

Constitution of the ISPOR-Chicago Regional Chapter

Article 1: Name

1. The name of this organization should be the International Society of Pharmacoeconomics and Outcomes Research Chicago Region Chapter, herein referred to as ISPOR-CRC.
2. PROOF OF EXISTENCE (LOCATION):
ISPOR Chicago Regional Chapter
c/o Center for Pharmacoeconomic Research
833 S. Wood Street, Room 164 (MC 886)
Chicago, IL 60612

Article 2: Mission

The mission of the ISPOR-CRC is to:

1. 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.
2. Foster and provide an environment where health care researchers, health care practitioners, and decision-makers interested in pharmacoeconomics and outcomes research can share knowledge at a country or regional level.
3. Serve as a bridge in bringing together local researchers, health care practitioners, and decision-makers interested in pharmacoeconomics and outcomes research as well as members of the pharmaceutical medical device/diagnostics industry, health-related organizations, and academia.
4. Act as a resource at a local level for individuals interested in pharmacoeconomics and outcomes research.
5. Provide an opportunity for country- or region-specific chapter members to become more familiar with the activities of ISPOR as well as participate in its activities.

Article 3: Affiliation

This ISPOR-CRC will maintain 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 the country or region interested in the Society and supports the mission of the Society.

Article 5: Procedures

1. ISPOR-CRC is governed by this constitution.
2. ISPOR-CRC is a recognized organization in the country and complies with local governmental policies. ISPOR-CRC 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-CRC 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-CRC 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, Secretary/Treasurer, Director of Communications, Director of Programming, and Past President or if unavailable Past-Vice President. Members of the Executive Committee should represent diverse geographic locations and work environments. President-elect/President/Past-President are limited to one term. ISPOR-CRC members elect the members of the Executive Committee. Elections are to be held according to the rules and procedures in Article 8.
4. The active members of ISPOR-CRC should elect the ISPOR-CRC executive committee officers. Elections should be held at the same time each year according to the rules and procedures outlined in Article 8.
5. Eligible voting members shall include all attendees of the general meeting who are current ISPOR members.
6. At least three members of the Executive Committee are ISPOR members.
7. Members of ISPOR-CRC 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-CRC.
8. The Executive Committee oversees and supports activities of the Chapter. The duties and responsibilities of the Executive Committee are defined in Article 7.
9. The Executive Committee's responsibilities include upholding the mission of the ISPOR-CRC as defined in Article 2.
10. 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.
11. The ISPOR-CRC Executive Committee has the right to make decisions according to the ISPOR-CRC Constitution.

Article 7: Duties of Executive Committee

The President and President-elect should be elected for a term of one year; whereas, the remaining offices should be elected for a term of two years. The President and President-elect and one Director should be elected on odd years and the Director of Communications, Secretary/Treasurer, and Director of Programming being elected on even years. The President will also serve as "past president" for one year following the end of term, which will coincide with the first year of the new president.

President

The President of ISPOR-CRC should:

1. Takes office after a term as President-elect and holds this position for a term of one year;
2. Oversees ISPOR-CRC activities;
3. Conducts and presides over all meetings of ISPOR-CRC;
4. Represents ISPOR-CRC when called upon to do so;
5. Appoints an individual to any office that becomes vacant, subject to the ISPOR-CRC Executive Committee approval;
6. Provides an annual report of activities including a list of current ISPOR-CRC members to the ISPOR Board of Directors.

This office is open to any member of ISPOR-CRC, in accordance with the requirements outlined in Article 6.

President-elect

The President-elect of ISPOR-CRC should:

1. Holds this position for a term of one year as President-elect, and at the end of the term as President-elect becomes President;
2. Conducts and presides over all meetings of ISPOR-CRC in the absence of the President;
3. Assists the President with the responsibilities and duties as necessary;
4. Serve as a liaison to the student chapters within ISPOR CRC.

This office is open to any member of ISPOR-CRC, in accordance with the requirements outlined in Article 6.

Secretary/Treasurer

The Secretary of ISPOR-CRC should:

1. Records the minutes of ISPOR-CRC meetings. An official copy of the minutes should be kept in the ISPOR-CRC records and a copy email to: ReginaolChapter@ispor.org;
2. Handles ISPOR-CRC Executive Committee correspondence and meeting facilitation as necessary;
3. Is responsible for any financial transactions of ISPOR-CRC;
4. Keeps and maintains the ISPOR-CRC records;
5. Keeps and makes available to the members of ISPOR-CRC and the ISPOR Board of Directors a record of all monies received and spent by ISPOR-CRC;
6. Reports the financial status of ISPOR-CRC at meetings;
7. Oversees the financial activities of ISPOR-CRC;

This office is open to any member of ISPOR-CRC, in accordance with the requirements outlined in Article 6.

Director of Communications

The Directors of Communications of ISPOR-CRC should:

1. Handles ISPOR-CRC member correspondence as necessary;
2. Keeps and maintains the ISPOR-CRC membership list;
3. Assists in the preparation and coordination of ISPOR-CRC meetings.
4. Assists in external communications: develop Web site content, newsletters, public presentations, and articles as appropriate;
5. Assists with the duties and decisions of the Executive Committee as needed.

This office is open to any member of ISPOR-CRC, in accordance with the requirements outlined in Article 6.

Director of Programming

The Director of Programming of ISPOR-CRC should:

1. Identifies and maintains a list of potential speakers for ISPOR-CRC meetings.
2. Works with and manages external consultants/sponsors of ISPOR-CRC events.
3. Assists with the duties and decisions of the Executive Committee as needed.

This office is open to any member of ISPOR-CRC, in accordance with the requirements outlined in Article 6.

Article 8: Election Procedures

1. The active members of ISPOR-CRC should elect the ISPOR-CRC Executive Committee. Each ISPOR-CRC active member has one vote. Eligible voting members shall include all attendees of the general meeting who are current ISPOR members.

2. The ISPOR-CRC Executive Committee Incumbent members select at least three ISPOR-CRC members from diverse work environments and geographic locations for submission to the Nomination Committee.
3. The Nomination Committee solicits candidates for the positions of President-elect, and Director of Programming on odd years, and Director of Communications, and Secretary/Treasurer on even years.
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 ISPOR-CRC President or incumbent 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-CRC. 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.
10. Elections will be held in the spring period each year.
11. The new ISPOR-CRC President should inform the ISPOR Board of Directors of the newly elected officers. The names of the newly elected officers should be sent to the ISPOR office at: ISPOR, 3100 Princeton Pike Building 3E, Lawrenceville, NJ, USA 08648 or email to: info@ispor.org.

Article 9: Amendments

1. Any active member or officer of ISPOR-CRC may propose constitutional amendments.
2. Constitutional amendments will be forwarded to the ISPOR-CRC Executive Committee for consideration, if accepted, the proposed amendments will be sent to the ISPOR-CRC membership for the final vote.
3. There will be a sufficient time period (i.e. - 2 weeks) for ISPOR-CRC members to review and vote on the proposed amended constitution.
4. 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-CRC.

Article 10: Indemnification

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