

Asian-Pacific Association for Biomechanics (APAB): By-Laws (Approved on 191102)

Article I: Membership

Section 1. Name and Objective of the Organization

The name of this organization shall be the Asian-Pacific Association for Biomechanics, the acronym shall be “APAB”.

APAB was established in 2005 to encourage, foster, and promote research in the field of biomechanics in Asian-Pacific region, and to strengthen our presence in the world biomechanics community.

Section 2. Geographical coverage

APAB consists of societies with activities related to biomechanics in the Asian and Oceanic countries, and their special regions, that are acceptable for membership by the Council.

Updated list will be found at the APAB website: <http://www.apbiomech.org/organization.html>

Section 3. Application by a Society to be accepted into the APAB

The formal process for societies to apply to be accepted into APAB is as shown in the APAB website: http://www.apbiomech.org/doc/Formal_Process_for_Application_to_APAB.pdf

Article II: Council

Section 1. Members

Council members consists of Society Members, Members-at-large, and the Immediate Past President, and these three categories of membership are described below.

- A. Society Member. A Society Member is the official delegate appointed by each of the member societies. As such the number of Society Members will equal the number of member societies in the APAB. Each member society shall nominate one Society Member, which is to be approved by the Council.
- B. Member-at Large. A member-at-large is elected by the Council members, through the approved Elections Process (refer to Article V) from a nomination list provided by current members of the Council. In order to maintain an equitable balance of rights among Society Members representing the different member societies, a cap on the total number of Members-at-Large is to be maintained. Thus, the number of Members-at-Large at any time in Council will be no greater than the total number of Society members.
- C. Immediate Past President. The President of the Council upon stepping down from the position, shall be invited by the Council to stay on as a member (as a separate category of A and B above). The term of membership will be concurrent with that of the current President of the Council.

Section 2. Terms of Membership

Society member shall hold office for a term of four years and are eligible for re-nomination by the member society. Member-at-large shall hold office for a term of four years and are eligible for re-election.

Section 3. Voting Rights, Holding Office, and Responsibilities

Each Council Member shall have one vote on each matter submitted for voting and shall be eligible to hold office in the Council. Members of the Council shall not just represent the interest of their organization or a specific discipline, but must have the welfare of the whole as their primary interest.

Section 4. Resignation and Termination of Membership

Any Council Member may resign by submitting a written resignation letter (or email) to the Secretary at least six weeks prior to the effective date of such resignation. The Council, by two-thirds vote of those present at any regularly constituted Meeting may suspend or expel a member for cause after an appropriate hearing.

Article III: Meetings of Members

Section 1. Council Meeting

All Council Members will be invited to attend all Council Meetings, which will be held at least once a year. The meeting will be held at the Asian-Pacific Conference on Biomechanics (AP Biomech), as well as at international academic meetings at which most of the Council members are likely to attend.

Section 2. Quorum

A quorum for all meetings and decisions shall be constituted by 50% of the total Council members unless specifically denoted as otherwise in the Statutes or By-laws.

Section 3. Proxy Votes

At any meeting of members, for items arising where voting is required, a member entitled to vote may vote by proxy executed in writing or electronically by the member or by his duly authorized agent or attorney-in-fact. No proxy shall be valid after eleven months from the date of its execution, unless otherwise provided in the proxy. Only one proxy per member is allowed for a vote.

Article IV: Officers

Section 1. Officers

The officers of the Council shall be the President, Secretary, and Treasurer. Only Council Members may be elected as Officers of the Council.

Section 2. Elections – Duration – Term of Office

All Officers shall be nominated by the members of the Council, and elected into office through the approved Elections Process (refer to Article V). Each officer shall hold office for a term of four years and are eligible for re-election.

Section 3. Removal

Any Officer may be removed by the Council whenever in its judgement the best interests of the APAB would be served thereby. The Council, by two-thirds vote of those present at any regularly constituted meeting may suspend or expel an officer for cause after an appropriate hearing.

Section 4. Vacancies

A vacancy in any office because of death, resignation, removal, or otherwise, may be filled at a

regular or special meeting of the members from the candidates furnished by the Council, for the unexpired portion of the term. The process of nomination and election should follow Section 2 of this Article.

Section 5. President

The President shall in general supervise and control all of the business and affairs of the Council. He or she shall preside at all meetings of the members. The President may sign, with the Secretary or any other proper Officer of the Council authorized by the Council any deeds, contracts or other instruments which the Council has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by these by-laws or by statute to some other Officer or agent of the Council; and in general he or she shall perform all duties coincident to the Office of President and such other duties may be prescribed by the Council from time to time.

Section 6. Secretary

The Secretary shall keep the minutes of the meetings of the Council; see that all notices are duly given in accordance with the provisions of these by-laws or as required by by-laws; keep a register of the e-mail address of each member which shall be furnished to the Secretary by such member; and in general perform all duties incident to the Office of the Secretary and such other duties as from time to time may be assigned by the President or by the Council.

The Secretary will chair the Election Committee. See Article V. The Secretary will also organize the ballot to host AP Biomech. See Article VI, Section 2, Item D.

Section 7. Treasurer

The Treasurer shall have custody of and be responsible for all funds and securities of the corporation; receive and give receipts for moneys due and payable to the Council from any source whatsoever, and deposit all such moneys in the name of the Council in such banks, selected by the Council; and in general perform all the duties incident to the office of Treasurer and such other as from time to time may be assigned by the President or by the Council.

Article V: Election Process

Section 1. Election Committee

The selection of Society Members and the election process of Officers and Members-at-Large, is to be initiated and conducted by an Election Committee (EC). The EC will consist of two members in the Council appointed by the President and approved by the Council, plus the Secretary as the Chair of the EC. All three members should be from different geographical Asia Pacific regions. The duty of the EC is to find the best candidate for each office or Council membership. EC members should not have any conflict of interest issue, and will need to make such declaration before accepting the position. In case the Secretary is a candidate, the President will appoint the Immediate Past President or another past Council member as Chair of the EC.

Section 2. Selection process for Society members

The EC Chair shall write to the member societies for their recommended Society members. Each member society shall recommend one Society member. EC will prepare the entire slate of proposed society members for the Council's approval.

Section 3. Nomination process for Officers and Members-at-Large

For both Officer and Members-at-Large positions, the Chair of the EC shall initiate a call for nominations by the council members.

Each nomination must be proposed and seconded by current Council members. Each nomination should be accompanied by the following information:

- name, title, affiliation, and country/region of nominee,
- area(s) of biomechanics in which nominee is active,
- brief CV (≤ 2 pp) accompanied by the endorsement of the relevant member society

The EC will provide a firm deadline for return of nomination forms. EC shall give due consideration for gender diversity in the nomination slate for voting. The timing of the entire process should be such that nominees will be notified of the results of the election at least a month prior to the upcoming Council meeting in which the election results would be reported.

Section 4. Election process for Officers and Members-at-Large

At least three months prior to the upcoming Council meeting, complete dossiers of all nominees will be forwarded electronically to all Council Members or posted on a secure site for access. The EC will organize a ballot to accompany the posting via secure electronic survey with the relevant details of nominees and the positions.

Completed ballots from Council members will be forwarded electronically to the EC, and will be held in confidence. All returned ballots will be examined for validity by the EC. The results of voting are acceptable provided at least 2/3 of the Council members cast their vote.

4.1 Election of Officers

In the event, there is only one nominee for an Officer's position, the vote will be on the motion to appoint, and the instruction is to indicate on the ballot, *Yes* or *No*.

In case there are multiple nominees for the same position, the nominee with the maximum vote will be elected. In the event of a tie, the President will cast the deciding vote.

4.2 Election of Members-at-Large

The ballot should contain all nominated candidates in alphabetic order by their family/last name, followed by check boxes for voting. Each Council member must check the number of boxes equivalent to or more than 80% of the maximum vacancies. A ballot that does not meet this requirement is invalid.

Candidates receive one electoral vote for each check on a valid ballot. Candidate with the highest number of votes will be elected, followed by the next highest until all the vacant positions are filled. In the event of tie(s), the President will cast the deciding vote. Candidates who received votes less than 1/2 of the number of member societies cannot be a Member-at-Large.

The EC will present its findings to the President, who will then report the results of the election at the next upcoming Council meeting for approval.

Article VI: APAB Awards Committee

Section 1: Appoint of the Chair of the APAB Awards Committee

The Chair of the APAB Awards Committee will be appointed by the President of APAB upon recommendation by the Council. The appointment should be made no later than 10 months before the AP Biomech. The position will lapse upon the completion of the competition.

Section 2: Members of the APAB Awards Committee

The Chair of the APAB Awards Committee in consultation with the President of APAB will present a slate of 4 to 5 potential members of the APAB Awards Committee including the Chair and the President to the Council for endorsement. The appointment should be made no later than 8 months before the AP Biomech. The positions will lapse upon the completion of the competition.

Section 3: Yamaguchi Medal

The organization of the Yamaguchi Medal competition is governed by the APAB Yamaguchi Medal Charter. A copy of which can be found in:

<http://www.apbiomech.org/doc/APAB%20Yamaguchi%20Medal%20Charter2018.pdf>

Article VII: Asian-Pacific Conference on Biomechanics (AP Biomech)

Section 1. Conference Dates

The Asian-Pacific Conference on Biomechanics (or AP Biomech) is a biennial event that is exclusively own by APAB. At every Council meeting, an agenda item has to include an update on the upcoming AP Biomech. The projection and appointment of hosts for AP Biomech should be at least four years (or two cycles) in advance.

Section 2. Appointment of Host

The decision for future conference locations will be based on the following criteria:

- A. The host of AP Biomech should be a member society of APAB. The host society will organize and underwrite the conference.
- B. The host society can collaborate to jointly organize AP Biomech with other Biomechanics-related organization(s) and/or institution(s) in the region. However, the primary host should be the member society of APAB.
- C. AP Biomech can be held in conjunction with another Biomechanics or Biomechanics-related International or Regional scientific conference or meeting.
- D. In the event that more than one member society indicates interest to host AP Biomech and it is difficult for them to reach a conclusion, then a ballot will be taken at the Council meeting. The Secretary will organize the ballot. The winner will be awarded the right to host the conference. Based on outcome of the ballot results, other member societies will be given the option to organize subsequent conferences.

Section 3. Host Responsibilities

3.1 Yamaguchi Medal

At each AP Biomech, the scheduling, facilities and logistics for holding the Yamaguchi Medal competition must be provided by the host. These include the following:

- Exemption of the registration fee for the winners.
- Organization of an appropriate slot for the announcement of winners and prize giving during the conference. This might be at Conference Dinner or Closing Ceremony. The host will need to work with the APAB President on the details.
- Arrange for winners to present their research work in appropriate sessions during the conference or to organize special symposia if the conference program schedule permits.

The host will have to work closely with the Chair of the APAB Awards Committee in organizing the competition.

3.2 APAB Council Meeting

The host must provide a meeting room of sufficient size, on complimentary basis for the Council to hold a 2-hour meeting at the conference site. If it is during lunch period, the host must provide lunch for the Council Members.

Article VIII: Amendments to By-Laws

These By-laws may be amended by a two-thirds majority vote of the Council. This may be done either at the Council meeting or by mail (or email) ballot. Proposed amendments must be transmitted to the Council members 90 days prior to the meeting or the deadline for a mail (or email) ballot.

– Approved on Nov 2, 2019