

THE ASIA-PACIFIC SOCIETY FOR COMPUTERS IN EDUCATION: CONSTITUTION

(Adopted: 21 January 2004)

(Amended: 8 December 2004)

(Amended: 12 July 2007)

(Amended: 27 May 2010)

(Amended: 5 October 2011)

(Amended: 11 January 2012)

(Amended: 1 January 2014)

(Amended: 30 October 2015)

(Amended: 31 December 2016)

1. NAME

The name of the Society is “The Asia-Pacific Society for Computers in Education.”

The acronym “APSCE” shall be used to refer to the Society.

2. OBJECTIVES

The objectives of APSCE are:

- (a) To promote the conduct and dissemination of research employing the use of computing technologies in education within the Asia-Pacific region and internationally;
- (b) To encourage and support the academic activities of researchers in member countries and to nurture a vibrant research community of younger as well as more experienced researchers;
- (c) To enhance international awareness of research conducted by researchers in member countries;

- (d) To obtain greater representation of active researchers from the Asia-Pacific region in committees of related leading academic and professional organizations and the editorial boards of reputable journals;
- (e) To organize and hold the *International Conference on Computers in Education* (ICCE) conference series in member countries;
- (f) To engage in other appropriate academic and professional activities including but not limited to the setting up of Special Interest Groups (SIGs) and the publication of a Society newsletter and a Society journal.

3. MEMBER COUNTRIES

Member countries include all nations and regions within the Asia-Pacific. Where the situation warrants, the President, may at his or her discretion direct that a Special Administrative Region be treated as a separate member country.

4. OFFICE

4.1 APSCE shall be registered in Taiwan and be governed by its laws and regulations.

4.2 The headquarters-cum-secretariat of APSCE shall be:

c/o Dr Chan Tak-Wai

Center for Science and Technology of Learning

National Central University

300 Chung-Da Road, Chung-Li

Taiwan

4.3 The affairs of the Society's Office shall be managed by an Administrative Secretary appointed by Dr. Chan Tak-Wai and with the approval of the President of the Society.

The Administrative Secretary shall be responsible for maintaining the Society's member database, website (including online application for Society membership), and legal records. He or she shall also liaise with the Treasurer on all matters related to the Society's finances and the electronic payment system for the collection of annual membership dues. The Administrative Secretary may be paid an allowance for his or her work, provided that the Society's finances are sufficient for this purpose. The amount of the allowance will be determined by the President and approved by the Executive Committee from time to time.

4.4 All Society expenses must be for bona fide Society purposes that serve the Society's interests. All payments must be approved by the President, or his or her appointed

designee, and the Treasurer. The Administrative Secretary shall keep a record of the approvals (usually sent by email) as supporting documentation for payments made. 4.5

For accounting purposes, the financial year of the Society shall begin on 1st January and end on 31st December. The Society's accounts will be subject to an annual audit.

5. MEMBERS

5.1 (a) Any person of good standing who works in a field related to computers in education and subscribes to the objectives of APSCE may apply to be a Non-voting Member of the Society.

(b) Any person who has been a Non-voting Member for the last three consecutive years may become a Voting Member of the Society.

(c) Any research center/laboratory that works in a field related to computers in education and subscribes to the objectives of APSCE may apply to be a Group Member. The Annual dues of a Group Member shall be equivalent to that of three individual members. The maximum benefits that can accrue to a Group Member shall not exceed that which would accrue to five individual members.

(d) Any primary or secondary school teacher who subscribes to the objectives of APSCE may apply to be a Teacher Member. A Teacher Member is entitled to the benefits of a Non-voting Member. Such members pay only half of the Society's annual dues.

5.2 Applicants who satisfy the requirements in para. 5.1 will be considered for Society membership. Annual dues shall be payable upon successful application, subject to the provisions of para. 5.3. The amount of annual dues shall be determined by the Executive Committee from time to time.

5.3 Membership of the Society shall be on a calendar basis, from 1st January to 31st December. A new Member whose membership application is approved between 1st January and 30th June will pay annual dues covering the entire 12-month period. A new Member whose membership application is approved between 1st July and 31st December will pay 50% of the annual dues to cover the period to 31st December.

5.4 Voting Members shall be entitled to vote for Executive Committee representatives of the Society.

5.5 The Executive Committee may suspend or expel a Member for cause after serving written notice to the Member stating the reasons therefor and after providing an

opportunity within three months for the Member to be heard (electronically) on the matter. Suspension or expulsion will be carried on the basis of a majority vote (cast votes) of the EC.

- 5.6 Any Member may resign by giving notice to the President of the Society.
- 5.7 A Member who fails to pay annual dues later than four months from the due date shall be considered to have resigned from the Society.
- 5.8 A Member who resigns or is expelled from the Society shall not be entitled to any refund of annual dues, whether in whole or in part.
- 5.9 Membership in the Society is not transferable and not assignable.

6. STUDENT MEMBERS

- 6.1 Any person who is registered as an undergraduate or graduate student in an institution of higher learning, who has an interest in computers in education, and who subscribes to the objectives of APSCE may apply to be a Student Member of the Society. Proof of student status will be required.
- 6.2 Applicants who satisfy the requirements in para. 6.1 will be considered for student membership. Annual dues shall be payable upon successful application, subject to the provisions of para. 6.3. Student Members shall be entitled to reduced annual dues determined by the Executive Committee from time to time.
- 6.3 Student Membership of the Society shall be on a calendar basis, from 1st January to 31st December. A new Student Member whose membership application is approved between 1st January and 30th June will pay annual dues covering the entire 12-month period. A new Student Member whose membership application is approved between 1st July and 31st December will pay 50% of the annual dues to cover the period to 31st December.
- 6.4 A Student Member is not entitled to vote on all matters related to the Society and to its Officers.
- 6.5 A Student Member who fails to pay annual dues later than four months from the due date shall be considered to have resigned from the Society.
- 6.6 The Executive Committee may suspend or expel a Student Member for cause after serving written notice to the Student Member stating the reasons therefor and after providing an opportunity within three months for the Student Member to be heard (electronically) on the matter. Suspension or expulsion will be carried on the basis of a majority vote (cast votes) of the EC.

6.7 A Student Member who resigns or is expelled from the Society shall not be entitled to any refund of annual dues, whether in whole or in part.

6.8 Student membership in the Society is not transferable and not assignable.

7. EXECUTIVE COMMITTEE

7.1 The management of APSCE shall be vested in the Executive Committee (EC) which will exercise general supervision over the affairs of the Society in conformance with the Society's Constitution and all legal requirements in the country of registration.

7.2 The EC shall consist of the President of the Society, the President-elect, the Past President, and up to 28 other EC Members. Members of the EC must be Members of APSCE.

7.3 An EC Member's term will be four (4) years. The President's term will be two (2) years. The term of the President-elect and the Past President will also be for two (2) years. All terms will follow the calendar year, commencing on 1st January and terminating on 31st December two or four years later, as the case may be.

7.4 Every EC Member is required to participate in at least two out of four ICCE conferences in *any* four-year window period.

7.5 A President-elect shall be elected from members of the EC, by members of the EC, for a two-year term. The President-elect shall automatically become President on the expiration of his or her term of office and shall serve in that capacity for two years. The President shall automatically become the Past President of the Society upon completion of his or her two-year term as President.

7.6 The President-elect shall perform the duties of the President if he or she is unable to act.

7.7 By virtue of para. 7.2, the President, President-elect, and Past President, shall automatically retain their EC membership for two years in respect of each office.

7.8 Up to 28 other EC Members may be nominated and elected by the Members of APSCE. To be eligible, a candidate (i) must have participated in at least two out of the four most recent ICCE conferences, (ii) must be a person of good standing and have worked in the area of computers in education for at least five years, (iii) must indicate a willingness to stand for election, and (iv) must demonstrate a commitment to serving the Society and advancing its interests and objectives. However, if the President finds it is better for the Society to loosen one or more conditions of the above as an exceptional case, he or she can propose the motion to EC Members. When EC Members approve it, the President can validate up to three nominations.

- 7.9 Each member country, as defined in Section 3 of this Constitution, may have three (3) EC Members in general. However, the numbers of EC members elected for a country or region may be adjusted by the President if it is deemed appropriate based on the numbers of its voting members. EC Members shall be nominated and elected for a specified member country or region. The member country or region will be the place where the EC Member resides and carries out his or her professional work. Hence, each EC Member shall be affiliated with only one member country or region. If an EC member moves to another member or non-member country or region which results in the number of EC members exceeding the EC member cap of that country or region as stipulated in para. 7.9 or para. 7.10 as the case may be, he/she may remain as an EC member until the end of his/her term with the approval of the President.
- 7.10 In order to enhance its international presence, APSCE may have up to five (5) EC Members from non-member countries or regions. Such persons must also satisfy the eligibility requirements of para. 7.8. A non-member country or region can be represented by at most one (1) EC Member. Where the total number of filled EC positions from non-member country or region is less than five (5), a non-member country or region may be represented by two (2) EC Members.
- 7.11 Where the number of filled EC positions is less than 28, the President may co-opt up to five (5) additional persons who can make a valuable contribution to or meet a particular need of the Society. Such persons must satisfy conditions (i), (ii), and (iv) of para. 7.8. Such appointments shall not be subject to the cap of three (3) referred to in para. 7.9. However, they are subject to the cap of one (1) referred to in para. 7.10.
- 7.12 An EC Member may resign from the EC by giving notice to the President. An EC Member may be removed from the EC by a two-thirds majority vote (cast votes) of the EC.
- 7.13 If the President needs to resign, he or she can do so by giving written notice to the President-elect. The President-elect will then take over as President, and the term of the new President will be decided by the EC.
- 7.14 Vacancies in the EC may be filled at the time of the next annual election of EC Members.

8. ELECTIONS

- 8.1 Following para. 7.5, the President-elect shall be elected from members of the EC, by members of the EC, for a two-year term. The President-elect's election will take place

every two years, before he or she becomes the President. The election shall be held during the months of November/December in the year preceding that in which the appointment becomes effective.

- 8.2 An EC Member who nominates a fellow-EC Member for the position of President-elect must furnish a vita of the candidate to the Elections Subcommittee. The candidate must indicate to the Elections Subcommittee, in writing, acceptance of the nomination and a willingness to stand for election. The candidate shall also provide a position statement stating his or her vision and goals for the Society, if elected. All these materials will either be circulated or mounted on a web page for all EC Members to access. A nomination requires at least one other EC Member to second it. Each EC Member may only second one nomination.
- 8.3 The Elections Subcommittee, in consultation with the President, shall decide on the number of EC Members to be elected every year to serve four-year terms. The terms of EC Members can be extended beyond four years by the President, if necessary, to enable the completion of executive duties.
- 8.4 Any APSCE Member can nominate up to two (2) Voting/Non-voting Members for election to the EC by all Voting Members, subject to the requirements stipulated in para 7.8.
- 8.5 A Member who nominates a fellow-Member for election to the EC must furnish a vita of the candidate to the Elections Subcommittee that demonstrates compliance with eligibility criterion (ii) in para. 7.8, amongst others. The candidate must indicate to the Elections Subcommittee, in writing, acceptance of the nomination and a willingness to stand for election. The candidate shall also provide a statement demonstrating a commitment to serving the Society and to advancing its interests and objectives, if elected. All these materials will either be circulated or mounted on a web page for all Members to access. A nomination requires another APSCE Member to second the nomination. Any APSCE member can second up to two (2) nominations.
- 8.6 All EC election nominees will be vetted by the Society's Elections Subcommittee. Only candidates approved by the Elections Subcommittee will stand for election. The Elections Subcommittee Chair shall ensure that the proposed nominee list for the EC election complies with the requirements of para. 7.9.

9. OFFICERS

- 9.1 The Officers of the Society shall be the President, the President-elect, the Past President, and the Treasurer. All Officers of the Society must be from Asia-Pacific member countries or regions.
- 9.2 The President shall, in general, provide leadership, supervise, and control the business and affairs of the Society. He or she shall chair all meetings of the Members (if any) and of the EC. He or she may sign any contracts that the EC has authorized to be executed. He or she shall perform duties as may be prescribed by the EC. He or she may also assign duties to other EC Members.
- 9.3 The President-elect shall assist the President in all aspects of the execution of his or her duties.
- 9.4 The Past President shall provide advice and assistance to the President to facilitate a smooth handover of office and Society management.
- 9.5 The Treasurer shall be responsible for controlling all matters related to the Society's finances, budget, and preparation and auditing of accounts. He or she will also be responsible for the management of APSCE's bank account and all revenues and payments. He or she will also work with the Administrative Secretary to handle the proper collection and banking of Member and Student Member annual dues. At each Executive Committee meeting held during ICCE conferences, the Treasurer shall report on the revenues and expenses in respect of the past year and the financial standing of the Society at the time. He or she shall also present an operating budget for the forthcoming year. The Treasurer shall be appointed by the President from amongst the EC Members.
- 9.6 An EC Member may petition the President or the President-elect to request the suspension or removal of an Officer of the Society from office if the Member can show cause for the requested action. The Officer complained against will be given up to two (2) months to respond to any allegation of irregularity or impropriety. If the person who receives the petition resolves that there is a valid allegation, he or she will arrange for such petition to be voted on by the EC. Suspension or expulsion will be carried on the basis of a three-quarters majority vote (cast votes) of the EC.

10. OTHER COMMITTEES

- 10.1 The Society will have subcommittees responsible for (i) Elections, (ii) Conference, (iii) Newsletter, (iv) Publications, (v) Education Program, (vi) SIG and (vii) Award.

Subcommittee members must be EC Members. Every EC Member is expected to participate actively in at least one subcommittee.

- 10.2 The Elections Subcommittee will be responsible for proposing a suitable slate of candidates for the annual EC election and for managing the election process in conformance with the Constitution. The Elections Subcommittee will also be responsible for organizing the biennial election for the office of President-elect.
- 10.3 The Conference Subcommittee will be responsible, together with the President, for soliciting suitable candidates to host the annual ICCE Conference, managing the Call for Conference Hosting process, evaluating hosting proposals, and putting forward recommendations to the EC for future conferences. Members of the Subcommittee shall comprise persons who have served as ICCE Conference Chair or Program Coordination Committee Chair in the past to facilitate continuation of ICCE best practices and culture. The Subcommittee should endeavor to have a host in hand for the next two conferences at any given time.
- 10.4 The Newsletter Subcommittee will be responsible for the preparation of the Society's quarterly electronic newsletter.
- 10.5 The Publications Subcommittee will be responsible for the peer-review process and publication of the Society's official journal—Research and Practice in Technology Enhanced Learning (RPTEL) and ensure its high quality
- 10.6 The Education Program Subcommittee will be responsible for all programs and activities to nurture student interest and develop student talent in all areas related to computers in education. In particular, the Subcommittee will be responsible for overseeing the organization of the PhD Consortium at each ICCE conference.
- 10.7 The SIG Subcommittee will be responsible for publicizing the Society and its activities and fostering collaborations and liaisons with external kindred organizations and societies. The SIG Subcommittee will also be responsible for approving proposals for establishing a new SIG before proposals being put forth for EC voting.
- 10.8 The Award Subcommittee will be responsible for the management of the annual ASPCE awards program: Distinguished Researcher Award (DRA) and Early Career Researcher Award (ECRA). Members of the Subcommittee will solicit nominations and review the nominations to select award recipients collaborate with EC members. The Past President will serve as the Chair of the Subcommittee.
- 10.9 The President shall propose subcommittee Chairs, and seek the EC's approval for the proposal. The number of persons in each subcommittee shall be determined by the

respective Chairs. Subcommittee Chairs shall report directly to the President in respect of functions for which they are responsible.

- 10.10 The President, may at his or her discretion, constitute a new subcommittee, comprising EC Members, to be responsible for other matters requiring urgent attention and action, as may arise from time to time. If a subcommittee so formed is an *ad hoc* subcommittee, it may be dissolved by the President at his or her discretion, when its objectives have been fulfilled.

11. CONDUCT OF SOCIETY BUSINESS

- 11.1 As EC Members are distributed geographically, the business of the EC shall be carried out predominantly through email. Any decisions required of the EC will be handled electronically and carried by a majority vote (votes cast). EC Members shall be given at least 7 days to respond. The President shall maintain a record of decisions made by the EC. An EC member who fails to respond and/or vote for more than 3 times throughout his/her term, shall be automatically removed from the EC. A warning shall be served on the affected EC member by the President after the second failure to respond and/or vote. The EC member may appeal to the President to be reinstated. Upon receipt of such an appeal in writing, the President shall put the appeal to a vote among the EC members. The affected EC member shall be reinstated with a two-thirds majority vote (cast votes) of the EC.
- 11.2 An annual EC Member meeting shall be held during each ICCE Conference. The meeting will be chaired by the President. Proposals for items to be discussed by EC Members should be sent to the President for consideration at least 28 days before the scheduled meeting. Any decisions that have to be made at the EC meeting will be carried by majority vote. The President shall cause minutes of the EC meeting to be recorded and kept.
- 11.3 As Members and Student Members are also widely distributed geographically, any general Society business (excluding EC meetings held at ICCE conferences) involving members shall be carried out through email. Members and Student Members may raise any Society-related issue on an official basis by email to the President. The President shall, in consultation with other Officers of the Society, if necessary, provide a response to such issues within 28 days.

12. ICCE CONFERENCES

- 12.1 All ICCE conferences shall be held in an Asia-Pacific country or region.
- 12.2 The President of APSCE will be the Conference Chair of each ICCE conference.
- 12.3 The Conference Subcommittee together with the President and President-elect will decide on the Program Coordination Subcommittee Chair/Co-Chair of ICCE.
- 12.4 The Program Coordination Subcommittee Chair/Co-Chair and the President, who is also the Conference Chair of ICCE shall approve the two or three Program Committee (PC) Chairs, including one Executive PC Chair, of the related theme-based subconferences for each ICCE recommended by the SIG Chair. The Program Co-Chairs will select the conference Program Committee members. In general, about one third should be from Asia-Pacific countries.
- 12.5 The Program Coordination committee Chair/Co-Chairs shall be responsible for all matters related to the academic program of the conference. The Program Coordination committee Chair/Co-Chairs together with the President and President-elect shall have collective responsibility for ensuring the academic and professional quality of the ICCE conference.
- 12.6 The Local Organizing Chair of the conference will be from the hosting country. This person will usually be the person championing the bid for the conference.
- 12.7 The Editors of the Conference Proceedings shall be the Program Coordination committee Chair/Co-Chairs plus the Local Organizing Chair.
- 12.8 In the performance of their tasks and responsibilities, the Program Co-Chairs and the Organizing Chair are to be guided by the *ICCE Conference Handbook*. In case of any doubt or conflict arising, the President, as Conference Chair, will either arbitrate or make the final decision.
- 12.9 On the conclusion of an ICCE, the conference hosting institution is required to furnish a formal report to the EC, including a financial report, within two (2) months of the end of the conference.
- 12.10 To help subsidize the running expenses of APSCE and to sponsor graduate student participation in future ICCE conferences, the hosting institution is required to offer 50% of any surplus finance accruing from the running of the ICCE conference to APSCE.
- 12.11 APSCE Members shall be offered a discount of at least 15% on ICCE conference registration fees. Student Members shall be offered a discount of at least 30%.

13. ADVISORY BOARD

The President, in consultation with the EC, may invite distinguished scholars in the field who can advise the Society on matters related to its growth and internationalization to join the APSCE Advisory Board. These scholars may include previous international Program Co-Chairs, distinguished scholars who have been keynote or invited speakers of previous ICCE conferences, previous Presidents of APSCE, and retired EC members who are senior researchers in the field.

14. CORPORATE/ORGANIZATION AFFILIATIONS

Heads of corporations and other organizations (eg. book and journal publishers, education software publishing companies) seeking to establish a long-term affiliation with APSCE may solicit such an affiliation in writing to the President. The President, in consultation with the EC, shall decide whether to approve the affiliation.

15. EFFECTIVE DATE

This Constitution of APSCE, when adopted by the EC, shall have retroactive effect from 1 January 2004, the official commencement date of the Society.

16. AMENDMENTS TO CONSTITUTION

Any Member may propose to the EC to amend, adopt, or repeal any clause of this constitution. Upon a two-thirds majority vote (votes cast) by the EC in favor of such a proposal, the proposal shall be placed on the agenda of the next EC meeting and be considered by the EC at that meeting.