CONSTITUTION OF
THE ASIAN FORUM OF PARLIAMENTARIANS ON POPULATION AND DEVELOPMENT (2015)

ARTICLE I. NAME
1.1. This non-profit association shall be called the Asian Forum of Parliamentarians on Population and Development (AFPPD).

ARTICLE II. DEFINITIONS
2.1. In this Constitution, unless the context otherwise requires or unless an exception is specifically stated:

a) “AFPPD” means “Parliamentarians Forum of Population and Development in Asia and the Pacific.”

b) “Parliamentarian” means any person who is a member of a national parliament, congress, federal chamber, assembly or elective legislative body.

c) “Members” of the AFPPD shall consist of national committees from those Asia-Pacific countries that are members of the United Nations and its specialized agencies. Unless otherwise indicated, “member” implies full membership status.

d) “National Committees” are voluntary forums or organizations of parliamentarians working on population and development issues, or are standing committees in a parliament working on population and development issues.

e) “Secretariat of the National Committee” refers to the non-parliamentarian staff providing support to parliamentarian members.
f) “General Assembly” refers to the highest decision-making authority in conducting the affairs of the AFPPD.

g) “Executive Committee” refers to the AFPPD’s executive body, to which the General Assembly delegates the authority to conduct business between General Assemblies.

h) “Standing Committee” refers to a permanent committee formed by the Executive Committee and approved by the General Assembly, to consider strategic matters referred to it by the Executive Committee.

i) “Secretariat of the AFPPD” refers to AFPPD staff engaged in day-to-day operations to support the General Assembly, the Executive Committee, Standing Committees, National Committees and parliamentarians.

ARTICLE III. LOCATION OF THE SECRETARIAT

3.1. The AFPPD Secretariat shall be located at a place to be decided by the General Assembly of the AFPPD. The AFPPD currently has its office in Thailand, at No. 128/101, Phayathai Plaza Building, Phayathai Road, Ratchathewi, Bangkok 10400; this may be moved to any other location by decision of the General Assembly.

ARTICLE IV. EMBLEM AND SEAL

4.1. The AFPPD shall have an official emblem and/or logotype, and an official seal, as decided at the General Assembly.

ARTICLE V. MISSION, OBJECTIVE AND ACTIVITIES

5.1. The mission of the AFPPD shall be:
To encourage and promote parliamentary and related activities to obtain government and public support in facilitating population and development policies and legislation designed to (1) ensure healthy lives and human well-being and (2) eradicate poverty in the Asia-Pacific region, with a view to contributing to the achievement of equitable and sustainable development and lasting world peace.
5.2. The AFPPD’s objective is to strengthen the regional network of parliamentarians who are committed to full implementation of population and development agenda, especially the Programme of Action of the International Conference on Population and Development (ICPD PoA) and the Sustainable Development Goals (SDGs). The AFPPD aims to achieve this objective through capacity building for parliamentarians and National Committees.

5.3. More specifically, activities carried out by the AFPPD may include the following:

a) To establish and promote collaboration among parliamentarians and other elected legislative representatives, the associates of those representatives and institutions in all Asia-Pacific countries for the development, utilization and sharing of data, information, research findings, expertise and experience pertaining to population and development issues;

b) To facilitate the dissemination and utilization of information and research, including through print and online resources, to promote policy solutions to population and development issues;

c) To facilitate, support and organize events for parliamentarians in order to promote and encourage their involvement in addressing population and development issues;

d) To generate and mobilize resources needed to render the AFPPD capable of fulfilling its functions and responsibilities on a sustainable basis; and

e) To encourage and promote the formation of National Committees of parliamentarians to address population and development issues where National Committees are not yet in existence.

5.4. **Code of Ethics**

In order to achieve its organizational mission, the AFPPD must govern itself and operate in an accountable, ethical and legal manner to earn the trust of donors, partners and the general public for its activities. Any breach of ethics may result in
termination of membership, termination of office bearer’s term or termination of AFPPD staff contract.

ARTICLE VI. MEMBERSHIP
6.1. Each country will have only one National Committee member in the AFPPD.

6.2. Admission of new members: National Committees of parliamentarians working on population and development issues shall seek membership in the AFPPD by written application supported by the office bearers of the committee seeking membership. The written application will be submitted to the Secretary General. The Secretary General shall refer the application with his/her comments thereon, if any, to the Executive Committee of the AFPPD. Membership shall be granted on approval by a majority of the Executive Committee, expressed either in writing or at the following meeting of the Executive Committee. Admission of the new member will then be confirmed at the next General Assembly.

6.3. Associate members of the AFPPD will consist of individual parliamentarians concerned with population and development issues in those Asia-Pacific countries that are members of the United Nations and its specialized agencies; and in which a National Committee of parliamentarians working on population and development issues has not yet been formed. Admission of associate members shall be approved by the Executive Committee.

6.4. Roles of members and associate members include:
   a) To act in accordance with the AFPPD’s mission and objective;
   b) To demonstrate an ability to organize and maintain basic activities to achieve the AFPPD’s mission;
   c) To facilitate the selection and nomination process for sending representatives to the General Assembly and other AFPPD meetings;
   d) To participate in and contribute to the strategic planning and implementation of AFPPD’s sub-regional, regional and global activities; and
   e) To provide annually a programme of activities for the coming year and an annual report of activities undertaken in the previous year. A two-year report will also be presented to the General Assembly.
6.5. **Resignation:** Members and associate members may resign by writing to the Executive Committee at least three months before the next General Assembly. Reasons for resignation must be provided. Any funding of activities considered as AFPPD activities will end on the termination of a membership. Any funds owed to the AFPPD, or other obligations, must be honoured in full before submitting a resignation.

6.6. **Termination:** A membership may be terminated for grave non-adherence to the mission and objective of the AFPPD and/or for not attending the General Assembly and other AFPPD meetings for a period of four years. The Executive Committee has the right to decide on termination of membership. The member in question will be notified in writing at least three months in advance of the Executive Committee discussion on the matter in order to allow for adequate time to prepare. A terminated member may also appeal to the General Assembly against a final decision.

6.7. The terminated member may reapply for membership upon confirmation that the original conditions for termination have been resolved and the potential member meets the conditions of admission.

**ARTICLE VII. ORGANIZATION AND STRUCTURE**

7.1. The AFPPD organizational structure consists of the General Assembly, the Executive Committee, the Standing Committees, the Secretariat and the National Committees.

**THE GENERAL ASSEMBLY**

7.2. The General Assembly is the highest decision-making organ of the AFPPD and shall generally be held once every two years or as determined by the General Assembly. Each member organization shall send at least one representative to the General Assembly of the AFPPD. Where member organizations send more than one representative to the General Assembly, at least one representative shall be female. Members shall each have one vote.
7.2.1. **The General Assembly's roles and functions** include:

a) To elect officers who will constitute the Executive Committee;

b) To approve Standing Committees proposed by the Executive Committee;

c) To consider and approve a strategic plan;

d) To receive the Executive Committee reports, which include Standing Committee reports also;

e) To review the activities of the National Committees;

f) To receive and approve audited accounts; and

g) To consider and discuss strategic issues on population and development; and make resolutions for action on them.

7.2.2. For the General Assembly of the AFPPD, a quorum shall consist of 50 per cent of the membership.

7.2.3. The AFPPD shall make its decisions on the basis of a majority of the members attending and voting. In the case of amendments to the Constitution, a simple majority of all members is required to be in favour, and voting through mail or email will be allowed for members who are unable to attend the General Assembly.

7.2.4. The Chairperson of the AFPPD shall preside at the General Assembly. In the absence of the Chairperson, one of the vice-chairpersons shall preside.

7.2.5. An extraordinary General Assembly can be convened either at the request of the Executive Committee or by written request of not less than one-quarter of the full membership.

**EXECUTIVE COMMITTEE**

7.3. The **Executive Committee** shall meet at least twice per year to conduct the AFPPD’s business between General Assemblies. At its meetings, the Executive Committee may take such actions as may be needed to carry out the decisions of the previous meeting of the General Assembly as well as any urgent actions that may be required to ensure continuation of the AFPPD's operations.
7.3.1 **The Executive Committee’s roles and functions** include:
   a) Setting and monitoring the AFPPD’s strategic direction and formulating Standing Committees with the approval of the General Assembly;
   b) Ensuring good governance and effective leadership;
   c) Overseeing the AFPPD’s finances;
   d) Monitoring organizational performance;
   e) Establishing a risk management strategy and monitoring actual and potential risks, establishing a task force when needed for any special purpose that the Executive Committee finds necessary; and
   f) Promoting partnerships and external engagement.

7.3.2 At meetings of the Executive Committee, a simple majority shall constitute a quorum.

7.3.3 The Executive Committee shall make its decisions by a majority vote of the quorum.

**OFFICE BEARERS (Executive Committee members)**

7.3.4 The AFPPD, through the General Assembly, shall elect a chairperson, five vice-chairpersons (representing the five sub-regions of South Asia, Central Asia, East Asia, Southeast Asia, and the Pacific), a secretary general, a treasurer and three members. These officers will constitute the Executive Committee. All members of the AFPPD are eligible for and encouraged to stand for elections.

7.3.5 The AFPPD encourages gender equity in the representation of parliamentarians on the Executive Committee.

7.3.6 Officers are required to be current members of the Parliament and shall hold office for a term of four years.

7.3.7 In the event of vacancies on the Executive Committee, the National Committee of the previous office bearer shall nominate a replacement to the Executive Committee for approval, to fill the vacancy until the next General Assembly.
7.3.8. Office bearers of the AFPPD are collectively responsible for ensuring the AFPPD’s good governance and effective leadership. Their specific terms of reference are as follows:

7.3.9. The **Chairperson** bears overall responsibility for the AFPPD’s strategy and governance, including overseeing its organizational performance and leading external engagement to forge strategic partnerships. The Chairperson presides over meetings of the Executive Committee and the General Assembly.

7.3.10. **Vice-chairpersons** shall be responsible for overseeing the planning and implementation of activities in their respective sub-regions, thereby contributing to strengthened sub-regional and regional networks of parliamentarians and National Committees.

7.3.11. The **Secretary General** shall serve as secretary for Executive Committee meetings and the General Assembly. The Secretary General shall ensure that the AFPPD’s programmes and activities are planned and carried out in accordance with the policies and decisions established by the Executive Committee and the General Assembly. The Secretary General will report to the Chairperson on a regular basis. The Secretary General also supervises the Executive Director.

7.3.12. The **Treasurer** has oversight of the AFPPD’s finances and shall report on these finances to the Executive Committee and to the General Assembly.

7.3.13. An officer wishing to resign shall do so by sending written notice to the Executive Committee through the Secretary General. The resignation shall take effect immediately once approved by the Executive Committee.

**STANDING COMMITTEES**

7.4.1. Standing Committees shall perform such functions as:
   a) Providing the Executive Committee with specific expertise in strategic areas;
   b) Making recommendations on a designated, specialized topic to the Executive Committee and the AFPPD Secretariat;
c) Providing the platform for parliamentarians to familiarize themselves with the AFPPD’s strategic issues; and

d) Reporting to the Executive Committee.

7.4.2. The Chair of a Standing Committee shall be nominated and appointed by the Executive Committee. The Chair of a Standing Committee may attend Executive Committee meetings to report their activities, but no voting rights are granted.

7.4.3. Standing Committees are open to any AFPPD members.

**AFPPD SECRETARIAT**

7.5.1. The Secretariat of the AFPPD shall have certain **roles and functions**, including:

- a) Developing plans to implement the AFPPD’s strategy;
- b) Facilitating good governance by coordinating with the Executive Committee and Standing Committees;
- c) Ensuring that the organization operates in a financially efficient and sustainable manner;
- d) Pursuing the AFPPD’s best operational performance;
- e) Managing actual and potential risks; and
- f) Leading resource mobilization.

7.5.2. The Executive Committee shall appoint an Executive Director and then monitor and evaluate his/her performance. The Executive Director shall work under the supervision of the Secretary General and overall guidance of the Chairperson to carry out the policies and programmes decided by the Executive Committee and the General Assembly.

7.5.3. The Executive Director shall attend Executive Committee meetings as a non-voting member and shall be responsible for the day-to-day management of the organization. The Executive Director’s term shall be two years, with renewal contingent on performance.
ARTICLE VIII. FINANCES
8.1. The finances of the AFPPD may consist of dues from member groups and from voluntary contributions from UN agencies, intergovernmental organizations, foundations, non-governmental organizations, private sector organizations and individuals.

8.2. The accounts of the AFPPD shall be overseen by the Treasurer, managed on a day-to-day basis by the Executive Director and independently audited on an annual basis. The accounts may be submitted to the Treasurer, the Secretary General and the Chair on a quarterly basis. Audits must then be submitted to the Executive Committee and the General Assembly for approval.

ARTICLE IX. COMPENSATION
9.1. Parliamentarians shall serve in the AFPPD on a voluntary basis, without compensation.

9.2. Office bearers, Members, and Secretariat staff from National Committees will be paid or reimbursed for actual travel costs and per diem expenses for their participation in the AFPPD's activities subject to funding availability.

9.3. AFPPD staff shall receive salaries and benefits as proposed by the Executive Director and approved by the Executive Committee.

ARTICLE X. AMENDMENTS
10.1. Amendments to this Constitution may be proposed by any Member and submitted to the Executive Committee through the Secretary General.

10.2. Proposed amendments must be submitted at least six months prior to the next General Assembly.

10.3. A constitutional amendment requires the approval of the General Assembly in accordance with Article 7.2.3.