



**ASIA PACIFIC ASSOCIATION  
OF  
FORESTRY RESEARCH INSTITUTIONS  
(APAFRI)**

**CONSTITUTION**

*(As amended at the Fourth General Assembly  
on 31 July 2006, in Kuala Lumpur, Malaysia)*

**PERSATUAN INSTITUSI-INSTITUSI  
PENYELIDIKAN PERHUTANAN ASIA PASIFIK**

***ASIA PACIFIC ASSOCIATION OF  
FORESTRY RESEARCH INSTITUTIONS  
(APAFRI)***

# **CONSTITUTION**

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c/o FOREST RESEARCH INSTITUTE MALAYSIA (FRIM)  
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**Persatuan Institusi-Institusi Perhutanan Asia Pasifik**  
**Asia Pacific Association of Forestry Research Institutions**  
**(APAFRI)**

**CONSTITUTION**

(As amended at the Fourth General Assembly on 31 July 2006 in  
Kuala Lumpur, Malaysia)

**Preamble**

The Forest Research Institutions in the Asia-Pacific Region:

- Aware of the problems and challenges facing the development of forestry in the region;
- Conscious of the responsibilities which they must assume if they are to contribute to containing deforestation promote forestry activities and bring about sustainable social and economic development in the region;
- Convinced that the role and impact of the respective institutions can be enhanced through effective collaboration and consultation among them;

Have decided to establish a regional association of forestry research institutions in the pursuit of their common objectives as resolved on the twenty first day of February 1995, at a meeting in Bogor, Indonesia.

## **ARTICLE I**

### **Name**

The name of this Association shall be Persatuan Institusi-Institusi Penyelidikan Perhutanan Asia Pasifik (Asia Pacific Association of Forestry Research Institutions (APAFRI)) (hereinafter referred to as the Association).

The Association shall be an independent, non-profit organization incorporated under the Articles of Association of the country where its headquarters is located.

## **ARTICLE II**

### **Seat**

The headquarters of the Association shall be at the Forest Research Institute Malaysia, Kepong, Selangor, Malaysia. This could be moved to any other location by a majority decision of the General Assembly.

## **ARTICLE III**

### **Logo**



The logo of the Association comprises a semicircular petal holding a tree linked together in a network. The semicircular petal represents Asia as part of the globe. The tree represents forestry. The lines linking the design represent the networking mode of the organization. No specific colour is adopted.

## **ARTICLE IV**

### **Objectives**

The overall objectives of the Association shall be to foster the development of forestry research forest management in the Asia-Pacific Region.

More specifically, the objectives are to:

- Promote exchange of scientific and technical know-how and information;
- Promote cooperative research and training programmes; and
- Strengthen linkages between national, regional and international research centres and organizations.

## ARTICLE V

### **Activities**

In pursuance of the above objectives, the Association may undertake one or more of the following activities:

- Convene General Assembly to discuss Association's administration, general programmes, policies and priorities;
- Organize working groups, meetings and seminars to discuss specific problems or sponsor technical studies, training courses and workshops;
- Promote the participation of scientists in member countries in regional and international activities;
- Collect, collate and disseminate research information through publication of monographs, occasional papers, newsletter, video and other information channels; with the prior approval of the relevant authorities;
- Recognize and reward excellence in research and scientific work; and
- Any other activities in order to fulfill the objectives of the Association.

## ARTICLE VI

### **Membership**

Membership shall be open to all institutions in the Asia-Pacific Region actively engaged in forestry or forest-related research.

A non-voting membership shall be open to interested individuals in the Asia-Pacific Region who have an interest in forestry or forestry-related research.

Membership of the Association may be sought by submitting an application to the Executive Committee. Approval of membership shall be by the Executive Committee.

Any member institution desiring to withdraw from the Association shall notify the Executive Secretary in writing and such withdrawal shall take effect three months from the date of receipt of the notice by the Executive Secretary.

## **ARTICLE VII**

### **Membership Subscription**

For the purpose of determining the annual subscription of member institutions and non-voting, individual members, the Association shall take account of the ability to pay and shall establish a sliding scale of dues. For institutions and non-voting, individual members from individual countries, the level of subscription shall be based on the United Nations categorisation of their country's stage of development as follows:

Category I	Institutions in developed countries:	US\$ 1,000
Category II	Institutions in developing countries:	US\$ 250
Category III	Institutions in least developed countries or Countries in transition:	US\$ 50

The subscription for regional and international organizations shall be set at a level equivalent to the highest paid by an individual national institution member.

The subscription rate for non-voting, individual members shall be set at 10% of the rate established for the individual's country of residence.

Subscriptions are due on the anniversary date of the initial subscription.

Members whose dues are not paid for more than 12 months are deemed to be in default and shall not enjoy the membership benefit until the subscription is fully paid.

## **ARTICLE VIII**

### **Benefits of Memberships**

Members of the Association shall derive the following benefits:

- Opportunities to influence the policies and work programmes of the Association by participation in its governance;
- Access to external funding secured by the Association in support of collaborative research programmes;
- Access to publications of the Association at discounted prices, the discount level being decided by the Executive Committee;
- Opportunities to participate at reduced cost in the working groups, meetings and training programmes convened by the Association;

- Involvement in cooperative linkages with other entities undertaking similar activities, as facilitated by the Association;
- Eligibility for the recognition for excellence in research.

These benefits shall be withdrawn from members who default payment of membership subscription beyond 12 months.

## **ARTICLE IX**

### **Other Sources of Funds and Financial Liability**

The Association may raise and disburse funds from source other than membership subscription.

Other sources of funds shall consist of:

- Grants and donations;
- Proceeds from the sale of publications issued by the Association; and
- Fees from meetings, training courses and consultancies organized/undertaken by the Association.

The financial liability of the Association shall be limited to that incurred under the articles of Association of the country where it is registered.

## ARTICLE X

### **The General Assembly**

General Assembly of the Association shall be represented by one delegate from each member institution.

The General Assembly shall meet once every three years after the close of the financial year but not later than the month of April on a date and at a time and place to be decided by the Executive Committee.

All decisions shall be taken by a simple majority vote. In the case of equality of votes, the Chairperson shall have a casting vote.

The quorum for the General Assembly shall be 33% of the membership.

If half an hour after the time appointed for the meeting of the General Assembly a quorum is not present, the members present shall have the power to proceed with the business of the day but they shall not have the power to alter the constitution of the Association or make decisions affecting the whole membership.

Notice of meeting together with an agenda, minutes of the previous General Assembly and an audited account of the Association shall be forwarded to the members at least 30 days before of the General Assembly.

An Extraordinary General Assembly may be convened whenever the Executive Committee deems it necessary or at the joint request in writing of not less than 1/5 of the members, stating the objects and reason for such a meeting.

Notice and agenda for an extraordinary General Assembly shall be forwarded by the Executive Secretary to all members at least 15 days before the date fixed for the meeting.

The provisions regarding quorum and postponement of the triennial General Assembly shall also apply to an Extraordinary General Assembly but with the proviso that if no quorum is present after half an hour from the time appointed for the Extraordinary General Assembly requisitioned by the members, the meeting shall be cancelled, no extraordinary General Assembly shall be requisitioned for the same purpose until after the lapse of at least six months from the date thereof.

## **ARTICLE XI**

### **Duties of the General Assembly**

The General Assembly shall:

- Determine the policy of the Association;
- Review and endorse the programme of work and budget prepared by the Executive Committee;
- Review progress;
- Exercise other powers conferred upon it by the constitution.
- Elect the Executive Committee and appoint auditors.

## Article XII

### **Executive Committee**

The Executive Committee shall comprise a Chairperson, Vice-Chairperson and six members elected at the General Assembly from among the members by ballot of all member institutions. The immediate Past Chairperson shall continue as an ordinary member for another term. In the event that the Chairperson has been elected for a second term, the Immediate Past Chairperson shall continue as an ordinary member for a second term.

Executive Committee members elected are representing member institutions and not on individual basis. These individuals are official representatives of the member institutions.

The Executive Secretary shall be an ex-officio member of the Executive Committee without voting rights.

The term of the members of the Executive Committee (except for half of the members of the Executive Committee elected at the First General Assembly) shall be from the first day of the month following the General Assembly in which they are elected to the last day of the month of the second succeeding General Assembly. In the case of the first Executive Committee, at least 50% of the members will be replaced during the Second General Assembly meeting. At every subsequent General Assembly, members who have completed their full term shall be replaced or reelected.

No member of the Executive Committee may be reelected beyond a consecutive second term.

The Executive Committee may coopt members to serve on the Executive Committee and establish sub-committees to assist the Executive Committee, for a specific purpose.

If any one of the offices of the Chairperson or Vice-Chairperson becomes vacant for any reason, the remaining members of the Executive Committee shall elect one of its members to fill the vacancy. A position of member of Executive Committee which falls vacant shall be filled by the Executive Committee.

### **ARTICLE XIII**

#### **Duties of the Executive Committee**

The Executive Committee shall manage the affairs of the Association.

The Executive Committee shall meet at least once year and shall be convened by the Executive Secretary, in consultation with the Chairperson.

The Executive Committee shall approve the annual programme of work and budget prepared by the Executive Secretary and shall report to the General Assembly on the implementation of the programme.

The Executive Committee shall appoint the Executive Secretary and determine the terms and conditions of employment.

### **ARTICLE XIV**

#### **Executive Secretary and Secretariat**

The Secretariat of the Association shall be headed by the Executive Secretary with an adequate support staff.

## **ARTICLE XV**

### **Duties of Officers**

The Chairperson shall preside at all the meetings of the General Assembly and the Executive Committee. He/She shall oversee the general affairs of the Association and represent the Association whenever necessary.

The Vice-Chairperson shall perform all duties of the Chairperson in the absence of the later.

The Executive Secretary shall be the Chief of the Secretariat of the Association. He/She shall be responsible for the daily affairs of the Association and execution of all activities approved by the Executive Committee. He/She shall receive annual subscription and any other financial contributions to the Association, account for all monies received and make payments in accordance with policies established by the Assembly and the Executive Committee. He/She shall submit audited accounts to the Executive Committee, which will be then presented in the General Assembly. He/She shall be responsible to the Chairperson and the Executive Committee.

The ordinary Executive Committee members shall carry out such duties as directed by the Executive Committee.

## **ARTICLE XVI**

### **Financial Provisions**

Subject the following provisions in these rules, the funds for the Association may be expended for any purpose for the carrying out

of its objectives, including expense of its administration, the payment of salaries, and the audit of its account, but they shall on no account be used to pay the fines of any member who is convicted in the court of law.

The use of the funds shall be managed by the financial management committee consisting of the Chairperson, Vice-Chairperson, Immediate Past Chairperson and the Executive Secretary.

The Executive Secretary may hold the petty cash of not exceeding US\$1000 at any one time. All money in excess of this sum shall within seven days of receipt be deposited in a bank account approved by the Executive Committee. The bank account shall be in the name of the Association.

All cheques or withdrawal notices on the Association's account shall be signed jointly by the Chairperson or designated representative (or in the absence of the Chairperson or designated representative, the Vice-Chairperson) and the Executive Secretary (or in the absence of the Executive Secretary, the Immediate Past Chairperson or designated representative).

No expenditure exceeding US\$5,000 at any one time shall be incurred without prior sanction of the financial management committee. Expenditure less than US\$5,000 may be incurred by the Chairperson together with the Executive Secretary.

As soon as possible after the end financial year i.e. 31 December, a statement of receipts and payments and a balance sheet for the year shall be prepared and audited by the auditors appointed under Article XVII. The audited accounts shall be submitted for the approval of the Executive Committee and the next General Assembly.

## **ARTICLE XVII**

### **Audit**

Two persons who shall not be Executive Committee members of the Association shall be appointed by the General Assembly. They shall hold office for the duration until the next General Assembly.

The auditors shall be required to audit the accounts of the Association for every financial year and to prepare a report for the annual Executive Committee meeting and the next General Assembly. They may also be required by the Chairperson to audit the account of the Association for any period within the tenure of office at any date, and to make a report to the Executive Committee.

## **ARTICLE XVIII**

### **Rules and Regulations**

The general rules of procedure and financial regulations shall be prepared by the Executive Committee and presented to the General Assembly of the Association. Amendments to the rules and regulations may be made by the Executive Committee and subsequently informed to the General Assembly.

## **ARTICLE XIX**

### **Quorum**

The quorum for the Executive Committee shall be half of its elected members.

The quorum for all other meetings shall be 33% of the membership.

## **ARTICLE XX**

### **Amendment of the Constitution**

Amendments of the Constitution shall be considered, no more than once every three years, by the membership through a process of mail-in ballots.

The membership may amend this Constitution by a two-thirds majority of the votes cast, by mail-in ballot, where at least 50% of the members cast votes.

Notice for such amendments must be submitted to members at least 30 days before the deadline date for casting votes.

Amendments to the Constitution will only take effect from the date of their approval by the Registrar of Societies.

Any amendments to the Constitution shall be forwarded to the Registrar of Societies within 28 days of being passed by the General Assembly.

## **ARTICLE XXI**

### **Prohibitions**

The Association shall not hold any lottery, whether confined to members or not, in the name of the Association or its office-bearers, committee or member.

No university or university-college student shall be admitted as a member of the Association without the prior written approval from the Vice-Chancellor of the university concerned.

## **ARTICLE XXII**

### **Dissolution**

The Association can only be dissolved by a resolution approved by a two-thirds majority of the votes cast in a General Assembly meeting during which at least half the members are present. Minimum notice period for dissolution shall be 90 days.

In the event of the Association being dissolved as provided above, all debts and liabilities legally incurred on its behalf shall be fully discharged, and the remaining funds shall be disposed off in such manner as may be decided by the General Assembly.

Notice of the dissolution shall be given to the Registrar of Societies within fourteen (14) days of such dissolution.

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