

## **Constitution of the ISPOR Macedonia Chapter**

### Article 1: Name

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

### Article 2: Mission

The mission of the ISPOR Macedonia 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 a country level.
2. Serve as a bridge in bringing together country researchers, health care 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 interested in pharmacoeconomics and outcomes research.
4. Provide an opportunity for country-specific chapter members to become more familiar with the activities of ISPOR as well as participate in its activities.

### Article 3: Affiliation

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

### Article 4: Membership

1. Active membership is open to any individual interested in the Society and supports the mission of the Society.
2. At least three of the officers are ISPOR members.
3. There will be an ongoing membership recruitment program to encourage membership into the Chapter as well as the Society.

### Article 5: Organization

1. The ISPOR Macedonia Chapter Executive Committee have the following officers: President, President-elect, Secretary/Treasurer. The duties and responsibilities are defined in Article 7.
2. The active members of ISPOR Macedonia Chapter elect the ISPOR Macedonia Chapter Executive Committee officers. Elections are to be held at the same time each year according to the rules and procedures outlined in Article 8.
3. The ISPOR Macedonia Chapter 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 6: Procedures

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

5. Each ISPOR Macedonia Chapter executive officer or member exercises one vote.

#### Article 7: Duties of Officers

Each officer is elected for a term of two years.

##### President

The President of ISPOR Macedonia Chapter:

1. Conducts and presides over all meetings of ISPOR Macedonia Chapter .
2. Represents ISPOR Macedonia Chapter when called upon to do so.
3. Appoints an individual to any office that becomes vacant subject to the ISPOR Macedonia Chapter Executive Committee approval.
4. The office of the President is open to any member of ISPOR Macedonia Chapter .
5. Provides a report of activities and financial transaction to the ISPOR Board of Directors annually.

##### President-elect

The President-elect of ISPOR Macedonia Chapter:

1. Succeeds to the office of the President upon completion of a one-year term of President-elect.
2. Conducts and presides over all meetings of ISPOR Macedonia Chapter in the absence of the President.
3. Assists the President with the responsibilities of ISPOR Macedonia Chapter.
4. The office is open to any member of ISPOR Macedonia Chapter.

##### Secretary/Treasurer

The Secretary of ISPOR Macedonia Chapter:

1. Records the minutes of ISPOR Macedonia Chapter meetings. An official copy of the minutes should be kept in the ISPOR Chapter records and a copy emailed to: [RegionalChapter@ispor.org](mailto:RegionalChapter@ispor.org)
2. Handles ISPOR Macedonia Chapter correspondence as necessary.
3. Is responsible for any financial transactions of ISPOR Macedonia Chapter.
4. Keeps and maintains the ISPOR Macedonia Chapter records.
5. Keeps and makes available to the members of ISPOR Macedonia Chapter and the ISPOR Board of Directors a record of all monies received and spent by ISPOR Macedonia Chapter.
6. Reports the financial status of ISPOR Macedonia Chapter at meetings.
7. Assists the President in the preparation of an annual budget.
8. Oversees the financial activities of ISPOR Macedonia Chapter.
9. The office is open to any member of ISPOR Macedonia Chapter.

#### Article 8: Election Procedures

1. The active members of ISPOR Macedonia Chapter elect the ISPOR Macedonia Chapter executive officers.
2. The ISPOR Macedonia Chapter Executive Committee (President, President-elect, and Secretary/Treasurer) appoints an Election Committee.
3. The Election Committee solicits nominations.
4. Elections are held. All newly elected officials must receive a majority vote (>50% of votes received) to succeed to the position.

5. The new ISPOR Macedonia Chapter President informs the ISPOR Board of Directors of the newly elected officers. The names of the newly elected officers are emailed to:

[RegionalChapter@ispor.org](mailto:RegionalChapter@ispor.org).

6. Unless initiated by a decision of the President, or by any member of the Board regarding their elected term, a Board member holds their position until the end of the defined term. Board members should not be required to step down by any member of the Chapter. If there is a dispute that needs further resolution, a petition will be formally submitted to the ISPOR Board of Directors via [regionalchapter@ispor.org](mailto:regionalchapter@ispor.org)

7. 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 active member or officer of ISPOR Macedonia Chapter 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 Macedonia Chapter.

#### Article 10: Indemnification

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