



THE ASIA-PACIFIC ACADEMIC CONSORTIUM FOR PUBLIC HEALTH (APACPH)

A Consortium of Academic Institutions Dedicated to the Preparation of Public Health
Professionals in Asia and the Pacific Region

BY-LAWS

March 2000

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Adopted at the 8th Formal Meeting (Seoul, Korea) on 30 June 1987
Amended at the 11th Formal Meeting (Jakarta, Indonesia) on 8 December 1988
Amended at the 14th Formal Meeting (Singapore) on 9 July 1990
Amended at the 18th Formal Meeting (Okinawa, Japan) on 24 May 1992
Amended at the 19th Formal Meeting (Perth, Australia) on 13 December 1992
Amended at the 22nd Formal Meeting (Beijing, PRC) on 21 May 1994
Amended at the 29th Formal meeting (Perth, Australia) on 17 December 1997

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CONTENTS

page

1.0	Name of Organisation	1
2.0	Purposes	1
3.0	Membership	1
4.0	Officers	3
5.0	Meetings	4
6.0	Executive Committee	4
7.0	Committees	5
8.0	Offices of the Consortium	5
9.0	Parliamentary Authority	6
10.0	Amendment of By-laws	6
11.0	Distribution of Assets upon Dissolution of the Consortium	6
	Asia Pacific Academic Consortium for Public Health	8
	Dates, Sites, and Host Institutions of APACPH Meetings	9

1.0 NAME OF ORGANISATION

1.1 The name of this organisation is the Asia-Pacific Academic Consortium for Public Health (APACPH), hereafter referred to as the Consortium.

2.0 PURPOSES

2.1 The *mission and purposes* of the Consortium are as follows:

2.1.1 Mission: The mission of the Consortium is to improve the quality of life and achieve the highest possible level of health of the citizens of the nations of the member institutions. The Consortium intends to achieve its mission by raising the quality and relevance of professional education in public health, health leadership, and primary health care and by undertaking joint research, training, and service projects in addressing the pressing health problems of the Consortium countries. This mission is integrally linked to those of the World Health Organisation and other international and national health agencies.

2.1.2 Objectives: the Consortium, in close alliance with the ministries of health and other ministries, seeks to share and direct the resources of its member institutions in achieving the following objectives:

- 2.1.2.1 to raise the quality and relevance of professional education in public health and primary health care with special emphasis on health leadership development;
- 2.1.2.2 to expand our knowledge, improve our skills, and demonstrate effective interventive methodologies by undertaking joint research, training and service projects addressing public health and primary health care problems;
- 2.1.2.3 to direct greater resources to the pressing health problems of the nations making up the Consortium by establishing viable working relationships between and among their academic public health institutions, governmental ministries, and non-governmental agencies;
- 2.1.2.4 to improve child survival as an important aspect of primary health care programs through the Asia-Pacific Region, and
- 2.1.2.5 to develop and initiate new directions for public health in the 21st Century through enhanced strategies in efficiency and effectiveness in care modalities and cost containment.
- 2.1.2.6 to improve the quality of educational opportunities and experiences for students of public health by (a) planning and implementing innovative curricula, training programs, and workshops, (b) creating criteria for model programs, and (c) awarding certificates of completion for the APACPH sponsored activities.

3.0 MEMBERSHIP

3.1 Members of the Consortium

- 3.1.1 Members of the Consortium are schools of public health or any other similar institutions which were received in membership as Charter Members or by the membership application procedure and subscribe to the mission and objectives of the Consortium as stated in Section 2.0. Purposes of these By-laws, and Emeritus Personal Members who have been nominated and elected by the Board of Directors.
- 3.1.2 Members of the Consortium shall constitute the Board of Directors of the Consortium.
- 3.1.3 A member institution shall be represented on the Board of Directors by the chief executive officer of the member institution or by a designee of the institution.
- 3.1.4 The Consortium and its Board of Directors shall not act to abrogate the primary academic functions of its member institutions.

3.2 Types of Membership

- 3.2.1 There shall be four classes of membership: Regular, Provisional, Associate and Personal Emeritus.
- 3.2.2 A regular member is either a charter member or an institution whose application for membership was unanimously approved by the Board of Directors and met the requirements of the two year provisional membership status.
- 3.2.3 A provisional member is a newly elected member whose application for membership has been approved by the Board of Directors and is currently serving its two-year provisional status to demonstrate its leadership qualities, commitment to the Consortium, collegial cooperation, financial contribution, and professional involvement. A provisional member's conversion to regular member status must be formally approved by the Board of Directors on demonstrated leadership and participation.
- 3.2.4 An associate member is an academic health institution or health-related organisation which, by the unanimous action of the Board of Directors, has been designated an associate member because its purposes and services are consistent with the mission of the Consortium. An Associate Member's conversion to regular or provisional member status must be approved by the Board of Directors.
- 3.2.5 An personal emeritus member is a person with rights and privileges of full membership who has been nominated and elected by the Board of Directors and meets the following criteria:
- 3.2.5.1 Has served on the Board of Directors as a representative of their institution for at least four years;
- 3.2.5.2 In the judgment of the Board of Directors has given exemplary service to the Consortium;
- 3.2.5.3 Wishes to maintain his or her relationship with the Board of Directors of the Consortium; and
- 1.2.5.4. Agrees to participate in activities of the Board without any financial obligation to the Consortium and may serve in an executive position with unanimous approval of the Executive Committee and approval of the Board;
- 3.2.5.5 Agrees to meet the financial contribution of \$100 per annum unless otherwise waived by the Board.

3.3 Rights and Privileges

- 3.3.1 All members are eligible to be voting members of the Board of Directors.
- 3.3.2 Only regular and provisional members are eligible to hold elective office except in case of Emeritus members as provided in 3.2.5.4
- 3.3.3 All members are eligible to be appointed to committees and to chair committees.

3.4 Member Application and Approval Procedures

- 3.4.1 Application for regular, provisional or associate membership shall be made to the Secretary of the Consortium two months prior to the meeting of the Board of Directors.
- 3.4.2 Approval of membership is by unanimous action of the Board of Directors at its regular meeting.
- 3.4.3 Institutions applying for regular and provisional membership shall be from the geographic regions designated by the World Health Organisation as the Western Pacific and South East Asia Regions.
- 3.4.4 Institutions applying for associate membership are not limited by the geographic restriction.

- 3.4.5 Academic units with co-equal status from a single institution may apply separately for membership with each assuming the rights and privileges of membership including the payment of dues.

3.5 Annual Dues

- 3.5.1 Regular and provisional members shall contribute the amount equivalent to \$2,000 (US) or in-kind contributions of equivalent value. Value of in-country contribution must be recorded as part of the treasurers report.
- 3.5.2 The Executive Committee may waive the contribution of any member when the member determines that payment of the contribution is too difficult to achieve. Every effort must be made by such members to make adequate in-kind contributions.
- 3.5.3 Associate members shall contribute the amount equivalent to \$1,000 (US) as annual dues.
- 3.5.4 Members in arrears will be notified to seek waivers and be placed on provisional status.
- 3.5.5 Institutional representatives seeking elective office are expected to ensure that their organizations are in good standing with paid up membership.

3.6 Functions of the Board of Directors

- 3.6.1 The Board of Directors shall be the primary policy making body of the Consortium.
- 3.6.2 It shall establish policies within which the Executive Committee and other standing and ad hoc committees can function between meetings of the Board of Directors.
- 3.6.3 The Board of Directors must approve and/or reaffirm actions of the Executive Committee which were taken between meetings of the Board of Directors.
- 3.6.4 The Board of Directors also shall have the following powers:
 - 3.6.4.1 to elect its officers;
 - 3.6.4.2 to appoint its Secretary-General within provisions prescribed by the By-laws;
 - 3.6.4.3 to elect new members within provisions prescribed by the By-laws;
 - 3.6.4.4 to assess dues;
 - 3.6.4.5 to enter into contracts; and
 - 3.6.4.6 to amend its By-laws within provisions prescribed.

4.0 OFFICERS

- 4.1 The elected officers of the Consortium shall be a President, a President-Elect, a First Vice President, a Second Vice-President, and a Secretary-Treasurer.
- 4.2 The Nominations Committee shall nominate a slate of officers at the annual meeting of the Board of Directors.
- 4.3 The elected officers shall take office at the close of the annual meeting. They shall assume office until the end of their terms of office or until their successors have been elected and have assumed the duties of their offices.
- 4.4 The term of office of all elected officers is two (2) years.

4.5 Duties of the officers are as follows:

- 4.5.1 The President shall preside at all meetings of the Consortium and perform all other duties as prescribed by the By-laws and by the parliamentary authority adopted by the Consortium.
- 4.5.2 The President-Elect shall perform the duties of and exercise the functions of the President at the request of the President in his/her absence or inability to act or by the action of the Board of Directors. If the office of President becomes vacant, the President-Elect shall serve out the unexpired term of the President.
- 4.5.3 The First Vice-President shall perform such duties as assigned by the President.
- 4.5.4 The Second Vice-President shall perform such duties as assigned by the President.
- 4.5.5 The Secretary-Treasurer shall record the minutes of all meetings, prepare the annual financial plan, and be responsible for the Consortium's correspondence. The officer also shall perform other duties as assigned by the President.

4.6 Any vacancy of an elected officer other than the President which occurs between annual meetings shall be filled by the Executive Committee. The appointment is effective until the close of the next meeting of the Board.

5.0 MEETINGS

- 5.1 The annual meeting of the Consortium shall be held in either January of each year or at a time in close proximity as designated by the Board. The Board also shall designate, when possible, the place of the annual meeting prior to the end of the preceding annual meeting.
- 5.2 The President or Board of Directors may call one additional meeting at a location designated in advance by the Board.
- 5.3. The Secretary-General shall send written notices of the annual meeting or special meeting to members at least two months prior to the meetings. The meeting notice shall state the time and place of such meeting and, for a special meeting, shall specify the business to be transacted.
- 5.4 One Half of the voting members shall constitute a quorum.

6.0 EXECUTIVE COMMITTEE

- 6.1 The President, President-Elect, First Vice-President, Second Vice-President, and the Secretary Treasurer and Directors of the Regional APACPH Offices one of whom will be designated Secretary General, shall constitute the Executive Committee. The President shall serve as the chairperson of the Executive Committee.
- 6.2 The Executive Committee shall have general supervision of the affairs of the Consortium between its business meetings, fix the day and place of those meetings, make recommendations to the Consortium, adopt the Consortium's annual budget, and perform other duties specified in these By-laws. A copy of the adopted budget shall be sent to members of the Consortium before the next annual meeting of the Board. The Executive Committee shall be subject to orders of the Consortium, and none of its acts shall conflict with action taken by Board of Directors.
- 6.3 The Executive Committee shall meet immediately before and/or after the annual meeting for purposes of organisation and the transaction of business. Other meetings of the Executive Committee may be called by the President with approval of the majority of the voting members of the Executive Committee.
- 6.4 A majority of the voting members of the Executive Committee shall constitute a quorum.

7.0 COMMITTEES

- 7.1 Standing committees shall be established with duties as prescribed by these By-laws. These committees shall be under the charge of the Executive Committee. No committee may commit the Consortium to a policy or action without prior approval of the Board or the Executive Committee on behalf of the Board.
- 7.2. Members of committees shall be appointed by the President with the consent of the Board of Directors and announced at the annual meeting.
- 7.3 The chairperson of the committee will be designated by the President.
- 7.4. The standing committees and their duties are as follows:
- 7.4.1 *Nominations Committee* shall prepare a slate of officers for submission to the annual meeting of the Board.
 - 7.4.2 *Finance and Development Committee* shall review and recommend strategies and approaches to develop funding sources for projects and programs of the Consortium.
 - 7.4.3 *Publication Committee* shall review and recommend procedures for improving, developing, and financing publications of the Consortium.
 - 7.4.4 *By-laws Committee* shall develop, review, and recommend changes in the By-laws as the need arises.
 - 7.4.5 *Program and Research Committee* shall develop, review, and recommend new projects and programs to carry out the mission and goals of the Consortium.
 - 7.4.6 *Membership Application Committee* shall review applications for membership, determine their conformity to the policies and guidelines of the Consortium, and forward its recommendation to the Board.
 - 7.4.7 *Standards and Accrediting Committee* shall assess the value of establishing a standards system within the Consortium as a means of improving the quality of academic institutions. The committee shall establish linkages between the Consortium and other public health academic accrediting and standard setting bodies. The membership of the committee shall include faculty from academic units of member institutions of the Consortium.
- 7.5 Ad Hoc Committees, such as an Award Committee and a Subproject Review Committee, shall be established and its members appointed by the President with the consent of the Board.
- 7.6 Each standing and ad hoc committee shall prepare an annual report for submission to the annual meeting of the Board unless the charges of the Executive Committee specify otherwise.
- 7.7 Membership of standing and ad hoc committees, except for the Executive, Nominations and By-laws Committees, may include faculty from academic units of member institutions of the Consortium.

8.0 OFFICES OF THE CONSORTIUM

- 8.1 The Consortium has established a number of offices primarily to enhance and coordinate services regionally.
- 8.1.1 Regional Offices will endeavor to facilitate networking of members within countries as well as addresses needs more specific to local interests and priorities in the region.
- 8.2 Regional Offices will focus on specific programs, projects generated by members or assigned to them.

8.2 At present the following (5) locations will be designated as Regional Offices. The member institutions from countries assigned to the respective regional offices are noted.

- Curtin University, Perth Australia
(Australia, Indonesia, Singapore, Malaysia)
- University of Hawaii, Honolulu USA
(U.S.A., Philippines, Sri Lanka)
- Mahidol University, Bangkok Thailand
(Thailand, Laos, Vietnam, Bangladesh, Nepal)
- University of Tokyo, Tokyo Japan
(Japan, Korea, Taiwan)
- Beijing Medical University, Beijing China
(China, Hong Kong, Mongolia)

8.3.1 As appropriate regional offices may be amalgamated or new ones established by Board Directive.

8.4 Each APACPH regional office will be headed by a Regional Director appointed by the executive Committee and approved by the Board.

8.4.1 Elected offices may serve as regional directors and facilitate APACPH activities in these regions.

8.4.2 Regional Directors will serve initially for a 2-year period and may be reappointed.

8.4.3 Regional directors serve as members of the Executive Committee.

8.5 The Secretary general shall be appointed by the Executive Committee and approved by the Board from one of the regional directors or eligible board members on a non-salaried basis.

8.5.1 The Secretary General shall be responsible for maintaining and managing the APACPH secretariat's institutional and historical records as well as its protocol affairs.

8.5.2 The Secretary General shall serve as the liaison person with international agencies and non governmental organizations to enhance APACPH objectives under the direction of the executive committee.

9.0 PARLIAMENTARY AUTHORITY

9.1 The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Consortium in all cases to which they are applicable and in which they are not inconsistent with these By-laws and any special rules of order the Consortium may adopt.

10.0 AMENDMENT OF BY-LAWS

10.1 These By-laws may be amended at the meeting of the Board provided that the proposed amendment has been recommended by the Executive Committee and approved by three fourths of the members present.

11.0 DISTRIBUTION OF ASSETS UPON DISSOLUTION OF THE CONSORTIUM

11.1 In the event of corporate dissolution of the Consortium, any balance of money or assets remaining after the full payment of corporate obligations of all and any kind shall be distributed to a non-profit organisation in the Asia and Pacific region whose mission is to enhance professorial education for public health in the Asia and Pacific region, or shall be distributed to an exempt purpose(s) within the meaning of section 501 (c) (3) of the US Internal Revenue Code or corresponding section of any future US federal tax code.

These By-laws of the Asia-Pacific Academic Consortium for Public Health were originally adopted by the following members of the Board of Directors at the 8th Formal Meeting of the Board of Directors on June 30, 1987, meeting in Seoul, Republic of Korea.

Dr. Tian-Gen Wang, Dean
School of Public Health
Beijing Medical University

Dr. Edito Garcia, Dean
College of Public Health
University of the Philippines

Dr. Shelton Cabraal, Director
Postgraduate Institute of Medicine
University of Colombo

Dr. Bimala Shrestha
Institute of Medicine
Tribhuvan University

Dr. Fahmi Saifuddin, Dean
Faculty of Public Health
University of Indonesia

Dr. Jong-Kun Kim, Dean
School of Public Health
Seoul National University

Dr. Debhanom Muangman, Dean
Faculty of Public Health
Mahidol University

Dr. Jerrold M. Michael, Dean
School of Public Health
University of Hawaii

Dr Lee Gan-Goh
Department of Community,
Occupational and Family Medicine
National University of Singapore

Dr. John Arokiasamy, Head
Dept. of Preventive and Social Medicine
University of Malaya

1. Amended on December 8, 1988 at the 11th Formal Meeting of the Board of Directors, Asia-Pacific Academic Consortium for Public Health, meeting in Jakarta, Indonesia.
2. Amended on July 9, 1990, at the 14th Formal Meeting of the Board of Directors, Asia-Pacific Academic Consortium for Public Health, meeting in Singapore.
3. Amended on May 23, 1992, at the 18th Formal Meeting of the Board of Directors, Asia-Pacific Academic Consortium for Public Health, meeting in Okinawa, Japan.
4. Amended on December 13, 1992, at the 19th Formal Meeting of the Board of Directors, Asia Pacific Academic Consortium for Public Health, meeting in Perth, Australia.
5. Amended on May 21, 1994, at the 22nd Formal Meeting of the Board of Directors, Asia Pacific Academic Consortium for Public Health, meeting in Beijing, China.
6. Amended on December 17, 1997, at the 29th Formal Meeting of the Board of Directors, Asia Pacific Academic Consortium for Public Health, meeting in Perth, Australia.

Asia Pacific Academic Consortium for Public Health (APACPH)

In January 1984, the Asia Pacific Academic Consortium for Public Health (APACPH) was established, bringing together five schools of public health. The idea had taken shape the previous year at a symposium on public health in Asia and the Pacific, where academic leaders in this field were urged to join forces to enhance the health status of the region. APACPH has five main objectives:

1. to raise the quality of professional education for public health and make it more relevant to current needs, with special emphasis on leadership;
2. to enhance the knowledge, skills and effective methods available to health workers through joint projects;
3. to devote more of the schools' resources to solving health problems through closer links with each other and with ministries of health;
4. to increase opportunities for students through curriculum development and academic sharing;
5. to make child survival a major priority.

To attain these objectives, APACPH tries to ensure that as much attention as possible is given to the involvement of academic health institutions of the region in government policy formulation and decision-making. This places a demand not only on politicians to give due recognition to health needs but also on academics to ensure that what they teach and study is anchored in practical realities.

APACPH, which now comprises 33 academic institutions or units in 16 countries and areas, is an international non governmental academic organisation with a board of directors which meets twice a year. It is supported by membership dues and a variety of grants and payments from governments in Japan and Malaysia as well as inter governmental organisations such as UNICEF, WHO, UNEP, and the China Medical Board of New York. During its formative years, from 1985 to 1992, APACPH received major support from the United States through USAID and the University of Hawaii.

Since its inception, APACPH has carried out a large number of activities which include setting up a data bank on the programs and services of its members, assessing public health problems, designing new curriculum and systems for service delivery, facilitating information and faculty exchanges, and workshops for academic administrators. Conjointly with its semiannual board meeting, APACPH has also organised conferences on issues of regional concern such as the impact of urbanisation on health, aging, child survival, AIDS, occupational health and many other subjects. Since 1987, APACPH has published the *Asia Pacific Journal of Public Health*, a quarterly journal with an editorial office at the National University of Singapore. This periodical is the only English language journal focusing on public health issues of the Asia and the Pacific region and gives special attention in featuring work done by non-English public health academicians and practitioners.

Emphasis on the coming years will be placed on setting common standards for teaching and research, so that members can make more use of each other's programs. A particular concern is on focusing more resources on preventive care rather than curative. This, together with APACPH's other objectives, will be promoted not only through top-level dialogue but also through collaboration within and between the member institutions. APACPH expects not only to be responding to change during the next ten years but also leading the way in making public health more effective in the region.

APACPH maintains the office of the Secretary-General at the Faculty of Public Health, Mahidol University, Bangkok, Thailand, with Regional Program Offices at the School of Public Health, University of Hawaii, Honolulu, Hawaii, and at the Division of Health Services, Curtin University, Perth, Australia.

DATES, SITES, AND HOST INSTITUTIONS OF APACPH MEETINGS

March 2000

N	DATE	SITE	HOST INSTITUTION
1	January 1984	Kauai, Honolulu, USA	University of Hawaii
2	June 1984	Bangkok, Thailand	Mahidol University
3	January 1985	Honolulu, USA	University of Hawaii
4	July 1985	Beijing, China	Beijing Medical University
5	January 1986	Bangkok, Thailand	Mahidol University
6	June 1986	Jakarta, Indonesia	University of Indonesia
7	January 1987	Honolulu, USA	University of Hawaii
8	June 1987	Seoul, Korea	Seoul National University
9	January 1988	Kuala Lumpur, Malaysia	University of Malaya
10	March 1988	Honolulu, USA	University of Hawaii
11	December 1988	Jakarta, Indonesia	University of Indonesia
12	June 1989	Tokyo, Japan	University of Tokyo
13	December 1989	Bangkok, Thailand	Mahidol University
14	July 1990	Singapore	National University of Singapore
15	December 1990	Kathmandu, Nepal	Tribhuvan University
16	May 1991	Honolulu, USA	University of Hawaii
17	December 1991	Hanoi, Vietnam	Hanoi Medical University
18	May 1992	Okinawa, Japan	University of the Ryukyus
19	December 1993	Perth, Australia	Curtin University of Technology
20	May 1993	Seoul, Korea	Seoul National University
21	December 1993	Bangkok, Thailand	Mahidol University Salaya
22	May 1994	Beijing, China	Beijing Medical University
23	December 1994	Bali, Indonesia	University of Indonesia
24	May 1995	Sydney, Australia	Sydney University
25	December 1995	Taipei, Taiwan	National Taiwan University
26	July 1996	Kuala Lumpur, Malaysia	University of Malaya
27	December 1996	Bangkok, Thailand	Sukhothai Thammathirat Open University
28	June 1997	Ulaanbaatar, Mongolia	National Medical University of Mongolia
29	December 1997	Perth, Western Australia	Curtin University of Technology
30	December 1998	New Orleans, USA	Tulane University Medical Center
31	May 1999	Tokyo, Japan	University of Tokyo
32	March 2000	Hong Kong, Hong Kong	Chinese University of Hong Kong