



BYLAWS  
RELATING TO THE SECRETARIAT  
OF THE  
ASIAN RIVER RESTORATION NETWORK

Adopted at the ARRN Governing Council Meeting (Email), September 13<sup>th</sup>, 2012

## **A. Objectives**

This Bylaw declares the implementation and transfer of the Asian River Restoration Network secretariat.

## **B. Term of Office**

Term of office of the secretariat is two years. Two year period shall commence on the day of the ARRN Governing Council meeting.

## **C. Election of Succeeding Secretariat**

The election and appointment of the succeeding secretariat shall be governed by the ARRN Governing Council meeting one year before the secretariat is changed in terms of keeping organizational continuity.

## **D. Allotment of Secretariat Member**

1. Secretary General
  - Generalization of the secretariat
  - Call of the Governing Council meeting
  - Submission of an action plan and other matters for decision to the Governing Council
  - Public relations with the other organizations
2. Secretariat
  - Assistance of the secretary general
  - Implementation of division of duties of the secretariat establishing separately

## **E. Division of Duties of the Secretariat**

The division of duties of the secretariat is as follows. Other national RRN secretariats can share some secretariat duties for smooth management when necessary based on discussion between each secretariat.

1. Management
  - Charge of ARRN membership list
  - Charge of ARRN charter, bylaws, action plans, Successive Governing Council member list
  - Charge of minutes of ARRN Governing Council meeting and other official meeting
  - Information sharing with all national RRN secretariats regarding the following public relations activities.
2. Meeting and Event Preparations
  - Preparation for the Governing Council
  - Preparation for the ARRN forum

- Assistance for the Information Committee
  - Assistance for the Technical Committee
  - Preparation for other events sponsored
3. Public Relations
- Procedure to membership subscribe/unsubscribe
  - Correspondence to non-member/general public
  - Announcement and reporting to stakeholder about sponsorship event
  - Website operation
  - Newsletter publication
  - Annual report publication
  - Cooperation with other organizations
4. General Affairs
- Arrangement and charge of reports/documents on secretariat work
  - Arrangement and charge of ARRN publications
  - Arrangement and charge of report on revenue and expenditure

#### **F. Transfer of the Secretariat**

After the succeeding secretariat is elected, smooth and prompt transfer from the existing secretariat to the next secretariat shall be accomplished within one year as follows:

1. With the transfer of the secretariat, new division of duties will be determined by consultation between the succeeding secretariat and other national RRN secretariats.
2. Transfer of necessary documents and electric files for secretariat work described in the article E "Division of Duties of the Secretariat".
3. Report on the transfer of the new secretariat
  - Report to the Governing Council
  - Report to the ARRN member
  - Report to the associated organizations

#### **G. Funding for Secretariat**

Funding for the activities of the secretariat shall be provided by the National RRN which takes charge of the secretariat in accordance with the Article 11 of the *ARRN Charter*. However, responsibility for expense is decided by all RRN's discussion if necessary.

Memorandum:

This bylaw is prepared by the ARRN Information Committee.

- Enacted by the ARRN Governing Council Meeting (email), 13 September, 2012