

**CONSTITUTION AND BY-LAWS
OF
THE LEAGUE OF ASEAN DERMATOLOGICAL SOCIETIES**

ARTICLE I - NAME OF ORGANIZATION

Section 1: The organization shall be known as the LEAGUE OF ASEAN DERMATOLOGICAL SOCIETIES and shall be referred to as 'LADS'.

Section 2: The conference/convention of the LADS shall be called 'Regional Conference of Dermatology (RCD) (Asian-Australasian).

ARTICLE II - OFFICE / SECRETARIAT

Section 1: The Office shall have a set of two (2) staff employees who shall form the Secretariat. They shall be designated by the President, and their salaries shall come from the LADS. If the LADS President and the Secretary-General come from the same country, their Secretariat shall be the same. However, if the President and the Secretary-General are from different countries, one staff shall be under the President while the other one shall be under the Secretary-General.

Section 2: The LADS Office/Secretariat shall be located where the President or Secretary-General resides.

ARTICLE III - MISSION/VISION

Section 1: The LADS is a non stock, non profit organization of the National Dermatological Societies in the Southeast Asian Region, devoted to training, service and research in Dermatology, as well as establishing linkages and collaborations and fostering camaraderie with each member society.

ARTICLE IV - OBJECTIVES OF THE ORGANIZATION

Section 1: The objectives of the organization are as follows:

- 1.1. To provide a venue for exchange of ideas, best clinical practices, innovations and updates among member countries
- 1.2. To conduct researches locally and internationally, with topics relevant to each country
- 1.3. To promote international recognition of the specialty/organization in other parts of the world
- 1.4. To establish linkages with other countries to promote the sharing of teaching and research facilities, opening venues for exchange trainees (residents/fellows), exchange faculty or dermatological practitioners
- 1.5. To establish scholarships, fellowship grants, and awards to deserving members, faculty, practitioners and trainees
- 1.6. To foster camaraderie among society members and colleagues
- 1.7. To promote excellence in dermatological training/practices among member countries

ARTICLE V - MEMBER SOCIETIES

Section 1: The member countries of the LADS shall come from the countries of the Association of the

Southeast Asian Nations (ASEAN). These shall include Indonesia, Malaysia, Philippines, Singapore, Thailand and Vietnam (currently LADS members) and Brunei Darussalam, Cambodia, Lao PDR and Myanmar (currently non-LADS members). Any other country that shall become a member of the ASEAN shall be included.

ARTICLE VI – MEMBERSHIP

Section 1: Types of Members

- 1.1. The membership of LADS shall consist of **Member Societies, Affiliate Member Societies and Honorary Member Societies.**
- 1.2. The **Member Societies** shall consist of the duly recognized National Dermatological Societies within the Southeast Asian Region whose application to become a Member Society of LADS has been accepted by a majority vote of the members of the LADS Council.
- 1.3. The **Affiliate Member Societies** shall consist of all the international societies of dermatology or societies within the field of dermatology whose application to become an Affiliate Member Society of the LADS has been accepted by a majority vote of the members the LADS Council.
- 1.4. The **Honorary Member Societies** shall consist of the duly recognized national dermatological societies outside of the Southeast Asian Region whose membership is upon the invitation of the LADS Council with the approval of two-third vote of the members of the LADS Council.
- 1.5. The Member Societies and the Affiliate Member Societies shall each have at least fifteen (15) members in good standing in their respective Societies.

Section 2: Rights of the Member Societies

- 2.1. Opportunity to host the Regional Conference of Dermatology (RCD) (Asian-Australasian) as scheduled by the LADS Council.
- 2.2. Benefit of the discounted rate for its members who shall attend the RCD
- 2.3. Privilege to send delegates to the LADS Council and special meetings, who shall have voting rights on issues and concerns discussed during these meetings, as well as the advantage of having a member hold the position of Officer of the LADS Council
- 2.4. Access to research, library or laboratory facilities needed for improvement and development through mutual cooperation of the members of the LADS Member Societies
- 2.5. Mentorship or further training within the Region for the members in good standing of the Member Societies
- 2.6. Access to the LADS newsletter, website and journal.

Section 3. Rights of the Affiliate Members Societies and Honorary Member Societies

- 3.1. Privilege to send a delegate to the LADS Council and special meetings who shall be an observer but without voting rights on issues and concerns discussed during these meetings
- 3.2. Benefit of the discounted rate for its members who shall attend the RCD
- 3.3. Access to research, library or laboratory facilities needed for improvement and development through mutual cooperation of the members of the LADS Member Societies
- 3.4. Access to the LADS newsletter, website and journal.

Section 4. Duties of the Member Societies

- 4.1 The Member Societies shall:
 - 4.1.1. maintain at least fifteen (15) members in good standing in their respective National Dermatological Societies
 - 4.1.2. host the RCD as scheduled by the LADS Council
 - 4.1.3. pay the annual membership fee as determined by the majority of the LADS Council members

- 4.1.4. support access to their research, library and laboratory facilities by the members of other LADS Member Societies as needed
- 4.1.5. cooperate in the LADS mentorship training program
- 4.1.6. submit articles and research papers for the LADS newsletter, website and journals.
- 4.1.7. support other projects initiated by the LADS

Section 5. Duties of the Affiliate Member Societies

- 5.1. The Affiliate Member Societies shall:
 - 5.1.1. maintain at least fifteen (15) members in good standing in their respective Societies
 - 5.1.2. pay the annual membership fee as determined by the majority of the LADS Council

Section 6. Duties of the Honorary Member Societies

- 6.1. The Honorary Member Societies shall support projects initiated by LADS

Section 7: Application for Membership

- 7.1. Application for membership shall be sent in writing to the LADS President at least ninety (90) days prior to the Council Meeting.
- 7.2. The application for membership shall be approved by a majority vote of the LADS Council members after a thorough review and evaluation.
- 7.3. Once approved, the Member Society shall be inducted during the RCD that is scheduled immediately following the approval of the application.

Section 8: Termination of Membership

- 8.1. Membership shall be terminated if the Member Society, Affiliate Member Society or Honorary Member Society:
 - 8.1.1. ceases to exist
 - 8.1.2. resigns by written notice to LADS
 - 8.1.3. has fewer than fifteen (15) members
 - 8.1.4. does not pay annual membership fees for two (2) consecutive years
 - 8.1.5. is removed from membership by a resolution of the two-thirds vote of the members of LADS Council I because it is in the best interest of LADS that its membership is terminated
- 8.2. A resolution to remove a Society from membership may only be passed if the Society has been:
 - 8.2.1. given at least thirty (30) days' notice in writing of the meeting of the LADS Council at which the resolution shall be proposed and the reasons why it is proposed
 - 8.2.2. allowed to make representations to the meeting

Section 9: Membership Fee

- 9.1. A membership fee as determined by the majority of the LADS Council members shall be collected per calendar year for Member Societies and Affiliate Member Societies.
- 9.2. The Honorary Member Societies shall be exempted from payment of the membership fee.

ARTICLE VII - LADS COUNCIL

Section 1: Functions

- 1.1. To serve as the governing and policy making body of the LADS.
- 1.2. To be responsible for directing the course of the LADS according to its mission/vision
- 1.3. To carry out the objectives of the LADS

Section 2: Composition

2.1 LADS Council

The LADS Council shall consist of two representatives from each of the Member Societies, plus the Immediate Past President of the LADS as a voting member. The two representatives from each of the Member Societies shall be the incumbent President and the incumbent Secretary of the National Dermatological Societies who shall be entitled to one vote each.

2.2 LADS Council Officers

The LADS Council members shall be the President, the Vice-President, the Secretary-General and the Treasurer who shall comprise the LADS Council Officers.

Section 3: Term of Office

The LADS Council and its Officers shall serve for a term of two (2) years and shall be eligible to be elected for a further term of two years.

Section 4: Election of LADS Council Officers

- 4.1. The Council members shall elect from among themselves, the President, Vice-President, The Secretary-General and the Treasurer.
- 4.2. Nominations and the curriculum vitae (CV) of the nominees shall be submitted to the incumbent President and the Secretary-General. These shall be distributed to the Council members, thirty (30) days prior to the LADS meeting.
- 4.3. The election shall take place during the LADS meeting to be held during the RCD. If the RCD is cancelled due to unforeseen circumstances, a special meeting may be held for the election.
- 4.4. For the first election of officers, the CV of the nominees from among the representatives (incumbent President and Secretary of the Member Societies) shall be submitted to the incumbent Secretary-General who, in turn, shall distribute them to the rest of the representatives. The representatives shall elect separately by secret ballot, the President, the Vice-President, the Secretary-General and the Treasurer during the LADS Council Meeting. The incumbent RCD Chairperson and the Secretary, together with the LADS Secretary-General, shall constitute the Committee on Elections (COMELEC) for the first election of officers.
- 4.5. Any candidate wishing to stand for re-election shall not be in the COMELEC.
- 4.6. For the future elections, the same process shall be followed except for the COMELEC, which shall be composed of the outgoing LADS Council Officers. The COMELEC shall supervise the conduct of the election.
- 4.7. Elections shall be by secret ballot and results shall be tallied and announced immediately as these officers shall assume office immediately too. The elected Officers, together with the Council members, shall be inducted into office during the RCD.

Section 5: Function of the LADS Council Officers

- 5.1 The President shall:
 - 5.1.1. serve as the Chief Executive of the LADS
 - 5.1.2. preside at all meetings of the LADS Council
- 5.2. The Vice-President shall:
 - 5.2.1. assist the President in the discharge of his/her duties
 - 5.2.2. preside at meetings if the president is not available

5.2.3. succeed the President in the event of his/her resignation, removal or death

5.3 The Secretary-General shall:

- 5.3.1. be in charge of the minutes of all the meetings and proceedings of the LADS
- 5.3.2. take care of informing the member societies of the activities of the LADS through circulars, notices or advisories
- 5.3.3. be the custodian of all records, papers and property belonging to the LADS
- 5.3.4. oversee the LADS secretariat
- 5.3.5. submit an annual report of LADS activities to the Council and to the Member Societies
- 5.3.6. keep a record of all LADS member societies and their individual memberships
- 5.3.7. call for meetings as directed by the President

5.4. The Treasurer shall:

- 5.4.1. take care of all monetary receipts and disbursements pertaining to the activities of the LADS with the approval of the Council
- 5.4.2. keep a record of all these transactions
- 5.4.3. submit a detailed financial report annually to the Council and Member Societies
- 5.4.4. submit detailed financial report for an external audit

Section 6: Meetings

- 6.1. The LADS shall hold the Council Meeting during the Regional Conference of Dermatology (RCD) (Asian-Australasian).
 - 6.1. 1. The Overall Chair of the RCD coming from the host Society for that year shall be responsible for the logistics of the meeting and shall inform the LADS Council President of the final venue, date and time of the Council Meeting.
 - 6.1. 2. The President of the LADS Council shall call and preside during the meeting.
 - 6.1. 3. The incumbent President and the Secretary of the Member Societies or their duly designated Society delegate/s shall represent the Member Society during the Council Meetings.
 - 6.1.4. The official delegates are the only ones who shall have voting rights on matters discussed during the meetings.
 - 6.1.5. The Affiliate Member Societies and Honorary Member Societies shall each be allowed to send one delegate to the meetings but without voting rights.
- 6.2. All other meetings held outside the Council meeting shall be considered special meetings.
- 6.3. The minimum period of notice required to hold meetings is thirty (30) calendar days, except for emergency or special meetings.
- 6.4. The notice shall specify the date, time, venue and agenda of the meeting.
- 6.5. The notice shall be sent to the President of all the Member Societies, the Affiliate and the Honorary Member Societies; LADS Council Officers and Members; and the Immediate Past President of the LADS, who are required to reply within two weeks from receiving such notice.
- 6.6. The names and positions of the delegates shall be submitted to the LADS Secretariat at least two weeks prior to the meeting. Admittance credentials shall be sent to each delegate prior to the meetings and should be presented at the venue entrance on the day of the meeting. This provision applies to the Council meetings and the special meetings.
- 6.7. The Member Societies may be allowed to send observers without voting rights to attend the meetings provided their attendance is approved by the LADS President prior to the

- meeting.
- 6.8. Each Member Society shall be allowed two votes.
 - 6.9. The Immediate Past President of the LADS shall also have a vote.
 - 6.10. Voting during the meeting shall be by show of hands or secret ballot as decided upon by the Presiding Officer. If done by secret ballot, the votes shall be counted in the presence of the Council Officers and Members. A vote by the majority of the delegates with voting rights is needed for approval of matter/s to be decided upon.
 - 6.11. The declaration of the result of the voting by the Presiding Officer during the meetings shall be conclusive.
 - 6.12. The result of the vote shall be recorded in the minutes of the LADS meetings.
 - 6.13. Fifty percent (50%) plus one person of the composition shall form the quorum for the meetings.

ARTICLE VIII - REGIONAL CONFERENCE OF DERMATOLOGY

Section 1: The official conference of the LADS is the Regional Conference of Dermatology (RCD) (Asian-Australasian) to be held every two (2) years with the Member Societies rotating as conference host.

- 1.1. Responsibilities of the RCD to LADS:
 - 1.1.1. Invite the members in good standing of the Member Societies as RCD speakers
 - 1.1.2. Donate a certain percentage of the RCD profits to LADS for scholarship in the form of free registration to the RCD or prize for the research paper/poster presentation. This donation may also be used to defray the expenses of the Secretariat when necessary as determined by the majority of the LADS Council members.

ARTICLE IX - OFFICIAL LADS LOGO

The seal of the Society shall be in such form and design as may be determined by the LADS Council.

ARTICLE X – AMENDMENTS

Section 1: This constitution and by-laws shall be amended by an affirmative vote of at least two-thirds

of the members of the LADS Council at any regular or special meeting.

Section 2: Advanced notice of the proposed amendments shall be received by the LADS Council members at least one (1) month prior to the actual voting.