

## **Constitution of the Asia Pacific Association of Medical Journal Editors**

### **ARTICLE 1: NAME**

The name of the Organization shall be the Asia Pacific Association of Medical Journal Editors (APAME).

### **ARTICLE II. BUSINESS OFFICE**

The official address of the Association shall be decided by the Board of Directors.

### **ARTICLE III: NATURE OF THE ASSOCIATION**

The Association shall be a non-governmental, non-partisan and non-profit organization that strives to raise the quality of medical journal publishing in countries of the Asia Pacific Region in official association with the World Health Organization. It shall work toward being established as a legal entity by the Board of Directors.

### **ARTICLE IV: MISSION AND OBJECTIVES**

The mission of APAME is to contribute to the improvement of health in the Asia Pacific Region by ensuring the quality and dissemination of health-related information published in medical journals, utilized for the purposes of better decision-making and effective delivery of health services.

The objectives are to:

- (1) encourage collaboration and facilitate communication among medical journal editors in the Region and globally;
- (2) improve editorial standards and promote professionalism in medical editing and publishing through education, self-assessment, and self-governance;
- (3) facilitate research writing and peer-review process through training workshops, seminars and other activities;
- (4) foster the continuing education of medical journal editors, reviewers, editorial staff, publishers and librarians in the Region.

### **ARTICLE V: MEMBERSHIP**

#### **Section 1 – Individual membership**

Editors, previous editors, editorial assistants of peer-reviewed medical journals and those working in any branch of scientific communication in the Asia Pacific Region, in their capacity as Editor-In-Chief, Deputy, Associate, Assistant, Supplement and Managing Editors or scientists and technologists, are eligible for individual membership. Regular members may vote, hold office and serve on committees

## **Section 2 – Association membership**

National associations of editors of peer-reviewed medical journals, scientific publications or publishing bodies and related companies or organizations are eligible for association membership. Designated representatives shall enjoy all the rights and privileges of a regular member except the rights to vote and to hold office.

## **Section 3 - Admission to membership**

(1) Application for individual or association membership requires the submission of a completed application form.

(2) All applications shall be screened by the Membership Committee and approved by the Board of Directors. A negative decision shall be overruled only if an appeal in favor of the applicant is supported by a majority vote.

## **Section 4 - Duration of membership**

Membership shall be for an unlimited duration subject to Section 6. All members should ensure their membership details are kept up to date.

## **Section 5 - Termination of membership**

Members wishing to resign from any category of membership may do so in writing to the Secretary General. Involuntary removal from membership for any cause or reason requires two-thirds vote of the Board of Directors.

## **ARTICLE VI: DUES AND ASSESSMENT**

The need for dues and assessments shall be proposed by the Board of Directors, in consultation with the Finance Committee subject to approval by the General Assembly. If and when dues or assessments are levied, members shall be notified in writing and must pay such dues or assessments within 90 days of notification.

## **ARTICLE VII: GENERAL ASSEMBLY**

### **Section 1 – General Assembly**

The General Assembly shall comprise the entire voting membership of the Association. The General Assembly will meet at least every two years.

### **Section 2 - Functions**

Functions of the General Assembly are to 1. approve the Board of Directors and Office bearers 2.modify offices of the General Assembly 3. adopt membership fees and dues, 4. approve projects, and 5. amend the Constitution as needed.

### **Section 3 - Quorum**

A Quorum shall form any number of voting members in attendance, with the assurance that all members are notified 90 days in advance of the meeting *via electronic mail*.

## **ARTICLE VIII: BOARD OF DIRECTORS**

### **Section 1 - Governance**

The governance of the Association shall be vested in the Board of Directors and shall seek assistance from the General Assembly.

The Board of Directors shall consist of the President, Immediate Past President, Executive Vice-President, Vice-President for Internal Affairs, Vice-President for External Affairs, Secretary-General and one delegate from each member state who is elected as one of directors at large representing geographical diversity.

#### **President**

The President shall preside at all meetings of the Association and the Board of Directors, including meetings conducted by electronic means. S/he shall appoint committee members and shall have such powers and perform such duties as is customary for an organization's chief executive officer. The term of the President's office shall be 2 years, non-renewable.

#### **Immediate Past President**

Upon completion of a term as President, the officer shall automatically become Immediate Past President for a period of two (2) years.

#### **Executive Vice-President**

The Executive Vice-President shall be elected every two (2) years and serve for two (2) years after which s/he shall preside at meetings of the Board of Directors and perform the duties and functions of the President in case of the latter's absence or disability. S/he shall, in general, be responsible for all funds and securities of the Association, including collection and receipt of monies due and payable to the Association and making appropriate payments. S/he shall, in general, perform such other duties assigned by the President or Board. His or her term of office shall be 2 years, renewable for any number of terms.

#### **Vice-President for Internal Affairs**

The Vice-President for Internal Affairs shall be elected every two (2) years and serve for two (2) years. S/he shall, in general, be responsible for the internal affairs and administration of the association. S/he shall, in general, perform such other duties assigned by the President or Board. His or her term of office shall be 2 years, renewable for any number of terms.

#### **Vice-President for External Affairs**

The Vice-President for External Affairs shall be elected every two (2) years and serve for two (2) years. S/he shall, in general, be responsible for external linkages and public relations of the Association. S/he shall, in general, perform such other duties assigned by the President or Board. His or her term of office shall be 2 years, renewable for any number of terms.

#### **Secretary-General**

The Secretary-General shall keep, or cause to be kept, minutes of the meetings of the Board of Directors and the General Assembly and shall be responsible for transcribing and distributing such minutes to the appropriate recipients within 30 days of each meeting.

S/he shall be responsible for promoting membership and recommending new applicants for membership to the Board of Directors for approval. S/he shall, in general, perform such other duties assigned by the President or Board. His or her term of office shall be 2 years, renewable for any number of terms.

## **Section 2 - Election of the Board of Directors**

The Board of Directors shall be elected from the General Assembly. The Board shall create a special committee with specific guidelines to conduct and supervise future elections.

## **Section 3 – Vacancies**

If a vacancy occurs in the Board of Directors, it shall be filled by appointment by the President with advice from other members of the Board. Such appointment shall continue until the next regular election when the office shall be filled in accordance with prescribed procedures.

## **Section 4 - Dismissal**

Any member of the Board of Directors may be removed by a two-thirds vote of the full Board.

## **Section 5 - Meeting of the Board of Directors**

The Board of Directors shall meet regularly, by telephone conference, electronic mail, or in person.

Board of Directors shall determine the frequency, agenda and regulations for functioning at its first meeting. The Board of Directors shall create and/ or nominate additional appointments and committees when needed.

The Board of Directors shall decide all matters by majority vote, except issues concerning changes to the constitution, dismissal or dissolution, which shall require a two-thirds majority vote of the Board of Directors. Only one national representative from each member country or area has the right to vote at the Board of Directors.

## **ARTICLE IX: AMENDMENTS**

### **Section 1- Proposal**

Amendments to the constitution may be proposed by (a) majority vote of the Board of Directors or (b) a petition signed by at least 10% of the regular members. Such proposed amendments shall identify the relevant article and section and state the precise words to be amended.

### **Section 2 – Vote**

Upon receipt of an amendment proposal, as outlined in Section 1 of this Article, the Secretary-General/Treasurer shall, within 60 days cause the proposed amendment to be sent to the members for vote. Two-thirds majority of the voting members shall be required for adoption of the amendment.

### **Section 3- Notification**

The Secretary-General and /or Treasurer shall notify the membership of the results of a vote conducted in accordance with Section 2 of this Article.

### **ARTICLE X. RATIFICATION OF THE CONSTITUTION**

This constitution shall require for its ratification an affirmative vote from two-thirds of the total membership of the General Assembly. The Constitution shall become effective upon such ratification.

*\* Amended on 5 November 2010, Ha Noi, Viet Nam during the Third Joint Meeting of APAME and WPRIM*