

## **Constitution of the ISPOR Philippines Chapter**

### **Article 1: Name**

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

**Article 2: Mission** The mission of the ISPOR Philippines Chapter is to:

1. Advocate pharmacoeconomics and outcomes research as valuable decision tools for the social adoption, use, and reimbursement of health care technologies;
2. Support government institutions, pharmaceutical industry and other health care organizations in the Philippines to assess medicines, health products, and procedures for their adoption into the Philippines health care system;
3. Conducting fundamental research and capability-building activities directed towards the promotion of pharmacoeconomics and outcomes research in the Philippines;
4. Provide an environment where researchers, health care practitioners, and decision-makers interested in pharmacoeconomics and outcomes research can share knowledge at a country level;
5. Serve as a bridge in bringing together country researchers, health care practitioners, and decision-makers interested in pharmacoeconomics as well as members of the pharmaceutical industry, health-related organizations, and academia;
6. Act as a resource at a local level for individuals interested in pharmacoeconomics and outcomes research;
7. Provide an opportunity for Philippines Chapter members to become more familiar with the activities of ISPOR as well as participate in its activities.

### **Article 3: Affiliation**

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

### **Article 4: Membership**

Membership is open to any individual in the country interested in the Society and supports the mission of the Society.

### **Article 5: Procedures**

1. ISPOR Philippines Chapter is governed by this constitution;
2. ISPOR Philippines Chapter is a recognized organization in the country and complies with local governmental policies;
3. ISPOR Philippines Chapter holds at least one (1) general meeting during the year. Special Executive Committee meetings are held at the discretion of the executive officers. Minutes of meetings must be taken. Minutes must be provided to the ISPOR Board of Directors upon request;
4. Any member or officer of ISPOR Philippines Chapter may initiate a constitutional amendment. Procedures for amending this Constitution are outlined in Article 9.

## **Article 6: Chapter Leadership**

1. The leadership of ISPOR Philippines Chapter is the Executive Committee;
2. The leadership must have a professional post in the country and should represent diverse work environments;
3. ISPOR Philippines Chapter Executive Committee should have at least the following officers: President, President-elect, Secretary-Treasurer and at least two Directors. The Executive Committee oversees and supports activities of the Chapter. The duties and responsibilities should be as defined in Article 7;
4. At least three members of the Executive Committee are ISPOR members;
5. The active members of ISPOR Philippines Chapter elect the ISPOR Philippines 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;
6. ISPOR Philippines 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;
7. ISPOR Philippines Chapter Executive Committee has the right to make decisions according to ISPOR Philippines Chapter Constitution.

## **Article 7: Duties of the Executive Committee**

### **President**

The President of ISPOR Philippines Chapter:

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

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

### **President-elect**

The President-elect of ISPOR Philippines Chapter:

1. Holds the position for a term of two years as President-elect, and at the end of the term as President-elect becomes President;
2. Succeeds to the office of the President upon completion of at least a one-year term of President-elect;
3. Conducts and presides over all meetings of ISPOR Philippines Chapter in the absence of the President;
4. Assists the President with the responsibilities of ISPOR Philippines Chapter.

The position is open to any member of the ISPOR Philippines Chapter.

### **Secretary/Treasurer**

The Secretary/Treasurer of ISPOR Philippines Chapter:

1. Records the minutes of the meeting of ISPOR Philippines Chapter. An official copy of the minutes should be kept in the ISPOR Philippines Chapter records;
  2. Handles ISPOR Philippines Chapter correspondence as necessary;
  3. Is responsible for any financial transactions of ISPOR Philippines Chapter;
  4. Keeps and maintains the records of ISPOR Philippines Chapter;
  5. Keeps and makes available to the members of ISPOR Philippines Chapter and the ISPOR Board of Directors a record of all financial records;
  6. Reports the financial status of ISPOR Philippines Chapter at meetings;
  7. Assists the President in the preparation of an annual budget;
  8. Oversees the financial activities of ISPOR Philippines Chapter.
- The position is open to any member of the ISPOR Philippines Chapter.

### **Director**

The Directors of ISPOR Philippines Chapter:

1. Initiates activities of the Chapter;
2. Performs duties as assigned by the Executive Committee.

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

### **Article 8: Election Procedures**

1. The members of ISPOR Philippines Chapter elect the ISPOR Philippines Chapter Executive Committee. Each Chapter member has one vote;
2. The Executive Committee incumbent members select at least three ISPOR Philippines Chapter members from diverse work environment to the Nomination Committee.
3. The Nomination Committee solicits candidates for the positions of President-elect, Secretary/Treasurer, and Directors by notifying all ISPOR Philippines Chapter members electronically or by postal mail, prior to the end of the term of the incumbent.
4. The Nominations Committee selects candidates for each position ensuring that the selected slate complements the incumbent Executive Committee with respect to education, professional interest, and work environment;
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 incumbent ISPOR Philippines Chapter President informs the ISPOR Board of Directors of the newly elected Executive Committee members via: [RegionalChapter@ispor.org](mailto: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 Philippines 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](mailto: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 Philippines 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 Philippines Chapter.

**Article 10: Indemnification**

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