The Constitution of ISPOR Iran Chapter

Article 1: Name and location

1. The name of this organization is the International Society of Pharmacoeconomics and Outcomes Research Iran Chapter, here in referred to as ISPOR Iran Chapter.

2. ISPOR Iran (c/o Dr. Abbas Kebriaeezadeh)
Department of Pharmacoeconomics and Pharmaceutical administration
Faculty of Pharmacy- Tehran University of Medical Sciences
Tehran 1417614411
Iran

Article 2: Mission
The mission of the ISPOR Iran 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 Iran level.

2. Serve as a bridge between researchers, health care practitioners, and decision-makers, representatives of pharmaceutical industries and academia who have expertise in pharmacoeconomics and outcomes research.

3. Act as a resource at a local level for individuals interested in pharmacoeconomics and outcomes research and their use in health care decisions.

4. Provide an opportunity for Iran Chapter members to become more familiar with ISPOR and participate in its activities.

5. To promote local development and monitor implementation of guidelines in pharmacoeconomics and outcomes research.

Article 3: Affiliation

1. ISPOR Iran is a non-profit organization and has no commercial purposes.

2. ISPOR Iran maintains affiliation as a component chapter of the International Society of Pharmacoeconomics and Outcomes Research (ISPOR).
**Article 4: Membership**
Membership is open to any individual working within Iran interested in the Society and supports the mission of the Society.

**Article 5: Procedures**

1. ISPOR Iran Chapter is governed by this constitution.
2. ISPOR Iran Chapter is a recognized organization in the country and complies with local government policies. ISPOR Iran 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 Iran Chapter may initiate a constitutional amendment. Procedures for amending this Constitution are outlined in Article 9.

**Article 6: Chapter Leadership**

1. The leadership of the ISPOR Iran 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. President-elect / President / Past President are limited to one term. ISPOR Iran 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. At least three members of the Executive Committee are ISPOR members.
5. Members of the ISPOR Iran Chapter Executive Committee hold their respective positions for a term of two 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 Iran Chapter.
6. 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.
7. 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.
8. The ISPOR Iran Chapter Executive Committee has the right to make decisions according to ISPOR Iran Chapter Constitution.

**Article 7: Duties of Executive Committee**

**President**
The president of ISPOR Iran Chapter:

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

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

**President-elect**
The president-elect of ISPOR Iran Chapter:

- Holds this position for a term of two years as President-elect, and at the end of the term as President-elect becomes President;
- Conducts and presides over all meetings of ISPOR Iran Chapter in the absence of the President;
- Assists the President with the responsibilities and duties as necessary;

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

**Past President**
The Past President of the ISPOR Iran Chapter:

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

**Secretary / Treasurer**
The Secretary of ISPOR Iran Chapter:

- Records the minutes of ISPOR Iran Chapter meetings. An official copy of the minutes should be kept in the ISPOR Iran Chapter records;
- Handles ISPOR Iran Chapter correspondence as necessary;
- Is responsible for any financial transactions of ISPOR Iran Chapter;
- Keeps and maintains the ISPOR Iran Chapter records;
- Keeps and makes available to the members of ISPOR Iran Chapter and the ISPOR Board of Directors a record of all monies received and spent by ISPOR Iran Chapter;
- Reports the financial status of ISPOR Iran Chapter at meetings;
- Oversees the financial activities of ISPOR Iran Chapter.

The office is open to any member of ISPOR Iran Chapter.
Directors
A Director of ISPOR Iran Chapter:

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

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

**Article 8: Election Procedures**

1. The members of ISPOR Iran Chapter elect the members of the Executive Committee. Each Iran Chapter member has one vote.
2. The Executive Committee incumbent members select at least three Iran Chapter members from diverse work environment and geographic location to the Nomination Committee.
3. The Nomination Committee solicits candidates for the positions of President-elect, Secretary, and Directors by notifying all Iran 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 Iran 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 Iran 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

**Article 9: Amendments**

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

**Article 10: Indemnification**

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