

ISPOR-JORDAN CONSTITUTION

Article 1: Name and location

1. The name of this organization is the International Society of Pharmacoeconomics and Outcomes Research Jordan Chapter, herein referred to as ISPOR-Jordan.
2. The incorporated ISPOR-JORDAN has as domicile the city of Amman and its head office will be the hosting entity which lodges it during the period for which the organization is elected. Currently the address is:

ISPOR-JORDAN (c/o Dr. Ibrahim Alabbadi)
Amman 11118
P.O. Box 182349
Jordan

Article 2: Mission

The mission of the ISPOR-Jordan is to create widespread promotion & instruction on the practical use of the means and methods of pharmacoeconomics and outcomes research in Jordan in order to establish an environment where researchers, healthcare practitioners, and decision-makers interested in pharmacoeconomics and outcomes research can share knowledge at a national and international level as well as serve as a bridge in bringing together country researchers, healthcare practitioners, and decision-makers interested in pharmacoeconomics and members of the pharmaceutical industry, health-related organizations, and academia.

Article 3: Objectives

1. To promote local development and monitor implementation of guidelines in pharmacoeconomics and outcomes research.
2. Actively participate in public health policies, pharmacoeconomics contents and health outcomes research discussions; in spaces of public discussions, before academia, government, scientific societies, and the society in general.
3. To ensure and promote the development and extension of scientifically substantiated findings in medical sciences and related branches, striving for their implementation in the care of health of citizens with a particular emphasis on an improvement of the health status of the population in connection with an effective utilization of sources.
4. Act as a resource and facilitator at a national level for individuals interested in pharmacoeconomics and outcomes research.

5. Provide an opportunity for ISPOR-JORDAN members to become more familiar with the activities of ISPOR as well as participate in its activities.
6. Endorse training/education programs in pharmacoeconomics and outcomes research
7. Organize, encourage and sponsor academic and related events in pharmacoeconomics and outcomes research in health in Jordan.

Article 4: Affiliation

1. ISPOR-JORDAN is a non-profit organization and has no commercial purposes.
2. This ISPOR-JORDAN maintains affiliation as a component chapter of the International Society of Pharmacoeconomics and Outcomes Research (ISPOR).

Article 5: Membership

1. Active membership in ISPOR -JORDAN is open to any individual in Jordan who complies with the following conditions:
 - a. Be of legal age.
 - b. Has the necessary academic and professional qualification in the field of Pharmaceutics, Medicine, Economy, or other relevant field.
 - c. Accepts and supports goals and mission of ISPOR.
 - d. Expresses the desire to become a member of ISPOR-JORDAN.
2. Membership is acquired through a signed application. The application must contain the following data:
 - a. First name and surname of the Applicant;
 - b. Date and place of birth;
 - c. Place of permanent residence and/or a temporary stay;
 - d. Nationality and citizenship;
 - e. Statement of the Applicant acknowledging his/her consent with provisions of the Constitution of ISPOR-JORDAN and with the membership as well as the intent to contribute to its good reputation;

- f. Date and one's own signature.
3. Admittance of members is solely the responsibility of the Executive Committee. The admittance is acknowledged by the inclusion of the applicant to the membership list by the Secretary General based upon the decision of the Executive Committee.
4. At least three of the officers are ISPOR members.
5. There will be an ongoing membership recruitment program to encourage membership into the Chapter as well as the Society.
6. Upon recognition from the appropriate regulatory authorities in Jordan; ISPOR-JORDAN reserves the right to impose membership fees or not. The shape and process of which will be determined accordingly.
7. Membership shall terminate:
 - a. When the member's resignation is submitted in writing to the President of the ISPOR-JORDAN or
 - b. When, for any reason, the Executive Committee terminates the membership by giving the member written notice as a discipline for matters defined as acts that are outside or contrary to the objectives of ISPOR-JORDAN or have brought ISPOR-JORDAN to disrepute or caused serious financial irregularities within the activity of ISPOR-JORDAN.
8. Any person may lay a complaint against any member of ISPOR-JORDAN, staff person, officer or Executive Committee member, which shall without delay call for a full statement from the complainant. If the Executive Committee considers there is merit in the complaint it shall follow the following procedure until the matter has been resolved:
 - a. The Executive Committee may forthwith or at any later time suspend the office bearer or staff person and make other arrangements for the performance of his or her powers and duties.
 - b. The Executive Committee shall call for a full response from the accused, which may respond in writing or in person.
 - c. The response shall be considered at a properly constituted Executive Committee meeting; when the Executive Committee may call for further evidence in such form as it considers fit and the accused shall be informed of and be allowed to respond to all such evidence.
 - d. When the Executive Committee decides that it has sufficient information and a fair hearing has been given, it may forthwith terminate the office, or terminate the appointment of the office bearer or find the person not guilty.

Article 6: Organization

1. The ISPOR-JORDAN Executive Committee should have at least the following officers: President, Vice-President, and Secretary General. The duties and responsibilities should be as defined in Article 7.
2. The active members of ISPOR-JORDAN elect the ISPOR-JORDAN Executive Committee officers. Elections are to be held at the same time every two years according to the rules and procedures outlined in Article 8.
3. The ISPOR-JORDAN Executive Committee officers hold their respective positions for a term of two years, or for the remainder of a term when filling a vacancy.

Article 7: Procedures

1. ISPOR-JORDAN is governed by this constitution.
2. ISPOR-JORDAN is a recognized organization in Jordan and complies with local governmental policies.
3. ISPOR-JORDAN holds general meetings during the year. Special executive meetings are held at the discretion of the executive officers.
4. Any member or officer of the ISPOR-JORDAN may initiate a constitutional amendment. Procedures for amending this Constitution are outlined in Article 9.
5. Each ISPOR-JORDAN executive officer or member exercises one vote.
6. A quorum of 50% of ISPOR-JORDAN members will be required to open a general assembly meeting.
 - a. If a quorum is available to start a meeting then the general assembly can proceed with its agenda discussions and decisions. However, should participation decrease below quorum *after the assembly has convened*; then the functions of the meeting will continue as normal.
 - b. If there is no quorum at the meeting, the meeting shall stand adjourned for one week and the members attending the adjourned meeting, of which no further notice shall be given, shall constitute a quorum.

Article 8: Duties of Officers

Each officer should be elected for a term of two years.

President

The President of ISPOR-JORDAN:

1. Conducts and presides over all meeting of ISPOR-JORDAN.
2. Represents ISPOR-JORDAN when called upon to do so.
3. Appoints an individual to any office that becomes vacant subject to the ISPOR-JORDAN Executive Committee approval.
4. Provides a report of activities and financial transaction to the ISPOR Board of Directors annually.
5. The position of the President is open to members of ISPOR-JORDAN provided that they fulfill with the following requirements:
 - a. Holds Jordanian citizenship
 - b. Be an active Pharmacist, and
 - c. Be an active member in ISPOR.

Vice-President

The Vice-President of ISPOR-JORDAN:

1. Conducts and presides over all meetings of ISPOR-JORDAN in the absence of the President.
2. Assists the President with the responsibilities of ISPOR-JORDAN.
3. The position of Vice-President is open to any member of ISPOR-JORDAN.

Secretary General

The Secretary General of ISPOR-JORDAN:

1. Records the minutes of ISPOR-JORDAN meetings. An official copy of the minutes should be kept in the ISPOR-JORDAN records and a copy emailed to: mdsmith@ispor.org
2. Handles ISPOR-JORDAN correspondence as necessary
3. Is responsible for any financial transactions of ISPOR-JORDAN.
4. Keeps and maintains the ISPOR-JORDAN records.
5. Keeps and makes available to the members of ISPOR-JORDAN and the ISPOR Board of Directors a record of all monies received and spent by ISPOR-JORDAN.
6. Reports the financial status of ISPOR-JORDAN at meetings.

7. Assists the President in the preparation of an annual budget.
8. Oversees the financial activities of ISPOR-JORDAN.
9. The position of Secretary General is open to any member of ISPOR-JORDAN.

Article 9: Election Procedures

1. The active members of ISPOR-JORDAN elect the ISPOR-JORDAN executive officers.
2. The ISPOR-JORDAN Executive Committee (President, Vice-President, and Secretary General) appoints an Election Committee.
3. The Election Committee solicits nominations.
4. Elections are held.
5. The new ISPOR-JORDAN President informs the ISPOR Board of Directors of the newly elected officers. The names of the newly elected officers are emailed to: mdsmith@ispor.org.

Article 10: Amendments

1. Any active member or officer of ISPOR-JORDAN 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-JORDAN.

Article 11: Indemnification

1. ISPOR-JORDAN 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-JORDAN of the ISPOR name, logo, or arising from the relationship or affiliation between the parties.

