

中国英文科技论文编辑联盟章程

第一章 总则

第一条 中国英文科技论文编辑联盟（以下简称本联盟），对外所用英文名称为 Alliance for Scientific Editing in China，缩写为ASEC。

第二条 本联盟是在自愿、平等、互利、合作的基础上，由从事中国论文编辑行业的企业单位组成的学术性、公益性、非营利性的社会团体。

第三条 本联盟旨在规范科技论文编辑公司的服务内容和形式，确保会员单位严守科研伦理和学术规范的底线，倡导提供优质的英文编辑服务，建立和维护中国英文科技论文编辑行业的声誉，维护英文论文编辑行业从业人员的权益，确保广大作者在英文学术期刊上发表论文的便利性、公平性，坚决抵制任何损害中国科研人员权益和国际信誉的行为，并成为促进中国科技论文顺利走向国际平台的重要推动力量。

第四条 联盟总部（秘书处所在地）地址：湖北省武汉市江岸区中山大道岳飞街21号金源世界中心D座1201-1203室，邮政编码430010。

第二章 联盟任务与工作范围

第五条 本联盟的任务是制订中国英文科技论文编辑行业规范（Good Editing Practice for Editing English Scientific Articles in China, 简称GEP），并要求联盟成员将GEP纳入到各自的服务政策以及实际的操作流程中，确保联盟成员始终为科研人员提供高质量的产品和服务，主动拒绝学术不端行为，并避免学术不端行为的嫌疑。GEP的内容将从确保编辑服务的质量，以及服务过程中坚守科研伦理和学术规范两方面进行约束。

第六条 本联盟的工作范围包括：

- (一) 积极开展英文科技论文编辑、发表相关的学术交流，有重点地组织英文科技论文撰写、编辑、发表，以及课题设计、科研伦理、学术规范等相关主题的会议、论坛、讲座和研讨班，促进中国科研发表事业的良性发展；
- (二) 举办各种学习班或进修班，传播科研设计、学术伦理和英文科技论文撰写、编辑和发表相关的知识和技术，努力提高英文科技论文编辑从业者和科研人员的学术水平；
- (三) 大力普及英文科技论文发表、出版相关的知识，推广先进的英文科技论文编辑技巧，促进中国科研学者逐渐积累英文科技论文发表的知识，向社会提供相关的咨询和服务；
- (四) 组织编辑、出版和发行英文科技论文编辑和发表等相关主题的学术书刊；
- (五) 组织中国英文科技论文编辑行业工作者参与国家有关论文编辑行业规范化的政策评估，对国家科研管理中有关论文编辑行业的重大决策提供科学论证和咨询；
- (六) 主动向有关部门传达和反映中国英文科技论文编辑行业的意见和呼声，维护英文科技论文编辑工作者的合法权益；
- (七) 积极开展科技论文编辑行业的国际学术交流活动，加强国内外科研学者、编辑行业从业公司和自由编辑从业者的友好联系；
- (八) 接受委托承担英文编辑行业从业者的技术资格评审；
- (九) 举办为英文论文编辑行业从业者服务的各种活动。

第三章 联盟会员

第七条 本联盟的会员为单位会员。

单位会员应指定固定人员作为单位会员代表参加联盟。单位会员代表应是本单位的行政负责人或法人。单位会员代表中至少有一人为单位的授权代表，代表单位会员在联盟中开展各项活动。

第八条 本联盟的会员级别分为会员单位和理事单位：

会员单位：符合入会条件的企业申请加入，并由所有会员投票产生；

理事单位：（限8家）入会满5年的会员有资格申请加入，任期四年。在理事长选举同期由所有会员投票产生。理事单位除了履行会员单位义务和职责外，还需要负责联盟运营事务、项目及活动。

第九条 申请加入本联盟的会员，必须具备下列条件：

- （一）在国家工商部门正式注册；
- （二）拥护本联盟的章程，有强烈加入本联盟的意愿；
- （三）遵守联盟所制定的中国英文科技论文编辑行业规范（GEP）；
- （四）在本联盟的业务（行业、学科）领域内具有一定的影响；
- （五）履行会员义务，积极参加联盟活动；
- （六）需由至少一家现任会员/理事单位推荐。

第十条 会员申请加入联盟的程序：

- （一）提交入会申请书、公司资质材料（营业执照、质量认证证书等）及现任会员/理事单位推荐书；

(二) 经秘书处审查通过；

(三) 经会员代表大会讨论通过；

(四) 由秘书处公布会员资格。

说明：

(一) 首次申请通过即为联盟会员单位；

(二) 秘书处在官网公布新会员信息，排序依据加入时间顺序而定。

(三) 会员单位加入满5年可申请成为理事单位，申请时需由至少一家现任理事单位推荐，经理事会讨论通过后任期4年，可连选连任。

第十一条 本联盟会员可享有下列权利：

会员单位：

(一) 使用联盟Logo进行企业品质认证；

(二) 与联盟各成员互相交流编辑经验、分享行业发展趋势；

(三) 优先参与联盟开展或代表联盟参与各种科研、论文编辑与发表相关的学术活动；

(四) 优先代表联盟编辑、出版和发行论文编辑与发表等相关主题学术书刊；

(五) 优先通过联盟向有关部门传达和反映中国论文编辑行业的意见和建议；

(六) 对本联盟工作的批评建议权和监督权；

(七) 可以参加各工作组，享有标准草案起草权、提交文稿权、获得阶段性工作文件和正式出版的标准文本等权利；

(八) 入会自愿、退会自由。

理事单位：从会员单位中选举产生，除享有会员单位的上述权利外，还享有如下权利：

- (一) 筹备和召集会员代表大会，执行会员代表大会的决议；
- (二) 决议会员单位的吸收、退出或除名；
- (三) 可提名和罢免联盟理事和秘书；
- (四) 可提议联盟成立工作组和专题团队，并优先推荐团队负责人；
- (五) 可提议并经联盟授权举办各种交流研讨性会议等学术活动；
- (六) 参与制定内部管理制度，提出意见和建议。

第十二条 本联盟会员应履行下列义务：

- (一) 遵守联盟章程、执行联盟决议；
- (二) 积极参加联盟活动，主动承担并完成联盟分配的各项工作；
- (三) 努力维护联盟内部团结，配合理事会对本联盟进行推广，吸引更多业界伙伴加入联盟，避免联盟成员之间恶性竞争，共同维系联盟的整体形象 and 良好声誉；
- (四) 保守联盟机密，保守联盟其他成员的技术机密和商业机密；
- (五) 指定专人负责同联盟秘书处联系，以便开展日常工作。

第十三条 会员退出联盟应提前60天向联盟秘书处提交书面文件，且同时销毁从联盟获得的全部机密文件和资料，退还从联盟借到的全部有形资产，会员退出联

盟后应继续承担保密责任。

第十四条 会员有下列情形之一的，视为自动丧失会员资格，作自动退出联盟处理：

- (一) 不再符合会员条件；
- (二) 无故缺席会员代表大会/理事会；
- (三) 连续两年未参加联盟的任何会议或活动，视为自动退出联盟。

第十五条 会员有下列情形之一的，经理事会讨论表决通过，可作除名处理：

- (一) 存在违法、违纪行为；
- (二) 严重违反联盟章程或工作条例，妨碍联盟的正常工作；
- (三) 严重违反保密协议，给联盟或联盟其他会员造成损害；
- (四) 恶意损害联盟声誉。

表决除名处理之后30日内，被除名会员可以向理事会提出申诉，经理事会审议可以恢复会员身份或维持除名决议。

第十六条 联盟会员退出、自动退出或被除名后，其在本联盟相应的职务、权利、义务自动终止。本联盟可通过官网、微信公众号或其他媒体定期向社会予以公示。

第四章 组织机构和负责人产生、罢免

本联盟的组织机构包括会员代表大会(所有会员单位代表参加的大会)、理事会，理事会下设秘书处；其中会员代表大会是本联盟的最高权利机构。

会员代表大会

第十七条 会员代表大会的主要职权是：

- (一) 制定和修改章程；
- (二) 审议理事会的工作报告和财务报告；
- (三) 决定终止事宜；
- (四) 决定其他重大事宜。

第十八条 会员代表大会每4年举行一次，情况特殊的可采用通讯形式召开会议。会员代表大会需有2/3（含）以上的会员代表出席方能召开，其决议须经与会会员代表半数（含）以上表决通过方能生效。

理事会

第十九条 理事单位根据第十一条的规定，可推荐一名代表作为联盟理事。所有理事组成理事会。理事人数最多不得超过会员数的1/3，不能来自同一个会员单位。理事会是会员代表大会的执行机构，在闭会期间领导本联盟开展日常工作，对会员代表大会负责。

第二十条 理事会会议每年举行一次，必要时可召开理事会临时会议，由提议召集人主持会议。情况特殊的可采用通讯形式召开会议。理事会会议需有2/3（含）以上的理事会员出席方能召开，联盟决议需获得参会理事半数（含）以上的赞成票方能通过。

第二十一条 理事会的主要职权是：

- (一) 负责联盟战略等重大工作的规划与执行；
- (二) 讨论、制订和决策联盟年度关键工作，审议联盟理事会的年度工作报告；

- (三) 审议和决策联盟内部各会员提交的重大议案，并组织形成决议；
- (四) 审议和决策联盟本年度财务预算草案和上年度财务决算草案，并决定本年度会员年费数额；
- (五) 审议和决策联盟章程与其他各项工作条例；
- (六) 审议和决策联盟机构及机构工作人员聘任，批准新增或取消成员资格；
- (七) 审议和决策秘书处提交的其他重要重大事项。

秘书处

第二十二条 本联盟设立秘书处作为日常办事机构，设立秘书长和秘书，实行理事长领导下的秘书长负责制，任期为四年。秘书处的主要职权是：

- (一) 执行理事会的各项决议，负责组织、管理、协调联盟的各项工作；
- (二) 负责会员代表大会会议和理事会会议的筹备和召开；
- (三) 起草联盟年度工作计划并组织实施；
- (四) 负责联盟成员加入与退出申请的受理；
- (五) 负责媒体宣传、展会推广、交流研讨等工作；
- (六) 制订和修订联盟章程与其他各项工作条例，并提交理事会决策；
- (七) 负责办理联盟大会和理事会交办的其他事项。

第二十三条 理事会根据开展活动需要可设立办事机构或分支机构。

第二十四条 本联盟理事会的理事长、秘书长、理事、秘书必须具备下列条件：

(一) 理事长和秘书长在本联盟业务领域从事工作五年及以上，且在业内有较大影响，理事、秘书从事本行业工作三年及以上；

(二) 理事长最高任职年龄不超过70周岁，秘书长最高任职年龄不超过65周岁，理事、秘书最高任职年龄不超过55周岁；

(三) 身体健康、能坚持正常工作；

(四) 未受过刑事处罚，无其他重大违法及失信行为；

(五) 具有完全民事行为能力，热心为会员服务的。

第二十五条 联盟理事长、秘书长、理事、秘书如超过最高任职年龄的，须经理事会表决通过，方可任职。

第二十六条 联盟理事长和秘书长任期四年，连续任期最长不得超过两届。因需延长任期的，须经理事会表决通过，方可连任。

第二十七条 联盟理事长为本联盟法定代表人，如因特殊情况需由秘书长担任法定代表人，应经理事会批准同意后，方可担任。

第二十八条 联盟理事长行使下列职权：

- (一) 召集和主持会员代表大会、理事会议或临时性会议；
- (二) 检查会员代表大会、理事会决议的落实情况；
- (三) 代表本联盟签署有关重要文件。

第二十九条 联盟秘书长行使下列职权：

- (一) 主持联盟秘书处开展日常工作，组织实施年度工作计划；

- (二) 协调各分支机构开展工作；
- (三) 提名财政官、秘书以及各办事机构、分支机构、派出机构主要负责人，提交理事会决定；
- (四) 决定办事机构、分支机构、派出机构专职工作人员的聘用；
- (五) 处理其他日常事务。

第三十条 本联盟设名誉理事长、荣誉理事等荣誉职务，在理事会任职3届以上、并为联盟做出较大贡献的理事，理事会根据具体情况授其为名誉理事长、荣誉理事。

第五章 资产管理、使用原则

第三十一条 本联盟经费来源：

- (一) 国内外企业、团体或个人的资助和捐赠；
- (二) 政府资助；
- (三) 在核准的业务范围内开展活动或服务的收入，如联盟举办培训班、相关展览、咨询活动等各种学术活动收入；
- (四) 其他合法收入。

第三十二条 本联盟经费必须用于本章程规定的业务范围和事业的发展，不得在会员中分配。各成员公司应首先就经费使用事项进行计划，提出工作清单、时间表和预算，并提交给理事会审议。审议合格后，当事领导公司按计划开展工作，并详细记录各项费用（不含人工费），最终由所有联盟成员共同分担。收取联盟经费所产生的任何税费、手续费及杂费均由该经费中支出。

第三十三条 本联盟严格依照国家规定的相关财务制度管理，保证会计资料合法、真实、准确、完整。

第三十四条 财政官负责联盟的资产、财务管理。本联盟配备具有专业资格的财务人员。

第三十五条 本联盟的资产、财务管理接受会员代表大会和财务、税务等部门的监督。

第三十六条 本联盟的资产，任何单位、个人不得侵占、私分和挪用。

第六章 章程的修改程序

第三十七条 对本联盟章程的修改，须经理事会表决通过后报会员代表大会审议。

第三十八条 本联盟修改的章程，须在会员代表大会通过后生效。

第七章 终止程序及终止后的财务处理

第三十九条 本联盟完成宗旨或自行解散或由于分立，合并等原因需要注销的，由理事会提出终止动议，报会员代表大会表决通过。

第四十条 本联盟终止前，须依法成立清算组织，清理债权债务，处理善后事宜。清算期间，不开展清算以外的活动。

第八章 附则

第四十一条 本章程由所有联盟成员表决同意，于2023年12月22日起生效。

第四十二条 本章程英文版由中文版翻译而成。如中英文有歧义，以中文版为准。本章程的最终解释权属于中国英文科技论文编辑联盟（ASEC）理事会。

Alliance for Scientific Editing in China (ASEC) Bylaws

Chapter 1. General Provisions

Article 1. The Alliance has been formally named the Alliance for Scientific Editing in China, abbreviated as the ASEC.

Article 2. Guided by the spirit of volunteerism, equality, mutual benefit, and cooperation, the alliance is an academic and non-profit public welfare organization formed by Chinese enterprises involved in English language editing services.

Article 3. The missions of the Alliance include: standardizing the content and forms of services provided by scientific editing companies, ensuring that each member institution strictly obeys the basic principles of scientific research ethics and academic standards, advocating for the provision of high-quality services, establishing and maintaining the reputation of the scientific editing industry in China, maintaining the rights and interests of scientific editing professionals, to ensure the fairness and accessibility of the publication process of scientific articles in English-language journals by Chinese researchers, and to stand firm against any misconduct that may hurt the rights, interests, and international reputation of Chinese scientists. The Alliance is committed to becoming an important impetus for the smooth and successful publication of Chinese scientific articles on international platforms.

Article 4. The complete address of the headquarters of the Alliance is Room D 1201 - 1203, Jin Yuan World Center, No. 21, Yuefei Street, Zhongshan Avenue, Jiang'an District, Wuhan 430010, Hubei Province, China.

Chapter 2. Duties and Scope of Work

Article 5. The duties of the Alliance are to develop Good Editing Practices for Editing English Scientific Articles in China (GEP) and urge the members of the Alliance to incorporate the GEP into their respective service policies and their day-to-day operations, to ensure that Alliance members always provide high-quality products and services for researchers, reject academic misconduct, and avoid any involvement in possible or suspected academic misconduct. The GEP will govern the conduct of the members of the Alliance in terms of ensuring the quality of editing services and adherence to research ethics and academic norms throughout all service processes.

Article 6. The scope of the Alliance’s work includes:

- (1) Actively carrying out academic exchanges related to the editing and publication of English-language scientific and technical papers, organizing conferences, fora, lectures, and seminars on the writing, editing, and publication of English scientific and technical papers, as well as on topics related to study design, scientific research ethics, and academic norms, to promote the healthy development of scientific publishing in China;
- (2) Offering courses and workshops on research design, academic ethics, and writing, editing, and publication of scientific research papers in English to continuously improve the academic level of researchers and editors;
- (3) Disseminating knowledge about publishing scientific papers in English-language journals, promoting the adoption of new editing techniques and skills, facilitating Chinese researchers in building their knowledge of scientific publishing, and providing consultation and other services relevant to society;
- (4) Editing, publishing, and distributing academic books and journals on the editing and publication of English-language scientific papers;

- (5) Improving the engagement of professionals in China's English-language editing services in the evaluation of national policies concerning the standardization of the academic editing industry and in providing scientific argumentation and consultations for major decisions relating to English-language editing services by the national scientific research administration;
- (6) Amplifying the voices of China's English-language editing services to government authorities and safeguarding the legitimate rights and interests of English-language scientific editors;
- (7) Organizing international academic exchanges in the scientific editing industry and strengthening friendly ties among researchers, editing and proofreading companies, and freelance editors;
- (8) Taking part in the technical qualification review and credentialing of professionals in the English-language editing services, after being entrusted;
- (9) Holding various events for English-language editing professionals.

Chapter 3. Membership

Article 7. The Alliance consists of institutional members only.

Each institutional member shall designate a person(s) to represent them in the Alliance. The institutional member's representative shall be the person who is responsible for the administration of the institution or the corporate representative. At least one authorized representative shall represent each institutional member and carry out various activities in the Alliance.

Article 8. The membership of the Alliance includes regular members and Council members.

Regular members: Any eligible company may apply to join the Alliance as a regular member, with its admission voted upon by current members.

Council members (no more than eight): Members that have been listed in the Alliance for a continuous period of 5 years or more are eligible to apply for a Council membership, which has a 4-year term. Council positions should be subject to a vote by all members during the election of the Chairman. In addition to fulfilling the obligations and duties of the regular members, Council members shall also be responsible for the operational affairs, projects, and events of the Alliance.

Article 9. Membership applicants shall meet all of the following conditions:

- (1) Officially register with the State Administration for Industry and Commerce;
- (2) Support the Alliance's bylaws and demonstrate a strong willingness to join the Alliance;
- (3) Abide by the GEP established by the Alliance;
- (4) Have obtained a degree of recognition within the Alliance's relevant fields;
- (5) Fulfill membership obligations, and attend and actively participate in meetings and events organized by the Alliance;
- (6) Be recommended by at least one current regular member or Council member.

Article 10. Membership application procedure

- (1) Submit the membership application forms, the company's qualification materials (including business license and quality certification documents), and the recommendation letter provided by the current regular member(s) or Council

member(s);

(2) The application is reviewed by the Secretariat and may pass the initial screening;

(3) The application is discussed and rejected or approved by the Membership Congress;

(4) A certificate of membership will be presented by the Secretariat to new members after acceptance.

Note:

(1) The applicant will become a regular member of the Alliance upon approval of the first application.

(2) The Secretariat publishes the information about new members on the Alliance's official website, in order of the date of joining.

(3) Any regular member may apply to become a Council member after 5 years of membership; the application shall be recommended by at least one current Council member and then reviewed and endorsed by the Council. The Council member can serve a term of 4 years and shall be eligible for re-election.

Article 11. The members shall enjoy the following rights:

Regular members:

(1) Use of the Alliance logos for quality assurance certification;

(2) Sharing of editing experience and industry outlooks with the members of the Alliance;

- (3) Priority access for participation in various academic events on scientific research, scientific editing, and scientific publishing organized by or on behalf of the Alliance;
- (4) Priority consideration for the editing, publishing, and distribution of academic books and journals related to scientific editing and publishing on behalf of the Alliance;
- (5) Priority consideration in the efforts of the Alliance to promote the voice of the scientific editing industry to government authorities;
- (6) The right to contribute criticism, recommendations, and supervision to the work of the Alliance;
- (7) Participation in working groups and the right to participate in the drafting of standards, submitting manuscripts, and obtaining the interim and final working documents;
- (8) Freedom to join and withdraw from the Alliance.

Council members: All Council members are elected from the regular membership. In addition to the above rights, Council members also enjoy the following rights:

- (1) To prepare and convene the meetings of the Membership Congress and implement its decisions;
- (2) To propose the resolution of the admission, withdrawal, or removal of memberships;
- (3) To propose the nomination or removal of directors and secretaries of the Alliance;

- (4) To propose the establishment of working groups and *ad hoc* teams and have priority in recommending group/team leaders;
- (5) To propose and be authorized by the Alliance to hold various academic events such as conferences, workshops, symposia, and seminars;
- (6) To propose the development of policies for internal management systems and put forward opinions and suggestions.

Article 12. All members are required to fulfill the following obligations:

- (1) To abide by the Alliance's bylaws and implement the Alliance's decisions;
- (2) To actively participate in activities and events initiated or held by the Alliance, and accomplish work assigned by the Alliance;
- (3) To maintain harmony within the Alliance, cooperate in the Council's efforts to promote and attract more partners to join the Alliance, while avoiding unfriendly competition among Alliance members, so as to jointly maintain and enhance the Association's image and reputation.
- (4) Safeguard any information confidential to the Alliance, as well as safeguarding any technical or commercial secrets of other members of the Alliance;
- (5) Designate a person responsible for communication with the Secretariat of the Alliance and carrying out daily activities.

Article 13. A member that decides to withdraw shall notify the Secretary of the Alliance in writing 60 days ahead of time; meanwhile, the member shall destroy all confidential documents and information obtained from the Alliance, return all tangible assets belonging to the Alliance, and promise to be bound by the duty of confidentiality after

withdrawal.

Article 14. In any of the following circumstances, a member shall be deemed to have automatically lost its membership and shall be automatically withdrawn from the Alliance:

- (1) No longer meeting any eligibility requirement for membership;
- (2) Absent from the Membership Congress/Council without having been excused;
or
- (3) Failure to participate in any meeting or event of the Alliance for 2 consecutive years.

Article 15. A member can be removed after discussion and a vote by the Council in any of the following circumstances:

- (1) Has violated the law or standards of professional and ethical rules;
- (2) Has seriously violated the Alliance's bylaws or working rules and/or has seriously hampered the normal operations of the Alliance;
- (3) Has seriously breached confidentiality agreements with or caused harm to the Alliance or other members of the Alliance; and
- (4) Has seriously damaged the image of the Alliance or discredited the reputation of the Alliance.

A removed member may appeal to the Council within 30 days after the vote. A decision to restore the membership or maintain the decision to remove the member will be made after having been reviewed by the Council.

Article 16. After a member withdraws, voluntarily withdraws, or is removed from the Alliance, its positions, rights, and obligations in the Alliance shall be automatically terminated. The Alliance can release membership information to the public regularly through its official website, WeChat official account, or other media.

Chapter 4. Organization and Election and Removal of Officers

The organizational structures of the Alliance include the Membership Congress (participated by representatives from all members) and the Council, along with a Council Secretariat. The Membership Congress has been designated as the supreme governance of the Alliance.

Membership Congress

Article 17. The functions and main powers of the Membership Congress are as follows:

- (1) To enact and amend these bylaws;
- (2) To review the work reports and fiscal reports of the Council;
- (3) To decide on termination affairs;
- (4) To decide on other major issues.

Article 18. The Membership Congress shall be convened every 4 years. Under extraordinary circumstances, meetings may be held in the form of correspondence. The meetings of the Membership Congress are to be summoned by more than two-thirds of the member deputies to the meetings, and its resolutions cannot take effect until more than half of all those attendances adopt the motion.

Council

Article 19. As stipulated in Article 11, each Council member can recommend one representative to serve as a Council director. The Council comprises all of the directors. The maximum number of directors shall not exceed one-third of the number of members, and directors should not be from the same member institution. The Council has been assigned to act as the executive organ of the Membership Congress and leads the Alliance's daily work during its recess. It is responsible to the Membership Congress.

Article 20. The Council meets on an annual basis. A plenary session can be convened on an *ad hoc* basis and shall be presided over by the person who proposes the meeting. Under extraordinary circumstances, meetings may be held in the form of correspondence. The Council meetings are to be held by more than two-thirds of the directors, and its resolution cannot take effect until being adopted by more than two-thirds of all those attendances.

Article 21. The Council exercises the following functions and powers:

- (1) To take responsibility for the planning and implementation of major work such as alliance strategy;
- (2) To discuss, develop, and decide the annual priorities of the Alliance; to review the work reports and fiscal reports of the Council;
- (3) To review and decide the major proposals submitted by members of the Alliance, and to organize and finalize resolutions;
- (4) To review and decide the draft financial budget of the Alliance for the current year and the draft financial accounts of the previous year, and to decide the amount of the annual membership fees for the current year;
- (5) To review and decide these bylaws, other work regulations, and rules of the Alliance;

(6) To review and decide on the appointment of the staff of the Alliance and its institutions, and to reject or approve the admission or withdrawal of members;

(7) To review and decide on other important issues submitted by the Secretariat.

Secretariat

Article 22. The Alliance has established a Secretariat as its daily administrative body, set up the positions of Secretary-general and secretaries, and implemented the Secretary-general accountability system under the leadership of the Chairman for a term of 4 years. The Secretary-general exercises the following functions and powers:

(1) To execute the resolutions made by the Council and be responsible for the organization, management, and coordination of various work of the Alliance;

(2) To be responsible for the preparation and convening of the meetings of the Membership Congress and the Council;

(3) To draft the Alliance's annual work plan and organize its implementation;

(4) To receive and handle the application and cessation of memberships;

(5) To be responsible for media relations, exhibitions, seminars, and other events;

(6) To develop and revise these bylaws of the Alliance and other work regulations and rules to be submitted to the Council;

(7) To handle other affairs assigned by the Membership Congress and the Council.

Article 23. The Council can establish offices, branches, agencies, and entities based on the needs of various activities and events.

Article 24. The Chairman, Secretary-general, directors, and secretaries of the Alliance shall meet the following conditions:

- (1) The Chairman and Secretary-general must have been involved in the Alliance's business areas for 5 years or more and possess an important reputation in the Alliance's professional field. The directors and secretaries should have a minimum of 3 years experience in this field;
- (2) Be no more than 70 years old when in the position of Chairman, no more than 65 years old in the position of Secretary-general, and no more than 55 years old in the positions of directors and secretaries;
- (3) Be in a healthy condition and competent for daily work;
- (4) Without a history of having been subject to a criminal penalty or other major illegal and/or dishonest behavior;
- (5) To have full civil capacity and be dedicated to serving the members.

Article 25. In case the age of the Chairman, Secretary-general, directors, and secretaries exceeds the maximum limit, such a nomination should not be deemed valid until it is voted on and adopted by the Council.

Article 26. The Chairman and Secretary-general serve a 4-year tenure, and they shall serve no more than two consecutive terms. In the event that the tenure must be extended under specific conditions, it shall be voted upon and adopted by the Council.

Article 27. The Chairman is the legal representative of the Alliance. In the case the Chairman cannot fulfill his/her duties under extraordinary circumstances, the Secretary-general may act as the legal representative upon the approval of the Council.

Article 28. The Chairman of the Alliance exercises the following functions and powers:

- (1) To convene and preside over the meetings of the Membership Congress and the Council and the interim meetings;
- (2) To inspect and direct the implementation of the resolutions made by the Membership Congress and the Council;
- (3) To sign vital documents in the name of the Alliance.

Article 29. The Secretary-general of the Alliance exercises the following functions and powers:

- (1) To preside over the daily work of the Secretariat office and organize the implementation of the Alliance's annual work plan;
- (2) To coordinate the work of all branches;
- (3) To nominate the accountants and secretaries of the Alliance and the chief directors of the offices, branches, agencies, and entities, and refer the list to the Council for decisions;
- (4) To decide on the employment of full-time staff in all the offices, branches, agencies, and entities;
- (5) To handle other daily affairs.

Article 30. Honorary appointments of the Alliance include the honorary chairman and honorary directors. Directors who have served the Council for three terms and have made important contributions to the development of the Alliance may be invited to serve as the honorary chairman or an honorary director.

Chapter 5. Principles of Asset Management and Utilization

Article 31. The sources of the Alliance's funding consist of the following:

- (1) Donations from domestic and foreign companies, entities, or individuals;
- (2) Subsidies from the government;
- (3) Revenues derived from the Alliance's activities and services conducted within the approved range of business ventures, which may include training courses, exhibitions, consulting, and other academic activities;
- (4) Other legitimate incomes.

Article 32. Funding of the Alliance must be used within the scope of business and for the benefit of business development. Any distribution of funding among members is forbidden. Each member company must establish a plan for the use of funds and propose a statement of work, schedule, and budget to be submitted to the Council for its consideration. After the plan is approved, the member company should carry out its work according to the plan and make detailed records of all costs (excluding labor costs), which will be eventually shared with all Alliance members. Any taxes, charges, and fees arising from the collection of a specific fund of the Alliance will be deducted from the fund.

Article 33. The Alliance shall strictly obey the relevant laws and regulations of China and establish a financial management system accordingly to ensure the validity, authenticity, veracity, and integrity of the accounting data.

Article 34. The accountants shall be responsible for the management of the Alliance's assets and finance. The Alliance retains qualified accountants.

Article 35. The Alliance's assets and finances shall be managed under the supervision of the Membership Congress and the fiscal and taxation authorities.

Article 36. Any other unit and/or individual shall not occupy, distribute, or appropriate the assets of the Alliance for other use without permission.

Chapter 6. Revision

Article 37. Revision of these bylaws shall be voted upon and adopted by the Council and thereafter be taken into deliberation by the Membership Congress.

Article 38. The revised bylaws are to become effective once duly examined and approved by the Membership Congress.

Chapter 7. Termination Procedures and Post-Termination Assets Treatment

Article 39. In the event that the Alliance completes its mission, disbands by its own volition, or nullifies its registration for reasons such as division and merger, the termination of the Alliance shall be motioned by the Council and adopted by the Membership Congress.

Article 40. Before the termination of the Alliance, a liquidation team shall be established in keeping with Chinese laws to handle creditor's rights and debts and deal with problems arising from the termination. Pending the completion of liquidation, the Alliance will not carry out activities other than liquidation.

Chapter 8. Supplements

Article 41. These bylaws shall become effective upon approval by all members of the Alliance after December 22, 2023.

Article 42. The English version of these bylaws is translated from the Chinese version. If there is any conflict or inconsistency between the Chinese version and the English version, the Chinese will be the governing and prevailing version. The right of interpretation of these bylaws lies with the ASEC Council.