

ASEACCU

ASSOCIATION OF SOUTHEAST AND EAST ASIAN CATHOLIC COLLEGES AND UNIVERSITIES

CONSTITUTION AND BY-LAWS

The first ASEACCU by-laws were approved by a two thirds vote at the fourth general assembly meeting in Seoul, Korea from August 23 to 25, 1996 and took effect as of August 25, 1996.

The present by-laws were amended at the tenth general assembly meeting in Fremantle, Australia from August 2 to 4, 2002 by a unanimous vote of the General Assembly.

Amendments to the by-laws were made at the twenty-fourth General Assembly Meeting in Broome, Australia from August 25 – 28, 2016, by a unanimous vote of the General Assembly.

Amendments to the by-laws were made at the twenty-fifth General Assembly Meeting in Bangkok, Thailand from August 21-27, 2017, by a unanimous vote of the General Assembly

I. General Description

The Association of Southeast and East Asian Catholic Colleges and Universities (ASEACCU) is a regional association of Catholic Colleges and Universities in countries within this geographical area. The purpose of the organization is to promote Catholic higher education and to be a support for the local Churches. ASEACCU also aims to contribute to educational dialog on an international level beyond the Southeast and East Asian region.

II. Mission Statement

Following the guidelines of the "Apostolic Constitution on Higher Education" and "Ex Corde Ecclesiae", the purpose of the Association is defined as follows:

To serve as a forum for Member institutions:

- A. To reflect on how they put into practice the ideals of a Catholic university as expressed by "Ex Corde Ecclesiae" and other official documents of the Church;
- B. To ascertain whether they have correctly defined and continuously maintained their identity as Catholic Schools;
- C. To dialog freely and at the highest levels and to share resources among themselves and with other educational institutions and governments both internationally and in their own countries, in their common quest for academic excellence; and
- D. To dialog with educational institutions belonging to other religious traditions.

III. Means to Achieve the Mission

ASEACCU's Mission to serve as a forum towards the shared goals of member institutions may be pursued through the following and other appropriate means:

- A. The collection, exchange, and dissemination of information. This may be done through newsletters and other publications as well as through facilitating information networking among Member institutions.
- B. The organization of meetings, symposia, workshops and seminars on topics and concerns related to the Mission of the Association.
- C. The exchange of faculty, administrators and students.
- D. The establishment of projects and programs responsive to the demands and challenges of Catholic institutions of higher learning in the region.

IV. Organization

A. Membership

1. Membership may be granted to:
 - a) institutions in the Southeast and East Asian Region, that are recognized legal degree-granting Catholic universities and colleges in their respective countries.
 - b) Catholic universities and colleges that are not within the Southeast and East Asian region.
 - c) National Associations of Catholic universities and colleges within the Southeast and East Asian region.

2. The Ex Officio representatives of Member Catholic universities and colleges, will be their President (or equivalent). In the case of National Associations, the Ex Officio representative will be the Executive Secretary or the person holding an equivalent position.
3. The Ex Officio representatives may appoint someone from their institution or Association to represent their institutions and exercise their right to vote in elections or other actions where votes are taken by ASEACCU.
4. "Observer" status may be granted to representatives of other organizations or institutions wishing to attend the annual meetings of ASEACCU, with the approval of the ASEACCU Secretariat. Observers may not attend more than two annual meetings without applying for Membership to ASEACCU.

B. Rights and Duties of Members

1. Members have the following rights and duties:

- a) To attend the annual meeting and the General Assembly.
- b) To pay their annual dues in the amount to be determined by the General Assembly.
- c) To participate actively in meetings and other activities of the Association.
- d) Members have the right to vote in deliberations of the Association.
- e) Observers do not have voting rights.

2. To remain Members in good standing, they should not be absent from more than two consecutive annual meetings and General Assemblies, nor be remiss in paying their annual dues for more than two consecutive years. Extenuating circumstances are to be determined by a two thirds vote of the General Assembly.

3. New Members

In addition to the above conditions, acceptance of a university or college to Membership requires the following conditions:

- a) Nomination by two universities that are Members of ASEACCU in good standing.
- b) Review and recommendation by the Executive Board.
- c) Approval by two-thirds vote of the Members of ASEACCU present in a General Assembly.

C. Structural Organization

1. ASEACCU is governed by the General Assembly

- a) The Members of the General Assembly are those institutions that have membership of ASEACCU and are ordinarily represented by the Presidents (or delegates) of said institutions.
- b) A President may delegate another from his/her institution to represent him/her at the General Assembly.
- c) The General Assembly meets once a year at the time of the annual ASEACCU meeting. The annual meeting will be held at a date to be

determined at the previous General Assembly. Ordinarily, the annual meeting will begin on a Thursday evening and conclude on the following Saturday evening.

- d) The General Assembly at its annual meeting will:
- I. Receive the report of the Executive Secretary on the finances and activities of the Association.
 - II. Receive the report of the chair of any standing committees.
 - III. Vote on the acceptance of new Members.
 - IV. Elect officers and members of committees.
 - V. Decide on programs and activities of the association.
 - VI. Decide on the theme or topic and the dates of the next annual meeting.
 - VII. Decide on the venue and host of the next annual meeting and the following one.

2. The ASEACCU Executive Board is responsible to the General Assembly and provides strategic advice and guidance to the ASEACCU Secretariat.

- a) Institutional Members of the Executive Board consist of one representative institution from each country having full Members in the Association.
- b) The country institutional representatives are to be nominated by the country's full Member institutions represented during the General Assembly from among the Presidents of Member institutions or their duly appointed representatives.
- c) Institutional Members of the Executive Board will determine their representatives at the Executive Board Meetings.
- d) The General Assembly shall elect the country institutional representatives for a three-year term from among those nominated. The term of the representatives is determined by the General Assembly.
- e) The Executive Board will ordinarily meet following the annual General Assembly business meeting in order to evaluate the meeting just held. If this is not possible it will meet at a time convenient before the beginning of the next annual meeting.
- f) Extraordinary meetings of the Executive Board may be called by the Executive Secretariat.
- g) The ASEACCU Executive Board provides strategic advice and guidance to the ASEACCU Secretariat.

3. ASEACCU is administered by the ASEACCU Secretariat.

- a) The ASEACCU Secretariat will normally rotate every three years between member universities or colleges that offer to provide an office and related facilities for this purpose.
- b) The ASEACCU Secretariat is elected by the General Assembly for a period of three years, with a maximum of two terms permissible.
- c) The Executive Secretary, representing the ASEACCU Secretariat, will ordinarily reside at the host university and be a faculty member or administrator of that institution.
- d) The Executive Secretary chairs the ASEACCU Executive Board.

4. The ASEACCU Executive Secretary has the following responsibilities:

- a) Under the guidance of the General Assembly and the Executive Board, to work towards the implementation of the goals of the Association.
- b) To call for meetings of the Executive Board and Steering Committee.
- c) To maintain correspondence with the Member institutions.
- d) To carry out the decisions and recommendations made at the General Assembly
- e) To keep financial books of the Association and present a report on the finances and activities of the association at the General Assembly.

5. A Steering Committee is responsible for the organization of the next annual meeting and General Assembly. This Committee will ordinarily meet once several months prior to the annual meeting in order to help the host for the next meeting begin preparations. This meeting will take place at the venue for the next meeting. The members of the steering committee are the following:

- a) A Chairperson, who is ordinarily the President(s) of the institution that will host the next annual meeting.
- b) The president(s) of the university(ies) or college(s) that hosted the previous annual meeting together with representatives of the organizing committee from the previous meeting as determined by the host president of that meeting.
- c) The ASEACCU Executive Secretary.
- d) Members of the organizing committee of the host for the next annual meeting as determined by the host president(s).
- e) Executive Board Members as nominated by the Executive Secretary.

D. Finances

1. The annual dues of Members are the same for all Members and should be kept to a minimum.
2. These monies are to be used solely for extraordinary expenses of the Executive Secretary such as travel of the Secretary to the annual meetings, the meetings of the Executive Board and Steering Committees.
3. Ordinary office expenses are to be provided by the university or college hosting the Secretariat as described above in section IV,3, (a).
4. Travel expenses of the Executive Board and Steering Committee members are to be the responsibility of the respective national groups or Member institutions.
5. Each Member institution is responsible for all expenses involved in travel to and participation in ASEACCU meetings of its representatives.

E. Amendments and By-Laws

Amendments of these by-laws may be made as follows:

1. Proposals for amendments may be submitted by any full member to the General Assembly for approval.
2. Approval of amendments is upon two-thirds vote of the official participants at a General Assembly.