



**UNITED NATIONS  
UNIVERSITY**

**UNU-IAS**

Institute for the Advanced Study  
of Sustainability



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## **Promotion of Sustainability in Postgraduate Education and Research Network (ProSPER.Net)**

### **BY-LAWS**

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#### **Preamble**

The Charter of the Promotion of Sustainability in Postgraduate Education and Research Network (ProSPER.Net) is the fundamental basis of the ProSPER.Net Bylaws. The By-laws translate the relevant provisions of the Charter into actionable terms and conditions.

The ProSPER.Net By-laws document is subordinate to the ProSPER.Net Charter.

#### **Chapter 1 – Membership**

- 1.1 Memberships of ProSPER.Net are limited to higher education institutions located in Asia and the Pacific region, which have offerings and experience in postgraduate education and research in sustainable development (SD) and education for sustainable development (ESD)-related fields.
- 1.2 Application for membership shall be made through the network Secretariat (see Chapter 4) stating the applicant's intention and to be accompanied by a formal dossier justifying the institution's strength and expertise in the areas of SD and ESD at the postgraduate level.
- 1.3 Any application for membership shall be transmitted to and should reach the General Assembly members at least two weeks prior to the meeting of the General Assembly that considers the application.
- 1.4 Acceptance of membership to ProSPER.Net shall be decided by the General Assembly (see Chapter 2).
- 1.5 Membership shall be valid indefinitely until the time when either the member institution withdraws its membership on its own accord, or when the General Assembly,

for reasons stated in Article 1.6 of the By-laws, decides to discontinue the institution's membership.

- 1.6 A member institution may be considered for discontinuation of membership by the General Assembly if the member fails to perform its duties and responsibilities stated under Article 6 of the ProSPER.Net Charter.
- 1.7 Articles 1.2 through 1.6, above, shall also apply to affiliate members defined in the ProSPER.Net Charter, Article 2.3.
- 1.8 There may be partners representing higher education institutions or other stakeholders, such as private sector, governments, research institutions and international organisations, working with the members of ProSPER.Net towards the goals of the network.

## **2. Chapter 2 – General Assembly**

- 2.1 The General Assembly is composed of representatives of ProSPER.Net-member institutions. Each member institution has one seat and one vote, although the institution may choose to send more than one representative in General Assembly meetings, with the consent of the General Assembly Chair and upon the recommendation of the Secretariat.
- 2.2 Regular meetings of the General Assembly are held once a year at either the Secretariat or at any other member institution as venue.
- 2.3 Special meetings of the General Assembly may be called by request of at least one-third of the members.
- 2.4 The meeting's host institution head or his/her designee shall chair the particular meeting of the General Assembly.
- 2.5 The General Assembly shall decide on issues of ProSPER.Net membership, Board institutional membership (see Chapter 3) as well as on general policy matters. It shall also receive reports of the Board and makes decisions if sought and deemed necessary by the Board.
- 2.6 The General Assembly may admit participation of affiliate members and partners in its meetings and activities.
- 2.7 Reaching decisions at General Assembly meetings shall be done on consensus manner, but in the event that voting is deemed necessary on a particular issue, a two-thirds vote is required for matters regarding ProSPER.Net Charter and Bylaws, and a simple majority of vote is required for all other matters.

### **3. Chapter 3 – Board**

- 3.1 The Board shall serve as the executive body acting on behalf of the General Assembly.
- 3.2 The Board shall comprise of one representative each from institutions selected by the General Assembly eligible for Board membership. The number of Board members shall be at least one-third of the General Assembly members, but not to exceed fifteen. The term of institutional Board membership shall be for a period of two years and renewable.
- 3.3 The Board shall elect an individual from among its members to serve as Board Chair for a term of two years and renewable, but not extending beyond his/her institution's term of Board membership. Once elected, the Chair shall appoint a Vice-Chair, who will assist the Chair in carrying out the Chair's functions and assume the Chair's functions in his/her absence.
- 3.4 The regular meetings of the Board shall be once a year, normally preceding the General Assembly meeting, in a venue agreed upon by the Board. In addition, special meetings may be called on a need basis.
- 3.5 Reaching decisions at Board meetings shall be done on consensus manner, but in the event that a particular issue need to be formally voted on, a simple majority shall be deemed sufficient.

### **4. Chapter 4 – Secretariat**

- 4.1 The UNU-IAS or any member institution who agrees to and decided by the General Assembly shall serve as Secretariat of the network.
- 4.2 The Secretariat shall be responsible for coordination, arrangement of General Assembly and Board meetings and any other relevant network-related meetings the Board may assign it to do.
- 4.3 The Secretariat shall be the focal point for all network-related communications including the administration of the website.
- 4.4 All official communications on behalf of the network, its General Assembly and Board as well as its committees and task forces shall be handled by the Secretariat.
- 4.5 The institution hosting the Secretariat shall assign a staff to serve as Secretary to the General Assembly and the Board.

## **5. Chapter 5 – Activities**

- 5.1 Joint activities of the network shall involve at least three member institutions.
- 5.2 Members shall endeavor to have wide involvement from within member institutions including potential involvement of departments or faculties.
- 5.3 All activities shall be informed to all members regardless of whether they are participants of the activity or not. This information shall be the responsibility of the lead-member institution of the particular project or activity.
- 5.4 The lead-member institution of a particular programme, project or activity shall provide regular progress reports to the Board.
- 5.5 Any publicity, publications or intellectual property generated from network activities shall acknowledge the patronage of ProSPER.Net.
- 5.6 Any member may initiate a potential joint activity which shall be considered a network activity only upon the endorsement of the Board.
- 5.7 Members shall agree to share materials and information on the common projects.

## **6. Chapter 6 – Finance**

- 6.1 Members shall contribute membership dues subject to the decision of the General Assembly.
- 6.2 All financial matters of specific projects and activities must be agreed upon by the participating members prior to implementation.
- 6.3 Financial matters of network projects and activities shall be reported to the Board.
- 6.4 Network activities may be funded by the members themselves or, partially or fully, through external sources.

## **7. Chapter 7 – Validity and Amendment of By-laws**

- 7.1 The By-laws shall be effective upon approval of the General Assembly.
  - 7.2 The By-laws may be amended by the Board, and with the approval of the General Assembly by at least a two-thirds vote of members voting.
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