

Byelaws of Asian Concrete Federation (ACF)

Enacted: 24 March 2006
1st Revision: 22 November 2006
2nd Revision: 9 July 2008
3rd Revision: 16 October 2008
4th Revision: 11 November 2008
5th Revision: 31 July 2012
6th Revision: 10 September 2013
7th Revision: 23 November 2017
8th Revision: 4 November 2018
9th Revision: 11 September 2019

1. GENERAL

1.1 Scope of Byelaws

The byelaws described below shall be implemented in accordance to the Constitution of the Asian Concrete Federation, which will hereinafter be referred to as the Federation.

1.2 Byelaws Amendment Method

Byelaws may be amended or augmented by use of a simple majority vote of the Executive Council.

2. MEMBERSHIP

2.1 Admission Procedure

- (1) A person who wishes to become a Representative Member, Organization Member or Individual Member of the Federation shall submit an application to the Secretariat of the Federation.
- (2) Each Member Country/Region shall have one Representative Member. This Representative Member shall be selected by method deemed appropriate by the Member Country/Region.
- (3) Persons wishing to become Organization Members or Individual Members shall apply for membership separately.
- (4) Student member shall be a full-time student in a university program under the age of 35.

2.2 Acquisition of Membership Status

- (1) New membership shall be valid from the date the admission notice is issued to the end of the calendar year. Renewed membership shall be valid for one calendar year.
- (2) Each member has a unique membership number.

2.3 Cancellation and Termination of Membership

- (1) Members wishing to cancel membership shall submit a written request for cancellation to the Secretariat.
- (2) Membership of members who fail to remit their annual membership fee shall be terminated.

3. MEMBERSHIP SUBSCRIPTION

3.1 Membership Fees and Privileges

- (1) Representative Member category shall be divided into four subcategories: A, B, C and D. Selection of these subcategories shall be done at the discretion of the Representative Member of each Member Country/Region.
- (2) To change the subcategory of each member country/region, the Representative Member of the corresponding Member Country/Region shall submit a petition to the Secretariat specifying the desired subcategory change and the reason(s) for making such change. This must be done at least two months before the due date for payment of the membership fee.
- (3) Approval of changes made to the subcategories of the Member Country/Region shall be at the discretion of the Executive Council.
- (4) Membership fees, General Assembly voting rights, and benefits for each category/subcategory of membership are listed in Table 1.
- (5) Members (except for student members) whose membership subscription is valid at the time of the General Assembly shall be given the voting rights in the corresponding General Assembly.

Table 1 Membership Subscription, Voting Rights and Benefits

Category of Membership	Subscription	Voting Right at General Assembly (Votes/Member)	Benefits
Representative Member (RM)	Subcategory A: US \$4000 Subcategory B: US \$2000 Subcategory C: US \$1000 Subcategory D: US \$500	A: 100 B: 50 C: 25 D: 12	1) Voting rights for the election of the Executive Council and nominating rights for candidates of an Executive Council member. 2) Voting rights at the General Assembly. 3) 8 persons for subcategory A, 4 persons for subcategory B and 2 persons for subcategory C, 1 person for subcategory D can get 10% rebate on registration fee at Federation-organizing events for participants. 4) Free access to specified technical documents and publications.
Organization Member (OM)	Subcategory A: US \$ 600 Subcategory B: US \$ 300	A: 10 B: 5	1) Voting rights at the General Assembly. 2) 2 persons for subcategory A, 1 person for subcategory B can get 10% rebate on registration fee at Federation-organizing events for participants. 3) Free access to specified technical documents and publications.
Individual Member (IM)	US \$60 Student US \$0	1 Student 0	1) Voting rights at the General Assembly (except for student members). 2) A 10% rebate on registration fee at Federation-organizing events for participants, in case of not mentioning registration fee for 3) Free access to specified technical documents and publications.

*) The list of free access documents and publications will be approved by Executive Council.

3.2 Payment of Membership Subscription

- (1) All members regardless of categories or subcategories shall pay their membership subscription before March of each year.
- (2) Members who have applied for membership in or after March shall pay a membership subscription for the remaining period of the calendar year (in units of 1-quarter of year).

4. OFFICERS AND DUTIES

4.1 Roles of President, Vice-Presidents, and Treasurer

- (1) The Executive Council shall divide its operations into five areas: General Affairs, Policy Affairs, Education and Technical Affairs, Publication Affairs and Financial Affairs.
- (2) The President shall be in charge of the General Affairs. The Immediate Past President may assist the President as needed.
- (3) The Vice-Presidents shall be in charge of the Policy affairs, the Education and Technical Affairs, or the Publication Affairs.
- (4) The Treasurer is in charge of the Financial Affairs.

4.2 General Affairs (President and Secretary General)

Scope of work:

- a) Matters related the operation of the Executive Council.
- b) Matters related to the Secretariat.
- c) Matters related to the constitution, byelaws, rules and system.
- d) Matters related to project planning (along with Policy Affairs).
- e) Matters related to liaison and coordination among all officers.
- f) Matters related to publication and creation / maintenance of website administration.
- g) General Assembly and Executive Council administration planning and operation.
- h) Overall strategic planning.

4.3 Policy Affairs

Scope of work:

- a) Matters related to public relations and external affairs.
- b) Strategic planning for information dissemination.
- c) Matters related to new members and Local Chapters.
- d) Project planning.
- e) Planning of conferences, symposia and other activities.

Of the Executive Council Members, up to four members shall be in charge of operations, which shall be divided among themselves.

4.4 Education and Technical Affairs

Scope of work:

- a) Matters related to publication of academic, educational, technical and research reports.
- b) Administration of Education Board and Technical Board activities (along with Secretary General).
- c) Administration of committees under the Boards.
- d) Operation of forum, seminar, training, workshop activities.

Up to four members of the Executive Council Members, including the Chairpersons of the Education Board and Technical Board, shall be in charge of operations, wherein tasks shall be divided among themselves.

4.5 Publication Affairs

Scope of work:

- a) Publication of newsletter.
- b) Publication of journal.
- c) Publication of technical documents.
- d) Publication of other documents.

Up to four members of the Executive Council Members, including the Chief Journal Editor, shall be in charge of operations, wherein tasks shall be divided among themselves.

4.6 Financial Affairs

Scope of work:

- a) Matters related to budgets and account settlement.
- b) Matters related to accounting and finances.
- c) Property management.
- d) Membership administration (along with Secretary General).
- e) Planning for fund raising.

5. ELECTION OF OFFICERS

5.1 Method of Election of Executive Council Members

- (1) Executive Council members shall be determined through elections.
- (2) Representative Members shall nominate candidate members for the Executive Council one month before the election.
- (3) Executive Council members shall be elected from the nominated candidates.
- (4) Elections shall be conducted by Representative Members through the use of ballots/electronic mail.
- (5) Executive Council members shall be eligible for re-election

5.2 Method of Election of President, Vice-Presidents and Treasurer

- (1) The Executive Council shall elect among its members the President, three Vice-Presidents and the Treasurer. The Presidential nominee shall have served as Executive Council members for at least one term in the past.
- (2) The President shall be eligible for re-election for a second term with a maximum term-of-office of two terms (four years) if no other nomination is made.

5.3 Election Timing and Administration

- (1) Elections shall be held before the General Assembly with the election results reported by the Secretariat at the General Assembly.
- (2) Elections shall be carried out by the Secretariat under the direct supervision of the immediate past president.

6. REGULAR EVENTS

6.1 General Assembly

A General Assembly open to all members of the Federation shall be held once a year.

6.2 ACF Conference

- (1) ACF Conferences shall be held once every two years and shall be organized by one of the Representative Members.
- (2) The conference shall be self-financed.
- (3) Forty percent of the profit generated from the conference shall be contributed to the Federation.

6.3 ACF Symposium and Seminar

- (1) ACF Symposium and seminar can be held and shall be organized by at least one of the Representative Members.
- (2) The symposium and seminar shall be self-financed.
- (3) Forty percent of the profit generated from the symposium and seminar shall be contributed to the Federation.

7 ACF SPONSORED EVENTS

- (1) The Federation can support symposium, workshop, seminar, etc. as one of the sponsors on the request basis by one of the Representative Members.
- (2) The organizer of the event shall submit the support request form to the Secretary General in advance.
- (3) In case that the Federation gives financial support, twenty percent of the surplus generated from the sponsored event shall be contributed to the Federation.

8 ACF JOURNAL

8.1 Journal Editorial Board

Journal Editorial Board consists of at least one member recommended from each member institute of the Federation and other members assigned by Chief Journal Editor.

8.2 Others

Author's Guide and Publication Ethics of the journal shall be published on the website of the Federation.

9. FINANCE AND ACCOUNTS

9.1 Financial Term

The financial term of the Federation shall begin on 1 January and end on 31 December of the same calendar year.

9.2 Expenditure Items

Expenditure items shall be as follows:

- a) Operation for Secretariat (personnel, equipment and consumable items)
- b) Meeting expenses (e.g. room charges for General Assembly, Executive Council meeting, etc.)
- c) Public relations (website, pamphlets, etc.)
- d) Support for activities related to policy and technical activities (operation of Education Board and Technical Board and committee meetings and forum meetings, etc.)
- e) Publication (journal, newsletter, technical documents, etc.)
- f) Reserve

10. MISCELLANEOUS RULES

10.1 Copyrights and Patent rights

- (1) Copyrights for papers submitted for the journal and at conferences, symposia, workshops, etc., sponsored by the Federation as well as copyrights for reports on research implemented by the Federation belong to the Federation.
- (2) Patent rights from activities funded by the Federation should belong to the Federation and to the person(s) who contributes to the patent development.

10.2 Head Office

The location of the Head Office and the Secretariat shall be decided at the General Assembly.

The establishment period of this location shall be from the date of the General Assembly where the decision took place until the following General Assembly.