

STATUTES OF THE FEDERATION OF ASIAN PHARMACEUTICAL ASSOCIATIONS

**OFFICIAL REVISION APPROVED BY THE FAPA COUNCIL
ON 27th DECEMBER 2022**

**BASED ON AMENDMENTS ENDORSED BY THE 15th FAPA BUREAU AND
APPROVED BY THE FAPA COUNCIL DURING THE CLOSED COUNCIL MEETING OF THE 28th FAPA CONGRESS
ON NOVEMBER 8th 2022 AT THE KUALA LUMPUR CONVENTION CENTER, KUALA LUMPUR, MALAYSIA**

I. NAME AND HEADQUARTERS

Article 1. Name and Headquarters

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

II. VISION AND MISSION

Article 2. Vision

FAPA is the leading international pharmacy organization in Asia that ensures access to safe, cost-effective and quality pharmaceutical services and products to improve health outcomes for all.

Article 3. Mission

To achieve its vision, FAPA is committed to:

1. Helping Asian pharmacists build the confidence of the public and other health professionals in the use of pharmaceutical services and products.
2. Developing resilient pharmaceutical systems that ensure access to essential pharmaceutical products and vaccines.
3. Encouraging Patients and the Public to be active partners in maintaining their health and wellness.
4. Acting as a platform for a pharmacy ecosystem that is connected, engaged, innovative, and future-ready.
5. Ensuring that FAPA remains a highly ethical and value-based organization that is responsive to the needs of its members.

III. PURPOSE AND OBJECTIVES

Article 4. Purpose of the Federation

The Federation serves as a strategic and independent platform for collaboration and cooperation among member associations, pharmacy professionals across all fields of practice, and other relevant stakeholders dedicated to contribute in the improvement of healthcare in Asia.

Article 5. Objectives of the Federation

The Federation fulfills its purpose through the following:

1. Organizing professional and scientific meetings to promote advocacies and facilitate exchange of ideas, resources and knowledge that enhance pharmaceutical sciences, practice and education;
2. Promoting a culture of learning by encouraging research, documentation, information dissemination and continuing professional development.
3. Implementing programs and advocating for the improvement of healthcare, promotion of public health and the development of health systems through the pharmacy profession.
4. Encouraging collaboration among member associations, individuals and other stakeholders such as government and non-government organizations on advocacies and issues related to all areas of pharmacy.
5. Participating in the development of relevant health and pharmaceutical policies at the international level and supporting member associations in local health policy development.
6. Maintaining independence from interests that may compete with its vision of improving health outcomes for all.

IV. MEMBERS

Article 6. Member Associations

Members, referred to as member associations, are legally-constituted, non-commercial, national professional pharmacy associations representing pharmacists in their respective countries that are committed to contribute in the attainment of FAPA's vision. They are paying not less than the minimum contribution every year and are represented in the FAPA Council by the president of the association with voting rights.

Article 7. Admission for Membership

1. Interested associations may apply by submitting a letter of intent, and the completed application form together with all other requirements, such as supporting documents of their activities, to the FAPA secretariat.

2. The Secretary General will review the application for completeness prior to forwarding to the FAPA Bureau for evaluation and endorsement to the FAPA Council.
3. 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 endorsed by the bureau to the council.
4. In order to be officially recognized as a FAPA member association, the application endorsed by the FAPA bureau must be approved by at least two-thirds (2/3) of the FAPA council in attendance.
5. New FAPA member associations are officially introduced and presented with a certificate of membership in the opening ceremony of the FAPA congress.

Article 8. Membership Fees

The membership fees of the member associations must not be less than the amount set in a standardized schedule of minimum contributions reviewed at the start of each term by the FAPA Bureau and approved by the Council. Voting rights will be given only if membership fee is paid prior to the council meeting. Failure to pay membership fees will forfeit any bids or nominations where membership with no pending obligations is required.

Article 9. Obligations, Rights and Privileges of Member Associations

FAPA member associations are expected to actively fulfill the following roles and responsibilities*:

1. Pay the annual membership fee before each council meeting
2. Send official representatives to the council meetings**
3. Support their nominated FAPA officers in the bureau and sections in fulfilling their roles and implementing their programs
4. Encourage the participation of their members in FAPA activities and events
5. Continuously collaborate with FAPA to achieve the strategic targets of the federation

*Member Associations with unfulfilled obligations are designated as inactive members. Inactive members for 2 consecutive years may lose the privileges of their membership but will maintain their rights. Inactivity for 4 consecutive years may subject an organization's membership status for review and recommendations by the Bureau. Any decisions regarding membership status shall be determined by a two-thirds (2/3) vote of the FAPA council.

** Authorization letter with voting decisions should be sent prior to the council meeting in case the president of the member association could not attend the meeting

FAPA member associations have a right to:

1. Participate in FAPA Events and Congresses
2. Be invited and represented in the Council Meetings

The following are privileges of FAPA member associations:

1. Voting for decisions in the FAPA council
2. Bidding for hosting FAPA Congress and events
3. Nomination to awards and elections
4. Special benefits for members in FAPA activities/ events
5. Invitation in technical working groups and other initiatives

V. ORGANIZATIONAL STRUCTURE

Article 10. Organs of the Federation

The Federation is composed of the following organs:

1. FAPA Council

The FAPA council is the highest organ and the supreme decision-making body of the federation. It is composed of the presidents or representatives of all the member associations, the members of the FAPA bureau and the section chairpersons.

2. FAPA Bureau

The FAPA bureau is the executive organ consisting of individuals elected by the FAPA council to carry out all their decisions, set the overall direction of the federation, oversee the management of resources, and develop policies and

programs that ensure the attainment of the mission and vision of the federation.

3. FAPA Advisory Board

The FAPA advisory board is the organ composed of former presidents of the federation, which provides non-binding strategic advice to the FAPA bureau on matters where their expertise may be needed. They may be tasked to carry out specific duties in behalf of the federation and may be invited to meetings of various organs as needed but with no voting rights.

4. FAPA Secretariat

The FAPA secretariat is the organ in charge of running the day-to-day operations of the organization, ensuring legal and ethical compliance, management of human and financial resources, documentation and coordination within the organization as well as with other stakeholders. The secretariat is based in the FAPA headquarters and led by the Secretary-General.

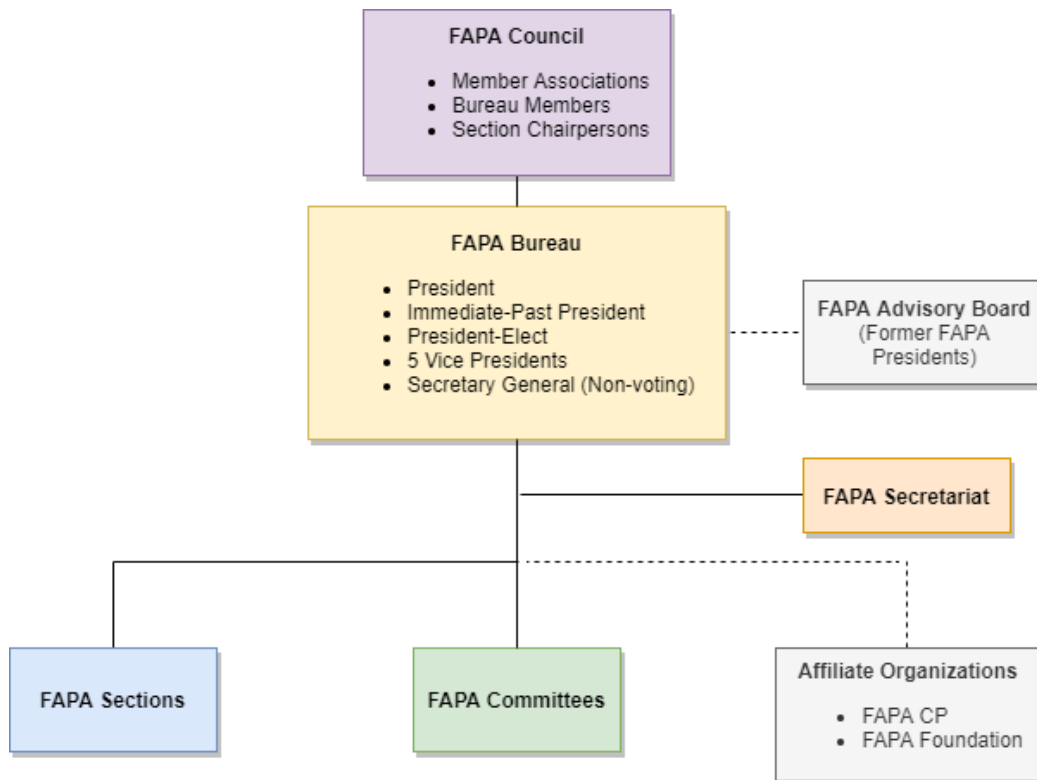
5. FAPA Sections

The FAPA sections are specialty groups reflecting the current areas of practice of pharmacy in Asia as approved by the FAPA council. Each section is headed by a section chairperson who generates reports, facilitates meetings during the FAPA congress, coordinates with experts from various member associations and develops programs and activities to promote the developments in their specialty areas.

6. FAPA Committees

FAPA committees may be permanent or specially formed by the FAPA bureau to handle specific and important tasks for the federation. They are headed by chairpersons and members from various organs of FAPA who will be appointed by the FAPA bureau to carry out its functions.

Article 11. Organizational Chart



THE FAPA COUNCIL

Article 12. Composition of the FAPA Council

The FAPA council is composed of the following members with voting rights:

1. President of each member association or his duly designated official representative;
2. Chairperson of each of the FAPA sections;
3. Members of the FAPA bureau;

Article 13. Duties of the FAPA Council

The FAPA Council, which is the supreme decision-making body of the federation, has in particular the following duties:

1. approve reports of work done by the Bureau;
2. discuss the financial report and approves the annual budget;
3. elect the President-elect and the 5 Vice Presidents of the Bureau, and the chairpersons of the FAPA sections.
4. approve bureau's recommendation on application of new member associations and status of current member associations;
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. decide upon the dissolution of the Federation in conformity with the provisions of Article 42.

Article 14. Schedule of FAPA Council Meetings

The FAPA council meets regularly every October, unless, there is a reason to hold the meeting at a different time.

The president, upon the recommendation of the bureau, may request the FAPA council to meet or to postpone or cancel the holding of the meeting whenever circumstances urgently require.

Urgent decisions may be made by holding a vote by email, or teleconference, provided that these decisions must be reported in the next council meeting for documentation.

Article 15. FAPA Council Meeting Protocols.

The following protocol must be observed when conducting the regular FAPA council meetings:

1. The Secretary-General sends a notice of meeting containing the date and city where the meeting will be held at least three (3) months before the date of the FAPA council meeting.
2. A quorum is determined by the presence of the majority of FAPA council members.
3. Proxies may vote in behalf of the FAPA council members in a specific meeting only if they have provided the secretariat with a signed authorization form at least five (5) days before the meeting.
4. Decisions may be made when there is a quorum. Votes are taken by a simple majority of votes of those who are present and with voting rights, except for

matters relating to provisions in other articles of this statutes that may require 2/3 of votes.

5. A report of the proceedings of the FAPA council meeting is prepared and sent to every FAPA council member within 2 months.

THE BUREAU

Article 16 Composition of the FAPA Bureau

The FAPA bureau is composed of the following members with fiduciary responsibility for the federation:

1. President

The president of the FAPA bureau serves as the president of all the organs, committees, sections and commissions of FAPA *ex officio* and presides over all their meetings. The president may appoint individuals to lead an organ or a chairperson of a committee to assist in carrying out the responsibilities during the same term of office.

The president with the assistance of the secretary-general shall submit to the bureau an annual report on the attainment of FAPA's strategic outcomes.

2. President-Elect

The president-elect, assists the president in carrying out their assigned duties and may be appointed by the president to head specific organs or committees. In the absence of the president, the president-elect shall preside over the meetings of the FAPA bureau and the FAPA council.

In circumstances where the president cannot perform their assigned functions, the president-elect will assume the position for the unexpired term of the president before he serves his/ her own four-year term. In which case, the FAPA bureau should select one of the vice presidents to take the president-elect's position only for the unexpired term and there will be no replacement for that vice-president.

3. Immediate Past President

The position of Immediate Past president is automatically taken by the president of the FAPA from the previous term, ensuring continuity and a smooth transition in organizational leadership between the two terms.

4. Five (5) Vice Presidents

The vice presidents are members of the FAPA bureau who oversee specifically assigned member associations, sections, or committees. They, together with the president, president-elect and immediate past president constitute the voting members of the FAPA bureau.

5. Secretary-General

The secretary-general is the head of the FAPA secretariat from the country where FAPA is legally registered with the appointment of the president formally presented in a FAPA Bureau Meeting. He/ She shall serve as the federation's corporate secretary and has the right to attend the meetings of all the organs of the federation *ex officio*, with no voting right.

Article 17. Election of the Members of the FAPA Bureau

The election of the members of the FAPA bureau are held every four (4) years during the closed council meeting following the ***Rules and Regulations on Election of FAPA Bureau Members*** implemented by the election committee. The nomination process for the bureau member should be conducted and completed in the bureau meeting preceding the closed council meeting.

Qualified individuals may be nominated into the FAPA bureau by FAPA member associations that will guarantee support for the whole duration of their term in the bureau.

Individuals nominated into the position of president-elect must meet the set criteria in the following areas in order to be eligible for candidacy:

1. Leadership experience;
2. Active involvement in FAPA;
3. Vision and action plan for FAPA

The results of the election are publicly announced during the closing ceremony of the FAPA congress where the election was held.

Article 18. Re-election, Term Limits, and Special Appointments of the FAPA Bureau

Vice presidents may be re-elected once and may only serve for a maximum of 8 years in the same position. For the president-elect, the term will be for four (4) years, followed

by another four (4) years as president, after which, they may no longer be re-elected into any position in the FAPA bureau. The term of the secretary general as an appointee will automatically expire after four (4) years and may be renewed in the following term.

The term of office for all newly elected FAPA bureau members officially starts on the first day of the year following the election, and ends on the last day of the fourth year during which the incoming FAPA bureau members have already been elected.

After the new bureau members have been elected, recommended appointments must be submitted before the official turnover of office for the following positions: secretary general, auditor, treasurer, awards committee chairperson, election committee chairperson, or any other committees or positions following the ***rules and regulations on appointment of heads of organs, officers and committee chairpersons.***

In case of unexpected circumstances where bureau members are unable to perform their duties or fail to respond to communications for at least a year, the bureau may recommend for the council to declare the position vacant. If the president's position is vacated, the president-elect will immediately fill the position for the remaining term, and continue for another four (4) years. For the president-elect and vice president positions, the position may not be filled as long as it is still possible for the bureau to have a quorum in its meetings. If the total number of bureau members is less than 50%, a nomination and election process may be facilitated by the election committee to fill the position only for the remaining term. The secretary general position may be filled by appointing a replacement.

Article 19. Duties of the FAPA Bureau

The FAPA bureau have the following roles and responsibilities:

1. Plan and implement programs and activities that will lead to the attainment of FAPA strategic outcomes;
2. Approve the SOPs and recommendations of the committees, secretariat and section chairpersons;
3. Makes decisions which it considers appropriate, either upon the authority of the FAPA council or when it deems that the matter at hand is urgent. Such decision must be reported in the next FAPA council meeting;
4. Carry out all decisions taken by the FAPA council;
5. Manage the finances of FAPA;
6. Prepare the rules and regulations or policies necessary in its operations.
7. All Bureau members, except for the Secretary General who is also part of the FAPA Secretariat, must pay for their own travel and accommodation expenses in the performance of their duties, unless otherwise specified.

Article 20. Schedule of FAPA Bureau Meetings

The FAPA bureau holds two (2) regular meetings every year, in March and in October, unless there is a reason to hold the meeting at a different time. The meetings held every March may be held in the FAPA headquarters or in the country of the host of the FAPA congress if it is a congress year, while the meetings held in October are held in conjunction with the FAPA council meeting.

The president may call for a special meeting, in person or via teleconference, whenever circumstances urgently require discussion among members of the FAPA bureau. Decisions may be made by holding a vote by email, or teleconference, provided that the final decisions and actions carried out are reported in the next FAPA bureau meeting for documentation.

Article 21. FAPA Bureau Meeting Protocols

The following protocol must be observed when conducting the regular FAPA bureau meetings:

1. The FAPA bureau agrees upon the date and city of their next meeting before the end of each regular meeting.
2. The FAPA secretary-general sends an invitation letter containing the final venue and schedule of the FAPA bureau members' meetings at least one (1) month before the date of the FAPA council meeting.
3. Decisions may be made when there is a quorum, which is defined by the presence of the majority of FAPA bureau members.
4. Votes are taken by a simple majority of votes of those who are present and with voting rights.
5. The minutes of the FAPA bureau meeting is prepared and sent to all FAPA bureau members for approval electronically within a month after the meeting.
6. All expenses for the FAPA bureau meeting must follow the ***rules and regulations on expenditure and disbursements***.

THE ADVISORY BOARD

Article 22. Composition of the FAPA Advisory Board

The FAPA advisory board is composed of all the past presidents of the federation who may be requested by the FAPA council to represent the federation and contribute their knowledge, experience and resources.

Article 23. Duties of the FAPA Advisory Board

Individual members of FAPA advisory board may accept the request of the FAPA bureau to perform the following duties:

1. Lead or join special committees such as the election committee, or any other committee assigned by the FAPA bureau;
2. Report to and attend the meetings of the FAPA organs as requested, but with no voting rights;
3. Represent FAPA in meetings or any special assignments;
4. Share knowledge, experience and resources to help FAPA achieve its strategic outcomes.

THE SECRETARIAT

Article 24. Composition and Duties of the FAPA Secretariat

The FAPA secretariat is composed of the following positions and corresponding duties:

1. Secretary-General

The Secretary-General is the appointed head of the FAPA secretariat for a fixed-term contract of four (4) years as a full-time employee with a term starting from July 1st on the first year up to June 30th of the 4th year to facilitate completion of all legal and financial documents and a smooth turnover. The following are the duties and responsibilities of the secretary general:

- 1.1 Represent and make decisions in behalf of FAPA in all legal and administrative matters to ensure compliance to local laws and codes where FAPA is registered as authorized through a board resolution.
- 1.2 Manage all the operations and programs of FAPA with the authorization of the FAPA bureau.
- 1.3 Manage the hiring, compensation, development and retention of FAPA employees, volunteer staff or interns following the ***rules and regulations for human resource management***.
- 1.4 Restructure and establish units within the FAPA secretariat to carry out its functions.

- 1.5 Promote quality, consistency and efficiency of FAPA activities and operations.
- 1.6 Ensure documentation of all protocols, meetings, decisions and activities of the federation.
- 1.7 Ensure transparency, adherence to legal and ethical codes, and professionalism in all transactions and communications of the organization.
- 1.8 Maintain and promote positive relationships with all the members of the various organs of the federation as well as other stakeholders and partners through various communication and media channels;
- 1.9 Oversee, organize and initiate programs, events or activities that promote the attainment of strategic outcomes that have been set by the bureau.
- 1.10 Manage the financial resources by preparing the annual budget, ensuring timely collection of dues and remittances, and submitting a report of the financial statements to the bureau and the council.
- 1.11 Oversee the maintenance and management of the FAPA headquarters, and all its assets.
- 1.12 Organize and oversee the conduct of all regular and special meetings of the federation.
- 1.13 Prepare the annual report of the federation and any other report requested by the organs of the federation.

2. Administrative Staff

The FAPA administrative staff performs specific duties relevant to office administration, legal and government compliance, documentation, events management and communications of the federation as detailed in their specific job descriptions. The FAPA headquarters requires at least one full time regular employee to serve as the office and communications administrator. The secretariat may employ additional paid/ volunteer staff/ interns on an as needed basis with the approval of the FAPA bureau.

3. Professional Associates

The FAPA professional associates are individuals who may be paid or render their services and expertise on a volunteer basis to support the management of programs, conduct research, or provide technical assistance to the various organs, sections or committees of the federation. All professional associates

both senior and junior may be employed only for a fixed term which may be for months or years, depending on the need and as approved by the FAPA bureau.

THE FAPA SECTIONS

Article 25. 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 26. Election of Section Chairpersons

The election of FAPA section chairpersons is held every four (4) years during the closed council meeting following the ***Rules and Regulations on Election of FAPA Section Chairpersons*** implemented by the election committee. The nomination process for the section chairpersons must be conducted and completed in the bureau meeting preceding the closed council meeting.

Qualified individuals may be nominated as FAPA section chairperson by FAPA member associations that will guarantee sponsorship and support for their duties and programs in the whole duration of their term. The results of the election are announced during the closing ceremony of the FAPA congress where the election was held.

Article 27. Re-election, Term Limits, and Special Appointments of the FAPA Section Chairpersons

Each term of FAPA Section Chairpersons is valid for four (4) years. Each section chairperson may only be re-elected once and may only serve for a maximum of two (2) terms.

The term of office for all newly elected FAPA section chairpersons officially starts on the first day of the year following the election, and ends on the last day of the fourth year during which the incoming FAPA section chairpersons have already been elected.

In case of unexpected circumstances where section chairpersons are unable to perform their duties or fail to respond to communications for at least a year, the bureau may recommend for the council to declare the position vacant. A nomination and

election process may be facilitated by the election committee to fill the position only for the remaining term following the ***Rules and Regulations on Election of FAPA Section Chairpersons.***

Article 28. Duties of the FAPA Section Chairpersons

Each FAPA Section chairperson are expected to perform the following duties and responsibilities with the support and resources of the sponsoring FAPA member association:

1. Active participation in all FAPA council meetings, online correspondence and voting
2. Promote participation in the FAPA Congress among colleagues in their practice area
3. Approve abstracts and facilitate section meetings
4. Submit section reports before the end of each year and provide regular progress updates to the Bureau as requested
5. Share expertise to FAPA and its member associations through reports, technical papers and speaking engagements.
6. Organize and implement section programs, activities or research aligned to FAPA's vision and strategic outcomes with the support of the sponsoring FAPA member association.

FAPA COMMITTEES

Article 29. Regular FAPA Committees

For every term of four (4) years, the FAPA bureau will appoint chairpersons for the following permanent committees assigned to fulfill the purpose by which they have been formed:

1. Election Committee

The election committee will be in charge of facilitating the nomination and election process for the FAPA bureau and FAPA section chairpersons. The chairperson and members of the committee must not be running in any position and may be appointed from among the members of the advisory board, the immediate past-president, president and the president-elect.

2. Awards Committee

The awards committee will be in charge of facilitating the nomination and selection process for all the FAPA awards. The chairperson and members may be appointed from among the members of the FAPA bureau.

3. Compliance Committee

The compliance committee will be in charge of internally auditing the financial reports and ensure compliance to all policies and codes approved by the bureau and the council. The chairperson and any additional members may be appointed from the members of the advisory board.

4. International Program Advisory Committee

The international program advisory committee will be in charge of supporting the host member association in planning and preparing the program of the FAPA congress and other FAPA events to ensure its relevance and quality. The chairperson may be appointed from members of the FAPA bureau while the members will consist of the seven (7) FAPA section chairpersons.

Article 30. Special FAPA Committees

The FAPA bureau may form special committees by appointing chairpersons and members, provided that there is an expressed purpose, objectives and defined outcomes for its formation. The validity of the committee will expire at the end of the term of the FAPA bureau or at an earlier date as specified in its formation.

Article 31. Reporting of FAPA Committees

All FAPA committees shall submit an annual report both to the FAPA bureau and council through the FAPA secretariat.

AFFILIATE ORGANIZATIONS AND EXTERNAL STAKEHOLDERS

Article 32. Engaging with Affiliate Organizations

FAPA shall recognize complimentary independent international or regional organizations that support FAPA's objectives according to defined specific outcomes in a memorandum of agreement that has been approved by the FAPA council.

These affiliate organizations may be allowed to use the name and seal of FAPA in their events and promotional materials, provided they continue to comply with the ***rules and regulations for engagement with affiliate organizations and other external stakeholders*** as well as the ***Organizational Code of Ethics*** upon evaluation by the FAPA compliance committee at least once every term.

The following are the recognized affiliate organizations:

1. FAPA Foundation

2. FAPA College of Pharmacy (FAPA CP)

Article 33. Engaging with Other External Stakeholders

FAPA may collaborate with other external stakeholders, such as other international organizations, government agencies, or other private entities, for the purpose of attaining its vision and strategic outcomes, provided that the engagement complies with its **rules and regulations for engagement with affiliate organizations and other external stakeholders** as well as the **Organizational Code of Ethics**.

VI. FAPA CONGRESS

Article 34. Purpose of holding the FAPA Congress

The FAPA congress shall provide an avenue for the sharing of expertise, presentation of new developments or discoveries, learning of new strategies, networking with pharmacists from other organizations/ countries, and conducting business meetings of the various organs of FAPA. It shall be held every two years in different Asian countries except in cases where the FAPA Bureau recommends for the FAPA council to postpone it due to major disasters/ calamities.

Article 35. Bidding and Hosting of the FAPA Congress

A member association of FAPA may submit a bid following the the timeline and process of bidding and hosting of the FAPA congress according to the **FAPA Congress Bid Manual** and **FAPA Congress Organizer's Manual**, that is regularly reviewed, updated and approved by the FAPA bureau.

After the bids have been collected and carefully reviewed by the FAPA bureau, the qualified bids shall be presented to the FAPA council for approval.

A signed memorandum of agreement between FAPA and the host association with the purpose of ensuring a successful congress shall hold until the events have been conducted and all completed documentation and remittances have been reported to the FAPA council. A breach of agreement may be evaluated by the Compliance Committee which may recommend corresponding sanctions subject to the approval of the council.

Article 36. FAPA Awards

At the opening ceremony of each congress, FAPA recognizes outstanding pharmacists who inspire Asian pharmacists with their dedication to strive for

excellence and service towards improving health outcomes through their respective fields.

The nomination and selection process is facilitated by the Awards Committee following the ***Rules and Regulations on the Nomination and Selection of Awardees***

VII. FINANCES

Article 37. Management and Reporting of Finances

An annual budget must be prepared by the FAPA secretariat and approved by the FAPA bureau.

The financial resources and records of FAPA shall be managed by the FAPA Secretariat with oversight from the FAPA Bureau, and audited by the Compliance Committee following the ***Rules and Regulations on the Management and Reporting of Finances.***

All audited financial statements shall be reported and approved by the FAPA Bureau, made available to all member associations at the council meeting, and included in the end of term report.

Article 38. Sources of Income

The financial resources of the Federation shall be derived from the following sources:

1. Annual contributions from the member associations following the ***Rules and Regulations on Membership Fee Collections***
2. Gifts, voluntary contributions or legacies or subsidies given by government, corporate bodies or private individuals or non-government organizations following the ***Rules and Regulations on the Collection, Acceptance and Management of Donations and Special Funds***
3. Income from Congress Remittances following the ***FAPA Congress Bid Manual*** and Memorandum of Agreement
4. Other Sources of Income following the ***Rules and Regulations on Income Generating Activities***

Article 39. Cash Advances, Expenditure and Reimbursements

All cash advances and expenditure for the operations and programs of FAPA, as well as reimbursements made for the discharge of duties of staff and officers must comply to the ***Rules and Regulation on Expenditure and Disbursements***.

VIII. GENERAL PROVISIONS

Article 40. Principle of Non-Interference

There shall be nothing in the provisions of the statutes which will allow the federation or any of its individual officials or staff to use their authority under FAPA to intervene in matters within the domain of the FAPA member associations.

Article 41. Amendments to the Statutes

The FAPA bureau may recommend the amendment of the FAPA statutes and shall endorse the amendments to the FAPA council for approval. In urgent cases, voting of the council can be done electronically by email or fax.

A copy of the revised statutes containing the approved amendments shall be sent to the FAPA council for review three (3) months prior to the FAPA council meeting. The official revisions shall be adopted with the approval of two-thirds (2/3) of those who are present in a regular closed council meeting.

Article 42. Dissolution of the Federation

Any proposal for the dissolution of the Federation must originate from the Bureau or with a majority vote from the members of the Council. A special council meeting must be convened to discuss and decide this motion prior to the regular council meeting. Votes may only be made if the council has been informed with at least three months' notice.

Article 43. History of Amendments Approved by the FAPA Council

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, 23 October 2018 and 27th December 2022.