



ISPOR Egypt Regional Chapter

ISPOR Egypt Chapter Constitution

Article 1: Name

The name of this organization is the International Society for Pharmacoeconomics and Outcomes Research Egypt Chapter, herein referred to as ISPOR Egypt Chapter.

Article 2: Mission

The mission of the ISPOR Egypt Chapter is to:

1. Spread and emphasize the importance of pharmacoeconomics and outcomes research in Egypt.
2. Provide an environment in which researchers, health care practitioners, and decision-makers interested in pharmacoeconomics and outcomes research can share knowledge at a country level.
3. Serve as a bridge in bringing together Egypt researchers, health care practitioners, and decision-makers interested in pharmacoeconomics and members of the pharmaceutical industry, health-related organizations, and academia.
4. Act as a resource at a local level for individuals interested in pharmacoeconomics and outcomes research.
5. Provide an opportunity for ISPOR Egypt Chapter members to become more familiar with the activities of ISPOR as well as participate in its activities and promote membership into ISPOR.

Article 3: Affiliation

This ISPOR Egypt Chapter maintains affiliation as a component Chapter of the International Society for Pharmacoeconomics and Outcomes Research (ISPOR).

Article 4: Membership

- Membership is open to any individual in Egypt interested in the Society and supports the mission of the Society.
- There will be an ongoing membership recruitment program to encourage membership into the Chapter as well as the Society.
- At least three of the Chapter members are ISPOR members.

Article 5: Organization

1. ISPOR Egypt Chapter is governed by this constitution.
2. ISPOR Egypt Chapter is a recognized organization in the country and complies with local government policies. ISPOR Egypt Chapter holds at least 1 general meeting during the year. Minutes of meetings must be taken. Minutes must be provided to the ISPOR Board of Directors upon request.
3. Any member of the ISPOR Egypt Chapter may initiate a constitutional amendment. Procedures for amending this Constitution are outlined in Article 9.

6: Chapter Leadership

1. The leadership of the ISPOR Egypt Chapter is the Executive Committee.
2. The leadership must have their professional post within the region.
3. The Executive Committee consists of the following elected members: President, President-elect, Past President, Secretary/Treasurer and at least two Directors. Members of the Executive Committee should represent diverse geographic locations and work environments. To facilitate the objectives of the Society and the Egypt Chapter, the President should be a health care decision-maker or an active researcher in the field of economics / outcomes research, at least for the first 5 years of the Chapter. President-elect / President / Past President are limited to one term. ISPOR Egypt Chapter members elect the members of the Executive Committee. Elections are to be held according to the rules and procedures outlined in Article 8.
4. ISPOR Egypt Chapter members elect the members of the Executive Committee. Elections are to be held according to the rules and procedures outlined in Article 8.
5. At least three members of the Executive Committee are ISPOR members.
6. Members of the ISPOR Egypt Chapter Executive Committee hold their respective positions for a term of up to three years, or for the remainder of a term when filling a vacancy. The position of Director or Secretary / Treasurer can serve a second term if re-elected by members of ISPOR Egypt Chapter.
7. The Executive Committee oversees and supports activities of the Chapter. The duties and responsibilities of the Executive Committee should be as defined in Article 7.
8. The Executive Committee's responsibilities include upholding the mission of the ISPOR Egypt Chapter as defined in Article 2.
9. Executive Committee meetings are held as needed. Minutes of meetings must be taken. Minutes must be provided to the ISPOR Board of Directors upon request.
10. The ISPOR Egypt Chapter Executive Committee has the right to make decisions according to ISPOR Egypt Chapter Constitution.

Article 7: Duties of Officers

President

- Takes office after a term as President-elect and holds this position for a term of up to three years;
- Oversees ISPOR Egypt Chapter activities;
- Conducts and presides over all meetings of ISPOR Egypt Chapter;
- Represents ISPOR Egypt Chapter when called upon to do so;
- Provides an annual report of activities including a list of current ISPOR Egypt Chapter members to the ISPOR Board of Directors;
- Represents ISPOR Egypt Chapter in the ISPOR Arabic Network and other associations;

- Is actively involved in ISPOR Arabic Network activities and initiatives (e.g., participates in Network meetings, provides support to the Arabic Network Forum presentations, etc.);
- Participates in a communication with ISPOR Arabic Network and uses external resources to enhance ISPOR Egypt Chapter reputation.
 - Encourages ISPOR Egypt Chapter members to participate in activities held by the ISPOR Arabic Network (e.g., teleconferences);
 - Coordinates with faculty advisor to arrange regular ISPOR Egypt Chapter meetings and set agendas;
 - Coordinates with the Secretary to co-sign off invitation letters to guest speakers.

The office is open to any member of ISPOR Egypt Chapter, in accordance with the requirements outlined in Article 6.

President –elect

- Conducts and presides over all meetings of ISPOR Egypt Chapter in the absence of the President;
- Holds this position for a term of up to three years as President-elect, and at the end of the term as President-elect becomes President;
- Assists the President with the responsibilities of ISPOR Egypt Chapter.

The office is open to any member of ISPOR Egypt Chapter, in accordance with the requirements outlined in Article 6.

Past President

- Holds this position for a term of up to three years after serving as President;
- Conducts and presides over all meetings of ISPOR Egypt Chapter in the absence of the President/President-elect;
- Assists the President with the responsibilities and duties as necessary;

The office is open to any member of ISPOR R Chapter, in accordance with the requirements outlined in Article 6.

Secretary & Treasurer

- Allocates money for various purposes as determined by the Executive Board of ISPOR Egypt Chapter;
- Receives and records all financial transactions;
- Pays bills;
- Satisfies requirements imposed by donors/funding organizations on co-sponsored events and applies for expenses associated with these co-sponsored events;
- Establishes and maintains bank accounts for funds;
- Prepares any necessary tax forms;
- Looks out for constant opportunities for expansion of new sources of funds;
- Schedules monthly meetings;
- Makes detailed notes from each ISPOR Egypt Chapter officers' meetings;
- Collects copies of bank statements and written checks each month;

- Keeps all meetings minutes, correspondences, and bank reports in two identical binders;
- Updates members' list & receives new membership.

The office is open to any member of ISPOR Egypt Chapter.

Directors

- Perform duties as assigned by the Executive Committee;
- Initiates activities of the Chapter.

The office is open to any member of ISPOR R Chapter, in accordance with the requirements outlined in Article 6.

Public Relations Coordinator

- Drafts invitations to guest speakers, cooperates with other officers hosting guest lecturers, and sending "Thank you" letters to guest speakers for their lectures;
- Assists advisors and the Chapter President in inviting guest speakers;
- Sends regular updates to the Chapter members via e-mail.

The office is open to any member of ISPOR Egypt Chapter.

Research Coordinator

- Plans and coordinates the initiation of research study protocol, and the establishment of operating policies and procedures;
- Promotes research capacity building among community-based organizations and student groups;
- Prepares research ethics board applications;
- Plans, implements, and maintains data collection and analysis systems in support of research protocol; may coordinate the collection and analysis of research data.

Article 8: Election Procedures

1. The members of ISPOR Egypt Chapter elect the members of the Executive Committee. Each Egypt Chapter member has one vote.
2. The Executive Committee incumbent members select at least three ISPOR Egypt Chapter members from diverse work environment and geographic location for submission to the Nomination Committee.
3. The Nomination Committee solicits candidates for the positions of President-elect, Secretary/Treasurer, and Directors by notifying all ISPOR Egypt Chapter members electronically or by postal mail, prior to the end of the term of the incumbent.
4. The Nominations Committee selects at least two candidates for each position ensuring that the selected slate complements the incumbent Executive Committee with respect to education, professional interest, work environment, geographic location, and gender.
5. If selected for audit, The Nominations Committee will provide the ISPOR Board of Directors with evidence that the elections were conducted in a fair manner.
6. All elected positions must receive a majority vote (>50% of votes received).

7. The incumbent ISPOR Egypt Chapter President informs the ISPOR Board of Directors of the newly elected Executive Committee members via: RegionalChapter@ispor.org.
8. Unless initiated by a decision of the President, or by any member of the Executive Committee regarding their elected term, an Executive Committee member holds their position until the end of the defined term. Executive Committee members should not be required to step down by any member of the ISPOR Egypt Chapter. If there is a dispute that needs further resolution, a petition must be formally submitted to the ISPOR Board of Directors via regionalchapter@ispor.org.
9. If a change in leadership occurs outside the parameters outlined in this constitution, the Chapter and / or new leadership are subject to disbandment by ISPOR Board of Directors
10. Elections are held every 3 years.

Advisors: The ISPOR Egypt Chapter Executive Committee has the right to appoint Chapter advisors from overseas in order to utilize their knowledge and expertise in Chapter's mission.

Article 9: Amendments

Any active member or officer of ISPOR Egypt Chapter may propose constitutional amendments. A proposed amendment to this or new Constitution should become binding after receiving a two-thirds majority of the total voting membership of ISPOR Egypt Chapter.

Article 10: Indemnification

ISPOR Egypt Chapter will indemnify ISPOR from liability for injury or damage, cost or expense resulting from or which arises out of or in connection with the use by ISPOR Egypt Chapter of the ISPOR name, logo, or arising from the relationship or affiliation between the parties.