

ASIAN Federation of Psychiatric Associations (AFPA)

Section1. Definition

Item 1-Definition

The Asian Federation of Psychiatric Associations (AFPA) is a Federation of national psychiatric societies and associations on the continent of Asia, Australia, New Zealand and Oceania. The members of AFPA share its goal and join AFPA voluntarily.

Item 2-Legal Status

The AFPA is a non-profit organization registered in

Item 3 Purpose

The purposes of AFPA are

- (1) To advance the theory and practice of psychiatry.
- (2) To promote modern psychiatry in consonance with the health care systems of its members.
- (3) To promote the prevention of mental ill health.
- (4) To promote the development of research on mental health issues and collaboration among member psychiatric societies.
- (5) To share psychiatric knowledge, skills and practices among its member societies to improve care of the mentally ill and to promote the highest standards of professional psychaitric services.
- (6) To strive towards the improvement in mental health legislation, national health policies and insurance systems that could help to improve the care of mentally ill.
- (7) To provide a united platform in psychiatry and develop good and mutually beneficial relationships with other international psychiatric bodies

- (8) To stress the importance of the regional culture and tradition in the promotion of the global mental health

Item 4 Activities

AFPA will achieve these purposes by carrying out activities which lead to the realization of the above aims and in particular by

- A. Advancing cooperation among its Member Societies
- B. Facilitating international exchanges of information concerning the problems related to mental diseases and to the promotion of mental health
- C. Cooperating with national and international ,governmental and non-governmental organization active in fields relevant to AFPA purposes
- D. Organizing Congresses of Asian Psychiatry , Regional Congress of Asian Psychiatry and other AFPA scientific meetings on matters relevant to AFPA purposes
- E. Preparing and distributing publications related to psychiatry and the provision of mental health services
- F. Developing, implementing and evaluating educational programs and materials relevant to psychiatry.
- G. Improving under- and post-graduate medical education in psychiatry
- H. Promoting and conducting collaborative research
- I. Developing consensus statements on issues of relevance to AFPA.
- J. Establishing task forces to deal with specific issues
- K. Raising funds and accepting donations
- L. Organizing educational activities for physicians, mental health professionals and the public

M. Any other means harmonious with the goals of the AFPA

Item 5 -Language:

The working language of the Federation shall be English.AFPA will make provisions for use of Asian languages wherever possible and desirable.

Item 6- Logo

Map of the World in an elliptical circle highlighting Asia with the Greek letter Psi as a symbol of Psychiatry in the centre and the words ‘Asian Federation of Psychiatric Associations “in a semi circle around the map with the words Founded in 2005 below the elliptical circle.

Item 7 -Member societies

- (1) Psychiatric Societies in Asia whose goals are in consonance with those of the AFPA are eligible for full membership of AFPA
- (2) To be considered for admission of as a Member Society, a psychiatric society must be legally recognized at national level and submit an application for admission to the President of AFPA.
- (3) The decision to admit a Psychiatric Society to the AFPA or terminate its membership can be made by the AFPA Board (by a simple majority of the Board Members present and voting) on the recommendation of the President.
- (4) There will be no membership dues to become a member of AFPA.

Section 2. AFPA Board

Item 8: Definition and Composition

AFPA Board is the Governing Body of the AFPA.

AFPA Board is composed of recognized representatives of AFPA member societies, AFPA Executive committee members and AFPA Council members.

The AFPA president chairs the Board Meeting. In his or her absence, it will be the President –elect and in the absence of both, a member of the Executive Committee who will chair the Board meeting.

Honorary Fellows and members of the AFPA Expert Advisors panel may attend the Board meeting as observers upon the invitation of the President.

Item 9: Organization of the Board Meeting

The AFPA Board will meet every two years usually during the Biennial Congress of Asian Psychiatry (WCAP). An extraordinary Board Meeting may be convened at any time by the Executive Committee or at the request of one fifth of the Board Members.

Item 10: Accreditation

The Executive Committee will validate the national representatives on the AFPA Board.

Item 11: Agenda

The Secretary General, in consultation with the President, will draw up the agenda for the Board.

Item 12: Voting Process

All decision of the Board will be made by a consensus, or when necessary, by simple majority vote of the Board Members present and voting. There will be voting by a proxy for exceptional cases with the written letter signed by the President of a national society specifying to whom the society is delegating the voting right.

Item 13 : Function of the Board

AFPA Board Meetings will

- A. Determine the policy of the AFPA
- B. Receive the report of Executive Committee concerning the work of AFPA.
- C. Approve the finance of the AFPA
- D. Elect members of the Executive Committee
- E. Elect council members
- F. Consider nomination for honorary fellows and members, upon recommendation of the President.
- G. Discuss and decide other matters as required.

Item 14: Quorum

The Quorum at Board Meetings of the Federation shall be at least ten presidents or duly recognized representatives of national psychiatric societies and associations that are members of AFPA.

Item 15. Even Distribution

It shall be the policy of the Federation that an equitable distribution of the positions in the Executive Committee be made by consensus to reflect representation from different countries / regions that members represent in the Federation.

Section 3. The Executive Committee

Item 16. Function

The Executive Committee of the Federation shall organize and supervise the day-to-day activities of the Federation and make decision on matters affecting its running within the

general policy laid down by the AFPA Board. It shall furnish a report on its activities at regular intervals and at least once every two years to the Board.

Item 17: Meeting

The Executive Committee of the Federation shall meet at least once every year and the Secretary General shall give at least 30 days' notice of such meetings. In exceptional circumstances, the President may call a meeting at a shorter notice.

Item 18: Committee and Sub-Committee

The President may appoint Sub-Committees as may be deemed necessary from time to time for any purpose and shall prescribe the composition and quorum for such Sub-Committees.

All official meeting of the AFPA shall include an agenda item “ Declaration of Interest “ prior to the business of the meeting.

Item 19: Structure

Executive Committee shall have seven members with defined function. These will be the

President

President elect

Secretary General

Secretary for Science

Secretary for Education and Training

Secretary for Finance

Immediate past President

The Executive Committee members will be elected by the Board in order to serve for a period of two years. The AFPA Executive Committee President will serve for 6 years (including 2 years as President Elect, 2 years as President and 2 years as immediate Past President).

Item 20 : The president

The President shall chair Executive Meeting and the Board Meeting and shall be responsible for the proper conduct of all affairs of the Federation.

He shall have the deciding/casting vote in all matters of a tie and shall sign the minutes of each meeting at the time they are approved. The President shall host Executive Committee Meeting during his tenure as president of AFPA and be responsible for ensuring local arrangements for committee members at the hosting city. The President, in consultation with the Committee, shall undertake specific tasks such as liaison with international bodies, providing expertise when and where necessary and demanded and will serve on committees in or outside Asia as needs for these arise.

The President represents the Association in all official matters

The president reports to the Board.

Item 21: President-Elect

President elect will assist president to perform the presidents' duties and responsibility.

President-Elect will be responsible for the next Biannual Congress of Asian Psychiatry.

Item 22: The Secretary General

The Secretary General is the head of the AFPA secretariat and is responsible for the administrative tasks of the Federation.

The Secretary General shall be responsible for producing and keeping minutes of the Executive Committee meetings and Board meetings of the Association.

He shall maintain an up-to-date detailed register of all member associations of the Federation.

Item 23: Secretary for Finance

The Secretary for Finance shall be responsible for matters related to finance and budget of AFPA.

Item 24: Secretary for Science

The Secretary for Science shall promote scientific collaborations among members of AFPA and research in countries and areas in countries of its members.

He shall also be responsible for administrative and scientific matters related to Expert Advisory Panel.

Item 25: Secretary for Education and Training

Secretary for Education and Training shall be responsible for the promotion of training and education in the countries of AFPA member societies.

Item 26: Immediate Past President

Immediate past president shall advise the President and the Board on matters related to AFPA.

Section 4: Election and term of Executive Committee Members

Item 27: Election and term of the president

The President of AFPA will be confirmed after service as President-elect by the Board.

Item 28: Term of the president-elect

The President-elect will be elected by the majority, by vote if necessary, at the AFPA Board Meeting.

In principle, the President-elect will be responsible for the organization of the next World Congress of Asian Psychiatry (WCAP).

The term of president-elect is two years. He/she will become the President after his/her term.

Item 29: Term of immediate past president

The term of the immediate past president is for two years for one term only. After two years, he will become a member of the Council.

Item 30: Term of the Secretary General

The Secretary General will be elected by the Board upon a proposal by the President or a Board Member and approved by the AFPA Board Meeting.

The Secretary General will be responsible for the organization of the Regional Congress of Asian Psychiatry (RCAP) following his/her election. The term of the Secretary General is for two years. After his or her term, he or she will become a Council member.

Item 31: Term of the Secretary for Science

The Secretary for Science is elected by the Board upon recommendation of the President or a Board Member. The term of the Secretary for Science is for two years. After serving his term, he will become a Council member.

Item 32: Term of the Secretary for Education and Training

The Secretary for Education and Training is elected by the Board upon recommendation of the President or by a Board Member. The term of the Secretary for Education and Training is for two years. After his term, he will become a Council member.

Item 33: Term of the Secretary for Finance

The Secretary for Finance is elected by the Board upon recommendation of the President or a Board member. The term of the Secretary for Finance is for two years. After his term, he will become a Council member.

Section 5. Council Members

Item 34: Role and tasks

Council members will provide advice on the improvement of scientific, professional and managerial aspects of AFPA. They will also sustain the continuity of the organization.

Item 35: Composition of the Council

The Council Members will consist of 5 members of the former Executive Board (Immediate Past President, Secretary General, Secretary for Science, Secretary for Training and Education and Secretary for Finance) and one leading psychiatrist from outside of Asia with a global experience and the capacity to provide a global mental health perspective.

Item 36: Terms of the Council Members

Members of the the Council who were previously members of the Executive Committee will serve for two years.

Council member from outside Asia will also serve for two years in the first instance but can be invited to continue his/her membership of the council by the Executive Committee.

Total number of AFAP council member is limited to six. After his or her term as a Council Member, he or she becomes an AFPA Honorary Fellow.

Section 6. Representatives of national psychiatric societies

Item 37: Composition and Tasks

AFPA National Representative who will become a Board Member of AFPA will be recommended by a National Psychiatric Society. They shall stimulate members of their societies to participate in AFPA activities. They shall also disseminate AFPA related information and promote activities to achieve the goals of AFPA.

Item 38: Terms of service

The term of service of national representatives is two years. It can be extended by the member society for two more terms.

Representatives of national psychiatric societies serving on the Board are eligible to recommend a suitable candidate for a post of the AFPA Executive Committee. (President-elect,

Secretary General, Secretary of Science, Secretary of Education and Training, Secretary for Finance). He or she can run for the above post.

Item 39 : Affiliated Association

Regional and national societies of other health professionals and scientists active in the field of mental health (nurses, social workers, psychologists and consumer or family organizations) may apply to become Affiliated Members of AFPA. A society of health professionals that wishes to become an affiliated member of AFPA should submit its application to the President. The application will be reviewed and decided by the Board.

Section 7. Expert Advisory Panel (EAP)

Item 40 : Duties

AFPA Expert Advisory Panel members will contribute to AFPA's work to promote scientific activities and education in the countries of AFPA member societies.

The members of the Expert Advisory Panel will support AFPA in their own capacity and not as a representative of their society.

Item 41 : Members

The Secretary for Science will consult with representatives of national psychiatric societies and submit the names to be considered as AFPA expert advisory panel members to the Board. The Executive Committee will decide on their election to the Panel. It will take the need for an even distribution of nationality and gender into consideration.

Item 42: The term

The term of service of the AFPA Expert Advisory Board is two years and for three terms at the maximum.

Item 43 : Number

The number of Expert Advisory panel members will be less than 60.

The maximum number of experts from a country should not exceed eight.

Upon the invitation of the AFPA President, AFPA expert advisers can attend the Board Meeting as observers.

AFPA expert advisory panel members have no voting rights.

Section 8. Honorary Fellows and members

Item 44: Honorary Fellows

AFPA council members will become honorary Fellows of the AFPA after the end of their services on the Council. Honorary Fellowship will be proposed by the President and approved by the Board.

Item 45 : Entitlements

Honorary Fellows will receive information on AFPA activities and may attend Board Meetings as observers. Honorary members can attend the Board Meeting as observer.

He or she will provide advises if invited to do so by the AFPA President.

Item 46 : Termination

The title of Honorary Fellowship has no time limitation.

Honorary Fellowships can be terminated by the resignation of the Fellow or by decision of the AFPA Board if sufficiently grave circumstances are documented.

Item 47: Honorary Members

The AFPA Board may bestow the title of Honorary Member on any psychiatrist or other person who made a significant contribution to the AFPA work. The decision about honorary membership is taken by the Board upon recommendation of the AFPA President.

Section 9: Scientific Congress of the Federation

Item 48 : World Congress

World Congress of the Federation (World Congress of Asian Psychiatry, WCAP) shall be held every two years at places and dates to be decided by the Board. Its aims will be to discuss advances in psychiatric research, practices and policy as well as other matters of interest to the profession.

The venue of the World Congress will be decided by the Board bearing in mind the need of promoting AFPA among Asian regions, Oceania, Australia and New Zealand.

Item 49: Regional Congresses

Regional Congress of the Federation (Regional Congress of Asian Psychiatry, RCAP) shall be held during the year of the WCAP at the place and date to be decided by the AFPA Board.

Item 50 : Scientific Meetings organized by AFPA

AFPA will organize scientific meetings as well as training courses and other educational activities in collaboration of national psychiatric societies and associations in Asia.

Item 51: Co-Sponsorship

AFPA will co-sponsor congress and meetings organized in Asia by national and regional psychiatric societies. The request for co-sponsorship will be addressed to the President and approved by the Executive Committee.

Item 52 : Affiliation

AFPA shall seek and maintain collaboration with other International organization of psychiatrists and other mental health professionals having similar objectives as AFPA.

Section 10. Finances

Item 53 : AFPA Scientific Congress

It shall be the policy of the Federation that all profits made by the Congress shall become the property of the national psychiatric society and association in charge of the Congress. Likewise, all the losses resulting from the Congress should be borne by the national psychiatric society and association in charge of the Congress.

Item 54 : Membership Fee

There will be no AFPA membership fee.

Item 55 : Income

The income of AFPA will include the contributions of member societies, (e.g. after WCAP, RCAP and other AFPA meetings), donation and funds accrued from

individual and corporate supporters and the royalties and revenues from AFPA publications.

Item 56: Expenditures

The expenditure of AFPA includes the cost of the AFPA Secretariat and any other expenditure approved by the Executive Committee.

Item 57: Financial management

The national psychiatric society or the local organizer of AFPA congresses will be responsible for the financial management of the income and expenditures related to the organization of WCAP, RCAP and other AFPA scientific meetings.

If congresses result in financial gains the host organization will consider the possibility of donating funds to AFPA central funds.

The profit can be used by national psychiatric society or by the local organizer to promote AFPA activities such as:

- 1) Providing fellowship to young psychiatrists enabling them to attend AFPA WCAP, RCAP and other scientific meetings.
- 2) Honoraria and accommodation to faculty members to travel and support AFPA training and educational programs.
- 3) Other expenditures approved by the Executive Committee

Item 58: Duties of the organizers of WCAP and RCAP

Organizers of WCAP and RCAP will submit their financial reports to the Executive Committee within six months after the completion of the activities.

Item 59: Corporate Supporters

Corporate supporters are private and public institutions which donate funds to AFPA in order to achieve its goals. The donations will be acknowledged by the Board and noted in the report of its meeting. The Board will give guidance to the Executive Committee concerning the use of such funds.

Item 60: No salary and no liability

Members of the Executive Committee, of the Council or of the Board will not be paid any salary or fee for their service to AFPA. They will not be personally liable for debts incurred by the Association.

Item 61: Audit

The Board will appoint two auditors (who are not Board members) to serve as internal auditors. .

Item 62: Duties of auditors

The auditors shall be required to audit the accounts, and to prepare a report for the Board Meeting. The President of the AFPA may also request a review of AFPA accounts by an external auditor.

Section 11: Amendments of the Statutes**Item 63: Definition of Statutes**

The Statutes define the AFPA goals, structures and functions.

Item 64: Amendments of the Statutes

Recommendations for the changes of the Statute can be made by a Board member and by a member society. Any recommendation for changes in the statutes must be submitted to the President of AFPA at least three months before the Meeting of the Board. The President will inform all Board Members that a recommendation for the change of Statutes has been received. The statutes of the AFPA may be amended by a simple majority of all members of the Board.

Section 12. Dissolution of the Association

Item 65: The dissolution

The dissolution of the AFPA will be decided by the Board Meeting at the request of the Executive Committee, or at the request of more than one half of the member societies. The Board will decide about the proposal by a majority of all AFPA member societies' representatives.

Item 66: Wealth

In case of dissolution of the AFPA, all funds of AFPA after liquidation expenses will be distributed in accordance with the decision of the Board and in harmony with the aims of AFPA.

Under no condition will these funds be distributed among the members of the AFPA.

Reference

The First AFPA Board Meeting was signed in 2013 by 15 presidents of national psychiatric societies and associations in Asia. The Board Meeting elected the Executive Board and requested the Executive Board to formulate the statute of AFPA. (Annex 1

and 2) .

- 1. List of the representatives at the First AFPA Board Meeting held in August 2013 in Bangkok.**
- 2. The resolution made at the first AFPA Board Meeting recommending the formulation of AFPA statute.**

(Drafted on November 13th 2014 in Fukuoka Japan)