



THE ASIAN ASSOCIATION FOR BIOLOGY EDUCATION (AABE)

CONSTITUTION AND RULES

1. NAME

The Association shall be called the Asian Association for Biology Education (AABE) hereinafter referred to as ‘the Association’.

2. OBJECTIVES

The objects of the Association shall be:

- 2.1 To improve the teaching of and promote research in biology, in Asian countries.
- 2.2 To bring together biology teachers and educators of Asian countries at conference held periodically, hereinafter called ‘Conferences’ or ‘Conference’.
- 2.3 To establish an agency in Asia to serve as a centre for the exchange of teaching materials, journals and research papers, specialists and teachers in biological science, and to open channels of communication between this agency and agencies in different countries doing similar work.
- 2.4 To promote the creation of biological science teaching centres in each Asian country.

3. CONSTITUTION

- 3.1 The Association shall consist of Members and Institutional Members.
- 3.2 The Affairs of the Association shall be directed by an Executive Committee elected for a two year period at a General Meeting.

4. ORGANISING COMMITTEE

- 4.1 An Organising Committee shall be established by the Executive Director for the next Conference of the Association. The Organising Committee will have a Convenor, either elected by membership of the Organising Committee or nominated by the Executive Director.

4.2 This Organising Committee shall consist of a least four members, and shall include (ex-officio) the Executive Director.

4.3 The Organising Committee shall have the responsibility of organising and running the next AABE Conference.

5. EXECUTIVE COMMITTEE

5.1 The Executive Committee shall consist of an elected Executive Director who would normally reside in the country which is to host the next Conference. The Executive Director shall chair meetings of the General Business Meetings and of the Executive.

5.2 The Executive Committee shall consist of elected members. As a general principle, elected members should represent a range of countries.

5.3 The Secretary is an ex-officio member of the Executive Committee. The Secretary shall also be elected each Conference.

5.4 The Executive Committee shall function until such time as a new Executive Committee has been formed at the next Conference.

5.5 Three members of the Executive Committee shall form a quorum.

5.6 The Executive Committee shall have the following powers and functions:

- a) It shall have authority to act in the name and on behalf of the Association, in all matters which do not conflict with the functions of the business meeting of members, and it shall have the power to frame Regulations and amend them when necessary, subject to ratification by the business meeting of members.
- b) In the interval between two consecutive conferences, it shall manage the affairs of the Association and may fill any vacancies that may arise in the Executive Committee.
- c) It shall hold such meetings as it thinks fit, and shall in any case meet, during the next conference following, to consider matters to be brought before the business meeting of members at that Conference.

6. CONFERENCE

6.1 The Director shall control the general organisation and administration, and shall be responsible to be Executive Committee and the business meeting of members for the implementation of various decisions made by them.

6.2 It shall be competent for the Director to act in the name of the Association, in any matter or urgency which cannot be brought under the consideration of the Executive Committee, and the Director shall report such action to the Executive Committee at the next meeting.

7. SECRETARY

7.1 The Secretary shall be responsible to the Director, the executive Committee and the business meeting of members, for conducting the correspondence and for the general routine work of the Association, including that which relates to Finance, and for the recording of Minutes at the Meetings of the Executive Committee, of the business meeting of members and, where possible, of any other Committee or sub-committee of the Association.

7.2 The Association will have an editor elected at the business meeting.

8. MEMBERSHIP

8.1 The Admission to Membership of the Association shall be made as follows:

- a) As Members, person who register and attend a Conference of the Association.
- b) As Members, persons who pay the biennial membership fee of US\$10 to the Secretary (due normally when the Biennial Conference is held.) (The biennial membership fee will be reviewed at each biennial business meeting).
- c) As Honorary Members, persons who have rendered distinguished service to biological education.

8.2 The Executive Committee shall have the power to refuse application for membership.

9. FINANCE

9.1 The Secretary shall receive and acknowledge all sums of money paid to the Association, and shall prepare and submit to the Executive Committee and the business meeting of members a balance-sheet of the funds of the Associations as of a convenient day of the year, and shall submit at any meeting of the Executive Committee a statement of accounts is so required.

9.2 The funds of the Association shall be kept in an account in the name of the Association at a chartered Bank in the country where the Secretary is located.

9.3 The Secretary is empowered to draw on the account of the Association, for the conduct of all legitimate business of the Association, on the recommendation of the Director. Where appropriate, impress may be issued by the Secretary to the Director, at the latter's request. Should any difficulty arise over the disbursement of funds, the advice of the Executive Committee may be sought.

9.4 The Secretary is empowered to draw on the account of the Association, and, with the authority of the Executive Committee, to invest on behalf of the Association part or all of the balance standing at any time to the credit of the Association in the books of the Association's bankers, in such investments as may be recommended by the Executive Committee.

9.5 All cheques shall be signed by the Director and/or Secretary.

9.6 The accounts of the Association shall be audited annually, and in preparation for the next Conference following the First Conference, by an Auditor appointed by the Executive Committee, and thereafter, by the Auditor appointed by the business meeting of members at its meeting at each conference.

9.7 The audited statement of accounts of the Association shall be sent annually to all Members of the Association and shall be presented to the business meeting of members at each Conference.

9.8 The Convenor of the next Conference is empowered to open an account and to engage in transactions in the name of the Association in order to prepare for and run the next Conference of the Association. Two signatures of members of the Organising Committee will be needed if funds need to be paid out of this account. Normally, the Executive Director or the Executive Director's nominee shall be one such signatory.

9.9 The Association will not be liable for any debts incurred by the Organising Committee for the Conference. However, at the discretion of a majority of the Executive Committee, the Association may disburse funds from its central account to the Organising Committee where appropriate, for example:

- a) To set up the next conference
- b) To meet with any publicity expenses
- c) To contribute towards any deficit in the Organising Committee's accounts.

9.10 The Organising Committee should endeavour wherever possible to have Conferences which pay for themselves, or which return a modest profit to the Association. The Executive Committee shall not be responsible for debts incurred by the Organising Committee.

10. PUBLICATIONS

10.1 The Proceedings of Conferences shall be published.

10.2 Other materials, including a journal of biology teaching and research, and in keeping with the objects of the Association, may be published at the discretion of the Executive Committee.

10.3 The Executive Committee shall determine the title, format and price, from time to time, of the Association's publications, subject to any statutory rights of libraries, or other considerations in the Executive Committee's discretion.

10.4 The Executive Committee shall determine whether a publication of the Association should be issued to Members free of charge or at a special reduced price fixed by the Executive Committee.

11. AMENDMENTS IN THE RULES

11.1 Any alterations of, or addition to, any of the Rules, and new Rules, may be proposed by the Executive Committee or by individual members of the business meeting of members; provided that such proposals from individual members have been communicated to the Executive Committee through the Secretary at least six months before the business meeting of members at the next Conference.

11.2 It shall be within the power of the Executive Committee to make its own observations on the proposals for amendments of the Rules, made by individual members.

11.3 Amendments in the Rules shall be made only if such amendments are accepted by a two-third majority of the members present and voting at the biennial business meeting.