

BYLAWS OF ASIAN PACIFIC FEDERATION OF SOCIETIES FOR RECONSTRUCTIVE MICROSURGERY

ARTICLE I – Name of Organization

- 1.1 The name of the organization shall be known as the “ASIAN PACIFIC FEDERATION OF SOCIETIES FOR RECONSTRUCTIVE MICROSURGERY” and shall be referred to hereinafter as the Federation.

ARTICLE II – Objective

- 2.1 Its objectives are:
- To advance the specialty of Reconstructive Microsurgery in the Asia Pacific region.
 - To promote communication and free exchange of knowledge between the various societies.
 - To enhance the opportunity of Reconstructive Microsurgery training through friendly exchange programs.
 - To disseminate knowledge through publications.
 - To enhance teaching and sharing of knowledge by organizing scientific meetings and regional instructional courses.

ARTICLE III – Membership

- 3.1 Full membership :

Full membership may be granted to societies for Reconstructive Microsurgery in any country or region in the Asian-Pacific geographic region.

The society must be a bona fide organization whose individual members have major interest in Reconstructive Microsurgery.

- 3.2 Associate membership :

Associate membership may be granted to individual who has a major interest in Reconstructive Microsurgery but whose country or region is not yet represented by an organization for Reconstructive Microsurgery.

Associate membership will be limited to a maximum of 30 from each country or region. If there are more than 30 applicants, they will be encouraged to form a Reconstructive Microsurgery Society and apply for full membership.

The associate member has no voting right.

The associate member shall keep the Federation updated of his or her corresponding address and telecommunication access.

- 3.3 Membership Application Process

A letter of application has to be forwarded to the Federation.

For associate membership, in addition to the above letter, the application has to be supported by two Society members of the Federation.

The membership candidate has to be approved by the council during the assembly of the council with a majority votes.

ARTICLE IV – Delegates

- 4.1 The member society shall nominate 2 to 4 delegates to the Federation's Council for a term of 2 years, one of whom will be the President of the member Society
- 4.2 The delegates shall attend all Council Meetings. If a nominated delegate is unable to attend, the society shall appoint a representing delegate to attend the Council Meeting in place.

ARTICLE V - The Council

- 5.1 The Council is the governing body of the Federation and shall consist of 2 to 4 delegates from each of the constituent member Societies and members of the Executive Committee.
- 5.2 The delegates from each constituent member Society will have 2 votes regardless of the number of delegates present. Each member of the Executive Committee shall have one vote in the council.

ARTICLE VI - Leadership

- 6.1 The officers of the Executive Committee of the Federation shall consist of the President, the Vice-President and the Honorary Secretary/Treasurer. The officers will be elected for a two year term by a majority vote of the Council. Any individual of a member Society of good standing with a proposer and a seconder from the Council shall qualify for election for any of the office post.
- 6.2 The President shall preside at meetings of the Council, shall be responsible for the overall running the Federation and be responsible for carrying out the aims of the Federation.
- 6.3 The Vice-President shall assist the President in his duties and shall preside in the absence of the President.
- 6.4 For better administration of the Federation, the President and Vice-President should ideally be from the same member Society and be hosting the next APFSRM Congress before the end of their term.
- 6.5 The Honorary Secretary/Treasurer shall maintain accurate records of Council meetings, address administrative and budgetary needs and shall present annual administrative and budgetary reports to the council. Proper record of all the monetary transactions shall be maintained. The secretary shall also maintain a Secretariat for the Federation.
- 6.6 The delegates may have duties assigned by the council, and upon agreement shall perform the duties as directed.

ARTICLE VII – Meetings

- 7.1 Assembly of the Council:

The Council will meet at least once in 2 years. Wherever possible, such Council Meetings shall be held at the time and place of the Federation's Congress.

- 7.2 Extra Ordinary Assembly of the Council:

Under compelling circumstances, at the request of a majority of the Council, an Extra Ordinary assembly of the Council shall be called by the Honorary Secretary, but with a 30-day notice to each of the delegates.

ARTICLE VIII - Voting Procedure

- 8.1 A quorum, consisting of more than half the member of council members, or their appointed representatives, shall be required for the transaction of business. Voting shall be by the show of hand. If there is no quorum the meeting shall be postponed to the next subsequent days in the duration of the Congress meeting. If there is still no quorum, those present shall constitute a quorum, but has no power to amend the bylaws.

ARTICLE IX – Delegate to the World Society for Reconstructive Microsurgery (WSRM)

- 9.1 The President will represent the APFSRM as a council member of WSRM for a term of 2 years. The President will be required to attend council meetings of WSRM, which will be held once a year. The federation will not provide financial support for the delegate's travelling expenses. If the President is unable to attend, the President shall appoint the Vice-President or a representing delegate to attend the Council Meeting in place.

ARTICLE X – Amendments

- 10.1 These bylaws may be amended by two third majority votes of the members of the Council present. Such amendment shall be submitted at least sixty (60) days in advance of the Council meeting.

ARTICLE XI – Finances

- 11.1 Each constituent society shall pay US\$100 annually to the Federation. Payment shall be made in cash at Council meetings held every year together with the Congress and be paid directly to the Secretary General. If payment is not received at the Council meeting, the constituent society shall make payment via bank transfer and be responsible for paying any related charges.
- 11.2 The Federation shall receive a contribution of 10% of the profit from its main congresses to a maximum of US\$ 3000.
- 11.3 Individual membership fees will not be collected during the initial years of the Federation. Subsequently, when the need arises, the amount and the manner that it is levied shall be determined during the assembly of the Council.
- 11.4 The Federation's finances will be administered by Kazuteru Doi, MD, PhD and located at the central office of APFSRM, Ogori Daiichi General Hospital, Yamaguchi, Japan until a change of administration is agreed upon during the assembly of the Council.