

CONSTITUTION OF THE
ASIAN AND PACIFIC FEDERATION OF ORGANIZATION FOR
CANCER RESEARCH AND CONTROL (APFOCC)

ARTICLE I – ORGANIZATIONAL STATUS AND HEADQUARTERS

- 1 The name of the organization shall be the Asian and Pacific Federation of Organizations for Cancer Research and Control (hereinafter called APFOCC).
- 2 APFOCC is a non-political and non-profit organization duly organized and existing under by virtue of the collaborative and cooperative participation of Asian and Pacific region countries in the common fight against cancer in all its aspects.
- 3 The Headquarters shall be at the host country of the biennial cancer congress.

ARTICLE II – OBJECTIVES

- 1 The objective of APFOCC is to promote all aspects of the campaign against cancer in Asian and Pacific region countries.

ARTICLE III – ACTIVITIES

- 1 In order to achieve its objective, APFOCC shall :
 - a. Assist in the exchange of information among member organizations and individual workers.
 - b. Facilitate in the exchange of scientists and other workers in the filed of cancer between Asian and Pacific region countries.
 - c. **Promote medical and scientific research into the cause, prevention and treatment of cancer*
 - d. Collaborate with other organizations devoted to any aspect of the campaign against cancer
 - e. **Receive donations and raise funds for such purposes as the general body may decide.*
 - f. **Hold biennial scientific conference(APCC) and any other meetings, seminars and workshops as necessary.*
 - g. Engage such other activities as are required to attain its objective.

ARTICLE IV – MEMBERSHIP

There shall be two kinds of membership:

- 1 FULL MEMBERSHIP shall be open to bonafide cancer organizations in the countries in Asian and Pacific region which are fully engaged in the campaign against cancer.
- 2 ASSOCIATE MEMBERSHIP shall be open to:
 - a. organizations, institutions and agencies which are engaged in any aspect of the campaign against cancer.
 - b. Members of the UICC outside Asian and Pacific region.
 - c. other organizations in Asian and Pacific region as may be approved by the General Assembly from time to time.
- 3 APFOCC does not have individual membership category.
- 4 Only FULL MEMBERS are entitled to vote at the General Assembly.
- 5 Membership in APFOCC shall be by approval of the General Assembly.
The application for membership shall be written and signed in such forms as the organization may decide.
- 6 *Every applicant for admission shall pay an entrance fee and an annual subscription on 1st January of each year that the General Assembly may decide from time to time*
- 7 *If any subscription payable shall have remained unpaid for two years, the membership of the organization shall cease. Membership that has lapsed shall be restored on payment of all arrears due.*
- 8 A member may withdraw from membership provided it gives notice in writing to the Secretary-General six months before the next biennial conference.
- 9 Membership may be terminated by the General Assembly for good and proper cause or reason which shall be determined by the General Assembly in its absolute discretion.

ARTICLE V – ORGANIZATION

The work of APFOCC shall be carried out by:

- 1 The General Assembly
- 2 The Executive Committee

- 3 The Chairman of Programmes and Projects and such Committees and Commissions as may be set up.

ARTICLE VI – THE GENERAL ASSEMBLY

- 1 The General Assembly shall be the supreme governing body. It defines the general policy of APFOCC and shall convene during the biennial congress.
- 2 **The General Assembly shall consist of one voting member representing each country, Such voting member or an alternate in his/her absence shall be agreed and nominated by all the member organizations in that country. The name of the voting delegate shall be sent to the Chairman of the Executive Committee before the General Assembly.*
- 3 **In the event of dispute and more than one nomination is received from one country, the Executive Committee shall choose the voting delegate from the nominations received.*
- 4 Each FULL member organization and each ASSOCIATE member organization may appoint one or more Observers to attend the meetings of the General Assembly as non-voting participants.
- 5 The host country of the biennial conference shall provide facilities in the programme for such meeting of the General Assembly. The General Assembly through the Executive Committee shall specify the time and place of such meeting.
- 6 The voting procedure of the General Assembly shall be as follows:
- a. Votes shall be cast by the voting delegate of each country.
 - b. **Each country shall be entitled to one vote only.*
 - c. The names of voting delegate for each country shall be submitted to the President of the General Assembly as the first item of business.
 - d. Members of the Executive Committee are not entitled to vote at the meeting of the General Assembly unless they are voting delegates of their countries.
 - e. Observer/s may address the General Assembly with the permission of the President of the General Assembly.
 - f. One-fourth of the FULL membership of APFOCC shall constitute the quorum.
 - g. All motions other than those dealing with amendments to the Constitution may be passed by simply majority of the votes properly cast.
 - h. The President of the General Assembly shall abstain from voting and shall only vote in case of a tie
 - i. The General Assembly may delegate such powers as it may determine to the Executive Committee except the following:

- (a) The power to establish annual dues and finance policies.
- (b) The power to amend the Constitution.

The General Assembly shall elect the following:

- (a) The President of the General Assembly.
- (b) Officers and Members of the Executive Committee.
- (c) Chairman and Members of the Finance Committee.

7 The order of business at the biennial meeting shall be as follows:

- a. Proof of notice and roll-call of voting delegates.
- b. Reading of the minutes of the previous biennial meeting by the Secretary-General.
- c. Reports of the Chairman of the Executive Committee and Chairman of Commissions.
- d. Reports of Financial Statement and Status by Chairman of the Finance Committee.
- e. General business meeting.
- f. Election.

8 The minutes of the meeting of the General Assembly shall be circularized to the member organizations ninety days *before the next General Assembly*. Any corrections and confirmation of the minutes shall be returned within thirty days' *dispatch*. *Copies of the minutes shall be certified by the President and the Secretary-General and circulated to members, but shall not be official until approved by vote of the General Assembly at its next meeting.*

9 **Notice of the General Assembly-*

- a. *The Secretary-General in consultation with the President of APFOCC and the Chairman of the Executive Committee shall give the notice of the General Assembly at least thirty days before the date of General Assembly.*
- b. *Member organizations shall inform the Secretary-General in advance in writing no matters to be discussed at the Assembly. Matters not on the Agenda may be discussed only at the discretion of the President.*

ARTICLE VII-THE PRESIDENT AND HONORARY PRESIDENT OF THE GENERAL ASSEMBLY

- 1 a. The President of the APFOCC and the General Assembly will also be the Chairman of the APFOCC Executive Committee and the President of the Congress at the same time.
- b. The President shall always be a member of the medical profession.
- c. Represent APFOCC.
- d. Preside at the General Assembly.
- e. Organize the biennial conference of APFOCC(APCC).
- f. Liaise with the Secretary-General of the Executive Committee on all activities of the organization.
- g. Perform or delegate such other duties as may be imposed upon him or her by the General Assembly.
- h. General Assembly may appoint Honorary President who showed extraordinary service and support(more than 10years continuous service following the presidentship)to the APFOCC by the recommendation of executive committee.

ARTICLE VIII-THE EXECUTIVE COMMITTEE

1 The Executive Committee shall conduct the affairs of APFOCC in accordance with the policies determined by the General Assembly. The Executive Committee shall maintain a Secretariat and shall have the power to appoint technical and such other committees as may be required.

2 The Executive Committee shall be composed of seven members as follows:

- a. The Chairman (President)
- b. The Vice-Chairman (President Elect)
- c. The Secretary-General
- d. The Treasurer
- e. The Chairman of the Finance Committee
- f. Two(2)other members

The Chairman, Vice-Chairman, Secretary-General and one member shall be members of the medical and allied professions. The other three members may belong to the non-medical and allied profession.

3 The term of office of the Executive Committee shall be for a period of two years. They shall serve until their successors are elected and installed.

4 In the event of a member of the Executive Committee being not able to perform his/her duties, a successor shall be appointed by the Executive Committee to serve the remaining term.

5 The Executive Committee shall meet from time to time whenever in the

opinion of the Chairman the interest of APFOCC so require. Otherwise, business matters can be resolved by circulation. The Executive Committee shall also meet provided it is so required in a written request by at least three members of the Executive Committee or half of the members of the General Assembly submitted to the Secretary-General.

- 6 The Chairman of the Executive Committee shall have both a deliberative and a casting vote in any meeting of the Committee.
- 7 A motion before the meeting of the Executive Committee shall be adopted by a majority votes cast.
- 8 The minutes of a meeting of the Executive Committee shall be circularized to its members. Correction and confirmation shall be returned within a period of sixty days of dispatch. Copies of the minutes shall be certified by the Chairman and the Secretary-General.

ARTICLE IX-CHAIRMAN OF THE EXECUTIVE COMMITTEE

The Chairman of the Executive Committee shall:

- 1 Preside at all meetings of the Committee.
- 2 Preside at such meetings of the General Assembly in the absence of the President.
- 3 Discharge the duties of the President in case of absence.
- 4 Perform or delegate such other duties as may be imposed on him

ARTICLE X-VICE-CHAIRMAN OF THE EXECUTIVE COMMITTEE

The Vice-Chairman of the Executive Committee shall:

- 1 Preside over meetings of the Committee as well as attend the meetings of the Commissions in the absence of the Chairman.
- 2 Perform other functions or delegate such other duties as may be imposed upon him by General Assembly or the Executive Committee.

ARTICLE XI-THE SECRETARY-GENERAL OF THE EXECUTIVE COMMITTEE

The Secretary-General of the Executive Committee shall:

- 1 Supervise the activities of the Secretariat and ensure continuity in the implementation of APFOCC's general policy and administrative needs.

- 2 Keep under review the policies of APFOCC, initiate and develop policy proposals for consideration of the Executive Committee and the General Assembly.
- 3 Subject to the authority of the Chairman, be responsible for the general programmes of APFOCC and for the administration of APFOCC affairs within the established policies.

ARTICLE XII-BIENNIAL CONFERENCE (APCC)

- 1 *The country to host the biennial meeting shall be decided at the General Assembly at least four years in advance.*
- 2 *The voting delegate of the host country shall inform the Secretary-General of the intention to bid with details of the venue, date and facilities available.*
- 3 *In the even of a contest occurring between two or more member countries interested to host the meeting in the same year, a decision shall be taken by voting at the General Assembly.*
- 4 *Once the venue and the year of the congress is confirmed the President elect for that congress shall be responsible for the organization and success of the congress.*
- 5 *The Secretary-General shall be kept informed regularly of the progress in the general organization and scientific contents.*
- 6 *The President-Elect of the conference shall seek the advice of the Executive Committee as and when necessary on the scientific and educational contents of the conference.*
- 7 *The Organizing Committee of the biennial conference shall facilitate the participation of the members of the Executive Committee at the conference by providing the necessary funds (i.e. travel, accommodation and registration).*
- 8 *If for any unexpected reason the conference cannot be held in the appointed host country, the Executive Committee after being satisfied with reasons given shall invite a suitable country to organize the conference.*
- 9 *On conclusion of the conference, and after paying out of dues, a proportion of any profits accrued may be donated to the APFOCC to finance cancer control programmes.*

ARTICLE XIII-COMMISSIONS

- 1 The General Assembly may establish Commissions to carry out the work of APFOCC and shall review from time to time the necessity for continuing such commissions.

- 2 The Chairman of each Commission shall be elected by the Executive Committee. Such a person may or may not be a member of the Executive Committee.
- 3 The Executive Committee shall appoint the other members of the Commission on the proposal of the Chairman of the Commission.
- 4 The Commission shall be composed of not more than three members.
- 5 The Commission may appoint, with the approval of the Executive Committee, sub-committees. The Commission shall define the title, function and membership of each sub-committee and submit for approval the budget which each sub-committee will require to carry out its functions.
- 6 Each sub-committee shall be composed of not more than five members including the Chairman of the Commission as ex-officio.
- 7 The members of the Commission and sub-committees shall be selected on the basis of their scientific and professional competence and, so far as possible, from the various Asian member countries of APFOCC.

ARTICLE XIV – FINANCES

- 1 The Finance Committee shall be composed of the Chairman of the Committee, the Honorary Treasurer (ex-officio), and three other members. They shall serve for the period between the two meetings of the General Assembly and shall be eligible for re-election.
- 2 The expenses of APFOCC shall be met by the annual dues of member organizations, by grants and by donations.
- 3 Member organizations shall be responsible for the payment of annual dues as required by the General Assembly.
- 4 The Finance Committee shall be charge with the task of:
 - a Fund raising in member countries and determine the financial needs of APFOCC to carry out its objectives.
 - b. Custody of funds, securities and other effects of APFOCC which come into its possession from time to time.
 - c. Over-seeing, accounting and auditing of the financial needs matters and making recommendations to the Executive Committee thereon.

- d. Seeking contributions and donations from member organizations, corporations, individuals and non-member organizations. However, such activities by the Finance Committee shall not be initiated without the approval of the General Assembly.
- e. Investing and releasing the funds of APFOCC upon certification and approval of the Executive Committee and to submit a final report to the General Assembly.
- f. Making a full report of all funded activities, income and disbursement; making recommendations to the Executive Committee and submitting a report of the financial status to the General Assembly.

ARTICLE XV – QUORUM

For meetings of APFOCC other than the General Assembly, the quorum shall be the majority of the members of the Committees.

ARTICLE XVI – AMENDMENTS TO THE CONSTITUTION

- 1 The Constitution shall be amended by the General Assembly in a special meeting. Such meeting shall be called by the Executive Committee or upon request of the majority of voting delegates.
- 2 Notice of the special meeting shall be sent to reach the FULL members not less than 60 days before the date of the meeting
- 3 A motion to amend the Constitution shall be adopted only if **no** less than three-fourths of the ballots cast by the countries are in the affirmative at a special meeting or by postal ballot.

ARTICLE XVII – RELATIONS

- 1 Save so far as powers may be delegated by the General Assembly to one ore more persons, not necessarily from its own membership, all instruments shall be valid only if signed by the Chairman of the Executive Committee and the Secretary-General.
- 2 APFOCC shall not be committed, and instrument executed on its behalf shall not be valid, unless such instruments are signed as provided in these Statutes.
- 3 Member organizations of APFOCC and its organs shall incur no personal liability in

respect of the commitments of APFOCC.

ARTICLE XVIII – DISSOLUTION OF APFOCC

- 1 The General Assembly convened specially for the purpose of dissolution of APFOCC requires a quorum of at least one-half of the voting delegates plus one percent in person or voting by mail. If the quorum is not reached, the General Assembly is reconvened fifteen days later and may then validly decide on the subject regardless of the number of delegates present in person or voting by mail.
- 2 In the case of the dissolution, APFOCC become ineffective only if approved by two-thirds of the delegates present in person or voting by mail.
- 3 In the event of dissolution, the General Assembly shall designate one or more trustee/s charged with the liquidation of APFOCC's assets/
- 4 The net assets shall be donated to one or more non-profit organization/s engaged in the campaign against cancer.