

CONSTITUTION OF THE ASIAN ASSOCIATION OF ENDOCRINE SURGEONS

ARTICLE I- NAME

The name of this organization shall be THE ASIAN ASSOCIATION OF ENDOCRINE SURGEONS (AsAES).

ARTICLE II- OBJECTS

The object of the association shall be:

- a) to provide a forum for exchanging information and developing new knowledge in the field of endocrine surgery
- b) to develop a spirit of friendship among endocrine surgeons in Asia.

ARTICLE III- MEMBERSHIP

1. Membership in the association shall be limited to surgeons of good professional standing who have a major interest and an active practice in endocrine surgery. Membership will be awarded after an appropriate application is received and evaluated by the Membership Committee. Membership may also be awarded to surgeons in training with a special interest in Endocrine Surgery.
2. There shall be four types of members: **Active, Senior, Inactive** and **Honorary**.
 - a. Active members** shall consist of original charter members and all members subsequently elected with the requirement of attendance to at least one in three consecutive biennial scientific meetings.
 - b. Senior members** shall consist of active members who have reached the age of 65. Senior members shall have all the responsibilities and privileges of active members but shall not be required to pay membership surcharges at the Biennial Scientific Meeting.
 - c. Honorary members** shall consist of individuals who have made outstanding contributions to the field of endocrine surgery. They shall have no voting privileges, nor be eligible for election to office, nor be subject to membership fees.
 - d. Inactive members** shall consist of previously elected members who fail to attend three or more consecutive biennial meetings. Inactive members will not have voting privileges nor be eligible for election to office but may reactivate membership by attendance at subsequent biennial scientific meetings and payment of the current registration fee for inactive members.

ARTICLE IV- MEETING

A biennial assembly of the association shall be held at time and place set by Council and termed the Biennial Congress.

ARTICLE V- OFFICERS AND COUNCIL

Section 1.

Officers of the association shall consist of a Chairman, Congress President, Congress President-elect and a Secretary-Treasurer, all to be elected as provided in this constitution.

Section 2.

There shall be a Council of the association consisting of the officers, the Immediate Past Chairman, the Immediate Past Congress President and eight council members, elected in accordance with the bylaws.

Up to an additional four co-opted members from various and different countries may be selected by the Chairman to ensure a balanced representation of the membership.

All members of the Council will have equal voting rights

Section 3.

An Advisory Committee will be established to assist the Council, with privileges of attendance at the Council meetings but with no voting rights. Members of the Advisory Committee shall consist of persons who are selected by the members of the Asian Association of Endocrine Surgeons in his/her country as their country's representative.

Each attending country at each Biennial Meeting shall have the right of one membership position of the Advisory Committee. This membership position will be in addition to any Council Membership position.

Section 4.

The Chairman shall:

- a) preside at meetings of the council;
- b) direct the conduct of the business of the association, acting as its chief officer during periods between and during the Biennial meetings after discussion with the Council where appropriate.
- c) authorize the call to meetings of the Council and the biennial assembly.

Section 5.

The Secretary-Treasurer shall transact the business affairs of the association.

The Secretary-Treasurer shall keep minutes of the meetings of AsAES and the AsAES Council, receive and care for all records belonging to AsAES, and conduct the correspondence of AsAES.

This officer will produce a written report of the preceding year's transactions to be presented to the AsAES Council and membership at the biennial meeting, and posted on the AsAES website.

The Secretary-Treasurer shall receive all monies and funds belonging to AsAES, pay all bills, report to the AsAES council at the biennial meeting and prepare a financial report for audit at the biennial meeting

Section 6.

The Congress President shall:

- a) facilitate, organise, and prepare the Biennial Congress.
- b) conduct the Ceremonial and Congress affairs of the AsAES during the Biennial Meeting
- c) determine the basic fee structure of the biennial meeting and to this add the membership fees for various membership categories as determined by the Council, collect such fees and subsequently forward these to the Secretary Treasurer of the AsAES.

ARTICLE VI NOMINATIONS AND ELECTIONS

Section 1.

The Congress President shall be elected by the Council at the antecedent biennial assembly in which he/she would take office as Congress President. On his/her election, he/she shall thereupon serve as Congress President-Elect.

The Chairman shall be elected by the Council, either from the general membership or from the Council.

Section 2.

The term of office of the Congress President and the Congress President-Elect shall be two years.

The term of office of The Chairman shall be four years.

The term of office of Secretary-Treasurer shall be six years but may be extended to eight years at the discretion of the Council to maintain continuity on the Council should the end of the term of office of the Chairman and Secretary -Treasurer coincide.

Officers and Members of Council may be eligible for re-election but must be again nominated by their country as a candidate in the general election as outlined in section 3.

Section 3.

Members of Council shall be elected.. All countries previously hosting a Biennial Congress shall be eligible to propose a candidate for election to Council. There will be eight positions for general Council membership. Each country shall have only one elected Council member.

The term of office for Council members will be generally six years.

During the transition to the new constitution after its adoption, the term of office for the two longest serving Council members (under the previous constitution) will be reduced to four years to ensure continuity on Council by avoiding coinciding end of term resignations.

The eight Council Members will be elected by the AsAES members attending the Biennial Congress at the Biennial Business meeting of the AsAES. Voting methods may be determined by the Council dependent upon the number of nominations.

Section 4.

In the event of unexpected changes in circumstances such as the inability of the elected Congress President to continue in their role, a nomination of a new candidate for the Congress President may be made by the Council between Biennial Meetings where this is necessary to ensure continuance of the Biennial Congress. This will require a vote by Council and may be taken by internet voting.

ARTICLE VII- ELECTION OF MEMBERS

- a. Application forms for active membership shall be available on the AsAES website. Completed application forms signed by the candidate and a sponsor, who shall be a member of the association shall be delivered to the Secretary-Treasurer. An up-to-date bibliography and curriculum vitae shall accompany the application form.
The Membership committee, as determined by the Chairman, will assess membership applications and present their recommendation to Council.
- b. Candidates for honorary membership shall be proposed in writing to the Council through the Secretary-Treasurer. Candidates approved by the Council shall be elected Honorary Members in accordance with the same procedure regarding active membership.

ARTICLE VIII- COMMITTEES

Section 1.

The Membership Committee shall consist of the Chairman, the Congress President-Elect, the Congress President, the Secretary-Treasurer and two members of Council as selected by the Chairman.

The membership committee will be responsible for soliciting new members, reviewing membership applications and for determining and updating membership status (i.e. Active vs. Inactive).

The Membership Committee shall also review any charges of unprofessional or unethical conduct against any member and report to the Council at the Biennial Congress.

Section 2.

The Audit Committee shall consist of two members of Council and will be appointed by the Chairman.

This Committee will review the transactions of the AsAES prior to the Biennial Congress and will report to the membership through the Council at the Biennial Congress Council Meeting of the AsAES.

Section 3.

The Program Committee for the Biennial Congress shall be consist of the Congress President-Elect, Congress President, and further co-opted members as determined by the Congress President-Elect who will act as Chair of the Program Committee

Section 4.

The Education Committee shall consist of the Chairman, Secretary Treasurer, Congress President, Congress President-Elect and two Council members as determined by the Chairman. The Education Committee shall be responsible for evaluating proposals for education, candidates for fellowship support, travel awards, workshops and clinical guideline endorsement.

Section 5.

The Nominating Committee shall consist of the Chairman, Secretary Treasurer, Congress President, Congress President-Elect and two Council members selected by the Chairman. The Nominating Committee will solicit the membership for people to be considered for various positions that are to be filled at the next Biennial Congress, beginning at least six months prior to the Congress. The Nominating Committee will propose a list of nominees consisting of at least one person for each Officer position and Councillor position..

The responsibility for ensuring a diverse country representation lies with the Nominating committee. The Nominating committee will report to the Council at the Biennial Congress Council meeting for discussion, ratification and subsequent presentation to the general assembly of members.

Section 6.

Further Committees may be determined by the Council during the life of the AsAES and created under the direction and guidance of the Chairman and Council as required.

Section 7.

In General, Active members may be co-opted to various committees at the discretion of the Chairman to facilitate the function of various committees where members have particular skills or interests.

ARTICLE IX- FINANCE

Section 1.

The fiscal year of the association shall be from July 1 to June 30 of each year.

Section 2.

The membership fees (X) shall be set by the Council, but as a guide will be initially 10% of the determined Congress Registration Fee. This percentage may be varied by the Council as required at each Biennial Congress Council meeting.

The Congress Registration Fee will be determined by the Congress President-Elect.

The membership fees will be added to the determined Congress Registration fee as an inclusive fee, paid at the time of registration for the Biennial Congress and subsequently forwarded to the Secretary-Treasurer.

Active Members will pay the fee determined by the Council. (X)

Inactive Members will pay 150% X

Non members will pay the Congress Fee plus 2X. and will be encouraged to apply for membership. This non member fee will be not be forwarded to the AsAES.

Section 3.

The Audit Committee shall be independently audit biennially and at such times as may be directed by the Council.

Section 4/

The Congress President Elect and subsequently the Congress President for each Biennial Congress shall be responsible for the financial state of their Biennial Congress, ensuring adequate funding and insurance to avoid financial difficulties. This may require establishing appropriate sponsorship and joint funding with local organisations.

Seeding grants may be available at the discretion of the Council of the AsAES and after submission of a request for a seeding grant by the Congress President-Elect.

ARTICLE X- HEADQUARTERS OFFICE

There shall be a headquarters office at a location to be determined by the Council.

ARTICLE X1- RESIGNATIONS, EXPULSIONS

- a. Resignations of members in otherwise good standing shall be accepted by the majority vote of Council.
- b. Charges of unprofessional or unethical conduct against any member must be submitted in writing to the Council. Such charges will be reviewed by the Membership committee which will report to the council with recommendations. The Council's concurrence or disallowance of the charges shall be presented to the membership at the Biennial Congress Business Meeting. A three-fourths affirmative vote of the members present shall be required for expulsion.

ARTICLE X11- ALTERATIONS AND REPEALS

Section 1.

This Constitution and Bylaws may be amended or repealed by the affirmative vote of two thirds of members present at the Biennial Congress General Business Meeting, provided a copy of the proposed change has been provided to each Active Member attending the Biennial Congress at the time of registration at the commencement of the Congress.

Section 2.

Unless otherwise provided by the Council prior to the adoption of an amendment, amendments to the Constitution shall take effect at close of the meeting at which they are adopted.

ARTICLE XIII- QUORUM

A minimum of 30 members shall constitute a quorum at the biennial assembly to effect amendments to the Constitution, to authorize appropriations and transactions, and to elect officers.

ARTICLE X1V- PROCEDURE

Proceedings of the Association shall be conducted under Robert's "Rules of Order".