

Pursuant to Article 10 and 12 of Associations and Foundations ACT of Bosnia and Herzegovina (Official Gazette of Bosnia and Herzegovina No. 32/01,42/03,63/08) Assembly of the Society for Pharmacoconomics and Outcomes research of Bosnia and Herzegovina at its session held in Sarajevo on 12 December 2009 accepted

**THE  
CONSTITUTION  
of  
The Society for Pharmacoconomics and Outcomes Research  
of Bosnia and Herzegovina**

**I BASIC PROVISIONS**

**Article 1.**

This statute regulates the:

- name, address and area where the society operates,
- terms of reference of the society,
- purpose and program objectives of the society,
- conditions and methods of joining the society and the termination of membership as well as rights, duties and responsibilities of members,
- administrative authorities of the society, manner of their election, terms and method of recall and duration of term,
- decision making and accountability,
- assets and management of assets of the society,
- way of making a decision on the dissolution of the society,
- transparency,
- way of passing the statute, the amendments to the statute,
- stamp and represent the society,
- Cooperation with other organizations,
- Transitional and final provisions.

**Article 2.**

The Society brings together its members to achieve the objectives set forth in this Constitution and above all initiating improvements pharmacoconomics, health economics, outcomes research and health technology assessment.

**Article 3.**

The Society for Pharmacoconomics and Outcomes Research of Bosnia and Herzegovina (hereinafter: the Society) is a nongovernmental, non-political and non-profit organizations on the principle of free and voluntary accession to membership of the Society.

**II NAME, SHORT NAME AND HEADQUARTERS OF THE ASSOCIATION**

**Article 4.**

The Society acts and operates under the name:

*UDRUŽENJE ZA FARMAKOEKONOMIKU I ISTRAŽIVANJE ISHODA U BOSNI I HERCEGOVINI.*

The abbreviated name of the Society is: ISPOR-BH

#### **Article 5.**

Name of the Society in English is:

*SOCIETY FOR PHARMACOECONOMICS AND OUTCOMES RESEARCH OF BOSNIA AND HERZEGOVINA.*

The abbreviated name of the Society in English is: ISPOR-BH

#### **Article 6.**

The Society will act on the entire territory of Bosnia and Herzegovina.

#### **Article 7.**

The Society may change its name and address of which is decided by the Assembly of the Society as set forth in this Constitution.

### **III GOALS, ACTIVITY AND METHOD OF OPERATIONS**

#### **Article 8.**

The Society goals are:

- Improvement of pharmacoeconomics, health economics, outcomes research and health technology assessment,
- Stimulating professional and scientific work in the field of pharmacoeconomics, health economics, outcomes research and health technology assessment
- Dissemination of knowledge through education at all levels of the above mentioned areas,
- To collect, classify, suggests and provides propositions of pharmacoeconomic terms in Bosnia and Herzegovina, as well as proposing pharmacoeconomic guidelines in Bosnia and Herzegovina,
- To connect professionals, health professionals, decision makers and others in the field of pharmacoeconomics in the area of the academic community, health organizations and health funds and the pharmaceutical industry,
- To provide opportunities for its members to be better acquainted with the work of international organizations dealing with the same or similar issues and to participate in the activities of these organizations.

#### **Article 9.**

The Society activities are:

- Organization of thematic lectures and workshops,
- Organization of scientific and professional meetings, symposia and conferences both independently and in collaboration with other organizations,
- Issuing publications that may be published periodically or as needed in the form of magazines, brochures, books and other media and forms of promotions for membership, as provided by law,
- Exchange experiences with international organizations and associations dealing with pharmacoeconomics, health economics and outcomes research,
- Exchange of experiences with universities, professional associations, private companies and other organizations in the country and beyond dealing with similar issues,

- Gathering of pharmacists and other health professionals interested in working on pharmaco-economic issues and the formation of research teams, depending on the specific problems of research topic,
- Development and advancement of teaching of pharmaco-economics and outcomes research at all educational levels,
- Cooperation with the International Society for Pharmaco-economics and Outcomes Research as local branch,
- Work on the expansion and acceptance of new members.

#### **Article 10.**

The Society achieves its objectives in a manner prescribed by law, this Statute and other general acts of the Society.

In achieving its goals the Society will not be involved in the campaign and will collect funds for candidates or for the financing of political parties.

#### **Publicity of the Society**

#### **Article 11.**

Publicity of work is ensured and achieved timely and true informing Association members through public communication through:

press releases,

- public meetings, scientific and professional meetings,
- publication of scientific and professional journalistic work,
- internet presentation (web-site) of the Society,
- interactive presentation software,
- journals and bulletins of the Society issued in accordance with the regulations on public information.

### **IV PROCEDURE FOR ACCEPTANCE AND EXCLUSION OF MEMBERS OF ASSOCIATION**

#### **Article 12.**

The founders acquired the property of membership by the date of registration of the Society.

Membership in the Association may acquire any adult natural person who is a citizen of Bosnia and Herzegovina, which has the necessary qualifications in the field of pharmacy, medicine, dentistry, economics, and other relevant scientific fields, who accept objectives and guidelines of the Constitution of the Society.

### **V ASSOCIATION MEMBERS, RIGHTS AND RESPONSIBILITIES**

#### **Article 13.**

Membership in the Society is based on voluntariness and self-determination. Membership in the Society may be regular and honorary.

#### **Article 14.**

Regular membership is gained by signing the application, and held regular annual membership fee payment.

The amount of annual membership fee paid by members of the Society is determined and established by the Executive Committee of the Association at the beginning of each calendar year.

Executive Committee decides on admission to the regular membership of the Society upon receipt of a signed entry form whose contents are prescribed by the Executive Committee.

The information listed on the application form are secret and should not be passed on to third parties.

Honorary member of the Society can become a natural or legal persons whose work in particular contributed to the development of the Society.  
Honorary members have no voting rights.

The decision to receive an honorary membership by the Assembly on the proposal of the Executive Committee of the Society.

The Society keeps a register of members whose form and content and the manner of its management is proposed and decided by the Executive Committee.

#### **Article 15.**

Regular members of the Society shall be entitled to:

- elect and be elected to the governing bodies of the Society,
- actively participate in achieving the objectives of the Society,
- be timely informed of the Society on the work and activities of the Society,
- contribute to achieving the objectives of the Society,
- provide suggestions, opinions and comments on the work of the Society and its bodies.

#### **Article 16.**

Regular members of the Society have an obligation to:

- actively contribute to achieving the objectives of the Society,
- participate, in accordance with the interest in the activities of the Society,
- perform the tasks entrusted to them by the Executive Committee,
- lobbying materially strengthen the Society,
- preserve and uphold the reputation of the Society,
- adhere to the Constitution of the Society.

#### **Article 17.**

Membership in the Society shall terminate on the following:

- arbitrary attendance of the member who submits a written statement to the Executive Committee,
- due to failure and serious violations of the Constitution of the Society when the decision on dismissal of the Executive Committee,
- non-payment of dues 6 months in a row when the decision on dismissal of the Managing Board,
- the dissolution of the Society.

#### **Article 18.**

Each member of the Society may withdraw from the Society on the basis of written notification of withdrawal submitted by the Executive Committee of the Society.  
As the day of termination of membership shall be deemed the date of receipt of declarations of withdrawal.

Member of the Society who withdraw or who is expelled from the Society shall perform the obligations to society due to the cessation of membership.

#### **Article 19.**

Member of the Society who grossly violates the Constitution, does not fulfill its obligations towards the Society or its conduct damages the Society or impairs the reputation of the Society may be expelled from the Society.  
Before the decision on expulsion, a member of the Society shall be informed in writing of the proposal for exclusion and reasons for the proposed disconnection.  
Exclusion of member is decided by the Executive Committee.  
Against the decision of the Executive Committee, within 10 days, may be an objection to Assembly of the Society, whose decision is final.

#### **Article 20.**

Each regular member of the Society is obliged to pay a monthly fee.  
The amount of the fee determined by special decision of the Executive Committee at the beginning of each year.

The basic method of payment dues personally delays the Secretary of the Society membership or paying dues on the current account of the Society of the officer paid membership after your membership booklet attached proof of payment.

### **VI SOCIETY BODIES**

#### **Article 21.**

The managing bodies of the Society are:

- the Assembly,
- the Executive Committee and
- the President of the Society.

#### **Society Assembly**

#### **Article 22.**

The highest Society body is the Assembly.

#### **Article 23.**

Society Assembly is responsible for:

- adoption of the Constitution and amendments to the Constitution
- making decisions about the merger and separation, transformation, dissolution and termination of such status changes and other associations,
- appointment and discharge of persons authorized to represent the Society,
- appointment and discharge members of the Executive Committee and other agencies provided the Statute,
- adoption of annual plan and program of work on the proposal of the Executive Committee,
- adoption of the financial plan and financial report,
- Consider and adopt the annual report of the Executive Committee,
- perform other activities that are not in responsibility of other Society bodies.

#### **Article 24.**

The Assembly meets on ordinary and extraordinary sessions.

Regular meeting session of the Assembly are held once a year and they convened by the President of the Assembly at least 15 days prior to the meeting date.

Extraordinary session of the Assembly may be convened by the Executive Committee or may be convened at the request of at least one half of regular members of the Society to request the names and personal signature submitted to the Executive Committee, which shall within 30 days convene the Assembly meeting.

For the extraordinary session of the Assembly Executive Committee is responsible for drawing up the agenda.

#### **Article 25.**

Full Assembly decides if at least half of the members present.

The Assembly makes decisions by majority vote of members present.

If the scheduled session of the Assembly can not access more than half the number of members of the Association, after one hour from the time fixed for the commencement of the Assembly, the Assembly may decide by a majority vote of the full members present association of which must be at least five.

The right to vote at the Assembly members who are not up to the beginning of the session did not make up obligations to the Society.

#### **Article 26.**

The Assembly is chaired by the President of the Assembly.

The mandate of the President of the Assembly is four years, after which can be re-elected, but not more than twice in a row.

President of the Assembly is responsible for:

- organizing and convening meetings of the Assembly,
- proposing agenda of the Assembly,
- chairmanship of the sessions of the Assembly,
- signing of laws passed by the Assembly,
- perform other activities are designated by the Assembly.

#### **Executive Committee**

#### **Article 27.**

The Executive Committee is the executive organ of the Society, which takes care of implementing the objectives of the Society established by Statute.

The Executive Committee has three members who are elected by the Assembly.

The mandate of the Executive Committee members shall be four years, after which a member may be re-elected to the Executive Committee, but no more than twice in a row.

Each member of the Executive Committee of the Society shall have one vote.

The Executive Committee makes decisions for the same if you vote for at least two members of the Board.

## **Article 28.**

The Executive Committee shall perform the following:

- implement the decisions and conclusions of the Assembly,
- manages the association between the two assemblies, and decisions to achieve the objectives of the Society,
- specific tasks entrusted to individual members,
- adopts normative acts necessary for the work,
- prepares draft amendments to the Constitution, submitted to the Assembly for adoption,
- proposes work plan and program,
- prepares of materials, information and analysis for the Assembly,
- submits of annual financial statements and report on the work of the Assembly,
- prepares of sessions of the Assembly,
- decides on the disposal of the assets of the Society,
- decides on the conclusion of contractual agreements with individuals and legal entities,
- establishes contacts and cooperation with state agencies, institutions, NGOs and all other institutions in the country and abroad,
- monitoring the implementation of the financial plan of the Society and make decisions on the use of funds of the Society,
- appoint permanent and temporary working bodies of the Society,
- makes decisions on expenditure of funds of the Society,
- elected local and foreign consultants to carry out duties within the activities of the Society,
- perform other duties as assigned by the Assembly.

## **Article 29.**

The Executive Committee is composed of three members.

The Executive Committee selects a location for meetings and promptly notify all persons who should attend.

## **Article 30.**

President of the Executive Committee with a mandate of four years and may be re-elected, but not more than twice in a row.

President of the Executive Committee represents the Society.

President of the Executive Committee is responsible for:

make a statement in public,  
convening meetings of the Executive Committee and proposing the agenda of each meeting,  
presidency of the meetings of the Executive Committee,  
submitting an annual report on the activities of the Society of the Assembly of the Society,  
signing of the financial orders,  
appropriate care of a prudent businessman for Society,  
occurrence in relations with third parties,  
preservation of seals of the Society,  
performing other tasks for which it is authorized by statute and assigned by the Assembly of the Society.

Other two members of the Executive Committee are vice-president and secretary.

Vice-President performs the functions of President due to his absence or under special authority.

President of the Executive Committee of the Society is responsible for their work and the work of the Committee, which reports submitted to the Executive Board and the Assembly.

#### **Article 31.**

The Executive Committee adopt Rules of Procedure, which closely regulates the relationships within the Committee in accordance with this Statute.

#### **Article 32.**

The Society has a Secretariat, which regulates the relations within the Society regarding the schedule and job. Regulation on job classification for the Secretariat adopted by the Executive Committee.

#### **Article 33.**

Meetings of the Executive Committee shall be convened by the President of the Executive Committee.

Meetings are held in the program and needs, and at least once every two months. To perform certain jobs Executive Committee may form working bodies, committees, commissions and tips.

#### **Article 34.**

President and members of the Executive Committee may be dismissed before the expiration of the term for which elected, as follows:  
at their own request,  
if not attend a meeting of the Board three times consecutively without justifiable reasons,  
if perform actions in relation to work destroying the reputation of the Society.

Initiative on impeachment of the President, may provide the majority of total Assembly members. Executive Committee recommends the exclusion of one of its members and the final decision adopted by the Assembly by a two thirds majority vote.

### **VII SOCIETY ASSETS, METHOD OF ASSET ACQUISITION AND MANAGEMENT**

#### **Article 35.**

Assets of the Society are: intellectual property rights, material and financial resources, the association acquired in accordance with the Act and this Constitution.  
For liabilities to third parties throughout the Society responsible property.

#### **Article 36.**

The funds that the Society uses to achieve its aims and objectives obtain from:  
membership fees,  
voluntary contributions and gifts of public, individuals and legal entities, both domestic and foreign, in cash, services or property of any kind,  
government subsidies and contracts with the state, public institutions, individuals and legal entities, both domestic and foreign,  
sponsors of the Society,  
gifts,  
income from interest, dividends, profits from capital, rents, fees and similar sources of passive income,  
preparing and organizing scientific conferences, symposia and conferences,



preparation and organization of educational materials, including brochures, modules for learning through computers and the Internet, books and / or through other educational resources,  
proceeds from the objectives and activities of the Society as provided in this Constitution, other income in accordance with law and statute.

#### **Article 37.**

The acquisition of income, use of assets and resources available to the Society Executive Committee decided in accordance with this Constitution and general laws of the Society.

#### **Article 38.**

The Society shall keep proper books of accounts in accordance with generally accepted accounting principles and to prepare financial statements in accordance with applicable regulations.

#### **Article 39.**

The Steering Committee shall at least annually submit to the Assembly of the Society of the report with data on property, asset utilization, revenue and expenditure of the Society and other issues of importance for the disposal of property and financial affairs of the Society.

### **VIII PUBLICITY OF THE SOCIETY**

#### **Article 40.**

The work of the Society is open to the public.  
Publicity of the Society are achieved as set forth in the Act and this Statute.

#### **Article 41.**

All members have a right to be regularly informed about the work of all organs of the Society.  
Notwithstanding the general document issued by the Executive Committee of the Society, may determine that certain information, data and documents, constitute a trade secret. The same act can be determined by the responsible persons for the use and protection of information that have the character of the business (trade) secret.

For a trade secret can not be determined by data that are public by law and regulations, as well as information on laws, regulations and other regulations.

### **Cooperation with other organizations**

#### **Article 42.**

For the purpose of bonding, learning and developing friendly relations, Society of cooperation with related associations in the country and abroad implemented in accordance with the laws and decisions of the Assembly.

The Society can merge and join in international associations with similar activities but activities such associations is not contrary to the Constitution and the law.

The decision about joining or membership in the Association of alliances and other forms of association by the Assembly.

## **IX CONSTITUTION AND OTHER GENERAL RULES OF THE ASSOCIATION**

### **Amendments to the Constitution**

#### **Article 43.**

The initiative to amend the Constitution may be submitted any regular member of the Society.

#### **Article 44.**

Proposal for amendments to the Constitution established by the Executive Committee. Specific proposal shall be submitted to the Assembly of the Society in writing and with appropriate explanation at least 30 days before the Assembly.

#### **Article 45.**

The amendments to the Constitution decided by the Assembly of the Society as set forth in this Constitution.

### **General acts of the Association**

#### **Article 46.**

In addition to the Constitution, the bodies of the Society may make other general acts, as follows:

decisions,  
regulations and  
rules.

General acts must be according to the laws and Constitution.

#### **Article 47.**

At meetings of the Society bodies is composed of records (minutes). Minutes must be true and must reflect the work flow of the meeting and contain the decisions made by the organs of government at their meetings and sessions. Minutes must be signed.

### **X FORM AND CONTENT OF SOCIETY LOGO AND STAMP**

#### **Article 48.**

The Society's stamp of circular shape of diameter 30 mm. Inside the stamp is a sign of the association and the name of seat: Sarajevo, around which describes the full name of the Society of Latin alphabet. The Society may have a stamp with the logo and name of the Society in English.

The Society may have more stamps, with each stamp represents the correct number. The Executive Committee will decide which way closer to regulate the use and preservation of the stamp of the Society.

#### **Article 49.**

The Society has its own logo.  
Final decision rests with the Assembly of the Society.

### **XI REPRESENTATION OF THE SOCIETY**

#### **Article 50.**

The Society represents the President of the Executive Committee of the Society in the manner prescribed by law and this Constitution.

### **XII SOCIETY TERMINATION**

#### **Article 51.**

The Society may stop working voluntarily or by operation of law.

#### **Article 52.**

The Society stops working voluntarily:

- decision of the Assembly and two-thirds majority of all members of the Society,
- when conditions for achieving the objectives of the Society disappear or
- in other cases specified by law

#### **Article 53.**

Decision to dissolve the Society, the decision maker makes a plan of liquidation and the liquidator appointed whose duty is to the execution of the plan of liquidation and the filing of the application for registration of termination of the authorities.

#### **Article 54.**

In the process of liquidating the assets of the Association of the Association shall settle all outstanding legal obligations and liabilities incurred by third parties, and any remaining assets will be assigned to another organization which has the same or similar statutory activities.

### **XIII TRANSITIONAL AND FINAL PROVISIONS**

#### **Article 55.**

Interpretation of the provisions of the Constitution is given by the Assembly.

#### **Article 56.**

This Statute shall enter into force upon its adoption and shall apply from the date of registration with the competent Ministry.

Sarajevo, 12.12.2009.

**President of the Assembly**

**Redzad Catic, BScPharm**