



SEAIR STANDARD OPERATING PROCEDURES BY-LAWS

Aims of SEAIR SOP

The key aim of the SEAIR SOP (Standard Operating Procedures) and its by-laws is to provide sound and sustainable management efficiencies and effectiveness of SEAIR in its governance and governing principles in key SOP areas of:

(a) SOP 1 BY-LAW: PAPER REVIEW PROCESS

(b) SOP 2 BY-LAW: PREPARATION FOR THE ANNUAL SEAIR CONFERENCE

(c) SOP 3 BY-LAW: SEAIR SECRETARIAT

(d) SOP 4 BY-LAW: COMMUNICATION and MEETINGS

(e) SOP 5 BY-LAW: SEAIR Membership

SOP 1 BY-LAW: PAPER REVIEW PROCESS

The whole paper (abstracts and full papers) submission, review and approval procedures leading to the official publication of the annual SEAIR Conference Proceeding is in the purview of the Honorary Secretary, who assumes the role of the Chair of Paper Committee.

(a) SUBMISSION OF ABSTRACTS

PURPOSE: To ensure a standardised procedure for submission of abstracts

SCOPE: The procedure is applicable to all potential SEAIR Conference participants (corresponding authors) who want to submit paper for presentation and publication in the conference proceeding.

PROCEDURE:

1. Upon the Call-for-Paper notification, corresponding authors may submit the abstract for review. The abstract is to be completed according to the format and sub-themes given. The abstract submitted shall be reviewed by two blind reviewers to initially assess the abstract's conformation to the institutional research theme and conference sub-themes, research methodology, as well as the usage of English. While the SEAIR's theme is institutional research in higher education, assessment, planning, and related postsecondary education fields, the SEC may deem it necessary to expand the coverage of the other areas like secondary school educational and educational management, but all of which should be in the educational areas. This intended coverage is designed to meet the hosting institution's national education agenda. It is also intended to increase the volume of papers and participation from all educational establishments, all of which is approved previously by the SEC.

2. Unless otherwise stated or approved by Chair of the Paper Committee, the submission of abstract and full papers should be performed only through the www.Easychair.org Portal. The instruction for the submission of abstract is available on the conference website of the hosting institution and at SEAAIR website www.seairweb.info for download.
3. All corresponding authors shall adhere strictly to the official submission deadline. No submission in any form of correspondence shall be entertained after the published deadline. Under specific situations, the submission deadline could be extended by SEC's agreement but for not more than 2 weeks. It should be announced publicly at least 1 week before the expiration of the original deadline.
4. Should the corresponding authors require for an extension of submission under certain unforeseen, specific circumstances, request for extension submission shall be written addressed to the Chair of Paper Committee to request an extension of submission. The approval is at the discretion of Chair of Paper Committee.
5. Should the request for extension of submission of No. 4 is approved, the maximum delay in submission is three days after the stipulated deadline. Any submission after the deadline will not be accepted.

(b) REVIEW OF ABSTRACTS

PURPOSE: To initiate a systematic and professional abstract review system

SCOPE: The procedure is applicable to all SEAAIR Executive Committee (SEC) and reviewers.

PROCEDURE:

1. Upon the call-for-paper announcement, the Chair of Paper Committee shall initiate the abstract review coordination process.
2. The notification to review abstract is to be sent to the reviewer within 3 days of receipt time stamp stated in Easychair Portal using the guideline stated in the document.
3. Upon receiving the notification of review from the Chair of Paper Committee, the reviewer shall log in to Easychair Portal to complete the review process as stipulated in document. The review process is to be completed within 2 weeks of receipt time stamp stated in email. Criteria for acceptance of abstract are that: (a) the abstract is in line with institutional research, assessment, planning, and related postsecondary education fields or others as approved by the SEC, (b) has reasonable research methodology, and (c) acceptable level of English usage.
4. Each abstract is to be reviewed by two reviewers.
5. Once two abstract reviews are received by the Chair of Paper Committee, the author(s) will proceed to release the outcome of acceptance to the corresponding authors within 3 days of receipt of review from the 2nd reviewer.
6. Once the corresponding author receives the acceptance of abstracts, they shall continue to work on the submission of conference paper as stipulated in the document.

(c) SUBMISSION OF CONFERENCE PAPER

PURPOSE: To ensure submission standardization protocols of papers for SEAAIR Conference

SCOPE: The procedure is applicable to all corresponding authors of SEAAIR Conference.

PROCEDURE:

1. The submission of conference paper is applicable for corresponding authors whose abstracts are accepted and who were notified by the committee.
2. Upon receipt of acceptance of abstract, authors will need to consider the comments (if any) from the reviewers and submit the full paper before the published deadline.
3. The completed paper shall be uploaded to Easychair.org Portal. The guideline for full paper submission is available on the conference website for download.
4. All corresponding authors shall adhere strictly to the submission deadline. No submission of conference paper in any form of correspondence is allowed after the published deadline. Unless as determined appropriate due to unforeseen circumstances or requests, the Chair of the Paper Committee can extend the period of submission extension to no more than 5 working days.
5. Should the corresponding authors require an extension of submission under certain unforeseen, specific circumstances, the author(s) will have to write to the Chair of Paper Committee to request extension of submission. The approval is dependent on the Chair of Paper Committee's discretion.
6. Should the extension of submission of No. 5 is approved, the maximum delay in submission is three days after the stipulated deadline. Any submission after the deadline will not be accepted.

(d) REVIEW OF PAPERS

PURPOSE: To initiate a systematic and professional paper review system

SCOPE: The procedure is applicable to all SEAAIR Executive Committee (SEC) and reviewers.

PROCEDURE:

1. Within the full paper submission period, the Chair of Paper Committee will initiate the full paper review coordination process.
2. The notification to review full paper is to be sent to the reviewer within 3 days of receipt time stamp stated in Easychair Portal using the guidelines stated in the document. Normally, the paper is reviewed based on these areas of: (a) originality, (b) relevance to educational themes, (c) adherence to rigorous requirements of the research aims, research modelling and research methodology, (d) findings, discussion of findings, implications, recommendations and conclusions. If there is a divergent opinion of the two reviewers, a third independent reviewer will be called upon by the Chair of the Paper Committee to adjudge the final acceptance of the paper.
3. Upon receiving the notification of review from the Chair of Paper Committee, the reviewer is required to review the paper and complete the form on Easychair Portal. The review process is to be completed within 2 weeks of receipt time stamp stated in email.

4. Each paper is to be reviewed by two reviewers.
5. Once two reviews are received by Chair of Paper Committee, he/she will proceed to release the outcome to the corresponding authors within 3 days of receipt of review from the 2nd reviewer. Should there be any revisions to be made by the authors, the revised version of paper shall be received within 1 week of the receipt of the notification.
6. The revised paper shall be uploaded in Easychair Portal before the final deadline of submission or otherwise stated.

(e) EVALUATION OF BEST PAPER AND OUTSTANDING PAPERS

PURPOSE: To facilitate the selection of the best paper to be awarded during the SEAAIR conference

SCOPE: The procedure is applicable to all SEAAIR Executive Committee (SEC).

PROCEDURE:

1. Upon collation of all reviews of papers, the Chair of Paper Committee shall initiate the process of shortlisting of potential papers based on the scores given by the reviewers on Easychair Portal. As a general guideline, papers with scores of 2.0 and above shall be considered in the shortlist.
2. The shortlisted papers will further be evaluated by SEC through the presentation during the conference.
3. Each presentation is to be evaluated by at least two SECs. All SECs will be involved in the evaluation process, excluding the President.
4. All SECs shall receive the schedule either by email before the conference, or latest, hard copies a day before the conference during the SEC Meeting. The evaluation form is to be distributed to SECs in hard copies a day before the conference.
5. To qualify for awards (best paper and outstanding papers), papers must be presented by the author/s. The best paper and outstanding paper is to be awarded to papers, and not to individuals.
6. The completed evaluation form shall be returned to the Chair of Paper Committee after the SECs' last evaluation.
7. The Chair of Paper Committee shall then complete the addition of marks to determine the recipient of the best paper and outstanding papers. There will be one best paper and up to 5 outstanding papers to be awarded.
8. The best paper will be awarded an equivalent of US\$150 (one hundred fifty US dollars) and a slot for presentation at the annual AIR conference. The amount will be awarded in the following conference.

(f) PREPARATION OF CONFERENCE PROCEEDINGS

PURPOSE: To provide guidelines on the preparation of the proceedings of SEAAIR conference

SCOPE: The procedure is applicable to the Local Organising Committee (LOC) of SEAAIR Conference.

PROCEDURE:

1. Upon the completion of the paper review process and the registration process, the Chair of the paper Committee will forward the accepted and completed final papers of the registered authors to the LOC.
2. LOC will then edit the papers to ensure the consistent format throughout the proceedings. The papers are to be presented according to the theme/sub-themes of the conference.
3. Once completed, then the LOC will proceed to finalize a draft proceeding to be distributed during the conference. The watermark “DRAFT” will need to be put in the draft proceedings.
4. The soft copies of the draft proceedings will be provided to the delegates during the conference for references.
5. When the best paper and outstanding papers are selected, these papers will be pulled out from the draft proceedings and forwarded to the Editor of JIRSEA for consideration of revision for publication in the JIRSEA.
6. The LOC shall ensure that the official annual Conference Proceeding should be completed and uploaded to the SEAAIR Portal within a month of the closure of the SEAAIR Conference in close coordination with the SEAAIR Honorary Secretary.
7. LOC will need to apply for the ISSN/ISBN for the published proceedings.
8. The above protocols of preparation and finalization of the conference proceeding apply to all types of in-person, hybrid (in-person and video conferencing presentations) or full video conferencing.

SOP 2 BY-LAW: PREPARATION FOR THE ANNUAL SEAAIR CONFERENCE

The organization of the annual SEAAIR Conference is under the direct jurisdiction of the SEAAIR President

PURPOSE: To ensure an orderly and well-coordinated annual conference as hosted by the identified LOC

SCOPE: This covers the line of coordination between the SEC and the LOC.

PROCEDURE:

1. The SEC identifies the country for hosting the annual conference based on its member countries. It is done by rotation.
(Note: Additional countries outside of ASEAN may be identified based on the participants coming from those countries.)

2. The identification of the Local Organizing Committee (LOC) can be via the SEC or by a stated intention of an institution or a person of standing in a specific institution. If there is no specific intention, then the SEC member based in the country that the SEC represents, identifies the university that will serve as the for the said conference. The SEC initiates the meeting with the university administration to prepare them for the task at hand.
3. While the main conference proper is on full papers presentation, depending on the situational circumstances, the SEC in conjunction with the LOC can consider and inclusion the following: (a) the inclusion of a national language track to meet national or local requirements, and (b) the inclusion of posters presentations based on the abstract that do not need a full paper publication in the proceeding.
4. While the annual conference in assumed to be fully in-person, if circumstances changes brought about by pandemics or LOC national practices/preferences, hybrid conference with in-person and video conferencing or full video conferencing can be considered. Any changes to the conference mode must be worked with the LOC with the SEC approval. Regardless of the conference mode, all conference must adopt and follow all the SOPs pertaining to the conference. Any deviation to the SOP will be dealt with and approved by the SEC on a case-by-case basis.
5. The SEAAIR president or his/her designated representative visits the LOC/university and discuss with them the following:
 - ✓ Date:
 - ✓ Venue:
 - ✓ Conference theme:
 - ✓ Sub-themes:
 - Track 1:
 - Track 2:
 - Track 3:
 - Track 4:
 - Track 5:
 - ✓ Time line for abstracts and paper with a typical schedule as follows:

A Typical SEAAIR Key Deadlines for Papers and Conference Proper

Abstract Submission	30/04/2020 (normally end April of Year)
Abstract Acceptance	15/05/2020 (normally Mid-May of Year)
Submission of Full Paper	15/06/2020(normally Mid-June of Year)
Submission of Revised Full Paper	15/08/2020(normally Mid-August of Year)
Final Conference Registration	15/08/2020 (normally Mid-August of Year)
Conference Proper	22/09/2020 –24/09/2020

- ✓ Draft of conference program;
- ✓ Variable registration fee to include regular registration fees, spouse fees (if applicable), and other categories of student fees, and local participants’ fees;
- ✓ Accommodation, costing and booking process;
- ✓ On-site logistics Arrangements;
- ✓ Optional Transportation arrangements to/from airport to Hotel for participants;
- ✓ Website for the SEAAIR conference for the year;

- ✓ Conference kits and proceedings;
 - ✓ PR and marketing of the conference;
 - ✓ **Required of the LOC:** (a) Required transportation for SEC members to/from airport to Hotel; (b) arrangement of a meeting room for the SEC annual meeting on the afternoon prior to the conference proper; and (c) ensure that the arrangements are made for the two-hour AGM of SEAAIR on the third day of the conference proper.
6. After the meeting with the SEAAIR president/representative, the LOC decides on the date, venue and conference themes and submit such to the SEC for approval.
 7. After the SEC's approval, the LOC prepares the video for presentation and fliers for distribution during the current year's Annual General Meeting (AGM). The signing of the Memorandum of Agreement (MOA) between the SEC and the LOC happens also during this time.
 8. After the presentation in the AGM, the LOC prepares the website for the next year's conference, announcing the start of the abstract submission. This includes an A4 Publicity Flyers, prepared by the LOC, that need to be (a) distributed during the AGM; and (b) uploaded to the SEAAIR website, with all relevant information published within one month of the closure of the previous Conference, normally by the end October of each year.
 9. The SEC handles the acceptance and review of papers (abstract and full paper), including the notification to authors of accepted papers.
 10. The LOC starts the online registration process, specifying instructions for the payment, which will be the basis for the final list of participants and the contents of the conference proceedings.
 11. After the online registration, the LOC prepares the final list of participants and the schedule of parallel sessions. LOC will also prepare the list of chairs/moderators for parallel sessions.
 12. During the conference, the LOC handles the registration of participants, distribution of conference kits, and the program proper in close coordination with the SEC. The LOC will be responsible for the conference's agenda, including keynote speakers and panel discussion (if any), but the agenda for the two-half days conference should be agreed upon with the SEC.
 13. After the conference, the LOC prepares the final conference proceedings in soft copy with the Chairman of the Paper Committee AND settles the remittance of membership fees to Head of Secretariat. Both of these should be concluded within ONE month of the conclusion of the Conference.
 14. To make the annual conference more attractive and successful, the LOC should consider these other items:
 - a) Conference Dinner and Cultural Night (included in the conference program)
 - b) At least half day tour (usually done on the last day, although this is optional)
 - c) Pre-conference for local participants (optional on the part of the LOC)
 - d) For the hotel venue, the LOC should get a special rate for the participants. The hotel should also be able to accommodate at least 5 break-out sessions aside from the plenary session.
 - e) Registration fee normally ranges from US\$250 to US\$300 inclusive of US\$25 individual membership fee (both of these fees will be reviewed and approved by the SEC on a necessity

basis). To be considered: early bird payment, payment for accompanying spouses, student-participant, participant who will not be presenting papers. (Note: All SEAAIR SEC members have waived conference registration fees if they attend. The President of SEAAIR is given free hotel accommodation by the host school. At most, two representatives from the incoming host school/LOC for the next SEAAIR Conference are provided waived registration fees.). In the case of the hybrid or full video conferencing mode, the SEC will agree with the LOC as to the reduced conference rate that must include the USD 25 SEAAIR membership fees. Any registration fee for the hybrid or full video conferencing mode to cover the administrative costs incurred to the LOC in managing the conference.

- f) Benefits for institutional members (to be deducted from the registration fee)
- g) SEAAIR conference participants' discount:
 - ✓ 5% discount of the Regular conference fee for 1 participant;
 - ✓ 7% discount of the Regular conference fee for 2 participants;
 - ✓ 10% discount of the Regular conference fee for 3 participants;
 - ✓ 13% discount of the Regular conference fee for 4 participants;
 - ✓ 15% discount of the Regular conference fee for 5 and more participants.
- h) Website to be prepared by the LOC that will include information on the theme/sub-themes, registration (including credit card payment/bank transfers), venue, plenary speakers, important dates for abstract/full paper submission, and other necessary information.
- i) Layout Guidelines and Templates – please refer to the Abstract and Full Paper Protocols followed by SEAAIR (please see <http://seairweb.info/Conference/index.aspx>)
- j) Proceedings – Soft copy to be prepared and finalized by the LOC.
- k) Conference kits – to be prepared by the LOC.
- l) Review of abstract and full paper – to be handled by SEC.
- m) PR and marketing of the conference.

SOP 3 BY-LAW: SEAAIR SECRETARIAT

PURPOSE: SEAAIR Secretariat, herein referred to as “the Secretariat”, has the duty and responsibility to provide support services to SEAAIR’s operations and its stakeholders’ service expectations. Henceforth, the Secretariat’s mission is to provide full seamless and efficient back-office operations services and support to maintain SEAAIR as a prestigious regional ASEAN research organization. The SEAAIR Secretariat is headed by the Head of Secretariat.

Major Services Provision:

The secretariat has two main responsibilities, namely:

- (1) To provide Treasury management; and
- (2) To manage its key back-office services and support in order to provide efficient and effective management of:
 - (a) SEAAIR’s institutional member and conference certificates as well as membership cards to the key stakeholders of institutional members, conference delegates and individual members.
 - (b) Official plaque(s) - SEAAIR Plaque of Appreciation - to the institution(s) hosting the annual SEAAIR conference.

(c) Official Memorandum of Agreement (MOA) between SEAAIR and the Local Organizing Committee (LOC) as approved by the SEC (SEAAIR Executive Committee).

Part 1: SECRETARIAT BACK OFFICE OPERATIONS

(a) PREPARATION OF THE CERTIFICATES

1. The SEAAIR president shall provide the official logo of SEAAIR's and host institution(s)'(s) logos and electronic signatures of SEAAIR president and the representative/s of the host institution to be displayed on the certificates, including the full name, title and position of the host institution representative. This information should arrive at the Secretariat at least one week before the early bird registration deadline of the conference.
2. The Secretariat shall place the logos, names, titles and signatures of the president and representative of the host institution on the certificates and membership templates.
3. The Secretariat will use the templates approved by the SEC for the (a) conference certificates, (b) best paper and outstanding papers, (c) individual membership card, (d) institutional membership certificate, (e) SEAAIR's plaque of appreciation, and (f) MOA (Memorandum of Agreement). Changes to the wordings of any of these categories will need to be agreed upon and approved by all standing members of the SEC.
4. The Secretariat shall act as the Custodian and official depository of all formal certificates and MOA.

(b) PROCEDURE FOR THE PREPARATION OF CONFERENCE CERTIFICATES

1. Five types of conference certificates shall be prepared based on confirmed payment of conference dues for all types of attendees as follows:
 - a. Author and presenter certificate - in case that paper has a single author;
 - b. Co-authors of one paper wherein no more than three co-authors is allowed on the certificate – the co-author who wants the certificate must register for the conference;
 - c. Presenter certificate - in case one person presenting a joint paper at the conference;
 - d. Co-presenter certificate - in case more than one person jointly present one paper wherein no more than three co-presenters is allowed on the certificate, all co-presenters must register for the conference;
 - e. General participant certificate, wherein the conference fees is paid.
2. The President and the Honorary Secretary shall approve and send the lists including the author's names and paper titles of the early bird delegates to the Secretariat one week after the early bird registration deadline. The honorary secretary shall follow-up with the LOC to produce a separate list for each group of attendees as described above. The names should be in first-middle-last name format. The secretariat shall not check the spelling or make any further changes to any request. All names and titles shall be printed "as is" based on the registration form.
3. The names on the list obtained shall be copied and pasted onto the corresponding templates without changes. The secretariat shall print the certificates for proof reading by the staff. After the proof reading, the final certificates shall be printed.

4. Within one week after the completion of the full registration deadline, the remaining papers' author names and titles should be approved by the president and the honorary secretary. The president shall forward the list to the secretariat at least two weeks before the conference dates. This final list should be categorized into 5 types as mentioned in item 1 above.

(c) PROCEDURE FOR THE PREPARATION OF BEST AND OUTSTANDING PAPER CERTIFICATES

1. Best paper and outstanding paper certificates shall be prepared blank leaving the author's name(s) and titles of the paper to be filled at the conference by the Honorary Secretary.

(d) PROCEDURE FOR THE PREPARATION OF INDIVIDUAL MEMBERSHIP CARD

1. The Secretariat shall prepare membership card for all registered conference delegates based on the list provided by the president, as mentioned in item 2 and item 4 in clause above, as well as those who apply for membership without attendance to the conference with confirmation from the Head of Secretariat that the USD 25 membership fee had been paid. In this case, such names should be approved by the President and acknowledged by SEC together with the final name list mentioned in item 4 above. The President and Head of Secretariat's signature will be included in the individual membership cards.

(e) PROCEDURE FOR THE PREPARATION OF INSTITUTIONAL MEMBERSHIP CERTIFICATE

1. The Honorary Secretary will confirm the Institutional Membership roster and renewal to the Secretariat, upon confirmation of membership fee payment by Head of Secretariat and the President, who will approve such Institutional Membership application. The Honorary Secretary shall provide the name of the institution(s) to the Secretariat one month before the conference date.
2. The Secretariat shall print the institutional member certificates as per the name of institution as provided by the Honorary Secretary.
3. In the case where SEAAIR defers an annual conference, the Secretariat can propose to the SEC to allow the extension of the institutional membership and duly inform the institutional member of such decision.

(f) PROCEDURE FOR THE PREPARATION OF SEAAIR'S PLAQUE OF APPRECIATION FOR THE HOST INSTITUTION(S)

1. The President shall provide the official name of the host institution(s) to the secretariat to make the plaque(s) at least one month before the conference dates.

(g) PROCEDURE FOR THE PREPARATION OF THE MEMORANDUM OF AGREEMENT (MOA)

1. The President shall provide the content of the Memorandum of Agreement, as agreed and approved by SEC, between SEAAIR and host institution as well as full names and positions of the signatories to the secretariat.

2. The secretariat shall prepare the Memorandum of Agreement to be signed at the conference.

Part 2: TREASURY OPERATIONS

GENERAL PRINCIPLE. For purposes of common understanding and clear implementation, **Treasury Operations** in the context of SEAAIR refers to *all monetary transactions* engaged in by SEAAIR arising from its mandated tasks.

RESPONSIBILITY. The Head of Secretariat of SEAAIR shall be directly responsible for its Treasury Operations. As such, the Head of Secretariat shall implement and set policies and guidelines (subject to the concurrence of the President of SEAAIR along with the SEC) to ensure that all related activities are properly documented, accounted for and approved prior to any disbursement or receipt of funds.

(a) MAINTENANCE OF FUNDS

1. The Head of Secretariat of SEAAIR shall be accountable for safe-keeping and monitoring of all funds (cash-on-hand, cash-in bank) of SEAAIR. Funds shall be kept in a bank account under the name of the current SEAAIR President (or his appointed representative) and Head of Secretariat. As all fund inflows are in US Dollars, the SEAAIR Bank Account shall be dollar-denominated, unless otherwise as determined by SEC.
2. SEAAIR shall maintain only one bank account. The dollar-denominated bank account shall be opened in a country/jurisdiction that would allow the SEAAIR President (or his appointed representative) and Head of Secretariat easy access. Unless otherwise stated, due to the future Secretariat relocation or as deemed necessary and approved by the SEC, the present Thai account in Thai-denominated currencies will be in effect until further notice. Bank statements/copies of passbooks for these accounts shall be presented to the SEC during its annual meeting.
3. Should it be requested by the incoming SEAAIR President, and as approved by the SEC, the funds shall be maintained in the current SEAAIR bank account until such time that a new bank account is set-up. When the new bank account is ready, all funds will be transferred to it either by direct cash deposit or wire transfer
4. When possible, fund receipts to or disbursements from the SEAAIR bank account shall be in cash to reduce transaction fees that may be incurred from wire transfers.

(b) RECEIPT/DISBURSEMENT OF FUNDS

1. All receipts or disbursements of funds shall be handled by the Head of Secretariat of SEAAIR.
2. Funds receipts (inflows) generally come from Individual Membership Fees collected from SEAAIR Conference participants that are remitted by the LOC of the conference. Another source would be Institutional Membership Fees. All other monetary inflows shall be duly accounted for by the Treasurer.
3. Fund disbursements (outflows) shall cover expenses incurred by SEAAIR during its mandated operations. Prior approval from the SEAAIR President for all expenses should be sought and due notice given to the Head of Secretariat by the President; when direct payment for these expenses

by the Head of Secretariat is not possible, reimbursements shall be made to cover amounts paid in advance or guaranteed by any SEC member or LOC.

(c) RECORD-KEEPING

1. All monetary transactions should be duly documented, with appropriate records or proofs kept and maintained. Journal entries that clearly detail the transactions (amount, nature, date) shall be kept and made available to the SEC during its annual meeting.

(d) ISSUANCE OF RECEIPTS/PROOF OF PAYMENTS

1. Individual conference participants shall be issued receipts/proof of payments by the LOC of the SEAAIR Conference indicating the full registration fee they paid. Similarly, Institutional Members who will renew their affiliation shall be issued a receipt/proof of payment by the LOC of the SEAAIR Conference when they pay their membership dues. For Institutional Membership Renewal, prior notice would be preferred to allow for preparation of Membership Certificates.

(e) TRANSFER OF RESPONSIBILITY

1. At the end of the term of the SEAAIR Head of Secretariat, responsibility for Treasury Operations shall be transferred to the incoming Head of Secretariat.
2. All records shall be appropriately explained and turned-over to the incoming SEAAIR Head of Secretariat.
3. All SEAAIR funds maintained in the current SEAAIR bank account shall be withdrawn and surrendered to the incoming SEAAIR Head of Secretariat.
 - a. The incoming SEAAIR Head of Secretariat shall be responsible in setting-up a new SEAAIR bank account that complies with the set guidelines.
 - b. Should it be requested by the incoming SEAAIR President, the funds shall be maintained in the current SEAAIR bank account until such time that a new bank account is set-up. When the new bank account is ready, all funds will be transferred to it either by direct cash deposit or wire transfer

SOP 4 BY-LAW: COMMUNICATION and MEETINGS

PURPOSE: The main objective of this SOP is to maintain a systematic and effective open communication system that engages all the key stakeholders of SEAAIR. There are 3 main stakeholders that needs different types of SEAAIR communications as follows:

1. **International Liaison with AIR** – This will be the main responsibility of the International Liaison Member (ILM) at large stationed in the US. His/Her main role is to accord smooth and amicable relationship with AIR. Any communications from AIR to SEAAIR will be communicated to the ILM who will then channel it to the whole SEC for consideration and discussion. Another main role of the ILM is to manage the AIR “grant” to the SEAAIR members, whereby there is a need of the evidences of (a) the bank account Official Letter from the Bank managed by the Head of Secretariat; (b), the annual SEAAIR Financial

Statement, managed by the Head of Secretariat; (c) the annual approval of the SEAAIR Financial Statement by the AGM which is management by the Honorary Secretary. All these must be provided by the appropriate person-in-charge to ILM for submission to AIR in lieu of the US IRS tax returns formalities.

2. **SEC (SEAAIR Executive Committee)** – There are two main channels of communication used by all SEC, which are (a) e-mail which is the main official channel for all matters that needs to be reviewed and approved by all SEC members or key information to all SEC. In the case of the e-mail communication, it is expected to acknowledge or provisions of comments within 5 working days by all SEC. (b) the LINE applications is the informal communication channel which is used by all SEC members for quick discourse or informal discussion of matters. In this case, all communications should be acknowledged by all SEC within 3 working days.
3. **AGM and SEC Meetings** – (a) There will normally only be one AGM annually; and (b) The monthly SEC meeting via video conferencing. The monthly meeting is to allow for better coordination and follow-up of work by all SEC. Unless otherwise excused, it is intended for all SEC to attend all SEC meetings. Being on time and to participate fully in all SEC meeting is the preferred aspect of the SEC meetings. The minutes of meetings should be documented by the Hon. Secretary and the minutes shall be approved and passed by the SEC at the start of monthly meetings.
4. **SEAAIR members** – This is the main public relation channel to all members and is managed by the Honorary Secretary of all issues as agreed upon by SEC for public information to all.

SOP 5 BY-LAW: SEAAIR Membership

PURPOSE: To ensure an effective maintenance of the membership of SEAAIR and maintain a constant communication with the members.

(a) Individual Membership

1. Any SEAAIR Conference delegate, whom has made the full payment of the conference fee (which includes the US\$25 individual membership fee), is registered as the SEAAIR Individual Member.
2. The membership last for **one year**, starting from the first day of the SEAAIR Annual Conference, which, after one year, the membership will be voided and the member will have to participate in the next conference to gain the membership for another year.

(b) Institutional Membership

1. The Institutional Membership is open to any institution who wish to be a member of SEAAIR.

2. The institution who wishes to apply for the Institution Membership shall write in to the Honorary Secretary and make the payment for membership based on the following option:
 - a. Annual: US\$ 500.00
 - b. Two-yearly: US\$ 900.00
 - c. Special 1 Annual: US\$ 450.00 (Two-yearly Special 1: US\$800.00) (Member Institutions that have sent more than 6 participant staff to a previous SEAAIR Conference prior to membership payment)
 - d. Special 2 Annual: US\$ 400.00 (Two-yearly Special 2: US\$750.00) (Member Institutions that have sent more than 6 participant staff to two consecutive SEAAIR Conferences prior to membership payment)
3. Making Payment the Secretariat will issue the receipt to the institution and the Honorary Secretary will include the institution in the database.
4. The Honorary Secretary will contact the institution two months before the expiry of the membership to check if the institution would be interested to continue the membership.

Compiled and Reviewed by SEC in December 2019.

Final Review by SEC in 31st January 2020.

Second full update by SEC on 15th April 2021

Approved by SEC on 24th April 2021 for implementation from 1st May 2021 onwards