

Constitution

of the Women's Advocacy Society

of the Asia Pacific Orthopaedic Association

Final Draft 5th December 2021

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## **1. Definitions**

“APOA” means the Association;

“Association” means the Asia Pacific Orthopaedic Association;

“Auditors” means the auditors for the time being of the Association;

“Executive Committee” means the group of persons elected to positions of office within the society

“Congress” is the principal Scientific Meeting of the APOA held annually between March and May or as determined by the Council in exceptional circumstances;

“Constitution” means the regulations for the time being of the Society;

“Financial Year” means the financial year commencing on 1st January of each year and expiring on 31st December of the same year;

“Member” means a member of the Society;

“Presidential Line” means the President, and President Elect

“Recognised Organisation” is an organisation of a country territory or area recognised by the Council as representing orthopaedic surgeons of that country, territory or area;

“Region” means the Asia Pacific Region, comprising countries within the geographical boundaries of Asia & Oceania;

“Register” means the register of Members;

“Term” or “Term of Office” is the period an officer / nominated delegate will occupy as stipulated in Clause.....of this document.

## **2. Name**

1. The name of the Women’s Advocacy Section is WAVES: Women of APOA Advocate Educate Support.
2. WAVES is a Section of the Asia Pacific Orthopaedic Association

## **3. Mission Statement**

1. To advocate for, encourage and support women throughout their training and careers in the practice of Orthopaedic Surgery and to increase awareness of and advocate for better care in management of Orthopaedic Conditions affecting women.

## **4. Objects**

The objects of this Sections are:

- a) To advocate with regards to gender issues for women working in the field of orthopaedic surgery
- b) To facilitate communication between female trainees and consultants to the Asia Pacific Orthopaedic Association (APOA)
- c) To provide mentorship and sponsorship and support for women working and training in the field of orthopaedics
- d) To provide a forum for the views of female trainees and consultant surgeons to be shared between each other
- e) To encourage and promote more women to pursue orthopaedic surgery as a career through creating visible role models, providing career advice opportunities and providing educational opportunities.
- f) To increase awareness, address and/or monitor gender specific issues in the field of orthopaedics
- g) To improve the quality of care and life for female patients in diagnosis, investigation and management of orthopaedic conditions by advocating, collaborating and supporting research.
- h) To enhance key decision-making by bodies of the APOA through the provision of diversity of ideas
- i) To advise and support scientific convenors in providing gender balance in scientific meetings
- j) To cooperate with global, international, national, and regional women orthopaedic associations, societies and specialty groups which, in the opinion of such groups, have objectives similar to the objectives of the society.

## **5. Affiliations:**

1. The president has a voting seat on the APOA Council.

## **6 . Income:**

1. The income will be solely applied to the objectives of the section (4).

## **7. Membership**

1. The categories of Members together with the rights and privileges of Members shall be determined and amended by the APOA WAS Executive members from time to time.
2. Categories: There will be five categories of membership.

a) *Foundation members*: being those members who were foundation members of the predecessors to the society and who agreed in writing to be members of the society.

b) *Active members*:

i) an orthopaedic surgeon who applies and accepted to the membership

c) *Honorary members*

i) persons of distinction who are appointed by the members of the society at a general meeting after being nominated by the directors

d) *Affiliate Members*

i) a person who is not an orthopaedic surgeon but demonstrated a commitment or distinction in upholding the objectives of the society and is appointed by the members at a general meeting.  
or

e) *Trainee member*

ii) a person who is not an orthopaedic surgeon but is currently undertaking a recognised training program to become an orthopaedic surgeon in their home country.

## 2. Criteria

A person is able to apply for active membership if that person

i) is prepared and able to support the objectives of the society

ii) is recognised as an orthopaedic surgeon *or equivalent* in their home country by their National Orthopaedic Association

iii) has paid the application fee as set by the executive committee

iv) is a financial member of the APOA

## 3. Application

1. Application for membership must be:

a) in writing

b) signed by the intended member

c) delivered to the secretary of the society at least 2 months prior to the next annual general meeting

d) accompanied by an application fee as determined by the executive committee.

2. In addition, the committee may request written confirmation of the applicants status from their National Orthopaedic Association that will need to be obtained by the applicant at their own expense and delivered to the secretary.

## **8. Executive committee**

1. The executive will consist of 10 voting members.

2. Four members will be officers and 6 members will be general members

3. The Executive members are:

Officers:

- a) President
- b) President Elect
- c) Honorary Secretary
- d) Treasurer

General Members

e) Six members who are either consultant orthopaedic surgeons or trainee orthopaedic surgeons.

Eligibility:

a) All officers must be active members to be eligible.

b) All officers must have served on the WAVES council as their country representative.

c) All executive members must identify as female.

b) There should be no more than 2 members from a single country on the executive committee at any one time.

4. Ad hoc members may be present at the discretion of the committee. Ad hoc members do not have voting rights.

5. The initial executive members are appointed by the foundation membership at the discretion of the president.

6. All subsequent executive members are appointed by the voting members of the Section.

7. All executive members must be active members to be eligible.

8. An executive member may be removed by a resolution of the voting members in a general meeting.

9. A Term is defined as the time between one annual General Meeting until the next.

10. Executive Members hold office from the time of their appointment until the next annual general meeting.

- b) The president and president elect will be appointed for 2 terms and may only hold office for 2 terms
  - c) The secretary and treasurer will be appointed initially for two terms and are eligible to hold office for up to 4 terms.
- c) General members will be appointed initially for 1 term and may be eligible to hold office up to 3 terms.
- d) Ad hoc members have no voting rights. They may be appointed for 1 term with a maximum of 2 terms.
- e) No more than 2 ad hoc members may sit on the executive at any one time.
- f) Executive members can fill any position up to a maximum of 6 terms.
- g) Executive members who have served 6 terms will not be eligible to serve on the committee again until 2 terms have elapsed.

## **9. Meetings**

1. Meetings will be conducted according to normal meeting procedures may be in person and / or by electronic means.

2. The committee will meet at least twice a year in person or hybrid.

3. Additional meetings can be Called by the Chair as required

### 4. General Meetings

a) An Annual general meeting will be convened once a year either face to face or in hybrid format.

b) An Annual general meeting that falls in a year the an APOA congress is running will be held during or within 1 week of the congress.

i) The executive must give voting members 3 months notice in writing of an AGM.

c) The executive committee may convene a general meeting of the voting members at any time

i) by giving 1 month notice in writing to the voting members

ii) by providing a written agenda with 1 months notice to the voting members.

d) No business shall be transacted at any general meeting of the society unless a quorum of voting members of 50% is present or as a proxy at the time when the meeting proceeds to business.

## 5. Voting Members

- a) Each country that is a Chapter or Federation Member of the APOA can nominate a single chief delegate who will have the right to vote at the AGM.
- b) The Section Committee must be notified of the voting members contact details no less than three months prior to the AGM.

## **10. Declaration of interests**

- 1) All members of the Committee shall declare any interests in relation to specific agenda items for meetings of the Committee. The opportunity to do so must be provided at the start of all Committee meetings.
- 2) All declarations must be recorded in the minutes of the meeting.
- 3) If a member of the Committee has a conflict of interest in relation to a specific matter, the member must abstain from voting on that matter. The member may participate in the discussion on that matter, subject to the approval of the Committee.

Any decision reached by the Committee under a conflict of interest will be recorded and reported in the minutes of the meeting. The minutes will include:

1. The nature and extent of the conflict
2. An outline of the discussion
3. The actions taken to manage the conflict.

## **11. Governance and Reporting**

The society if progressed to an APOA Specialty section will report to APOA Council. In the interim, the society will stand alone with this constitution as a founding document.

The society may not make any determination of policy for the APOA but may provide or receive advice to or from the Council on any area falling within its jurisdiction to assist the Council in formulating policy.

The Chair shall provide a written report on the activities and finance of the section to each meeting of the APOA Council as required by the APOA constitution.

## **12. Review of Committee**

- a) The Committee shall undertake regular review of its performance, effectiveness and composition, prior to the AGM.
- b) As part of this review, the Committee shall also review its constitution and recommend to the executive committee any necessary revisions.

## **13. Constitution**



(a) The Constitution of the *Society* may be altered, rescinded or added to by a Special Resolution of the *Society*.

(b) All proposed amendments to the Constitution of the *Society* shall be submitted to the *Secretary* in writing at least three months prior to the next general meeting. The *Secretary* shall forward a copy of such proposals to every voting member of the *Society*.

**Date of approval of the Constitution by the Council: 5th December 2021**

Last review of the Constitution: 5th December 2021

Next review of the Constitution: 1st March 2023