

**ASIAN PLANNING SCHOOLS ASSOCIATION (APSA)
CONSTITUTION^{1,2,3} (as of 2 November 2013)**

I. NAME

The name of the organization shall be called the Asian Planning Schools Association or APSA for short.

II. OBJECTIVES

The Association shall be a non-profit, non-political entity and have the objectives of:

1. Provide an Asian forum for the identification and discussion of planning issues and the development of collaborative research.
2. Encourage the conduct and dissemination of collaborative research and dissemination of its results by researchers and professionals in planning education in Asia.
3. Promote opportunities for the development of planning curricula and research in the context of planning education and practice in Asia.
4. Encourage the development of and provision for the dissemination of information on new and improved methods of coping with planning (urban, rural, regional, and environmental) issues in Asia.
5. Enhance opportunities for the conduct of research and development project on issues of mutual interest in Asia in cooperation with International Agencies to include bilateral support.
6. Provide assistance to members in overcoming barriers to the international movement of staff and students between planning educational institutions in Asia and in enhancing opportunities for the exchange of staff and students between the regions represented in the membership.

III. GEOGRAPHICAL COVERAGE²

The geographical coverage of the Association shall be the same as the geographical coverage of Asia of the United Nations Educational, Scientific and Cultural Organization (UNESCO) which includes East and South East Asia, South Asia and Central Asia which includes Afghanistan, Bhutan, Iran (Islamic Republic of), Kazakhstan, Kyrgyzstan, Maldives, Nepal, Tajikistan, Turkmenistan, and Uzbekistan.

IV. MEMBERSHIP

There are three categories of membership in the Association : Full Member, Associate Member, and Corresponding Member.

1. Full Membership shall be open to all degree granting academic programmes and institutions in Asia with planning curricula. Representative of Full Member may attend meetings of the Association, participate in its discussions and deliberations, vote, and hold office.
2. Associate Membership shall be open to all degree granting academic programmes and

institutions in Asia related to planning but do not qualify for Full Membership, and to other National Professional bodies in Asia related to planning as well as other entities supportive of planning education. Representative of Associate Member may attend meetings of the Association, take part in its discussions and deliberations and receive its publications, but may not vote or hold offices.

3. Corresponding Membership shall be open to all degree granting academic programmes and institutions outside Asia with planning curricula who are interested in the activities of the Association. Representative of Corresponding Member may attend meetings of the Association, participate in its discussions and deliberations, but may not vote or hold office.

Application for membership shall be dealt with by the Executive Committee, provided that the Membership Committee is not established.

V. STRUCTURE OF THE ASSOCIATION

The structure of the Association shall be :

1. GENERAL ASSEMBLY
2. COUNCIL
3. EXECUTIVE COMMITTEE
4. OTHER COMMITTEES

1. GENERAL ASSEMBLY

- (1) General Assembly shall be the Association's formal means of consultation.
- (2) General Assembly shall consist of all Full Members of the Association.
- (3) General Assembly shall be convened biennially; time and place shall be determined by the Executive Committee from time to time. When necessary, General Assembly shall be convened at the discretion of the Executive Committee or the majority of the Full Members.
- (4) General Assembly shall report and review preceding activities of the Association.
- (5) General Assembly shall discuss activities of the Association.
- (6) Quorum :
One-third of Full Members or a minimum of ten (the lesser of the two) in which at least three members of the Executive Committee and at least two other members of the Council of Representatives shall constitute a quorum for the General Assembly.
- (7) Participation to the General Assembly meetings is opened to all individuals, faculties, students, and representatives of Full Members, Associate Members, and Corresponding Members.

2. ***COUNCIL***

- (1) All the Association's powers shall rest with the Council.
- (2) The management and administration of the Association shall be delegated to the Executive Committee but are always under the ultimate control of the Council.
- (3) The functions of Council are as follows:
 - a. adopt policies, guidelines and programmes of the Association.
 - b. approve financial statements for the preceding fiscal years and budget for the following fiscal years.
 - c. election and termination of office of Executive Committee Members;
 - d. establishment of internal rules and of the level of membership subscriptions;
 - e. amendment of the Association's rules and its dissolution.
 - f. termination of any members, appeals on membership applications, and disputes between any members of the Executive Committee;
- (4) The Council shall be composed of the following members:
 - a. the representatives of Full Members of countries/special regions; and
 - b. the Executive Committee Members
- (5) The representatives of the Full Members are :
 - a. Where a country/special region has one Full Member, it shall represent that country/special region.
 - b. Where a country/region has more than one Full Member but less than or equal to 10 members, all Full Members of that country/region shall organise an election of two representatives. The Secretary General shall be responsible for the general oversight of this process.
 - c. Where a country/region has more than 10 Full Members but less than or equal to 20 members, all Full Members of that country/region shall organise an election of three representatives. The Secretary General shall be responsible for the general oversight of this process.
 - d. Where a country/region has more than 20 Full Members, all Full Members of that country/region shall organise an election of four representatives. The Secretary General shall be responsible for the general oversight of this process.
- (6) Each Council so formed shall last for two years.
- (7) Special meeting of the Council shall be called by the President on the request of at least five of its members.

- (8) The Secretary General shall inform Council members of the agenda, date, time and place of each meeting at least two weeks in advance.
- (9) The quorum of the Council shall be at least seven members, including at least three Executive Committee Members of the Association.
- (10) Members of the Council can designate another member proxy in their absence. No member can be proxy for more than one person. In calculating the quorum, any proxy must be disregarded.
- (11) The Council shall be chaired by the President.
- (12) Resolutions shall be carried on a simple majority, except in those special cases stipulated in this constitution. Where voting is evenly split, the President shall have the casting vote.

3. *THE EXECUTIVE COMMITTEE*

- (1) The Executive Committee shall consist of the following members :
 - a. President, Vice-President, and Secretary-General.
 - b. Past President in the preceding term.
 - c. Three Committee Members.
- (2) Members of the Executive Committee shall be elected by the Council.
- (3) Members of the Executive Committee are the Officials of the Association.
- (4) Every Executive Committee Member shall be a person on the teaching staff of a Full Member of the Association.
- (5) The term of office of the Executive Committee shall normally be two years.
- (6) An Executive Committee Member can be relieved of her/his functions by notification in writing from the Secretary General. This termination applies from the date when a replacement takes effect.
- (7) In case of removal from office or incapacity, the Executive Committee may appoint up to two temporary Executive Committee Members for the remaining period of office. For more than two, the Council shall elect a new Executive Committee Member.
- (8) By a two thirds majority, the Council may remove any Executive Committee Member from office. Where a member from the Association becomes terminated, this implies also removal from any office held as an Executive Committee Member.
- (9) Unless otherwise provided herein, vacancies on the Executive Committee shall be filled by a person appointed by the President with the consent of other Executive Committee Members for the remainder of the term of office.
- (10) Should the President be prevented from carrying out his/her duties for whatever reason, he/she shall be replaced by the Vice-President or the Secretary-General.

- (11) Duties and Powers :
- a. The Executive Committee is empowered to transact all routine business of the Association.
 - b. The majority of the Executive Committee shall form the quorum.
 - c. The Executive Committee shall meet at the call of the President or the majority of its members: notice of the meeting, date, time, and place shall be in writing, at least six weeks prior to the meeting, to each member of the Executive Committee.
 - d. Appoints Committees and receives their report.

4. OTHER COMMITTEES

The Council and the Executive Committee may appoint any other committees with specific functions. Committees of the Association may include the following:

- (1) Review and Appraisal: chaired by the Vice-President to review program and organization of the Association and to recommend policy or organizational changes.
- (2) Membership: to interpret conditions for membership in the Association, to recommend needed changes in membership criteria, to receive applications for membership and submit them to the Executive Committee with recommendations.
- (3) Nomination and Election: to nominate a candidate or candidates for each office in the Association in advance of the biennial General Assembly meeting. The Past President shall be ex-officio member without vote.
- (4) Publication: to issue Newsletters and Journals of the Association when appropriate; to publish a report on specific issues of the Association's concern.
- (5) Such other committee as the Council or the Executive Committee may appoint.
- (6) Activities and budget executed by such committees as appointed by the Executive Committee shall be authorized at the upcoming Council.

VI. OFFICERS

1. Officers shall consist of President, Vice-President, and Secretary-General.
2. All officers shall be nominated and elected at the Council-
3. Duties of the Officers :
 - (1) President
 - a. Chairs the General Assembly, Council and the Executive Committee.
 - b. Interprets policy established by the Council or the Executive Committee.
 - c. Coordinates activities of officers and committees.
 - d. Prepares annual budgets for approval of the Council.
 - e. May appoint advisors and honorary members in concurrence with the Executive Committee.

- (2) Vice-President
 - a. Arranges programs of meetings other than those for transaction of business.
 - b. Undertakes special tasks assigned by the Executive Committee.
 - c. Acts for the President in his absence or incapacity.
 - d. Assumes the Office of President in the event the incumbent resigns or is otherwise unable to complete his term.

 - (3) Secretary-General
 - a. Keeps records of membership including names and titles of responsible heads of schools and of those authorized to vote in the Association's meetings.
 - b. Collects and maintains current information on schools and other organizations relating to planning for the use of the Association.
 - c. Conducts correspondence of the Association.
 - d. Keeps and distributes minutes of the Association and Executive Committee meetings.
 - e. Collects fees, keeps financial account, deposits funds.
 - f. Approves expenditures, makes disbursements.
3. Terms of office of all officers in the Association shall normally be two years unless otherwise provided herein.

VII. STAFF OF THE ASSOCIATION

The President may appoint, with the concurrence of the Executive Committee, Executive Manager of the Association. The salary, duties, responsibilities and authority of such Executive Manager shall be determined by the President and concurred in by the Executive Committee.

The President may also appoint other staff persons to assist in carrying out the business of the Association. All such appointments, their salaries, duties, responsibilities, authority and their relationship to the Executive Manager, if one has been appointed, shall be determined by the President and concurred in by the Executive Committee. This power may be delegated to the Executive Manager, such actions shall be ratified by the Executive Committee.

VIII. FEES

The annual fees of Full Members, Associate Members, and Corresponding Members shall be fixed at the Council based on proposal by the Executive Committee from time to time.

IX. ADDRESS OF THE ASSOCIATION

The address of the Association shall be determined in the First Meeting of the new Executive Committee.

X. AMENDMENTS OF CONSTITUTION

This Constitution may be amended by an affirmative vote of a majority of the total number of members at any biennial meeting of the Association or by mail ballot. Proposed amendments to the Constitution shall be submitted to the Secretary-General at least sixty days before the biennial meeting and a copy thereof sent forthwith by the Secretary-General to each member.

XI. IMPLEMENTING CLAUSE

1. This Constitution shall take effect as of 26 August 1993.
2. The fiscal year of the Association shall start from 1 September and end on 31 August in the following year.
3. Audit of the Association shall be conducted by a Certified Public Accountant or C.P.A. firm wherein the Association abide by laws in the region.
4. Election of Officers for the first term is held at the first General Assembly based on the nominations by the Preparatory Committee.

Notes :

1. The Constitution was adopted by the 1st General Assembly held at the Centre of Urban Planning and Environmental Management, The University of Hong Kong, Hong Kong, on 26 August 1993.
2. Amended in the 7th General Assembly of the Association that was held in Penang, Malaysia, on 13 September 2005.
3. Amended in the 10th General Assembly of the Association that was held in Taipei on 2 November 2013.

The Association was founded in August 1993 at the *2nd International Congress of Asian Planning Schools* in Hong Kong that was organized by Dr. Anthony Yeh of the Centre of Urban Planning and Environmental Management, University of Hong Kong on 25-27 August 1993 as part of the celebration programme of the 80th anniversary of the University. This Congress was a follow up activities of the *1st International Congress of City and Regional Planning Schools/Departments of Asian Universities* organized by Prof. Sadao Watanabe, Department of Urban Engineering, Faculty of Engineering, University of Tokyo, at the University of Tokyo, Tokyo, Japan in 11-12 November 1991. In that meeting, Prof. Watanabe explored with the participants the idea of setting up a more formal organization for further exchange. This idea was further explored in the 2nd International Congress. The participants from 15 countries in Asia participated in the Congress felt that there was a need to establish a formal network for exchange and collaboration and particularly to enhance urban and regional planning education and research in Asia. Representatives from 19 planning schools in Asia from Bangladesh, Hong Kong, India, Indonesia, Japan, Korea, Malaysia, Singapore, Sri Lanka, Philippines, Pakistan, People's Republic of China, Taiwan, Thailand, and Vietnam agreed to form the Asian Planning Schools Association to achieve these objectives. Prof. Sadao WATANABE, Emeritus Professor of the Department of Urban Engineering, University of Tokyo, was elected first President of the Association, Assoc. Prof. Lan Yuan LIM, Head of the School of Building and Estate Management, National University of Singapore, was been elected as the Vice-President, and Dr. Anthony G.O. YEH, Assistant Director of the Centre of Urban Planning and Environmental Management, University of Hong Kong, was elected as the Secretary-General.

Executive Committee of the Asian Planning Schools Association 1993-95

- President :* Prof. Sadao WATANABE
Department of Urban Engineering
University of Tokyo, Tokyo, Japan
- Vice-President :* Assoc. Prof. Lan Yuan LIM
School of Building and Estate Management
National University of Singapore, Singapore
- Secretary-General :* Dr. Anthony Gar-On YEH
Centre of Urban Planning and Environmental Management
University of Hong Kong, Hong Kong
- Executive Manager :* Mr. Takumi YAHATA
- Committee Members :* Prof. Ir. Moh. Sahari BESARI
Faculty of Civil Engineering and Planning
Institute of Technology Bandung, Bandung, Indonesia
- Prof. Chong Won CHU
Department of Urban Engineering
Seoul National University, Seoul, Korea
- Prof. Ashley L. S. PERERA
Department of Town and Country Planning
University of Moratuwa, Moratuwa, Sri Lanka

Founding Members of the Association

Department of Urban and Regional Planning, Bangladesh University of Engineering and Technology, Dhaka, Bangladesh
Centre of Urban Planning and Environmental Management, University of Hong Kong, Hong Kong
Department of Physical Planning, School of Planning and Architecture, New Dehli, India
Faculty of Civil Engineering and Planning, Institute of Technology Bandung, Bandung, Indonesia
Department of Architecture and Planning, Gadjah Mada University, Yogyakarta, Indonesia
Department of Environment Engineering, Osaka University, Osaka, Japan
Department of Urban Engineering, University of Tokyo, Tokyo, Japan
Department of Urban Engineering, College of Engineering Seoul National University, Seoul, Korea
School of Housing, Building and Planning, Universiti Sains Malaysia, Penang, Malaysia
School of Building and Estate Management, National University of Singapore, Singapore
Department of Town and Country Planning, University of Moratuwa, Maratuwa, Sri Lanka
School of Urban and Regional Planning, University of the Philippines, Quezon City, Philippines
Faculty of Architecture and Planning, University of Engineering and Technology, Lahore, Pakistan
Department of Urban Planning, Tsinghua University, Beijing, People's Republic of China
College of Architecture and Urban Planning, Tongji University, Shanghai, People's Republic of China
Graduate Institute of Building and Planning, National Taiwan University, Taipei, Taiwan
School of Environment, Resources and Development, Asian Institute of Technology, Bangkok, Thailand
Department of Urban and Regional Planning, Chulalongkorn University, Bangkok, Thailand
Hanoi Architectural Institute, Hanoi, Vietnam