

The Asian Civil Engineering Coordinating Council

BY-LAWS

I. Responsibilities of the Executive Committee, Chair of the Executive Committee, and the Secretary-General

1. The executive committee is responsible for overall policy and management of the ACECC activities such as:
 - (1) Selection of Chair
 - (2) Budget and membership approval
 - (3) Membership due approval
 - (4) Management of the International Conferences (CECAR), including
 - (a) Selection of the next International Conference(CECAR) venue
 - (b) Budget review and approval
 - (c) Policy on inviting key note lecturers, technical speakers and moderators
 - (d) Approval of program policy and professional content of sessions
 - (e) Policy on the presentation of papers
 - (f) Publicity guidance and policy and conference publication rights
 - (g) Marketing plan guideline and input
 - (h) Financial business plan
 - (5) Set up of planning committee, Technical Coordinating Committee and Technical Committee
 - (6) Planning of other related activities
2. The representative of the member society/institution who will be hosting the next International Conference (CECAR) shall be the chair of the council and executive committee. He/She shall be responsible for external contacts and negotiations on behalf of the executive committee and for the functioning of the executive committee meeting. The executive committee meeting will be generally held at least once a year. The Chair will encourage use of electronic communication during the ACECC planning. The agenda for the meetings shall be circulated two months before the executive committee meets.
3. The Secretary-General is nominated by the Chair and approved by the executive committee and is responsible for assisting the executive committee to operate the ACECC and will draw up a draft budget for the ACECC for the next year. He/She shall present a brief report on the financial position, progress of the ongoing International Conference (CECAR) organization and other activities at each meeting. By the 30th of September, the Secretary General will present accounts of the preceding year for approval of the executive committee. He/She should attend all executive committee meetings. One or two Deputy Secretary Generals may be appointed by the Chair of Executive Committee to assist the Secretary General to perform his/her duties.
4. The term of the above officers is basically three years, spanning between two ACECC membership meetings and all the responsibilities will be handed over at the time of the ACECC membership meeting.

II Responsibilities of the Secretariat

1. In order to assist in the efficient operation of the ACECC, an Administrative Secretariat, performing day-to-day activities, will be located in the economy of the next International Conference (CECAR). Member societies/institutions are responsible for the expense of running the Secretariat and where appropriate reimbursing the member society/institution operating the Secretariat.
2. Records will be held in the office of the Secretariat, who will undertake to keep all documents permanently at the disposal of the members of the ACECC.

III Responsibilities of the Local Organizing Committee

The Local organizing committee is responsible for smooth organization of the International Conference (CECAR), including:

- a. Budget planning and local management of the International Conference (CECAR)
- b. Production and distribution of proceedings and documents before, during and after the International Conference (CECAR)
- c. Corporate sponsorship solicitation
- d. Arrangements for the use of meeting halls and equipment
- e. Hiring administrative staff, supervisors, technical conference registration and information staff
- f. Registration of delegates

- g. Arrangement for social, cultural and technical tours
- h. Hotel accommodations
- i. Press/media exposures
- j. Review, approve and maintain schedule of the conference planning deadlines
- k. Prepare and implement financial and marketing plan for attendees
- l. Open and administer conference bank account subjected to the review and approved by the executive committee.

IV Financial Resources

1. The expenses of the delegate members of the executive committee, including their traveling expenses, will be paid by each member society/institution, which it represents.
2. Each member pays an annual membership due in accordance with the following program.

Membership Dues Program
(Revised on December 3, 2004)

Income Level	Range of GNI* per capita (US \$)	Membership Dues (US \$)
Low-1	< 765, (GNI<10 billion US\$)	200
Low-2	< 765, (GNI≥10 billion US\$)	500
Lower Middle	765 to 3,035	1,000
Upper Middle	3,036 to 9,385	1,500
Lower High	9,386 to 20,000	2,000
Upper High	> 20,001	2,500

* Will be based on the most up-to-dated World Bank Report.

** This level was introduced to subdivide a very wide range of income.

*** Membership due shall be adjusted annually by reviewing the latest World Bank Report, and after the approval of the Executive Committee.

3. The ACECC will receive 40 % of surplus produced by organizing the International Conferences (CECAR) and other related activities, and will keep copyrights of publications, such as Proceedings of the International Conferences (CECAR).

V Responsibilities of the Planning Committee

1. The Chair of the Planning Committee shall be nominated by the Chair of the Executive Committee and approved by the Executive Committee.
2. The Planning Committee shall consist of the Secretary General as the ex-officio member and one representative designated by each ACECC member for a fixed term of three years. The chair of the Planning Committee shall approve the members of the Planning Committee and report to Executive Committee for information.
3. The Planning Committee shall prepare policy documents upon the request of the Executive Committee.
4. The Planning Committee may review and recommend to Executive Committee about the establishment of new subcommittees with each subcommittee assigned a specific task.

VI Responsibilities of the Technical Coordinating Committee and Technical Committees

VI.1 Responsibilities of the Technical Coordinating Committee

1. The Chair of the Technical Coordinating Committee shall be nominated by the Chair of the Executive Committee and approved by the Executive Committee.
2. The Technical Coordinating Committee shall consist of the Secretary General as the ex-officio member and one representative designated by each ACECC member for a fixed term of three years. The chair of the Technical Coordinating Committee shall approve the members of the Technical Coordinating Committee and report to Executive Committee for information.
3. The Technical Coordinating Committee shall prepare policy documents regarding technical activities for the Executive Committee, to coordinate all activities of Technical Committees.

4. The Technical Coordinating Committee shall review and recommend to Executive Committee about the establishment of new Technical Committees and subcommittees as well as termination of existing Technical Committees and subcommittees.
5. The Technical Coordinating Committee shall submit an activity report to the Secretary General one month before the Executive Committee Meeting.
6. The Technical Coordinating Committee shall actively participate in the planning of the International Conference (CECAR).

VI.2 Responsibilities of the Technical Committees

1. The Chair of the Technical Committee shall be nominated by the Chair of the Executive Committee and approved by the Executive Committee.
2. The Technical Committee shall consist of representatives from member societies/institutions interested in a given technical subject and experts in the area. The chair of the Technical Committee shall approve the members of the Technical Committee and refer to Executive Committee for information.
3. The Technical Committees shall work along with the Terms of Reference specified by the Executive Committee.
4. The Technical Committee shall submit an activity report to the Chair of Technical Coordinating Committee and copy to Secretary General one and a half month before the Executive Committee meeting.
 5. The Technical Committee shall actively participate in the planning and execution of the International Conference (CECAR).
6. The Technical Committee may review and recommend to Technical Coordinating Committee about the establishment of new subcommittees with each subcommittee assigned a specific task.

VII Procedure for membership application

1. Interested societies/institutions are encouraged to write to the Chair of the executive committee of the ACECC confirming its wish to become a member and provide a completed application form.
2. These societies/institutions may represent civil engineering profession recognized in an economy and must have:
 - (a) A Profile
 - (b) A President or Chair
 - (c) A Secretary
 - (d) An Address for its Secretariat
 - (e) Financial basis for payment of membership dues
 - (f) Evidence of recognition by an economy.
3. At the next executive committee meeting the applicant's membership request will be considered and the society/institution will be notified of the results.

VIII Language

The working Language for the executive committee operation is English.