

# ASPR

## Constitution

(Asian Society for Pediatric Research)

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### Name, Location and Purpose

#### **Art. 1 Name and Location**

The Asian Society for Pediatric Research is a society based at c/o Japan Pediatric Society, 4<sup>th</sup> floor, Daiichi Magami Bldg., 1-1-5 Koraku, Bunkyo-ku, Tokyo 112-0004, JAPAN (Tel:+81-3-3818-0091 Fax:+81-3-3816-6036).

#### **Art. 2 Purpose**

The Society aims to promote pediatric research in Asia and to encourage collaboration between the various specialized fields of pediatrics, with the goal of maintaining pediatrics as a unified, scientifically oriented discipline.

### Membership

#### **Art. 3 Active Members**

Membership will be open to any person who has made original contributions to research in subjects pertaining to pediatrics and has given at least one scientific contribution (paper or poster) to the Society.

Membership will be given to an applicant whose paper has been previously accepted by *Pediatric Research* or other peer reviewed international journals.

#### **Art. 4 Senior Members**

An active member on reaching the age of 60 years will automatically become a senior member.

New members may be elected as new senior members without being required to have presented a paper at scientific meetings provided that:

a) The candidate shows evidence of past and current activity in pediatric research.

- b) The candidature is supported by two members of the society who are themselves active members or were originally elected as active members.
- c) The two sponsoring members belong to University departments or hospitals located in cities different from each other and the candidate.
- d) Each sponsor provides a separate citation in support of the candidate.
- e) The Council after scrutinizing these documents feels confident to recommend the nomination to the Council Meeting of the Society.

#### **Art. 5 Affiliate members of the Society**

Members of the European Society for Pediatric Research and the Society for Pediatric Research in North America may apply for affiliate membership of the Asian Society for Pediatric Research. The Council shall consider these applications and propose therefrom a list of suitable candidates for affiliate membership to the Society at its Council Meeting. Where a vote is indicated candidates will be elected by a simple majority of active members present at the Council Meeting. If a candidate is not recommended for membership the responsible administrative organs of the Society are not obliged to make public their reasons.

Affiliate members may submit abstracts for the Annual Scientific Meeting and submit nominations for membership of the ASPR, provided that such nominations include an active or senior member of the ASPR as either proposer or seconder.

Affiliate members are entitled to receive all mailings from the ASPR.

Affiliate members have no vote in the business affairs of the ASPR and may not hold office.

To cover postal and administrative expenses affiliate members must pay an annual subscription which will be set by the Annual Business Meeting of the ASPR.

#### **Art. 6 Nomination of Members**

Nomination for membership must be made in writing to the Secretary by two active or senior members (sponsors). The nomination must be accompanied by:

- a) a written statement from one sponsor as to the qualifications of the candidate
- b) a curriculum vitae and list of work published by the candidate
- c) reprints or copies of one to three papers published during the last three years.

Candidates from the recommended list will be elected by a simple majority of active members present at the Council Meeting. If a candidate is not recommended for membership, the responsible administrative organs of the Society are not obliged to make public their reasons.

#### **Art. 7 Associate Membership**

Any person involved in pediatrics, child health and/or any research that might contribute to the field of pediatrics and child health may apply for Associate Membership of the Asian Society for Pediatric Research. An application for Associate Membership must be supported by one member of any membership category of the ASPR. The ASPR Council shall consider and may approve applications for Associate Membership. If a candidate is not recommended for membership the responsible administrative organs of the Society are not obliged to make public their reasons.

Successful applicants for Associate Membership are to be known as associate members of the ASPR.

Associate members of the ASPR will have no vote in the business affairs of the ASPR and may not hold office.

Associate members of the ASPR may submit abstracts for the Annual Scientific Meeting. To cover postal and administrative expenses associate members must pay an annual subscription which will be set by the Annual Business meeting of the ASPR.

#### **Art. 8 Termination of Membership**

Membership will cease:

- a) if a member gives to the Secretary duly signed written notice of his or her intention to leave the ASPR three months before the end of the current year.
- b) if the membership fee is not paid by the end of November for the following year. Members who were excluded because of non-payment of their fees should be readmitted after payment without having to be re-elected.
- c) by expulsion if such a proposal is approved by at least three-quarters of the active members present at the Annual Business Meeting. Such a proposal shall only be made if a member has seriously contravened the interests of the Society after he/she has been given a chance of self defence. The respective member must be informed by the Secretary in writing of his or her expulsion.

## Organisation

### **Art. 9 General**

The administrative organs of the Society shall function by means of: a) the annual business meeting b) the Council c) the auditors.

### **Art. 10 Annual Business Meeting**

- a) The annual business meeting of the Society will be called by the Council every year and will be held during the annual congress. The Council must give notice of the annual business meeting three months in advance.
- b) Extraordinary business meetings will be held at the request of the Council or at least one fourth of the active members one month in advance.
- c) The annual business meeting shall make decisions by a simple majority of the votes of active members present except in special cases mentioned elsewhere in the Constitution of the Society.
- d) All members of the Society shall have the right to participate in the annual business meeting, but voting rights are restricted to active and senior members. Representation is not acceptable.
- e) The Council shall decide the agenda for the annual business meeting and shall circulate the agenda together with invitations to the meeting. Written proposals for the agenda should be submitted by members at least five months before the annual business meeting and must be included in the agenda. The Council will decide whether proposals received after this deadline will be included in the agenda. The agenda must be circulated to all members at least two months before the annual business meeting.
- f) The President will take the Chair. If he or she is unable to do so, a member of the Council appointed by the Council may stand in for him or her.
- g) The following items fall within the competence of the annual business meeting:
- acceptance of the minutes of the last annual business meeting – approval of new members -
  - expulsion of members - approval of the reports of the treasurer and the secretary - approval of the budget and determination of the membership fee for the following year - election of the Council -
  - election of the auditors - decisions concerning amendments to the Constitution or dissolution of the

Society - decisions concerning use of the property of the Society.

h) A proposal concerning changes in the constitution or dissolution of the Society shall be approved only if at least three-quarters of the active members present at the annual business meeting vote in favour.

### **Art. 11 The Council and Standing Committee**

a) The Council of the Society shall consist of:

Standing Committee:

President - 2 year term    President-Elect (Vice president) - 2 year term

Past President - 2 year term                      Secretary - 3 year term    Treasurer - 3 year term

And other Council members:

Regional representatives elected by local pediatric associations – 3 year term

(ASPR members of local region may elect one representative)

The term is only valid for the respective position. Re-election to the same post is not possible with the exception of the secretary and treasurer, who may be re-elected for one more term. Election to another position is possible at any time.

b) Candidates for membership of the Standing Committee, except the President-Elect, must be proposed by at least two members two months before the annual business meeting. The candidates shall be elected at the annual business meeting by a simple majority of the votes cast. Only active and senior members may vote.

c) The President-Elect will become a member of the Standing Committee at the beginning of his/her term. The President-Elect will take over the office of President automatically at the end of his/her term. The President becomes Past President. The President-Elect shall be elected at the annual business meeting by a simple majority of votes cast. All active and senior members may vote in this election.

d) If the President is unable to complete his/her term of office, the Vice President will act for him/her. If any other member of the Council is unable to complete his/her term of office, the President is authorised to appoint a temporary successor until the next annual business meeting.

e) The Council is competent to pass resolutions if there are at least seven members present (quorum). Decisions of the Council will be made by simple majority of the votes cast. Decisions by circular are allowed, a simple majority of votes being required; the President will have an additional casting vote when such votes are tied.

f) The Council controls the right of signature of its members. It handles all affairs of the Society except those which are the prerogative of the annual business meeting.

## Financial Matters

### **Art. 12 The auditors**

Two auditors shall be elected at the annual business meeting. Council members are not eligible to be elected as auditors. The auditors shall be elected for a term of two years without the possibility of renewal. They shall supervise the accounts of the Society for the following year, and shall submit an audited financial report to the next annual business meeting.

### **Art. 13 Membership fee, liability, property of the Society**

a) Members shall pay an annual subscription fee for the following year at a rate approved by the annual business meeting for the following year.

b) Membership fees shall fall due at the end of December for the following year. Members over 65 years of age when the subscriptions are due are exempted from subscription.

c) Members shall have no rights to the property of the Society. Resigning or expelled members shall have no rights to the Capital of the Society.

d) In the case of the death of a member, including a resigned or expelled member, his or her heirs shall have no right to the capital or property of the Society.

e) Neither membership fees once paid nor other services performed for the Society can be reimbursed.

f) Financial obligations of the Society are covered exclusively by the property of the Society. Members or the administrative organs of the Society shall assume no personal liability in relation to the finances of the Society.

## Annual Meeting

### **Art. 14**

- a) The location and presidency of forthcoming meetings will be proposed at the annual business meeting up to 3 years in advance and confirmed the following year.
- b) The Council may invite guests on behalf of the Society.
- c) Papers for presentation at the scientific meeting may be offered by members and guests. Papers by guests must be recommended by members.
- d) Abstracts of papers which are offered for presentation at the Scientific Meeting shall be submitted to the Council between dates set by the Council.
- e) The abstracts must conform to a format set by the Council.
- f) The Council shall decide which abstracts submitted are accepted for presentation on the basis of merit and interest.
- g) The official language at all meetings of the Society shall be English.

### **Art. 15 Privileges of the members**

Members may attend the scientific sessions and present papers to the Society. At each meeting they may introduce guests. They may propose candidates for membership.

This Constitution was proposed by the Council Meeting and was approved at the Annual Business Meeting held on November 24<sup>th</sup>, 2005 in Tokyo.