

## 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  
Revised on July 10, 2012  
Revised on June 17, 2014

### 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 objectives 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

In order to achieve the above objectives as well as to be beneficial to organizations involved, 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 Asia 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 annual Conference (the Conference), the biennial General Assembly (the Assembly), meetings of the Management Board (the Board), conferences, symposia and others.

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## Article 4: Membership

Membership of the SCA shall consist of eligible organizations in Asia.

- 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 Among member organizations from each country, a National Member shall be designated as the representing organization. An organization effectively representing the range of scientific activities in a definite region may be accepted as a National<sup>1</sup> Member.
- 4.3 At least one organization in each country/region shall be preferably a government/public sector organization.
- 4.4 The SCA welcomes the participation of international or national organizations of cultural, social and/or natural sciences and technology who are interested in its activities as observers.
- 4.5 The membership of the National Member may cease after it is absent from two consecutive meetings of the Assembly without participating in any of the SCA activities for the said four years.
- 4.6 A National Member may be replaced with another member organization within the same country/region if applicable.
- 4.7 If the SCA has 5 National Members or less, it shall be disbanded.

foot note <sup>1</sup> The term "National" as used in Statutes and By-laws of SCA has no connotation other than denoting a Member admitted under the provisions of Article 4.2 of Statutes.

## Article 5: Annual Conference

- 5.1 The Conference shall be held every year, for which one or more member organization(s) of each country/region shall be "the Host" in turn.
- 5.2 The Council (SCA) shall meet at the Conference, and governed by a Board and officers.

## Article 6: General Assembly

- 6.1 The Assembly is the highest decision-making body of the Council, which shall be held once in two years at the Conference.
- 6.2 The Assembly shall be composed of designated representatives from each of the member organizations.
- 6.3 The Council at its biennial General Assembly shall:
  - a. elect from among the members of the Assembly, a President, a Vice-President, a President-Elect, 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 for the Conference;
- e. 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 Board shall consist of one designated representative from each of the National Members, and of a Secretary General/Treasurer.
- 7.3 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/Treasurers as stated in the By-laws Article 6.5, both of which are to be submitted to an Assembly;
  - e. decide on each application for membership;
  - f. approve any proposals/statements prior to dissemination;
  - g. make decision by consensus of the members present.
- 7.4 The members of the Board, except the officers, shall normally serve a term of two years, which starts at the end of an Assembly and ends at the following Assembly.

#### **Article 8: Officers**

- 8.1 The officers consist of the following four people, a President, a Vice President, a Secretary General/Treasurer, and an Immediate-Past President or a President-Elect, stated in the following clause. The President shall be the Board member of the Host of a coming Assembly. The President-Elect shall be the Board member of the Host of the following Assembly. The Vice President shall be the Board member of the Host of the next Conference between two consecutive Assemblies.

# Statutes and By-laws

- 8.2 The officers in principle shall serve a term of two years, which starts at the end of an Assembly in which they are elected and ends at the following Assembly. Despite preceding statement, Immediate Past President shall serve until the end of the next Conference after one's presidency term. President-Elect shall serve from the end of the previous Conference to the start of one's presidency term.

## Article 9: Secretariat

A Secretariat shall be established at 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 and delegates as stated in the By-laws.

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

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## Article 1: Membership

- 1.1 An application for membership from eligible organization of a same country/region where the National<sup>1</sup> Member has already existed shall be nominated by one of existing member organizations for the consideration at the Management Board (the Board).
- 1.2 An application for membership from eligible organization for the first time from a country/region shall be nominated by a National Member for consideration at the Board. Prior to the consideration, each nomination must be seconded by another National Member.
- 1.3 A nominated member organization shall become a member of the SCA after gaining consensus approval of the members present in the Board.

foot note <sup>1</sup> The term "National" as used in Statutes and By-laws of SCA has no connotation other than denoting a Member admitted under the provisions of Article 4.2 of Statutes.

## **Article 2: General Assembly**

When needed, the General Assembly (the Assembly) shall carry out its functions by correspondence including e-mail communications.

## **Article 3: Management Board**

- 3.1 A National Member shall nominate one representative to serve as a member of the Board.
- 3.2 A list of the members of the Board shall be presented to the Assembly before the commencement of their terms.
- 3.3 In the event that a representative of a National Member does not complete one's term as a member of the Board, the National Member shall provide a replacement within 60 days. The replacement shall serve the remainder of the predecessor's existing term.
- 3.4 In the event that a representative of a member of the Board is not able to attend a meeting of the Board, one may designate a substitute for attending the meeting.
- 3.5 A member organization may propose international or national organizations of cultural, social and/or natural sciences and technology, who are interested in the SCA's activities, to the officers for approval as observers in the Board, 2 months prior to the next Annual Conference (the Conference).

## **Article 4: Officers**

- 4.1 In the event that an officer does not complete one's term, the replacement provided must be approved by the Assembly within 60 days.
- 4.2 In the event that an officer does not complete one's term as officer but remains as a member of the Board, the Assembly shall elect another member of the Board to take one's position within 60 days. The replacement shall serve the remainder of the predecessor's existing term.
- 4.3 Until the replacement of an officer has been approved by the Assembly, the President may ask a member of the Board to serve as an acting officer. If the position of President remains unfilled, the Vice President, the President-Elect or 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 Board to serve as acting officer(s). If all four positions are vacant, the oldest member of the Board shall become Acting President and may invite other members of the Board to be other acting officers. The acting officers shall serve up to the time new officers are approved by the Assembly.

# Statutes and By-laws

## Article 5: Meeting Guidelines

- 5.1 A meeting of the Assembly or the 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 Assembly and the 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 National Member 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 proposal.
- 5.3 An Observer described in Article 3.5 may observe the meetings of the Assembly, the Board, the Conference, and other SCA activities only if one is permitted by the officers. The right of an observer may be restricted depending on the character of one's organization.

## Article 6: Finance

- 6.1 The member organizations 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 Assembly. The Board shall propose the membership fee and the necessary amendment of the Statutes and the By-laws to an Assembly two years in advance of the time the membership fee shall be introduced into the SCA.
- 6.2 For holding the meetings including an Assembly and/or a Board, the Host, in principle, shall bear the costs of conference facilities including communication costs, printing costs, and personnel costs, etc. as well as those for receptions. Except preceding statement, the costs of facilities for the Conference and other SCA activities, in principle, shall be borne by the Host and Science Council of Japan (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 SCJ.
- 6.4 Not only the Host of the Conference, but also every member organization may 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 Board after the membership fee is approved by the Assembly.

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

A National Member or the 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 Assembly. No changes may be made without the consensus approval of the Assembly.