

ARCASIA
CONSTITUTION
(2013 Edition)

SECTION – B

~~B-1~~ ARCASIA CONSTITUTION

incorporating approved Amendments made at 6th Council Meeting, 17th-19th November 1985, Bombay, India, and further amended at the 12th Council Meeting, 24th-25th September 1991, Beijing, China all amendments made up to 33th Council Meeting Bali in 2012)

1.0 NAME

1.1 The name of the organisation shall be Architects Regional Council Asia (ARCASIA)

2.0 SECRETARIAT

2.1 There shall be a permanent secretariat for ARCASIA, when the Council of ARCASIA deems it necessary.

2.2 The official headquarters of the secretariat shall be located at a place to be decided by the Council of ARCASIA. However, the headquarters may be shifted to a different place or to a different country consequent upon a decision of the Council.

2.3 The Secretary General

There shall be a Secretary General appointed by the ~~Chairman~~ President with the concurrence of the Council when the permanent secretariat is formed whose duties and functions shall be defined in the Bye-Laws.

3.0 OBJECTS

The objects of the Arcasia are:

3.1 *To unite, on a democratic basis through the Asian Region as scheduled and to foster friendly, intellectual, artistic, educational and scientific ties among National Institutes of Architects in the Asian Region as in Schedule A.*

3.2 *To foster and maintain professional contacts, mutual cooperation and assistance among member Institutes.*

3.3 *To represent architectural Institutes of member countries at Inter-Regional level.*

3.4 *To promote the recognition of the Architect's role in society.*

3.5 *To promote the development and education of architects to serve society.*

3.6 *To promote research and technical advancement in the field of the built environment.*

3.7 *To arrange for the publication of any matter likely to promote knowledge of work, theory, law and practice relating to the building industry and professionals allied thereto.*

3.8 *To provide a forum for member Institutes, government agencies and allied professional organisations for the discussion of problems of common interest and seek solutions to these problems which would contribute to the advancement of the profession and the development of Architecture relevant to the culture and aspirations of the Asian people.*

3.9 *To establish direct linkages between ARCASIA and other regional organisations, government agencies of Asian region, agencies of the United Nations Organisation, inter-regional associations and transnational corporations for interchanges of technical and scientific matters between countries and regional organisations; and acquiring assistance in promoting the objectives of ARCASIA as representing the Regional Council for Asian architects.*

4.0 MEMBERSHIP

The membership of ARCASIA shall consist of:

- a) the founding member Institutes, **Hong Kong, India, Malaysia, Pakistan, Singapore and Sri Lanka**
- b) any other national Institute of Architects in Asia as may be admitted by the Council, and
- c) any independent Institute of Architects of a territory within a nation in Asia, accepted as such by the national Institute of Architects of that nation, as may be admitted by the Council.

(As shown in Schedule A)

5.0 ENTRANCE FEES, SUBSCRIPTION AND CONTRIBUTIONS

Amount

The amount and procedure for payment of entrance fees, subscriptions and contributions shall be determined from time to time by the Council.

6.0 THE COUNCIL

6.1 The Council shall consist of the following members:

- A Two representatives from each member institute one of whom shall be the President or his nominated representative.
- B The Immediate Past ~~Chairman~~ **President**
- C ~~Chairman~~ **President**
- C. I The ~~Chairman~~ **President** shall be elected at an Annual Meeting of the Council from among the representatives of the National Institutes and except for the first Chairman, no person shall be elected to such office until he has served two full years as a member of the Council. The ~~Chairman~~ **President** shall, in his term of office preside at all meetings of the Council and shall be responsible for the proper conduct of such meetings. He shall sign the minutes of each meeting at the time they are approved. The term of office of the Chairman is for two years.

~~Beginning the year 2001, there shall be held an election for the office of the Chairman Elect.~~

- C-2 ~~Chairman~~ **President Elect: A ~~Chairman~~ President Elect shall be elected at an Annual Meeting of the Council held an year before the expiry of the term of office of the incumbent ~~Chairman~~ President from amongst the nominees proposed by the Member National Institutes of Arcasia and shall take-over office of the ~~Chairman~~ President upon the expiry of the term of office of the incumbent ~~Chairman~~ President in the year following, as ~~Chairman~~ President Arcasia. No person shall be elected to the office of the ~~Chairman~~ President Elect unless he has served at least two full years as a member of the Council and has been a President or Past President of the Member National Institutes.**

~~The **President** Elect will attend and participate in all meetings called by the ~~Chairman~~ President, be assigned tasks by the ~~Chairman~~ President as mutually agreed, and report to the ~~Chairman~~ President. He will be entitled to similar privileges as a Council Member except in so far that he shall have no voting rights.~~

- D ~~Deputy Chairmen~~ **Vice President**
There shall be elected three ~~Deputy Chairmen~~ **Vice Presidents** at the Annual Meeting of the Council from among the representatives of the member Institutes. A person who is elected as a ~~Deputy Chairman~~ **Vice Presidents** shall serve for two years. One of the ~~Deputy Chairmen~~ **Vice President** shall deputize for the ~~Chairman~~ **Presidents** in his absence as may be decided by the ~~Chairman~~ **President**.
- E Honorary Secretary
The Honorary Secretary shall be appointed by the ~~Chairman~~ **President** , to be approved by the members of the Council. He shall have no voting rights. The Honorary Secretary must be a member of the ~~Chairman's~~ **President's** Institute.
- F Honorary Treasurer
The Honorary Treasurer shall be appointed by the ~~Chairman~~ **President**, to be approved by the members of the Council. He shall have no voting rights. The Honorary Treasurer must be a member of the ~~Chairman's~~ **President's** Institute.

G ~~Advisors~~ Panel of Advisors

All the Past Chairmen/Presidents shall be Members of a Panel of Advisors.

The incumbent President shall have the option of inducting any 2 (Two) members from the Panel of Advisors, as his advisor (s) during his tenure. The Council may through its ~~Chairman~~ President honour a person or persons by inviting them to its meetings to advise or assist the Council. Such person or persons ~~The advisors~~ shall have no voting rights. The term of the advisor shall be upon the discretion of the ~~Chairman~~ President. There shall be a maximum of two advisors. The advisor(s) shall conclude his/her/their appointed position(s) upon the conclusion of the ~~Chairman's~~ President's administrative term.

6.2 Past Council Chairmen/~~President~~

Past Council Chairmen/ ~~President~~ are entitled to receive notices and to attend Council Meetings as participants but shall have no voting rights.

6.3 Council Meetings

The Council may meet once a year, but it shall have in its power to vary the frequency of meetings.

6.4 Notice of Council Meetings

Meeting of the Council shall be summoned by the Honorary Secretary at any time at the request of the ~~Chairman~~ President or at the request of more than half the number of member Institutes of the Council by giving at least two months' clear notice.

6.4.1 Quorum

No business shall be transacted at any Council Meeting or other meetings of the Council unless a quorum is present when the meeting proceeds to business. For the above purposes the quorum shall mean not less than one half of the total number of member Institutes of the Council.

6.5 Voting

At all meetings of the Council every member whose credentials are accepted by the ~~Chairman~~ President, of the Council shall be entitled to be present and to take part in the discussion on any subject brought before the meetings. Each member Institute of the Council is entitled to one vote.

Save as otherwise provided, questions arising at any meeting of the Council shall be decided by a majority of votes. In case of an equality of votes, the ~~Chairman~~ President, shall have the casting vote.

The ~~Chairman~~ President Elect three ~~Deputy Chairman~~ Vice Presidents, and Immediate Past ~~Chairman~~ President, Adviser(s), Honorary Secretary and Honorary Treasurer have no voting rights.

6.6 Chairman of Meeting

- The ~~Chairman~~ President or in his absence, *the ~~Chairman~~ President Elect or in his absence,* a ~~Deputy Chairman~~ Vice President nominated by the ~~Chairman~~ President shall preside at all meetings of the Council. If at any meeting the ~~Chairman~~ President or the ~~Chairman-Elect~~ President Elect, or the designated ~~Deputy Chairman~~ Vice President be not present within 30 minutes after the time appointed for the commencement of the meeting, the members of the Council may choose one amongst them to preside over the meeting. Should a Council member from any delegation of a national organisation be designated as a stand-in ~~Chairman~~ President for a Council Meeting, that person may reserve the right to exercise a vote in the case that such a person is the only representative from his/her national organisation at the meeting.

However, if the ~~Chairman~~ President or the ~~Chairman~~ President Elect or the designated ~~Deputy~~ ~~Chairman~~ Vice President shall arrive while the meeting is in process, he shall preside over the meeting thenceforth

6.7 Minutes of Proceedings

The Council shall second all resolutions and proceedings of all meetings. Such minutes shall be signed by the ~~Chairman~~ President at the following meeting and shall be conclusive evidence of the facts stated therein.

6.8 Powers of the Council

A meeting of the members of the Council at which a quorum is present shall be competent to exercise all authority under the Constitution of ARCASIA. All expenditure incurred shall have the approval of the Council.

6.9 Bye-Laws

The Council may from time to time formulate such Bye-Laws or guidelines as may be necessary for the conduct of the affairs of the Council.

6.10 Boards and Committees

The Council shall have the power to appoint Boards and Committees whose functions shall be defined by the Council for purpose of dealing with specific subjects connected with the objects of the Council and the reports of such Boards and Committees shall be submitted to the Council for ratification.

6.11 Investment of Funds

The Council shall unless otherwise directed by any deed or trust have the power to invest any entrance fee, surplus income, funds, donations or endowment in any of the following investments:

- a) Loans or securities of the Governments of member Institutes;
- b) Mortgages or other securities of any municipality;
- c) Bonds, debentures, debenture stocks or mortgages or the fully paid guaranteed or preferential or ordinary stock or shares of any company.
- d) Purchase of immovable property situated in any of the countries of member Institutes.

Such investment shall be managed by Trustees appointed by the Council. The Trustees shall consist of two Institute members of that country, the ~~Chairman~~ **President** or his representative, the Treasurer and the Secretary General.

In the case of the two Institute members their term of office will be for a period of five years at the end of which they shall be eligible for re-election. The Council may from time to time direct the Trustees to alter or vary such investment for others of a nature hereby authorised. The Trustees shall hold such investment upon trust to be dealt with and disposed off as the Council shall from time to time direct.

6.12 Bank Account

All monies belonging to the Council not invested shall be deposited with a bank as the Council shall from time to time determine. Cheques on the Council's bank shall be signed by any two of the four following officers: ~~Chairman~~ **President**, ~~Deputy Chairman~~ **Vice President**, Secretary General and Treasurer for the time being. The Council may authorise the operation of the separate bank account in the country of a member Institute in which all monies belonging to the Council in the country shall be deposited. The Council may authorise cheques of the above-mentioned account to be signed by two trustees appointed in respect of the country in which the account is maintained.

6.13 Common Seal

The Council shall have a common seal, which shall be in the custody of *the* ~~Chairman~~ **President**. The common seal shall not be affixed to any certificate; deed or writing except on the prior authority of the Council, and such authority shall be recorded in the Minutes of the Council. Such deed or writing shall, after the seal has been affixed, be signed by the ~~Chairman~~ **President** of the meeting and by two other members of the Council present and counter-signed by the Honorary Secretary.

6.14 Annual Reports and Accounts

The Council shall present a report on the state of the property and affairs of the Council to the Annual Meeting which report shall give an abstract of the preceding year and an audited account of the funds. A copy of the report shall be issued to every member Institute at least 30 days before the Annual Meeting.

6.15 Accounts

The Council shall cause proper and sufficient accounts to be kept of the sums of money received and expended by the Council and the manner in respect of which such receipts and expenditure takes place and *the* property, credits and liabilities of the Council and subject to any reasonable restrictions as to the time and manner of inspecting the same that may be imposed in accordance with *the* regulations then in force of the Council shall be opened to *the* inspection of member Institutes and once at least in each year the accounts of the Council shall be examined and the correct-ness of the balance sheet ascertained by the Auditors appointed by the Council. The financial year of the Council shall end on 31st December of each year.

6.16 Donation

The Council shall be authorised to accept donations and subscriptions either in aid of the general funds of the Council or to defray expenses, which may be incurred in carrying out special undertaking connected with the Council's work.

6.17 Publications

The Council may arrange for the publication of any matter which they may deem advisable of such statistics, papers, documents and publication as may be considered by the Council to be likely to promote knowledge of work, theory, law and practice relating to the building industry and professions allied thereto.

6.18 Indemnity

The members of the Council and other officers for the time being of the Council and the Trustees for the Council (if any) shall be indemnified out of the funds of the Council against all costs, charges, amages and expenses, losses which they shall respectively incur or be put to on account of any act, deed, matter or thing which shall be executed, done or permitted by them respectively in or about the bonafide execution of their respective offices and shall be reimbursed by the Council. All reasonable expenses incurred by them in or about any legal proceedings or arbitration on account of the Council or otherwise in the execution of their respective offices except such costs, losses and expenses as shall happen through their respective neglect, default or willful act and no member of the Council or other Officer or Trustee shall be chargeable for any money which he shall not actually receive or to be answerable for the act, receipt, neglect or default of any other member of the Council or Officer or Trustee or of any banker, broker, collector, agent or other person appointed by the Council or such Trustees by (as the case may be) or with whom or into whose hands any property or monies of the Council may be deposited or come or for the insufficiency of any security or investment in or upon which any of the monies of the Council shall be invested by order of the Council or for any loss or damage which may happen in the execution of his office unless the same shall happen through his own neglect, default or willful act.

7.0 DEFAULT

7.1 Suspension

A member Institute shall stand suspended from membership if its subscription falls in arrears for a period exceeding two years.

A member Institute whose membership is so suspended may participate but shall not vote at any eeting of ARCASIA. However, if it pays all the dues, it shall be entitled to enjoy the rights accorded to membership. Any membership in suspension exceeding three years shall be reviewed by the Council.

7.2 Expulsion

A member Institute may be expelled on a vote of two-thirds majority of the member Institutes of the Council.

8.0 ~~THE EXECUTIVE COMMITTEE~~ *Office Bearers*

8.1 ~~The Executive Committee~~ *OFFICE BEARERS shall be composed of 6 (six) persons, namely consists of the Chairman President, Chairman President Elect, the three Deputy Chairmen Vice Presidents for Zone A, B and C, and the immediate Past Chairman President, Honorary Secretary, Honorary Treasurer and Advisor(s).*

8.2 Powers

The ~~Executive Committee~~ *Office Bearer* shall be responsible for the preparation of the annual program of activities and initiate projects and after approval by the Council, shall likewise be responsible for implementing them.

8.3 Meetings and Procedure

- a. The ~~Chairman President~~ may call meetings of the members of the ~~Executive Committee~~ *Office Bearers* as their need arises. But in the absence of a meeting, decision may be made by ~~postal balloting~~ *circular resolution*.
- b. Actions of the ~~Executive Committee~~ *Office Bearers* that will need the Council's approval may be made during the Annual Meeting or special Meetings of the Council. In the absence of such a meeting, the Council's approval may be obtained through postal balloting

8.4 Voting and Quorum

~~All members of the Executive Committee shall be entitled to one vote each. For all purposes, the Quorum at a meeting of the Executive Committee shall be three.~~ Only the President, President Elect, three Vice Presidents for Zone A, B and C and Immediate Past President shall be entitled to one vote each. For all purposes, the Quorum at a meeting of the Office Bearers shall be three

9.0 COMMITTEES

9.1 ~~ACAE AND MEMBERS~~ ARCASIA COMMITTEE ON ARCHITECTURAL EDUCATION (ACAE)

9.1.1 There shall be established an ARCASIA Committee of Architectural Education (ACAE).

~~The President of each Member Institute shall nominate the Chairman (or nominee) Each Chairman (or his nominee) of the Board of Architectural Education of their own Institute to the National Institute in each of the countries listed in Schedule A shall be a member of the ARCASIA Committee of Architectural Education. In the case of a country where there is no Board of Architectural Education, the National Institute of such country as listed in Schedule A shall nominate one person as a representative to the ACAE.~~

~~There shall be elected a Chairman of the ACAE from amongst these members of the ACAE~~

~~9.2~~ 9.1.2 Objectives

- a) *To advise and administer on behalf of the Council all matters pertaining to Architectural Education.*
- b) *To coordinate educational matters among the Boards of Architectural Education amongst the respective member Institutes.*
- c) *To help the member Institutes and Schools of Architecture in the region to achieve their national aims.*
- d) *To help Schools of Architecture in the region to achieve and maintain standards relevant to their respective national needs.*
- e) *To promote interchange of students and teachers among countries.*
- f) *To represent the region at national and international forums and bodies on matters pertaining to Architectural Education.*
- g) *To implement decisions of the Committee after such decision have been approved by the Council.*
- h) *To arrange for the publication of any matter which they may deem advisable of such statistics, papers, documents and publications as may be considered by the Council to be likely to promote knowledge of work, theory, law and practice relating to the building industry and professions allied thereto.*

The Committee shall be responsible to the Council for the affairs of the ACAE.

9.2. ARCASIA COMMITTEE ON PROFESSIONAL PRACTICE (ACPP)

9.2.1 There shall be established an ARCASIA Committee on Professional Practice (ACPP).

The President of each Member Institute shall nominate the Chairman (or nominee) of the Professional Practice Committee of their own Institute to be a member of the ARCASIA Committee on Professional Practice. In the case of a country where there is no Professional Practice Committee, the Member Institute of such country shall nominate one person as a representative to the ACPP.

~~There shall be elected a Convenor of the ACPP from amongst these nominate of the ACPP such a Convenor shall be appointed by Council~~

9.2.2 Objectives

- a) All member institutions to have a base understanding of the professional practice and professional practice of each member country.
- b) To facilitate and allow for members who are in process of establishing professional practice framework in their respective countries to leverage from the experience of those who have an established process.
- c) To establish a basis for which to discuss cross-border practices amongst member countries, given the rise in globalization.
- d) The Committee shall be responsible to the AR ARCASIA Council for the affairs of the ACPP.

9.3 ARCASIA COMMITTEE ON GREEN & SUSTAINABLE ARCHITECTURE (ACGSA)

9.3.1 There shall be established an ARCACIA Committee on Green and Sustainable Architecture (ACGSA)

The President of each Member Institute shall nominate the Chairman (or nominee) of the Green and Sustainable Architecture Committee of their own Institute to be a member of the ARCASIA Committee for Green and Sustainable Architecture. In the case of country where there is no Green and Sustainable Architecture committee the Member Institute of such a country shall nominate one person as a representative to the ACGSA.

9.3.2 Objective

- a) *To advise and administer on behalf of the Council al matters pertaining to Green and Sustainable Architecture in Member Institute countries.*
- b) *To coordinate and promote co-operation among the Green and Sustainable Architecture Committees of the Member Institutes.*
- c) *To help the Member Institutes to achieve their national aims in matters regarding Green and Sustainable Architecture in order to achieve and maintain standards relevant to their respective national needs.*
- d) *To help Schools of Architecture in the region to inculcate in their curriculum issues of Green and Sustainable Architecture and encourage the evolution of these concepts.*
- e) *To arrange for the publication of any matter that are considered by the ARCASIA Council to be likely to promote the knowledge theory, and practice that promotes the growth of Green and Sustainable Architectural concepts in the ARCASIA region.*

The committee shall be responsible to the ARCASIA Council for the affairs of the ACGSA.

9.4. ARCASIA COMMITTEE ON SOCIAL RESPONSIBILITY (ACSR)

9.4.1 There shall be established an ARCASIA Committee on Social Responsibility (ACSR).

The President of each Member Institute shall nominate the Chairman (or nominee) of the Social Responsibility of their own Institute to be a member of the ARCASIA Committee on Social Responsibility. In the case of a country where there is no Social Responsibility Committee, the Member Institute of such country shall nominate one person as a representative to the ACSR.

~~There shall be elected a Chairman of the ACSR from amongst the nominated members of the ACSR. Such a Chairman shall be appointed by Council.~~

9.4.2 Objectives

- a) All member institutions to have a base understanding of the issues of Social Responsibility.
- b) To facilitate and allow for members who are in process of establishing Social Responsibility framework in their respective countries to leverage from the experience of those who have an established process.
- c) To establish a basis for which to discuss issues of Social Responsibility and to have seminars and exhibitions to promote the following activities: - Handicapped Accessibility - Historic Conservation - Social and Community Improvement - Humanitarian and Emergency Disaster Preparedness and Relief Efforts
- d) The Committee shall be responsible to the ARCASIA Council for the affairs of the ACSR

9.5. ARCASIA INTER-COMMITTEE

9.5.1 ARCASIA Inter-Committee (AIC)

There shall be established an ARCASIA Inter-Committee (AIC) The respective Chairman and Deputy Chairman of all ARCASIA working committees shall form the "inter-committee". The Chairman of AIC shall be selected among the Chairmen of ARCASIA working committees and decided by them by a majority of votes with the approval of ARCASIA President.

9.5.2 Objectives

To establish common issues amongst ARCASIA working committees and develop a working programme per issue in the form of a workshop or seminar, etc, that may be held annually either at the Congress or Forum. The Committee shall be responsible to the ARCASIA Council for the affairs of the AIC.

9.6 . PROCEDURE FOR ARCASIA COMMITTEES CHAIRMAN AND DEPUTY CHAIRMAN

9.6.1 ARCASIA Committees Deputy Chairman election

Every two years, at the ARCASIA Council Meeting coinciding with an Acasia Forum, there shall be a call for the position of Deputy Chairman of each one of the ARCASIA Committees **except for ARCASIA Inter-Committee**

Individuals shall be nominated for that position by their own Institute and appointed by the Council.

9.6.2 Term of office

The Deputy Chairmen, once appointed by the Council, shall assume office immediately.

The Deputy Chairmen shall stay in their position for one(1) year, at the end of which, he/she shall become automatically the Committee Chairman for the following two years, lending continuity to the work of the previous Chairman

The term of office of a Committee Chairman is not renewable.

9.8 Office

The Office of the ~~ACAE~~ Committees shall be permanently located at the ARCASIA Secretariat.

9.9 Meetings

The place and date of meetings of ~~ACAE~~ Committees shall be ~~decided~~ **determined** by the Chairman of the ~~ACAE~~ **Committees in consultation with the ARCASIA President**

9.10 Quorum

More than half of the Committee members shall form a quorum.

9.11 Notice of Meetings

Committee Meetings shall be called by the ~~ACAE~~ **Committee** Chairman or at the request of all least five member Institutes of the Committee, or by the ARCASIA ~~Chairman~~ **President** by giving at least 60 days clear notice.

9.12 Votes

Questions arising at any meeting of the Committee shall be decided by a majority of votes. In case of an equality of votes, the Chairman shall have a further casting vote.

9.13 Minutes of Proceedings

The Committee shall second all Resolutions and proceedings of all Meetings. Such Minutes shall be signed by the Chairman at the following meeting as conclusive evidence of the facts stated therein. The Chairman shall maintain the Minutes of the Committee Meetings.

- a. Annual Reports of the Committee shall be presented to the Council for incorporation into the Annual Report of ARCASIA.
- b. Annual Statement of Accounts shall be presented to the Council for incorporation into the Annual Accounts of ARCASIA.

9.14 Sub-Committee

The Committee may at its discretion form sub-committees, which deal with specific subjects connected with the objectives of the Committee.

9.15 Finance

The Council shall be responsible for the financial arrangements necessary for the functioning of the Committee.

10.0 VALIDITY

All organs of ARCASIA shall have power to act notwithstanding any vacancy in its membership and its proceedings shall be valid notwithstanding that it is discovered subsequently that a person who was not entitled to do so voted or otherwise took part in the proceedings.

11.0 AMENDMENTS

Amendments to the present constitution shall come into force once they have been adopted by a vote of two thirds of the member Institutes of the Council

12.0 REPEAL

With the adoption of this Constitution all existing constitutions of ARCASIA and ACAE shall cease to be in force.



(List of Member Institute As At Dec. 2012)

1. Institute of Architects Bangladesh (IAB)
2. The Architectural Society of China (ASC)
3. *The Hong Kong Institute of Architects (HKIA)
4. Indonesian Institute of Architects (IIA)
5. Japan Institute of Architects (JIA)
6. Korea Institute of Registered Architects (KIRA)
7. Association of Lao Architects and Civil Engineers (ALACE)
8. Association for Architects of Macau (AAM)
9. *Pertubuhan Akitek Malaysia (PAM)
10. The Union of Mongolian Architects (UMA)
11. *The Institute of Architects, Pakistan (IAP)
12. United Architects of the Philippines (UAP)
13. *Singapore Institute of Architects (SIA)
14. *Sri Lanka Institute of Architects (SLIA)
15. The Association of Siamese Architects (ASA)
16. *The Indian Institute of Architects (IIA)
17. Vietnam Association of Architects (VAA)
18. Nepal Institute of Architects (SONA)

(* Denotes Founder Member Institutes)