



Asian
Council of
Science Editors

Code of Conduct & Constitution

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Preamble

Believing that the fundamental goal of this council is to serve as a dynamic force in society by promoting best practices in scholarly publishing in the region. It aims to work with journal editors and publishers offering networking, training, skill-boosting workshops and discussion forums. It strives to enhance its members' understanding, skills and knowledge and thus raise the quality and reliability of the scientific literature.

Believing that the attainment of the objective requires mutual understanding and joint effort of the board of directors, administration, strategic partners and members

Asian Council of Science Editors does hereby enact a Constitution for the Asian Council of Science Editors with the approval of the President of the council and the Board of Directors, by whom authority is delegated.

Constitution

Article I: Name

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

Article II: Purpose

The ACSE is a non-profit organization aimed to promote best practice in scholarly publishing in the region and to support editors and publishers throughout Asia to maintain and develop the highest standards in scholarly publishing.

Article III: Functions

- Promotion of strong ethical standards and compliance with international guidelines among editors, authors and reviewers.
- Provision of active learning opportunities for its members while improving their communication skills so that they can access, absorb, retain and convey knowledge effectively and transfer it to other groups such as authors and peer reviewers.
- Provision for facilitating discussion on topics relating to scholarly publishing
- Provision of networking opportunities so that members can share best practices and learn from each other.
- Provision of training through workshops and online courses to educate editors and publishers on all aspects of publishing including the latest technologies and available research/publication tools.
- Encourage activities and techniques that promote good practice in editorial workflow.



Article IV: Location

The ACSE shall have and continuously maintain a registered office in Dubai, UAE

Article V: Membership

SECTION 1: Membership Categories

The ACSE will offer individual membership, journal membership and publisher membership.

- **Individual membership** includes different categories which are early career members, associate members and full members. This membership will be offered according to the editorial experience and number of publications of the individual.
- **Journal membership** will be offered to all peer-reviewed individual scientific journals. The Journal Selection Committee will accept or reject the applications of the journals on the basis of certain parameters set by the Journal Selection Committee.
- **Publisher membership** will be offered to publishers who publish 4 or more journals. The Board of Directors will accept or reject the applications of the publishers on the basis of certain set parameters.

SECTION 2: Admission to membership

Application for membership as editor should 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. Members may be asked to provide Reviewer's/ Editor's Certificate from the concerned Journals along with list of editorial works in the Journal. Application as an early career researcher should include a description of the applicant's background and his/her interest in editing and peer review, including any research and/ or publications by the applicant.

SECTION 3: Resignation, Termination and Interim Suspension of Membership

Members resigning ACSE membership shall notify the Membership Manager by e-mail or postal mail. Actions disruptive to the functioning and goals of the Council constitute cause for termination of the membership. Members can be involuntarily removed from membership for cause provided that at least 2/3 of a quorum of Board members votes in favor of removal. The President may impose an interim suspension of membership in cases in which allegations of misbehavior would cause termination, if found to be true, until such time as the Board of Directors can review the matter.

Article VI: Dues and Assessments

The need for dues and assessments shall be determined by the Board of Directors in consultation with the Finance Committee. If, and when, dues or assessments are levied, members shall be notified in writing and must pay such dues or assessments within 90 days of notification to maintain a membership in the ACSE.

Article VII: Board of Directors

Section 1: Composition

The Board of Directors shall comprise ten (10) officers including President, Vice President, Secretary, Treasurer and six Directors in general.

Section 2: Directors

The term of office of Directors in general shall be two years, renewable once. Initially, the terms shall be staggered so that no more than three Directors in general positions become vacant each year.



Section 3: Vacancy

If a vacancy occurs among the Board of Directors, it shall be filled by appointment by the President with advice of the Board of Directors. Such appointment shall continue until the next regular election.

Section 4: Removal

Any Director may be removed by a 2/3 vote of the Board of Directors at the Annual Meeting or a special meeting at which quorum is present, whenever in its judgment the best interests of the Council would be served thereby.

Section 5: Meeting of the Board of Directors

Board of Directors shall meet once in a year at the Annual Meeting of the Council. In special cases, meeting of the Board of Directors may be called at the direction of the President of the Council or by a majority of the voting directors. Virtual meetings may also take place as per requirement. Discussion via e-mail may take place without a formal schedule.

Article VIII: Committees

Section 1: Events and Membership Committee

The events and membership committee shall be responsible for promoting events and membership and for evaluating and approving applications for membership and sponsorships.

Section 2: Journal Selection Committee

The Journal Selection Committee shall be responsible for the selection of journals. The Journal Selection Committee will accept or reject the applications of the journals on the basis of certain parameters set by the Journal Selection Committee.

Section 3: Award Committee

The Award Committee shall be responsible to conduct a prestigious annual awards program each year that recognizes an individual, institution, or group who has contributed significantly in scholarly publishing with his/her outstanding innovation.

Section 4: Education Committee

The Education Committee shall be responsible for developing, reevaluating and updating educational materials provided to members (via the website or other sources to be determined).

Section 5: Finance Committee

The Finance Committee shall be responsible for overseeing financial management of the organization, including budget planning and it shall be chaired by the Treasurer.

Article IX: Annual Meeting

1. The regular annual meeting shall, in principle, be held in August every year.
2. An extraordinary general meeting may be called for by the president at the request of more than one-third of the members.
3. The President may call for a board meeting as needed.



Article X: Collaboration with other organizations

The council may cooperate with the other organizations working with similar purposes. Such cooperation may take the form of strategic partnerships, joint committees etc.

Article XI: General Resolutions

In the Annual Meeting, the Board of Directors shall consider and decide the clauses below, and may put forth a written resolution when necessary.

1. Amendments to the Constitution
2. Operation Planning
3. Budgets and Settlement of Accounts
4. Appointment of Board Members
5. Member Ratification
6. Other

Article XIII: Representation

The official representation of the Council shall be the President or a person appointed by the President. All contracts involving the Council shall be signed by the President and one other member of the Board of Directors.

Article XIV: Audit

Section 1: Revenue

Expenses for the ACSE operations shall be appropriated from the annual fee collected from individual, journal or publisher members and the financial support contributed from related organizations. The Council has power to request and receive funds from organizations and individuals. The funds of the Council shall be held in custody of the Treasurer who shall present audited accounts annually.

Section 2: Fiscal Year

The fiscal year of ACSE shall be the calendar year.