

# Statutes of the Science Council of Asia (SCA)

Approved on May 14, 2000  
Revised on May 9, 2001  
Revised on May 13, 2002  
Revised on May 13, 2003  
Revised on June 16, 2009  
Revised on July 4, 2011

## Article 1: Establishment

The Science Council of Asia, hereinafter called the SCA or the Council, is an international and non-profit organization, constituted by the voluntary cooperation, initially, of the following Asian countries: China, India, Indonesia, Japan, Republic of Korea, Malaysia, the Philippines, Singapore, Thailand, and Viet Nam.

## Article 2: Objectives

The objective of the SCA are:

- a to provide scientists in all fields, including cultural and social as well as natural sciences and technology, a collaborative platform for promoting scientific exchange and cooperation in Asia for the improvement of human society, and,
- b to develop and promote a holistic vision by integrating the emerging advances in science and technology with Asian wisdom, values and heritage, focusing on sustainable development and improvement in quality of life.

## Article 3: Activities

To be beneficial to organizations concerned in each country according to these objectives, the SCA may:

- a identify and examine issues of mutual interest in Asia for evolving proposals for action by related agencies and international bodies;
- b obtain information needed for all activities of the SCA and disseminate it widely;
- c cooperate with academic communities in Asian countries and international scientific and technological organizations and others devoted to the promotion of excellence and cooperation;
- d provide expert opinion/informed advice on scientific issues;
- e convene the biennial General Assembly (the Assembly), meetings of the Management Board (the Board), conferences, symposia and others.

## Article 4: Membership

Membership of the SCA shall consist of eligible organizations from the SCA countries.

- 4.1 An eligible organization is defined as one involved in cultural, social, and/or natural sciences and technology, as well as other disciplines relevant to the objectives of the SCA.
- 4.2 A maximum of three organizations in each country may be admitted as members, but at least one organization shall be preferably a government/public sector organization.
- 4.3 The SCA welcomes the participation of international, regional or national organizations of cultural, social and/or natural sciences and technology who are interested in its activities as observers.
- 4.4 The membership of a member country of the SCA shall cease after it is absent from two consecutive meetings of the biennial General Assembly without participating in any of the SCA activities for the said four years.

## **Article 5: Organization**

- 5.1 The total membership shall constitute the Council (SCA).
- 5.2 The Council (SCA) shall meet at a biennial General Assembly, and governed by a Management Board and officers.
- 5.3 If the SCA has 5 member countries or less, it shall be disbanded.

## **Article 6: General Assembly**

- 6.1 The General Assembly is the highest decision-making body of the Council, which shall be held once in two years, for which each member country shall be the host in tern.
- 6.2 The General Assembly shall be composed of designated representatives from each of the SCA countries, who must come from any of no more than three member organizations of the SCA in the country.
- 6.3 The Council at its biennial General Assembly shall:
  - a. elect from among the members of the General Assembly, a President, two Vice-Presidents, and a Secretary General/Treasurer;
  - b. approve the amendments of the Statutes and By-laws;
  - c. receive the annual report and statement of accounts from the Board;
  - d. determine the host country for the Assembly and the meeting of the Board;
  - e. decide on each application for membership;
  - f. make decision by consensus of the members present.

## **Article 7: Management Board Meetings**

- 7.1 The Management Board shall be held at least once a year.
- 7.2 The Management Board shall consist of one designated representative from each of the SCA countries, who must come from a member organization of the SCA in the country, and of a Secretary General/Treasurer.
- 7.3 Membership of the Board shall not exceed 15.
- 7.4 The Board shall:
  - a. constitute such committees as necessary to assist it in carrying out its functions;
  - b. formulate rules and regulations;
  - c. prepare the action plan and the budget of the SCA, including those for the aids/funds for expanding SCA activities (i.e. symposiums, seminars, and others) run by member initiatives;
  - d. review past activities, and prepare annual reports and receive statements of accounts from the Secretary General/Treasures as stated in the By-laws Article 6.5, both of which are to be submitted to a biennial General Assembly;
  - e. approve any proposals/statements prior to dissemination;
  - f. make decision by consensus of the members present.
- 7.5 The members of the Management Board, except the officers, shall normally serve a term of two years, which starts at the end of a biennial General Assembly and ends at the following biennial General Assembly.

**Article 8: Officers**

- 8.1 The officers consist of a President, a Vice President/President-Elect, a Vice President, a Secretary General/Treasurer, and an Immediate-Past President stated in the following clause. The President shall be the Management Board member of the host country of the SCA biennial General Assembly, and the Vice President/President-Elect shall be the Management Board member of the host country of the following SCA biennial General Assembly. The Vice President shall be the Management Board member of the host country of the SCA International Symposium between two consecutive biennial General Assemblies.
- 8.2 The president upon completing his/her term shall continue to serve on the Management Board as an officer (the Immediate Past President) until the end of the next biennial General Assembly.
- 8.3 The officers shall serve a term of two years, which starts at the end of a biennial General Assembly in which they are elected and ends at the following biennial General Assembly.

**Article 9: Secretariat**

A Secretariat shall be established at the Science Council of Japan (SCJ) which shall assist the work of the Council and the Board. The Secretariat shall be led by the Secretary General/Treasurer.

**Article 10: Finance**

The necessary expenditures of the SCA shall be shared among SCJ, the host country and delegates as stated in the By-laws.

# By-laws of the Science Council of Asia (SCA)

Approved on May 14, 2000  
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## **Article 1: Membership**

- 1.1 Application for country membership of the SCA shall be nominated by a member country of the SCA for consideration at a biennial General Assembly. Prior to the consideration, each nomination must be seconded by another member country.
- 1.2 A nominated country shall become a member country of the SCA after gaining consensus approval of the members present in the biennial General Assembly.
- 1.3 A new member country shall nominate its organizations and representatives to participate as members in the General Assembly and as a member of the Management Board according to the conditions stated in By-Laws Articles 2 and 3.
- 1.4 If a member country terminates its membership of the SCA, all organizations of the country shall cease to be present in the General Assembly.
- 1.5 Renewal of country membership shall require the nomination and approval stated in Articles 1.1 and 1.2 above.

## **Article 2: General Assembly**

- 2.1 A member country shall propose no more than three eligible organizations, at least one of which shall be preferably a government/public sector organization, to the General Assembly for approval as member organizations which shall represent the member country in the General Assembly.
- 2.2 A member country shall nominate no more than three representatives, one of which must be a member of the Management Board, from its member organizations to serve as members of the General Assembly. More than one representative may be nominated from one organization.
- 2.3 A member country may propose international, regional or national organizations of cultural, social and/or natural sciences and technology, who are interested in the SCA's activities, to the Management Board for approval as observers in the General Assembly.
- 2.4 In election of members of the Management Board, each member country shall have one vote in the General Assembly.
- 2.5 When needed, the General Assembly shall carry out its functions by correspondence including e-mail communications.

### **Article 3: Management Board**

- 3.1 A member country shall nominate one representative from its member organizations to serve as a member of the Management Board.
- 3.2 The General Assembly shall elect the members of the Management Board when the SCA has more than 15 member countries.
- 3.3 In the event that a representative of a member country does not complete his/her term as a member of the Management Board, the member country shall provide a replacement. The replacement shall serve the remainder of the existing term.

### **Article 4: Officers**

- 4.1 In the event that an officer does not complete his/her term, the replacement provided must be approved by the General Assembly within 60 days.
- 4.2 In the event that an officer does not complete his/her term as officer but remains as a member of the Management Board, the General Assembly shall elect another member of the Management Board to take his/her position within 60 days. The replacement shall serve the remainder of the existing term.
- 4.3 Until the replacement of an officer has been approved by the General Assembly, the President may ask a member of the Management Board to serve as an acting officer. If the position of President remains unfilled, the Vice President, who is a representative of the host country to hold the following SCA International Symposium, the Vice President/President-Elect, the Immediate Past President or the Secretary General/Treasurer, in that order, shall serve as Acting President. If the position of the President and other officer(s) remains unfilled, the Acting President may invite member(s) of the Management Board to serve as acting officer(s). If all four positions are vacant, the oldest member of the Management Board shall become Acting President and may invite other members of the Management Board to be other acting officers. The acting officers shall serve up to the time new officers are approved by the General Assembly.

### **Article 5: Meeting Guidelines**

- 5.1 A meeting of the General Assembly or the Management Board shall require the presence of at least half of the members. If less than half of the members attend a meeting, the chairperson's summary of the meeting shall be sent within 30 days to the absent members before any decision taken in the meeting shall be implemented.
- 5.2 Except in case of the biennial - General Assembly and the annual Management Board meeting specified in the Statutes, all other business can be conducted by correspondence including e-mail communications. In all meetings, decision will be made by consensus of the members present, under a general principle that each member country shall have one vote.

In a vote by e-mail, a non-reply by a due date shall be considered to be in favor of the

## **Article 6: Finance**

- 6.1 The member countries of the SCA shall begin paying membership fees in the year that it is decided to introduce membership fees into the finances of the SCA by the General Assembly. The Management Board shall propose the membership fee and the necessary amendment of the Statutes and the By-laws to a biennial General Assembly two years in advance of the time the membership fee shall be introduced into the SCA.
- 6.2 For holding the meetings including a General Assembly and/or a Management Board, the host country, in principle, shall bear the costs of conference facilities including communication costs, printing costs, and personnel costs, etc. as well as those for receptions.  
The costs of facilities for SCA international symposium and other SCA activities, in principle, shall be borne by Members in the host country and the SCJ. Airfares, accommodation costs and meal costs for the participants shall be borne by the respective organizations to which the participants belong.
- 6.3 The expenses for the maintenance and operations of the Secretariat shall be borne by the SCJ.
- 6.4 Not only the host country of the General Assembly, but also every member country and member organization shall accept donations from international, governmental, public or private donors for activating SCA activities.
- 6.5 The Secretary General/Treasurer shall submit an annual financial report on the income and expenditures from the membership fees to the annual Management Board after the membership fee is approved by the General Assembly.

## **Article 7: Amendment of the Statutes and By-laws**

A member country or the Management Board, but not a member organization, may submit changes to the Statutes and the By-laws to the President 3 months prior to the next General Assembly. No changes may be made without the consensus approval of the biennial General Assembly.