

**BY – LAWS & REGULATIONS
SOUTH ASIAN ASSOCIATION OF PHYSIOLOGISTS
(2012)**

Name of Association : South Asian Association of Physiologists (SAAP)

Area of Operation : The area of operation shall be Sri Lanka and the remaining SAARC countries

Address : SAAP Secretariat, College of Obstetrics & Gynecology, Colombo, Sri Lanka

Article 1

Name and Constitution

Background and Composition

The name of the body shall be the “South Asian Association of Physiologists” (SAAP). It is not-for-profit professional organization committed to the advancement of physiology from basic research to clinical problems, and consists of more than 1200 members. Founded on November 16, 2008 in Islamabad, the Association provides a forum for the leadership and exchange of information to stimulate discussion and collaboration among physiology community of South Asian region, active in all aspects of their profession. SAAP also strives to establish effective communication among physiology community of the region. Additionally, SAAP conducts periodic conferences, symposia and workshops and cooperate with other organizations having similar or related interest.

SAAP is formed with the combined efforts of the academicians, researchers and clinicians from all the South Asian Association of Regional Cooperation (SAARC) countries working in diverse sub-specialties of Physiology. Its constitution shall be the constitution of each Physiology Society of all SAARC countries (where ever exists) that include Afghanistan, Bangladesh, Bhutan, India, Maldives, Nepal, Pakistan and Sri Lanka. Physiological Society from these countries and individual members from countries where no Physiological Society exist will need to apply for membership and formally accepted in the SAAP. Consequently all membership of SAAP member societies will be the member of SAAP but for all benefits and advantages an individual member will be required to apply through their respective societies. The Association shall be a SAARC recognized Body adopting the principles of SAARC Charter.

The Association shall be affiliated with the other continental and regional Physiology Associations that are in the Membership of the International Union of Physiological Sciences (IUPS) and Federation of Asian and Oceania Physiological Societies (FAOPS) and take part in their activities.

Article 4

Membership

- 4.1 The SAAP shall comprise of Physiology Societies or their equivalent bodies of south Asia existing at present who have given their signature and accord to the regulations and by-laws.
- 4.2 Physiology Societies in other countries of the region which may later be created may apply for membership of the SAAP. Such application/s should include a list of Members and regulations and by-laws of the Society and be forwarded to the Secretary General, SAAP. The Executive Council shall consider the application and may give approval for admission that will be subject to approval by the General Council. Usually not more than one Society from each country shall be admitted. However, an equivalent society with a sound membership of more than 200 members ideally with the understanding of the preceding society shall also be eligible to represent physiology community in that country. In such a case SAAP obligations including financial will have to be shared between the two societies and subscription by the two societies has to be paid separately. Every application shall imply agreement with the regulations and by-laws enforce.
- 4.3 Members of the various Physiology Societies which subscribe to the SAAP shall ipso facto be Members of the SAAP.
- 4.4 Physiologists and scientists interested in Physiology from countries where no Physiology Societies exist may apply for Membership of the SAAP as individual members. Admission shall be decided by the Executive Council and ratified by the General Council.

Article 4A

Eligibility

Any person of 18 years age and above, who is qualifies in Physiology or any other discipline related, possessing a sound mind and good moral character can become a member of the Association provided the person agrees to abide by its constitution and rules and regulations and by-laws governing it.

Article 5

Structure of the Association

The administration of the Association shall be entrusted to:

- 5.1 The General Council
- 5.2 The Executive Council
- 5.3 The Advisory Council

5.1 The General Council

The General Council shall have supreme jurisdiction in SAAP and its ultimate approval is a pre-requisite for the implementation of decisions discussed and agreed to have assumed by the Executive Council specially on issues of governance of SAAP.

The General Council shall consist of Office bearers including a student representative (preferably at post-graduate level) of the member Societies. In countries where Physiology Society is not established, one senior physiologist will be co-opted (with no right to vote) until such time that a national Physiology Society is formed in that country.

5.1A Responsibilities and Functions of the General Council

- 5.1. A.1** The General Council shall meet on the occasion of each SAARC conference of Physiological Societies conducted by the association. Secretary General will be responsible to invite agenda items from the member societies two months prior to scheduled meeting. The agenda will be finalized in consultation with the SAAP President and shall be circulated to each Member of the Executive Council and Secretary of member societies at least one month prior to the meeting. Member societies will be responsible to share the proposed agenda among the participating members of their societies into General Council meeting.
- 5.1. A.2** The General Council shall meet also in extraordinary session whenever the Council deems it necessary advisable or at the written demand of one third of the members, providing that three months notice of the meeting is given and that the agenda are circulated at least one month prior to the meeting.
- 5.1. A.3** Where more urgent decisions are required, the President shall be empowered to make necessary decisions provided that he has obtained the written approval of the majority members of the General Council. All such decisions however must be ratified at the next meeting of the General Council.
- 5.1. A.4** Meetings of the General Council shall be presided over by the President or in his/her absence by the senior most Vice-Presidents at the Executive Council.
- 5.1. A.5** The other Members of the Executive Council and the Chairman of the Committees may be invited to attend the General Council.

It shall have the following functions:

- 5.1. B.1** To approve the Regulations/statutes and by-laws and to discuss any proposed modifications/amendments of the Regulations/statutes and by-laws.
- 5.1. B.2** To express itself on the reports of the activity of the General Council and on the accounts of the Association.
- 5.1. B.3** To decide on the location of the next conference or any other event of academic importance.
- 5.1. B.4** To proceed to statutory elections.
- 5.1. B.5** To discuss and take decisions on the agenda items present at a meeting.

- 5.1. B.6** to decide on the dissolution and the liquidation of the Association
- 5.1. B.7** Provided the General Council has been properly called together, the representative delegates from half of the member Societies shall constitute a quorum.
- 5.1. B.8** Except, as otherwise provided in by these by-laws, the votes of the delegates representing a country at any meeting are entitled to one vote. In the event of a deadlock, the President of the SAAP shall have the casting vote.
- 5.1. B.9** Member Societies wishing to host a Conference or any other event of academic importance must make application to the Secretary General at least six months prior to the General Council and should provide supporting information.
- 5.1. B.10** As SAAP will have its Secretariat in Colombo, Sri Lanka, therefore the Joint Secretary and Treasurer will be elected from among the nominations forwarded by Physiological Society of Sri Lanka (PSSL) at the General Council and Students' Representative will be a postgraduate student or post-doc of excellent track record and with a vision to promote research amongst student body in SAARC Physiology community and will be elected by the General Council. The Secretary General will be nominated by the Executive Council from membership of any member society and will be approved by the General Council from amongst its members attending the General Council.

Nominations for two Vice Presidents' positions from among the membership of each member society will be sought to serve at the Executive Council.

Chairperson of the Organizing Committee of the forth coming SAAP Biennial Conference will be expected to obtain approval for seeking nomination as next President of SAAP.

All the nominations are subject to approval by the General Council.

In the subsequent biennial meeting Conference when a new Executive Council will be elected, President elected at the preceding General Council will be invited to serve as a member of Executive Council in the capacity of Immediate past-President so as to maintain continuity of the decisions made by the Council.

(One time exemption will have to be exercised in the event of First Conference of Physiological Societies as there will be no President-elect at this time).

5.3 The Advisory Council

The Advisory Council shall act as an Advisory Body and shall comprise of up to seven members to be decided by the Executive Council in every term.

- 5.3A The members of the Advisory Council shall be nominated by the Executive Council for one term (may be extended to just another term) on the basis of the nominee's experience,

expertise and continuous and regular involvement in the activities of the Association and the said nominations shall have to be duly approved by the General Council.

- 5.3B Members of the Advisory Council may be invited in the meetings of the Executive Council and will have full voting rights and may be asked to serve on SAAP Committees.
- 5.3C The members of the Advisory Council shall advise on any matter related to formulation of principles and/or programs and activities of the Association as and when necessary.
- 5.4 All members of the three Councils shall be Honorary and shall not charge any remuneration.

5.5 Responsibilities and Functions of Office Bearers

5.5.1 President

The President

- A. Will ensure that the regulations/ by-laws are implemented in letter and spirit.
- B. Keep himself/ herself informed of all the activities of the SAAP.
- C. Guide the office bearers and members in discharging their duties towards the Association.
- D. Exercise the right of a casting vote when the house is equally divided in any of the meetings of the General Council or Executive Council or any of committee (s).
- E. Preside over the meeting of the SAAP and its Executive Council.

5.5.2 Vice President (s)

- A. He/she shall assist the President in carrying out his/her duties.
- B. He/she will Chair the meetings in the absence of the President.
- C. If the President is unable to discharge his duties only because of health or any other personal reasons, the Executive Council shall have the power to delegate all or any part of his duties, to one or more of the Vice-Presidents. If the President has to relinquish his post permanently, only because of above stated reasons the President-elect assumes the position of President for the remaining tenure.

5.5.3 Secretary General

- A. The Secretary-General shall be the Chief Executive of the Association and shall act in consultation with the President, and Joint Secretary and under advice of Vice President/s and the Advisory Council members be responsible to the Executive Council.

- B. He shall act as a driving force for initiating new programs/activities and liaise networking and collaboration at international level in all aspects of achieving SAAP goals and objectives.
- C. In consultation with the President, the Secretary-General shall draft the agenda, call the meeting of the SAAP or the Executive Council in accordance with the provisions of the by-laws and be responsible for execution of all resolutions and directives of the Executive Council.
- D. He/she shall attend the meetings of the General Council and also of the Executive Council and keep a correct record of the proceedings of all such meetings.
- E. He/she shall conduct proceedings of the General Council.
- F. He shall conduct all correspondence on behalf of the Association, except on policy matters for which prior approval and instruction of the Executive Council shall be necessary.
- G. He/she shall maintain a regular communication with member Societies (at least once in 3 months) or as and when needed either electronically or through mail.

5.5.4 Treasurer

- A. Treasurer shall be from country hosting the SAAP Secretariat and shall be in close contact with Secretary General and President. For all transactions, Treasurer will be working under the written instructions of the Secretary General and will be the co-signatory with Joint Secretary.
- B. He/she shall verify all bills and vouchers for scrutiny and payment as per rules.
- C. He/she shall be responsible for the general supervision of the office and institutional services, if any, of the SAAP.
- D. He shall prepare the annual fiscal report (from April 01–March 31) of the Association and submit it to the Executive Council for approval.
- E. He shall be In-charge of the finances and maintaining account/balance sheet of the Association.
 - i. The Treasurer and Joint Secretary will operate (SAAP Bank Account) as joint signatory, under the guidance of the President and written and recorded instructions of the Secretary General.
 - ii. Bank Account will be opened in a national/ international bank with transaction facilities world-wide.
 - iii. He/she shall receive and collect donations, subscription dues and other payment on behalf of the Association and will issue proper receipts thereof.

- iv. He/she shall maintain accounts of the Association in proper registers and present accounts to the Executive Council as and when desired by it.
- v. He/she shall prepare the annual budget and place it before the Executive Council for approval prior to its presentation before the General Council.
- vi. He/she shall be entitled to keep in petty cash for day to-day expenditure and the Executive Council shall fix the amount.
- vii. He/she shall be responsible for proper auditing of the account of SAAP by an auditor duly appointed by the Executive Council.

5.5.5 Joint Secretary

- A.** Joint Secretary shall act as Coordination Officer.
- B.** He/she shall be from country hosting the SAAP Secretariat and shall act as responsible for holding Front Office of SAAP and will be responsible for maintaining and running the SAAP Secretariat. S/he will maintain close contact with SAAP Member Societies and SAARC Secretariat and perform activities in close coordination and guidance of Secretary General.
- C.** He/she will assist the Secretary General in carrying out his/her duties or any other responsibility assigned by the Executive Council.

5.5.7 Student's Representative

- i. He/she shall preferably be a post-graduate student and will be responsible for promoting the objectives of the SAAP within student body working in any of the discipline of physiological sciences.
- ii. He/she shall be expected to take lead in identifying/organizing scientific events/seminars/workshops of research and education interest with the guidance and cooperation of constituent Societies and Secretary General, SAAP as per its policies.

5.6 Vacancies in Executive Council

- 5.6. A** A vacancy of an office bearer member in Executive Council occurring before the next election shall be filled by election from amongst the members of the General Council.
- 5.6. B** The authority and competence of the Executive Council shall not be affected and its acts shall not be invalidated merely by reason of the existence of any vacancy in the membership of the Executive Council or its subcommittee.

5.7 Term of Office

The term of office of the Executive Council shall not exceed Two years unless a specific provision is sought by bringing amendment in by-laws.

Article 12

Election

- i. The meeting of the General Council shall be regarded as a General Body Meeting (GBM) and will be the ultimate Electoral College for SAAP.
- ii. Every member of the General Council shall have one vote at its meeting.
- iii. Nominations to replace retiring office bearers of the Association may be put forward by a member and seconded by another member or as per exceptions for the position of Vice Presidents.
- iv. The office-bearers shall be elected for a term of two years i.e. commencement of the Biennial conference of the Association.
- v. Elections for the office-bearers shall be held during the General Council Meeting at the Biennial Conference of the Association.
- vi. Elections shall be carried out either by balloting procedure or by a show of hands to be decided by the office bearers with consultation.
- vii. Voting by a show of hands or by the result of a ballot will be determined by a simple majority. In the event of a tie, the President of General Council i.e. the GBM shall have a casting vote.
 - viii. When voting is to be done by ballot, appropriate ballot papers shall be distributed to all the members of the General Council during the business meeting at which the result shall be decided. Ballot papers shall be enclosed in an envelope and endorsed by the name of the voting members and should be handed over to the Secretary General before counting has commenced.
- ix. To vote in a ballot, a member must write name of the candidate in the space(s) provided on the ballot paper. Members not wishing to cast a vote should not make entry on the ballot paper.
- x. Counting in a ballot will be carried out by the retiring office-bearers of the Executive Council attending a General Council meeting at which balloting takes place. Their decision on the validity of ballot papers, and the number of voted cast shall be final. Proceeding of the election will be conducted by a most senior Vice- President in consultation with the President.

Article 15**Review of SAAP by-laws**

Any amendment in SAAP by laws shall be proposed to the Executive Council at least three months preceding the scheduled meeting of the General Council. Executive Council shall be liable to discuss among itself electronically or in a face to face meeting and a two-third majority shall determine its presentation for approval of the General Council for the proposed amendment.

Article 16**Dissolution and Liquidation**

16.1 The decisions of dissolution of the Association shall be taken only on majority vote of at least three quarters of the delegations present at a properly constituted meeting of the General Council.

16.2 Upon of dissolution, the General Council shall decide on the disposition of the assets of the SAAP and shall elect persons charged with carrying out the liquidation

Past- Executive Councils

(2008-2010)

(2010-2012)

Founding Members