



**ASIAN AND PACIFIC FEDERATION OF CLINICAL BIOCHEMISTRY**

## **Amended Constitution of the Asian and Pacific Federation of Clinical Biochemistry**

(Incorporating amendments that were approved in 2007 by the Registrar of Societies of Singapore. The APFCB is registered in Singapore)

### **1. Name**

This society shall be known as the Asian and Pacific Federation of Clinical Biochemistry.

### **2. Place of Business**

Its place of business shall be at 150 Cecil Street, #10-06, Singapore 069543  
Or such other address as may subsequently be decided upon by the Committee and approved by the Registrar of Societies.

### **3. Objects**

The Asian and Pacific Federation of Clinical Biochemistry herein after referred to as the Federation, exists to promote improvement in the health and well-being of the communities it serves through improving the development and practice of clinical biochemistry.

### **4. Membership**

4.1 Geographic eligibility for membership shall apply to persons normally resident in countries/areas in the Asian-Pacific region. The region shall cover the geographical continents of Asia (with the exception of the Arab countries of west Asia, but including Iran ) and Australasia, including the islands of western Pacific and Indian Oceans. The APFCB region is based\_on geographic and not political considerations.

4.2 Ordinary membership is available to recognized and established national/area societies of clinical biochemistry in the region. . In areas or countries where a society of clinical biochemistry does not exist, a society of in the field of laboratory medicine may be considered for ordinary membership.

4.3 Affiliate Society\_Membership

- 4.3.1 A society from a country/ area within the region may apply to be an affiliate Society if there is no recognized and established society of Clinical Biochemistry In that country/area.
- 4.3.2 Where there is already a recognised and established society of Clinical Biochemistry in that country/area in the region, a national/area society in a field related to clinical biochemistry from that country/area may apply to be an Affiliate Society of the Federation.
- 4.4 An affiliate society shall represent members who possess recognised tertiary qualifications acceptable to the Federation and are engaged in the practice of Clinical Biochemistry.
- 4.5 An international or national society not from the region, but having an interest in clinical biochemistry may apply to be an Affiliate Society of the Federation. The Society may take, in cooperation with the Federation, an active role in the development of clinical biochemistry in the region.
- 4.6 An individual from a country/area may apply to be an affiliate member if there is no recognised and established society of clinical biochemistry or an appropriate affiliate society in that country/area.
  - 4.6.1 An affiliate member shall possess a recognised tertiary qualification acceptable to the Federation and be engaged in the practice of clinical biochemistry.
  - 4.6.2 Individuals in the one country/area, on being admitted as affiliate members of the Federation, shall be encouraged to organise a national/area society of clinical biochemistry.
- 4.7 There may be more than one class of membership for any one geographical area.
- 4.8 Corporate membership of the Federation is open to companies carrying on directly or indirectly any business which is related to or connected with laboratory medicine in whatsoever form, manner or capacity.

## **5. Council**

- 5.1 The affairs of the Federation shall be conducted by a Council.
- 5.2 Each constituent society shall appoint one delegate to Council who shall be a member of the governing body of that constituent society. The society may appoint as a proxy a person from its own society or any of the APFCB member societies to attend a Council Meeting in place of the appointed delegate.

- 5.3 Members of the Executive Board shall be members of the Council ex-officio without voting rights
- 5.4 Affiliate and corporate members shall not be a member of Council.  
(Note: Corporate members may nominate an observer to attend meetings of the Federation Council and an observer to attend meetings of each of the Standing Committees of the Federation. The observers will not have voting rights.)
- 5.5 Council shall meet at times and in places to coincide with Asian-Pacific Congress of Clinical Biochemistry which are scheduled to be held once every three years or on occasions as deemed necessary by the Executive Board.
- 5.5.1 At least three months' notice will be given of a Council Meeting and particulars of its agenda will be circulated to all members at least one month in advance of the meeting. The following points will be considered at the Council Meeting:
- a) The Previous term's accounts and report of the Executive Board
  - b) The election of office-bearers for the next term of office. The election of the executive board will be according to the election guidelines. Nominations may be made either by the nominee's national society or any other member society of the APFCB. Each nominee for office will give a written consent and the APFCB secretary will inform the nominee's national society of the same. (The national society is defined as the APFCB member for the country in which the nominee spends the majority of their time working in Clinical Biochemistry".)
  - c) Any member who wishes to place an item on the agenda of a Council Meeting may do so provided notice is given to the Secretary one month before the meeting is due to be held.
- 5.6 The admission of new members to the Federation shall be decided by Council by a simple majority vote.
- 5.7 At least one quarter of the total membership of the Federation present at the Council Meeting shall form a quorum.
- 5.8 In the event of there being no quorum, the meeting shall be adjourned for one hour and should the number then present be insufficient to form a quorum, those present shall be considered a quorum, but they shall have no power to alter, amend or make additions to any of the existing rules.
6. **Executive Board**
- 6.1 There shall be an Executive Board which shall be responsible for the day-to-day affairs of the Federation.

- 6.2 The Executive Board shall consist of a President, a Vice President, an Immediate Past President, a Secretary and a Treasurer who are elected by the members of the APFCB Council. The corporate members of the APFCB shall elect from among themselves a Corporate Representative who will be a voting member of the APFCB Executive Board.
- 6.3 The term of office of the President, Vice President, Immediate Past President, Secretary and the Treasurer shall be from one Council Meeting to the next Council Meeting. The President, Vice President, Secretary, Treasurer and Corporate Representative shall retire on completion of the term of office and shall be eligible for re-election for one further (consecutive) term in the same office. The expression “term” wherever mentioned in this section 6 herein shall mean the period or duration between one Council meeting to the next council meeting
- 6.4 In the event of the resignation or demise of the President, Vice-President, Secretary or Treasurer, or in the event where any of the aforementioned positions or office is left vacant due to whatsoever reasons, the Executive Board shall appoint, with the approval of the APFCB Council, a person who may or may not be from the Executive Board, to act in that portfolio. Any person so appointed to perform duties in the said portfolio shall do so only until the next Council meeting and such a person (apart from existing members of the Executive Board) shall be eligible for election for a term of the same office and at the completion of the term the said person shall be eligible for re-election for one further (consecutive) term in the same office. In the event of the resignation or demise of the Immediate Past President the duties of the Immediate Past President shall be undertaken by the President.
- 6.5 The Council members may determine matters by ballot, as they shall deem fit. At least one half of either the Council members’ replies must be received before such matters are considered valid. In the event of a tie in the voting by the Council Member, the President shall exercise the right to break the tie by casting a vote. The expression “ballot” includes postal ballot and ballot communicated via electronic mail (e-mail) or any other form of electrical or electronic communication approved by the Executive Board or the Council from time to time.
- 6.6 The duties of the office-bearers are as follows:-
- (a) The President shall act as Chairman at all Executive, Board and Council Meetings. He or a designate shall represent the Federation in its dealings with outside organizations. The President or designate will be a member, ex-officio, of all Standing Committees of the Federation.
  - (b) The Vice-President shall deputize for the President in the latter’s absence.
  - (c) The Immediate Past President shall provide assistance to the

President and help with negotiations on behalf of the Federation.  
The Immediate Past President shall be the Chairman of the Congress Committee.

- (d) The Secretary shall keep all records, except financial of the Federation and shall be responsible for their correctness. S/he will keep Minutes of all Executive Board and Council Committee Meetings.
- (e) The Treasurer shall keep an account of all monies collected and disbursed on behalf of the society, and all other monetary transactions, and shall be responsible for their correctness. All monies will be deposited in a bank in Singapore, to be named by the Executive Board. Cheques for withdrawals from the bank will be signed by President and another member of the Executive Board
- f) The Corporate Representative shall represent the views of the APFCB corporate members in the deliberations of the Executive Board

## **7. Funding of the Federation**

- 7.1 There shall be no membership fee. Federation activities will be funded according to intrinsic worth and generosity of national and international industry, professional and health bodies concerned for the welfare of the region.
- 7.2 There shall be a central fund for such income as may accrue to the Federation.

## **8. Amendment of the Constitution**

- 8.1 The Constitution will be amended by an affirmative vote of two thirds of the membership of the Council and they shall not come into force without the prior sanction of the Registrar of Societies as a requirement of incorporation.
- 8.2 Notice of proposed amendments of the Constitution shall be given by the Secretary in writing no less than three months prior to a vote to amend the Constitution.

## **9. Dissolution of the Federation**

- 9.1 The Federation may be dissolved at any time at a meeting of the Council at which at least three-fifths of the delegates are present and at which there is a three-fifths majority vote in favor of the proposal. The proposal must be communicated in writing to the Secretary at least three months before the Council Meetings and in turn to the constituent societies at least two months before the Council Meeting.

9.2 On the dissolution of the Federation, any surplus assets of the Federation shall be applied in such a manner as the Council thinks fit for the advancement of clinical biochemistry or for charitable purposes.

9.3 Notice of dissolution shall be given within 7 days of the dissolution to the Registrar of Societies.

## **10. Audit**

10.1 Two persons not members of the Council will be elected as Hon. Auditors at each Council Meeting and will hold office for one term only and may not be re-elected. They will be required to audit the accounts of the Federation and present a report upon them at the Council Meeting. They may be required by the President to audit the Federation's accounts for any period within their tenure of office and make a report to the Council.

## **11. Prohibition**

(Note: According to the laws and regulations governing the registration of any society or association in Singapore, the following have to be included within the Constitution. The Federation is registered in Singapore. In the following paragraphs, Society means the Federation.)

11.1 Gambling of any kind and the playing of paikow or mahjong, whether for stakes or not, is forbidden on the Society's premises. The introduction of materials for gambling or drug taking and of bad characters into the premises is prohibited.

11.2 The funds of the Society shall not be used to pay the fines of members who have been convicted in Court.

11.3 The Society shall not attempt to restrict or in any other manner interfere with trade or prices or engage in any Trade Union activity as defined in any written law relating to trade unions for the time being in force in Singapore.

11.4 The Society shall not hold any lottery whether confined to members or not, in the name of the Society or its office-bearers, Committee or members.

11.5 The Society shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.