

**Society for Pharmacoeconomics and Outcomes Research
India (SPOR-INDIA)**

Memorandum of Association and

Rules & Regulations

President

Secretary

Treasurer

A NOT FOR PROFIT SOCIETY FOR ABOVE AIMS AND OBJECTIVES

**Society for Pharmacoeconomics and Outcomes Research
India (SPOR-INDIA)
Memorandum of Association and
Rules & Regulations**

Mission

The mission of the Society of Pharmacoeconomics and Outcomes Research India (SPOR-INDIA) is to provide an environment for knowledge sharing among researchers, healthcare practitioners and decision-makers interested in pharmacoeconomics and outcomes research. Serve as a bridge in bringing together Indian researchers, healthcare practitioners, and decision-makers interested in pharmacoeconomics and members of pharmaceutical industry, health-related organizations, and academia. Act as a resource at a local level for individuals including students interested in pharmacoeconomics and outcomes research. Provide an opportunity for India chapter members to become more familiar with the activities of ISPOR as well as participate in its activities.

1. Name of the Society: -

Society for Pharmacoeconomics and Outcomes Research India (SPOR-INDIA), herein referred to as "SPOR-INDIA".

2. Registered Office:

The Registered Office of the Society shall be situated at Jaipur. The present address is

Institute of Health Management Research, Jaipur 302011, 1, Prabhu Dayal Marg, Airport Road, Jaipur – 302 011

3. Aims and Objectives: -

The Aims and Objectives of the society shall be as under:

1. Provide an environment for knowledge sharing among researchers, healthcare practitioners, and decision-makers interested in pharmacoeconomics and outcomes research.
2. Serve as a bridge in bringing together Indian researchers, healthcare 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 local level for individuals including students interested in pharmacoeconomics and outcomes research.
4. Provide an opportunity for India chapter members to become more familiar with the activities of ISPOR as well as participate in it.
5. Maintain affiliation as a component chapter of the International Society of Pharmacoeconomics and Outcomes Research (ISPOR).
6. Promote research in area of policy, advocacy and public health related issues.
7. Research on rational drug use in developing countries.
8. Foster career growth and development for its members.

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4. Membership

The persons with the following qualifications will be eligible to be a member:

1. Those who are adult.
2. Those who are not insane or bankrupt.
3. Those who have interest and faith in the aims and objectives of the Society.
4. Those who have interest in the benefit of the Society.

5. Classification of the Membership

The membership of the society will be of the following categories

1. Corporate or Industry
2. Academic Institution
3. Annual member
4. Life member

6. Membership Fee and Donation

Under the sub-rule of 4 following fees and donations will be as follows:

1. Corporate or Industry: Rs. 20,000 allowing nomination of 2 persons
2. Academic Institution : Rs. 5,000 allowing nomination of 2 persons
3. Annual members: Rs. 500
4. Life member: Rs. 1,000

7. Expulsion from membership

1. In case of death
2. In case of resignation
3. Violating the aims and objectives of the society
4. If found guilty by the executive committee. On such expulsion, the appeal will have to be made within 15 days time for consideration of General Body and the majority decision of the General Body will be final

8. General body meeting

Under the sub-rule of the Society all the members will constitute a General body of the society

9. Rights and Duties of the General Body

1. Following will be the rights and duties of the General body:-
2. Election of the executive committee
3. Approve annual budget
4. Review and acknowledge the work done by the executive committee
5. To amend, change, revise the constitution of the Society by 2/3 majority of the members of the society
(It will be implemented after getting the attested copy which is filed in the Office of the Registrar)

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10. General Body Meetings

1. An Ordinary General Meeting of the Society shall be convened at least once in each year. If necessary, a special meeting can be called by the President / Secretary of the Society
2. For any General Meeting, the quorum shall be 1/3 of the membership
3. Intimation of the of meeting will be given 15 days in advance and for special meeting 3 days in advance is required
4. If the quorum is not complete, the meeting shall stand adjourned, which can be reconvened after 10 minutes. No quorum will be necessary for such meeting, but the agenda items of the meeting will remain the same as that of adjourned meeting.
5. The meeting must be convened within a month by the President/Secretary if the 1/3 or 15 members whichever is less on written request. If the meeting is not convened by the President/Secretary, the 3 members of the above 15 members can issue a notice and all the decisions taken in such meeting will be constitutional and acceptable.

11. Formation of the Executive Committee

An Executive Committee will be formed. It will consist of the following executives committee positions: -

- a. Patrons
- b. President
- c. Vice-Presidents - Two
- d. Secretary
- e. Joint Secretary
- f. Treasurer
- g. Executive committee Members - Nine
(A total of 16 members)

12. Election of the Executive Committee

1. The General Committee will elect the Executive Committee of the Society for three years.
2. The election can be conducted through direct/indirect process.
3. The returning officer will be appointed by the Executive Committee

13. Duties and Responsibilities of the Executive Committee

Following shall be the duties and responsibilities of the Executive Committee of the Society:-

1. Accepting member/expelling them
2. To prepare annual budget
3. To protect asset of the Society
4. To appoint paid employees and fix their salaries and allowances and relieving them
5. To implement the decisions taken by the General Body
6. To form sub-committee for its smooth functioning
7. Any other functions that may be in interest of the Society

President

Secretary

Treasurer

14. Meetings of the Executive Committee

1. At least 2 meetings shall be convened in a year, if needed, extra meetings can be convened by the President / Secretary
2. Quorum of the meeting shall be 2/3 of the members of the Executive Committee
3. Intimation of the meeting should be given 15 days in advance, or for emergency meeting it can be a short notice.
4. If the quorum is not fulfilled, the meeting can be adjourned and held after 5 minutes. In such meeting no quorum is necessary but the agenda shall remain the same as that of earlier meeting. In such meeting there should be at least 2 members. The conformation of minutes will have to be done at the next meeting.

15. Powers and Duties of designated persons of the Executive Committee

Following shall be the powers and duties of the Executive Committee of the Society:-

1. President

1. Presiding over the meetings
2. Decisive vote in case of equal number of votes
3. Convene the meetings
4. Represent the Society
5. Sign on contracts and other documents

2. Vice-President

1. In the absence of the President, exercise all the power of the President
2. Exercise other powers given by the Executive Committee

3. Secretary

1. Organize the meetings
2. Record the minutes of the meetings and maintain the records.
3. Control on the income and expenditures
4. Control on the paid-employees and arrange their salary and pass travel bills etc.
5. Represent the Society and sign on the documents on behalf of the Society
6. To do the correspondences
7. Matters related to protection of asset and other tasks that may be necessary

4. Joint Secretary

1. Execute all the functions of the Secretary in his absence
2. Other tasks which are given by the Executive Committee / Secretary

President

Secretary

Treasurer

5. Treasurer

1. Prepare annual accounts
2. To have a control on daily accounts
3. Receive and give receipt of donation/fee/grants
4. Execute other functions assigned

6. Executive Committee members

1. To attend the meeting and advise the Society for taking decisions

16. Treasury of the Society

1. Treasury of the Society shall be collected in the following ways:-

2. Donation
3. Fee
4. Grants
5. Ads
6. Government donation

2. Treasury of the Society shall be handled in the following ways:-

1. The funds received through above-mentioned way deposit in a bank safely
2. Transactions will be made through any two of the three persons i.e., President /Secretary/ Treasurer sign jointly.

17. Financial powers

The financial power will be as follows:

1. PresidentRs. 50, 000
2. SecretaryRs. 10, 000
3. TreasurersRs. 5,000

The above amounts will be approved by the Executive Committee. The Auditor shall be appointed by the EC.

18. Audit of the Society

There shall be an annual audit of all the accounts and annual accounts shall be submitted to the Registrar of Societies

19. Amendment in the Constitution of the Society

As per the Act, 1958, Article 12, by the 2/3 members' permission of the General Committee the constitution of the Society can be changed, revised or amended

20. Dissolution of the Society

If the dissolution of the Society is necessary, all the current / fixed assets of the Society shall be transferred to the society working for the similar objectives. All the formalities shall be as per the Rajasthan Society Registration Act, 1958, Article 13 and 14. Registrar has the right to cancel the registration of a Society.

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21. Inspection of Accounts of the Society

Registrar of Societies Jaipur has full right to inspect/invigilate of the record of the Society and the suggestions by him shall be governed.

This is to certify that the above Constitution (Rules and Regulations) of Society of Pharmacoeconomics and Outcomes Research India (SPOR-INDIA) is found correct and true.

President

Secretary

Treasurer

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