



Constitution for the Association of Asia-Pacific Business Schools

Founding Institutions on Council:

- Asian Institute of Management (AIM), Manila
- Hong Kong University of Science and Technology (HKUST)
- Indian Institute of Management – Ahmedabad
- KAIST Graduate School of Management, Seoul
- Keio University, Tokyo
- National Taiwan University, Taipei
- National University of Singapore
- Sasin, Chulalongkorn, Bangkok
- Tsinghua University, Beijing
- University of Otago, New Zealand
- University of Sydney

Inaugural Representative Institutions on Council:

- Chinese University of Hong Kong
- Fudan University
- Indian Institute of Management Bangalore
- University of Malaya
- University of Queensland
- Yonsei University

Amended: November 2015



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Amended: November 2015



Article I. NAME

The name of this organization shall be the Association of Asia-Pacific Business Schools (AAPBS).

Article II. FUNCTIONS

Section 1. **Purpose:** The primary purpose of the Association is to provide leadership and representation in order to advance the quality of business and management education in the Asia-Pacific region. The Association is organized exclusively for educational and outreach purposes.

Section 2. **Activities:** The activities will include, but not be restricted to, research, teaching, educational collaboration, and improvement of business school standards and quality.

Section 3. **Special Activities:** Whenever necessary, the Association, or a supervised designate, may undertake special activities or studies.

Article III. MEMBERSHIP and DUES

Section 1. **Membership:** Criteria for membership in the Association shall be granted on an institutional level. New member institutes must be approved by a majority vote from the Council.

a. **Full Membership** shall be drawn from business administration and management degree granting institutions in the Asia-Pacific region. To be eligible, an institution must have a formally organized administrative unit responsible for work leading to business or management degrees of the baccalaureate and/or graduate levels. Any eligible institution may apply for membership.

b. **The Council of the Association**, or any such membership subcommittee it may appoint, shall consider applications for membership and shall recommend admission to the Association. Membership shall be completed by the payment of the regular institutional dues. A majority vote of the Council will constitute approval for membership after the application is submitted.

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c. **Associate Membership**, carrying all privileges except that of voting, may be extended to any business administration and management degree granting institution outside the Asia-Pacific. Associate Membership is determined by a majority vote of the Council, and shall be completed by the payment of regular institutional dues.

d. **Affiliate Membership**, carrying all privileges except that of voting, may be extended to institutions, either inside or outside the Asia-Pacific region, that share similar interests around management education but are not degree granting institutions. Examples of Affiliate Members include, but are not limited to, governmental organizations, research institutes, and corporate training organizations. Affiliate Membership is determined by a majority vote of the Council, and shall be completed by the payment of regular dues.

Section 2. **Representation:** Each Institutional Full Member shall designate one official representative who shall cast the member's vote on all ballots and votes taken on official actions. A member may send as many delegates or participants to meetings as it desires.

Section 3. **Dues:** Annual dues shall be collected on an institutional basis.

- a. The amount of the annual dues shall be recommended by the Executive Committee and endorsed by a majority vote of Council members. The last voted amount of dues shall continue in effect until changed by the Council.
- b. Dues are payable to the Executive Director at the beginning of each calendar year (January 1).
- c. The Dues will be applied to fulfill the activities as defined in Article II.



Section 4. **Distinguished Fellowship:** Distinguished Fellowship is an honour for individuals who have provided enduring and exemplar services to the Association and its members. This service shall be over an extended period of years and shall have produced considerable value to the Association. The service must have displayed and been acknowledged to have provided great value to all members of the Association.

- a. The honorary award shall be entitled a "Distinguished Fellowship".
- b. The award may be awarded to an individual, but not an organization.
- c. The individual receiving such an award will be entitled to call themselves a Distinguished Fellow of AAPBS.
- d. The abbreviation of the honorific shall be 'DF' (AAPBS).
- e. The award may be made by the Council of AAPBS on the recommendation of three Full Member schools.
- f. AAPBS shall provide a nomination form suitable for the process.
- g. The awards may only be presented at the Annual Meeting.
- h. A Distinguished Fellow shall normally be entitled to remain a Distinguished Fellow for life.
- i. If a Distinguished Fellow, in the opinion of a 75% majority vote of Council members, brings disrepute on their school, profession, or AAPBS, then the Council may rescind the honour and title.
- j. The number of living Distinguished Fellows shall be limited to 10.
- k. Distinguished Fellows are afforded the privileges of title and the free registration at the Academic Conference and Annual Meeting.
- l. Distinguished Fellows may relinquish their honour and title at any time through a written request to the Council stating their reason(s) why. Council shall generally accept such a resignation without question.

Article IV. MEETINGS and COMMITTEES

Section 1. **Annual Meeting:** There shall be an Annual Meeting of the Association of the Institutional Full Members, to be held at a time and place designated by the Council. A quorum for a meeting of members is the greater of 30 full members or 20% of the full membership.

Section 2. **Special Meetings:** Special meetings of the Association may be authorized and funded by the Executive Committee.

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Section 3. **Regional and Special Interest Meetings:** Members of the Association may hold regional and special interest meetings under the auspices of the Association with the approval of the Council. Members of the Association may meet for discussion at will; however, actions taken at such meetings will not be binding upon the Association.

Section 4. **Ad Hoc Committees:** With the approval of the Executive Committee, the President of the Association may appoint ad hoc committees as necessary for a fixed term. The term of such committees will expire with the term of the President, or with the conclusion of the committee's assignment, whichever occurs first.

Article V. ORGANIZATION

Section 1. The Association shall be operated as a non-profit organization. The Association is composed of the Executive Committee (Officers of the Association - Section 3 below), the Council, and Members at Large.

Section 2. **Powers:** Policy actions or general statements affecting the Association as a whole shall be valid only when approved by a majority of the institutions represented in the Council. The Council will serve as representation of other institutions and reflect the concerns of the constituency base in the Council meetings. A simple majority of members of the Council shall constitute a quorum. Other powers may be delegated by the representatives, acting as specified in this section, except for duties specifically designated hereafter.

Section 3. **Officers of the Association:** The Officers of the Association (**the "Executive Committee"**) shall consist of five members from the Council; three ex-officio members of the Executive Committee: the President, the Vice-President/President Elect, and the Immediate Past President; and two elected Executive Committee members.

The term of office for the Executive Committee members shall commence immediately following the Executive Committee member's election at the Annual Meeting of the Association or on the first day of the Association's financial year. The commencement date for the term of office shall be determined by the Council.

The Executive Committee will consist of the following members:

- a. **The President** shall assume the position after the completion of their term as Vice-President / President-Elect. The President shall normally serve a term of one year.

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The President shall be responsible for coordinating all functions of the Association; shall preside over the Annual Meeting of the Association; and shall perform the usual duties of a presiding officer.

Should the President cease to be dean of a member school during the term of his/her presidency, he/she shall have the option to remain President of AAPBS, provided there is no conflict.

b. **The Vice-President / President Elect** shall be elected for a period of one year, and in the absence of the President shall serve in an acting role as President. At the end of the one year term, the Vice-President / President-Elect will assume the role of President. The Vice-President / President-Elect shall serve a term of one year. Should the President be unable to complete his/her term, the Vice-President / President-Elect will assume the position of President. Should the Vice-President /President-Elect cease to be the dean of a member school during the term of his/her vice presidency, he/she shall have the option to remain Vice-President / President-Elect of AAPBS, providing he/she remains a faculty member of a member school of AAPBS.

c. **The Immediate Past President** shall assume the position after the completion of their term as President. The Immediate Past President shall normally serve a term of one year.

d. **The two Executive Committee Officers** of the Executive Committee shall be elected from among the Council members by the Council for a term of two years. The Executive Committee Officers shall support and assist in carrying out prescribed duties outlined by the Association. The Executive Committee Officers may serve multiple terms provided their membership of Council remains valid.

e. **An Executive Director** may be appointed by the Council and serve a term of up to two years, with the possibility of continuing to serve upon approval by the Council. The term of office for the Executive Director shall commence immediately following their election at the Annual Meeting of the Association or on the first day of the Association's financial year. The commencement date for the term of office shall be determined by the Council.



The Executive Director assists the President in the day-to-day operation and execution of the Association's business, subject to policies established by the Council.

The Executive Director shall attend Council meetings and Executive Committee meetings and prepare the minutes and any necessary reports of/for the meetings.

The Executive Director is an administrative role with no voting rights.

Section 4. **The Council:**

a. **The Council:** The Council shall be comprised of up to 22 representative institutions. A Council member should be a Full Member of the Association. The Council consists of elected members who serve a four-year term, with re-election permitted. Elections will be determined by a "first-past-the-post" voting scheme, subject to:

The Council shall not comprise any more than two members from the one country/region at any one time. Should the number of votes received by a nominee result in the Council membership comprising more than two members from the one country/region then that nominee shall be declared ineligible to serve on Council and the nominee with the next highest number of votes shall be admitted to Council membership provided again that the Council shall not comprise any more than two members from the one country/region. This process is completed when all vacancies have been filled.

A Council member shall be an active participant in all Association activities. This involves recruiting members, contributing, participating and attending the Association's Annual Meeting and being a member of one of the Association's Working Groups.

Should any Council member not fulfill the responsibilities or duties of an active Council membership, or fail to attend two consecutive Council meetings without sending a delegate/proxy, the Executive Committee can terminate that member's Council membership.



b. A **Representative Member** is defined as the Institutional champion designated to represent the institution. Normally, this is the Dean, Dean equivalent, or his or her representative.

c. The Council shall act for the Association between meetings. It shall act as a nominating committee, a program committee, and as a representative of the Association.

d. The Council shall meet at least twice a year.

Section 5. **The Members at Large:**

a. The Members at Large shall be invited and then approved by the Council.

b. Approval for membership requires a simple majority vote from the Council.

Article VI. BY-LAWS

Binding Actions: Although the Association may be regarded as a representative and spokesperson of its constituent members, no action taken by the Association or any of its representatives is to be regarded as binding upon any institutional member, except for such dues and assessments as may be fully approved as provided hereafter.



Article VII. ADOPTION OF CONSTITUTION and AMENDMENTS

Section 1. **Adoption:** The Constitution of the Association shall become effective for institutions whose official representatives vote to adopt and accept the Constitution at the organization meeting or within six months thereafter. Subsequent to formal adoption by the founding institutions, election to membership shall be by procedures set forth in Article III, Section 1.

Section 2. **Amendments:** Following the adoption of the Constitution, proposed amendments thereto must be submitted in writing to the Council for endorsement prior to making them available for consideration by all Full Members at least 60 calendar days in advance of a formal vote normally at the Annual Meeting of the Association. A majority of two-thirds of Full Member institutions subscribing to the Association is required to adopt such amendments. In the case of insufficient representation at the Annual Meeting, a subsequent mail (or electronic) vote from all Full Member institutions may be conducted by the Council.