

CONSTITUTION

Asia Pacific Society of Head and Neck Radiology (APSHNR)

I. NAME, REGISTERED OFFICE AND STATUS

1.1 Name

The name of the Society shall be the Asia Pacific Society of Head and Neck Radiology (APSHNR).

1.2 Registered Office

B111, B Block, Radiance Icon,
1167 Poonamallee High Road,
Koyambedu, Chennai 600107, India.

The registered office may be changed by resolution of the Executive Committee.

1.3 Date of Registration

The Society was registered on 23 December 2025.

1.4 Status

The Society shall be a non-profit, non-political professional organisation dedicated to the advancement of Head and Neck Radiology.

1.5 Official Language

The official language of the Society shall be English.

1.6 Geographic Scope

The Society represents countries and territories within Asia and Oceania.

II. OBJECTIVES

1. To advance the science, education, and practice of Head and Neck Radiology.
2. To promote collaboration, teaching, research, and professional exchange among individuals with an interest in Head and Neck Radiology.
3. To encourage high standards of clinical practice, education, and academic activity in Head and Neck Radiology.
4. To organise scientific meetings and educational activities in support of the Society's objectives.
5. To promote collaboration and maintain close professional relationships with regional and international societies with shared academic interests, including ASHNR, ESHNR, and AOSNHNR.

III. MEMBERSHIP

3.1 Categories of Membership

1. Active Members
2. Corresponding Members
3. Resident / Fellow Active Members
4. Resident / Fellow Corresponding Members

5. Student Members

3.2 Active Members

Active Membership shall be open to radiologists practising in countries and territories within Asia and Oceania who have an interest in Head and Neck Radiology.

Active Members shall have voting rights and shall be eligible to hold office.

3.3 Corresponding Members

Corresponding Membership shall be open to radiologists residing outside Asia and Oceania, and professionals from allied specialties worldwide, who have an interest in Head and Neck Radiology.

Corresponding Members shall not have voting rights and shall not be eligible to hold office on the main Executive Committee.

3.4 Resident / Fellow Active Members

Resident / Fellow Active Membership shall be open to radiology residents, fellows, and trainees training in countries and territories within Asia and Oceania who are undertaking training in radiology or Head and Neck Radiology.

Resident / Fellow Active Members shall not hold office on the main Executive Committee but may vote in Society matters.

3.5 Resident / Fellow Corresponding Members

Resident / Fellow Corresponding Membership shall be open to radiology residents, fellows, and trainees residing outside Asia and Oceania, and trainees from allied specialties worldwide, who have an interest in Head and Neck Radiology.

Resident / Fellow Corresponding Members shall not have voting rights and shall not be eligible to hold office on the main Executive Committee.

3.6 Student Members

Student Membership shall be open to medical students, undergraduate students, and other students worldwide with an interest in Head and Neck Radiology.

Student Members shall not have voting rights and shall not be eligible to hold office on the main Executive Committee.

3.7 Admission of Members

Applications for membership shall be submitted in a manner determined by the Executive Committee. Membership becomes effective upon approval by the Executive Committee and payment of any applicable membership fees.

3.8 Membership Benefits

Membership benefits may include: discounted registration fees for the Annual Scientific Meeting attendance and participation in the Annual General Meeting subject to voting rights regular electronic newsletters and Society updates opportunities to participate in Society activities and committees educational and professional benefits as developed by the Society over time The Executive Committee may determine additional membership benefits as the Society evolves.

3.9 Termination of Membership

Membership may cease by resignation, non-payment of membership fees, expulsion by the Executive Committee for conduct deemed detrimental to the Society, or death.

3.10 Membership Fees

Membership fees shall be proposed by the Executive Committee and approved by the General Assembly.

Different membership categories may have different fee structures as determined by the Executive Committee and approved by the General Assembly.

Membership fees are non-refundable regardless of circumstances.

IV. GENERAL ASSEMBLY

4.1 General Assembly

The General Assembly shall consist of all members of the Society in good standing and shall serve as the supreme governing authority of the Society.

4.2 Annual General Meeting (AGM)

An Annual General Meeting shall be held during the annual scientific meeting of the Society or at another time determined by the Executive Committee.

4.3 Extraordinary General Meeting

An Extraordinary General Meeting may be convened by the Executive Committee or by written request by at least 10% of Active Members.

4.4 Notice

Notice of the General Assembly shall be provided to members at least four weeks prior to the meeting.

4.5 Voting

Only Active Members and Resident / Fellow Active Members shall have voting rights. Each eligible member shall have one vote.

4.6 Quorum

The quorum for a General Assembly shall be 15 Active Members or 10% of the Active Membership, whichever is lower.

4.7 Amendments

Amendments to this Constitution shall require approval by a two-thirds majority of votes cast at a General Assembly.

4.8 Annual Scientific Meeting

The Society shall organise an Annual Scientific Meeting at a location approved by the Executive Committee.

Proposals to host future Annual Scientific Meetings shall be submitted to the Executive Committee by member countries or organising groups in a manner determined by the Executive Committee.

Proposed host locations will be presented and discussed at the Annual General Meeting.

The Executive Committee shall determine the host location and organising arrangements of future meetings.

4.9 Virtual Meetings

In exceptional circumstances, including public health, geopolitical, environmental, or other significant events, meetings of the Society, including the General Assembly and Executive Committee meetings, may be conducted fully or partially by electronic or virtual means.

V. EXECUTIVE COMMITTEE

5.1 Composition

The Society shall be governed by an Executive Committee consisting of 13 members.

The Executive Committee shall include the following office bearers: President, Vice President, Secretary General, Joint Secretary, Treasurer, together with additional elected Executive Committee members as required.

Following completion of the presidential term, the Immediate Past President shall remain a member of the Executive Committee for one additional term. The total number of Executive Committee members shall remain fixed at 13.

5.2 Geographic Representation

No single country or territory shall have more than two representatives serving simultaneously on the Executive Committee.

5.3 Powers

The Executive Committee shall manage the affairs of the Society and act in accordance with this Constitution.

5.4 Term of Office

The term of office for Executive Committee members shall be two years.

The President and Vice President shall serve one non-renewable term only.

The Vice President shall automatically succeed to the office of President at the completion of the President's term.

In the event that the President is unable to complete the term of office, the Vice President shall assume the office of President for the remainder of the term.

The Secretary General, Joint Secretary, and Treasurer may be re-elected once consecutively in the same office.

Other elected Executive Committee members may serve a maximum of three consecutive terms in the same role.

5.5 Meetings

The Executive Committee shall meet at least twice each year.

At least one Executive Committee meeting should be held in person during the Annual Scientific Meeting whenever reasonably practicable.

Meetings may be conducted in person or electronically.

5.6 Quorum

The quorum for meetings of the Executive Committee shall be one-third of Executive Committee members, including at least two office bearers.

5.7 Voting

Decisions of the Executive Committee shall be determined by a simple majority of votes cast.

5.8 Congress President

The President or Chairperson of the Annual Scientific Meeting may attend meetings of the Executive Committee for matters relating to the organisation and planning of the Annual Scientific Meeting.

The Congress President shall not have voting rights on the Executive Committee unless separately elected as a member of the Executive Committee.

5.9 Financial Review

The financial accounts of the Society may be reviewed or audited in a manner determined by the Executive Committee and in accordance with applicable legal requirements.

VI. ELECTIONS AND VACANCIES

6.1 Elections

Members of the Executive Committee shall be elected by the General Assembly.

The Vice President shall serve as President-Elect and shall automatically assume the office of President at the completion of the presidential term.

The Executive Committee shall propose a slate of candidates prior to the election.

Additional nominations may be submitted by eligible Active Members in a manner determined by the Executive Committee.

6.2 Eligibility

Only Active Members in good standing shall be eligible to hold office on the Executive Committee.

6.3 Principles of Representation

In proposing candidates, consideration should be given to geographic representation, diversity of member countries and territories, continuity of leadership, and the objectives of the Society.

No single country or territory shall have more than two representatives serving simultaneously on the Executive Committee.

6.4 Vacancies

Should a vacancy arise during a term of office, the Executive Committee may appoint an interim replacement until the next General Assembly.

6.5 Removal from Office

An Executive Committee member may be removed from office by a two-thirds majority vote of the Executive Committee for conduct considered detrimental to the Society.

VII. OFFICE BEARERS

7.1 President

The President shall provide leadership for the Society and preside over meetings of the General Assembly and Executive Committee.

7.2 Vice President

The Vice President shall assist the President and serve as President-Elect.

7.3 Secretary General

The Secretary General shall oversee the administration and records of the Society.

7.4 Joint Secretary

The Joint Secretary shall assist the Secretary General in the duties of administration and communication.

7.5 Treasurer

The Treasurer shall oversee the financial affairs of the Society.

VIII. FINANCE

8.1 Income

The income of the Society may include membership fees, meeting revenues, educational activities, sponsorship, donations, and other lawful sources approved by the Executive Committee.

8.2 Financial Year

The financial year of the Society shall be determined by the Executive Committee.

IX. DISSOLUTION

The Society may be dissolved only by approval of at least two-thirds of votes cast at an Extraordinary General Meeting convened for this purpose.

Upon dissolution, any remaining assets of the Society shall be transferred to a non-profit organisation with objectives similar to those of the Society, as determined by the Executive Committee and approved by the General Assembly.

X. INTERPRETATION

Any matter not addressed in this Constitution shall be determined by the Executive Committee, subject to review by the General Assembly.