

SOUTH EAST ASIAN ASSOCIATION FOR INSTITUTIONAL RESEARCH (SEAAIR)

CONSTITUTION

Article 1: Name

The name of this organisation shall be the South East Asian Association for Institutional Research.

Article 2: Purposes

Section 1.

The major purposes of the South East Asian Association for Institutional Research shall be to benefit, assist and advance research leading to improved understanding, planning and operations of Institutions of post-secondary education. Research focus on a single Institution and that concerned with groups of Institutions both fall within these purposes. In keeping with the dynamic nature of Institutions of post-secondary education, the Association encouraged the application of appropriate methodologies and techniques from many disciplines. It will also encourage comparative research into national higher education systems in South East Asia. It also will publish and exchange information with respect to Institutions of post-secondary education and shall use such means as is necessary to accomplish these objectives, including the raising of funds through gifts, devices, bequests or otherwise.

Section 2.

As SEAAIR is a multi-country association, it can act as information clearing house in the area of Institutional Research for member countries in South East Asia, including of material originating outside the region. As such it can also assume the role of an Adviser to the Education Minister of member countries, taking advantage of the access SEAAIR potentially possesses to relevant information that may be required by these Education Ministries.

Article 3: Membership

Section 1.

Members shall be natural persons who are of legal age, involved in tertiary education (teaching, research, management, and policy making) and interested in the objects of the Association.

Section 2.

The Executive Committee shall maintain a register of the names and address of all members.

Section 3.

Along side ordinary members as described in paragraph 1 of this present article, the Association shall also have the following categories of membership:

- Student members.
- Emeritus members.
- Corporate members.
- Distinguished members.

Student membership shall be open to post-graduate students.

Emeritus membership shall be open to those persons who have retired and who for no less than four years prior to retiring were active members of the Association.

Corporate membership shall be open to all teaching and research institutes, professional, industrial and government bodies. A corporate membership includes 4 members from one institute or body, whose names shall be notified to the Honorary Secretary.

Distinguished membership may be awarded to members or former members who have made distinguished contributions to realising the objectives of SEAAIR.

The Executive Committee may decide to create new categories or disband an existing category of membership. Where, hereinafter, members are mentioned, then this shall be taken to include all categories of members unless otherwise stated. Student, Emeritus, Distinguished and Corporate members have no other rights and obligations than those scheduled in these articles of association.

Article 4: Application for Membership – Admittance Procedures.

Section 1.

Application for membership shall be made in writing and addressed to the executive committee.

Section 2.

The Executive Committee shall decide as to the acceptance or not of any application and similarly decide into which category the application shall be placed.

Section 3.

Should the executive committee reject an application for membership then the reasons for this shall be communicated to the applicant in question together with the possibility of appeal to the Annual General Meeting. The Annual General Meeting shall then decide on the application in question.

Section 4.

Nominations for Distinguished membership shall be made to the Honorary Secretary. An affirmative vote of two thirds (2/3) of the Executive Committee shall be required for awarding of Distinguished memberships.

Article 5: Terminating Membership

Section 1.

Membership terminates:

- a) Upon the death of a member;

- b) Upon notice being given by a member;
- c) Upon notice being given on behalf of the Association;
- d) Upon expulsion as a member;
- e) Upon a member becoming non-financial

Section 2.

Giving notice to terminate membership on behalf of the Association shall be implemented by the Executive Committee.

Section 3.

Giving notice to terminate membership by member or by the Association may only be made in writing and at the end of the Association's year. The period of notice required shall amount to no less than one month.

Section 4.

A member whose membership has been terminated by notice or by expulsion may appeal within one month after receiving the notice of the decision to the Annual General Meeting. The Executive Committee shall provide said member immediately in writing with the reasons for the decisions. Pending an appeal, a member is suspended for the duration of the appeal. A member whose membership is suspended retains access to the Annual General Meeting in which the decision to terminate membership or give notice thereof is dealt with. He or she remains authorised to speak at this meeting.

Article 6: Annual Subscriptions

Section 1.

Members shall be required to pay an annual subscription. This shall be established upon a proposal being submitted for this purpose by the Executive Committee, which shall be ratified at the Annual General Meeting for each category of membership.

Section 2.

The Executive Committee shall be authorised, in exceptional cases, or for an exceptional category of members to grant whole or part exemption to the obligation to pay a subscription.

Article 7: Financial Means

Section 1.

The financial means of the Association shall accrue from:

- a) Subscription made by members and others;
- b) Subsidies, gifts, legacies and bequests;
- c) The receipts accruing from the Association's activities;
- d) All other lawful receipts.

Section 2.

Except for the distribution of information, reports, and other similar documents to members and officers, no part of the assets of the Association nor any income or gains to it shall inure to the benefit of its members or officers. Reasonable and normal compensation for services actually

rendered and/or reimbursement of expenses properly incurred may be paid to members or officers.

Article 8: Executive Committee

Section 1.

The Executive Committee of the Association consists of President, Vice President, Secretary, Treasurer and three members at large. They shall be elected by the ordinary and corporate members. Electing the Executive Committee shall be done from among ordinary and corporate members. The President may coopt up to two members at large onto the Executive Committee.

Section 2.

The responsibility for proposing new Executive committee Members at an Annual General Meeting shall rest with the Executive Committee. Only members who have accepted nomination to the Executive Committee by a SEAAIR member or who have self-nominated and been seconded by a SEAAIR member are eligible for consideration. The Executive Committee will propose new Executive Committee Members from among those eligible, having regard to the need to maintain regional balance and any other relevant consideration affecting the organisational effectiveness of the Executive Committee.

Article 9: Terminating Membership of the Executive Committee

Section 1.

Each and every member of the Executive Committee shall cease functioning as such no later than three years after being appointed. A member of the Executive Committee who shall cease functioning as such may be re-elected immediately.

Section 2.

Each and every member of the Executive Committee, if only appointed for specific period, may, at any and all times, be suspended or dismissed by the Annual General Meeting. A suspension which is not followed up within three months by a decision to dismiss said member shall terminate upon this aforementioned time period elapsing.

Section 3.

Furthermore, a member of the Executive Committee ceases functioning as such:

- a) Upon his/her death;
- b) By handing in his/her resignation in writing;
- c) By losing his/her capacity and skills to act;
- d) By terminating his/her membership of the Association.

Article 10: The Functions and Decision-making Activities of the Executive Committee

Section 1.

The President will chair the Executive Committee and preside at the business meetings of the Association.

Section 2.

The Vice President will deputise for the President during his/her absence.

Section 3.

The Secretary shall be responsible for minutes of all business dealt with at every meeting of the Executive Committee and at the Annual General Meeting or shall take responsibility for having such business done, with said

minutes to be ratified at the subsequent meeting in token of which the President and the Secretary shall sign them. Also the Secretary shall be responsible for the list of members of the Association and the sending of notices. The Secretary shall be responsible for sending out the invitation and agenda for the business meeting on time, to all members of the Executive Committee and to the President.

Section 4. The Treasurer shall be responsible for the receipt and disbursement of all funds of the Association and for the establishment and maintenance of appropriate records of all physical transactions. The Treasurer shall ensure that all expenditures are within the approved budget and have been properly incurred under the policies of the Association.

Section 5 The Executive Committee may only make decisions if the majority of the members of the Executive in office and not suspended, is present. Representation is not permitted. Each member of the Executive Committee may cast one vote.

Section 6. The Executive Committee shall make a decision using an ordinary majority of votes. An ordinary majority shall be deemed to be more than half of the validly cast votes. All votes shall be taken orally unless one of the members of the Executive Committee shall request a written ballot. Should votes tie, the resolution shall be deemed to have been rejected.

Voting by technology methods such as teleconferencing and email shall be allowed provided all other voting requirements including deadlines are met.

Article 11: The Task of the Executive Committee

Section 1. Aside from limitation on the Executive Committee laid down by these present Articles of Association, the Executive Committee shall be charged with managing the association. The Executive Committee shall determine the tasks to be conducted by members of the Executive Committee, the way in which served task shall be conducted, bearing in mind what is determined by the present Articles of Association.

Section 2. The Executive Committee shall, acting in concert, have full authority to act for and on behalf of the Association, accept as otherwise specified in this constitution, any amendments, and in the by-laws. The Executive Committee shall be responsible for recommending a budget for approval by the membership at the Annual General Meeting, assuring an annual independent audit of the financial records, such duties as are specified in the Constitution and in the by-laws, and such other duties as are required for the management of the Association's affairs.

Article 12: Meetings

Section 1. The Annual General Meeting of the Association shall be held in conjunction with the annual forum. Special or Business meetings may be called by the Executive Committee.

Section 2. The Secretary shall be responsible for notifying all members of the date and place of the Annual General Meeting at least 30 days prior to Forum. Special business meetings may be called by the Executive Committee upon giving 30 days written notice to all members.

Section 3. The Executive Committee shall report, during the Annual General Meeting, on the course of the business and the policy pursued in the year in question. The Association's year shall commence on the 1st day of January and run to the 31st day of December of each and every calendar year. The Executive

Committee shall submit the financial report to the Annual General Meeting for its approval. The financial report shall be signed by the President and the Treasurer. The General Report on policies pursued and the like shall be signed by the President and the Secretary.

Section 4. Access to the Annual General Meeting shall be given to all members of the Association. Suspended members shall not be granted access aside from access to those meetings as formulated in other sections of this constitution. Admitting other persons to the Annual General Meeting shall be decided upon by the general meeting. Each ordinary, corporate or distinguished member of the Association who is not suspended has one vote. Student members and emeritus members have no voting rights. A member may have his vote cast for him by a person who is empowered to do so by a written proxy provided the proxy holder is a member of the Association or member of the Executive Committee. Such a proxy holder, if empowered accordingly, may cast votes on behalf of more than one member.

Section 5. The Annual General Meeting shall be chaired by the President of the Association. Should the President be absent then the Vice President or one of the other members of the Executive Committee shall, upon being appointed to do so by the Executive Committee, Chair the Meeting. Should no Chairman be appointed in this manner then the meeting shall appoint its own chairman.

Section 6 The proceedings of each Annual General Meeting shall be minuted by the Secretary or by another person appointed to do this by the Chairman of the meeting, which minutes are to be ratified by the Chairman of the meeting, the person taking the minutes and signed by them.

Article 13: Amending the Articles of Association

Section 1. Amendments may only be made to the Articles of Association by decision reached at the Annual General Meeting, which has been convened together with the notice being given at that said meeting. The resolution shall be discussed concerning amending the Articles of Association.

Section 2. A decision to amend the Articles of Association requires at least two-thirds majority of the validly cast votes which shall have been cast in an Annual General Meeting.

Section 3. An amendment to the Articles of Association shall not become effective prior to a notarised instrument thereof having being drawn up. Members of the Executive Committee are obliged to lodge an authentic copy of this amendment and a copy of complete contents of the amended Articles of Association at the Office of the Registry of Associations or other bodies, as required by Law.

Article 14: Dissolution

Section 1. The Association may be dissolved by decision of the Annual General Meeting.

Section 2. Any positive balance after the liquidation shall accrue to a legal entity appointed by ordinary members which, at the time the decision was made to dissolve the Association, was a member, which legal entity shall have the same or a related object, or alternatively accrue to an organisation which endeavour to achieve matters of general public service.

Article 15: The By-Law

Section 1. The Annual General Meeting may determine by-laws.

Section 2. The by-laws may not conflict with these present Articles of Association or the Law, also in as much as they contain no powers of compulsion.

Section 3 By-laws may be amended using an ordinary majority of votes cast by the Annual General Meeting.

Article 16: Concluding Stipulation

Section 1. In all cases not provided for by either the present Articles of Association, the Law or the by-laws of the Association, such cases shall be decided by the Annual General Meeting.