

**ASIAN WELDING FEDERATION
(AWF)
CHARTER**

Chapter 1

**Name & Preamble, Mission Statement, Objectives,
Office & Secretariat and Official Language**

Article 1 - Name & Preamble

The **“ASIAN WELDING FEDERATION (AWF)”** is a federation formed by the Asian welding societies/institutes/association.

The factors influencing the formation of the AWF are, as follows:

- (i)* A decreasing trend is observed in the number of welding personnel to support domestic industry in the more developed Asian countries.
- (ii)* The effect of a shortage of welding personnel could be minimized by a transfer of welding technology and skills to the less developed Asian countries, and by doing so, welding skills would be imparted to more people.
- (iii)* An opportunity for the technology transfer is available using well-documented and complete welding technology training materials, some of which could be translated into English at the initiative of the AWF
- (iv)* An opportune time is now available for forming the AWF since the current leaderships of the Asian welding societies/institutes/associations have the motivation to form a united front.
- (v)* Current differences in level of technology between the more and the less developed Asian countries need to be addressed and there is a strong desire to narrow these differences

The AWF is governed by Governing Council made up of a representative from each member welding society/institute/association

and guided by international laws and practices applicable to the country of the secretariat. All the policies controlling the management and directions for the development of the AWF shall be set by the Governing Council based on a consensus of at least two-thirds of the member welding societies/institutes/associations and guided by a spirit of consultation, co-operation and mutual understanding. The administration of the AWF shall be carried out at the advice of the Governing Council by an Honorary Secretary General who is elected by the Governing Council.

Article 2 - Mission Statement

The AWF is a non-profit making organization devoted to the improvement and promotion of welding technology through the exchange of scientific information and knowledge for the betterment of the welding communities in Asia in terms of economic and technological progress and growth.

Article 3 - Objectives

The main objectives of the AWF shall be, as follows:

- (i) Standardisation of welding skill and qualification
- (ii) Promoting more exchange of scientific and technical information in welding and transfer of welding knowledge and skills
- (iii) Developing a formal structure to promote and guide AWF members towards a common welding standard
- (iv) Defining common guidelines for the education, training, qualification and certification of personnel in welding and its related technology, tec.
- (v) Increasing welder qualification and efficiency
- (vi) Using IT-based administration to manage welding skill qualification
- (vii) Serving as a common and united front in international welding affairs and standardization in welding practices
- (viii) Increasing the strength of Asia in influencing international welding standards

- (ix) Enabling business process to be more efficient and cost effective
- (x) Making Asia a more sought-after choice to do business
- (xi) Achieving economic growth and technology at a faster pace
- (xii) Upgrading the developing countries to have better image and living standard
- (xiii) Building a better Asia through a common platform

In meeting these objectives, the AWF will use various working units, sub-committees or groups and forms of activities deemed necessary, independently or in co-operation with other bodies having similar or complementary goals.

Article 4 - Office & Secretariat

The office and secretariat shall be decided by the Governing Council. A member welding society/institute/association may provide the AWF office at its own costs and serve as the AWF secretariat for a duration mutually decided by the Governing Council and the member welding society/institute/association concerned.

Article 5 - Official Language

The official language shall be English.

Chapter 2

Membership, Suspension & Re-instatement of Membership

Article 6 - Membership

Subject to the approval of the AWF Governing Council, Full Membership shall be open to a welding society/institute/association in each of the countries in the Asian continent. The word Asian refers to a grouping of UN-member countries located in Asia.

An AWF Full Member is a welding society/institute/association generally recognized as representative of the welding community or part thereof in a country in Asia and approved by the AWF Governing Council. The number of

member societies/institutes/associations in the AWF from each country shall be limited to two.

An AWF Associated Member is a welding society/institute/association that does not qualify to be an AWF Full Member but is approved by the AWF Governing Council. Related and interested non-Asian welding societies/institutes/associations may be accepted as Associate members.

Article 7 - Suspension and Re-instatement of Membership

Membership of the AWF shall be suspended when any one of the following situations arises:

- (i) A member society/institute/association resigns from the AWF
- (ii) A member society/institute/association has not paid its annual subscription within six months after its due date and the issue of the invoice and a reminder.
- (iii) Actions of a member society/institute/association are deemed to be contrary to the interests of the AWF by an inquiry panel appointed by the Governing Council, and followed by a resolution for suspension adopted in accordance in Article 13.

Re-instatement of the membership in each of the cases mentioned above is possible provided all the arrears in annual subscriptions during the suspension period, subject to a maximum limit equivalent to three annual subscriptions, have been paid up and approval by the Governing Council for re-instatement is obtained.

Chapter 3

Governing Council, Composition & Terms of Office, The Seal, Meetings, Votes, Resolutions, and Terms of Reference of the Honorary General Secretary

Article 8 - Powers of the Governing Council

The direction and management of the AWF in all aspects shall be vested in the Governing Council subject to the provisions of the Charter and all aspects

shall be vested in the Governing Council subject to the provisions of the Charter and all resolutions of the general meetings of full member societies/institutes/associations which have been duly summoned and held in accordance with the Charter, and when such resolutions have been duly recorded in the minutes and signed by the Chairman of the meetings.

The Governing Council shall have full powers to accomplish the objectives of the AWF. The decisions and resolutions of the Governing Council on all matters dealt with in accordance with the provision of the Charter shall be final and binding on all member societies/institutes/associations of the AWF.

The President of the Governing Council shall draw up an annual report on the state of the AWF which shall be presented at the annual general meeting.

Article 9 - Composition & Term of Office

The Governing Council shall consist of the following office bearers:

- (i) The national representatives comprising a delegate nominated by each of the member societies/institutes/associations for one or more terms of office.
- (ii) The President who shall be elected from the representatives of member societies/institutes/associations and who may serve in this capacity for not more than 3 terms of office.
- (iii) The 1st and 2nd Vice Presidents who shall be elected from the representatives of member societies/institutes/associations and who may serve in their respective capacities for not more than 3 terms of office.
- (iv) The honorary Treasurer who shall be elected from the representatives of member societies/institutes/associations and who shall serve in this capacity for not more than one term of office and shall not be eligible for re-election to the same office for a consecutive term of office.
- (v) The Honorary Secretary General who shall be elected from representatives of member societies/institutes/associations and who may serve in this capacity for one or more terms of office.
- (vi) The Immediate Past President who may remain for the purpose of continuity and serve in this transitional capacity for not more than one term of office.

In all circumstances, the President shall be succeeded by the 1st Vice President and the 1st Vice President in turn, by the 2nd Vice President. There are no succession order restrictions on the other office bearers.

Non- ASEAN representatives of member societies/institutes/associations shall alternately occupy the offices of the President, 1st Vice President and 2nd Vice President. The word ASEAN refers to a grouping of nations in South East Asia presently comprising Brunei, Indonesia, Kampuchea, Laos, Malaysia, Myanmar, Philippine, Singapore, Thailand and Vietnam.

The election of President, Vice Presidents, Honorary Treasures and Honorary Secretary General shall be by open ballot of the member societies/associations voting in a manner prescribed in Article 12.

The duration of a term of office is two years, commencing at the annual general meeting.

Replacements of the office bearers are normally carried out at the annual general meeting. However, Whenever there is a vacancy in the offices of the Honorary Secretary General and the Honorary Treasurer before completing a full term of office by these office bearers for any reason whatsoever, a replacement shall be elected at a special general meeting at the earliest opportunity, if necessary.

Members of the Governing Council shall not be paid or receive any remuneration or fees for acting as such and no Member of the Governing Council shall be appointed or elected to any salaried office of the AWF or any office of the AWF paid by fees.

Article 10 -The Seal

The AWF seal shall be affixed to documents that require to be sealed only in the presence of the President and the Honorary Secretary General, or such persons as they may respectively appoint for the purpose. The President and the Honorary Secretary General or Such other persons as aforesaid shall sign every instrument to which the AWF sea; os affixed.

Article 11 - Meetings

The Governing Council shall meet at least once a year. The Honorary Secretary General shall convene a meeting either at the advice of the President or Vice President and with agreement from at least one-half of the full member societies/institutes/associations of the Governing Council, or when one-third of the full member societies/institutes/associations request or demand in writing for a meeting. The agreement, request or demand for a meeting may be sent to the Honorary Secretary General either by post, courier mail delivery services or other means such as fax or e-mail prior to the meetings. Each meeting shall be conducted under the chairmanship of the President or Vice President of the AWF.

The notice of each meeting shall be sent by the Honorary Secretary General not less than 6 Weeks before the date of the meeting and shall include at least the agenda. Written notices of resolutions and their supporting justifications submitted by any member society/ institute/ association not less than two weeks before the meeting shall be sent to all member societies/ institutes/ associations.

The place of the meetings shall be either the AWF office or any other place indicated in the notice of the meeting from time to time.

Meetings are valid only if at least one-half of the representatives of the full member societies/institutes/associations are present or represented by proxies at the start of the session.

In principle, an annual general meeting shall be held in the month of March on a date to be fixed by the Council. The purpose of the annual general meeting is to receive and deliberate upon the annual report of the council. The annual statement of accounts, to appoint auditors for the ensuing year, to amend the Charter by moving resolutions for which notice of not less than two weeks before the meeting has been given to the Honorary Secretary General, and to consider any other business which the member societies/ institutes/ associations may put forward to this meeting. Questions relating to the direction and management of the AWF shall be discussed only at the annual general meeting.

Chairmen of Working Units and any other guests may from time to time be invited by the Governing Council to attend the meetings as observers.

Article 12 - Votes

Each full member society/ institute/ association shall have the rights of one vote entrusted to its nominated representative. The President, Vice President, Immediate Past President, Honorary Treasurer and Honorary Secretary General shall vote as nominated representatives of their respective member societies/ institutes/ associations.

To allow for maximum participation, even if a full member society/ institute/ association is unable to send its own representative for a specific meeting, it may vote in one of the following ways:

- (i) Vote in person through its nominated representative at the meeting
- (ii) Nominate the representative of another society/ institute/ association as its proxy at the meeting to exercise its voting rights. Any representative of a full member spciety/ institute/ association shall not act as proxy for more than one member society/ institute/ association in a meeting.
- (iii) Send its voting paper to the Honorary Secretary General by post,courier mail delivery services or other delivery means such as

fax or email before the start of the meeting. Any voting paper received after the start of the meeting shall not be valid.

The presiding chairman of the meeting shall reserve the rights of a casting vote in the event of an impasse.

Associate member societies/ institutes/ associations and observers shall have no voting rights.

Article 13 - Resolutions

Resolutions from full member societies/ institutes/ associations to be adopted at a scheduled meeting shall be submitted in writing together with their supporting justifications to the Honorary Secretary General at least twenty eight (28) days before the start of the meeting. The submission may be made by post, courier mail delivery services or other delivery means such as fax or email. Late submissions would be considered for subsequent meetings.

Resolutions to be adopted shall be valid only if a consensus is recorded from at least two-thirds of the full member societies/ institutes/ associations that have voted in a manner prescribed in Article 12.

A nil return or total absence of any form of response from any member society/ institute/ association shall be deemed to be an abstention from the resolutions and decisions made at the meeting.

Article 14 - Terms of Reference of the Honorary Secretary General

The main functions of the Honorary Secretary General shall include but are not limited to the following items:

- (I) To advise the Governing Council on the strategy and directions for the development of the AWF in achieving its objectives.
- (II) To co-ordinate the various activities carried out by the member societies/ institutes/ associations, sub committees or the technical working committees.
- (III) To prepare the agenda and call for the Governing Council meeting(s)
- (IV) To send all documents for every meeting on time to members of the Governing Council
- (V) To assist the Honorary Treasurer in Preparing the annual budget and financial statements for endorsement by the Honorary Auditors and final approval by the Governing Council
- (VI) To direct the collection of the subscriptions
- (VII) To administer expenses within the approved annual budget.
- (VIII) To follow up on matters arising from the Governing Council meetings
- (IX) To carry out any other tasks which may be assigned by the Governing Council from time to time

Chapter 4

Financial Resources, Subscriptions, Financial Year, Reserve Fund, Expenditure, Care of Funds & Auditors

Article 15- Financial Resources

The resources of the AWF may be derived from:

- (i) Subscription paid by the member societies/institutes/association
- (ii) Charges collected from certification programmes and Manpower Optimisation Scheme (MOS) usage
- (iii) Fees obtained from industry on project basis
- (iv) Authorized grants or donations
- (v) Interests accrued from reserve fund
- (vi) Revenue from organizing conferences or any other lawful activities

Article 16 - Subscriptions

Each member society/institute/association shall contribute an initial sum of at least US\$500.00 as an entrance fee and at least one unit of an annual subscription of US\$250.00 thereafter. The annual subscription may vary according to the annual budget but should be agreed by the Governing Council from time to time.

Article 17- Financial Year

The financial year of the AWF shall be from 1 February of a year to 31, January of the following year.

Article 18- Reserve Fund, Expenditure & Care of Funds

The Governing Council may decide to create a reserve fund, to fix its amount, specify the mode of contribution to this fund, including any surplus of income over expenditure, its disbursement, and any other use it may decide on its fund.

Administration of expenses shall follow the procedures and rules applicable to public organizations. In Particular, the financial statements of accounts during the past year ending on the 31st of January shall be made and signed by the Honorary Treasurer, and after having been verified and signed by two Honorary Auditors, shall be presented at the annual general meeting.

All monies belonging to the AWF received by the Honorary Treasurer shall be deposited in the account of the AWF which shall be opened at a bank approved by the Governing council. Payments of all accounts that are certified as correct by the Honorary Secretary General Shall be made by cheque signed by any two of the following office bearers:

- (i) The President
- (ii) The Honorary Treasurer
- (iii) The Honorary Secretary General

Article 19 - Appointment of Honorary Auditors

Two nominated representatives of the member societies/institute/associates shall be appointed as Honorary Auditors for the ensuing term of office of two financial years by a resolution of the Governing Council at the appropriate annual general meeting. They shall hold office for only one term of two financial years and shall not be re-elected for two consecutive terms of office.

The Honorary Auditors shall have access at all reasonable times to the accounts of the pecuniary transaction of AWF and they shall verify and sign the annual statement of the accounts before it is submitted by the Honorary Treasurer to the Governing council at the annual general meeting.

Chapter 5

Amendments to the Charter, Winding -Up & Disputes

Article 20 - Amendments to the Charter

Any amendments to the Charter must be proposed by the Governing Council as an agenda item with resolution attached at one of its annual general meetings and shall be valid only if at least two-thirds of the member societies/institutes/associations agree to the proposed amendment.

Article 21- Winding- Up

The decision to wind up the AWF must be proposed by the Governing Council as an agenda item with the resolution attached at one of its annual general meetings and shall be valid only if at least two-thirds of the member societies/institutes/associations agree to do so. The arrangements for the winding up shall be made after all remaining debts and liabilities have been settled.

Article 22- Disputes

Any disputes which may arise from the interpretation or the implementation of the Charter shall be brought to the Governing Council for settlement in the spirit of consultation, co-operation and mutual understanding in the AWF.

Chapter 6

Approval by the Governing Boards & Signatories

The AWF Charter, signed by the authorized representatives of following welding societies/institutes/associations, is assumed to have the prior approval of their governing boards, and is therefore deemed to be valid from the day when it is signed.

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In witness thereof, the following welding societies/institutes/associations, by their authorized nominated representatives execute this Charter on this day

Indonesia Welding Society

(Achdiat Atmanwinata)
President

Chinese Welding Society

(Mr Zhang Yanmin)
Secretary General

Institute of Materials Malaysia

(Mr. Zainuddin Ishak)
President

Indian Institute of Welding

(Mr K M Panthaki)
President

Welding Institute Malaysia

(Noor Azidah Abdul malik)
Director

Indian Welding Society

(Mr M L Gehani)
President

Philippine Welding Society

(Mr Efren Ibanez)
President

Japan Welding Engineering Society

(Prof. Emeritus Dr M Ushio)
(Chairman of Int'l Activity Committee)

Singapore Welding Society

(Mr Ang Chee Pheng)
President

Japan Welding Society

(Dr H Nomura)
Chairman of int'l relationship Committee

Thai Welding Society

Korea Welding Society

(Mr Suchin Katavut)
Vice President

(Mr Sung Won Kang)
President

Vietnam Welding Society

Korea Welding Industry Cooperative

(Mr Pham Hung)
President

(Mr Nor Sun Ryu)
Executive Director