



# **CONSTITUTION OF AUAP**

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The Constitution of AUAP was signed and entered into force at Suranaree University of Technology, Nakhon Ratchasima Province, Thailand on 28 July 1995.

### **The Founding Members were the following universities:**

1. Deakin University, Australia.
2. Edith Cowan University, Australia
3. James Cook University of North Queensland, Australia
4. The University of Sydney, Australia
5. The University of Melbourne, Australia
6. University of Technology Sydney, Australia.
7. University of Wollongong, Australia.
8. Guizhou University, China.
9. Yunan University, China.
10. The University of Hong Kong, China.
11. Universidad de Macau (Macau), China.
12. Cochin University, India
13. Gujarat University, India
14. Indira Gandhi National Open University, India
15. Panjab University, India
16. University of Dehli, India
17. Brawijaya University, Indonesia
18. Trisakti University, Indonesia
19. University of Indonesia, Indonesia
20. Hannan University, Japan
21. Seoul City University, South Korea
22. Universiti Pertanian Malaysia, Malaysia
23. University of Otago, New Zealand
24. Adamson University, Philippines
25. Angeles University Foundation, Philippines
26. Araullo University, Philippines
27. Banquet State University, Philippines
28. Centro Escolar University, Philippines
29. De La Salle University, Philippines
30. Don Mariano Marcos Memorial State University, Philippines
31. Gregorio Araneta University Foundation, Philippines
32. Holy Angel University, Philippines
33. Manuel S. Enverga University Foundation, Philippines
34. San Sebastian College – Recoletos, Philippine
35. Southwestern University, Philippines
36. Saint Paul University, Philippines
37. University of Cebu, Philippines
38. University of Negros Occidental-Recoletos, Philippines
39. University of Northern Philippines, Philippines
40. Wesleyan University-Philippines, Philippines
41. University of San Jose –Recoletos, Philippines
42. West Visayas State University, Philippines
43. Western Mindanao State University, Philippines.
44. Bulacan State University, Philippines
45. Bangkok University, Thailand
46. Chulalongkorn University, Thailand
47. Suranaree University of Technology, Thailand
48. Walailak University, Thailand
49. Hanoi University of Technology, Vietnam
50. University of Dalat, Vietnam.
51. Vietnam National University, Hanoi, Vietnam

### **The CONSTITUTION WAS REVISED BY:**

1. The 10<sup>th</sup> AUAP-University of Newcastle Special General Conference held at The University of Newcastle, Australia, on December 7, 2013.
2. The 14<sup>th</sup> AUAP General Conference held virtually on 18 November 2020.

## **INDEX – Table of Content**

<b>PREAMBLE</b> .....	<b>4</b>
<b>1. NAME</b> .....	<b>5</b>
<b>2. LEGAL STATUS</b> .....	<b>5</b>
<b>3. OBJECTIVES</b> .....	<b>5</b>
<b>4. MEMBERSHIP</b> .....	<b>6</b>
<b>5. ADMISSION</b> .....	<b>6</b>
<b>6. TERMINATION OF MEMBERSHIP</b> .....	<b>7</b>
<b>7. MEMBERSHIP FEES</b> .....	<b>7</b>
<b>8. NOTICES</b> .....	<b>8</b>
<b>9. ORGANS</b> .....	<b>8</b>
<b>10. FUNCTIONS AND COMPOSITION OF THE GENERAL CONFERENCE</b> .....	<b>9</b>
<b>11. ORDINARY SESSIONS</b> .....	<b>10</b>
<b>12. EXTRAORDINARY SESSIONS</b> .....	<b>11</b>
<b>13. VOTING</b> .....	<b>11</b>
<b>14. INVITATIONS</b> .....	<b>11</b>
<b>15. QUORUM</b> .....	<b>12</b>
<b>16. THE PRESIDENT AND VICE-PRESIDENTS</b> .....	<b>12</b>
<b>17. THE EXECUTIVE BOARD</b> .....	<b>14</b>
<b>18. FUNCTIONS OF THE EXECUTIVE BOARD</b> .....	<b>15</b>
<b>19. ADVISORY COUNCIL</b> .....	<b>17</b>
<b>20. THE SECRETARIAT</b> .....	<b>17</b>
<b>21. SECRETARY-GENERAL</b> .....	<b>18</b>
<b>22. TREASURER</b> .....	<b>19</b>
<b>23. NO PROFIT OR GAIN TO MEMBERS</b> .....	<b>21</b>
<b>24. HONORARY PRESIDENTS</b> .....	<b>21</b>
<b>25. FINANCIAL YEAR</b> .....	<b>22</b>
<b>26. WORKING LANGUAGE</b> .....	<b>22</b>
<b>27. HEADQUARTERS OF AUAP</b> .....	<b>22</b>
<b>28. REGISTER OF MEMBERS</b> .....	<b>22</b>
<b>29. CO-OPERATION WITHIN AUAP</b> .....	<b>23</b>
<b>30. AMENDMENTS TO THE CONSTITUTION</b> .....	<b>23</b>
<b>31. DISPOSITION OF ASSETS UPON DISSOLUTION</b> .....	<b>24</b>

## **PREAMBLE**

The Universities of Asia and the Pacific through their representatives assembled in conference at Suranaree University of Technology, Nakhon Ratchasima, Thailand, on 28 July 1995:

**Recognizing** the need to relate education to the life and aspirations of the people, and to preserve and enhance the cultural, social and economic development of society for the people, and

**Believing** that regional cooperation among universities can contribute substantially to the improvement of national systems of higher education, to economic and social development, to human resources development and to mutual understanding and respect among people, and

**Further believing** that such co-operation can be highly effective and manageable on a regional scale, and

**Conscious** that the diversity of the institutions and systems of higher education of Asia and the Pacific constitutes a resource which can be drawn upon to the advantage of all concerned, and

**Believing** that an association of the universities of the region can enhance mutual co-operation among individual institutions to enrich their role in teaching, research and service and thus in promoting justice, human dignity, progress and peace, and

**Believing** also that in these matters the efforts of a regional association will complement those of international, sub-regional and national bodies concerned with higher education,

**Hereby decide** to establish an association: Association of Universities of Asia and the Pacific.

## **1. NAME**

The name of the association shall be “Association of Universities of Asia and the Pacific”, hereinafter referred to “AUAP”.

## **2. LEGAL STATUS**

AUAP was established under the General Provisions Act of Suranaree University of Technology (SUT) and approved at the 7<sup>th</sup>/237 SUT Council Meeting on the 17<sup>th</sup> September 1994.

AUAP’s designation is covered by Suranaree University of Technology, which is registered as an Autonomous University by the Ministry of Education, Thailand, with an official document of authorization published in the Government Gazette, Article 107, Section 131, Special Vol. pp. 93, on 27<sup>th</sup> July 1990.

The permanent headquarters and address of the Association shall be: Suranaree University of Technology, Nakhon Ratchasima, 111 University Avenue, Muang District, Nakhon Ratchasima 30000, Thailand.

## **3. OBJECTIVES**

AUAP acts as a platform for interaction and collaboration among its members and be the voice of universities in Asia and the Pacific. The principal objectives of AUAP are:

- A. To promote a culture of quality and innovation in higher education, research and service to the community;
- B. To preserve and enhance the values and cultural diversity of Asia, the Pacific and other regions of the world towards better understanding, cooperation, and equality for socio-economic development and universal peace;
- C. To engage with stakeholders of the higher education and other organizations to further the objectives of AUAP;

- D. To co-operate, where appropriate, with other organizations whose objects are similar to those of AUAP.

#### **4. MEMBERSHIP**

- A. Universities that accept the purposes and objectives as set out in Article 3 of this Constitution, and which are legally established in their countries, are eligible for admission as members of AUAP, hereinafter referred to as Members.
- B. There shall be two (2) categories of membership: full members and associate members.
- C. Those universities and other degree-conferring institutions which are dedicated to the advancement and transmission of knowledge at a level appropriate to university, as indicated by the nature and quality of their instruction, the participation of their staff in the advancement of knowledge, and the type of working educational infrastructure and equipment placed at the disposal of their staff, may be eligible for admission either as a full member or an associate member of AUAP.
- D. Any association which enables the chief executives of higher education institutions in the region to counsel together in order to serve the general interests of higher education may be admitted as an Associate Member.
- E. Subject to the fulfilment of all conditions as set forth in the Constitution and the By-Laws (if any), the Executive Board shall award membership to a recognized institution.
- F. All Members shall abide by the Code of Conduct of AUAP.

#### **5. ADMISSION**

All applications for admission as Members of AUAP shall be accompanied by:

- A. a duly completed AUAP membership application form;
- B. a certified copy of the constitution of the applicant university;
- C. a certificate from the competent legal authorities confirming that the establishment of the applicant university is in conformity with their respective country laws;
- D. a declaration signed by the chief executive office of the applicant that it will co-operate with AUAP and pay its annual membership fees to AUAP as and when they are due.

## **6. TERMINATION OF MEMBERSHIP**

- A. In the event of failure of any Member to carry out the obligations, as set forth in this Constitution, or engages in conduct unbecoming a member or prejudicial to the interests of the AUAP, the Executive Board may, by resolution recommend to General Conference to suspend or terminate the membership of such an institution. However, the affected institution shall have the right to appeal to the General Conference against such suspension or termination.
- B. Any Member which desires to terminate its membership of AUAP must notify its intention in writing to the Secretary-General at least 90 days prior to the date that it wishes to terminate its membership.

## **7. MEMBERSHIP FEES**

- A. Each Member shall pay its membership fee to AUAP annually.
- B. Annual Membership Fees are payable in advance on or before 1 January of each year. New member fees will be pro-rated according to the date of being accepted as a Member.
- C. The membership fees of the Members shall be determined and confirmed by the General Conference upon the recommendation of the Executive Board.

- D. Associate Members shall pay such annual membership fee as determined by the Executive Board from time to time.
- E. Any Member that has not paid its dues for three (3) consecutive years will automatically lose its membership status, and will be removed from the roll of members of AUAP.
- F. All legitimate expenses of AUAP shall be covered by the Membership Fees, and with such voluntary contributions and funds from other sources as may be available. In no circumstances shall any Member be liable to pay any sum in excess of its own membership fees.

## **8. NOTICES**

- A. A notice or document may be served by or on behalf of AUAP upon any duly designated Member either personally or by sending it by pre-paid post to the Member at the Member's address shown on the Register of Members, or by facsimile, or by email or any other electronic transmission.
- B. A notice or document may be served upon or delivered to AUAP or the Secretary-General either personally or by sending it by pre-paid post, by facsimile, or by email or any other electronic means to AUAP's principal office.

## **9. ORGANS**

The organs of the Association shall be:

- A. The General Conference;
- B. The President and the Vice-Presidents;
- C. The Executive Board;
- D. The Advisory Council; and
- E. The Secretariat.



## **10. FUNCTIONS AND COMPOSITION OF THE GENERAL CONFERENCE**

- A. The General Conference shall be the supreme organ of AUAP, responsible for pursuing and achieving its objectives as defined in this Constitution.
- B. The General Conference shall consist of persons or delegations duly appointed by Members in their capacity set forth in this Constitution, and shall be vested with all the rights and responsibilities conferred by virtue of their membership of AUAP.
- C. Officers and Honorary Presidents of AUAP as well as the members of the Executive Board, shall have the right to attend the General Conference.
- D. The General Conference shall elaborate and adopt the policy as well as the program of activities of AUAP. It shall have the authority to decide on all questions which any Member or the Executive Board may submit to it.
- E. The General Conference shall consider the general report submitted by the Secretary-General.
- F. The General Conference shall approve the report of the financial status of AUAP as well as the audited accounts; adopt the budget of AUAP; and determine the membership dues of the Members (if any).
- G. The General Conference shall determine the extent of collaboration with other bodies in the field of higher education, and other national and international organisations that can help in furthering the objectives of AUAP.
- H. The General Conference shall discuss the questions resulting from the items included in its agenda; and adopt policy resolutions and

decisions on internal matters, including the Code of Conduct for members of AUAP.

- I. The General Conference shall elect the President, the First Vice-President and the Second Vice-President; and elect members of the Executive Board.
- J. The General Conference may, upon the recommendation of the Executive Board, confer the title of Honorary President of AUAP.

## **11. ORDINARY SESSIONS**

- A. The General Conference shall meet in ordinary session at least once every two (2) years.
- B. The General Conference shall decide upon the time and place for its next session.
- C. In the event of an unforeseen situation, the time and place of the General Conference may be altered by the Executive Board and the Secretary-General in consultation with the President, and a new time and place of the meeting shall be notified to all Members in an expeditious manner.
- D. In exceptional circumstances under any Force Majeure conditions that precludes AUAP in holding a physical General Conference, the executive Board may by at least 2/3 majority decision consider holding the general conference by means of a virtual meeting, or by any other electronic means depending on the availability, reliability and connectivity of the technology utilised, or by unanimous decision, and with the consensus of the fully paid-up Members entitled to vote, postpone the General Conference for up to 1 (one) year.

- E. The duration of an ordinary session of the General Conference shall be decided by the Executive Board.

## **12. EXTRAORDINARY SESSIONS**

An extraordinary session of the General Conference shall be convened:

- A. At the written request of the majority of the Members, addressed to the Executive Board; or
- B. at the written request by two-thirds of the members of the Executive Board;
- C. Any Extraordinary Session so convened may be conducted on-line using any electronic means.

An extraordinary session shall deal only with the item for which it was convened.

## **13. VOTING**

- A. Only fully paid up members shall have the right to vote and each Member (or its duly appointed representative) shall have one (1) vote at the General Conference.
- B. Associate Members have no right to vote.
- C. The Secretary-General shall participate in the proceedings of the General Conference, but shall have no right to vote.
- D. The resolutions on matters under consideration, and on internal matters and amendments thereto shall require a simple majority of those present and voting.

## **14. INVITATIONS**

In addition to the presence of Members and Associate Members, as specified in Article 4 of this Constitution, the Secretary-General may, with

the approval of the President, invite observers to each session of the General Conference.

## **15. QUORUM**

The quorum of the General Conference shall consist of two-fifths the Members qualified to vote.

## **16. THE PRESIDENT AND VICE-PRESIDENTS**

- A. The President of AUAP (referred to in this Constitution as “President”) shall be elected by the General Conference.
- B. The President shall be elected by the majority of those Members present and voting at the General Conference, and shall remain in office for a single term of two years.
- C. Candidates for election as President or Vice-Presidents shall be nominated one (1) month prior to the commencement of the General Conference by a Member/s which has the right to vote at the session of the General Conference at which election is sought. Only the chief executives or presidents of Members, present at the General Conference, shall be eligible for election as President or Vice-Presidents of AUAP.
- D. The General Conference shall elect the First Vice-President by a majority vote of those Members present and voting for one term of two years.
- E. The General Conference shall elect the Second Vice-President by a majority vote of those Members present and voting for one term of two years.
- F. The sitting President shall not be eligible for re-election as President.

- G. The Vice-Presidents shall be eligible for election as President, First or Second Vice-President (as the case may be), or as a member of the Executive Board.
- H. The President of the AUAP shall also act as the Chairperson of the Executive Board.
- I. If a person elected to be President, First Vice-President, or Second Vice-President ceases to be the chief executive of a member institution, that person will not be eligible to continue as the President, First Vice President or Second Vice-President .The position then shall be filled by the successor of that Member institution for the unexpired period of the presidency or the vice-presidency.

In the event that the Member institution from where the President or the Vice-Presidents came ceases to be in existence (for whatever reason) or ceases to be a Member of AUAP, then:

- i. in the case of the President, the First Vice-President takes over for the remainder of the unexpired term; and
  - ii. In the case of the First Vice-President, the Second Vice-President takes over for the remainder of the unexpired term;
  - iii. In the case of the Second Vice-President, this position remains unfilled until the next General Conference.
- J. In the absence of the President, the First Vice-President shall take the President's place for that meeting.
- K. If the office of President becomes vacant, the First Vice-President shall assume the office of the President for the unexpired term of the presidency. This, however, shall not preclude him/her standing for election as the President at the next General Conference of AUAP. Under these circumstances, the second Vice-President shall assume

the office of the first Vice-President until his/her usual term concludes. The position of the second Vice-President may be filled for the unexpired period until the General Conference, at its next meeting, elects the second Vice-President.

- L. The President may establish a sub-secretariat within the university in which he/she presides to co-ordinate related activities with AUAP.

## **17. THE EXECUTIVE BOARD**

- A. With the exception of the inaugural Executive Board, which will not have an Immediate Past-President as a member, the Executive Board shall consist of the President, the Immediate Past-President, the First Vice-President, the Second Vice-President and seven other members who shall be elected by the General Conference for a period of two years.
- B. The Secretary-General shall participate ex-officio in the work of the Executive Board. Honorary Presidents may attend the sessions of the Executive Board.
- C. The Secretary-General shall call for nominations for the position of Executive Board members at least 3 months before the commencement of the General Conference.
- D. In electing members of the Executive Board, the General Conference shall give due regard to the qualifications of the nominees, their availability and to equitable geographical distribution, and the need for the Executive Board to reflect in its composition the diversity of member institutions and of the systems of higher education of the region.
- E. Candidates for election to the Executive Board cannot be from a Member from which the President and the Vice-Presidents are elected.

- F. The term of office of a member of the Executive Board shall expire automatically with the termination of membership of his/her university/institution in AUAP.
- G. In the event that a member of the Executive Board resigns, is removed or is otherwise unable to continue to serve until the end of his/her term, the Executive Board may co-opt, for the unexpired term, a person from the same university/institution after consultation with the university/institution of which the former member of the Executive Board was a member.
- H. Each member of the Executive Board and the President shall have one (1) vote in the Executive Board.
- I. The Executive Board shall work on the basis of consensus. In case this proved impossible, decisions shall be taken by a simple majority of the vote of those present and voting.

## **18. FUNCTIONS OF THE EXECUTIVE BOARD**

The Executive Board shall be responsible for promoting the purposes and objectives of AUAP and reporting its activities to the General Conference.

- A. In fulfilling its functions, the Executive Board shall:
  - I. direct and control the activities of the Secretariat; and
  - II. appoint the Secretary-General; and
  - III. approve or amend the annual work programme, Statement of Accounts, and budget presented by the Secretary-General;
  - IV. undertake any decisions voted in the General Conference or approved by the Executive Board; and

- V. prepare the agenda of the General Conference, and present thereto the programme to be followed until the General Conference shall next meet in an ordinary session.
- B. The Secretary-General shall be Secretary to the Executive Board but shall not have the right to vote.
- C. The Executive Board shall appoint a Finance Committee and two (2) internal auditors among its members, and one (1) external auditor.
- D. The Executive Board may appoint such sub-committees and convenors as it deems necessary for the proper management of and conduct of and affairs of AUAP. Such sub-committees may include, but not limited to the AUAP Country Chapters. The President (and in the President's absence, a Vice President) shall be an ex-officio member of all such committees, and the convenors, the President (and in the President's absence a Vice President) shall have a vote at each such sub-committee meeting.
- E. The Executive Board shall meet in ordinary session (either in person or through any electronic media) at least once a year, at a time and place decided by it. It may be convened for extraordinary sessions upon request of the President and shall be so convened on the request of a two-thirds majority of the Members of the Executive Board; provided the quorum requirements are met.
- F. A duly convened meeting of the Executive Board shall not be valid unless a quorum of the majority of Executive Board members is present.
- G. The Executive Board may appoint such committees and sub-committees as it deems appropriate.



H. Accredited observers, approved by the President, may be admitted to a meeting of the Executive Board and, with the agreement of the President, be permitted to address the meeting.

## **19. ADVISORY COUNCIL**

A. The Advisory Council shall comprise individuals, or representatives of organizations who are invited by the Executive Board to serve as members of the Advisory Council.

B. The principal activity of the Advisory Council shall be the provision of expert advice to the Executive Board and to the General Conference on matters relating to the purposes of the AUAP.

C. The Advisory Council shall, from within its membership, elect a Chairperson who shall preside over meetings of the Advisory Council and co-ordinate Advisory Council activities.

D. Accredited observers, approved by the Chairperson, may be admitted to meetings of the Advisory Council and, with the agreement of the Chairperson, be permitted to address the meetings.

## **20. THE SECRETARIAT**

The Secretariat shall consist of the Secretary-General and such other staff as required.

The Secretary-General shall, with the consent of President have authority to appoint the staff of the Secretariat with due regard to competence and geographical distribution, as well as taking into account any budgetary restraints.

Under the supervision of the Executive Board, the Secretariat shall:

A. collect and disseminate documentary material and other information of relevance to member institutions;

- B. promote collaborative research and other contacts among researchers;
- C. promote exchanges and other movements of university staff and students; and
- D. undertake such other tasks as are compatible with the aims of AUAP.

## **21. SECRETARY-GENERAL**

- A. The Secretary-General shall be appointed by the General Conference for a period of two (2) years. The conditions of his/her employment shall be determined by the Executive Board. He/she shall be eligible for re-appointment, and the appointment extended for such other period as the Executive Board shall determine.
- B. The Secretary-General shall be the chief executive officer of AUAP. He/she shall, under the guidance of the Executive Board, organize the work of the Secretariat and conduct everyday activities of AUAP in accordance with his/her mandate as defined in this Constitution as well as in the resolutions and decisions of the General Conference.
- C. The Secretary-General shall make a general report to the General Conference on the work of AUAP and shall be responsible to the General Conference and to the Executive Board.
- D. The Secretary-General may resign by submitting a written instrument of resignation to the President. His/her resignation can only become effective provided it is either accepted by the General Conference or the Executive Board, and bears an effective date at least three months after the date of submission.
- E. Notwithstanding the above provisions, the Executive Board may, if it deems appropriate, revoke the appointment at any time during the term of such appointment.

F. Under the authority of the President, the Secretary-General shall:

- i. represent the AUAP at law and in all acts of civil life;
- ii. recruit the staff of the Secretariat and exercise disciplinary powers over it in accordance with such rules as may be established by the Executive Board;
- iii. accept, under conditions approved by the Executive Board, such subventions and donations as conform with the purposes of AUAP: the source, amounts and purposes of such donations will be made known to all members of AUAP;
- iv. present every year to the Executive Board a working programme and a report on the activities of the preceding year;
- v. submit every year to Executive Board a draft budget and present for its approval the duly certified accounts of the preceding year; and
- vi. work closely and collaboratively with the President to ensure efficient and effective management of the AUAP.

## **22. TREASURER**

The Treasurer shall be elected by the General Conference. His/her term of office shall be from the end of the session at which he/she is elected to the end of the next session. He/she shall be eligible for re-election.

A. Candidates for election as Treasurer shall be nominated at least three months before the General Conference by a Member, which has the right to vote at the session of the General Conference at which election is sought.

B. The Treasurer together with the Secretary-General and the Executive Board shall be responsible for:

- i. submitting the budget, in conformity with Article 18 (A)(iii) of this Constitution;
- ii. preparing a statement of accounts, in conformity with Article 18(A)(iii) of this Constitution;
- iii. keeping the Executive Board informed of the financial status of the AUAP;
- iv. collecting membership dues from Members and in general maintaining relations with them with regard to financial matters;
- v. assisting in fundraising activities;
- vi. fulfilling other tasks of a financial nature which may be entrusted to him/her by the General Conference or the Executive Board; and
- vii. Performing other functions devolved upon him/her by this Constitution.

C. The Treasurer shall ex-officio attend the sessions of the General Conference and of the Executive Board: He/she shall have a voice but not a vote in these organs.

D. The Treasurer may resign by submitting a written instrument of resignation to the Secretary-General.

E. The Treasurer may be suspended from office by the Executive Board. Such action shall be proposed in writing by at least five Members and shall require a vote of two-thirds of those present and voting.

F. A vacancy in the office of Treasurer may be filled for the unexpired term by a member of the Executive Board.

### **23. NO PROFIT OR GAIN TO MEMBERS**

- A. AUAP will not be carried on for the purposes of profit or gain to its individual Members, and the income and property of the Association, however and wherever derived, will be applied solely towards the promotion of the purposes of the AUAP. No portion of the income or property of the AUAP will be paid or transferred, directly or indirectly, to the Members of the AUAP.
- B. Notwithstanding anything contained in Article 23(A) above, nothing contained in this statement of objectives in this Constitution will prevent the payment in good faith of remuneration to any officers or servants of the AUAP or to any Member of the AUAP in return for any services actually rendered to the AUAP or for goods supplied in the ordinary course of business.

### **24. HONORARY PRESIDENTS**

- A. The General Conference may, upon the recommendation of the Executive Board, confer the title of Honorary President on persons whose international standing and whose devotion to the cause of education and related fields in view of AUAP merit distinction.
- B. The title of Honorary President is the highest distinction AUAP may confer. Any Member may submit a nomination for the title of Honorary President.
- C. Such a nomination shall be presented to the Executive Board in writing together with a brief description of the nominee's merits for this distinction. The nomination shall be seconded by at least two other Members.
- D. The Executive Board shall review the nomination submitted and decide on a recommendation to the General Conference.

- E. In exceptional circumstances, the General Conference may, upon the recommendation of the Executive Board, withdraw the title of Honorary President of AUAP. Such action shall be proposed in writing to the Executive Board by at least five Members and shall require, both in the Executive Board and in the General Conference, a vote of two-thirds of those present and voting.
- F. Honorary Presidents shall have the right to attend the sessions of the General Conference and of the Executive Board: they shall have a voice but not a vote in these organs.

## **25. FINANCIAL YEAR**

The financial year of AUAP shall begin on the first day of January and expire on the thirty-first day of December.

## **26. WORKING LANGUAGE**

The working language of AUAP shall be English.

## **27. HEADQUARTERS OF AUAP**

- A. The permanent headquarters and address of AUAP shall be: Suranaree University of Technology, Nakhon Ratchasima, 111 University Avenue, Muang District, Nakhon Ratchasima 30000, Thailand.
- B. The Secretariat shall establish its services in Nakhon Ratchasima, Thailand.
- C. The location of either may be changed by a two-thirds majority decision of the General Conference, or in case of emergency by the Executive Board or by the Secretary-General in consultation with the President.

## **28. REGISTER OF MEMBERS**

The Secretariat shall keep and maintain a Register of Members in which

shall be entered the full name, address and date of entry of each Member. The register will be available for inspection upon reasonable notice of the request by Members subject to the provision of any Privacy Act and any other similar statutory provision at the address of AUAP.

## **29. CO-OPERATION WITHIN AUAP**

- A. Each Member shall co-operate with other Members in pursuing the objectives of AUAP.
- B. Each Member shall endeavour to participate in activities conducted under the auspices of AUAP and shall maintain regular communication with the Secretary-General.
- C. Each Member shall forward to the Secretary-General a report on its AUAP-related activities since the previous session of the General Conference.

## **30. AMENDMENTS TO THE CONSTITUTION**

- A. Any proposal from a Member to amend this Constitution shall be received in writing by the Secretary-General not less than five (5) months before an ordinary session of the General Conference at which such a request will be considered.
- B. Such proposal, together with the comments of the Executive Board, or any proposal to amend this Constitution from the Executive Board, shall be circulated, by registered mail, or any electronic means including but not limited to email, to Members not less than four (4) months before an ordinary session of the General Conference at which such amendments are to be considered.
- C. Proposals of which notice has been given in this form shall be debated during the sessions of the General Conference and shall come into immediate effect if adopted on by a two-thirds majority of the members attending a meeting called for the purpose, provided that

the total number of votes cast shall constitute a majority of the members attending the session.

### **31. DISSOLUTION AND DISPOSITION OF ASSETS**

- A. The dissolution of AUAP can only be effective upon the decision by two-thirds majority of all current and paid-up Members of AUAP.
  
- B. In the event of the dissolution of the AUAP, the Executive Board shall, after paying or making provision for the payment of all liabilities of AUAP, dispose of all assets of AUAP to the regional office of United Nations Educational Scientific and Cultural Organization (UNESCO) based in Thailand.



## **CODE OF CONDUCT FOR AUAP MEMBERS**

The code of conduct of the members of the AUAP aims to strengthen accountability, organisational sustainability, and collaboration. This Code outlines acceptable practices and should be used to direct member interaction with AUAP.

The following are acceptable practices for AUAP members:

- AUAP members are expected to make correct use of the AUAP name and logo in their branding strategy.
- AUAP members are expected to respect AUAP's mission and values. All their programmes and activities must be guided by the principles and goals of the AUAP.
- AUAP representatives are expected to act in a manner which upholds the reputation of AUAP and members of AUAP at all times.
- AUAP members' external relationships should be guided by the intention to collaborate with, and treat with respect and consideration AUAP, all members of AUAP and all other stakeholders.
- AUAP members are expected to handle their finances in a transparent and legal manner. Their accounts should be audited annually according to generally accepted accounting standards.
- No funds raised on behalf of the AUAP should be used for personal gain.
- In the exercise of their functions, AUAP representatives are expected to conduct themselves in an honest manner at all times. Falsification of documents or partaking in any other criminal or otherwise unlawful activity is not tolerated.
- AUAP members cannot deliver written or oral statements or speak

on behalf of AUAP unless the statements or comments have been explicitly approved by the AUAP Secretariat.

- All AUAP members should be active and reachable. If inactive or unreachable for a prolonged period of time, such member's membership of AUAP is at risk.

# **HARRASEMENT RESPONSE GUIDELINES AT AUAP EVENTS**

## **INTRODUCTION**

The Association of The Universities of Asia and the Pacific (AUAP) is a non-profit organization working to strengthen and improve the issues relating to education through the engagement of people and organisations who share a global mind-set and support international cooperation in all types of events.

Harassment behaviour or conduct is contrary to AUAP Constitution, objectives and the its values which promote in all occasions tolerance, understanding, solidarity and co-operation among men, women and children without distinction as to race, sex, language, religion or political orientation.

AUAP is committed to providing a harassment-free experience to all participants in all of its events. To that extent, this “Harassment Policy at AUAP Events” offers guidance on how participants can engage with one another and with AUAP personnel during the events, and the applicable procedures in case of harassment reports.

## **RESPONSE GUIDELINES**

Harassment can be defined as any improper and unwelcome conduct that might reasonably be expected or be perceived to cause offense or humiliation to another. Harassment includes – but is not limited to – words, gestures or actions which tend to annoy, alarm, abuse, demean, intimidate, belittle or cause personal humiliation or embarrassment to another; or that cause an intimidating, hostile or offensive work environment. It includes harassment based on any grounds such as nationality, race, religion, age, colour, creed, ethnic origin, physical attributes, disability, gender, gender identity or sexual orientation. It can include a one-off incident or a series of incidents. Harassment may be deliberate, unsolicited and coercive.

In particular, sexual harassment is any unwelcome sexual advance, request for sexual favour, verbal or physical conduct or gesture of a sexual nature, or any other behaviour of a sexual nature that might reasonably be expected or be perceived to cause offense or humiliation to another. Sexual harassment may occur when it interferes with participation to the event is made a condition of participation to the event or creates an intimidating, hostile or offensive environment. It can include a one-off incident or a series of incidents. Sexual harassment may be deliberate, unsolicited and coercive. Both male and female can be either the victim or offender.

A participant is any person who registers and/or participates in, free of charge or in exchange of a fee, to any type of event organized by AUAP, any meeting, training, workshop, dialogue, camp or conference, etc. The alleged offender, subject to the resolution processes described hereunder, may be any participant or AUAP planning team member.

Any participant to any event organized or co-hosted by AUAP will be responsible for harassment behaviour or conduct. He/she may be subject to the appropriate administrative or disciplinary measures by AUAP. And participants who are found to have violated this policy could face expulsion at the discretion of AUAP.

Any participant experiencing harassment should immediately report the incident to AUAP Secretary-General or any AUAP officer or staff. They are recognizable by their badges in all occasions.

A meeting with the alleged offender will be convened by AUAP where he/she, who may not understand that he/she is being offensive, will be explained the reasons and asked to stop or alter his/her behaviour. Complainants who feel that they are being subject to harassment are encouraged, where possible, to inform the alleged offender that his/her conduct is unwelcomed and request that such conduct ceases.

AUAP will seek to assist the complainant in contacting security personnel or local law enforcement as appropriate, and take any other measures deemed necessary to ensure participants feel safe. It is the responsibility of the complainant to work directly with security or law enforcement to initiate security or legal enforcement.