

**CONSTITUTION OF THE ASIA-PACIFIC  
ASSOCIATION OF CATALYSIS SOCIETIES**

# CONSTITUTION OF

## THE ASIA-PACIFIC ASSOCIATION OF CATALYSIS SOCIETIES

WHEREAS, a number of societies active in the study of catalysis and related subjects have been formed within the countries or regions of Asia and the Pacific Region, each with their own agenda for scientific meetings and programs;

AND WHEREAS, the Asia-Pacific Congress on Catalysis (APCAT) has been successfully held three times as of the end of 2003, providing opportunities for academic and scientific exchange between scientists and engineers of the participating countries and regions;

HEREWITH, this Constitution is established for the foundation of an **Asia-Pacific Association of Catalysis Societies**<sup>\*\*</sup>, hereinafter referred to as “**APACS**” and pronounced [’eipæks]<sup>\*\*</sup>, as a non-profit organization to define the procedures whereby the affairs of the APACS meetings are properly and lawfully conducted. APACS aims to advance the study of catalysis and related subjects as well as to promote academic and scientific cooperation and exchange among the countries and regions of Asia and the Pacific Region. APACS will work to oversee and coordinate scientific activities such as the APCAT in order to provide a forum for the presentation and communication of the most advanced catalytic research work among the science communities of these regions.

### Articles:

|  |   |
|--|---|
| Article 1. Name and objectives.....                            | 3 |
| Article 2. Membership.....                                     | 3 |
| Article 3. Duties of the Committee.....                        | 4 |
| Article 4. Membership of the Committee.....                    | 4 |
| Article 5. Officers of the Committee.....                      | 5 |
| Article 6. Officers.....                                       | 5 |
| Article 7. Meetings of APCAT.....                              | 6 |
| Article 8. Finances.....                                       | 7 |
| Article 9. Alterations and Amendments to the Constitution..... | 8 |

<sup>\*\*</sup> Points that need discussing.

## **Article 1. Name and objectives**

The name of the organization shall be established as the Asia-Pacific Association of Catalysis Societies (APACS), the objectives of which shall be:

- a. To promote scientific and technical progress both in the fundamental understanding and the application of catalysis as well as in related scientific disciplines;
- b. To organize the Asia-Pacific Congress on Catalysis, referred to as APCAT;
- c. To serve as a center for catalysis scientists in this region to exchange academic and scientific information and viewpoints in their specific fields;
- d. To provide liaison with foreign catalysis societies, e.g., the International Association of Catalysis Societies (IACS), as well as with other scientific organizations and individuals;
- e. To arrange meetings as the necessity should arise and to approve bylaws or activities as shall advance the above objectives.

## **Article 2. Membership**

The basis for membership in APACS shall be as follows:

- a. Any country or region of Asia and the Pacific Region associated, directly or indirectly, with the fields of endeavor referred to in Article 1, shall be eligible for full membership.
- b. In addition to those countries or regions in membership at the time of APACS's foundation, other countries or regions in Asia and the Pacific Region may also be admitted upon application by the applicant's national or regional catalysis organization or other sponsoring body, such as a national or regional chemical society or academy of sciences. The admission of an applicant shall be approved by the Committee (defined in [Article 3](#)) with a majority of more than two-thirds (2/3) of those present and voting.
- c. A minimum requirement for membership is that scientists working in that country or region have once contributed at least one presentation to an APCAT.
- d. All members of any APACS-affiliated catalysis society(ies) shall become individual members of APACS.
- e. No membership fees shall be collected.
- f. Nothing, herein, shall preclude a member of any catalysis society(ies) from becoming an individual member of APACS, notwithstanding the said catalysis

society's non-affiliation with APACS. This provision may be subject to review as APACS develops.

- g. Nothing, herein, shall preclude an individual from becoming a member of APACS, notwithstanding his/her non-affiliation with any national or regional catalysis society. This provision may be subject to review as APACS develops.
- h. Citizens outside and inside Asia and the Pacific Region may also apply to the Secretary (defined in Article 5 and Article 6) for admission as a member of APACS.
- i. The local society(ies) shall be an entity that are separated from APACS.

### **Article 3. Duties of the Committee**

The affairs of APACS shall be conducted by a Committee, the duties of which shall be:

- a. To promote the objectives of APACS as set out in Article 1;
- b. To administrate the affairs of APACS and to maintain its continuity;
- c. To establish policies for APACS and direct their execution, pursuant to the objectives of APACS;
- d. To meet, where and when convenient, at the call of the Chairperson (defined in Articles 5 and Article 6) to discuss issues pertaining to APACS, with one of the meetings generally held during an APCAT conference.

### **Article 4. Membership of the Committee**

- a. The Committee shall consist of duly accredited delegates of member countries or regions, recommended by the society(ies) of each member country or region.
- b. The number of delegates from a country or region shall be two or less than two. This will be reconsidered after a convenient period, with the possibility of varying membership in a manner that reflects the size of local societies. A maximum of two delegates from any country is preferred. Advisors, Chairperson, and Vice-chairperson do not have a right to vote in the APACS meetings, unless they vote in place of two delegates of their countries.
- c. Only members of APACS shall be eligible for representation in the Committee. Delegates shall not be encouraged to hold the office for more than two terms. \*\*
- d. The normal term of office for each delegate shall be from the beginning of one APCAT until the beginning of the next.

\*\* Points that need discussing.

- e. A quorum of 40% of delegates shall be required for a full meeting of the Committee.
- f. Any dispute concerning the selection of delegates from any country or region shall be resolved by negotiation within the APACS Committee as well as the governing body(ies) of the catalysis society(ies) in that country or region.
- g. Alternate representatives, duly approved by a national or regional society, may attend Committee meetings in place of its official delegate(s).

#### **Article 5. Officers of the Committee**

- a. The Officers of the Committee shall consist of a Chairperson, Vice-Chairperson, Secretary, and Treasurer. The normal term of office shall be from the end of one APCAT until the end of the next.
- b. Any member of APACS is entitled to nominate and be nominated for office, and to vote in the elections.
- c. The APACS Committee delegates attending an APCAT shall elect a Vice-Chairperson by secret ballot. The Vice-Chairperson shall then become the next Chairperson after the Congress. The previous Chairperson will be invited as an advisor for one term.
- d. The Secretary and Treasurer are recommended by the Chairperson and approved by the Committee. \*\*
- e. Elections shall be decided by a simple majority of those present and voting.
- f. A person who is a candidate for office must signify willingness to stand.
- g. No more than two of these four Officers may be from the same country or region.

#### **Article 6. Officers**

- a. The Chairperson shall be the chief executive officer (CEO) of APACS. He/She shall supervise the work and duties of the Committee, preside over its meetings, and be responsible for the execution of its decisions and policies. He/she shall represent the Committee at and between APCATs. He/she shall supervise the Secretary in submitting interim reports of the operation of APACS to its membership at APCATs as well as to the Committee delegates at their meetings. Moreover, he/she shall perform any other duties as may be prescribed by the Committee as circumstances may necessitate.
- b. The Vice-Chairperson shall perform all of the duties of the office of Chairperson in the latter's absence, incapacity or arbitrary refusal to act, and, when so acting, shall

\*\* Points that need discussing.

have all powers of and be subject to all restrictions of the office of Chairperson. Further, he/she shall perform any other duties as may be prescribed by the Committee or by the Chairperson as circumstances may necessitate.

- c. The Secretary shall serve both the Committee and the Officers. He/She shall prepare minutes of Committee meetings and distribute them to members of the respective bodies. He/she shall oversee the elections of the Officers of the Committee, unless he/she is a candidate, in which case the Chairperson shall appoint an alternate Secretary. He/she shall notify the scientific bodies in countries and regions represented in the Committee, at least six months before an APCAT, to review and certify their representation on the Committee. He/she shall maintain a list of the membership and their addresses. He/she shall send to the members of the Committee and/or to the membership all notices pertaining to the operation and organization of APACS as well as to the time, date and place of all meetings to be held by the members of the Committee and/or of the membership. He/She shall receive and distribute to members of the Committee the petitions for the admission of new countries and regions to APACS and new delegates to the Committee or petitions for requesting amendments to the Constitution. He/she shall be the custodian of the corporate seal and of all books and records of APACS. Further, he/she shall perform any other duties as may be prescribed by the Committee or by the Chairperson as circumstances may necessitate.
- d. The Treasurer shall receive funds required for the operation of APACS. He/she shall hold these funds and disburse them in accordance with the decisions of the Officers. He/she shall prepare an Annual Statement of the finances of APACS, submitted for review and approval by the Committee, and shall distribute a Summary Statement at the time of each APCAT to the members of the Committee and to all members of APACS.

#### **Article 7. Meetings of APCAT**

- a. The application proposed for the next APCAT shall be submitted to the Secretary and the Chairperson at least one month before the coming APCAT.
- b. During each APCAT, the APACS Committee shall approve by a majority vote a venue for the next APCAT, within the geographical area of one of the member countries or regions, and shall appoint the local society, in consultation with the APACS Committee, to be in charge of the organization of the next APCAT.
- c. The Organizing Committee for each APCAT, although responsible for every initiative and decision involving the organization work, shall follow the general directions given by the APACS Committee in order to maintain its permanent interests and objectives.
- d. The Organizing Committee shall provide the APACS Committee with a report on

the planning of the next APCAT and shall submit a full statement on the proposed program at least 18 months \*\* before its start. Regular reports are required following the submission of the initial proposal. The APACS Committee shall be responsible for overseeing the local organization of the next APCAT to ensure its timely and financially secure execution.

- e. The Organizing Committee shall provide the APACS Committee with a report summarizing the APCAT held under their organization and shall provide the Treasurer with a confidential statement summarizing its finances within twelve months of the end of an APCAT.
- f. The Chairperson of the last APCAT and the Chairperson of the next APCAT shall be invited to join the APACS Committee meetings as well as the meetings of its Officers when important issues concerning the organization of APCAT shall be discussed. They shall also have the right to voice opinions and vote on the issues regarding the APCAT organization.
- g. The Officers of APACS may, from time to time, call further meetings in association with a convenient occasion. Although Officers are normally expected to bear the expenses of such meetings from their own resources, unavoidable expense should be met from funds controlled by the Committee (see Article 5)

#### **Article 8. Finances**

- a. The financial obligations of the Committee shall be limited to correspondence, and when required, to providing secretarial help to the Secretary and assistance to the Chairperson for the operation of APACS. The amount of funds to be dispensed for secretarial and other assistance shall be determined by the Committee.
- b. No compensation shall be paid to any of the Officers for services rendered to APACS; however, Officers can be reimbursed for expenses incurred that are deemed valid for reimbursement by the APACS committee.
- c. The Committee shall arrange for its own financing. A proportion (normally 10% \*\*) of the sum of all registration fees of an APCAT shall be turned over to the Treasurer as a levy to support APACS's organization.
- d. Upon written request by the local Organizing Committee, the APACS Committee will be able to provide a loan of up to a certain percentage (i.e., normally 30% \*\*) of the sum received from the levy of the previous APCAT to cover the operating and, when necessary, the up-front costs for the organization of the next APCAT Congress. The Committee, as advised by its Treasurer, shall decide on the interest to be paid by the Organizing Committee for such a loan, which must subsequently be repaid within twelve months of the end of the next Congress.

\*\* Points that need discussing.

## **Article 9. Alterations and Amendments to the Constitution**

- a. Alterations or amendments, which may take the form of additional Articles, modifications, deletions or revisions of existing Articles, may be made by the Committee, and must be approved by two-thirds (2/3) of those voting. On this occasion, a majority of the Committee members must be present.
- b. Alterations or amendments should be proposed by three or more members of the Committee in writing to the Secretary at least three months before the date of the next Committee meeting. The proposed alterations or amendments should be quoted in full on the agenda for that meeting and distributed in advance to the members of the Committee.
- c. Changes to the articles of the APACS and operational matters may be also voted upon by a two thirds majority of all the voting members of the committee during an on-line meeting of all the members via electronic, remote mail.