and expenditure incurred are presented for approval of the Council at its Annual Meetings.

7.7 AWARDS JURY

7.7.1 The independent ARCASIA AWARD JURY shall consist of the following:

- ~~Chairman~~ **President** ARCASIA (one)
 - ii Convenor ARCASIA AWARDS (one)
 - iii An eminent non-architect personality from the host country of the Arcasia **ACA/Forum** where the Awards are to be adjudged and conferred (one)
 - iv Two eminent Architects from ARCASIA Zones other than the Zone represented by the ~~Chairman~~ **President** ARCASIA (two)
 - v An eminent Architect from any region other than the Arcasia Region (one)
- Total : 06 (six)

7.7.2 Total number of Jurors shall not exceed six (6); and in case of a tie, the ~~Chairman~~ **President** ARCASIA shall have the casting vote.

7.7.3 The quorum for the convening of the Jury shall be any four Members as listed above, provided that among those forming such a quorum, the Convenor is one of them. In the absence of the ~~Chairman~~ **President** ARCASIA, the Convenor shall preside.

7.8 FINALITY OF THE ARCASIA JURY'S DECISION

All decisions taken by the ARCASIA Awards Jury, and all Awards conferred by the Jury, shall be considered final.

8.0 PUBLICATIONS

The Council may authorise a member Institute or an individual to arrange to publish and/or print any material, which the Council deems necessary for the promotion of the objectives of ARCASIA, provided always that if the project is funded by the Council, the Council shall also approve the budget for such project.

9.0 ARCASIA ARCHIVES

The ARCASIA Archives shall be kept in a locked room in the premises of Pertubuhan Akitek Malaysia (PAM) until the establishment of the Headquarters for permanent Secretariat for ARCASIA at which time the Archives shall be shifted to the Headquarters and placed under the charge of the Secretary General.

10. AUDITORS AND AUDITED ACCOUNTS

10.1 During the tenure of any Council the auditors shall be appointed by the Council through the ~~Chairman~~ **President** and such auditors must be based in the country of the ~~Chairman's~~ **President's** Institute.

10.2 The ARCASIA accounts for the year ending December 31 shall be audited before the following March 31 each year and a copy of the audited accounts along with the Auditors Report shall be circulated to the member Institutes at least one month prior to the holding of the Council Meeting. The outgoing ARCASIA Secretariat shall forward audited accounts, Auditor's Report and related documents and transfer the residual funds to the new Secretariat as soon as practicable but not later than three months after the expiry of its administrative term.

11. INTERPRETATION

11.1 In the case of any conflict between the Constitution and these Bye-Laws, the Constitution shall prevail.

11.2 Anything that is not expressly provided for in these Bye-Laws will be decided by the Council which shall also decide, in case of doubt, on the interpretation of the text.

12. ADOPTION AND AMENDMENTS

12.1 These Bye-Laws shall come into force immediately after their adoption by the Council by not less than 2/3 majority of the total number of member Institutes of the Council.

12.2 Amendments to these Bye-Laws may be made by the Council by not less than 2/3 majority of the total number of member Institutes of the Council. The ARCASIA Secretariat shall circulate the proposed amendments along with explanatory notes, if any, to the member Institutes at least three months prior to the holding of a Council Meeting.

••• end •••

NOTES :

B - 3 ARCASIA RESOLUTIONS

~~During the past years of its existence, the Arcasia has always taken a positive and firm stand on various issues confronting the profession of architecture and the status of the architect in the Asian region in general, and on issues that are of common concern in the member Institute's countries, in particular.~~

~~The Council decided in its 1997 Tokyo Meeting that these Resolutions be collected and compiled in the Handbook for posterity, for historical record, and for guidance in the future.~~

~~The Resolutions compiled here may not be all that were adopted, but are certainly many of the key ones collected from the archival records of Are Zaigham Jaffery of IAP and Are Ronald Poon of HKIA, who has been associated with Arcasia from its inception and has preserved valuable Arcasia records, specially from its earlier years.~~

The Council from time to time is empowered to propose or to receive proposal and adopt resolutions on various issues confronting the architectural profession and the status of the Architects in the Asian Region in general and on issues that are of common concern in the member Institutes' countries and issues concerning the built environment

Resolution adopted by Council requires unanimous consent from every member Institutes

The Resolutions adopted to date are listed under Appendixof the Checklist
Please see Appendix K of the Checklist for some of the key Resolutions from the past years.

••• end •••