

## **CONSTITUTION OF THE ASIAN SOCIETY OF ARACHNOLOGY**

### **1 NAME**

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- 1.1 This Society shall be known as the “Asian Society of Arachnology”, hereinafter referred to as “ASA” or the “Society”.

### **2 PLACE OF BUSINESS**

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- 2.1 Its place of business shall be at “.....Singapore”, or such other address as may subsequently be decided upon by the elected ASA Governing Council of the Society and approved by the Registrar of Societies of the country of registration.

### **3 PURPOSES AND OBJECTIVES**

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- 3.1 The purposes and objectives of the Society are:
- 3.1.1 to raise popular interest in animals of the Order Arachnida, and promote the research in the science of arachnology in Asia;
  - 3.1.2 to forge closer cooperation and understanding between amateur and professional arachnologists;
  - 3.1.3 to do all things and engage in such lawful activities as are necessary to achieve its objectives, including entering into agreements and contracts, signing and executing deeds, and undertaking or executing any representation or trust, as well as employing persons and terminating their services, maintaining its offices, owning and managing of property real or personal.
- 3.2 The ASA is organized for non-profit purposes and does not contemplate pecuniary gain or profit to ASA members or its ASA Governing Council.

### **4 MEMBERSHIP ELIGIBILITY AND RIGHTS**

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- 4.1 Membership is open to persons subscribing to the purposes and objectives of the ASA as stipulated in Article 3 of this Constitution, without restriction as to nationality, race, religion, or gender.
- 4.2 Members shall be required to make a formal application, pay the subscription fees in full, and abide by and uphold the Constitution and By-Laws of the Society.

4.3 Registered Members who have paid their subscription fees in full shall have the right to:

4.3.1 vote and hold office in the Society;

4.3.2 participate in activities organised by the ASA.

## **5 GENERAL ASSEMBLY**

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5.1 The supreme authority of the Society is vested in a General Assembly of its members.

5.2 A General Assembly shall be held once every three years, unless the ASA Governing Council decides otherwise under exceptional circumstances.

## **6 ASA GOVERNING COUNCIL AND MANAGEMENT**

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6.1 The Society shall be managed by a nine-member ASA Governing Council, elected at the triennial General Assembly.

6.2 The President and eight (8) other ASA Governing Council Members shall be elected by a majority of votes cast at the General Assembly.

6.3 The President and the newly elected ASA Governing Council Members shall elect three (3) Office Bearers (Secretary, Treasurer, Membership Secretary) among themselves.

6.4 The remaining five (5) members who are not appointed as Office Bearers shall serve the ASA Governing Council as Ordinary Members of the ASA Governing Council.

## **7 INTERPRETATION**

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7.1 In the event of any question or matter pertaining to day-to-day administration which is not expressly provided for in this Constitution and the Code of By-Laws, the ASA Governing Council shall have power to exercise their own discretion.

7.2 The decision of the ASA Governing Council shall be final unless it is reversed at a General Assembly.

## **8 AMENDMENTS TO CONSTITUTION**

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8.1 Any valid member with fully paid subscription may propose, in writing, an amendment to the Constitution to the ASA Governing Council.

8.2 The ASA Governing Council may also initiate a proposed amendment to the Constitution.

- 8.3 This Constitution, or any part thereof, may be adopted, amended, suspended, or repealed only with the consent of two-thirds ( $\frac{2}{3}$ ) of the voting members at the General Assembly (in physical and online ballot), provided the Secretary distributes the notice of the proposed changes at least two (2) months in advance of a General Assembly or an Extraordinary General Assembly.
- 8.4 The amended Constitution shall not take effect without the prior approval in writing of the Registrar of Societies in the country of registration.

## **9 DISSOLUTION**

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- 9.1 The Society shall not be dissolved, except with the consent of not less than three-fifths ( $\frac{3}{5}$ ) of the total voting membership of the Society, in person, proxy, online, or email ballot, at a General Assembly convened for the purpose.
- 9.2 In the event of the Society being dissolved as provided above, all debts and liabilities legally incurred on behalf of the Society shall be fully discharged, and the remaining funds shall be (a) disposed of in such manner as the General Assembly may determine or (b) donated to a nonprofit foundation(s), or a biodiversity research institution(s), as determined by the General Assembly.
- 9.3 The beneficiaries of such disposed fund shall be named at the time of dissolution by the ASA Governing Council or vote of the General Assembly.
- 9.4 The Secretary shall inform the Registrar of Societies in the country of registration within seven (7) days of its resolution.

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**Attached:** Proposed *Code of By-Laws* of the Asian Society of Arachnology.

**CODE OF BY-LAWS  
OF THE ASIAN SOCIETY OF ARACHNOLOGY**

**1 MEMBERSHIP**

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- 1.1 A person wishing to join the Asian Society of Arachnology (henceforth referred to as “ASA” or the “Society”) shall submit his or her particulars to the Membership Secretary on a prescribed form.
- 1.2 There shall be two membership categories of the Society:
- 1.2.1 Regular Member: A standard member of the Society.
- 1.2.2 Student Member: A full-time student who can provide evidence of current enrolment at a school, college, university, research institute, or any other institute approved by the ASA Governing Council.
- 1.3 Dues shall be paid (a) immediately upon registration, and (b) subsequently upon receipt of an annual bill in each January.
- 1.4 All members with fully paid subscription shall enjoy the following rights and privileges:
- 1.4.1 to vote in the General Assembly on resolutions tabled by members or the ASA Governing Council;
- 1.4.2 to elect the President and eight (8) other ASA Governing Council Members;
- 1.4.3 to stand for election to the ASA Governing Council;
- 1.4.4 to participate in the activities of the Society;
- 1.4.5 to enjoy free access to privileged sections (“for members only”) on the ASA website.

**2 HONORARY MEMBERSHIP**

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- 2.1 The Society confers Honorary Membership to acknowledge selected arachnologists who have achieved outstanding eminence on the basis of their significant contributions to Asian arachnological research.
- 2.2 After being nominated by the ASA Governing Council, an individual may be bestowed as an ASA Honorary Member at the General Assembly by a two-thirds ( $\frac{2}{3}$ ) vote.

- 2.3 The number of Honorary Members shall not exceed one (1) % of the total membership.
- 2.4 A list of these Honorary Members shall be published on the ASA website.
- 2.5 Honorary Membership will be *gratis*; they do not pay Membership subscriptions.

### **3 ELECTION OF THE ASA GOVERNING COUNCIL & OFFICE BEARERS**

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- 3.1 Nominations for the President and ASA Governing Council Members, as proposed by at least one (1) member and seconded by two (2) members, shall be submitted to the Secretary at least four (4) weeks before the General Assembly.
- 3.2 The President and the other eight (8) Members of the ASA Governing Council shall be elected by in a ballot by members with valid membership (registered in the membership roll with paid subscription).
- 3.3 The President and ASA Governing Council Members shall be elected by:
  - 3.3.1 online or email ballots any day but not earlier than two (2) weeks ahead of the General Assembly; or
  - 3.3.2 physical ballots at the General Assembly; or
  - 3.3.3 a combination of any of the above.
- 3.4 Election results shall be tallied by the one or more Advisers Emeriti and announced at the General Assembly and on the ASA website.
  - 3.4.1 The Adviser Emeritus or Advisers Emeriti may solicit the assistance of the Webmaster and other members not standing for ASA Governing Council election in the task of vote counting.
- 3.5 The newly elected ASA Governing Council shall take office within 48 hours of their election after the results have been tallied and announced.
- 3.6 The President and the newly elected ASA Governing Council Members shall elect among themselves the Secretary, Treasurer, Membership Secretary, pursuant to Article 6 of the ASA Constitution, during the first meeting of the ASA Governing Council within 48 hours after the conclusion of the General Assembly, or at a subsequent meeting within one month after the conclusion of the General Assembly if the President decides to do so under special circumstances.
  - 3.6.1 The President shall decide what constitutes “special circumstances”.

- 3.7 The President shall appoint the elected Office Bearers, and announce their appointments on the ASA website and other ASA social media outlets.
- 3.8 The President and Treasurer shall serve not more than one term.
- 3.9 Governing Council Members may stand for re-election for another consecutive term, but they shall not serve in the Governing Council for more than two (2) consecutive terms.
  - 3.8.1 They may however stand for election after vacating the Governing Council for one or more terms.

#### **4 ROLE AND FUNCTIONS OF THE ASA GOVERNING COUNCIL**

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- 4.1 The ASA Governing Council shall be collectively responsible for the proper governance of the Society and for the promotion of activities advancing the purposes and objectives of the Society as stipulated in Article 3 of the ASA Constitution.
- 4.2 These activities include but are not limited to the following:
  - 4.2.1 appoints (2) auditors pursuant to Article 9 of the Code of By-Laws of the ASA;
  - 4.2.2 appoints a Webmaster who shall sit in the ASA Governing Council but with no voting rights and whose duties are stipulated in Article 6 of this Code of By-Laws;
  - 4.2.3 organizes training workshops and outreach activities;
  - 4.2.4 considers and decides on funding requests and travel grants;
  - 4.2.5 invites bids to host the next Asian Conference(s) of Arachnology;
  - 4.2.6 appoints the Chairman of the Organising Committee of the upcoming Asian Conference of Arachnology (ACA) after the General Assembly or Extraordinary General Assembly has decided on the venue and hosts of the next ACA;
  - 4.2.7 seeks and invites willing and qualified nominees to stand for election as the next President and ASA Governing Council Members.
- 4.3 The ASA Governing Council shall not act contrary to the expressed wishes of the General Assembly without prior reference to it and shall always remain subordinate to the General Assembly.

- 4.4 An ASA Governing Council meeting shall be held at least once every six (6) months.
- 4.4.1 The Secretary shall notify ASA Governing Council Members of the date, venue, and agenda at least fourteen (14) in advance of the meeting.
- 4.4.2 ASA Governing Council Members participating in its meetings via teleconferencing shall be considered present for the ASA Governing Council Meeting.
- 4.4.3 Fifty percent (50%) of the ASA Governing Council represents a quorum of a valid ASA Governing Council Meeting.
- 4.5 The ASA Governing Council shall serve for three years, or until their successors are elected as and when the General Assembly is held.
- 4.5.1 The Secretary, Membership Secretary, and Ordinary ASA Governing Council Members may be re-nominated for a maximum of one more term, but the President and the Treasurer shall not serve more than one term.
- 4.5.2 In the event of resignation or incapacitation of the President, the ASA Governing Council shall elect one of the remaining members of the ASA Governing Council as the Interim President.
- 4.5.3 The tenure of the Interim President shall end at the next General Assembly, unless he or she is re-elected by the General Assembly.
- 4.5.4 In the event of resignation or incapacitation of the Secretary, the Treasurer, or the Membership Secretary, the President shall nominate a substitute person from amongst the Ordinary ASA Governing Council Members with the approval of the ASA Governing Council by a simple majority vote.
- 4.5.5 The tenure of this substitute shall end when a new ASA Governing Council is elected at the next General Assembly.
- 4.6 Any member of the ASA Governing Council absenting himself from two (2) meetings consecutively without satisfactory explanations shall be deemed to have withdrawn from the ASA Governing Council and a successor may be co-opted from a Regular Member by the ASA Governing Council to serve until the next General Assembly.
- 4.7 Any changes in the ASA Governing Council shall be notified to the Registrar of Societies in the country of registration within two (2) weeks of the change.

## **5 DUTIES OF OFFICE-BEARERS**

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- 5.1 The duties of the President are as indicated below:
- 5.1.1 presides at the meetings of the ASA Governing Council, General Assembly, and Extraordinary General Assembly;
  - 5.1.2 convenes the first meeting of the new ASA Governing Council upon their election at the General Assembly;
  - 5.1.3 presides over the election of three other Office Bearers (Secretary, Treasurer, and Membership Secretary) by all ASA Governing Council Members;
  - 5.1.4 appoints the Webmaster, with the approval of a simple majority vote of members of the ASA Governing Council;
  - 5.1.5 acts as the main spokesman of the Society;
  - 5.1.6 informs the ASA Governing Council by email of new issues that arise between the General Assemblies.
  - 5.1.7 seeks qualified and willing nominees for upcoming election of the successor ASA Governing Council.
- 5.2 The duties of the Secretary are as indicated below:
- 5.2.1 serves on the ASA Governing Council;
  - 5.2.2 serves notices, including agendas, of forthcoming meetings of ASA Governing Council, General Assembly, and Extraordinary General Assembly;
  - 5.2.3 records minutes of ASA Governing Council meetings, including the minutes of the first meeting of the new ASA Governing Council held immediately after their election at the General Assembly;
  - 5.2.4 records the minutes of meeting of the General Assembly immediately before the successor Governing Council is elected, so that the minute can be circulated at the next General Assembly for review, amendments and endorsement;
  - 5.2.5 keeps minutes of all proceedings of General Assemblies, Extraordinary General Assemblies, and ASA Governing Council meetings;
  - 5.2.6 conducts official correspondence, and maintains an on-going record of Society affairs;

- 5.2.7 distributes minutes from the previous General Assembly to membership prior to General Assembly so that discussion and corrections can ensue at the General Assembly;
  - 5.2.8 ensures that minutes shall include clearly demarcated “Action” items, and any sub-committee reports presented at the ASA Governing Council;
  - 5.2.9 co-creates, with the Membership Secretary, the ballot papers containing names of nominees for the election of President and ASA Governing Council Members for distribution to all registered members who have paid up their subscription;
  - 5.2.10 maintains historical records pertaining to Society such as meeting photos, correspondence, procedural documents;
  - 5.2.11 provides information or copies of documents about the Society when requested, including requests from the authorities such as the Registry of Societies and the Commissioner of Charities in the country of registration;
  - 5.2.12 arranges physical, virtual (zoom or teleconferencing), or hybrid meetings of the ASA Governing Council, General Assembly, or Extraordinary General Assembly;
  - 5.2.13 arranges for voting by email, online balloting, or by a show of hands, or a combination of all meetings.
- 5.3 The duties of the Treasurer are as indicated below:
- 5.3.1 serves on the ASA Governing Council;
  - 5.3.2 keeps all funds and collects and disburses all monies on behalf of the Society;
  - 5.3.3 keeps the financial records, issues invoices, and maintains all bank and investment accounts;
  - 5.3.4 submits returns to the tax and inland revenue authorities in the country of registration of the Society, if required to do so;
  - 5.3.5 provides funds for travel grants to selected deserving applicants as decided by the ASA Governing Council;
  - 5.3.6 opens records pertaining to ASA finances to inspection by the auditors and Advisers Emeriti at any time;

5.3.7 presents an annual Financial Report and Statement of Account during (a) the triennial General Assembly and (b) the Extraordinary General Assembly coinciding with the annual Asian Conference of Arachnology between the triennial General Assemblies.

5.4 The duties of the Membership Secretary are as indicated below:

5.4.1 serves on the ASA Governing Council;

5.4.2 maintains an up-to-date Register of Members at all times working in collaboration with the Webmaster;

5.4.3 issues membership dues renewal notices in January of each year;

5.4.4 accepts and transmits dues to the Treasurer for deposit;

5.4.5 sends letter to new members that includes information about the ASA website and the new access codes for the privileged sections (“For Members Only”) on the ASA website;

5.4.6 checks eligibility of members applying to be Student Members;

5.4.7 co-creates, with the Secretary, the ballot papers containing names of nominees for the election of President and ASA Governing Council Members for distribution to all registered members who have paid up their subscription.

5.4.8 Assists with other membership-related tasks as needed.

## **6 WEBMASTER**

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6.1 A Webmaster shall be co-opted in the ASA Governing Council through a majority vote within the ASA Governing Council.

6.2 The Webmaster shall serve as a non-voting member of the ASA Governing Council until replaced.

6.3 The duties of the Webmaster are indicated below:

6.3.1 attends ASA Governing Council meetings;

6.3.2 develops and maintains a website dedicated to achieving the purposes and objectives of the Society as inscribed in Article 3 of the ASA Constitution;

- 6.3.3 works in consultation regularly with the President, the ASA Governing Council, and the Advisers Emeriti, to update and refresh the web contents;
  - 6.3.4 works in consultation with the Membership Secretary to facilitate membership registration and online voting by duly registered members who have paid their membership fees in full;
  - 6.3.5 advises, supports and coordinates with the host(s) of the upcoming Asian Conference of Arachnology on tasks linked to the members' registration for the Conference and other announcements.
- 6.4 The tenure of the Webmaster shall be decided by a majority vote of the ASA Governing Council.

## **7 ADVISERS EMERITI**

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- 7.1 Only founders of ASA and all previous ASA Presidents are eligible to be nominated by Regular Members or the ASA Governing Council as Advisers Emeriti.
- 7.2 The appointment of an Adviser Emeritus shall be formalised by a vote with a two-third ( $\frac{2}{3}$ ) majority in the General Assembly.
- 7.3 Once formalised, the name of the Adviser Emeritus shall be announced and included in the organisational chart on the ASA website.
- 7.4 The tenure of an Adviser Emeritus is for life.
- 7.5 The duties of an Adviser Emeritus are indicated below:
  - 7.5.1 offers scientific and organizational advice when consulted by the incumbent President and ASA Governing Council;
  - 7.5.2 serves as an auditor if he or she wishes to do so;
  - 7.5.3 supports the Society by soliciting donations;
  - 7.5.4 supervises, receives, and tallies the results of the election of the President and ASA Governing Council Members, with the support of the Secretary, Membership Secretary, and Webmasters;
  - 7.5.5 seeks qualified and willing nominees for upcoming election of the successor ASA Governing Council.
- 7.6 An Adviser Emeritus shall not participate in the process as an election returning officer if he or she is contesting in the ASA Governing Council election.

## **8 SUBSCRIPTIONS**

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- 8.1 Annual dues for Regular Membership and Student Membership shall be determined by the ASA Governing Council and duly announced to the membership and on the ASA website and other ASA social media outlets.
- 8.2 Subscriptions are payable immediately upon successful registration.
- 8.3 Subsequent subscriptions are paid annually in advance within the first month of the year.
- 8.4 If a member falls into arrears with his subscription or other dues, he or she shall be informed immediately by the Treasurer.
- 8.5 If a member fails to settle his or her arrears within eight (8) weeks, the privileges of membership shall be suspended until the account is settled.
- 8.6 If the member fails to settle the arrears for more than three (3) months, the membership will be terminated automatically, and the privileges will be forfeited.
- 8.7 Such membership may be reinstated only upon payment of delinquent dues.

## **9 FINANCE AND AUDIT**

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- 9.1 The funds of the Society are derived from members' subscriptions, as well as donations and subsidies from private, national, regional, international organizations or any other sources, all of which must have an established *bona fide* and reputable track record of philanthropy and support for scientific research and nature conservation.
- 9.2 The income and property of the Society shall be applied exclusively towards the promotion of the purposes and objectives of the Society as set forth in Article 3 of the ASA Constitution.
- 9.3 The ASA may enter into contract, rent, buy, or sell personal or real property and services, provided that it does not engage in any activities or exercise any powers that are not in furtherance of its primary non-profit purpose and objectives, as stipulated in Article 3 of the ASA Constitution.
- 9.4 No portion thereof shall be paid or transferred directly or indirectly by way of dividend or bonus or otherwise howsoever by way of profit to the persons who at any time are or have been members of the Society or to any of them or to any person claiming through any of them.
- 9.5 Withdrawals from bank account operated by the Treasurer on behalf of the Society must be co-authorised by either the President or the Secretary.

- 9.6 The ASA Governing Council shall appoint two (2) Auditors upon the formation of each New ASA Governing Council.
- 9.6.1 The President and other Office Bearers shall not be appointed as Auditors.
- 9.6.2 Auditors may be chosen from Ordinary ASA Governing Council Members, Advisers Emeriti, or regular members of the Society.
- 9.6.3 The Auditors shall audit and sign off the Financial Report and Statement of Account to be circulated to the general membership by the Treasurer at least two weeks before the General Assembly.
- 9.7 The accounts of the Society shall be audited by a firm of Public Accountants and Chartered Accountants if the gross income or expenditure of the Society exceeds U\$500,000 in that financial year.

## **10 GENERAL ASSEMBLY**

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- 10.1 A General Assembly of ASA members shall be held once every three years.
- 10.2 The General Assembly may be held physically or in hybrid mode combining a physical meeting with teleconferencing.
- 10.3 The Secretary shall inform all voting members of the date, time, venue, and agenda of the General Assembly at least four (4) weeks before the meeting.
- 10.4 The particulars of the agenda shall be posted on the Society's website at least four (4) weeks in advance of the General Assembly.
- 10.5 The General Assembly shall be chaired by the incumbent President until a new President and ASA Governing Council are elected at the end of the said meeting.
- 10.6 The purposes of the General Assembly are indicated below:
- 10.6.1 elects the President and ASA Governing Council Members pursuant to Article 3 of the Constitution and Article 4 of this Code of By-Laws;
- 10.6.2 considers and approves the Financial Report and Statement of Account covering the period from the date of assumption of office of the outgoing ASA Governing Council;
- 10.6.3 considers and decide on the venue, and approximate date of the next General Assembly and Asian Conference of Arachnology;

- 10.6.4 considers any item tabled for discussion at the General Assembly by the ASA Governing Council or any member who shall place on the agenda of a General Assembly provided he or she gives notice to the Secretary one (1) week before the meeting is due to be held.
- 10.7 At least 25% of the total voting membership or thirty (30) voting members, whichever is the lesser, present at a General Assembly shall form a quorum.
- 10.8 If the triennial General Assembly cannot be convened as scheduled under exceptional circumstances, the Governing Council is authorised to decide on an alternative date and make the necessary announcement to all ASA members.

## **11 EXTRAORDINARY GENERAL ASSEMBLY**

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- 11.1 Between the triennial General Assemblies, the President may convene, with the consent of a majority vote of the ASA Governing Council, an Extraordinary General Assembly of all registered ASA members to consider motions involving the adoption, amendments, suspension, or repeal of the Constitution and By-Laws pursuant to Article 8 of the ASA Constitution and Article 13 of the Code of By-Laws of the ASA respectively.
- 11.2 Extraordinary General Assembly may also be convened to coincide with an annual Asian Conference of Arachnology (ACA) to decide on the host and venue of the next ACA and to approve the Annual Finance Report and Statement of Account. However, there shall be no election of the new Governing Council until the next General Assembly.
- 11.3 Such meetings may be held physically or in hybrid mode (combined face-to-face meeting with teleconferencing).
- 11.4 Voting by a show of hands, hard-copy ballots, online ballots, email ballots, or a combination of any of the foregoing modalities, are permitted in such Extraordinary General Assemblies.
- 11.4.1 Online or email ballots may be cast ahead of the Extraordinary General Assembly, but not earlier than two (2) weeks ahead of the Extraordinary General Meeting.
- 11.5 An Extraordinary General Assembly must be called by the President on the request in writing of not less than 25% of the total voting membership or fifty (50) voting members, whichever is the lesser, and may be called at any time by order of the ASA Governing Council.
- 11.6 The Extraordinary General Assembly shall be convened within two (2) months from receiving this request to convene such a meeting.

- 11.7 At least two (2) weeks' notice shall be given to convene an Extraordinary General Assembly.
- 11.8 The Secretary shall serve notice of the Extraordinary General Assembly via e-mail to all voting members setting forth the date, time, venue and business that is to be transacted.
- 11.9 Voting by e-mail or other forms of online balloting is allowed.
- 11.10 The Secretary shall ensure that the particulars of the Extraordinary General Meeting shall be posted on the Society's website and other social media outlets in parallel with the e-mail notification about the Extraordinary General Assembly.
- 11.11 If the ASA Governing Council fails within two (2) months after the date of the receipt of the written request proceed to convene an Extraordinary General Assembly, the members with the threshold quota as stated above who requested for the Extraordinary General Assembly may convene the Extraordinary General Assembly by giving ten (10) days' notice to voting members setting forth the business to be transacted and simultaneously posting the agenda on the Society's website and its other social media outlets (e.g., Facebook, WeChat Chat Group, WhatsApp Chat Group).

## **12 ASIAN CONFERENCE OF ARACHNOLOGY**

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- 12.1 An Asian Conference of Arachnology (ACA) shall be held once every year, unless the Governing Council decides otherwise under special circumstances.
- 12.2 The Asian Conference of Arachnology shall be open to international participants, from all countries inside and outside Asia.
- 12.3 The host and venue of the next Asian Conference of Arachnology shall be decided by the triennial General Assembly (with election of the President and Governing Council) or by the Extraordinary General Assembly held to coincide those Asian Conferences of Arachnology between the General Assemblies.
- 12.4 Acting on the decision by the General Assembly or Extraordinary General Assembly regarding on the venue of the next Asian Conference of Arachnology, the President shall appoint the Chairman of the Organizing Committee of the Asian Conference of Arachnology (ACA-OC) who shall also serve as the host of the upcoming Asian Conference of Arachnology.
- 12.5 The duties of the Chairman of the Organising Committee of the Asian Conference of Arachnology (ACA-OC) are indicated below:
  - 12.5.1 leads the organisation of the upcoming Asian Conference of Arachnology;

- 12.5.2 appoints members of the ACA-OC;
  - 12.5.3 appoints chairmen of sub-committees supporting the ACA-OC;
  - 12.5.4 decides on the registration fees, and raises fund, if necessary, for the upcoming Asian Conference of Arachnology;
  - 12.4.5 appoints judges and prepares the scoring criteria and score sheets for any competitions held in conjunction with the Asian Conference of Arachnology.
- 12.5 The incumbent Organising Committee of the Asian Conference of Arachnology and the sub-committees under its umbrella shall be disbanded when their mission has been completed.

### **13 PROHIBITIONS**

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- 13.1 The funds of the Society shall not be used to pay the fines of members who have been convicted in a court of law.
- 13.2 The Society shall not indulge in any political or trade union activity, or in the lobbying of human rights, animal rights, or environmental rights, in or outside the country of registration.
- 13.3 The Society shall not allow its website, social media outlets, funds or premises to be used for political purposes in or outside the country of registration.
- 13.4 The Society shall not raise funds from the members of the public for whatever purposes without the prior approval in writing of the relevant authorities in the country of registration.
- 13.5 The Society shall not hold any lottery, whether confined to its members or not, in the name of the Society or its office-bearers, ASA Governing Council or members unless with the prior approval of the relevant authorities in the country of registration.
- 13.6 No substantial part of the activities of the Society shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.

### **14 AMENDMENTS OF BY-LAWS**

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- 14.1 Any member with paid-up subscription may propose, in writing, an amendment to the By-Laws to the ASA Governing Council.

- 14.2 Such a proposal, if approved by a majority of the ASA Governing Council, shall be submitted with a recommendation to the members.
- 14.3 A proposed change to the By-Laws not endorsed by the ASA Governing Council must be tabled at the General Assembly if it is re-submitted by fifty (50) or more members.
- 14.4 Amendments to the By-Laws may be initiated by the ASA Governing Council.
- 14.5 The By-Laws, or any part thereof may be adopted, amended, suspended, or repealed by a simple majority (50%) of those voting in a General Assembly (in physical or online or email ballot, or a combination of any of the modalities described in this paragraph, provided the Secretary distributes the notice of the proposed changes at least two (2) months in advance of a General Assembly or Extraordinary General Assembly.
- 14.6 The amended By-Laws shall not take effect without the prior approval in writing of the Registrar of Societies in the country of registration.

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