



Bylaws of the
**Asian Council of
Science Editors**

<https://theacse.com>

Article I: Name and Location

Section 1: Name

The name of the council shall be the **Asian Council of Science Editors** (abbreviated as The ACSE).

Section 2: Location

The ACSE shall have and continuously maintain a registered office in **Dubai, UAE**. In the event of unforeseen circumstances, including but not limited to natural disasters, which render the registered office unusable or inaccessible, the Board of Directors shall be authorized to establish a temporary location for the Council's operations. The Board shall make reasonable efforts to notify the members of such temporary relocation as soon as practicable.





Article II: Mission and Vision

Section 1: Mission

ACSE's mission is to promote excellence and integrity in Asian scholarly publishing through education, networking, and the advancement of best practices.

Section 2: Vision

ACSE envisions a future where it serves as the cornerstone of the Asian scholarly publishing industry, driving excellence and innovation in the field.

Article III: Purpose & Function

Section 1: Purpose

The Asian Council of Science Editors (ACSE) is a non-profit organization dedicated to advancing excellence in scholarly publishing throughout Asia. Its purpose is to promote best practices, foster ethical conduct, and support editors, publishers, and other stakeholders in maintaining and developing the highest standards of scholarly publishing.

Section 2: Functions

To achieve its purpose, the ACSE shall engage in the following functions:

- **Promoting Ethical Standards:**
Promote strong ethical standards and adherence to international guidelines among editors, authors, reviewers and publishers.
- **Providing Educational Opportunities:**
Offer active learning opportunities to members, enhancing their communication skills to effectively access, absorb, retain, and convey knowledge, and to transfer this knowledge to other groups such as authors and peer reviewers.
- **Facilitating Discussion and Collaboration:**
Provide platforms to communities for discussion and collaboration on topics related to scholarly publishing.
- **Fostering Networking:**
Facilitate networking opportunities for members to share best practices and learn from one another.
- **Delivering Training and Education:**
Provide training through workshops, online courses, and other educational programs to educate editors and publishers on all aspects of publishing, including the latest technologies and available research/publication tools.
- **Encouraging Best Practices:**
Encourage the adoption of activities and techniques that promote good practice in editorial workflow.
- **Consultation and Guidance:**
Provide consultation and guidance to publishers, editorial groups, and other leaders in biomedical research to foster and promote the mission of the ACSE.

Article IV: Membership

Section 1: Membership Categories

The ACSE shall have the following categories of membership:

■ Individual Members:

Open to individuals actively involved or interested in scholarly publishing, including but not limited to researchers, scholars, medical writers, editors, editorial staff, reviewers, consultants, librarians, information specialists, and publishing professionals.

■ Journal Members:

Open to scholarly journals, including but not limited to individual journals, society publications, open-access journals, subscription-based journals, emerging journals, specialized journals, and conference proceedings.

■ Publisher Members:

Open to publishers (commercial/noncommercial) of scholarly journals, categorized as follows:

Small Publisher: A publisher with 1 to 5 journals.

Medium Publisher: A publisher with 6 to 15 journals.

Large Publisher: A publisher with 16 or more journals.

Corporate Members:

Open to organizations involved in or supporting scholarly publishing, including but not limited to data and analytics companies, research and development companies, professional services firms, technology providers, publishing houses, educational institutions and universities, library consortia, non-profit organizations, and associations.



Section 2: Admission to ACSE Membership

Any individual or organization eligible for membership under the provisions hereof, and desiring to become a member of the Council, shall submit a membership application to ACSE headquarters. Applications for editor membership shall include sufficient evidence that the editor's journal(s) is/are peer-reviewed and that the website addresses of the journals are original and valid, and may be asked to provide Reviewer's/Editor's Certificates from the concerned journals along with a list of editorial works.

Applications for early career researcher membership shall include a description of the applicant's background and their interest in editing and peer review, including any research and/or publications. Membership shall be granted upon approval of the application and payment of first dues.

Section 3: Termination of Membership

■ Voluntary Resignation:

Any member may resign from the ACSE by submitting written notification to the Board of Directors. Such resignation shall be effective immediately upon receipt.

■ Involuntary Termination:

Membership may be terminated for cause due to actions disruptive to the functioning or goals of the ACSE. Involuntary termination requires a two-thirds (2/3) vote of a quorum of the Board of Directors.

■ Interim Suspension:

The President may impose an interim suspension of membership in cases where allegations of misconduct if substantiated, would constitute grounds for termination, pending review of the matter by the Board of Directors.



Article V: Dues and Assessments

The Board of Directors, in consultation with the Finance Committee, shall determine the need for and amount of membership dues and assessments, if any.

Members shall be notified in writing of any dues or assessments levied and shall remit payment within ninety (90) days of such notification to maintain membership in good standing.



Article VI: Board of Directors

■ Section 1: Composition

The Board of Directors shall consist of the following Volunteer officers: President, Vice President, Secretary, Treasurer, and ten (10) Directors. Ensuring balanced representation at least five (5) directors shall be from the industry and five (5) from academia, maintaining an equitable mix of perspectives.

All positions are voluntary and unpaid.

■ Section 2: Terms of Office

The term of office for each Director shall be two (2) years, renewable once. To ensure continuity, the initial terms of the Directors shall be staggered, with no more than three (3) Director positions becoming vacant in any single year. Subsequent terms shall be determined by election.

■ Section 3: Vacancies

If a vacancy occurs on the Board of Directors, the remaining Board members shall appoint a qualified individual to fill the vacancy until the next regular election.

■ Section 4: Removal

Any Director may be removed for cause by a two-thirds (2/3) vote of the entire Board of Directors at a duly constituted meeting, provided that the Director has been given written notice of the proposed removal and an opportunity to be heard.

■ Section 5: Meetings

The Board of Directors shall hold at least one meeting per year. Meetings may be held in person, by teleconference, or by other electronic means. Special meetings may be called by the President or by a majority of the voting Directors. Notice of all meetings shall be provided to Directors at least 10 days in advance.

■ Section 6: Quorum

A majority of the serving Board members shall constitute a quorum for the transaction of business at any Board meeting (in-person or virtual). A majority vote of the members present and voting shall constitute the act of the Board, except as otherwise provided by these bylaws or applicable law. Members required to abstain from voting may be counted for quorum purposes. A majority of the members present may adjourn any meeting.

■ Section 7: Voting

Each Director shall have one (1) vote on matters brought before the Board. Decisions shall be made by a majority vote of the Directors present and voting, unless otherwise required by these bylaws or applicable law.

Article VII: Advisory Cabinet

■ Section 1: Purpose

The Advisory Cabinet serves as a strategic think tank and support body for the Asian Council of Science Editors (ACSE). Comprised of seasoned professionals from both academia and industry, Cabinet Members offer insights, guidance, and thought leadership to help advance the Council's mission and initiatives, while fostering collaboration across the global scientific publishing community.

■ Section 2: Composition

The Advisory Cabinet shall consist of individuals invited by the Board of Directors based on their expertise, professional reputation and demonstrated commitment to the advancement of ethical and innovative scholarly publishing. Members may represent diverse geographic regions and sectors relevant to ACSE's mission.

■ Section 3: Role and Responsibilities

Advisory Cabinet Members shall:

- a) Provide non-binding strategic advice and recommendations on ACSE initiatives, programming, and outreach.
- b) Lend their subject-matter expertise to support the Council's goals and objectives.
- c) Serve as ambassadors for ACSE within their professional networks.
- d) Participate in discussions, consultations, or advisory meetings as needed, either virtually or in person.

- e) Support ACSE's mission through thought leadership, publications, and conference participation when possible.

■ Section 4: Term of Service

Advisory Cabinet Members shall be appointed for an initial term of two (2) years, renewable upon mutual agreement. Membership is voluntary and does not involve financial compensation.

■ Section 5: Meetings

The Advisory Cabinet shall convene informally as needed, either at the request of the Board of Directors or the President. Participation is flexible and designed to accommodate the advisory nature of the role.

■ Section 6: Removal

A Cabinet Member may be removed from the Advisory Cabinet for cause or inactivity, following a majority vote of the Board of Directors.



Article VIII: Committees

Section 1: Standing Committees

The ACSE shall have the following standing committees:

- **Events and Membership Committee:**

This committee shall be responsible for promoting ACSE events, recruiting and retaining members, and reviewing and approving applications for membership and sponsorships.

- **Journal Selection Committee:**

This committee shall establish criteria for journal inclusion and shall evaluate journal applications based on those criteria, making decisions regarding acceptance or rejection.

- **Awards Committee:**

This committee shall develop and administer an annual awards program to recognize individuals, institutions, or groups making significant contributions to scholarly publishing through outstanding innovation.

- **Education Committee:**

This committee shall be responsible for developing, reviewing, and updating educational resources for members, which may be disseminated through the ACSE website or other appropriate channels.

- **Finance Committee:**

This committee shall oversee the financial management of the ACSE, including budget planning and preparation. The Treasurer shall serve as Chair of this committee.

Section 2: Ad Hoc Committees

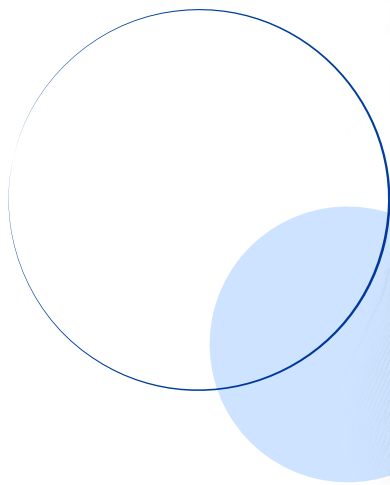
The Board of Directors may establish ad hoc committees as needed to address specific tasks or projects. The Board shall define the purpose, responsibilities, and terms of each ad hoc committee.

Section 3: Committee Composition and Appointment

The members of each committee, except as otherwise provided in these bylaws (e.g., Finance Committee Chair), shall be appointed by the President, subject to approval by the Board of Directors. The size and composition of each committee shall be determined by the Board.

Section 4: Committee Procedures

Each committee shall establish its own operating procedures, consistent with these bylaws and any policies established by the Board of Directors.



Article IX: MEMBER's MEETINGS

Section 1. Annual Meeting

An Annual Meeting of the members shall be held.

The place and dates of the Annual Meeting shall be determined by the Board of Directors.

The Annual Meeting shall be open to all attendees upon payment of the registration fees.

If space is limited, precedence for registration goes to ACSE members .

Section 2. Special Meetings

Special meetings of the members may be called at any time by the Board of Directors.



Section 3. Notice of Meetings

Written notice of any meeting of the members shall be mailed to the last known address of each member.

Notice shall be mailed not less than 10 days before the date of the meeting.

Section 4. Voting

At all meetings of the members, each member in good standing shall have one vote.

Members may take part and vote, in person or by proxy.

Unless otherwise specifically provided by the Bylaws, a majority vote of the members present and voting (including proxies) shall govern.

Section 5. Voting by Mail

Members may vote by mail on items submitted to them by the Board of Directors.

Section 6. Quorum

At an annual or special meeting of the members or a vote by mail, a quorum shall consist of 10% of the members.





ARTICLE X - Membership Dues and Payments

Section 1. Annual Dues

Annual membership dues shall be established by the Board of Directors.

Section 2. Failure to Pay

If any member fails to pay dues, charges, or assessments within ninety (90) days after they become due and payable, such member shall be suspended from all rights and privileges of the Council.

Suspension shall continue until all arrears are paid.

If such arrears are not paid within one year of the due date, such member shall cease to be a member of the Council.

The Board of Directors may reinstate a member upon such terms and conditions as it deems appropriate.



ARTICLE XI: Collaboration with other Organizations

The Council values the power of collaboration and actively seeks to build strategic alliances with organizations that share its mission. As a bridge between Asia and the global scholarly community, ACSE fosters meaningful cooperation through partnerships, joint committees, and shared initiatives.

These collaborations are essential in advancing common goals, enhancing research integrity, and strengthening the global impact of scholarly publishing.

ARTICLE XII: Manuscripts and Publications

The Council shall own all rights, including copyright, in any manuscript or publication produced by or under the authority of the Council, including works developed by its committees. The Council shall establish and maintain policies governing the creation, ownership, publication, and distribution of such works, including provisions for author rights and the Council's right of first refusal.



ARTICLE XIII: Finances

■ Section 1. Contractual Obligations

No contract, commitment, or agreement shall be made on behalf of the Council unless approved by the Board of Directors. The President or the Treasurer may approve commitments up to \$5,000.

■ Section 2. Bonding

Officers and employees handling Council funds shall be bonded in amounts determined by the Board of Directors. The Council shall pay the cost of such bonds.

■ Section 3. Audits

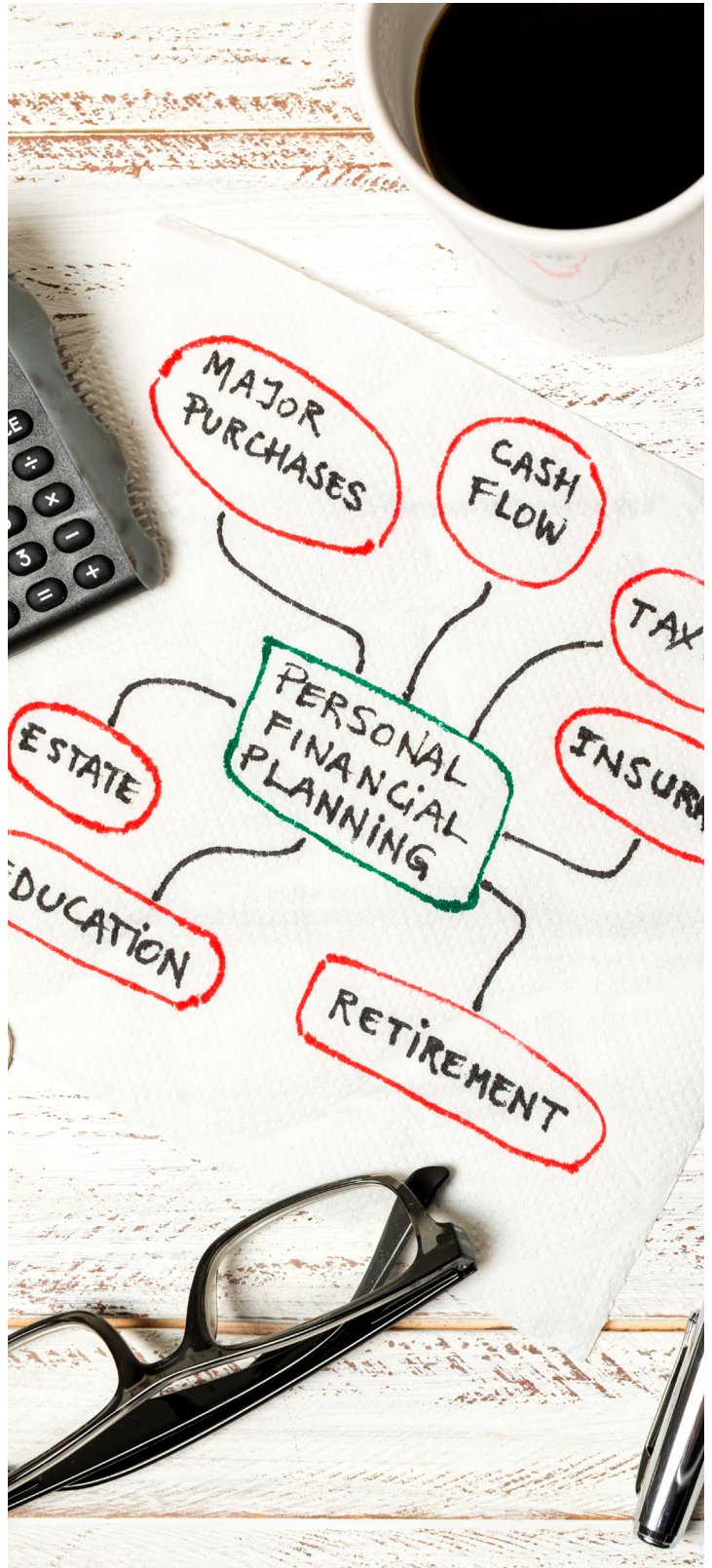
The Board of Directors shall engage a certified public accountant to audit the Council's accounts biennially. In interim years, a review of the accounts shall be conducted. A report of the audit or review shall be provided to all members in good standing.

■ Section 4. Revenue

The Council's operating expenses shall be funded by annual membership fees (individual, journal, and publisher), contributions from related organizations, and other funds received. The Treasurer shall be responsible for the custody of Council funds and shall present audited financial statements annually.

■ Section 5. Fiscal Year

The Council's fiscal year shall begin on January 1st of each year.





ARTICLE XIV: Indemnification

The Council does indemnify its officers, directors, and employees against expenses and liabilities incurred in connection with any claim, action, suit, or proceeding (including appeals) arising from their service to the Council. Indemnification is not permitted if the individual is adjudged guilty of a criminal offense or liable for damages to the Council due to their negligence or misconduct.

Indemnifiable expenses may include legal fees, costs, disbursements, judgments, fines, and penalties. The Council may advance expenses or undertake the defense of an individual, provided they agree to reimburse the Council if indemnification is ultimately denied.

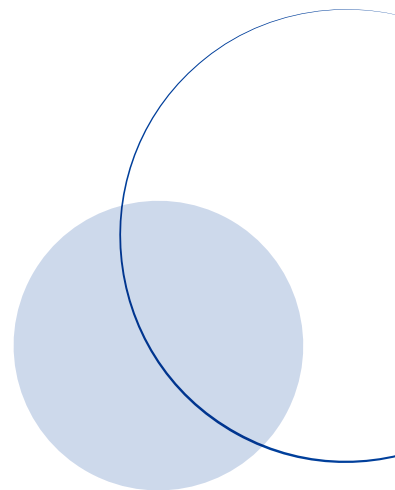
This Article applies to claims, actions, suits, or proceedings commenced after its adoption, regardless of when the underlying acts or omissions occurred. It is not exclusive of other indemnification rights provided by law, the bylaws, agreement, Board vote, or otherwise, and does not restrict the Council's lawful indemnification powers. Indemnification shall extend to the legal representatives of an officer, director, or employee.

If any part of this Article is deemed invalid, the remaining parts remain in effect.

ARTICLE XV: DISSOLUTION

Upon dissolution or final liquidation, the Council's remaining assets shall be distributed in accordance with applicable UAE law and subject to the approval of the relevant authorities in Dubai. After satisfying all liabilities and obligations, any remaining assets shall be transferred to one or more non-profit organizations or charitable causes within the UAE having similar objectives to the Council, as determined by the Board of Directors and approved by the relevant authorities.

Any assets subject to return or transfer requirements shall be disposed of accordingly.



ARTICLE XVI: Amendment of Bylaws

Amendments to these Bylaws may be proposed by the Board of Directors or by a written petition signed by at least 5% of the Council's members and submitted to the Executive Director. The Executive Director shall notify the Board of Directors and distribute amendment ballots to all members within 30 days of proposal.

Completed ballots must be received by the Council's office within 30 days of distribution. Amendments shall be adopted by a majority vote of valid ballots received. The Executive Director shall count the ballots and transmit the results to the President for presentation at the next annual business meeting.

