ASEACCU

The Association of Southeast and East Asian Catholic Colleges and Universities

CONSTITUTION AND BY-LAWS

September 2026

ASEACCU CONTITUTION AND BYLAWS TIMELINE

The first ASEACCU by-laws were approved by two thirds of the votes at the 4th General Assembly Meeting in Seoul, Korea, from August 23-25, 1996, and took effect as of August 25, 1996.

Amendments to the by-laws were made at the 10th General Assembly Meeting in Fremantle, Australia from August 2-4, 2002, by a unanimous vote of the General Assembly.

Amendments to the by-laws were made at the 24th 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 25th General Assembly Meeting in Bangkok, Thailand, from August 21-27, 2017, by a unanimous vote of the General Assembly.

Amendments to the by-laws were made at the 32nd General Assembly Meeting in Yogyakarta, Indonesia, from August 29-31, 2026, by a unanimous vote of the General Assembly.

INDEX

I. General Description 3
II. Mission Statement 3
III. Means to Achieve the Mission 3
IV. Organization 4
A. Membership 4
B. Duties and Rights of Members 4
C. Governance and Structure 5
D. Finances 7
E. Amendments to the By-Laws 7
V. Appendix 1 - Annual Membership Dues 9

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 the Southeast and East Asian, and the broader Asia-Pacific geographical regions. 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 these defined regions.

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:

- 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;
- To ascertain whether they have correctly defined and continuously maintained their identity as Catholic Schools;
- 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
- 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:

- 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.
- The organization of meetings, symposia, workshops and seminars on topics and concerns related to the Mission of the Association.
- The exchange of faculty, administrators and students.
- 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. "Full" Membership may be granted to:

a) Recognized legal, degree-granting Catholic universities and colleges located within the Southeast and East Asian, and the broader Asia-Pacific geographical regions."

b) National Associations representing Catholic higher education institutions within the Southeast and East Asian, and the broader Asia-Pacific geographical regions.

2. Observer" Membership status may be granted to representatives of other organizations including Academic Institutions from the Southeast and East Asian, and the broader Asia-Pacific geographical regions, as well as other regions Worldwide.

3. The Ex-Officio representatives of Member Catholic universities and colleges will be their President (or equivalent).

4. The Ex-Officio representatives of Member National Associations, will be the Executive Secretary or the person holding an equivalent position.

5. The Ex-Officio representatives may appoint someone from their institution or Association to represent them and exercise their right to vote.

6. Members are considered in good standing, provided they are not absent from more than two consecutive annual meetings or General Assemblies, nor fail to timely settle their annual dues for more than two consecutive years. Extenuating circumstances may be determined by the General Assembly.

7. New Membership applications require the following conditions:

a) Nomination by two ASEACCU Members in good standing.

b) Review and recommendation by the Executive Board.

c) Approval by two-third votes of the present Members at an ASEACCU General Assembly.

B. Duties and Rights of Members

1. Full Members have the following duties and rights:

a) To settle their annual membership dues from January to March of each calendar year according to the amount established by the General Assembly and determined by the table presented in Appendix 1 of these Bylaws.

b) To attend the annual meeting and 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) National Association Membership is restricted to the body as a single legal entity. Membership rights do not extend to individual members of the National Association, including conference participating or voting. To exercise these rights, individual institutions must obtain their own independent membership in ASEACCU.

2. Observer members do not have voting rights.

a) Observer members have the right to attend the Annual Meetings and participate in other ASEACCU annual activities

C. Governance and Structure

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)** Presidents may delegate a representative from their institutions to attend and act on their behalf at the General Assembly.
- **c)** The General Assembly meets once a year at the time of the annual ASEACCU meeting.
- **d)** The General Assembly at its annual meeting shall:
  - **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 subordinated to the General Assembly and provides strategic advice and guidance to the ASEACCU Secretariat.

- **a)** Membership of the Executive Board consist of one representative institution from each country or region.

b) Whenever a national or regional association holds Full Membership in ASEACCU, it shall serve as the Executive Board representative for its respective country or region by default;

c) The country institutional representatives are to be nominated by the country's full Member institutions present during the General Assembly.

d) The General Assembly shall elect the country institutional representatives for a three-year term from among those nominated.

e) Institutional Members of the Executive Board will determine their representatives at the Executive Board Meetings.

f) 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.

g) Extraordinary meetings of the Executive Board, whether held in person or online, may be called by the Executive Secretariat, or upon the written request by two-third of the executive board members.

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.

4. The ASEACCU Executive Secretary has the following responsibilities:

a) The Executive Secretary chairs the ASEACCU Executive Board.

b) Under the guidance of the General Assembly and the Executive Board, to work towards the implementation of the goals of the Association.

c) To call for meetings of the Executive Board and Steering Committee.

d) To maintain correspondence with the Member institutions.

e) To carry out the decisions and recommendations made at the General Assembly

f) 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 prior to the annual meeting in order to help the host for the next meeting preparations. A site visit meeting should take place at the venue of the forthcoming annual 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 or his/her representative.

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 kept to a minimum, established by the General Assembly and determined by the table presented in Appendix 1 of these Bylaws.

2. These funds shall be used for the administration of the Executive Secretary's Office, including travel and operational expenses incurred in the performance of its administrative duties. Additionally, the funds shall cover ASEACCU systemic expenses, such as website hosting fees or other structural costs.

3. Ordinary office expenses are to be provided by the university or college hosting the Secretariat.

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 to the By-Laws

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

1. Any full member in good standing may submit a formal proposal for an

amendment to the Executive Secretary. All proposals must be submitted in writing and include a clear rationale for the suggested change;

2. The Executive Secretary will submit all proposals to the Executive Board for a formal review. The Board shall evaluate the proposal based on its alignment with the Association's mission, legal standing, and operational feasibility;
3. For the proposals endorsed by the Executive Board, the Secretariat shall distribute the full text of the proposed amendment to all Member institutions. This notification should ordinarily occur well in advance of the General Assembly to allow for institutional review;
4. The final authority to adopt an amendment rest with the General Assembly. A proposed amendment is officially adopted only upon receiving a two-thirds (2/3) majority vote from the official participants present at the General Assembly.

APPENDIX 1

Annual Membership Dues

ASEACCU makes a policy of keeping membership dues to a minimum to ensure broad accessibility for Catholic institutions across the region. This is considered vital for the Association, as a wide membership base strengthens its regional profile and provides a diverse pool of institutions to share the responsibilities of promoting Catholic higher education and supporting the local Churches. Over time, these contributions allow the Association to maintain its systemic life—facilitating the essential work of the Secretariat in networking, website hosting, and the dissemination of information among members.

The Association seeks to refine this financial model to better reflect the diverse capacities of its members. Under the authority of the General Assembly, Full Membership dues are tiered based on institutional size, as determined by total student enrolment figures. Over time, this approach allows the Association to appreciate the financial realities of smaller institutions while ensuring that larger universities contribute proportionally. Furthermore, recognizing the distinct nature of other membership types, a flat rate is established for National Associations and for Observer members.

This ensures that the structural costs of the Association remain a shared responsibility, allowing the Executive Secretariat and its members to implement the goals of the Association under the guidance of its governing bodies. The determination of these fees, therefore, is not a mere financial requirement but a summary assessment of the Association's operational needs and the financial impact the contribution will have on the member institutions and the Association as a whole.

1. Purpose and Authority

The annual dues of Members, as referred to in Section IV, Subsection D, Paragraph 1, are established by the General Assembly to support the systemic and administrative functions of the Association.

2. Special Categories

a) National Associations shall be subject to annual dues established at a fixed flat rate of **$300 USD**.

b) Observer Members representing academic institutions or organizations are required to settle an annual fee of **$300 USD**.

3. Dues Structure for Full Members

Full Membership dues are tiered based on institutional size, determined by total student enrollment as follows:

Tier	Institutional Size (Student Enrollment)	Annual Dues (USD)
Category A	Under 1,000 Students	**$300 USD**
Category B	1,000 – 5,000 Students	**$350 USD**
Category C	5,001 – 10,000 Students	**$400 USD**
Category D	Over 10,000 Students	**$450 USD**