

## **ISPOR Ghana Chapter Constitution**

### **Article 1: Name**

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

### **Article 2: Mission**

The mission of the ISPOR Ghana Chapter is to:

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

### **Article 3: Affiliation**

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

### **Article 4: Membership**

1. Active membership is open to any individual in Ghana interested in the Society and supports the mission of the Society.
2. At least three of the officers are ISPOR members.
3. There will be an ongoing membership recruitment program to encourage membership into the Chapter as well as the Society.

### **Article 5: Organization**

1. The ISPOR Ghana Chapter Executive Committee shall have at least the following officers: President, President-Elect, and Secretary/Treasurer. The duties and responsibilities shall be as defined in Article 7.
2. The active members of ISPOR Ghana Chapter elect the ISPOR Ghana Chapter Executive Committee officers. Elections will be held at the same every two year according to the rules and procedures outlined in Article 8.

3. The ISPOR Ghana Chapter Executive Committee officers will hold their respective positions for a term of one year, or for the remainder of a term when filling a vacancy.

### **Article 6: Procedures**

1. ISPOR Ghana Chapter is governed by this constitution.
2. ISPOR Ghana Chapter is a recognized organization in the country and complies with local governmental policies.
3. ISPOR Ghana Chapter holds general meetings during the year. Special executive meetings will be held at the discretion of the executive officers.
4. Any member or officer of the ISPOR Ghana Chapter may initiate a constitutional amendment. Procedures for amending this Constitution are outlined in Article 9.
5. Each ISPOR Ghana Chapter executive officer or member shall have one vote.

ISPOR Ghana Chapter will have a ten member Board of Directors who will oversee activities of the society and liaise with the elected officers. There will be a Board Chairman. The President of ISPOR Ghana Chapter will be automatically member of the board.

### **Article 7: Duties of Officers**

Each elected officer will serve a two year term.

#### **President**

The President of ISPOR Ghana Chapter:

1. Conducts and presides over all meeting of ISPOR Ghana Chapter.
2. Represents ISPOR Ghana Chapter when called upon to do so.
3. Appoints an individual to any office that becomes vacant subject to the ISPOR Ghana Chapter Executive Committee approval.
4. The office of the President is open to any member of ISPOR Ghana Chapter.
5. Provide a report of activities and financial transaction to the ISPOR Board of Directors annually.

#### **President-Elect**

The President-elect of ISPOR Ghana Chapter:

1. Succeeds to the office of the President upon completion of a two-year term of President.
2. Conducts and presides over all meetings of ISPOR Ghana Chapter in the absence of the President.
3. Assists the President with the responsibilities of ISPOR Ghana Chapter.
4. The office is open to any member of ISPOR Ghana Chapter.

#### **Secretary/Treasurer**

The Secretary of ISPOR Ghana Chapter:

1. Records the minutes of ISPOR Ghana Chapter meetings. An official copy of the minutes will be kept in the ISPOR Ghana Chapter records and a copy emailed to: [info@ispor.org](mailto:info@ispor.org)
2. Handles ISPOR Ghana Chapter correspondence as necessary.
3. Will be responsible for any financial transactions of ISPOR Ghana Chapter.
4. Keeps and maintains the ISPOR Ghana Chapter records.

6. Keeps and makes available to the members of ISPOR Ghana Chapter and the ISPOR Board of Directors a record of all monies received and spent by ISPOR Ghana Chapter.
7. Reports the financial status of ISPOR Ghana Chapter at meetings.
8. Assists the President in the preparation of an annual budget.
9. Oversees the financial activities of ISPOR Ghana Chapter.
10. The office is open to any member of ISPOR Ghana Chapter.

### **Article 8: Election Procedures**

1. The active members of ISPOR Ghana Chapter will elect the ISPOR Ghana Chapter executive officers at an Annual General Meeting (AGM).
2. The ISPOR Ghana Chapter Executive Committee (President, President-Elect, Secretary/Treasurer and two executive members) appoints Nominations Committee.
3. The Nominations Committee will solicit nominations.
4. Elections will be held through a secret ballot with each member having one vote.
5. The new ISPOR Ghana Chapter President informs the ISPOR Board of Directors of the newly elected officers. The names of the newly elected officers are emailed to: [info@ispor.org](mailto:info@ispor.org).

### **Article 9: Amendments**

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

### **Article 10: Indemnification**

1. ISPOR Ghana 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 Ghana Chapter of the ISPOR name, logo, or arising from the relationship or affiliation between the parties.