



STATUTES OF THE ASIAN PACIFIC CONFEDERATION OF CHEMICAL ENGINEERING

FIRST CHAPTER: Name, Character and Objectives

Article 1

The Asian Pacific Confederation of Chemical Engineering (APCChE) is a confederation of chemical engineering organisations in countries situated in Asia and the Asia Pacific region. APCChE will be referred to as the Confederation.

Article 2

The objectives of the Confederation are as follows:

- a) To establish and maintain relations between organisations working in the field of Chemical Engineering and to promote human welfare through the progress of Chemical Engineering;
- b) To organise the international congress of Chemical Engineering in co-operation with other confederations, societies, associations and institutions;
- c) To promote the exchange of information and sharing of experience connected with Chemical Engineering;
- d) To promote the interchange of chemical engineers in the countries belonging to the Confederation;
- e) To promote the development and improvement of chemical engineering education in member countries.

Article 3

Communications of the Board, Executive Committee and other committees shall be published principally in English. Technical papers shall be published in their original language, with summaries in English.

SECOND CHAPTER: Membership

Article 1

The members of the Confederation shall be not for profit societies, associations and institutions working in the field of Chemical Engineering, or persons designated as honorary members.

Article 2

The members of the Confederation shall be classified as:

- a) **Full Members.** Full Members are those institutions, societies and associations or autonomous divisions (branches) of institutions, societies and associations situated in Asia and Asia Pacific region which are principally concerned with Chemical Engineering. There may be more than one full member from a country. The Board of the Confederation reserves the right of recognition of full members.
- b) **Affiliate Members.** Affiliate Members are those institutions which are concerned with Chemical Engineering, but are not recognized as full members by the Board of the Confederation. An Affiliate member may have one non-voting representative on the Board.
- c) **Honorary Members.** Honorary Members are those persons who have notably contributed to the development of the Confederation. Honorary Membership is conferred by an affirmative vote of not less than two thirds of the members of the Board.
- d) **Correspondent Members.** Correspondent Members are associations with the same character as those appearing in **a)** and **b)** but situated outside the Asia and Asia Pacific region.

THIRD CHAPTER: Organisation

Article 1

The organisation of the Confederation consists of:

- a) a Board;
- b) an Executive Committee;
- c) working and Auxiliary Committees;
- d) the necessary committees for each Congress;
- e) a World Chemical Engineering Executive Council representative. This role is held by the current President or his nominee who must be a member of the Board.

Article 2

The Board is formed by one Representative Director from each Full Member organisation. The Board is the highest organisation of the Confederation. The designation of the Representative Director (called Director) shall be carried out in accordance with Article 13.

The Directors shall carry out their duties between Congresses. They can be replaced or substituted by their respective member organisations at any time after written notice is provided to the Executive Committee and the Secretariat.

The Board shall meet during each Congress and may also meet at other times by resolution of the Directors, or at the discretion of the President. Attendance at a meeting of the Board may be by any of the following: in person; by teleconference; and by videoconference. A quorum of the Board shall be one half of the Board members plus 1.

Decisions of the Board are determined by a majority of the quorum. In the event of an impasse the casting vote will be made by the President.

Article 3

The Board has the following specific duties:

- a) Appoint the Secretariat for the Confederation to perform the duties set out in Article 9.
- b) Issue the general working rules of the Confederation and supervising their fulfilment in accordance with the objectives of the Confederation;
- c) Elect the Executive Committee;
- d) Determine the site, host member organisation and the approximate date of the next Congress and the site and host member organisation of the sequential Congress. In both cases, the choice of the site and host member organisation for each must have the affirmative vote of the majority of the quorum;
- e) Determine the amount to be paid by the host member organisation for each full registrant at the next Congress;
- f) Appoint honorary members in accordance with Article 2 of the SECOND CHAPTER.

Article 4

The Executive Committee shall consist of:

- a) President;
- b) Vice President;
- c) Past President.

Article 5

The Executive Committee shall meet during Congress and at such other times as determined by the President. Decisions of the Executive Committee are determined by consensus.

Article 6

The Board and the Executive Committee may hold meetings, by personal attendance, by teleconference, by videoconference or by correspondence, called by:

- a) The President;
- b) The Executive Committee;
- c) One third of the Directors inclusive of the Directors of the Executive Committee.

Article 7

The President shall be the nominated Representative Director of the Full Member organisation of the country in which the next Congress is to be held. The Vice President shall be the nominated Representative Director of the Full member organisation of the country in which the sequential Congress is to be held. Both of these appointments must be members of the Board.

Article 8

The duties of the officers in the Executive Committee are as follows:

- a) The President:
 - 1. Represent the Confederation, coordinate the work, activities and the funds of the Confederation;
 - 2. In accordance with the authorised duties of the Secretariat, approve the reasonable expenses incurred by the Secretariat and any other expenses of the Confederation properly incurred and authorised by the Board or the Executive Committee;
 - 3. Preside at meetings of the Board, the Congress and the Executive Committee;
 - 4. Call meetings of the Board and the Executive Committee.

- b) The Vice President:
 - 1. Assist the President and deputise in case of the President's temporary absence;
 - 2. Organise and direct the work connected with the preparation and development of the Congress following the next Congress.
- 3. Be a co-signatory to the President for approval of expenses
- c) The Past President
 - 1. Assist the President and Vice President with learnings from the last Congress and with recommendations improvements to the organisation and presentation of future Congresses;
 - 2. Organise and direct the preparation and issue of a close out report for the last Congress;
 - 3. Be a co-signatory to the President and Vice President for approval of expenses

Article 9

The duties of the Secretariat are as follows:

- a) Collaborate with the President;
- b) Keep the records of the Confederation;
- c) Organise and arrange the venue or teleconference for the Board and Executive Committee meetings;
- d) Prepare and issue agendas for the Board meeting and record minutes;
- e) Administer the funds of the Confederation;
- f) Submit an annual audited financial report to the Executive Committee and the Board;
- g) Assist the President in all things connected with the duties of the President and the Executive Committee .

Article 10

The President, if temporarily absent, shall be replaced by the Vice President and if the Vice President is unavailable then by a member of the Board nominated by the President in advance.

Article 11

The permanent absence of the President or the Vice President will be covered by the same procedure used to nominate the Full Member.

Article 12

The Executive Committee shall be authorised to form additional committees.

Article 13

The Representative Director shall be designated by each Full Member.

FOURTH CHAPTER: Congress

Article 1

A Congress must be held once every two years. The sites of Congress shall be rotated.

Article 2

A Congress may be held in cooperation with other organisations working inclusively in the field of Chemical Engineering.

FIFTH CHAPTER: Rights and Obligations

Article 1

All members of the Confederation pursuant to **Second Chapter, Article 2 a), b), c) and d)** are entitled to participate in Board meetings, download publications of the Confederation from the APCCHE website and to participate in the Congresses and other activities of the Confederation.

Article 2

All members are obliged to promote the objectives and activities of the Confederation and to encourage participation in the Confederation's activities by all members of the member organisations and by the broader chemical engineering community in their respective countries

SIXTH CHAPTER: Funds of the Confederation

Article 1

The funds of the Confederation shall be attained from:

- a) A Levy of 2.5% of total Registration Fees (from Full, Day and Student registrants) shall be paid to the Confederation by the host member organisation immediately following the conclusion of each Congress;
- b) Subsidies, donations, grants, etc.

Article 2

The funds of the Confederation shall be utilised for:

- a) Expenses associated with Board and Executive Committee Meetings;
- b) Expenses of the Secretariat;
- c) Maintenance of the Confederation website;
- d) Competitions and awards;
- e) Subsidised or complementary registrations for philanthropic initiatives;
- f) Other expenses at the discretion of the Executive Committee

The authority of each successive Executive Committee to commit the Confederation's funds is limited to a total of A\$20,000 with a limit of A\$10,000 per individual commitment. Individual and total commitments above these limits shall be subject to the prior approval of the Board.

SEVENTH CHAPTER: Amendments to the Statutes

Article 1

These Statutes may be amended by a two-third vote of the Board.