

Bylaws & Regulations for the College of the Asian Pacific Society of Cardiology (CAPSC)

1	<p><u>Introduction</u></p> <p>A) Background</p> <p>The CAPSC is formed to create an institution for the advancement, promotion and development of cardiovascular medicine in the Asia-Pacific region. Unlike the Asian Pacific Society of Cardiology where its members are national or regional societies, members of the CAPSC are individuals in the field of cardiovascular medicine who have met its high standards of membership criteria and are able to contribute to the scientific development of cardiovascular medicine in the Asia-Pacific region. The highest accolade given to its members is the title of “Fellow” (FCAPSC) which acknowledges the individual as a person of distinction and high standing in the field of cardiovascular medicine.</p> <p>B) Mission</p> <p>The mission of the CAPSC is to promote quality cardiovascular care through education, training, research, development and application of clinical guidelines and accreditation through the Centre for Accreditation of Regional Medical Institutions of Excellence (CARE) in the Asia-Pacific region. The College complements the activities of the Asian Pacific Society of Cardiology.</p>	Introduction
2	<p><u>Membership</u></p> <p>A) Membership Categories</p> <p>Members will be from the Asia-Pacific region. Exceptions may be made for medical professionals or academicians outside the Asia-Pacific region who have made outstanding contributions to the field of cardiovascular medicine and are internationally recognized.</p>	Membership

Membership categories will be created to serve the breadth of medical professionals and academicians who provide the full range of cardiovascular medical care to patients. These categories, some of which will be created in the future by the Trustees and Officers of the CAPSC to meet the growing needs of CAPSC, will provide educational and networking opportunities to physicians, scientists, nurses, among others. The initial membership categories will be for physicians and scientists.

(i). Fellows

Fellows of the College are professionals in the Asia-Pacific region and the world who are physicians, surgeons, academicians, and researchers in the field of cardiovascular medicine. Applicants must have completed a formal specialist training program in the area of cardiovascular medicine that is recognized by the National Specialist Accreditation Committee or equivalent body in their country. Candidates must provide evidence that they are recognized as specialists of consultant grade or as scientists in the area of cardiovascular medicine and shall be at least two (2) years post-completion of cardiovascular specialty training.

The candidate must meet at least two of the following criteria:

- I. Recognised qualifications in the area of expertise and at least has been holding a position of a consultant (for practicing physician) or senior academician for at least two (2) years, or
- II. Outstanding contribution in his/her field of expertise, or
- III. Impressive curriculum vitae, or
- IV. Has contributed substantially to peer-reviewed publications.

Applicants who meet the criteria and are elected as Fellows of the College are allowed to carry the title of “**FCAPSC**” after their name. Fellows shall have the right to vote and hold office.

(ii) Associate Fellows

Associate Fellowship is open to all medical specialists in the Asia-Pacific region who have completed a formal specialist training program in the area of cardiovascular medicine that is recognized by

	<p>the National Specialist Accreditation Committee or equivalent body in their country. Applicants will generally be those who have recently obtained their specialist accreditation in the area of cardiovascular medicine, are just starting their careers, and are currently actively involved in the field of cardiovascular medicine. Applicants who do not have a formal specialist accreditation in the area of cardiovascular medicine but are established recognized teachers or scientists in the area of cardiovascular medicine are also eligible. Associate Fellows who meet the criteria will eventually be eligible for application to be a Fellow. Associate Fellows shall not have voting rights at the Annual or Extraordinary General Meeting and cannot hold office. Associate Fellows can participate in the scientific activities of the College and sit on scientific committees. Associate Fellows can append the title of Associate Fellow CAPSC after their name.</p> <p>(iii) CAPSC Fellow in Training</p> <p>CAPSC Fellow in Training (for doctors in a cardiovascular training program) is open to all medical specialists in the Asia-Pacific region and medical professionals who are training in an accredited training centre. Applicants must have completed five years of post-graduate medical training, including 12 months of formal cardiology training. Applicants who have not been in a formal cardiology training program must show evidence that they are involved in teaching or research in the field of cardiovascular medicine. This will also include those who are currently undergoing training in cardiology but have yet to obtain their specialty accreditation in the field of cardiovascular medicine. This category of fellowship is for those who do not have sufficient training and experience required for Associate Fellow or Fellow. Residency Fellows shall not have voting rights at the Annual or Extraordinary General Meeting and cannot hold office. Residency Fellows can participate in the scientific activities of the College and sit on scientific committees.</p>	
	<p><u>B) Membership Fees</u></p> <p>All members shall pay their respective annual dues on the first day of each financial year. Members who are admitted in the latter half of the financial year shall only pay half the annual dues. Members who default in dues for more than one (1) year will automatically lose their Fellowship status and will not be allowed to use the title of FCAPSC.</p>	<p>Membership Fees</p>

	<p>Non-Fellow members who default in dues for more than one (1) year will automatically lose their membership status.</p> <p>The membership fees are set by the Board of Trustees and will be revised wherever the need arises.</p>	
--	---	--

3	<p><u>Administration</u></p> <p><u>A) Executive Council</u></p> <p>i) Members</p> <p>The Executive Council of the College shall consist of the Chancellor, Vice-Chancellor, Secretary-General and Treasurer.</p> <p>ii) Roles and Responsibilities</p> <p>The Executive Council will be responsible for establishing the academic faculty and training programs.</p> <p>The Executive Council will be responsible for establishing CARE.</p> <p><u>B) Chancellor</u></p> <p>i) Appointment</p> <p>The CAPSC shall be headed by a Chancellor who is appointed by the Board of Trustees. The appointment carries the title Professor.</p> <p>ii) Term</p> <p>The Chancellor shall serve a term of three (3) years and the renewal is subject to the approval of the Board of Trustees.</p> <p>iii) Roles and Responsibility</p> <p>Section 1 – Administration</p> <p>The Chancellor shall be responsible for the overall running of the College. The administrative office of the College shall be</p>	
----------	---	--

headed by the Chancellor. The Chancellor is assisted by the Board of Trustees.

Section 2 – Committee Meetings

The Chancellor shall attend all regular and special meetings of the College. The Chancellor shall act as ex-officio member of all committees of the College.

Section 3 - Convocation

The Chancellor shall preside over all Convocations for conferring certificates of Fellowship of the College.

Section 4 – Special/Emergency/Meetings

The Chancellor shall have the power to call for special and emergency meetings of the Board of Trustees as and when necessary.

Section 5 – Other duties

The Chancellor shall also perform other duties as determined by the Board of Trustees.

C) Vice-Chancellor

i) Appointment

The Vice-Chancellor shall be appointed by the Board of Trustees for a term of three (3) years subject to renewal.

ii) Roles and Responsibilities

All duties and powers of the Chancellor shall be given to the Vice-Chancellor in his/her absence.

The Vice-Chancellor shall be assigned duties from time to time by the Chancellor and/or Board of Trustees.

D) Secretary-General

i) Appointment

The Secretary-General shall be appointed by the Board of Trustees for a term of three (3) years subject to renewal.

ii) Roles and Responsibilities

Section 1 – General Meetings

The Secretary-General shall be responsible for calling all General Meetings of the College and the Board of Trustees.

Section 2 – Records of Meetings

The Secretary-General shall keep a full and complete record of all general and faculty meetings.

Section 3 – Membership List

The Secretary-General shall maintain an active list of the membership.

Section 4 – Correspondence

He/she shall attend to all correspondence. He/she shall record minutes of meetings and make available upon request.

Section 5 – Policies and Procedures

He/she shall maintain a file of all current policies and procedures adopted by the College.

Section 6 – Other duties

He/she shall also perform other duties as determined by the Board of Trustees.

E) Treasurer

i) Appointment

The Treasurer shall be appointed by the Board of Trustees for a term of three (3) years subject to renewal.

ii) Roles and Responsibilities

	<p>The Treasurer shall be responsible for all monetary matters including accurate accounts of all receipts and disbursements, resources and liabilities, and shall deposit all monies and funds in such depository as specified by the Executive Committee or the Board of Trustees.</p> <p>The Treasurer shall keep accurate entries of all monetary transactions of the College. He/she shall report the financial condition of the College at each general meeting.</p> <p>The Treasurer shall also perform other duties as determined by the Board of Trustees.</p> <p><u>4 Board of Governors</u></p> <p>A) Appointment</p> <p>Members of the Board of Governors are appointed by the College's Appointments Committee. They shall be elected from the local chapters in the Asia Pacific region.</p> <p>B) Term of Office</p> <p>Members of the Board of Governors shall serve a two (2) year term.</p> <p>C) Roles and Responsibilities</p> <p>They are the liaisons between the College and the local professional bodies in the different countries and the local chapters.</p> <p>The members of the Board of Governors shall assist the College in carrying out its activities and mission</p>	
5	<p>Board of Trustees</p> <p>A) Election</p> <p>The Board of Trustees shall initially be elected by the Executive</p>	<p>Board of Trustees</p>

Council of the Asian Pacific Society of Cardiology and thereafter the Trustee will be elected at the Annual General Meeting

B) Roles and Responsibilities

i) Bylaws

The Board of Trustees shall have fiduciary responsibility and be responsible for the governing policies of the College. The Board of Trustees shall have the power to make Bylaws for the governance of the College and to alter, change, or amend such Bylaws.

ii) Governing Body

The Board of Trustees is the governing body for the College and its role is to advise the Executive Council. The Board of Trustees shall assist the College in carrying out its activities and mission.

iii) Term of Office

The term of office of an elected Trustee shall be five (5) years, except for the first group of elected Trustees. For the first group of elected Trustees, the Executive Council will elect eight (8) Trustees, four (4) of whom shall serve a term of three (3) years and four (4) of whom shall serve a term of five (5) years.

iv) Number of Trustees

Up to a total of ten (10) Trustees may be elected at each annual general meeting of the College. The terms of the Trustees will be staggered to allow continuity. However, the initial election shall be of eight (8) Trustees.

v) Re-election of Trustees

A Trustee having served a full five-year term may be reconsidered for re-election. Trustees are limited to two consecutive terms. Exceptions must be approved by the Board of Trustees.

vi) Honorary Trustee

Upon the completion of the term of service as Chancellor of the College of the Asian Pacific Society of Cardiology, he shall become an Honorary Trustee. If he should be holding the office of an elected Trustee, he will become an Honorary Trustee when he ceases to be elected Trustee

	Honorary Trustees may be invited by the Chancellor to attend any meeting of the Board of Trustees and to take part in its deliberations, but may not vote.	
6	<p>Meetings</p> <p>A) Annual General Meeting (AGM)</p> <p>The annual General Meeting of the College shall be held for the election of Officers and Trustees and for the transaction of such other business as shall come before the meeting. The Secretary General shall be responsible for the administrative preparations for the AGM</p> <p>B) Extra Ordinary General Meeting (EOGM)</p> <p>An EOGM can be convoked at any time with the written agreement of at least fifty (50) members of the College stating the reason for such a meeting. The EOGM shall be held within 30 days upon receipt of the letter. The venue of the EOGM shall be at the premises of the CAPSC unless otherwise determined by the Executive Council.</p> <p>C) Convocation Ceremony</p> <p>A Convocation Ceremony shall be held annually to recognize newly appointed Fellows, to honour their attainment of their new status as Fellows of the College, and to reaffirm their commitment to providing optimal care for their patients. New Fellows shall receive their Certificate of Fellowship and shall be officially recognized as Fellows of the College at the Convocation Ceremony.</p>	Meetings
7	<p>Official Language</p> <p>The official language of the College shall be English.</p>	Language
8	<p>Discipline</p> <p>The Board of Trustees have the power to terminate the membership of any member if he/she has not paid the membership dues or any</p>	Discipline

	<p>finances and levies owed to the College for more than two (2) years.</p> <p>Any member of the College may be disciplined or expelled for conduct which the Board of Trustees declares as offending the dignity of or countering the interests of the College. The following shall be considered not in the best interest of the College:</p> <ul style="list-style-type: none"> • Conviction for felony or other serious crime; • Suspension or termination of the right to practice medicine in any country by reason of a violation of a medical practice act; • Conduct that is detrimental to the honour of the College. 	
9	<p>Amendments of Bylaws</p> <p>A) Amendments</p> <p>Amendments of the Bylaws shall only be considered at the Annual General Meeting of the College.</p> <p>B) Procedure</p> <p>The proposed amendments must</p> <ul style="list-style-type: none"> i) be made in writing to the Secretary-General at least three months before the Annual General Meeting, ii) Carry the assent of at least 50 Fellows or approval of the Board of Trustees, and iii) be sent to all the members or posted on the official website at least one month before the Annual General Meeting. <p>C) Votes</p> <p>A majority vote of at least 2/3 of the members present at the AGM shall be required for approval of any amendment to the Bylaws</p>	<p>Amendments of Bylaws</p>

