

# **ASPID CONSTITUTION AND BY LAWS**

## **ASIAN SOCIETY FOR PEDIATRIC INFECTIOUS DISEASES CONSTITUTION**

### **Article I. Name**

The name of this association shall be Asian Society for Pediatric Infectious Diseases (ASPID). This association shall be affiliated with the World Society for Pediatric Infectious Disease (WSPID) and the Asia Pacific Pediatric Association (APPA)

### **Article II. Objectives**

The following shall be the objectives:

1. To set the standards of training and practice in Pediatric Infectious Diseases in the region.
2. To encourage and enhance collaborative national and multinational quality researches on Pediatric Infectious Diseases in Asia.
3. To facilitate dissemination of accurate, relevant updated information and research results in Pediatric Infectious Diseases in the region.
4. To develop an exchange program for post Residency Fellowship training in Pediatric Infectious Diseases in accredited institutions.
5. To provide a forum for interaction and cooperation among the member countries and with other countries to address problems and issues in the diagnosis, prevention, management and control of Pediatric Infectious Diseases.
6. To establish networking with neighboring Asian countries and cooperation with Ministries of Health, WHO, UNICEF and other relevant agencies to develop intervention, management and control of Pediatric Infectious Diseases.
7. To establish a general fund through membership fees, donations, fund-raising activities and sponsorships which provide for the operation and functioning of the society.

### **Article III. Membership**

There shall be two forms of membership:

1. Society membership shall be composed of the National Pediatric Infectious Disease Societies of countries/National Pediatric Societies of Countries located in the Asia Pacific region and surrounding areas. Eligibility for membership shall be determined in accordance with the establishment of a Pediatric Infectious Disease Society with the power of certifying Pediatric Infectious Disease specialist in their locality.
2. Individual membership shall be on the basis of a scientific paper or article on any Pediatric Infectious Disease presented in the ASPID conventions or published in a reputable international or national journal or upon recommendation of their country's Pediatric Infectious Disease Society or Pediatric Society.

Application for society membership shall be made by national delegates officially appointed by their Pediatric Infectious Disease Societies. Individual membership shall be accepted through individual application.

Application shall be logged with the *Secretary-General at least 6 months before the council meeting at which they have to be accepted and inducted.*

#### Article IV. **Site of the Secretariat**

The council of delegates shall have the power at their decision in locating site of the secretariat.

#### Article V. **Governing Bodies**

##### **A. Council of National Delegates**

Power to form the policies of the ASPID shall be vested in a Council of National Delegates, consisting of delegates from each Member Society. The number of delegates per country should be proportional to the total number of ASPID members in each country. 1 national delegate for countries with less than 10 members, 2 for those with 10-25 members and 3 for those with 26-50 members. There will be a national delegate for each country a maximum No. of 4 delegates per country. Other members of the Executive Board, the members of the Standing Committee, and delegates from each Affiliate Society shall also attend the Council meetings and may participate in the discussions but only national delegates may vote. The council shall meet at the time of an ASPID Congress or its affiliate Society's meeting.

##### **B. OFFICERS**

The officers will be members of the Executive Board who will be elected by the national delegate during its official meetings.

This will be composed of:

1. President
2. Secretary-General
3. Treasurer

##### **Powers and Duties of Officers:**

**President:** The president shall preside at all meetings of the members and shall act as the Chairperson at all times or delegates another person for this function. He/she shall make reports to the council and members the business and finances of the society and shall perform such other duties and services as may be required of him/ her from time to time by the council. The President shall serve as the directing officer.

**Secretary:** The Secretary shall issue or cause to be issued notices of all meetings to members and Council members as appropriate shall keep minutes of such meetings and shall record all such proceedings. The Secretary shall have supervisory control of the Society's records and books, excluding the books of account. The Secretary, the registered agent or the Treasurer shall have custody of the Corporate Seal as convenient for the purposes of the Society.

The Secretary shall make such reports and perform such other duties as may be consistent with the office or as may be required of him/ her from time to time by the Council.

**Treasurer:** The Treasurer or designee is responsible for the supervision of the financial records and books of account of the Society and shall ensure that all moneys, securities and other valuable effects of the Society are deposited in such banks and depositories as the Council may designate. Further, the Treasurer or designee shall arrange for the disbursement of the funds of the Society in payment of just debts and demands against the Society, or as they may be ordered by the Council. He/she shall further render such account of the transactions as may be required by the President or Council from time to time and shall otherwise perform such duties as may be required by the Council. He/she shall deliver to the President and shall keep in force, a bond in form, an amount and with a surety or sureties satisfactory to the council, conditioned for the faithful performance of the duties of his/her office, and for the case of his/her death, resignation, retirement or removal from office, of all books, papers, vouchers money and property of whatever kind in his/ her possession or under his/her control belonging to the Society.

**Compensation:** No officer shall receive any salary or compensation for his/her service as such.

### **C. Standing Committee**

There shall be a Standing Committee consisting of one person from each Member-Society nominated by the national delegates and approved at a meeting of the council. The term of office shall be from the end of one congress to the end of the next. No individual shall serve for more than two terms in succession.

#### **The functions of the Standing Committee:**

1. To consider applications for membership of the Association and to make recommendation to the council of National Delegate regarding the admission of the member of the societies.
2. To advice the Executive Board on the policies of the Association and the general planning for regional congresses.
3. To scrutinize the budget and accounts of the Association and to appoint an Auditor.

### **Article VI. Congresses**

**The congress of the ASPID shall be held every two years, and shall consist of the following activities:**

1. Activities in the field of science
2. A council Meeting of National Delegates

The ASPID shall prescribe an amount as royalty for the holding of ASPID Congresses under the auspices of the ASPID. This amount shall not exceed 10% of the gross income from the registration fees.

The President of the Congress shall determine the date of the Congress after consultation with the Executive Board and the Council for International Organizations of Medical Sciences (CIOMS). The program and publications of each Congress shall have the authority to appoint such committees as are necessary for the conduct of the congress.

The National Member-Society of the country in which the congress is to be held should assume full responsibility for its organization and financing and for such arrangements as are necessary with the government of the host country.

#### Article VII. **Voting**

To revise the Constitution and By-laws a two-thirds majority vote in the Council meeting of National Delegates is needed. A simple majority vote in the Council meeting of National Delegates shall be valid for all other matters.

#### Article VIII. **Notice of Proposed Changes**

Notice of any proposal to revise the Constitution and By-Laws shall be sent to the Secretary-general not later than 6 months prior to the next Council Meeting of national delegates, and must appear in the Agenda of the Council Meeting.

#### Article XIX. **Dissolution and Liquidation**

1. The decision of dissolution shall be taken only on majority vote of at least two thirds of the members.
2. In case of dissolution the Council Meeting shall decide on the disposition of the assets of the Association, and shall elect the persons to be charged with carrying out the liquidation.

### **BY-LAWS**

#### **1. Dues**

Dues for Member Societies shall be \$200 for a period of 2 years and \$100 for lifetime membership.

Dues shall be payable in advance, at latest on the 1<sup>st</sup> of January of each year.

If a Member-Society under exceptional circumstances has difficulties with the transfer of the dues to the ASPID, these may be paid to a bank in the respective country in the local currency and be put at the disposal of the Secretary-General.

#### **2. Finance**

The executive Board shall control the monetary funds of the Association Determined for its needs and for its program of activities. These funds will consist of annual dues of its member, subsidies, gifts, legacies and any support given to the Association, whether by its own members or by persons or institutions outside of the Association; the acceptance of such support shall be approved by the Executive Board.

#### **3. Suspension of membership**

Non-payment of dues by a Member-Society of affiliate society for three years shall automatically suspend voting privileges and attendance to council meeting until a final decision of the council of delegates is taken at its next meeting. Individual membership may also be suspended by non-attendance for 2 consecutive ASPID congresses.

#### **4. Congress Attendance**

Attendance at the Congress shall be open to any interested individual on payment of the registration fee.

#### **5. Meetings**

- a. The Executive Board shall meet at least once between each Council Meeting and at other times if considered necessary by the President. The presence of three members shall comprise a quorum.
- b. The standing Committee shall meet with the Executive Board and the Council of National Delegates during the ASPID congress. The President of the ASPID shall preside at the meeting; a report will be presented by the president and the Secretary-General of the ASPID Congress and financial statement by the Treasurer. After these reports and the financial statement have been approved, the new President shall take office.
- c. The council of the National delegates shall have its business meetings at the time of each Congress. The new President of the ASPID shall preside at the meeting.
- d. For the ASPID Congress: Invitations for the next congress from the President of the National Society must be in the hands of the Secretary-general at least three months before the deliberation meeting. These will be considered carefully by the Standing Committee, which will make its recommendation to the council of National Delegates, which has the final decision as to the location of the next Congress.

#### **6. Language**

The official language of the Association shall be English.