

Constitution of ISPOR Kazakhstan Chapter

Article 1.Name

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

Article 2.Mission

1. Coordinate the activities of Ministry of Health of the Republic of Kazakhstan in the implementation policy of HTA and pharmacoeconomic processes;
2. Create and support the system activities of effective use of standardization, HTA, pharmacoeconomics and principles of evidence-based medicine in the healthcare practice, as well as bring together experts conducting HTA and pharmacoeconomic researches for sharing experience and information;
3. Cooperate with governmental and nongovernmental organizations, as well as international organizations on the healthcare HTA, pharmacoeconomics and standardization issues;
4. Inform healthcare providers and improve systematically the qualifications of healthcare providers in the field of pharmacoeconomics, HTA and evidence-based-medicine;
5. Share experience with the colleagues from other countries, and develop international principles of pharmacoeconomic researches in Central Asia.

Article 3.Affiliation

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

Article 4.Membership

1. Membership is open to any individual (in the country or region) interested in International Society of Pharmacoeconomics and Outcomes Research (ISPOR) and supports the mission of ISPOR.
2. At least three of the officers should be ISPOR members.
3. There will be an ongoing membership recruitment program to encourage membership into the Chapter as well as ISPOR.

Article 5.Organization

1. The structure of ISPOR Kazakhstan Chapter executive committee includes – President, Vice President, Vice-President for international relations, Executive Director, Secretary/Treasurer. The duties and responsibilities are defined in Article 7.
2. The members of ISPOR Kazakhstan Chapter elect the ISPOR Kazakhstan Chapter Executive Committee officers. The rules and procedures of election are outlined in Article 8.

3. The ISPOR Kazakhstan Chapter executive committee officers hold their respective positions for a term of up to two years, except the president who holds his position for a term of up to four years.

Article 6.Procedures

1. ISPOR Kazakhstan Chapter is governed by this constitution.
2. ISPOR Kazakhstan Chapter is a recognized organization in the country and complies with local governmental policies.
3. ISPOR Kazakhstan Chapter 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 Kazakhstan Chapter may initiate a constitutional amendment. Procedures for amending this Constitution are outlined in Article 9.
5. Each ISPOR Kazakhstan Chapter executive officer or member exercises one vote.

Article 7.Duties of Officers

President Duties

1. Conducts and presides over all meetings of ISPOR Kazakhstan Chapter.
2. Represents ISPOR Kazakhstan Chapter in interacting with higher-level authorities, as well as other organizations and agencies within his activities.
3. Appoints an individual to any office that becomes vacant subject to the ISPOR Kazakhstan Chapter executive committee approval.
4. Develops ISPOR Kazakhstan Chapter policy.
5. Provides a report of activities and financial transaction to the ISPOR Board of Directors annually.
6. In the absence of the President his duties are performed by Vice-President.

Vice-President Duties

1. Conducts and presides over all meetings of ISPOR Kazakhstan Chapter in the absence of the President.
2. Assists the President with the responsibilities of ISPOR Kazakhstan Chapter
3. Develops collaboration with other organizations and implements joint programs for further advancement of medical science and practice.
4. Develops strategy and coordinates the activity with the ISPOR.
5. Conducts information sharing, scientific and practical conferences, seminars on topical issues of pharmacoeconomics, evidence-based medicine and HTA to improve the quality of healthcare services.

Executive Director Duties

1. Assists the President and Vice-President in carrying out the assigned tasks.
2. Oversees the financial activities of ISPOR Kazakhstan Chapter.
3. Organizes the seminars, trainings, etc.
4. Signs all financial documents, and responsible for financial resources and property of ISPOR Kazakhstan Chapter

5. Coordinates and supervises the ISPOR Kazakhstan Chapter activities.
6. Conducts other duties within the management of ISPOR Kazakhstan Chapter financial activities.

Secretary/Treasurer Duties

1. Handles all the correspondence of ISPOR Kazakhstan Chapter.
2. Records and reports the ISPOR Kazakhstan Chapter meetings.
3. Correspondence with ISPOR office.
4. Keeps records of the financial resources of the ISPOR Kazakhstan Chapter and reports the financial status at the meetings.
5. Assists the President in the preparation of an annual budget.
6. Provides preparation and conduction of ISPOR Kazakhstan Chapter meetings.

Article 8.Election Procedures

1. The members of ISPOR Kazakhstan Chapter elect the ISPOR Kazakhstan Chapter executive officers.
2. The ISPOR Kazakhstan Chapter executive committee (President, Vice-President, and Secretary/Treasurer) appoints an election committee.
3. The election committee solicits nominations.
4. All newly elected officials must receive more than 50% of votes to succeed to the position.
5. The names of the newly elected officers are emailed to: RegionalChapter@ispor.org.
6. If there is a dispute regarding appointment and replacement of the officials, a petition must be formally submitted to the ISPOR Board of Directors via regionalchapter@ispor.org.
7. If a change in leadership occurs outside the parameters outlined in this constitution, the Chapter or new leadership are subject to disbandment by ISPOR Board of Directors.

Article 9.Amendments

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

Article 10.Indemnification

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