

THE CHARTER OF ASIA PACIFIC ROUNDTABLE FOR SUSTAINABLE CONSUMPTION AND PRODUCTION

ARTICLE I: NAME

This Association representing organizations and individuals involved in the promotion of sustainable consumption and cleaner production in their respective nations shall be called the Asia Pacific Roundtable for Sustainable Consumption and Production. (hereinafter referred to as APRSCP)

ARTICLE II: ESTABLISHMENT AND ORGNIZATION

The APRSCP shall be incorporated as an international, autonomous, non governmental, non profit, non discriminatory membership institution.

ARTICLE III: VISION AND MISSION

- i) APRSCP's vision of the Asia Pacific is of a dynamic and prosperous region committed to the principles of sustainable consumption and cleaner production, which is the continuous application of an integrated, preventive and proactive environmental strategy applied to processes, products and services to increase eco-efficiency and to reduce risks to humans and to the environment. The successful development and application of this environmental strategy, which is also termed as sustainable consumption and production, will depend upon the ability of countries in the region to work cooperatively to catalyze the development of a sustainable regional network and partnership.
- ii) APRSCP'S mission is to provide leadership and support that will enhance information flow and human resources development, and will strengthen public/private partnerships to stimulate the promotion and implementation of sustainable consumption and production strategies and technologies in the region.
- iii) The APRSCP encourages the participation of all individuals and organizations located in any country, and regional and international organizations.

ARTICLE IV: OBJECTIVES

The objective of APRSCP shall, inter alia, be :-

1. To promote technology and information exchange on sustainable consumption and cleaner production in the Asia Pacific Region..
2. To develop a network of individuals and organizations with expertise in sustainable consumption and production in the Asia Pacific Region.
3. To foster regional cooperation to accelerate sustainable consumption and production as a leading mechanism for achieving environmental protection and sustainable development.
4. To encourage active participation from all interested stakeholders such as firms in industrial, agricultural, commercial and service sectors, associations consultancies, governmental agencies, academia, research institutions and NGOs in promotion and implementation of sustainable consumption and production.
5. To serve as an objective source of analysis and review concerning sustainable consumption and production issues in the Asia Pacific Region.
6. To encourage the setting up of a country Chapter or activities of APRSCP to promote sustainable consumption and production.

ARTICLE V: ROUND TABLE ACTIVITIES

The program activities of the APRSCP set forth in this charter consist of but are not limited to :-

- 1) Engaging in information exchange among its members, using appropriate approaches such as newsletters, e-mail list servers, technical journals, special publications, conferences and symposia.
- 2) Conducting training sessions, work shops, and staff exchanges for the purpose of increasing the skills and knowledge of members and other interest parties.
- 3) Acting as a clearing house for the exchange of data and information on sustainable consumption and cleaner production in the Asia Pacific Region, including such items as reports, books, articles, data and statistics.
- 4) Developing and maintaining a register of professionals involved in promotion of sustainable consumption and cleaner production who are available to provide advice and counsel.
- 5) Supporting development of new country-level sustainable consumption and production roundtables and foster sharing of information and experience among existing and planned country-level sustainable consumption and production roundtables.

- 6) Assembling following a protocol to be specified in the bylaws, qualified and objective committees and working groups that can provide competent and objective analyses as well as information on sustainable consumption and cleaner production.
- 7) Maintaining relationships among APRSCP, its members, and appropriate regional and international organizations.
- 8) Carrying out activities, programs and initiatives as necessary to fulfill the mission and objectives of APRSCP, such as the periodic regional roundtable.

ARTICLE VI: MEMBERSHIP QUALIFICATIONS AND OBLIGATIONS

The members of the APRSCP shall constitute two categories viz:

- (i) Organizational Members and
- (ii) Individual Members

1.(i) Organizational members may include any non-governmental, governmental, academic, private or international organizations whose mission and activities include promoting the application of sustainable consumption and production.

(ii) Individual membership shall be open to individuals who are interested in the promotion of sustainable consumption and production in the Asia Pacific Region.

2. The members shall conduct themselves in the spirit of international cooperation and coordination as embodied in APRSCP's vision and mission statement.

3. Applicants for membership shall :

- i) Engage in promotion and/or implementation of sustainable consumption and production.
- ii) Agree to the charter of the APRSCP.
- iii) Be willing to share the information pertaining to use of sustainable consumption and production approaches and technologies.
- iv) Meet the financial obligations of membership.
- v) Agree to participate actively in the activities of the APRSCP, as described in Article IV.
- vi) Be approved for membership by a majority vote of the board of directors in accordance with Article VIII.

4. Application for membership shall be made to the executive secretary, who shall make the necessary arrangements for approval by the board of Trustees.

ARTICLE VII: MEMBERSHIP FEE

An Annual fee shall be levied from members on the following basis:-

- i) Organization members including non government, government, academic, private or international organizations shall pay on or before the day of of the year a sum of US\$
- ii) Individual members shall pay on or before the day of of the year a sum of US\$....
- iii) The fees shall be reviewed and established by the General Assembly.

ARTICLE VIII: REVOCATION OF MEMBERSHIP

If upon determination of the board of directors, an organization or individual is deemed to have failed to fulfill its membership qualifications and obligations as stated in Article V, its membership shall be subject to revocation.

ARTICLE IX: ORGANIZATION

The APRSCP shall be organized and shall function as follows:-

- ii) Membership: Members shall be organizations and individuals involved in promotion of sustainable consumption and production in countries in the Asia Pacific Region. Each membership organization shall designate one individual as its representative.
- iii) Board of Trustees: The board shall have no more than seventeen members elected from the organization membership, in accordance with Article XI.
- iv) Secretariat: The executive secretary and support personnel shall staff the secretariat. The location of the secretariat may be permanent or revolving based on the decision of the board of Trustees.

ARTICLE X: MEMBERSHIP

1. Basic authority of the APRSCP shall be vested in the membership. Each member is eligible to be elected to the board. Executive direction shall be entrusted to the Board of Trustees and executive secretary as hereafter set forth.

2. Each organization member shall designate one representative for voting purposes.
3. The members from any one country shall not exceed 30% of the total eligible voting membership.
4. The powers of the membership include:
 - (i) Electing the board of Trustees at the designated membership meeting which will be held at a frequency determined by the Board of Trustees.
 - (ii) Proposing or otherwise acting on amendments to the charter, as stated in Article XIX.
 - (iii) Dissolving APRSCP in accordance with Article XX.
5. At least 20% of the total membership shall constitute a quorum for voting purposes. In lieu of the membership or other meetings, APRSCP business may be conducted by mail or electronically.
6. For the purposes of electing the Board of Trustees, the following procedures shall be followed.
 - (i) The Board of Trustees shall have no more than seventeen members.
 - (ii) No more than two directors shall be from the same country.
7. Each Trustee shall be elected for a duration of three designated membership meetings. Terms shall be staggered such that no more than nine directors are elected each cycle.
8. The Board of Trustees may suspend those members which are one year behind in payment of the annual fees.
9. During this suspension a Member has no right to hold a seat in General Assembly or on the Board of Trustees or to vote. Further more may be denied the right to utilize facilities provided by APRSCP. A suspended Member may be restored to its status by paying the dues in arrears.
10. If a suspended Member continuously fails to pay the dues it will be deemed to have been dropped from Membership of APRSCP as soon as three consecutive subscriptions have remained unpaid.
11. Any Member may withdraw from the Association by written notice to the Secretary General. Such notice shall be made at least 6 months in advance.

ARTICLE XI: BOARD OF TRUSTEES

- 1) Board members must be eligible voting members.
- 2) The Board of Trustees is responsible for managing and operating the APRSCP pursuant to decisions and policies adopted by the membership.
- 3) The Board of Trustees may draw up bylaws.
- 4) The Board of Trustees may elect among itself an executive committee.

- 5) The Board of Trustees may appoint other committees among APRSCP members to undertake activities of the organization. The committees shall have no powers other than those derived from the board.
- 6) The Board of Trustees shall meet at such times as necessary.
- 7) The Board of Trustees shall, among its other duties, be responsible for :-
 - (i) Convening membership meetings at regular intervals not exceeding twenty four months.
 - (ii) Implementing the election processes for the Board of Trustees.
 - (iii) Incorporating and sustaining APRSCP as a legal, non-profit, non-governmental entity consistent with the nature set forth in Article II.
 - (iv) Preparation of a business plan for the approval of the General Conference.
 - (v) Preparing and approving the General Budget.
 - (vi) Authorizing the performance of an independent, certified audit of financial records.
 - (vii) Developing and approving the work program, including long-range plans.
 - (viii) Electing officers (chairperson, vice chairperson and treasurer).
 - (ix) Appointing the executive secretary and establishing the terms of service.
 - (x) Recruiting new members and serving as liaison to members, international organizations and national groups.
 - (xi) Approving applications for membership.
 - (xii) Approving the decision of membership for failure to meet member qualifications and obligations, as stated in Article VI.
 - (xiii) Approving leases, grants, contracts, fellowships and other agreements.
 - (xiv) Supervising finances, monitoring dues, and approving financial contributions donated in accordance with Article XI.
 - (xv) Definition of the regional coverage by the APRSCP and the location of APRSCP's secretariat.
- 8) For purposes of staggering the terms of the first board of directors as elected under the terms of this charter, elected members will be divided into two groups based on the number of votes received. The group polling the higher number of votes shall serve duration between three designated membership meetings. The group polling the lower number of votes shall serve duration between two designated membership meetings.

ARTICLE XII: BOARD OF ADVISORS

- 1) The Board of Advisors shall consist not more than 20 who have been involved in Cleaner Production, Sustainable Consumption and in the Environmental field.
- 2) The Board of Advisors will have no voting rights.
- 3) The Board of Advisors nominated to APRSCP could be eliminated or added by a simple majority of the Board of Trustees.
- 4) The Board of Advisors may be invited to attend the Board of Trustees Meetings as observers by the Chairperson in consultation with the Board of Trustees.

ARTICLE XIII: OFFICERS

- 1) The Officers of the APRSCP shall consist of the chairperson, vice chairperson, treasurer, immediate past chairperson and the executive secretary. They should be current members of the board of trustees.
- 2) The Trustees elected as officers shall serve the duration between a minimum of two designated membership meetings.
- 3) The chairperson of the board of trustees presides over meetings of the APRSCP. The chairperson is also the principal representing the APRSCP. Meetings of the board of trustees, whether regular or special, may be called by the chairperson or in his or her name. If the need arises, the chairperson may delegate these functions for limited periods to the vice-chairperson, treasurer or executive secretary.
- 4) The vice chairperson may assume the duties of the chairperson when they are so delegated.
- 5) The treasurer shall execute the functions normally associated with that office. This officer shall have prime responsibility for accounts and finances, including arranging for audits, supervising preparation of the annual budget, and developing financial policy.
- 6) The immediate past officers shall advise the current officers based on their experiences.
- 7) Under the supervision of the chairperson and in accordance with the APRSCP policies, the executive secretary is the principal executive officer of the organization and shall execute the functions normally associated with the office.

ARTICLE XIV: SECRETARIAT

- 1) The Secretariat shall consist of a Secretary General and such other staff as may be required for the discharge of duties as approved by the Board of Trustees and directed by the Executive Secretary.

- 2) The Secretary General shall be the Chief Administrative Officer of the APRSCP. The terms of office will be decided by the Board of Trustees and on completion of the term of office he/she is eligible for re-appointment.
- 3) The Board of Trustees shall define the authority of the secretary general and the scope of work.
- 4) Each Member and Country should respect the international character of the responsibilities of the secretary general and his staff and shall not influence them in the discharge of their responsibilities.
- 5) The location of the Secretariat shall be decided by the Board of Trustees Calling for Proposals to establish the Secretariat and for its smooth functioning.

ARTICLE XV: HOSTING OF SECRETARIAT

1. The Board of Trustees shall call for Proposals for the Hosting of the Secretariat from member countries.
2. The Proposal should be comprehensive and should provide a business plan for the functioning of the Secretariat for the duration of two designated membership meetings.
3. The Board of Trustees shall appoint a Chairman and two other Trustees to form the committee calling for proposals.
4. The Proposals shall be evaluated by the Board of Trustees and appropriate ratings should be given in the selection of the successful candidate for hosting the Secretariat.

ARTICLE XVI: HOSTING OF REGIONAL CONFERENCE

1. The Board of Trustees shall call for proposals from member countries for the Hosting of the Regional Conference.
2. The call for hosting of the regional conference should be activated at least two years prior to the conference.
3. The proposal shall be comprehensive and should accompany details of budgets, dates and venues, program, planning team and outreach.
4. The Board of Trustees shall appoint a Chairman and two other Trustees to form a Committee Calling for Proposals.
5. The Proposals shall be evaluated by the Board of Trustees and appropriate ratings should be given in the selection of the successful Host.

6. The successful host will be announced at the culmination of the conference preceding conference to be hosted by the successful country.

ARTICLE XVII: FINANCES

1. The funds of the APRSCP may be obtained from:
 - i) Membership dues.
 - ii) Revenue received from conferences, workshops and trade expos.
 - iii) Donations, legacies, and special contributions.
 - iv) Revenues from interest-bearing capital investments.
 - v) Revenues from technical service contracts.
 - vi) Grants and cooperative agreements.
 - vii) Proceeds received from the sale of documents and other items.
 - viii) Any other appropriate sources.
1. The board of trustees shall approve grants, donations or other special contributions of more than US\$10,000 prior to being accepted. If donations or special contributions are designated for a particular program or purpose, the wishes of the donors shall be considered. However, no funds shall be accepted if, in the judgement of the board of trustees, acceptance appears likely to compromise the international character of the APRSCP in accordance with the Article I.
2. Accounts shall be regularly audited and report shall be made available at the designated membership meetings.

ARTICLE XVIII: INTELLECTUAL PROPERTY RIGHTS

The executive secretary or any member of the board may propose, for approval by the board of directors, appropriate actions for protecting intellectual property rights.

ARTICLE XIX: AMENDMENTS TO THE CHARTER

1. No change shall be made in the charter except by a simple majority vote of the membership and after due notice and circulation of the proposed changes.

2. Amendments shall enter into force based on a timetable established by the Board of Trustees but no later than 90 days after adoption.

ARTICLE XX: DISSOLUTION AND LIQUIDATION

1. The Proposal for the Dissolution of APRSCP shall be supported either by the General Council or the Board of Trustees or at least 25% of the entire membership before ballot is taken.
2. Votes by correspondence shall be accepted and recognized as valid at a Meeting of the General Conference dealing with the dissolution of the APRSCP.
3. An affirmative vote of at least two thirds of the total number of members shall be required for the dissolution of APRSCP.
4. In the event of the dissolution of APRSCP, the Board of Trustees shall determine the manner of disposal of funds, properties owned by the Association.

ARTICLE XXI: FINAL PROVISIONS

1. The charter shall enter into force upon garnering the signatures of the representatives of at least seven members.
2. The charter shall enter into force for other organizations upon approval by the board of directors of their application for membership.