

THE ASIAN CIVIL ENGINEERING COORDINATING COUNCIL



CONSTITUTION AND BY-LAWS

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Preamble

We the members societies/institutions from our respective economies, comprised of Civil Engineers authorized by our laws to practice the different fields of specializations of Civil Engineering, in order to promote and advance the science and practice of the profession do ordain and establish this Constitution for the Asian Civil Engineering Coordinating Council.

The Asian Civil Engineering Coordinating Council

CONSTITUTION

Article 1: Name

The Name of this council (hereinafter referred to as "ACECC") shall be known as THE ASIAN CIVIL ENGINEERING COORDINATING COUNCIL.

Article 2 : Objectives

The objectives of the ACECC are:

1. To promote and advance the science and practice of Civil Engineering and related professions for sustainable developments in the Asian region.
2. To encourage communication between persons in charge of scientific and technical responsibility for any field of civil engineering.
3. To improve, extend and enhance such activities as infrastructure construction and management, preservation of the precious environment and natural disaster prevention.
4. To foster exchange of ideas among the member societies/institutions.
5. To cooperate with any regional, national, and international organizations to support their work, as the ACECC decides necessary.
6. To provide advice to member societies/institutions to strengthen their domestic activities.
7. To assist in developing leadership skills in young civil engineers in member Economies.
8. To achieve the above objectives, by organizing as one of its main activities a triennial International Conference called Civil Engineering Conference in the Asian Region (CECAR).

Hereafter in the Constitution "International Conference" means CECAR.

Article 3 : Organization

The Organization shall consist of

1. Member societies/institutions
2. Executive Committee (EC)
3. Secretariat
4. Local Organizing Committee (LOC)
5. Planning Committee (PC)
6. Finance Committee (FC)
7. Technical Coordinating Committee (TCC)
8. Technical Committees (TC)

Article 4: Membership and the ACECC membership meeting

1. The member societies/institutions of the ACECC shall be open to societies/institutions of civil engineers worldwide.
2. There shall be only one voting society/institution from an Economy*
3. Each Economy's society/institution of civil engineers, satisfying the qualification requirements for application specified in By-laws, is eligible for membership in the ACECC.
4. A member society/institution may be approved or removed by a two-thirds (2/3) majority vote of the EC present. A member society/institution may at any time withdraw from the ACECC by giving notice to the EC who must act within 30 days from receipt of such notice. The withdrawal shall become effective upon acceptance by the EC or the failure of the EC to act on the notice of withdrawal within the 30-day period.
5. The ACECC membership meeting, consisting of all the member societies/institutions, shall be held at the time of the CECAR. The majority of the ACECC members in attendance shall be necessary to constitute a quorum for the ACECC membership meeting.

* An Economy is a region where particular types of production and consumption of goods and services and the supply of money take place based on geographical boundaries.

Article 5: The Executive Committee (EC)

1. The EC members shall take office at the ACECC membership meeting upon appointment by their member society/institution and shall serve until the next ACECC membership meeting.
2. The EC shall be the governing body of the Organization.
3. The EC shall formulate the By-laws, rules and regulations to govern the operation of the Council in accordance with the Constitution of the ACECC.
4. The EC shall decide where to hold CECAR for accomplishing the Objectives.
5. The EC shall consist of one representative from each voting society/ institution. If there is more than one member society/institution from an Economy, these members from the Economy are responsible for notifying in writing the Chair of the voting society/institution one month before the EC meets. The Chair of the EC shall designate the voting society/institution, if the Chair of the EC does not receive the notification before the EC meeting. The Secretary General is the Chief Administrative Officer of the EC who acts in a voluntary position as an ex-officio member of the EC.
6. The Chair shall be responsible for external contacts and negotiations on behalf of the EC and for the functioning of the EC meetings.
7. The required quorum for the EC meeting shall be more than fifty percent of all the EC members. The EC can decide to have some meetings online or in a hybrid mode (online and in-person).
8. The EC has the responsibility to identify and address advanced civil engineering technology needed for improving design and construction practices.

Article 6: The CECAR

1. The CECAR shall be held approximately every three years in an Economy to be decided by the EC.
2. Offer to host the next CECAR shall be sent by a member society/institution to the EC for consideration.
3. Any member of the ACECC member societies/institutions is entitled to attend the CECAR.

Article 7: The Local Organizing Committee (LOC)

1. The LOC shall be established in an Economy where the next CECAR will be held.
2. The LOC shall have responsibilities for all necessary preparation and planning, conducting and managing the CECAR in accordance with the plans and programs approved by the EC.
3. The Chair of the LOC from the host Economy will be recommended by the host Economy's society/institution and approved by the EC.

Article 8: Other Committees

Article 8.1: Planning Committee (PC)

1. The EC establishes the PC, whose purpose is to formulate and prepare policy documents for the EC to plan and carry out various activities to achieve the ACECC objectives and strategic vision.
2. The EC establishes the Awards Subcommittee as a subcommittee of the PC, whose purpose is to select awardees from nominees submitted by ACECC member societies/institutions.
3. The EC establishes the Future Leaders Forum as a subcommittee of the PC, whose purpose is to develop leadership skills in young civil engineers in ACECC member economies and to achieve the ACECC strategic vision, objectives, and goals applicable to Future Leaders.
4. The Future Leaders Forum will promote a diverse and inclusive culture for young civil engineers.
5. The Future Leaders Forum will create avenues for professional development and strong international technical collaboration among young civil engineers in ACECC member economies.

Article 8.2: Technical Coordinating Committee (TCC) and Technical Committees (TC)

1. The EC establishes the TCC, whose purpose is to formulate and prepare policy documents regarding technical activities for the EC, to coordinate all activities of TCs and to review establishment of new TCs to achieve the ACECC objectives and strategic vision.
2. The EC may wish to establish one or more TCs, if necessary, whose purpose is to identify technical subjects common to the majority of the ACECC members.
3. The TCs shall get direction from and report to the TCC.

Article 8.3: Finance Committee (FC)

1. The EC establishes the FC, whose purpose is to supervise and monitor budget implementation to ensure sound financial management and business operation of ACECC.

Article 9: The Secretariat

1. The Secretariat shall be located at one of the ACECC member societies/institutions to be determined by the EC.
2. The Secretariat shall be headed by a Secretary General who shall be approved by the EC.

Article 10: Finance

1. The ACECC is a non-profit organization of which financial resources shall be derived from:

- (1) Annual membership dues paid by the member societies/institutions.
 - (2) Contributions from other sources, if any
 - (3) Income from activities of the ACECC, such as publications that may be developed by CECAR and the TCs.
2. The EC shall determine the amount of annual membership dues from the member societies/institutions.
3. The fiscal year shall be from the 1st of July to the 30th of June of each year.
4. The payment of annual membership dues from the member societies/institutions for any financial year shall be made not later than the 30th of June in that year.
5. A member in arrears with payment for three consecutive years shall automatically have its membership terminated, unless any other action is taken by a vote of the EC.
6. The ACECC shall have power to accept donations to its funds from any source or sources, which the EC approves.

Article 11: Amendment of the Constitution

This Constitution may be amended by a majority vote of the EC and ratified by a two-thirds (2/3) affirmative vote of the ACECC members present.

Articles 12: Dissolution of the ACECC

1. The dissolution of the ACECC can be achieved only by an affirmative two-thirds (2/3) vote of all member societies/institutions.
2. The EC shall decide on the distribution of all remaining assets of the ACECC after settling all debts and liabilities, subject to ratification by two-thirds of all ACECC members.

The Asian Civil Engineering Coordinating Council

BY-LAWS

I. Responsibilities of the EC, Chair of the EC, and the Secretary General

1. The EC is responsible for overall policy and management of the ACECC activities such as:
 - (1) Selection of Chair
 - (2) Budget approval
 - (3) Membership approval and removal
 - (4) Membership dues approval
 - (5) Management of the CECAR, including
 - a) Selection of the next CECAR venue
 - b) Budget review and approval
 - c) Policy on inviting keynote lecturers, technical speakers and moderators
 - d) Approval of program policy and professional content of sessions
 - e) Policy on the presentation of papers
 - f) Publicity guidance and policy and conference publication rights
 - g) Marketing plan guideline and input
 - h) Financial business plan
 - (6) Set up of PC, TCC and TCs.
 - (7) Planning of other related activities
2. A representative of the member society/institution who will be hosting the next CECAR shall be the ACECC Chair. The Chair shall be responsible for external contacts and negotiations on behalf of the EC and for the functioning of the EC meeting. The EC meeting will be generally held at least once a year. Additional meetings of the EC may be held online as needed. The Chair will encourage use of electronic communication during the ACECC planning. The agenda for the meetings shall be circulated preferably one month before the EC meets.
3. The term of the Chair is basically three years, spanning between two CECARs and all the responsibilities will be handed over at the time of the ACECC membership meeting.
4. The Secretariat shall consist of the Secretary General, Deputy Secretary General, Office Administrator, Treasurer, and administrative and clerical personnel engaged by the Secretary General. The Office Administrator and Treasurer will be appointed by the Secretary General and may be the same person. The Office Administrator will coordinate all office supporting functions at the direction of the Secretary General. The Treasurer will assist the Secretary General with accounting functions such as accepting and making payments on behalf of the Secretary General.
5. The period of appointment of the Secretary General will be six years from mid-term to mid-term of the CECAR. About 18 months before the period of appointment ends, the Chair will invite member societies to submit proposals for the next appointment. Each proposal should include the name of the person recommended for the post, together with the location and structure of the Secretariat and an estimate budget plan for its operation. The incumbent Secretary General is eligible for reappointment, but their extended term of appointment is three years only.
6. Voting for the Secretary General shall be by secret ballot held at the EC meeting and a simple majority. When more than two choices are available and none of the choices receives a majority of votes on the first ballot count, the choice receiving the fewest votes shall be deleted, and a second ballot conducted. The procedure shall be repeated successively until one of the choices receives a majority of votes.
7. A member society which is not able to have a representative present at the EC meeting may transfer its voting rights either to the Chair or the representative of another member society having notified this in

writing to the Secretary General before the EC meeting. No representative may carry more than two such proxy votes.

8. One or two Deputy Secretaries General may be appointed by the Chair of EC to assist the Secretary General to perform their duties. Deputy Secretaries General may be selected from member societies other than the society to which the Secretary General belongs. When two Deputy Secretaries General are appointed, the Chair shall appoint the first Deputy Secretary General and the second at the Secretary General's discretion.
9. The Secretary General is responsible for assisting the EC to operate the ACECC and will draw up a draft budget for the ACECC for the next year. The Treasurer will prepare and present a report on the financial position to the Finance Committee preferably one month before the EC meeting. The Secretary General or a Deputy Secretary General shall present the report on the financial position, progress of the ongoing CECAR organization and other activities at each EC meeting. By the 30th of September, the Secretary General will present accounts of the preceding year for approval of the EC. The Secretary General shall attend all EC meetings as a non-voting member. Should the Secretary General be unable to attend any meeting, the first Deputy Secretary General shall perform the role of the Secretary General.

II. Responsibilities of the Secretariat

1. In order to assist in the efficient operation of the ACECC, the Secretariat will perform day-to-day activities authorized by the Secretary General.
2. The Secretariat will implement a website system for the effective operation of ACECC activities and documentation controls.
3. The Secretariat will assist in activities to increase the ACECC membership, to facilitate TC activities, and support the LOC of CECAR.
4. The Secretariat may draft mid-term policies and development plans under the leadership of the Chair and submit the plans to PC for discussion.

III. Responsibilities of the Local Organizing Committee

The LOC is responsible for the smooth organization of the CECAR, including:

- a. Budget planning and local management of the CECAR
- b. Production and distribution of proceedings and documents before, during and after the CECAR
- c. Corporate sponsorship solicitation
- d. Arrangements for the use of meeting halls and equipment
- e. Contracting for administrative support
- f. Registration of delegates
- g. Arrangement for social, cultural, and technical tours
- h. Hotel accommodations
- i. Press/media exposures
- j. Review, approve and maintain schedule of the conference planning deadlines
- k. Prepare and implement financial and marketing plan for attendees.
- l. Open and administer conference bank account subject to the review and approval by the EC.

IV. Financial Resources

1. The expenses of the delegate members of the EC, including their travel expenses, will be paid by each member society/institution, which it represents.
2. Each member pays an annual membership due in accordance with the following program.

Membership Dues Program

Income Level	Range of Gross National Income (GNI) per capita (US \$)	Membership Dues (US \$)
Low-1	0 < 800	160
Low-2	801 < 1,500	400
Lower Middle	1,501 to 7,500	800
Upper Middle	7,501 to 15,500	1,200
Lower High	15,501 to 30,000	1,600
Upper High	> 30,001	2,000
<p>Note: GNI will be based on the most up-to-date World Bank Report. Membership dues shall be adjusted annually by reviewing the latest World Bank Report using the World Bank Atlas Method, and after the approval of the Executive Committee.</p>		

3. For a member who joins mid-term of a fiscal year, the membership dues shall be prorated by the month.
4. In paying the membership dues, the required bank charges shall be paid by the submitting member.
5. In the event of resignation or termination of membership, the member society/institution shall have no claim for refunds from ACECC.
6. The ACECC will receive 40% of the surplus produced by organizing the CECAR and related activities and will keep copyrights of the Proceedings of the CECAR. The host society will retain the remaining 60%.

V. Responsibilities of the Planning Committee (PC) and it's Sub-Committees

V.1 Planning Committee (PC)

1. The Chair of the PC shall be nominated by the Chair of the EC and approved by the EC.
2. The PC shall consist of the Secretary General as the ex-officio member and one representative designated by each ACECC member for a fixed term of three years. The Chair of the PC shall approve the members of the PC and report to the EC for information.
3. The PC shall prepare policy documents upon the request of the EC.
4. The PC may review and recommend to the EC the establishment of new subcommittees with each subcommittee assigned a specific task.

V.2 Future Leaders Forum (FLF)

1. The FLF, which functions as a subcommittee of the PC, will create a Future Leaders Group (FLG) and a Future Leaders Committee (FLC) as per the Future Leaders Terms of Reference.
2. The FLG will be composed of a male and female member from each member Economy and be 35 years and below.
3. The Chair and Deputy of the FLF shall be nominated by the PC and approved by the EC.
4. The FLF shall work based on the latest approved Governance Document and other Terms of Reference.

5. The FLC Chair shall submit an activity report to the PC Chair one month before the ECM.

V.3 Awards Sub-Committee

1. The Awards Subcommittee, which functions as a PC Subcommittee, is primarily for recommending ACECC awards to be presented at CECARs.
2. The Awards Subcommittee shall work based on the latest approved Rules and Procedures of ACECC Awards.

VI. Responsibilities of the Technical Coordinating Committee (TCC) and Technical Committees (TCs)

VI.1. Responsibilities of the Technical Coordinating Committee (TCC)

1. The Chair of the TCC shall be nominated by the Chair of the EC and approved by the EC.
2. The TCC shall consist of the Secretary General as the ex-officio member and one representative designated by each ACECC member for a fixed term of three years. The Chair of the TCC shall approve the members of the TCC and report to EC for information.
3. The Technical Coordinating Committee shall prepare policy documents regarding technical activities for the EC, to coordinate all activities of Technical Committees.
4. The TCC shall review and recommend to EC about the establishment of new TCs and subcommittees as well as termination of existing TCs and subcommittees.
5. The TCC shall submit an activity report to the Secretary General one month before the ECM.
6. The TCC shall actively participate in the planning of the CECAR.

VI.2. Responsibilities of the Technical Committees (TCs)

1. The Chair of the TC shall be nominated by the Chair of the EC and approved by the EC.
2. The TC shall consist of representatives from member societies/institutions interested in a given technical subject and experts in the area. The Chair of the TC shall approve the members of the TC and refer to EC for information.
3. The TCs shall work along with the Terms of Reference specified by the EC.
4. The TC shall submit an activity report to the Chair of TCC and copy to Secretary General one and a half months before the ECM.
5. The TC shall actively participate in the planning and execution of the CECAR.
6. The TC may review and recommend to TCC about the establishment of new subcommittees with each subcommittee assigned a specific task.

VI.3. Responsibilities of the Finance Committee (FC)

1. ACECC is responsible for financial resources that cover the expenses of running the Secretariat according to the approved budget plan.
2. The Chair of the FC shall be nominated by the Chair of the EC and approved by the EC.
3. The FC shall consist of selected representatives from member societies/institutions.
4. The FC shall review the reports of the financial position prepared by the Treasurer and submit a report of the evaluation to the EC meeting.
5. The FC may recommend a set of actions for sustainability of financially sound operation of ACECC to the EC, when required.

VII. Procedure for Membership Application

1. Interested societies/institutions are encouraged to write to the Secretary General of the ACECC

- confirming its wish to become a member and provide a completed application form.
2. These societies/institutions may represent civil engineering profession recognized in an Economy and must have:
 - a) A Profile
 - b) A President or Chair
 - c) Defined term limitations of President or Chair (e.g. number of years)
 - d) A Secretary
 - e) An address for its Secretariat
 - f) Number of dues paying individual members and their annual membership fee
 - g) Financial basis for payment of ACECC membership dues
 - h) Evidence of periodic/regular elections and recognition by an Economy that it is most representative of technically competent engineers in their field.
 3. Organizations that are primarily academic institutions (such as universities or research institutes), industries (such as manufacturing units), private engineering firms (such as consulting engineers or construction companies), or government departments (such as regulatory agencies or Department of Public Works) are ineligible to become ACECC members.
 4. At the next EC meeting the applicant's membership request will be considered and the society/institution will be notified of the results.

VIII. Resignation and Removal of Members

Membership may be terminated if:

1. a member is found not to meet the criteria specified in Article VII, or
2. carries out activities counter to the objectives of ACECC, or
3. has not paid membership fees for three consecutive years, or
4. for other cause, as determined by the EC.

IX. Language

The working language for ACECC is English.