

CONSTITUTION
OF
THE ASEAN OTORHINOLARYNGOLOGICAL - HEAD & NECK FEDERATION
(FOUNDED 2ND July, 1980, MEDAN INDONESIA)

Article 1

Name

The National Otorhinolaryngological Societies of the ASEAN countries shall constitute themselves into a federation to be called, "The ASEAN Otorhinolaryngological - Head & Neck Federations" (thereinafter referred to as AORL)

Article 2

Objectives

The aims of AORL shall be :

- 2.1 To foster the study and dissemination of all aspects of otorhinolaryngological knowledge, particularly in the region of ASEAN.
- 2.2 To promote co-operation in scientific exchange amongst the member organizations, and establish closer personal and professional contacts amongst those interested and working in this field.
- 2.3 To organize and hold an ASEAN Congress every two years and to promote and support other activities as may be deemed necessary for the realization of the above aims.

Article 3

Membership

- 3.1 The AORL shall be composed of the National Otorhinolaryngological Societies of the ASEAN countries, presently consisting of Indonesia, Malaysia, The Philippines, Singapore, Thailand, Brunei Darusalam, Vietnam, Myanmar, Laos and Cambodia (here-in after referred to as member organisations).

Article 4

Responsibilities

Each member of AORL shall :

- 4.1 Promote knowledge of and take active interest in the objectives of the AORL Federation.
- 4.2 Respond appropriately and in time to all enquiries from the President and Secretary of the Executive Council : and
- 4.3 Keep the Executive Council informed of all events in its country of interest to AORL.

Article 5

Functional components of AORL Federation

- 5.1 The Assembly of National Delegates : - GENERAL ASSEMBLY (here-in after referred to as the Assembly)
- 5.2 The Executive Council : (hereinafter referred to as the Council)

Article 6

Organization - Functions

The Assembly of National Delegates :-

- 6.1 The policies of the ASEAN ORL Federation Assembly shall be vested in and governed by the Assembly composed of delegates of member organizations. The Assembly acts through an Executive Council appointed by it.
- 6.2 Each member organization is entitled to be represented by two (2) delegates at each meeting of the Assembly. The delegation of each member organization shall comprise of the current Council Member representing the organization country and another member selected by the National ORL Society of the country. Each member organization may, in addition, send one (1) observer to the meetings of the Assembly. Notwithstanding the foregoing, all Founder members shall be entitled to participate fully at meetings of the Assembly irrespective of whether or not they form part of the delegation of their respective national delegations
- 6.3 Each member organization of AORL is entitled to two votes and is exercisable by two delegates attending the Assembly. The current Executive Council member will exercise one vote. The other vote is exercisable by the Founder Member if present at the meeting or, in his or her absence, by the other delegate belonging to the respective national organization.

- 6.4 On all matters requiring its decision, a simple majority vote of those present at meetings of the Assembly shall be binding.
- 6.5 The Assembly holds its meetings under the Chairmanship of the President of the Executive Council.
- 6.6 It shall, subject to the provisions of this Constitution, have powers to adopt its own rules of procedure and to appoint Committees and Sub-committees, as it deems necessary to fulfil its responsibilities.
- 6.7 The Assembly shall be the supreme Authority of AORL with inter alia, powers to amend the Constitution. It shall convene itself at least once in 2 years preferably on the day before the opening of the congress with sufficient time for its deliberations.
- 6.8 The Assembly shall be responsible for formulating the policy guidelines and programmes and for approving and adopting the budget of the AORL and its financial report.
- 6.9 The venue and time of the Assembly meeting shall be circulated to all member organizations, Executive Council and Founding members at least 3 weeks before the meeting by the Secretary-General.

Article 7

Function of the Assembly :

- 7.1 To determine the policy and rules of procedures of the ASEAN ORL Federation.
- 7.2 To elect members of the Executive Council.
- 7.3 To rectify changes in the Constitution if considered necessary or to dissolve the AORL Federation.
- 7.4 To elect the host country for the next Congress of the AORL
- 7.5 To form committees and sub-committees as needed to carry out its specific functions.

Article 8

Executive Council

- 8.1 The Executive Council is comprised of ten members (ten ASEAN countries) elected by the Assembly - one member from each ASEAN country and include the President, Vice President, Secretary-General cum Treasurer and 7 Council Members.
- 8.2 The representative of the host country where the AORL Congress will be held shall be elected as President of the incoming Executive Council, which position he/she retains till the next AORL Congress.
- 8.3 The President of the Executive Council is the President of the ASEAN ORL - Head & Neck Federation, and shall chair the Assembly meeting and Executive Council meetings. The President has a role along with the Secretary General in the opening and closing functions of the AORL Congress. In his absence the Vice-president shall chair the meeting.
- 8.4 All Executive Council Members shall remain in office until the next Congress. (Two years)
- 8.5 No Executive Council member may serve for more than two consecutive term of two years each, with exception for the Secretary-General cum Treasurer.
- 8.6 The Secretary-General cum Treasure for the purpose of continuity in the Council may serve for three consecutive terms.
- 8.7 The succeeding President shall be installed at the end of the Assembly meeting and the newly elected Executive Council members shall be introduced to all participants of the Congress at the Congress Banquet by the Secretary-General.
- 8.9 The President and Secretary-General are Ex.officio members in all subcommittees.

Article 9

Executive Council Meetings

- 9.1 The Executive Council Meeting shall be held during the ASEAN ORL Congress.

- 9.2 If necessary, meetings may be held between Congresses e.g. at Asian-Oceania Congresses, World Congresses or at the discretion of the President of the Executive Council.
- 9.3 Actions by the Executive Council at Interim Meetings must be circularised to all members.
- 9.4 If an Executive Committee member cannot attend a meeting of the Executive Committee or the General Assembly meeting, he or she may appoint, in writing, a member of his or her member organization to serve as his or her proxy during the meetings and to vote on all matters coming before the meeting. The written appointment of the proxy must be submitted to the Secretary-General at any time prior to the commencement of the meeting.

Article 10

The Functions of the Executive Council :

- 10.1 It is the duty of the Executive Council to execute resolutions passed by the Assembly and to take measures designed to further the objectives of the AORL.
- 10.2 It carries out the policies of the AORL during the interval between the Assembly meetings and approves new matters arising.
- 10.3 It deals with questions regarding ORL problems of importance within ASEAN.
- 10.4 It prepares the agenda for the meeting of the Assembly.
- 10.5 It represents the interest of ORL in relation to other organization.
- 10.6 It should review, criticise and recommend changes it considers necessary for the improvement of the Congressional programme.
- 10.7 It prepares and proposes for approval to the Assembly the rules of the AORL Congress.
- 10.8 It sets up the various Committees to achieve the objectives of the AORL Federation.

- 10.9 It appoints an advisory committee consisting of members of the previous host country in preparing for the Congress.

Article 11

Site of Secretariat

The Secretariat of the AORL shall be located in the ASEAN country where the Secretary-General cum Treasurer resides

- 11.1 The Secretary-General cum Treasurer is responsible for keeping the minutes of the General Assembly and Executive Committee, conducting the correspondence of the ASEAN ORL Federation and keeping its records up to date.
- 11.2 The Secretary-General shall send important communications to all member organizations with a full report of the activities of the General Assembly including financial reports, and shall also announce important decisions of the Assembly during Congress proceedings.

Article 12

The ASEAN ORL Congress

- 12.1 The ASEAN ORL Congress is held every two years in a member country, the site and duration being decided by the Assembly.
- 12.2 When a member country is chosen as the site of an ASEAN ORL congress, it shall be responsible for the organisation of the Congress in accordance with the rules established by the Executive Council and approved by the Assembly.
- 12.3 The ASEAN ORL Federation has no financial obligations in regard to the ASEAN ORL Congress.

Article 13

Amendment of the Constitution

- 13.1 amendments may be made to the Constitution provided that they do not alter the original intent and objectives of the AORL Federation as set-forth under this constitution.

- 13.2 Notice of any proposal to revise the Constitution and the by Laws shall be sent to the Secretary-Genetal cum Treasurer not less than six months prior to the next Assembly Meeting. Copies of this proposal shall be furnished to each Assembly amber not less that three months prior to the Assembly Meeting, and shall appear on the Agenda of the Assembly Meeting.

Article 14

Dissolution

- 14.1 When an Assembly meting is convened for the purpose of the dissolution of the AORL Federation, a quorum of at two-thirds of the member countries is required.
- 14.2 In the event of dissolution, the Assembly shall decide on the disposition of the assets of the Federation, and shall select the persons to be charged with carrying out the liquidation

Article 15

Seal of the ASEAN ORL Federation

The design of the Seal of the ASEAN Otolaryngological Head & Neck Federation, shall signify the meaning and philosophy of regional co-operation in the field of Otorhinolaryngology and is outlined as follows :



Article 16

Subscriptions – Finance

- 16.1 The Assembly shall predetermine any changes to the subscription amounts payable by member associations.
- 16.2 Subscriptions shall be payable in advance to the Secretary-General cum Treasurer before the first day of April of each year. The subscription amount is currently set at US Dollars One Hundred (US\$100/=) per year for each member organisation.

- 16.3 The Executive Council shall control the disbursement of monetary funds of the Federation for purposes relating to the activities of the AORL.
- 16.4 Funds will consist of the annual subscriptions of its member association, subsidies, gifts, legacies, and any support given to the Federation, whether, by its own members or by persons or institutions outside the Federation, the acceptance of which shall be approved by the Executive Council.
- 16.5 The contribution from the host country organizing the ASEAN ORL Congress to the Federation shall be 10 percent of the surplus income gained from the congress.
- 16.6 The Secretary-General cum Treasurer shall collect and disburse all funds on behalf of the Federation and shall keep an account of all monetary transactions. He or she shall be responsible for the accuracy of these accounts. He or she will not keep more than \$200/= in AORL funds the form of cash and money in excess of this will be deposited in a bank to be named by him. All cheques and other transfer or withdrawal instructions from the bank will be signed or authorized by the Secretary-General cum Treasurer.
- 16.7 a) The Secretary-General cum Treasurer shall at all times keep no more than five thousand Singapore dollars (S\$5,000/=) or its equivalent in a Current Account. These funds may be used by the Secretary-General cum Treasurer as and when the need arises provided that all expenditures are related to the running of the AORL Federation.
- b) Funds in excess of five thousand Singapore dollars (S\$5,000/=) or its equivalent shall be placed in a Savings or Fixed Deposit Account. Out of these funds, five thousand Singapore dollars (S\$5,000/=) or its equivalent can be used for specific purposes of the ASEAN ORL Federation with the approval of the President, Secretary-General cum Treasurer and one other executive council member of the ASEAN ORL Federation.
- c) Funds in excess of five thousand Singapore dollars (S\$5,000/=) or its equivalent needed for a specific purpose of the AORL Federation shall require the approval of the Executive Council and Founding members. Members should respond within thirty (30) days once the Secretary-

General cum Treasurer makes a written request. A simple majority approval would suffice for utilisation of the funds. Any member who has not responded within 30 days shall be considered to have agreed to the proposed utilisation of the funds

- 16.8 The Secretary-General cum Treasurer shall periodically supply a statement of accounts to the Executive council.
- 16.9 The Secretary-General cum Treasurer shall be responsible for the preparation of the annual audited statement of accounts and shall present them at the Assembly meeting for review and approval.
- 16.10 Financial assistance from the Federation will generally not be allowed to Council members except for those designated for specific extra ordinary tasks at the Assembly meeting /council Meeting. This will include reimbursement or reduction of travel expenses and payment in full or part of hotel tariffs.

Article 17

Language

The official language of the ASEAN Otorhinolaryngological Head & Neck Federation shall be English.

Article 18

Founder Members

The five founder members of the AORL shall remain as Advisors to the Assembly and Council and shall be entitled to participate in all aspects of the Assembly meetings. The Founder Members are :

Dr Purnaman S Pandi (Indonesia)
Dr Imran Gurbachan (Malaysia)
Dr Marian B Caparas (Philippines)
Dr N. Kunaratnam (Singapore)
Dr Suchitra Prasansuk (Thailand)