

**ASIA PACIFIC LEAGUE OF
ASSOCIATIONS
FOR RHEUMATOLOGY**

CONSTITUTION AND BY-LAWS

CONSTITUTION AND BY-LAWS OF THE ASIA PACIFIC LEAGUE OF ASSOCIATIONS FOR RHEUMATOLOGY

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ARTICLE 1

1. Name, Domicile and other Legal Stipulations

1.1 The South East Asia and Pacific Area League Against Rheumatism (SEAPAL) was established in 1963 under the terms of the Constitution and By-Laws of the International League of Associations for Rheumatology (ILAR) with a Constitution accepted by the General Assembly of ILAR. The geographical area of SEAPAL is the Asia Pacific Region as defined by the General Assembly of SEAPAL in 1988, at the 6th SEAPAL Congress of Rheumatology in Tokyo, Japan.

The name South East Asia and Pacific Area League Against Rheumatism was changed by unanimous vote of the General Assembly to "Asia Pacific League Against Rheumatism" and its acronym from SEAPAL to APLAR in 1989. It was again changed in 1994 to "Asia Pacific League of Associations for Rheumatology", with the acronym APLAR being retained.

1.2 The location of the registered office of APLAR shall be determined by the incoming Executive Committee at the time of change of Officers.

1.3 The Organisation shall be designated by the acronym "APLAR" in all official documents and other contexts, regardless of the language in which such documents may be framed.

1.4 The official language of APLAR shall be English; however any other language from the Asia Pacific area may be used as a

supplementary language, if approved by the General Assembly of APLAR by a simple majority vote.

- 1.5 Notwithstanding the provisions of Article 1.4, the reference language for the Constitution and By-Laws and for any regulation enacted by APLAR and for any other legal document relating to APLAR and its activities shall be English.

ARTICLE 2

2. Objects

- 2.1 The aims of APLAR shall be to stimulate and promote the awareness, knowledge, and the means of prevention, treatment, rehabilitation and relief of symptoms of rheumatic disease. For this purpose, rheumatic disease shall be defined as diseases of the connective tissue and disorders of the musculoskeletal system. The branch of medicine concerned with these diseases is referred to as Rheumatology.
- 2.2.0 In furtherance of these aims, APLAR shall:
- 2.2.1 foster co-operation between different countries and geographical areas through existing national organisations concerned with the objects of APLAR;
- 2.2.2 encourage and assist in the formation of such organisations in countries or geographical areas where none exist;
- 2.2.3 sponsor, organise or patronise international congresses and other meetings appropriate to the aims and objects of APLAR, providing that the affiliated organisation having its domicile in the country in which the meeting or the congress is to take place has given its consent and also that the appropriate national organisation, where such exists, has also given its consent;
- 2.2.4 monitor and assist in the scientific activities of all meetings and congresses arranged in the name of, or under the sponsorship of APLAR;
- 2.2.5 encourage publication of scientific proceedings of such meetings whenever feasible and of such other material concerned with the nature, treatment and social and other relevant aspects of rheumatic diseases as may be deemed appropriate;
- 2.2.6 stimulate scientific research into all aspects of rheumatic disease as mentioned above;
- 2.2.7 establish and maintain contact with the central and/or regional offices of international organizations such as the United Nations

Educational, Scientific and Cultural Organization (UNESCO) and the World Health Organization (WHO) and such other international agencies as may be concerned with some or all of the objectives of APLAR;

2.2.8 act regionally to promote in all respects the objects of APLAR.

ARTICLE 3

3. Membership

- 3.1 APLAR shall be an association of national organizations interested in and concerned with the aims and objectives of APLAR, such organisations consisting primarily but not exclusively of medical scientific societies or associations. The latter includes arthritis foundations.
- 3.2 A national organisation shall submit an application for affiliation to APLAR, in writing, to the Secretary General of APLAR.
- 3.3 Subject to the provisions of Article 3.4, affiliation to APLAR shall be open to national organisations interested in and concerned with the aims and objects of APLAR and which shall be prepared to abide by the terms of this Constitution and By-Laws. Only one national organisation from one country can seek affiliation to APLAR. Individuals shall not be eligible for direct membership of APLAR whether or not there is a national organisation interested in the rheumatic diseases in his/her country of citizenship or domicile.
- 3.4 **Associate Members:** Under certain circumstances as determined by the Executive Committee, APLAR can offer associate membership to national societies seeking affiliation with APLAR. Associate members of national organisations are permitted to attend the General Assembly and send observers as delegates but without voting rights. The annual dues for associate members shall be the same as those determined for other affiliated organisations, except for the Allied Health Professional Societies where a reduced fee or non-paying membership will be acceptable.
- 3.5 Provisional affiliation may be granted by the Executive Committee of APLAR, subject to ratification by the next General Assembly of APLAR, to a national organisation applying for membership more than one (1) year before the next meeting of the General Assembly. The annual dues for provisional membership shall be the same as those determined for full membership.

- 3.6 Any organisation affiliated with APLAR shall, by virtue of that affiliation, also be affiliated with ILAR, subject to ratification in accordance with the Constitution and By-Laws of ILAR.
- 3.7 If applications for affiliation are received from more than one organisation in a country, including an application from an organisation in a country which already has an affiliated organisation, the Executive Committee of APLAR shall be required to meet with representatives of the organisations concerned, in an endeavour to promote a solution acceptable under the terms of the Constitution and By-Laws of APLAR. If the reconciliation proves impossible, the contending organizations shall be entitled to present their claim at the next meeting of the General Assembly of APLAR and the decision of the General Assembly in this matter shall be final and binding on the contending organisations. Disagreements based on political affiliation shall be resolved by following the prevailing decisions on such matters by the International League of Associations for Rheumatology or by the World Health Organisation or the General Assembly of the United Nations.
- 3.8 Corporate membership shall provide an opportunity for APLAR to develop closer liaison and co-operation with pharmaceutical companies and other enterprises concerned with the benefit of rheumatic patients, and who are prepared to abide by the terms of this Constitution and By-Laws.
- 3.9 An affiliated national organisation or corporate member may terminate affiliation to APLAR at the end of a calendar year by sending to the Secretary General of APLAR a prior notice six (6) months in advance. With the exception of circumstances governed by Article 3.7, the affiliation of national organisations to APLAR may be terminated only if the national organisation fails to abide by the terms of this Constitution and By-Laws or acts in a manner which may be in conflict with the aims and objects of APLAR or fails to pay the required dues within the stipulated time. A motion for disaffiliation shall require endorsement by the governing body of the appropriate national association, where such exists, and shall require adoption by the Executive committee of APLAR by a simple majority vote, and ratification by the General Assembly, by two-thirds of the total number of votes polled.
- 3.10 As a mark of distinction, individuals who in the past have rendered outstanding service in accomplishment of the objectives of APLAR may be elected to honorary membership of APLAR. Nomination of candidates for honorary membership may be made by national organisations, provided that such nominations shall be submitted to the Secretary General in writing. The President is also empowered to make nominations to the Executive Committee. Honorary membership of APLAR shall be awarded by the President of APLAR

at the Opening Ceremony of an APLAR congress with citation of the merits and the outstanding service rendered by the individual.

- 3.11 A member of the Executive Committee of APLAR and ILAR with current voting rights is not eligible for nomination of honorary membership of APLAR.
- 3.12 National organisations may submit in writing, nominations for honorary membership to ILAR to the Secretary General of APLAR as under the conditions of Article 3.10.

ARTICLE 4

4. Meetings

- 4.1 A full member national organisation of APLAR may submit to the Secretary General a written application to host the APLAR Congress of Rheumatology at the earliest six (6) years and at the latest four (4) years ahead of the said congress/symposium with a general outline of current and future congress facilities, and an estimated current and future cost of the various accommodations and transportation available. The host country should provide financial support where possible for the President, President Elect, Immediate Past President, Treasurer and Secretary General of APLAR to attend the Congress when such assistance is needed. The Organising Committee shall exercise care to avoid double funding of any individual.
- 4.2 The APLAR Congress will be held every two (2)
- 4.3 Before the APLAR congress/symposium is awarded to a particular member national organisation, some agreed principle on financial accountability and scientific programme arrangements shall have been reached between the Executive Committee, the Executive Committee of the member national organization and its prospective Congress Organising Committee.
- 4.4 When requested the Executive Committee of APLAR can provide US\$5,000.00 as seed money to the Organising Committee of an APLAR congress. This amount must be paid back without any deduction. A guaranteed minimum sum of money or 50 percent of the net profit of the event, whichever is greater, should be paid to the APLAR treasury within nine (9) months of the congress. The remaining 50 percent of the net profit shall be retained by the treasury of the APLAR national member organization which sponsored the meeting. There should be a guarantee by the prospective host nations national bank that such money as agreed can be transferred to the APLAR treasury.

ARTICLE 5

5. Funds

- 5.1 Funds needed by APLAR shall be raised by annual dues from affiliated organisations. Funds may be augmented by income derived from investment, property and trusts held in the name of APLAR.
- 5.2 APLAR shall be empowered to solicit and accept contributions of financial or other support from any individual or organisation, providing that any action taken is ratified by the Executive Committee of APLAR without undue delay.
- 5.3 The Executive Committee will, on the advice of the Treasurer of APLAR, present at each ordinary meeting of the General Assembly a proposition concerning the annual dues to be paid. Affiliated organisations shall be liable to pay dues at the rate so agreed from January 1, immediately following such decision and annually thereafter until December 31, immediately following the next ordinary meeting of the General Assembly.
- 5.4 In December of each year the Treasurer shall be required to send notices of dues for the ensuing year to each affiliated organisation and these dues shall be paid to the Treasurer within ninety (90) days after December 31 of each year, APLAR acting as agent for ILAR and being responsible for delivering dues collected from affiliated organizations.
- 5.5 If an affiliated organisation has not paid its due within six (6) months after December 31 of any year, then the right of the delegate representing that country to vote at meetings of the General Assembly of APLAR and ILAR shall be suspended so long as the payment remains in arrears. If dues have not been paid within two (2) calendar years of the due date, affiliation to APLAR and ILAR of the national organisation shall no longer be eligible to receive any of the benefits to which it is entitled until all arrears of dues have been paid. Suspension of voting rights and suspension of affiliation may be waived on the recommendation of the Presidents of APLAR and ILAR if, in their opinion, there have been unavoidable reasons for non-payment.
- 5.6 Corporate members of APLAR, in accepting affiliation, shall be deemed to have entered into a legally binding contract with APLAR to pay without delay such subscriptions as may fall due for the whole period of the affiliation. Subscription dues for corporate members shall be fixed at a minimum rate under Article 5.3, but corporate

members are encouraged to contribute to APLAR with sums in excess of this minimum rate.

- 5.7 The financial year of APLAR shall be the calendar year.
- 5.8 The Executive Committee shall be empowered to regulate the detailed administration of the funds of APLAR on the advice of the Treasurer. The Treasurer shall be empowered to delegate his/her administrative responsibility to an Executive Secretariat. Funds not immediately required for the purposes of APLAR may be invested and any investment may be realised or otherwise turned to account as may any or all of the property or assets of APLAR as may be thought expedient with a view to promotion of its objectives.
- 5.9 The income and property of APLAR shall be applied solely towards the promotion of the objects of APLAR as set out in this Constitution and By-Laws and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of dividend, bonus or otherwise by way of benefit to individual members or organisations affiliated to APLAR. However, nothing shall prevent the payment in good faith of reasonable and proper remuneration and out-of-pocket expenses to any officer or servant of APLAR or to any officer or other individual member of organisations affiliated to APLAR in return for any authorized service actually rendered to APLAR. No officer or other individual member of organisations affiliated to APLAR shall be appointed to any salaried office in APLAR or any office of APLAR paid by fees. No remuneration or other benefit in money shall be given by APLAR to any individual member of an affiliated organisation except by way of repayment of authorized out-of-pocket expenses.
- 5.10 Notwithstanding the stipulation in Article 4.8, the Executive Committee may enter into a contract with an individual member to perform specific duties for an agreed remuneration provided that the national bodies are notified and no objection is raised. Such a contract would be subject to ratification by the General Assembly.
- 5.11 To raise funds for fellowships, research, or for other projects as suggested by the Executive Committee and ratified by the General Assembly, a Patronage Committee may be created. The Chairperson of the Patronage Committee shall be appointed by the Executive Committee of APLAR for adoption by the General Assembly of APLAR.
- 5.12 The Chairperson of the patronage Committee shall submit an audited account of the funds raised and used to attain specific objects of APLAR to the ordinary meeting of the General Assembly of APLAR.

- 5.13 The President, Secretary General and Treasurer of APLAR, each shall give an annual account of their secretarial expenses to the Executive Committee of APLAR. When considered appropriate, the Executive Committee shall reimburse the office bearer on an annual basis.
- 5.14 Funds or capital invested or under a trustee and generating profit or interest for support of scientific, social and other activities shall not be amortized for whatever reasons, except monies in the treasury.

ARTICLE 6

6. General Assembly

- 6.1 The highest authority of APLAR shall be vested in the General Assembly. This shall consist of the following voting members:

President, President Elect, Immediate Past President, Treasurer, Secretary General, and one delegate representing each affiliated national organisation.

The following shall be entitled to attend and participate in all discussions and deliberations at the meetings of the General Assembly as non-voting members:

Vice-Presidents, co-opted members of the Executive Committee, Deputy Secretary General, Chairperson of the Patronage Committee, Chairperson(s) of Standing Committees, Subcommittees, Special Interest Groups, and other committees (as specified in the regulations), and a second delegate representing each affiliated national member organization.

The President may invite relevant individuals, such as chairpersons or members of other committees as specified in the Regulations, to attend the meeting as observers.

- 6.2 Before each meeting of the General Assembly, the delegates and deputy delegates shall be required to present their credentials to the Secretary General.
- 6.3 An ordinary meeting of the General Assembly shall be convened on the occasion of each APLAR congress and on such other occasions as the Executive Committee shall determine. An ordinary meeting of the General Assembly shall be held at least once every two (2) years. The Secretary General shall be required to give prior notice at least six (6) months' notice of any meeting of the General Assembly by registered/airmail letter sent to each member national organisation. The notice shall include items of agenda to be

considered at the meeting. A notice shall also be sent by the Secretary General to the Chairperson of Standing Committees and Special Interest Groups, Chairperson of the Patronage Committee, and other committees as specified in the Regulations, requesting preparation of a report on the activities under their responsibility. These reports shall be sent to the Secretary General three (3) months before the General Assembly for copying and circulation to the delegates of the member national organisations. These reports will not be read at the meeting of the General Assembly, but the officers in question shall be required to present a summary of the reports and to answer questions at the meeting of the General Assembly.

- 6.4 On matters of exceptional urgency when a decision has to be ratified by the General Assembly between the biennial APLAR congresses and distance and cost prohibit the General Assembly from convening, the Executive Committee shall carry out a postal vote or referendum, provided that the delegates or alternate delegates of the member national organisations are notified by airmail by the Secretary General of APLAR and given at least three (3) months in advance for consideration of the proposals put forward by the Executive Committee. A letter in favour or not in favour of the proposals of the Executive Committee signed by the member national organisation representatives, shall be construed as equivalent to a delegate's vote at the General Assembly at APLAR congresses. All decisions or elections by the postal General Assembly of APLAR shall be determined subject to Article 6.10. The Secretary General of APLAR shall inform the member national organisations of the results of the postal voting at the latest one (1) month after the deadline for the voting. All correspondence is to be by airmail and, if requested, shall be treated as confidential by the Secretary General.
- 6.5 The Agenda for the General Assembly meeting, with precise wording of all resolutions and propositions to be considered, shall be despatched by airmail to each affiliated organisation not later than three (3) weeks before the date of the meeting. As far as possible, the Secretary General shall also send along with the Agenda, Minutes of the last General Assembly meeting, Statements of Accounts of APLAR, Secretary General's Report, and any other information relevant to the Agenda.
- 6.6 The following business shall be transacted at any ordinary meeting of the General Assembly:
- 6.6.1 Accreditation of Delegates
 - 6.6.2 Apologies

- 6.6.3 Summary of the Minutes of the last meeting and business arising therefrom
- 6.6.4 Submission of the summary of the Secretary General's report
- 6.6.5 Consideration of the Statement of Accounts and Balance Sheet from the Treasurer and Auditor's Report
- 6.6.6 Consideration of the Statement of Accounts and Balance Sheet from the Chairperson of the Patronage Committee and adoption of the appointment by the Executive Committee of the incoming Chairperson of the Patronage Committee.
- 6.6.7 Consideration of Reports from the Chairperson of Standing Committees of APLAR
- 6.6.8 Consideration of the Report of the other committees (as specified in the Regulations) and adoption of the appointment of their chairpersons (or equivalent positions) by the Executive Committee
- 6.6.9 Ratification of decisions taken by the Executive Committee
- 6.6.10 Decision on the recommendations of the Executive Committee with regard to annual dues to be paid during the ensuing years
- 6.6.11 The venue and probable date for the next APLAR Congress
- 6.6.12 Consideration of applications for affiliation from national organisations and ratification of provisional member national organisations to full membership
- 6.6.13 Appointment of Chairpersons of Standing Committees of APLAR and nominations for the Standing Committees of ILAR as necessary and election of members
- 6.6.14 Election of Office Bearers and Co-opted members
- 6.6.15 Consideration of other business raised within the terms of this Constitution and By-Laws, consideration of contingency or urgency matters (see Article 5.8)
- 6.7 An extra-ordinary meeting of the General Assembly shall be convened if requested by at least one-third of the delegates to the General Assembly. The Secretary General shall be required to give notice and Agenda papers for extra-ordinary meetings in the same way as for the ordinary meetings.
- 6.8 The delegates from an affiliated organisation may submit formal resolution at any meeting of the General Assembly of APLAR provided that not less than three (3) months before the date of the meeting, due notice is given in writing to the Secretary General together with a copy of such resolution so that copies may be sent immediately to each affiliated organisation.

- 6.9 With the exception of business enumerated in Article 6.4 and 6.6, all business transacted at the General Assembly meeting shall be deemed "Special" and thus not to be raised without due notice. Under these circumstances, a vote may only be taken when the chairperson of the meeting considers the matter to be of exceptional urgency and importance.
- 6.10 A quorum shall be deemed to exist for the General Assembly when at least two-thirds of the delegates eligible to vote are present. All decisions and elections at the meeting of the General Assembly shall be determined by a simple majority vote unless otherwise specified by this Constitution and By-Laws
- Deputy delegates shall not be entitled to vote unless their delegates are absent and they have been accredited. Proxy voting shall be allowed provided that notice has been given by the national organisation of the inability of its delegate or deputy delegate to attend the meeting. In the event of a tie in votes, an extra vote by the chairperson of the meeting shall decide. Votes may be given confidentially in writing if any member of the General Assembly so requests.
- 6.11 The Minutes of an Executive Committee and General Assembly meeting shall be sent out to members of the Executive Committee, Office Bearers and delegates to the General Assembly not later than three (3) months after the General Assembly meeting by the Secretary General of APLAR.

ARTICLE 7

7. ILAR

7.1 ILAR Executive Committee and General Assembly

- 7.1.1 APLAR shall be represented in the ILAR Executive Committee by Office Bearers of APLAR comprising the President and President Elect by virtue of Articles 6.1 and 7.1 of the Constitution and By-Laws of ILAR.
- 7.1.2 In the event of a meeting of the Executive Committee of ILAR being held outside the Asia Pacific region, it is important that APLAR be represented. If for any reason the President or President Elect is /are not able to attend, the Secretary General of APLAR shall arrange for a delegate representing APLAR to carry a proxy vote to the meeting of the Executive Committee of ILAR.

7.1.2.1 In the event of an ILAR Congress held outside the Asia Pacific region, the distance and the cost may be prohibitive for delegates and/or deputy delegates to attend the General Assembly of ILAR. It is important that a quorum is reached and APLAR is represented in the General Assembly by proxies. The Secretary General of APLAR shall ascertain which non-attending delegates are voting by proxy on the issues or decisions to be taken by the General Assembly of ILAR.

7.2 **ILAR Congress**

7.2.1 A full member of APLAR may submit a request in writing to the Secretary General of APLAR to host the ILAR Congress of Rheumatology at the earliest six (6) years before an ILAR congress is scheduled to be held in the Asia Pacific region or at the latest one (1) year before an APLAR congress preceding an ILAR congress.

7.2.2 The Executive Committee, comprising the Immediate Past President, President, the President Elect, Secretary General, Treasurer, and the eight co-opted members of the Executive Committee, shall nominate one (1) venue from the applications received for submission to the General Assembly for adoption. In the event of a tie in votes, an extra vote by the President shall decide. Votes may be given confidentially in writing.

7.2.3 Before an ILAR congress is awarded to a particular member national organisation, some agreed principle on financial accountability and scientific programme arrangements shall have been reached between ILAR, APLAR and the national organization, based on Article 4.3 of the Constitution and By-laws of APLAR.

ARTICLE 8

8. Office Bearers

8.1 The Office Bearers of APLAR shall consist of the President, the Immediate Past President, the President Elect, two Vice Presidents, Secretary General, Deputy Secretary General, Treasurer, Chairperson of the Patronage Committee, and the Chairperson of Standing Committees. The office bearers shall meet at least once every two (2) years at the time of the congresses, and on such other occasions as the Executive Committee shall determine, and have the right to attend any meeting of the Executive Committee subject to Article 6.1.

8.2 President

- 8.2.1 The President, at the end of his/her term of office, shall automatically be succeeded by the President Elect.
- 8.2.2 The President shall serve for a term of two (2) years and shall not be eligible for re-election.
- 8.2.3 The President of APLAR shall be a Vice President of ILAR based on Article 6.1 of the Constitution and By-Laws of ILAR and shall be required to attend all meetings of the Executive Committee of ILAR wherever it is held.
- 8.2.4 Should the President, for any reason, be unable to complete his/her term of office, the President Elect of APLAR shall succeed to his/her office including the Vice Presidency of ILAR.
- 8.2.5 The President shall preside at all meetings of the Executive Committee and General Assembly. In his/her absence, the Chair shall be taken by the President Elect, or failing that, by one of the Vice Presidents or another member of the Executive Committee.
- 8.2.6 The President, with the help of the Secretary General and the Treasurer, shall present periodical reports on the working of APLAR to the members of the General Assembly and Executive Committee.
- 8.3 **President Elect**
- 8.3.1 The President Elect shall be elected by the General Assembly for a term of two (2) years. An individual is ineligible for nomination as President Elect if he/she has held this office before, either in his/her own right or in succession to someone else.
- 8.3.2 Ideally the candidate for President Elect shall be an individual who in the past has shown ability in leadership, organisation, good international communication and motivation.
- 8.3.3 The President Elect is a member of the Executive Committee of ILAR based on Article 7.1 of the Constitution and By-Laws of ILAR.
- 8.3.4 Should the President Elect, for any reason, be unable to complete his/her term of office, an extraordinary meeting of the General Assembly shall convene as soon as possible in order to elect a new President Elect who will succeed as President when the President's term of office is completed.
- 8.3.5 Only medically qualified individuals active in the field of rheumatology are eligible for President Elect.
- 8.3.6 The President Elect shall act on behalf of the President at any time the latter is unable to act and at such times as the President shall direct.
- 8.3.7 At the earliest one (1) year and at the latest six (6) months before an APLAR congress, each member national organisation may submit in writing to the Secretary General one (1) candidate for President

Elect of APLAR for nomination by the Executive Committee and election by the General Assembly of APLAR.

8.3.8 In the event the President Elect of APLAR is submitted for President Elect of ILAR, he/she shall submit an official letter of resignation to the Secretary General at least six (6) months before the next APLAR congress. This will provide adequate time for the Secretary General to invite submission of candidates by the member national organisations for President and President Elect of APLAR.

8.4 **Immediate Past President**

8.4.1 After completing his/her term of office, the President will remain for another period of two (2) years as a member of the Executive Committee as Immediate Past President. The Immediate Past President will assist the President on various matters occurring during his/her term of office without directive authority.

8.4.2 Should the Immediate Past President, for any reason, be unable to complete his/her term of office, the position shall remain vacant until the current President completes his/her term of office.

8.5 **Vice Presidents**

8.5.1 Two Vice President representing national member countries of APLAR shall be elected by the General Assembly of APLAR, for a term of not more than four (4) years and shall not be eligible for re-election. They will usually be the Chairpersons of the Organising Committee of the next APLAR congress.

8.5.2 The Vice Presidents shall support the President in his/her duty.

8.5.3 Should a Vice President be unable to complete his/her term of office, the Executive Committee shall be empowered to appoint a temporary successor to hold office until the next meeting of the General Assembly.

8.6 **Treasurer**

8.6.1 The Treasurer of APLAR shall be elected by the General Assembly for a term of not more than eight (8) years and shall not be eligible for re-election under any circumstances.

8.6.2 The Treasurer shall be nominated by the Executive Committee.

8.6.3 The Treasurer of APLAR shall have custody of all monies and other property and assets of APLAR including the Patronage committee. The Treasurer shall be responsible for the collection of all monies due and owing to APLAR including dues from the member national organisations and in the disbursement of the same pursuant to the contracts and obligations of APLAR or on the order of the Executive Committee.

- 8.6.4 In case of doubt or large expenditure, the Treasurer shall consult the Executive Committee.
- 8.6.5 In managing investments made on behalf of APLAR and in all other matters concerning the administration of investments, property and other assets of APLAR, the Treasurer shall be subject to the President and the Executive Committee.
- 8.6.6 The Treasurer shall be responsible for the accurate keeping of books of account and of all transactions of APLAR and these books shall be audited at the end of each year by the auditors. Not later than April 1 of each year the Treasurer shall submit by mail to the Executive Committee the Statements of Accounts and Balance Sheet for the previous year, duly approved and signed by the Auditors. The Statement of Accounts and Balance Sheet shall be circulated to all members of the General Assembly and the Treasurer shall ask the members of the General Assembly for adoption of the Balance Sheet.
- 8.6.7 In the event of the Treasurer being unable to complete his/her term of office, the Executive Committee shall be empowered to appoint a successor to hold office until the next meeting of the General Assembly.
- 8.7 **Secretary General**
- 8.7.1 The Secretary General at the end of his/her term, shall automatically be succeeded by the Deputy Secretary General.
- 8.7.2 The Secretary General shall serve for a term of not more than two (2) years and shall not be eligible for re-election under any circumstances.
- 8.7.3 The Secretary General shall notify national organisations of their affiliation to APLAR and shall notify individuals of their election to office, their appointment to committees, or their nomination to honorary membership of APLAR or ILAR and notify members of the Executive Committee and the General Assembly of the date, place and time of all meetings and congresses.
- 8.7.4 In the event of the Secretary General is unable to complete his/her term of office, he/she shall be succeeded by the Deputy Secretary General.
- 8.7.5 The Secretary General shall ascertain annually that all member national organisations report on the change of office bearers of their national society of rheumatology and notify the Executive Committee of any changes.
- 8.7.6 The Secretary General shall send a report by airmail to all members of the General Assembly one (1) month before the next session of

the General Assembly. The Secretary General shall read a short summary of the report during the General Assembly of APLAR, and shall answer all questions pertaining to the written report circulated.

8.7.7 The Secretary General shall see that the By-Laws are complied with, propose to the Executive Committee any necessary amendments, edit appropriate text and arrange that they be legally checked.

8.8 **Deputy Secretary General**

8.8.1 The Deputy Secretary General shall be elected by the General Assembly of APLAR for a term of office not more than two (2) years and shall not be eligible for re-election under any circumstances.

8.8.2 Nominations for the Deputy Secretary General shall rest with the Executive Committee.

8.8.3 The Deputy Secretary General shall support the Secretary General in his/her duties. He/she shall prepare him/herself to take over the position of Secretary General when the latter's term expires.

8.8.4 In the event of the Deputy Secretary General is unable to complete his/her term of office, the General Assembly shall elect a new Deputy Secretary General as soon as possible at the next meeting of the General Assembly or an extraordinary meeting of the General Assembly.

8.9 **Other Officer of APLAR**

8.9.0 **Co-opted Members of the Executive Committee**

8.9.1 Not more than eight co-opted members shall be appointed by the Executive Committee, each from one of the member national organisations which are not represented in the office bearers. The co-opted members, though without voting rights, shall have the right to take part in all discussions and deliberations at meetings of the Executive Committee.

8.9.2 The member national organisations which are not represented in the office bearers of APLAR may submit in writing to the Secretary General one candidate for appointment by the Executive Committee as co-opted member for a period of not more than four (4) years. Re-appointment of the same individual is permitted when his/her national organisation resubmits the same candidate.

8.10 **President Elect of ILAR**

8.10.1 At the earliest two (2) years and at the latest six (6) months before an APLAR congress, which precedes an ILAR congress at which the President Elect of ILAR will be nominated from APLAR, each member national organisation may submit in writing to the Secretary General of APLAR one candidate for President Elect of ILAR for nomination by the Executive Committee of APLAR comprising the

President, Secretary General, Treasurer, President Elect, Immediate Past President of APLAR, and the co-opted members of the Executive Committee.

8.10.2 The nomination of a President Elect of ILAR shall take place at an APLAR congress preceding an ILAR congress subject to Article 8.10.1 by a simple majority vote polled, provided that at least two-thirds of members of the Executive Committee of APLAR are present. Proxy voting shall be allowed in the nomination of a President Elect of ILAR. In the event of a tie in votes, the President decides by casting an extra vote.

8.10.3 In the event that the ILAR President, who is a member of APLAR, is unable to complete his/her term of office, the President of APLAR shall succeed to his/her office.

8.10.4 The President Elect of ILAR may reach a consensus with the Executive Committee of APLAR on the appointment of a Deputy Secretary General of ILAR and whether to retain the current Treasurer of ILAR for another four (4) years if the latter term has not expired or to appoint a new Treasurer of ILAR from the ranks of member national organisations of APLAR or other regional leagues.

In the event that a President Elect of ILAR who is a member of APLAR for any reason is unable to complete his/her term of office, the President of APLAR shall succeed to his/her office subject to Articles 8.2.4 and 8.3.3. The President Elect of APLAR shall occupy the Presidency of APLAR vacated by the President and a new President Elect shall be elected as soon as possible subject to Article 8.2.4.

ARTICLE 9

9. Executive Committee

9.1 The Executive Committee of APLAR shall consist of the President, Immediate Past President, Secretary General, Treasurer and President Elect.

9.2 The Executive Committee shall have the power to co-opt not more than eight (8) ordinary members of the Executive Committee.

9.3 The meetings of the Executive Committee shall take place at least once every two (2) years at the time of the APLAR congress or on such other occasions as the Executive Committee shall determine. Additional meetings will be called at any other time by the President either on his/her own initiative or at the request of the majority of the office bearers. All office bearers shall receive a copy of the Minutes of the meeting.

- 9.4 The quorum shall consist of three (3) voting members. Resolution may be passed by a simple majority of votes polled.
- 9.5 The Executive Committee shall have general supervision over the organisation and scientific content of international congresses and other meetings organised under the sponsorship or auspices of APLAR. Reciprocally the Scientific Committee of the Organising Committee of an APLAR congress of a host country shall in principle reach an agreement with the Executive Committee of APLAR on the content of the scientific programme of the congress.
- 9.6 The Executive Committee shall discharge day to day business and represent APLAR provided their actions are lawful and in accordance with this Constitution and By-Laws. In particular the Executive Committee shall be responsible for the direction of activities of an Executive Secretariat, when such an office is created.
- 9.7 As non-English speaking member national organisations form the majority of APLAR, the Executive Committee of APLAR shall have at least two (2) voting members from the majority. Likewise the English speaking members which form the minority of APLAR shall be guaranteed at least one voting member in any Executive Committee of APLAR.
- 9.8 The Executive Committee may establish or change Regulations as it deems necessary subject to Article 9.9.
- 9.9 All acts and decisions of the Executive Committee shall be reported to the General Assembly for ratification at its next meeting.

ARTICLE 10

10. Executive Secretariat

- 10.1 The Executive Committee shall be responsible for the appointment and control of such staff as may be required.
- 10.2 The Executive Secretariat may appoint an Executive Secretary and provide for the details concerning the function and duties of the appointee and of other staff of an Executive Secretariat.
- 10.3 Besides the functions and duties enumerated in a regulation covering this appointment, the Executive Secretary shall have the following obligations:
- 10.3.1 to attend all meetings of the General Assembly and the Executive Committee with the right to take part in the deliberations but without the right to vote.
- 10.3.2 to record the minutes of the proceedings of such meetings.

ARTICLE 11

11. Standing Committees

- 11.1 Conforming to ILAR, the Standing committees of APLAR shall comprise of Education and Publications, Epidemiology, International Clinical Studies, including Drug Control, International and National Social and Community Agencies, and Paediatrics. Subject to Articles 2.2.3, 2.2.4 ,2.2.5 and 2.2.6, new Standing Committees, Subcommittees or Special Interest Groups, can be formed to satisfy the need for development of rheumatology in the APLAR region.
- 11.2 Chairpersons of Standing Committees shall be appointed by the Executive Committee, who in turn may appoint individuals to serve as members of the Standing committees.
- 11.3 The Executive Committee may grant financial support to a Standing Committee, Subcommittee or Special Interest Group which is carrying out active and successful work.

ARTICLE 12

12. Audit Function

- 12.1 The audit function shall consist of two auditors who shall not be members of the Executive Committee of APLAR. The auditors shall examine the accounts and shall submit a written report of their findings to the General Assembly.
- 12.2 A trust company may be appointed to take over the audit function.

ARTICLE 13

13. By-Laws and Guidelines

- 13.1 The Executive Committee shall have the power to make, vary, repeal regulations for the conduct of the general affairs of APLAR, its officers and servants and for the dispatch of business of APLAR, provided that any such regulation is not inconsistent with the wording or spirit of the Constitution and By-Laws. The Executive Committee shall report at the next meeting of the General Assembly of APLAR on any regulations enacted.
- 13.2 Notice of any proposal to amend or alter this Constitution and By-Laws shall be sent to the Secretary General not less than seven (7)

months before the next ordinary meeting of the General Assembly. The substance of any such proposal shall appear on the agenda of the said meeting in the form of a motion and in such form it shall be circulated to all affiliated organisations at least six (6) months before the meeting. The quorum for such motion shall be two-thirds of the accredited votes entitled to be polled under the term of Article 6.1 of this Constitution and By-Laws but subject to the proviso that no individual person shall be entitled to cast more than two votes. The motion shall be decided by a simple majority of the accredited votes polled in accordance with these provisions.

- 13.3 A motion to dissolve APLAR must be approved by the General Assembly with two-thirds majority of the votes polled. Upon dissolution of APLAR any assets still existing shall be transferred to ILAR or if ILAR is no longer existing, to such institution with the same or similar aims as that of ILAR. If ILAR or other regional or national leagues are not in existence and no body or bodies has been specified by the resolution of dissolution, then the said property of ILAR shall be transferred to such bodies as may be determined by an international court of arbitration.

REGULATIONS

1. APLAR Journal of Rheumatology

- 1.1 A journal may be published under the patronage of APLAR, provided sufficient funds can be raised. The Editor shall be appointed by the Executive Committee and ratified by the General Assembly for a term of five (5) years, and is eligible for reappointment for a further term.

2 Subcommittees and Special Interest Groups

- 2.1 The Executive Committee may form Subcommittees and Special Interest Groups as it deems necessary. The Chairpersons of such committees or groups shall be invited to attend meetings of the General Assembly.

3 Community Oriented Programme for the Control of Rheumatic Diseases (COPCORD)

- 3.1 ILAR and WHO interest in the prevention of disability of musculo-skeletal disorders and attainment of improved health care through population data collection and education of the primary health care professionals has led to the creation of the COPCORD.

3.2 **COPCORD Coordinator**

- 3.2.1 The COPCORD Co-ordinator for APLAR shall be nominated by the Executive Committee for election by the General Assembly of APLAR. He/she shall be invited to attend General Assembly and Executive Committee meetings.

4. **Finances**

- 4.1 Members of the Executive Committee required to attend the annual Executive Committee meeting of ILAR outside the region of APLAR, shall be reimbursed for 50 percent of a full return trip economy air fare ticket by the Treasury if such assistance is needed and is not provided by ILAR or by another funding source.

5. **APLAR Patronage**

- 5.1 A meeting shall be granted APLAR patronage when fulfilling the following qualifications:
- 5.1.1 The Executive Committee of APLAR has been given full information about the programme in ample time to consider it.
- 5.1.2 Before patronage is granted formally by the Executive Committee, the name APLAR shall not be used.
- 5.1.3 Both notice of the meeting and its preliminary programmes have been sent to all member societies of APLAR.
- 5.1.4 APLAR observers appointed by the Executive Committee shall be welcome as participants.
- 5.1.5 APLAR patronage will not normally be accompanied by financial support.

6. **Nominations and Voting**

- 6.1 With nominations for all congresses, and for officers representing APLAR, due consideration shall be given to other member national organisations who have not held that congress/symposium/office before.
- 6.2 In the event of three or more candidates for office bearers of APLAR or ILAR, or venues submitted for an APLAR or ILAR congress, the voting procedures shall be by progressive elimination. The first round will eliminate the candidate or venue with the lowest number of votes. Subsequent rounds of voting shall determine the winner. The votes shall be counted and announced by two scrutineers in front of the General Assembly. Votes may be given confidentially in writing if any member of the General Assembly so requests. In the event of a tie in votes, an extra vote by the President shall decide.