

Asian Federation of Dietetic Associations (AFDA)

CONSTITUTION

(Updated on September 2022)



Founding Member Associations – created in 1991:

- Taipei Dietitians Association - now Chinese Dietetic Society (Taiwan)
- Hong Kong Nutrition Association Ltd.
- Indonesia Nutrition Association – now Indonesian Dietetic Association
- Japan Dietetic Association
- Korean Dietetic Association
- Malaysian Dietitians' Association
- Nutritionist-Dietitians' Association of the Philippines
- Singapore Nutrition and Dietetics Association
- Thai Dietetic Society - now Thai Dietetic Association

Article 1. Name

The organization will be called Asian Federation of Dietetic Associations (AFDA) which hereafter shall be referred to as “the Federation”.

Article 2. Aim

The aim of the Federation is to pursue the advancement of applied nutrition and dietetic practice in order to achieve better nutrition status for the population of Asia.

Article 3. Objectives

3.1 To promote the development of the dietetic profession by keeping members abreast of new knowledge in the area of nutrition and dietetics.

3.2 To establish international collaboration and linkages for dietetic research and educational activities in Asia.

3.3 To promote a network of scientific information exchange in nutrition and dietetics through sharing of expertise and other resources.

3.4 To organize meetings, workshops, conferences and congresses.

3.5 To link with international dietetic, nutrition and health-related organizations.

Article 4. Philosophy

4.1 The Federation respects the autonomy of its member Associations.

4.2 The Federation will not pursue any political, religious, racial or commercial ends.

Article 5. Organization

The Federation shall:

5.1 Be composed of member Associations that shall be referred to as “Members”.

5.2 Have an executive committee, which shall be called the “Executive Council” on which members shall serve for a defined period of time, and shall:

5.2.1 Meet at least once every four years to coincide with the Asian Congress of Dietetics (ACD), or at a time deemed necessary.

5.2.2 Convene a General Assembly of members at least once every four years.

5.2.3 Conduct an election of members of the Executive Council during the General Assembly.

Article 6. Membership

6.1 Membership Category

6.1.1 Regular Member

6.1.1.1 Any Asian national dietetic association that represents its country/area may become a regular member of the Federation. When a national dietetic association is not available, a leading association of dietitians and nutritionists may apply instead. Each country/area shall have one dietetic association as regular member unless approved by the Executive Council.

6.1.1.2 Each regular member shall have one vote.

6.1.2. Affiliate Member

6.1.2.1 Any national dietetic association outside Asia may apply to be an affiliate member of the Federation.

6.1.2.2 Affiliate member does not have voting rights but may have observer status in the General Assembly.

6.2. Application for Membership

6.2.1 Any national dietetic association interested in becoming a member shall submit the following to the Secretary General:

6.2.1.1 A duly completed Application form (Appendix I)

6.2.1.2 A Resolution from the association's Executive Council or Board of Directors attesting to its intention to be a member of AFDA

6.2.1.3 The association's profile and constitution

6.2.1.4 Other documents as may be required by the current AFDA Executive Council

6.2.2 The Executive Council may, from time to time, prescribe, repeal, modify or add requirements in connection with application for admission to or nomination for membership.

6.2.3 The Executive Council has the sole authority to approve any application for membership. The applicant will be notified by the Secretary General regarding the decision on its application.

6.2.4 Upon acceptance, the member association shall be required to pay its first annual membership fee.

6.3 Membership Fee

- 6.3.1 A member shall pay an annual membership fee to the Treasurer of the Federation.
- 6.3.2 The amount of annual membership fee shall be set by the Executive Council and adjusted from time to time through a resolution and subject to the approval by members at a General Assembly.
- 6.3.3 The period of membership shall be from the 1st day of January to the 31st day of December every year. An official invoice will be issued by the Treasurer at the beginning of the year.
- 6.3.4 All annual membership fees shall be paid by the 31st day of March of that year.
- 6.3.5 Failure to make payments
 - 6.3.5.1 Late payment made after the 31st day of March of the current year is subject to an administrative fee of US \$10.00.
 - 6.3.5.2 Failure to remit the membership due for two consecutive years shall be grounds for forfeiting the membership status.
 - 6.3.5.3 A member who has its membership forfeited may apply for reinstatement subject to the approval of the Executive Council.
 - 6.3.5.4 Upon reinstatement, fees in arrears for the years that were missed plus the current annual membership fee are payable.

6.4 Resignation

- 6.4.1 A member may resign by filing a written notice to the Federation.
- 6.4.2 A resigned member will still be required to pay the membership fee for the current year the resignation is submitted.
- 6.4.3 A member in good standing that has resigned may re-apply for reinstatement upon payment of the corresponding re-application fee subject to the approval of the Executive Council.

6.5 Founding Members

- 6.5.1 In recognition of Founding Members' contribution to The Asian Federation of Dietetic Associations, it is agreed that the membership of Founding Members is permanent and cannot be cancelled in any circumstance unless the particular Founding Member applies to cancel its membership out of its own volition.

Article 7. Executive Council

7.1 Formation of the Executive Council

- 7.1.1. The management of the affairs of the Federation shall be vested in the Executive Council.
- 7.1.2. The term of office of each Council member is four years.
- 7.1.3 The Executive Council shall consist of the Honorary President, Ex-officio, the President, the Vice President, the Secretary General, the Treasurer, plus three more Council members. The number of officers of the Executive Council shall be seven plus one ex-officio (outgoing president) and Honorary President. It is mandatory that each member association shall appoint two delegates to represent their national association to serve the office.
- 7.1.4 The Honorary President, the President, the Vice President, and one Council Member are designated positions as described hereafter in Articles 7.2.1, 7.2.2, 7.2.3, 7.2.6.1. Other members of the Executive Council shall be elected by the General Assembly which shall be convened for this purpose. The elected Executive Council members shall hold office until the conclusion of the next General Assembly.
- 7.1.5 All regular members of the Federation are eligible to be elected to the Executive Council.
- 7.1.6 All outgoing members of the Executive Council shall be eligible for re-election. Nevertheless, no member of the Council shall hold the same office for more than two consecutive terms.
- 7.1.7 A casual vacancy occurring in the Executive Council in the instance when the member association indicates desire to withdraw from office may be filled by any regular member and shall be appointed by the Executive Council. Any member so appointed will hold office until the following General Assembly, and shall be eligible for election.
- 7.1.8 In the situation that a Council Member is deemed not representing his/her national association and therefore no longer holds his/her office with the Federation, the member association shall appoint a replacement, and shall officially advise the Executive Council in writing.

7.2 Officers of the Executive Council

7.2.1 Honorary President

The Honorary President is the founder of Asian Federation of Dietetic Associations with a permanent appointment.

7.2.1.1 The executive council shall have the authority to appoint an Honorary President.

7.2.1.2 The Honorary President shall not have a voting right.

7.2.2 President

The member hosting the current Asian Congress of Dietetics (ACD) shall designate an official representative who shall serve as the President of the Federation, and the Chairperson of the Executive Council for the next term of office.

7.2.2.1 The President shall preside in the General Assembly, Executive Council and all meetings of the Federation.

7.2.2.2 The President shall make such appointments as may be prescribed in the By-laws, and shall ensure that all orders and resolutions of the Federation are carried out.

7.2.2.3 Should the member holding the presidential position ceased to be a member of the Federation for any reason, or be unable to continue in their duty, the member holding the vice president position shall assume the position.

7.2.2.3.1 In case of a tie, the president will cast a second vote to break the tie.

7.2.3 Vice-President

7.2.3.1 The member hosting the upcoming ACD shall designate an official representative who shall then serve as the Vice President of the Federation. The Vice President shall assist the President and assume his/her duties in the latter's absence.

7.2.3.2 The Vice President shall be responsible for organizing the upcoming ACD.

7.2.3.3 The Vice President shall automatically become the President of the Federation after the upcoming General Assembly.

7.2.3.4 In situation when the Vice President has assumed the role of the President, the Vice President position will be filled by the Council Member hosting the subsequent ACD. If this creates a casual vacancy,

it will be filled as stated in Clause 7.1.8.

7.2.4 Secretary General

7.2.4.1 Shall be elected from among the members of the Executive Council.

7.2.4.2 Shall have custody of the Federation By-laws and Rules.

7.2.4.3 Shall keep an accurate record of all proceedings of the General Assembly and Executive Council meetings and of all correspondence of the Federation.

7.2.4.4 In coordination with the President, shall prepare the agenda of all meetings.

7.2.4.5 Shall be responsible for keeping a current membership directory.

7.2.4.6 Shall receive all applications for membership to the Federation for approval.

7.2.5 Treasurer

7.2.5.1 Shall be elected from among the members of the Executive Council.

7.2.5.2 Shall be responsible for receiving all monies payable to The Federation. He/she shall have custody and make a full account of the receipts and disbursements of The Federation.

7.2.5.3 All monies or funds received by the Federation shall be kept in an appointed bank(s) or financial institution(s) decided upon by the Council.

7.2.5.4 The Treasurer (and the Secretary General) may be authorized to hold petty cash, the amount of which shall be determined by the Council.

7.2.5.5 Shall present a financial report during the General Assembly.

7.2.5.6 Failure to account for all transactions monies or funds received by the Treasurer shall be sufficient grounds for termination of appointment.

7.2.6. Council Members

7.2.6.1 The member association successful in bidding for the subsequent ACD shall designate an official representative to serve as a Council Member. Two more Council Members shall be elected by the General Assembly.

7.2.7. Ex-officio Member

7.2.7.1 The outgoing president shall serve as the ex-officio member of the new council.

7.2.7.2 The ex-officio member shall not have voting right.

Article 8. Proceedings of the Executive Council

8.1 Regular Council Meetings

8.1.1 The Executive Council shall, at least once every four years and given a minimum of fourteen days' notice, conduct a Council Meeting to discuss official business and other concerns of the Federation.

8.1.2 The meeting to be convened by the incoming President, following the General Assembly, shall be known as the first Council Meeting.

8.1.3 The President shall preside at all meetings of the Executive Council. If neither the President nor the Vice President is present, the members of the Council in attendance shall choose from among them a chairperson who shall preside over the meeting.

8.1.4 A quorum of five (5) members of the Executive Council shall be necessary for the transaction of business.

8.1.5 The Executive Council shall decide on matters requiring its approval by a majority vote through a show of hands or by secret ballot.

8.1.6 The Executive Council may, as it deems fit, transact any of its businesses by referendum and a resolution signed by all members shall be considered valid and binding.

8.1.7 The Executive Council shall decide on Constitution amendment and/or new member applications requiring three-fourths ($\frac{3}{4}$) vote for approval through a show of hands or by secret ballot of those presented at the Executive Council Meeting.

8.2 Extraordinary Meetings

8.2.1 The President, or any two members of the Executive Council, may request the Secretary General in writing that an extraordinary Meeting of the Executive Council be convened, stating the objectives or purposes for which such meeting is to be convened.

8.3 Formation of Sub-committee(s)

8.3.1 The Executive Council, may as deemed necessary, create Sub-committee(s) to perform specific functions. The Council may delegate to such Sub-committee(s) any of its authority and duties. However, this delegation does not preclude the Executive Council from exercising or resuming any of the delegated authority and duties at any time.

8.3.2 Any Sub-committee so created shall, in the exercise of the delegated authority, conform to any regulation that may be imposed on it by the Executive Council.

8.3.3 All decisions or actions made in any meeting by the Executive Council or by its duly constituted Sub-committee, notwithstanding any possible but unintended oversight in the appointment of any member of the Executive Council or Sub-committee, shall be considered valid and binding.

Article 9. Powers of the Executive Council

9.1 The business of the Federation shall be managed by the Executive Council, which may exercise all such powers bestowed on it by the Federation. The Council shall perform all functions on behalf of the Federation, provided these are not required to be exercised or performed in a General Assembly as indicated in its statutes or Constitution.

9.2 Policy and procedure passed in an Executive Council Meeting shall be conformed with during the interim period until a General Assembly is convened, which may then validate all such prior acts of the Executive Council.

9.3 Without prejudice to the general powers conferred on it by the Federation, the Executive Council shall have the authority:

9.3.1 To pay the costs, charges and expenses associated with the establishment and running of the Federation.

9.3.2 Define and vary the duties and powers of the officers.

Article 10. General Assembly

10.1 A General Assembly shall be held during the Asian Congress of Dietetics (ACD) on a date and time set by the Executive Council and given a minimum of fourteen days' notice to discuss issues concerning of the Federation. Each member of the association is entitled to send one voting representative and one other person to attend the General Assembly.

10.2 Quorum – Over fifty per cent (>50%) of regular members represented in the General Assembly shall constitute a quorum.

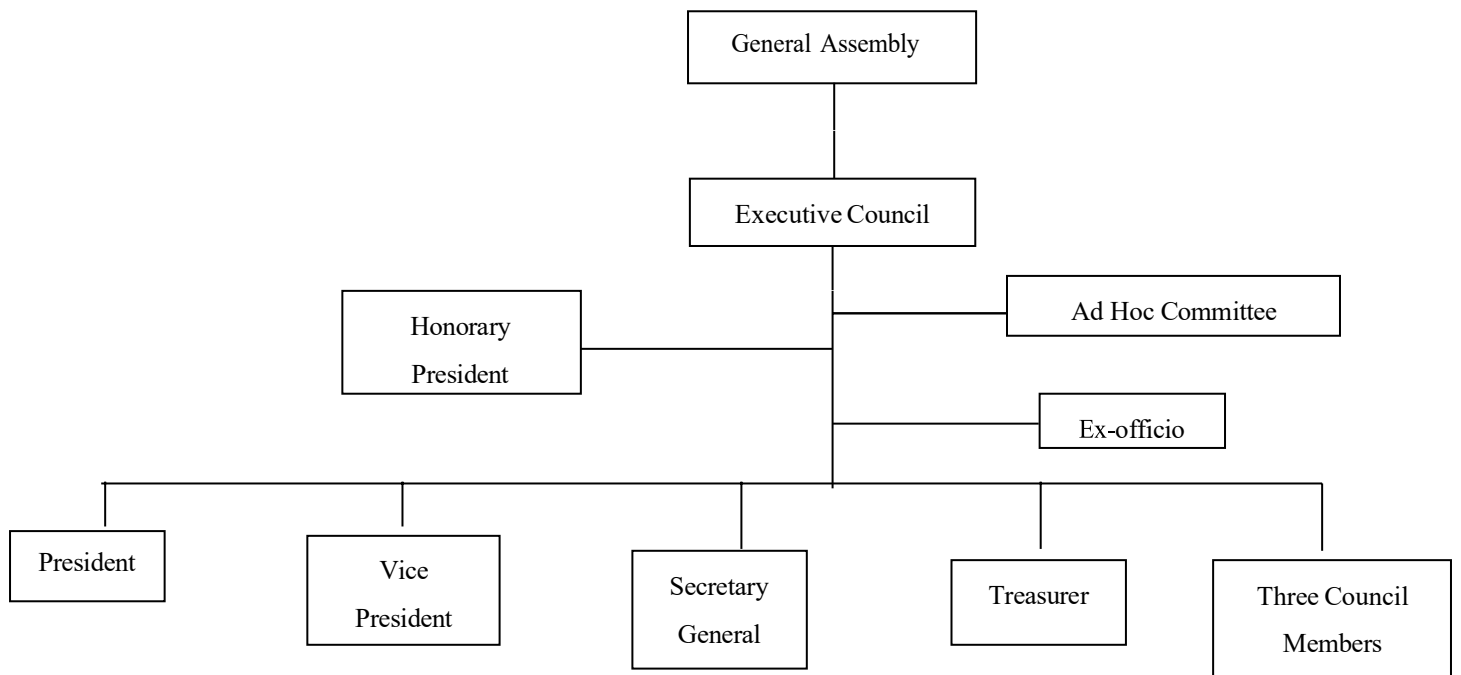
10.3 The General Assembly shall decide on matters requiring its approval by a majority vote through open or secret ballot on-site or online.

10.4 The General Assembly shall decide on Constitution amendment approval by three-fourths ($\frac{3}{4}$) vote through a show of hands or by secret ballot.

Article 11 Decision on Congress Location

- 11.1 Any member association may host the Asian Congress of Dietetics (ACD), which is held every four years at a place and date determined by the General Assembly.
- 11.2 Four months prior to the General Assembly scheduled for the upcoming ACD, a member association may submit to the Executive Council, through the Secretary General, a formal offer to host the subsequent ACD that will be held eight years following the General Assembly where this will be decided upon.
- 11.3 Voting for the next host of the ACD will be conducted during a General Assembly.
- 11.4 All member associations bidding for ACD shall leave the voting room due to “conflict of interest”.

AFDA Organization Chart





Appendix I

Asian Federation of Dietetic Associations (AFDA) Membership Application Form

Applications must be accompanied with endorsement document of the applicant association's Executive Committee.

Name of Association: _____

Mailing Address of the Association*: _____

Website of the Association: _____

Name of Representative: _____

Position held in the Association: _____

Mailing Address of the Association*: _____

Contact Phone /Fax: _____ Tel: _____ Fax: _____

Email Address: _____

Application Date: _____

*Please include postcode

Details about the Association

Date/Year of registration at a particular country _____

Number of members according to membership categories on _____ Month _____ Year _____

Regular _____ Affiliate _____ Student _____ Corporate _____

For official Use

Received Date: _____

Approved/Not Approved _____ Date: _____

Executive Council:

AFDA Title Signature Print Your Name Date

President _____ _____ _____

Secretary General _____ _____ _____

_____ _____ _____ _____

_____ _____ _____ _____

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