

**FEDERATION OF ASIAN PHARMACEUTICAL ASSOCIATIONS STATUTES**  
OFFICIAL REVISION APPROVED BY THE FAPA COUNCIL ON  
23 OCTOBER 2018  
DURING THE CLOSED COUNCIL MEETING OF THE 27<sup>th</sup> FAPA CONGRESS  
HELD AT THE PHILIPPINE INTERNATIONAL CONVENTION CENTER,  
MANILA, PHILIPPINES

**I. NAME AND HEADQUARTERS**

Article 1.

This organization shall be known as The Federation of Asian Pharmaceutical Associations. It shall also be known as FAPA. Its headquarters shall be in Manila, Philippines.

**II. VISION AND MISSION**

Article 2a. Vision.

FAPA shall be the leading international pharmacy organization, guiding Asian pharmacists and pharmacy organizations to achieve professional excellence, and contribute towards making medicines safe, effective, accessible and affordable, thus, ensuring optimum health outcomes.

Article 2b. Mission

1. Establish partnerships with World Health Organization (WHO), International Pharmaceutical Federation (FIP), and other allied healthcare organizations in cooperation with governments and other agencies;
2. Promote close communication among member countries, and keep members updated on the latest trends in the scientific fields;
3. Promote advancement in pharmacy education;
4. Encourage further development of pharmaceutical sciences,
5. Promote harmonization of pharmacy legislation within member countries to meet the challenges of pharmacy practice;
6. Work with member countries to organize professional and scientific meetings;
7. Promote the adoption of good pharmacy practices;
8. Encourage the publication of pharmacy journals;
9. Promote Information Technology in pharmacy;
10. Encourage networking in pharmacy.

**III. OBJECTIVES**

Article 3.

The objectives of this Federation shall be to develop and advance pharmaceutical professionalism in Asia by upholding and safeguarding the rights of pharmacists, promoting cooperation between national, regional and Asian societies or associations which aim at the advancement of the individual pharmacists as professionals, to

improve healthcare system in member countries, and to enable pharmaceutical professionals in Asia to contribute to the development of pharmaceutical professionalism internationally .

#### Article 4.

It pursues these objectives notably by:

1. establishing linkages with other allied health organizations;
2. collating and disseminating information which deals with the practice of pharmacy to member associations, in cooperation with government and non-government organizations;
3. involving in issues and concerns related to pharmacy education and pharmacy practice;
4. encouraging the further development of pharmaceutical sciences research and their practical applications;
5. sharing information on pharmaceutical legislations among member associations;
6. organizing professional and scientific meetings to enhance pharmaceutical science and pharmacy practice;
7. combating the proliferation of counterfeit drugs and the illegal practice of pharmacy;
8. publishing articles of interest to pharmacy;

### **IV. MEMBERS**

#### Article 5. Types of Membership

1. Member Associations- are national pharmacy associations that are legally constituted in their respective countries. They are represented in the Council by the president of the association with voting rights.
2. Associate members- are national pharmacy associations by specialty that are legally constituted in their respective countries. They are represented by their respective presidents in the Council but with no voting right.

#### Article 6. Admission for Membership.

A Pharmacy association legally constituted in their respective countries must submit a letter of intent to become a member of FAPA, the application form for membership and all other requirements for submission, must be addressed to the Bureau or through the FAPA President.

Accomplished application form and documents shall be reviewed and evaluated by the Bureau.

Any application for membership which might undermine existing policies of the Federation and the members' entitlements under the by-laws, in any way, shall not be approved by the Bureau.

The Bureau shall endorse the application of the association to the Council for approval of at least 2/3 of the body

Article 7. Membership Fees-

The membership fees of the ordinary and associate members shall be determined by the Bureau and approved by the Council.

Article 8. Loss of membership.

The Council may remove the Federation members who have not fulfilled their responsibilities and their financial and other obligations or who have shown unworthiness of being a member. In the latter case, their removal must be approved by 2/3 vote of the Council.

**V. ORGANS**

Article 9. The Organs of the Federation shall be composed of:

1. The Council
2. The Bureau
3. The Secretariat

THE COUNCIL

Article 10. Composition.

The Council is composed of the following with voting rights:

1. The President of each Member Association of the Federation, or his duly designated representative;
2. Chairperson of each Section of the Federation;
3. The Bureau of the Federation;
4. The President of the FAPA-CP Council
5. The Chairperson and Secretary-General of the Organizing Committee of the current congress;

#### Article 11. Roles of the Council.

The Council, which is supreme, has in particular the following duties:

1. approve reports of work done by the Bureau;
2. discuss the financial report and approves the budget for the ensuing two years;
3. elect the President-elect and the 5 Vice Presidents of the Bureau, and the chairpersons of the FAPA sections.
4. admit member associations and individual members;
5. approve the creation/dissolution of Sections and Special Committees of the Federation;
6. evaluate and approve the Statutes recommended by the Bureau, which requires the support of two-thirds of those voting.
7. approve rules of the Federation and decisions made by the Bureau, the sections and committees;
8. decide upon the dissolution of the Federation in conformity with the provisions of Article 36.
9. endorse the President elect to the President position
10. provide policy directions of the Federation

#### Article 12. Schedule of meetings.

The Council meets every year during the FAPA Congress. The President, upon the recommendation of the Bureau, may request the Council to meet whenever circumstances urgently require or to postpone or cancel the holding of the FAPA Congress.

The Council determines the place where the congress is to be held. Proposals on this concern should be sent to the Bureau. Voting and exchange of views may take place through registered letter, Fax-letter or E-mail in order to avoid calling of a meeting.

#### Article 13. Council Meeting Protocols.

The Secretary-General sends the agenda of a Council meeting and all relative reports to member associations of the Federation at least ten weeks prior to the FAPA Congress.

The Bureau may include in the agenda of a Council meeting, proposals received within the period of six weeks, if it is considered urgent. Nevertheless, the Council can also decide to defer the discussion to another meeting of the Council or of the Bureau.

Member associations may request discussion of proposals included in the agenda. The Council decides whether or not there is need of immediate action.

A report of the proceedings of the Council meeting is prepared and sent to every member associations of the Federation within 2 months.

In Council meetings, decisions are taken by a simple majority of votes of those who are present and with voting rights.

## THE BUREAU

### Article 14 Compositions.

The Bureau is composed of the following:

1. President
2. President-Elect
3. Vice Presidents
4. Immediate Past President
5. Secretary-General.

### Article 15. Role of the Bureau: The Bureau

1. plans and implements programs and activities that will lead to the attainment of FAPA objectives.
2. implements the standing orders of the Council.
3. directs the business of the Federation in accordance with the undertakings of the Council.
4. makes decisions which it considers appropriate, either upon the authority of the Council or when it deems that the matter at hand is urgent. Such decision must be reported in the next Council meeting.
5. has the duty of carrying out all decisions taken by the Council
6. manages the finances of the Federation.
7. prepares its own standing orders.
8. prepares the rules and regulations or policies necessary in its operations

## THE PRESIDENT

### Article 16. The President of the Bureau shall have a four-year term with no re-election.

The President of the Federation is ex-officio President of all the organs, Committees, sections and commissions of the Federation.

He/She presides the meeting of the Bureau and the Council.

He/She may schedule for a meeting with the Bureau when he/she deems it necessary.

The president with the assistance of Bureau shall submit an annual plan.

## THE PRESIDENT – ELECT

### Article 17. President –Elect shall have a four-year term.

He/She will automatically become President after 4 years or if the current president cannot perform the assigned functions for the unexpired term. In the latter case the Bureau selects one of the Vice Presidents to take the President elect's position for the unexpired term. There will be no replacement for that vice-president.

President-elect, in the absence of the President shall preside over the meetings of the Bureau and the Council.

## THE VICE-PRESIDENTS

### Article 18.

The 5 Vice-Presidents shall have a four years terms and may be re-elected once. No Vice-President may serve more than 8 years.

## IMMEDIATE PAST PRESIDENT

### Article 19.

Immediate Past President has the right to attend the Bureau and Council Meetings.

## THE SECRETARIAT

### Article 20. The Secretariat is composed of a Secretary-General and his/her assistants.

The President from among the members of the association members appoints the Secretary-General. He/ She has the right to attend all meetings of Organs of the Federation with no voting right.

The Secretary-General shall maintain, under the supervision and according to the instructions of the Bureau and of the President, the relations of the Federation with its members and with third parties.

The Secretary-General has the particular duty in consultation with the President, of administering the finances, keeping the records preparing agenda and minutes of the meeting, sending notices of meetings to members, and carrying out the decisions of the Organs of the Federation.

The Secretary-General is also required to keep available the list of members of the Federation, congress delegates, Council, Sections, Committees and Commissions.

## HONORARY PRESIDENT

### Article 21. The Honorary President shall :

1. be a past president of FAPA who have significantly contributed to the development and progress of the FAPA
2. be approved by two-thirds, (2/3) of the Bureau
3. be limited to two Honorary Presidents at any given time.
4. be advisor to the Bureau and Council with no voting rights
5. be reimburse for travel and accommodation expenses when invited for official duties.

## **VI. FAPA SECTIONS , CONGRESS, COLLEGE OF PHARMACY AND SPECIAL COMMITTEES**

### Article 22. FAPA SECTIONS

The Federation shall have 7 Sections consisting of

1. Scientific Section
2. Pharmaceutical Education Section
3. Community Pharmacy Section
4. Hospital and Clinical Pharmacy Section
5. Industrial Pharmacy and Marketing Section
6. Social and Administrative Pharmacy Section
7. Medicines and Health Information Section

### Article 23. Election of Section Chairpersons.

The section chairpersons are elected every 4 years with up to one re-election. The election will be held during the closed council meeting. The nomination process

for section chairperson should be conducted and completed before the closed council meeting.

Article 24. Roles of the Section Chairpersons

- 1 Prepare and conduct the meetings according the Bureau approved guidelines.
- 2 Secure the approval of the majority of the authorized representatives of the member associations attending the section meetings for any issues that needs to be resolved.
- 3 Submit to the Secretariat written reports from sections of activities between congresses at least three months before the date of the FAPA Congress. Written Reports of activities during the FAPA Congress must be presented at the Council meeting. The approval of the Council is necessary in order to give them official standing.
- 4 Attend the Council meeting during the FAPA congress or other meetings, upon invitation of the Bureau.
- 5 Play active role in the management and conduct of activities and meetings of the section before and during the FAPA congress.

FAPA CONGRESS

Article 25. FAPA Congress shall be held every two years in different Asian countries and hosted by a member association. The congress shall provide an avenue for the sharing of expertise, for presentation of new developments or discoveries, learning of new strategies, networking with pharmacists from other organizations/countries.

The President of the member association or his/her duly authorized representative may bid to host the congress at least 4 years before the congress, during the council meeting.

The bid to host a congress shall be approved by the Council.

There must be a Memorandum of Agreement between FAPA as represented by its president and the president of the member association prior to the conduct of the congress.

The host of the FAPA congress and the Council shall jointly promote the congress to ensure its success.

FAPA-COLLEGE OF PHARMACY

Article 26 FAPA - College of Pharmacy.

The objective of FAPA- College of Pharmacy is to conduct specialty training leading to a Diplomate in Pharmacy. The framework of its operation shall be prepared by the FAPA-CP Council, reviewed and recommended by the Bureau and approved by the FAPA Council. The FAPA-CP Council shall be headed by the President recommended by the FAPA CP Council to be appointed by the President of FAPA with the approval of the Bureau. The FAPA CP President is a member of the FAPA Council.

“ FAPA CP president may serve for not more than 8 years”

## SPECIAL COMMITTEES

Article 27. The FAPA shall have the following special committees

1. FAPA-WHO Collaboration Program
2. FAPA Awards

Each of the special committee shall be headed by a chairman appointed by the president of FAPA from among the vice presidents of FAPA with the approval of the Bureau.

Article 28 FAPA WHO Collaboration Program

The objective is to maintain close liaison with WHO relating to pharmaceutical and health that is of mutual interest between the two organizations. The guidelines in its operation shall be prepared by the committee, reviewed by the Bureau and approved by the Council.

Article 29. FAPA Awards

The objective is to recognize outstanding pharmacists who during their lifetime has made lasting exemplary life-long contributions, for the betterment and benefit of the pharmacy profession, the pharmacy institutions and the society in general.

## VII. FAPA FOUNDATION

Article 30. FAPA Foundation

FAPA FOUNDATION shall be a completely independent organ in collaboration with FAPA, to support its activities (i.e. volunteer work, young pharmacist group campaign and other interest.) and to expand its outreach to further Asia and the world.

## VIII. SPECIAL COMMISSIONS

Article 31. The Council or the Bureau may appoint special commissions to undertake defined tasks. Their reports must be submitted to the Bureau and to the Council. The special commissions may allow the Bureau to distribute the results of the studies undertaken within the framework of the missions entrusted to them.

## IX. FINANCES

Article 32. The financial resources of the Federation shall be derived from :

1. Annual fees from the member associations
2. Gifts, voluntary contributions or legacies or subsidies given by government, corporate bodies or private individuals or non government organizations
3. Income from Congress and other activities

Annual Fees are due and payable before the first week of June of each year.

If after one reminder, payment has not been made, the Council is authorized to make the necessary action.

An audited Financial report is required.

## EXPENSES



Article 33. The Federation pays for the travel and accommodation expenses of the President, the President-Elect, the Vice-Presidents, immediate past president and of the Secretary General in the discharge of their official duties.

#### **X.GENERAL PROVISIONS**

Article 34. The Federation will not trespass on the domain of the member associations.

Article 35. Amendments to the Statutes. It shall only be made by the Bureau. Prepared amendments must be sent to the Presidents of member associations at least three months before Council meeting at which they are to be reviewed and must be endorsed by at least five members of Bureau. President shall transmit the proposed amendments to Council members at least one month before the Council meeting. Approval of the proposed amendment shall be done during regular Council meeting which is held during the Congress. However in urgent cases, where approval is needed, voting can be done electronically by email or fax. Proposed amendments shall be officially adopted after receiving a two-third (2/3) majority of the voting.

Article 36. Any proposal for the dissolution of the Federation must originate from the Bureau or with a majority votes from of the members of the Council. No vote may be taken on this subject at a Council meeting unless summoned by registered letter with at least three months' notice. Members entitled to vote but unable to attend the meeting may in this particular case vote by registered mail. Should one-half of the members are absent or not represented the decision must be taken by registered postal vote and must secure at least two-thirds of the votes cast.

Article 37. The First General Assembly of the Federation was held in Manila on April 22-23, 1964, and the statute was amended on November 17, 1970, November 23, 1976, August 25, 1980, December 12, 1998, March 10, 2014 and 23 October 2018.