

**BY-LAWS  
OF  
ASEAN QUALITY ASSURANCE NETWORK**

**Article 1.  
EXECUTIVE COMMITTEE**

**Section 1. Protocol to Conduct Election of Executive Committee.**

- Election of the AQAN Executive Committee must be carried out in the Annual Roundtable Meeting once in three years. Nominations should be made by Full Members.
- The members of the Roundtable should nominate the Election Chairman to preside over the conduct of the election process.
- The Vice President will automatically replace the President as stated in the Constitution, article 46. The remaining Executive Committee are then elected.
- Nominations must be made orally at the meeting and through a seconded motion.
- Only Full Members are entitled to vote at the Roundtable and may vote by proxy using an Appointment of Proxy form.
- To be elected, a candidate must receive a simple majority from Full Members.
- In the case of a tie, the Election Chairman shall call for another vote.

**Section 2. Committees and Working Groups.**

- To execute its many tasks the Executive Committee may form several committees and working groups. Their composition and responsibilities can vary depending on circumstances and the interest of individual Executive Committee members.

**Section 3. Executive Committee Meetings.**

- The Executive Committee shall meet in person at least once annually.
- Whenever necessary, electronic Executive Committee meetings are organised. During the Executive Committee Meeting, specific matters are discussed. The meeting may also be carried out by circulation.
- The notification must be done 30 days prior to the meeting.
- The hosting of the next Executive Committee meeting and its logistical matters will be decided during the present Executive Committee meeting.

#### **Section 4. Contacting the Executive Committee.**

- The Secretariat decides which e-mails or letters are forwarded to the Executive Committee thereby drawing a distinction between e-mails or letters directed to the President, Vice-President, Secretary, Treasurer and e-mails aimed at an individual Executive Committee member.

### **Article 2.**

#### **MEMBERSHIP**

#### **Section 1. Procedures for Membership Application.**

- Applicants need to submit their membership application for one of the four membership categories. The application form is available on the AQAN website.
- The application is reviewed by the Secretary of AQAN. The Secretary has the right to ask additional questions when the information provided by the applicant is not clear.
- The application will be forwarded to the Executive Committee for decision. The Executive Committee will decide if the application fulfils the membership criteria in the Constitution (see Section V, Clause 9).
- The Secretary acts as a convener for the Executive Committee and communicates the decision of the Executive Committee to the applicant. In case of a negative decision the communication is limited to the message that the applicant did not fulfil the membership criteria stipulated in the Constitution.

#### **Section 2. Guidelines for Membership Decision.**

- The Executive Committee uses the following guidelines for Associate Membership:
  - i. Application for associate members of AQAN will not be opened to the higher education institutions.
  - ii. In applying for Associate Membership, an applicant must state the nature of its major interest in quality assurance.
  - iii. This interest must be active, e.g. carrying out research in quality assurance, not merely being aware of developments in quality assurance.
  - iv. An applicant whose interest in quality assurance systems solely from providing consultancy related to quality assurance is not eligible for Associate Membership.
  - v. An institution may be accepted as an Associate Member provided:
    - it is in good standing with the relevant external quality assurance agency (if any).
    - it has a systematic approach to quality assurance, e.g. by having a quality assurance office and/or by carrying out regular structured review of parts of the institution, so that it finds value in sharing review experiences with external quality assurance agencies.

### **Section 3. Membership Fee.**

- The fee amount and its increment (if any) are determined by the Roundtable. The AQAN constitution in Section VI Clause 20 describes the different fee categories (entrance and annual membership fee). The present fees (in 2016) for AQAN Full / Associate / Affiliate Members are:
  - i. Entrance Fee : USD 500
  - ii. Annual membership fee : USD 500
  - iii. Fee for Affiliate Members : USD 100
  - iv. Honorary Members are exempted from the entrance and membership fee.
- The entrance fee is chargeable once for every member. The Secretariat sends out the invoices for annual membership fee early in the year, normally in January.
- All subscription shall be payable to the Treasurer in advance no later than May of each year.
- New members that apply during the year receive the invoice immediately after their application is accepted.
- When the fee invoices are sent, early in the year, members one year in arrears (i.e. who have not paid for the previous year) shall receive a written notification signed by or on behalf of the Secretary, and shall be denied the privileges of membership until he settles his account.
- Any members two years in arrears when the invoices are sent are informed that if they do not pay by a specified date (about a month ahead), shall automatically cease to be a member of the Network, and the Executive Committee may direct legal action be taken against him, provided that they are satisfied that he has received due notice of his debts.

### **Article 3.**

#### **SECRETARIAT**

### **Section 1. Appointment of the Secretariat.**

- The AQAN Permanent Secretariat is in Malaysia, unless decided otherwise by the AQAN Roundtable Meeting. It will be hosted by the national quality assurance agency, a full member of AQAN.
- In order to carry out the administration and management tasks for the Network the Secretariat shall receive financial support totalling USD 1,000/year for the services provided. The fund shall be payable to the hosting Agency of the Secretariat. The fund will be used to cover the costs of electricity, stationery/paper, server, domain and hosting the AQAN website.
- In order to facilitate and provide secretarial support in the organization of AQAN activities, it is proposed that the cost of secretarial services will be borne by AQAN. The costs include the accommodation, return airfare (economy class), and travel insurance. The assigned officer who is representing the

Secretariat for each AQAN activity also entitled to get per diem totalling USD 50/day as well as a lump sum of USD 150 to cover the cost of local and international airport transfers.

- The cost of secretarial services or advance shall be paid upon application by the assigned officer who is representing the Secretariat. The fund will be transferred to his/her account directly via electronic funds transfer (EFT). Relevant original / copies of documents / receipts relating to the costs must be provided upon payment/reimbursement. He/she may also claim other official expenses while performing official duties to AQAN with relevant original / copies of documents / receipts.

## **Section 2. Responsibilities.**

- The Secretariat is responsible for the administration and management of the Network. The following responsibilities are carried out by the Secretariat:
  - i. To respond to queries from members of AQAN
  - ii. To assist the Secretary in communicating the decision of membership applications to respective applicants
  - iii. To prepare the invoice for the membership fee yearly, dealing with the receipts and following up on late subscribers
  - iv. To update the membership registers
  - v. To prepare the proposals for AQAN activities, detailing the responsibilities of the host (if any) and the Secretariat
  - vi. To organize meetings of the Network including preparation of the agenda, supporting documents and logistic arrangement
  - vii. To circulate the minutes of meeting
  - viii. To provide secretarial support in the organization of the annual seminar
  - ix. To conduct matters relating to the election of Executive Committee
  - x. To keep financial records
  - xi. To assist the Treasurer in preparing the budgets and annual financial reports
  - xii. To produce and distribute the reports, promotional materials and any other publications
  - xiii. To maintain the AQAN website
  - xiv. To assist the Secretary in liaising with regional and other networks

**Article 4.**  
**FINANCES**

**Section 1. Budget Allocation**

- AQAN is a non-profit organisation. Its budget will be on the agenda at the Executive Committee Meeting and the Roundtable Meeting.
- The documents below will be required to be submitted during the Executive Committee Meeting and Roundtable Meeting for verification and validation:
  - i. The accounts of the preceding year
  - ii. The budget of the present year
  - iii. The draft budget for the coming year
- The Treasurer is responsible in the preparation of the budget proposals with the assistance of the Secretariat.
- The Secretariat will assist in the preparation of the quarterly financial report. It will then be communicated to the Executive Committee upon Secretary's approval.
- Funding for AQAN is derived from fees, grants, donations or other earnings. The Treasurer may seek donations or funding from any relevant organization or financial institution to support the activities of AQAN.
- The Treasurer will provide an annual financial report to the AQAN Secretariat to be disseminated to the member agencies.