

ISPOR LEBANON CHAPTER CONSTITUTION

Article 1: Name

The name of this organization is International Society for Pharmacoeconomics and Outcomes Research Lebanon Regional Chapter, herein referred to as ISPOR Lebanon Chapter. The official address of ISPOR Lebanon Chapter is:

ISPOR Lebanon Chapter
Sawwaf Building, 4th floor - Family Medicine
Clemenceau Street
Beirut, Lebanon

Article 2: Mission

The mission of the ISPOR Lebanon Chapter is to:

1. Spread and emphasize the importance of pharmacoeconomics and outcomes research in Lebanon.
2. Build, develop, and ensure Regional Chapter membership representation from health care researchers, health care practitioners, and health care decision-makers who are interested in pharmacoeconomics and outcomes research.
3. Foster and provide an environment where health care researchers, health care practitioners, and health care decision-makers interested in pharmacoeconomics and outcomes research can share knowledge at a country level.
4. Serve as a bridge in bringing together Lebanese researchers, health care practitioners, and decision-makers interested in pharmacoeconomics as well as members of the pharmaceutical medical device / diagnostics industry, health-related organizations, and academia.
5. Act as a resource at a local level for individuals interested in pharmacoeconomics and outcomes research and its use in health care decisions.
6. Provide an opportunity for ISPOR Lebanon Chapter members to become more familiar with the activities of ISPOR as well as participate in its activities.

Article 3: Affiliation

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

Article 4: Membership

Membership Criteria:

1. Lebanese for more than 10 years
2. Holds a university degree
3. Has a clear judicial record
4. Membership is open to any health care professional (physician, pharmacist, nurse or public health practitioner) working in Lebanon interested in the Society and is supportive of the mission of the Society.

5. There will be an ongoing membership recruitment program to encourage membership into the Chapter as well as the Society.

Applicants for membership must submit their documents to the president and secretary.

Each applicant must submit:

- Statement declaring his/her intent to join ISPOR Lebanon Chapter and that he/she is supportive to its mission and will abide by its constitution
- CV
- Judicial record
- Copy of the identification card
- Address
- Two recommendation letters from two members who have joined the society for more than 3 years.

The secretary has to verify the documents. The application must be approved by majority of the members of the Executive Committee.

Article 5: Procedures

1. ISPOR Lebanon Chapter is governed by this constitution.
2. ISPOR Lebanon Chapter is recognized in Lebanon under the law of 1909 for establishing societies in Lebanon and complies with government policies. ISPOR Lebanon Chapter holds at least 1 general meeting during the year.
3. Minutes of the meetings are recorded as per Lebanese law of 1909 and are available to the ISPOR Board of Directors upon request.
4. Any member of the ISPOR Lebanon 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 Lebanon Chapter is the Executive Committee.
2. The leadership must have their professional post within Lebanon.
3. The founding executive committee shall consist of 6 members. The committee agreed to assign the following roles: President, President elect, Secretary, Treasurer, Director of Communications and Member.
4. The Executive Committee consists of the following 6 elected members: President, President-elect, Past President, Secretary, Treasurer and Director of Communications.
5. To facilitate the objectives of the Society the President should be a health care decision-maker or an active researcher in the field of economics / outcomes research, at least for the first 4 years of the Chapter. The President is limited to two consecutive terms (up to four years) to allow the Regional Chapter continuity in leadership in its initial years. President-elect and Past President are limited to one term.

6. ISPOR Lebanon Chapter members elect the members of the Executive Committee. Elections are to be held according to the rules and procedures outlined in Article 8.
7. At least three members of the Executive Committee are ISPOR members.
8. Members of ISPOR Lebanon Chapter Executive Committee hold their respective positions for a term of up to two years, or for the remainder of a term when filling a vacancy. The position of Secretary/ Treasurer can serve a second term if re-elected by members of ISPOR Lebanon Chapter.
9. 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.
10. The Executive Committee's responsibilities include upholding the mission of the ISPOR Lebanon Chapter as defined in Article 2.
11. Executive Committee meetings are held as needed, at least once every 2 months. Minutes of meetings must be taken. Minutes must be provided to the ISPOR Board of Directors upon request.
12. The ISPOR Lebanon Chapter Executive Committee has the right to make decisions according to ISPOR Lebanon Chapter Constitution.
13. The Executive Committee shall not include more than 2 members from the same academic or non-academic or business institution

Article 7: Duties of Executive Committee

President

The President of ISPOR Lebanon Chapter:

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

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

President-elect

The President-elect of ISPOR Lebanon Chapter:

- Holds this position for a term of up to two years as President-elect, and at the end of the term the President-elect becomes President;
- Conducts and presides over all meetings of ISPOR Lebanon 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 Lebanon Chapter, in accordance with the requirements outlined in Article 6.

Past President

The Past President of the ISPOR Lebanon Chapter:

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

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

Secretary:

The Secretary of the ISPOR Lebanon Chapter:

- Records the minutes of ISPOR Lebanon Chapter meetings. An official copy of the minutes should be kept in the ISPOR Lebanon Chapter records and a copy emailed to: regionalchapter@ispor.org;
- Handles ISPOR Lebanon Chapter correspondence as necessary;
- Keeps and maintains the ISPOR Lebanon Chapter records

The office is open to any member of ISPOR Lebanon Chapter.

Treasurer:

The Treasurer of the ISPOR Lebanon Chapter:

- Reports the financial status of ISPOR Lebanon Chapter at meetings;
- Oversees the financial activities of ISPOR Lebanon Chapter.
- Is responsible for any financial transactions of ISPOR Lebanon Chapter;
- Keeps and makes available to the members of ISPOR Lebanon Chapter and the ISPOR Board of Directors a record of all monies received and spent by ISPOR Lebanon Chapter

The office is open to any member of ISPOR Lebanon Chapter.

Director of Communications

- Assists in the preparation and coordination of ISPOR Lebanon Chapter meetings;
- Assists in external communication: develop website content, newsletters, public presentations, and articles as appropriate;
- Handles ISPOR Lebanon Chapter member correspondence as necessary;
- Keeps and maintains the ISPOR Lebanon Chapter membership list;
- Initiates activities of the Chapter
- Perform duties as arranged by the Chapter Executive Committee

The office is open to any member of ISPOR Lebanon Chapter.

Article 8: Election Procedures

1. The members of ISPOR Lebanon Chapter elect the members of the Executive Committee. Each Lebanon Chapter member has one vote.
2. For the voting to occur, more than half of the members must be present. If the quorum is not present, then members will be invited for another voting session at least a week later and voting must occur with whoever is present.
3. To manage the elections session, an “Election Committee” is formed of 3 members from ISPOR Lebanon Chapter: the most senior member (by age) present at the meeting as chair, the youngest member (by age) and the past executive committee chair.
4. All ISPOR Lebanon Chapter members are notified of the executive committee elections date either by email or by postal mail, prior to the end of the term of the incumbent by one month.
5. If selected for audit, the Election 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 the majority of votes.
7. The incumbent ISPOR Lebanon 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 ISPOR Lebanon 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 Lebanon Chapter may propose constitutional amendments.
2. A proposed amendment to this or a new Constitution should become binding after receiving a three quarters majority of the total voting membership of ISPOR Lebanon Chapter

Article 10: Indemnification

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