

By Laws

WorldSkills Asia

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Article 1 Election of Board Members

1.1 Prior to Elections

- 1.1.1 Three months prior to the General Assembly meeting from which an officer or officers will complete their term(s) of office, the Secretariat will invite Members to submit their nominations for candidates for the positions. An official Nomination Form will be sent to Members.

Nominations are to be submitted to the Secretariat not later than one month (30-days) before the next General Assembly Meeting.

- 1.1.2 The nominee must then present an evidence in writing that he has the support of the nominating member together with any other supporting documents necessary as proof that he has the capability to carry out the responsibilities of the office from which he is nominated. He also has to provide a statement indicating the skills and experience he has for the role (candidates may be nominated for more than one position). An elected officer who is no longer a delegate is eligible for re-election in any position.
- 1.1.3 The Secretary will notify the Members of the names of the candidates nominated for the election at least two weeks before the General Assembly meeting.
- 1.1.4 A delegate may only nominate **one** candidate for each position from his member country.
- 1.1.5 If any member country is not interested to nominate, they still have the rights to vote in the election.

1.2 Election Procedures

- 1.2.1 The Board of Members will nominate two scrutineers from the delegates present and who have voting rights. The General Assembly shall approve the nominated scrutineers before the election begins.

The role of the scrutineers is to make sure that election is clean, fair and done according to the procedures. They shall also oversee, examine and double check the counting of the ballots with the Secretariat.

- 1.2.2 All elections will be conducted by secret ballot.
- 1.2.3 At the start of the election, the Secretariat shall announce all the member countries present and those who are entitled to vote. The total number of voters will be announced and declare whether the requirement for a quorum, which is 60% voting members, is present.
- 1.2.4 The official ballot paper for each election will be prepared in advance by the Secretariat and to be distributed during the election to each member by the scrutineers or the Secretariat. The voting member will write the name and ISO Code of the candidate they have chosen.

The ballot will be considered invalid if nothing is written, an ineligible candidate is written, or there is more than one name written on it.

In case of mistakes, the voting member will have to clearly cross out the mistake then write the correct name in the same ballot.

- 1.2.5 As the election starts, the vacant positions and the candidates' names and ISO Code will be shown on screen. A step-by-step procedure on how to fill-up the ballot properly will be explained.
- 1.2.6 After the member has casted his/her vote, he/she will drop the ballot in the ballot box. The counting of the ballots shall be done by the Secretariat and the scrutineers in front of the members.
- 1.2.7 Where there are more than two candidates, an absolute majority (50% plus one of the votes) is required. If there is no absolute majority then a second vote takes place but without the lowest scoring candidate from the first vote. If there are two or more equal lowest scoring candidates, then a sub-election takes place between them. The lowest scoring candidate is removed and then the second vote takes place with all remaining candidates.
- 1.2.8 If the office of the President is included in the election, the incumbent President shall appoint an Interim Chair for the duration of the election.
- 1.2.9 After the validation performed by the scrutineers, each election results will be announced by the Secretariat. The results shall be announced and tabulated showing the details of each candidates' votes, invalid and abstained votes. The total should tally with the number of eligible voting members.
- 1.2.10 All collected ballots shall be sealed in an envelope under the Secretariat keeping until the end of the meeting. The ballots will be destroyed after the General Assembly has ratified the results of the meeting.
- 1.2.11 At present, there are five (5) Board Members to be elected. The member of the Board of Members may increase if the total number of members increases.

1.3 Rotation of Office

- 1.3.1 The term of office for each elected officer is 4 years (effectively spanning two World Skills Asia events). The Board Members will take up their duties based on the rotation scheme designed by the Board of members.
- 1.3.2. The term of office starts on the day the General Assembly meeting is concluded from which the officer is elected.

1.4 Resignation of Board Member and Replacement Procedure

- 1.4.1 In case of vacancy from the Board of members, an existing member of the Board will be proposed to take temporarily the vacant position.
- 1.4.2 The following process will be followed in replacing the vacant seat in the Board:
 - a) The Secretariat will send the profile of the vacant position to all members. Nomination by the members should be sent to the Secretariat within one month of the vacancy announcement;
 - b) One week after the closing of the nomination period, the Secretariat will send to the Members the list of candidates and describe the voting procedure;
 - c) The Members vote will be sent electronically;
 - d) The elected Board Members will be the person who obtains the highest number of votes. In case of a tie, an election ballot will be done;
 - e) The new Board Members is elected for a term of 4 years.

Article 2 Voting

2.1 Procedure

- 2.1.1 Only one Delegate (Official Delegate) may cast a vote for the Member country they represent in the organization.
- 2.1.2 If the incumbent President is also a Delegate, then he is entitled to vote.
- 2.1.3 A Member whose Delegate is the President or Vice President of the Committee, the General Assembly may appoint a substitute delegate if the President or Vice President does not wish to carry out both functions.
- 2.1.3 If a Delegate cannot attend a scheduled meeting, the Member is entitled to appoint a replacement (proxy) for the meeting.
- 2.1.4 Votes may not be casted on behalf of absent Members.

2.2 Tied Votes

In case of a tie in a voting that is not an election, the incumbent President will have to cast his vote to break the tie.

Article 3 Finance

3.1 Source of funding

- 3.1.1 The sources of income of WorldSkills Asia will primarily be coming from sponsorships, subsidies, donations, and miscellaneous revenue (income) generated from other services contracted.
- 3.1.2 The fiscal year of WorldSkills Asia is the same as the calendar year that begins on January 1 and ending on December 31 of the same year.

Article 4 Powers & Duties of the Executive Bodies and Committees

4.1 General Assembly

- 4.1.1 The powers of the General Assembly are specified in the Constitution.

4.2 Board of Members

- 4.2.1 Election of the Board of Members
All members of the Board of Members shall be elected normally for a term of approximately four years.
- 4.2.2 After finishing the term of approximately 4 years, his/her board membership will automatically be terminated. A Board member can be re-elected only once for a period of another 4 years.
- 4.2.3 Members of the Board must be nominated by the Members of the organization. Each member country may only be represented by one person in the Board of Members.
- 4.2.4 The President and the other Board Members shall be elected and dismissed by the

Members during the General Assembly.

4.2.5 The Board Member should have one or more of the following qualities or experience:

- a) Relevant connection with or experience in vocational education or training;
- b) Relevant connection with or experience in the business community familiar with Asia regulations and/or organizations in the area of education and employment;
- c) relevant connection with or experience in organizing skills competition events and funding thereof;

4.2.6 The Board of Members is empowered to:

- a) fulfill the objectives and activities of WorldSkills Asia;
- b) implement the decisions of the General Assembly;
- c) approve and modify the By- Laws subject to the articles in the Constitution;
- d) appoint and dissolve contracts and sub-committees including their composition, membership, their terms of reference and working procedures;
- e) approve the organization and rules for all WorldSkills Asia Competitions conducted under the authority of WorldSkills Asia.
- f) approve the conditions and criteria concerning merits.
- g) Establish, maintain, publish and distribute the calendar of WorldSkills Asia activities.
- h) Adopt the activity report and the future projects.
- i) Submit to the General Assembly all proposals, which it has agreed upon.
- j) recommend Member countries and Guest Country subject for ratification by the General Assembly;
- k) Determine fees for possible WorldSkills Asia products.

4.2.7 The Board of Members will meet at least two times a year

4.2.8 The Board of Members may set up its own sub-committees if they feel necessary. The Board will establish the sub-committee's scope of duties and its membership. The work will be supported by the Secretariat in agreement with the sub-committee chair.

4.2.9 All WorldSkills Asia correspondences from the Board of Members relating to basic forms and documents, shall be signed by the Chief Executive Officer.

4.2.10 The quorum of the Board is reached when more than 50 % of the Directors are present. A majority of 50% + 1 shall approve the resolutions of the Board of Members. A decision can be made by way of a written decision-making procedure.

4.2.11 Within the framework of the authority provided in the By-Laws, the Board of Members may delegate its day-to-day affairs to the Chief Executive Officer and WorldSkills Asia Secretariat.

4.2.12 The President and the Chief Executive Officer are empowered to jointly represent WorldSkills Asia in relation to third parties and as such to enter into legally binding transactions and sign any agreement or other document in behalf of WorldSkills Asia, provided that such transactions and agreements do not conflict with the Constitution and the By-Laws and that they were approved by the Board of Members.

4.3 Competition Committee

4.3.1 The Competition Committee's main terms of reference are:

- a) Working with all countries' Technical Delegates to reflect on and draw up proposals with regards to the aims and objectives of the WorldSkills Asia

- Competitions;
- b) Activities aiming to strengthen the events and WorldSkills Asia Competitions.
 - c) Finding solutions to technical problems concerning the organization of the WorldSkills Asia Competitions.
 - d) Advising on changes to the Rules of WorldSkills Asia Competition.
 - e) Preparing the reports received from the Board of Members and drafting proposals to the Board of Members.
 - f) Appointment of the relevant staff according to the WorldSkills Asia Competition Rules to ensure that the Technical Outlines for the respective WorldSkills Asia Competitions are created according to WorldSkills Asia requirements and updated regularly to reflect the latest technical and related competencies for that skill in modern practice.
 - g) Setting up of standard marking criteria at the WorldSkills Asia Competition
 - h) Setting up of standard admission criteria for competitors and experts.
 - i) Proposals on recognitions and awards for competitors
 - j) Recommendations on admission or cancelling of WorldSkills Asia Competitions
 - k) Recommendation on honors and awards to the Board of Members

4.3.2 The Technical Delegates will be invited for the Competition Committee.

4.3.3 Any changes/amendments to the competition rules will be presented to the Board of Members for approval at least 1 calendar year before the next WorldSkills Asia event.

Article 5 Powers and Duties of the Elected and Appointed Officers

5.1 President of the Organization

5.1.1 The President chairs the Board of Members and his overriding task is to be outward looking, ascertaining and assessing the environment within which the Organization operates and identifying new opportunities for activities by the Organization. In consultation with the Board of Members he:

- a) Maintains relations with stakeholder's management.
- b) Manages and aligns the Secretariat's operational priorities with the strategic objectives of the organization and reports on the effectiveness of the outcomes, this in cooperation with the Secretary.
- c) Monitors the performance of the Secretariat.
- d) Seeks and develops new sponsors for the organization.
- e) Seeks and develops new products and services for the organization.
- f) Ensures that agreed decisions and action items from the chaired meetings are carried out.
- g) Manages the Organization's finances within the agreed (source of budget and prepares the annual accounts for audit, this in cooperation with the Treasurer.
- h) Ensures that the organization's legal and due diligence requirements are met.
- i) Assures the continuity of World Skills Asia and its financial health.

5.2 Vice President of Strategic Committee

5.2.1. This position is focusing on Strategic and is allocated to member of the Board of Members. The following tasks are carried out:

- a) Assisting the President in developing strategic plans.
- b) Awareness about the Asia developments, assessment of those Asia developments and adapts them to WorldSkills Asia.
- c) Optional: Bilingual (Ex: English, any other Asian Language)

5.2.2 This position requires that the Board Members has been with WorldSkills Asia for at least 1–3 years involvement as Official Delegate or Technical Delegate during the Competition.

5.3 Vice President of Competition Committee

5.3.1 Tasks for Competition consists of chairing the Committee and is allocated to preferably two members of the Board of Members.

5.3.2 They have a responsibility for technical development and skills competence standards in cooperation with each other. This based on a set of defined quality objectives.

5.4 Vice President of Special Affairs

5.4.1 The Task Marketing and Communications will be allocated to a member of the Board of Members and will work closely together with the President and Secretary to develop a Marketing and Communications strategy to support the WorldSkills Asia objectives as mentioned in the constitutions and other operational plans and implement this strategy.

5.4.2 Take charge of the development and establishing the Nominating Committees and creating the Advocacy Task Force of the Board of Members.

5.4.3 Develop and implement a global strategy for all foundation, corporate and individual, internal and external communications

5.4.4 Must have 3 - 4 years of experiences in External & Internal Affair.

5.5 Treasurer

5.5.1 The essential function of the Treasurer as a member of the Board of Members is to:

- a) assists the Board of Members in discharging its fiduciary responsibility in managing the funds entrusted to by the Members;
- b) he reviews requirements for ensuring the quality of the financial system;
- c) works in close cooperation with the Auditor and Secretariat for local/international conferences;
- d) In-charge of the reports on the annual accounts and the budget at the General Assembly;

5.5.2 Requirement for this position includes:

- a) 3 years of experience in finance and accounting background;
- b) Submission of evidence in writing that he has the support of the member country in budgeting.
- c) Optional requirement is that he must be bilingual (Ex. English and other Asian language).

5.6 Chief Executive Officer

The Chief Executive Officer is part of the Board of Members. His primary responsibility is to control all obligations and responsibility of WorldSkills Asia organization through the Secretariat. This includes strategic marketing, operational and administrative responsibility. In consultation with the President and other Board Members, the CEO and Secretariat's function are:

5.6.1 Strategic

- a) Works closely with the Board of Members in providing the support and execution of matters relating to the Board of Members role and the overall organization's

- activities;
- b) works closely with the President and Vice President of the Competition Committee in providing the support and execution of matters relating to the Competition;
- c) Work to explore, implement and build effective strategic partnerships.

5.6.2 Operational

- a) organizes and prepares meetings of the executive bodies, standing committees and other committees as directed;
- b) participates in the meetings and ensures minutes are produced and circulated as soon as possible thereafter;
- c) advises and works closely with the Members hosting the WorldSkills Asia Competition on all strategic and organizational matters as set out in their respective Memorandums of Understanding with WorldSkills Asia;
- d) provides management, administration and services support to the overall WorldSkills Asia Competition

5.6.3 Administrative

- a) produces and circulates agendas and supporting documents prior to the meetings;
- b) Assures compliance with rules & regulations and appropriate laws.

5.6.4 Marketing & Communication, in close cooperation with the Board Member Marketing and Communications

- a) Services WorldSkills Asia existing partner relations with Members, sponsors and other organizations.
- b) Develops and supports new Members for the organization.
- c) Promotes and markets the organization and its mission and objectives to the various stakeholders.
- d) Provides clear & effective communication to the various stakeholders.
- e) promotes and builds on the existing brand value of WorldSkills Asia and her products

Article 6 Membership of WorldSkills Asia

6.1 Members

6.1.1 Member Country

A Member Country is a country in Asian Region who have signified their interest to become a member of WorldSkills Asia and have submitted the fully filled-up Application Form with supporting documents.

A Member Country have the following rights and privileges:

- a) To appoint two delegates, as the representatives of the member organizations in the General Assembly;
- b) The right to have one vote at the General Assembly;
- c) Member has the right to request for a stage time to promote their TVET in the General Assembly, SC & TC meetings;
- d) Member has the right to invite 3 additional delegates at the General Assembly with prior notification to WSA to the Secretariat;
- e) To apply for and host the WorldSkills Asia events;
- f) To participate at the WorldSkills Asia Competition with a team of competitors.
- g) To apply and host the General Assembly;
- h) To be part of WorldSkills Asia network and have access to the WorldSkills Asia networks.
- i) To benefit from the support facilities of WorldSkills Asia.

- j) To have support from WorldSkills Asia for marketing and promotion of Skills Competitions;

6.1.2 Guest Country

A Guest is a country outside of Asia who have signified their interest to become member of WorldSkills Asia and have submitted the Applications with the required documents.

Guest Members have the following rights:

- a) To attend the General Assembly with no voting rights;
- b) To bid and apply to host the General Assembly;
- c) To participate at the World Skills Asia event with so called guest competitors.
- d) To received medals and awards at the WorldSkills Asia Competition
- e) To have support from World Skills Asia for marketing and promotion of Skills Competitions
- f) To have access to the World Skills Asia networks

Article 7 Criteria for Membership

- 7.1 A prerequisite for Member Country membership and Guest Membership is acceptance of the Constitution, the By-Laws, Code of Ethics & Conduct and the World Skills Asia Competition Rules.
- 7.2 Application for membership must be made in writing and addressed to the Secretariat and be signed by the applying body's official representatives of the country. The application must include:
 - a) Signed copies of the Application Form indicating acceptance of the Constitution, the By-Laws, Code of Ethics & Conduct and WorldSkills Asia Competition Rules.
 - b) Extensive information on the country/region's vocational education and training system and the body's position within this system.
 - c) Signed letter indicating that the applying organization is recognized by the relevant national authority as the national organization for vocational education.
 - d) Names and full contact details of the proposed Delegates.
- 7.3 The Board of Members will examine the documents and arrange a meeting with a representative of the applicant body to clarify all questions concerning the application for membership.
- 7.4 When an application is accepted by the Board of Members, all Members and Guest countries will be informed in writing.
- 7.5 The admission must be formally approved at the next General Assembly meeting and the new Member will have the opportunity to briefly present its respective country, its organization and the vocational education and training system it represents.
- 7.6 No Admission Fee is needed to be paid for all kinds of membership
- 7.7 Admission by the General Assembly is confirmed by means of a Membership Certificate.

Article 8 Proposals

8.1 Verbal proposals

Any Delegate is entitled to put forward verbal proposals for the meeting agenda and these will be dealt with under "Other Business/ Matters".

8.2 Written proposals

Any Member is entitled to submit written proposals to the Secretariat. The proposals will be acknowledged by the Board of Members and placed on the agenda for the next meeting of the appropriate committee. The proposer is entitled to explain or justify his proposal at the meeting.

8.3 Certificates of Merit

Once a year the Secretariat shall invite Members to submit written proposals nominating distinguished individuals for the award of a Certificate of Merit for consideration by the Board of Members and approval by the General Assembly.

Article 9 WorldSkills Asia Event

9.1 A Member may apply to the WorldSkills Asia Board to host a WorldSkills Asia event. Applications must be made at least four years before the proposed event. In case no successful application has been made, the Board of Members will decide another procedure.

9.2 Any Member that undertakes to organize a future WorldSkills Asia event must have experience based on taking part in at least one previous World Skills Asia event where the Member will have participated in a majority of the Competition categories, as well as have organized National competitions.

9.3 The World Skills Asia Board of Members must have proper information of the vocational education and training system represented by the Member who makes the offer. With this objective, the capacity of the Member to organize the WorldSkills Asia event must be determined by a visit to the Member country.

Furthermore, the World Skills Asia Board of Members must be certain that the Member, who makes the offer, is fully aware of all its obligations relating to costs, equipment and the necessary infrastructure and respecting World Skills Asia's political and denominational neutrality so that all its members are able to participate equitably.

9.4 Once the applying Members have fulfilled the organization's hosting requirements mentioned in 10.2, they will be invited to submit a formal bid application. The formal bid application will be checked and, if complying, it will be forwarded to the Members for voting at the General Assembly. The voting procedure is similar to the election procedure followed for Board Members as described in Section 1.2 Election Procedures of the By-laws.

9.5 The Member hosting the Competition must sign a Memorandum of Understanding (incorporating the Checklist for the organization of a World Skills Asia event) as binding for the holding of the Event and must obtain a written commitment from their government or private institution representative of the Member's country/region.

9.6 The Member hosting the event will be responsible for all costs (e.g. venue, rentals, IL List, building, transport & logistics, all reward medals, trophies certificates, gifts, etc.) arising from the organization of the Event, including Committee meetings and the General Assembly meeting.

Article 10 Meeting

10.1 Participants

The following persons are entitled to attend the meetings:

- a) The Board of Members
- b) Delegates from Member Countries:
 - one Official Delegate for Strategic Matters; and
 - one Technical Delegate for technical World Skills Asia Competition matters
- c) All other guests invited and accepted by the Board of Members.

10.2 Hosting by Members

- 10.2.1 Members wishing to host a meeting should notify the Secretariat in writing. If no member is prepared to host a meeting, the Board of Members will take the necessary steps to organize the meetings at a place of its choice and as economical as possible.
- 10.2.2. Travel costs, accommodation and expenses are borne by the participants at the meeting.
- 10.2.3 The infrastructure for meetings, translations/interpretation if required, excursion and/or tour visit is provided and shall be at the expense of the host country. (OPTIONAL)
- 10.2.4 The host Member is entitled to seek sponsorships to defray their costs for the meeting but must have the agreement with WorldSkills Asia regarding the sponsor arrangements and final package prices for the participant months before the event.
- 10.2.5 Flags to be used by Member Countries and Guest Members and Competition Guests at World Skills Asia events must be officially recognized in the country hosting the event. When this is not the case, an alternative flag needs to be agreed with the hosting Member at least 12 months before the event.

Article 11 Final Ruling

11.1 Discipline

- 11.1.1 A breach of the rules and provisions of the Constitution, the By-Laws and the Code of Ethics will be penalized. The following disciplinary measures apply:
 - a) Warning
 - b) Reprimand
 - c) Expulsion
- 11.1.2 Disciplinary punishments will be determined by the Board of Members. In serious cases, the General Assembly may be convened in extraordinary session.
- 11.1.3 The Organization recognizes the English language as the official language.

11.2 Effective Date

This By-Laws was ratified at the General Assembly Meeting on _____
in _____ and shall replace all previous rulings.