

Constitution

WorldSkills Asia

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PREAMBLE

We, the members of this organization representing our respective countries:

REALIZING the need to actively promote high-quality skilled work and vocational education and training, as well as increase awareness on the importance of professional excellence and quality skills in achieving economic growth;

CONVINCED that we can better address this concern by joining hands to share knowledge and expertise, exchange information and insights, learn to build and grow together;

Do ordain and establish this Constitution for our international organization among Asian countries.

Article 1 Name and Purpose

1.1 Name

- (A) The name of the association is WORLDSKILLS ASIA, hereinafter referred to as the “Organization”.
- (B) The Organization is registered in Abu Dhabi, UAE and is governed by the laws of the Abu Dhabi and the United Arab Emirates entirety.
- (C) The Secretariat of the “Organization” is located in Abu Dhabi, United Arab Emirates.

1.2 Purpose

- (A) The “Organization” is a non-profit, non-partisan, non-religious and is denominationally neutral regardless of religion, belief, culture and status.
- (B) The “Organization” operates within Asian countries and is incorporated to promote camaraderie and unity amongst member countries towards one mission of promoting professional excellence and uplifting the skills development competency.

Article 2 Vision and Mission of the “Organization”

2.1 Vision

The vision of the “Organization” is empowering and improving the Asian countries through the power of skills.

2.2 Mission

Our Mission is to elevate the profile and recognize the skilled people in Asia and demonstrate how important the skills are in achieving economic growth and personal success.

Article 3 Intentions (Aims) of the “Organization”

- 3.1** To develop strategic partnership with selected corporate and/or institutions, government entities, and non-government organizations to further enhance and achieve the goals of the “Organization”.
- 3.2** To be able to design a new and up-to-date identity and a flexible structure to support every activities of Asia Skills.
- 3.3** To promote the “Organization” by pooling together all Asian Countries and encourage them to a collaborative effort for the best interest of every Member organizations.
- 3.4** To facilitate networking among the Organization’s stakeholders to create new opportunities for innovative skills development, as well as disseminate information and share knowledge about skill standards and the Organization’s performance benchmarks.
- 3.5** To be able to position Asia Skills Competition as the premier world-class event for skills recognition and advancement as well as a platform for sharing and transferring of skills, knowledge, and cultural exchange amongst the participants from member countries and other young people across Asia.
- 3.6** The “Organization” will do the following to target the above aims:
 - (A) Propagate information on professional vocational excellence and world class skills standards of competency
 - (B) Motivate young people to pursue further education and training that are relevant to their careers through information dissemination and campaigns;
 - (C) Design a platform to challenge young people, their teachers, trainers, and employers to achieve world-class skills standards of competency in various industries, and to promote the significance of high-quality vocational education and training.
 - (D) Encourage the exchange of knowledge and experiences in technical and vocational education and training through seminars, meetings, workshops and competitions; facilitate communication and network with different vocational education institutions and training organizations around Asian countries.
 - (E) Implement an exchange program of young professionals among the Member Countries for a unique learning experience.
 - (F) Focus and strengthen the four pillars of the organization: Skills Competitions every two years; Promoting Skills; Education and Training; International Cooperation; to unite various industries and education institutions including the government sectors to create an initiative and a suitable program for Asian skills intended to boost economic growth and stability for youths and young adults.

Article 4 Membership

4.1 Definition

The term “Member” means a body who is representing a vocational education and training system in a country/region and is recognized as such by the Organization.

4.2 Admission

Membership in this “Organization” is open to Asian country and/or region. The admission of Members is the sole responsibility of the Board of Directors and must be approved by the General Assembly (the admission procedure is outlined in the Organization's By-laws Article (6.3).

4.3 Delegates

A Member is represented by an Official and a Technical Delegate. It is the discretion of the Member to appoint these Delegates on condition that they must meet the Membership Criteria (refer to By-laws Article 6.3). The Delegates are also designated to actively contribute in their respective roles and responsibilities for WorldSkills Asia.

Article 5 General Duties of the Members

Information:

It is the responsibility of every Member to immediately and directly notify the Chief Executive Officer of any material changes within its body that could affect its Membership in the “Organization” (refer to By-Laws Article 6).

Article 6 Cessation of Membership

Resignation:

6.1 A Member may file its resignation at the end of a calendar year provided a written notification is submitted to the Chief Executive Officer at least (3) months prior to effectivity date.

6.2 At the end of its membership, the Member must have settled all its obligations and cleared of any liabilities to the Organization.

Article 7 Discipline of Members

Expulsion:

7.1 Any member alleged to have repeatedly breached the Constitution and Bylaws, the Code of Ethics and Conduct, and the Organization's objectives, may be expelled by the General Assembly (refer to By-Laws Article 10.1- 10.2).

7.2 The Board will submit the proposal to the General Assembly after proven and requirements for due process is satisfied.

7.3 The General Assembly must have the majority (51%) vote representing of the members who are entitled to vote.

Article 8 Executive Bodies, Committees and Chief Executive Officer

8.1 Executive Bodies

The Organization's executive bodies are:

8.1.1 The General Assembly

8.1.2 The Board of Directors hereinafter referred to as the “Board of Directors” (refer to By-Laws Article 4).

8.2 Committees

The Organization's working committees are:

8.2.1 The Strategic Committee (SC)

- (A) The Official Delegates are the members of the Strategic Committee. The two Board Members (Vice President for Strategic Committee & Vice President for Special Affairs) voted to lead and manage the affairs of this committee shares responsibility and have the right to request additional people to be part of this committee after the approval from board of the directors. All plans and projects of this committee will be submitted to the Board of Directors for pre- approval (refer to By-Laws Article 5.2).
- (B) The Strategic Committee will oversee all programs and strategic developments aligned with implementing the vision, mission, goals and objectives of the “Organization”.
- (C) The Strategic Committee is responsible for assuring involvement from Member organizations and TVET in harnessing the talents and capabilities within.

8.2.2 The Competitions Committee (CC)

- (A) The Technical Delegates from each member country form part of the Competitions Committee. The Vice-President for Competition and the Technical Specialist will share responsibility in directing and supervising the Committee and its activities. All development plans, recommendations and projects of the committee will be submitted to the Board of Directors for pre- approval (refer to By-Laws Article 4.3) additional people after the recommendation of the board.
- (B) The Competition Committee handles and manages all the preparation and execution of the skills competition every two years. It is also their responsibility to make sure that excellence and standards is uphold in all aspects of the competition.

8.3 Chief Executive Officer (CEO)

8.3.1 The Chief Executive Officer is duly appointed by the Board of Directors.

8.3.2 The terms and conditions of the appointment will be specified in a contract for services as agreed to by the Board and the Chief Executive Officer.

Article 9 The General Assembly

9.1 The General Assembly is the highest authority in the “Organization”.

A member of the Organization is represented by one Official Delegate and one Technical Delegate (refer to Article 4.3). Only one of the Delegates are allowed to cast a vote (as stated in By-laws Article 2).

9.2 The General Assembly shall convene once a year and the meeting is presided by the President. A special meeting may be called at any time by a resolution of the Board of Directors upon the request of the majority of at least one third of the Members.

9.3 All meetings will be announced via letter or email together with the meeting agenda at least four weeks before the meeting date.

9.4 The powers of the General Assembly are:

- (A) Election of the Board of Directors;
- (B) Approval of the admission and expulsion of Members;
- (C) Discussion and approval of changes to the Constitution, By-laws, Code of Ethics and Conduct, Competition Rules, and other official documents upon the recommendation of the Board of Directors;
- (D) Decisions on proposals and reports from the Board of Directors;
- (E) Choosing the hosts for the General Assembly meetings and Competitions including decisions concerning future Competitions;
- (F) Motions concerning awards and approval of Competition results and;
- (G) Termination and closure of the “Organization”.

Article 10 Structure, Duties and Powers of the Board of Directors

10.1 Structure

10.1.1 There are six members in the Board of Directors. The Board is responsible to the General Assembly and they share equal standing in leading and directing the affairs of the “Organization” (refer to By-Laws Article 4.2).

10.1.2 The elected Members of the Board will have a four-year term of office for the following Board positions:

- (A) President and Chairman of the Board;
- (B) Two Board member responsible for the Competitions Committee Leadership;
- (C) Two Board members responsible for Strategic Committee Leadership;
- (D) One Board Member responsible for Special Affairs; and
- (E) Treasurer.

10.1.3 The Election of the Board of Directors will take place every four years or as needed if the Board with the approval of the General Assembly believed it is necessary.

10.1.4 Board members are elected by electronic voting during the General Assembly. A Board

member is qualified for re-election to any position subject to the “limitation of terms of office” as set out in By-laws Article 1. In case of a Board vacancy, a special election may be proposed by the Board to the General Assembly if necessary. In such cases, the term of the incoming Board member is concurrent with the present Board until the next regular election.

- 10.1.5 The Board shall meet at least two times a year (face-to-face or videoconference meeting). These meetings are presided by the President. The Chief Executive Officer participates in the meetings for advice. A special meeting of the Board may be convened at any time at the request of the majority of the Board members. The agenda for all meetings will be released at least two weeks prior the meeting date.

10.2 Duties and Powers of the Board

The powers of the Board of Directors include:

- 10.2.1 Taking charge and full responsibility for the Organization in fulfilling the objectives and activities of the “Organization”;
- 10.2.2 Selecting and appointing the Quality Auditor;
- 10.2.3 Preparing the updates to the Constitution, Bylaw and Code of Ethics and Conduct;
- 10.2.4 Coordinating all Organization’s meetings, results and subsequent meeting reports and recommendations to the General Assembly;
- 10.2.5 Implementing the decisions of the General Assembly;
- 10.2.6 Preparing a strategic plan including monitoring the CEO’s action plans
- 10.2.7 Monitoring the quality of the Competitions and approving the Awards;
- 10.2.8 Making decisions on special tasks to be undertaken by the members of the Board;
- 10.2.9 Approving the Organization’s annual report;
- 10.2.10 Recommending and processing admission of new Members (with ratification by the General Assembly as stated in Article 4.2; 1.1.6;
- 10.2.11 Approval of Awards (refer to Article 13.3);
- 10.2.12 Evaluating the hosts for the General Assembly and Competition and subsequent proposals to the General Assembly;
- 10.2.13 Establishing contacts with other organizations for possible collaboration.

Article 11 Board Meetings and Quorum

11.1 Meetings

The Board of Directors will have a regular official meeting of at least once a year.

11.2 Quorum

The quorum of the Board of Directors can be established with the presence of more than 50% of the Directors. Any resolutions of the Board of Directors shall be approved by a majority of at least 51% (refer to By-laws Article 4.2.10).

Article 12 Sources of Funding

The sources of funding of the “Organization” shall include the following:

12.1 Sponsorship contributions solicited from chosen sponsors;

12.2 Any other funding recommended by the Board of Directors and approved by the General Assembly.

Article 13 General Provisions

13.1 By-Laws

13.1.1 To regulate the conduct of the affairs of the “Organization”, the Board of Directors shall prepare By-laws in English. The By-laws will define the roles and responsibilities of the Board, the Committees, the Board members, and the Chief Executive Officer.

13.1.2 Such By-laws shall be submitted to the General Assembly for review and approval.

13.2 Representation

The Organization shall be represented by the Board of Directors or the President joined by the Chief Executive Officer.

13.3 Awards & Recognition

Upon the approval of the Board of Directors and the General Assembly, TVET, Partners, Sponsors, country, organization, institution or any individual who deserve to be recognized maybe nominated for WorldSkills Asia Awards.

13.4 Gender

On all documentation of WorldSkills Asia, whenever a specific term for gender is used, it should be understood as referring to all genders, unless it clearly specified referring to a named individual.

Article 14 Amendments

- 14.1** Amendments to the Constitution and By-Laws will be in the power of the General Assembly.
- 14.2** The procedure will be held during the General Assembly meeting with majority (51%) of the members with voting rights present.

Article 15 Dissolution

- 15.1** The “Organization” may be dissolved by the General Assembly provided that there is a quorum comprising of at least three-quarters of the General Members represented at the meeting with voting rights.
- 15.2** In case of dissolution of the “Organization”, funds in the Bank Account shall be used to settle any outstanding debts, liabilities, and/or obligations. Whatever remaining assets of the “Organization” shall be disposed as per proposal from the Board of Directors and ratified by the General Assembly.

Article 16 Interpretation

- 16.1** Any dispute arising out of the interpretation that may failed to be settled by the Board or the General Assembly shall be referred to a council to be appointed by the General Assembly.
- 16.2** In the event of any conflict and/or dispute within different translations of the Constitution, the English version shall govern, except for legal matters where the Arabic version is governed by law.