

ISPOR QATAR CHAPTER CONSTITUTION

Article 1 : Name

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

Article 2 : Mission

The mission of the ISPOR Qatar Chapter is to:

- Build, develop, and ensure ISPOR Qatar Chapter membership representation from health care researchers, health care practitioners, and health care decision-makers who are interested in pharmacoeconomics and outcomes research.
- 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 Qatar level.
- Serve as a bridge in bringing together local researchers, health care practitioners, and decision-makers interested in pharmacoeconomics as well as members of the pharmaceutical industry and academia.
- Act as a resource at a local level for individuals interested in pharmacoeconomics and outcomes research.
- Provide an opportunity for ISPOR Qatar Chapter members to become more familiar with the activities of ISPOR as well as participate in its activities.

Article 3 : Affiliation

This ISPOR Qatar Chapter maintains affiliation as a component chapter of ISPOR.

Article 4 : Membership

Membership is open to any individual working within Qatar interested in the Society and supports the mission of the Society.

Article 5 : Procedures

1. ISPOR Qatar Chapter is governed by this constitution.
2. ISPOR Qatar Chapter 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. Upon the request of any member of the ISPOR Qatar Chapter, the Executive Committee of the 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 Qatar Chapter is the Executive Committee.
2. The leadership must have their professional post within Qatar.

3. The Executive Committee consists of the following elected members: President, President – elect, Past President, Secretary General/Treasurer and at least two Directors. Members of the Executive Committee should represent diverse geographic locations and work environments. To facilitate the objectives of the Society and ISPOR Qatar Chapter the President should be an active researcher in the field of health economics/outcomes research, at least for the first 5 years of the Chapter. President-elect/President/Past President are limited to one term.
4. ISPOR Qatar Chapter members elect the members of the Executive Committee. Elections are to be held according to the rules and procedures outlines in Article 8.
5. Members of the Executive Committee are ISPOR members.
6. Members of the ISPOR Qatar Chapter Executive Committee hold their respective positions for a term of up to three 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 Qatar Chapter.
7. 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.
8. The Executive Committee’s responsibilities include upholding the mission of the ISPOR Qatar Chapter as defined in Article 2.
9. Executive Committee meetings are held as needed. Minutes of meetings must be taken and provided to the ISPOR Board of Directors upon request. A quorum of 50% of ISPOR Qatar members will be required to open a general assembly meeting:
 - If a quorum is available to start a meeting then the general assembly can proceed with its agenda discussions and decisions. However, should participation decrease below quorum after the assembly has convened; then the functions of the meeting will continue as normal.
 - If there is no quorum at the meeting, the meeting shall stand adjourned for one week and the members attending the adjourned meeting, of which no further notice shall be given, shall constitute a quorum.
10. The ISPOR Qatar Chapter Executive Committee has the right to make decisions according to ISPOR Qatar Chapter Constitution.

Article 7: Duties of Executive Committee

President

The President of ISPOR Qatar Chapter:

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

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

President-elect

The President-elect of ISPOR Qatar Chapter:

- Holds this position for a term of up to three years as President-elect, and at the end of the term as President-elect becomes President;
- Conducts and presides over all meetings of ISPOR Qatar Chapter in the absence of the President;
- Assists the President with the responsibilities and duties of ISPOR Qatar Chapter;

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

Past President

The Past President of ISPOR Qatar Chapter:

- Holds this position for a term of up to three years after serving as President;
- Conducts and presides over all meetings of ISPOR Qatar 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 Qatar Chapter, in accordance with the requirements outlined in Article 6.

Secretary General/Treasurer

The Secretary General/Treasurer of the ISPOR Qatar Chapter:

- Records the minutes of ISPOR Qatar Chapter meetings. An official copy of the minutes should be kept in the ISPOR Qatar Chapter records and a copy emailed to: RegionalChapter@ispor.org;
- Handles ISPOR Qatar Chapter correspondence as necessary;
- Is responsible for any financial transactions of ISPOR Qatar Chapter;
- Keeps and maintains the ISPOR Qatar Chapter records;
- Keeps and makes available to the members of ISPOR Qatar Chapter and the ISPOR Board of Directors a record of all monies received and spent by ISPOR Qatar Chapter;
- Reports the financial status of ISPOR Qatar Chapter at meetings;
- Oversees the financial activities of ISPOR Qatar Chapter.

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

Directors

A Director of ISPOR Qatar Chapter:

- Initiates activities of the Chapter;

- Performs duties as assigned by the Executive Committee;

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

Article 8 : Election Procedures

1. The members of ISPOR Qatar Chapter elect the members of the Executive Committee. Each Qatar Chapter member has one vote.
2. The ISPOR Qatar Chapter Executive Committee appoints Nomination Committee;
3. The Nomination Committee solicits candidates for the positions of President-elect, Secretary/Treasurer and Directors by notifying all Chapter members electronically or by postal mail, prior to the end of the term of the incumbent.
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 newly elected officials must receive a majority vote (>50% of votes received) to succeed to the position;
7. The new ISPOR Qatar 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 Qatar 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 Qatar Chapter may propose to the Executive Committee of the chapter to initiate constitutional amendments;
2. A proposed amendment to this or a new Constitution, that is deemed appropriate by the Executive Committee, should become binding after receiving a two-thirds majority of the total voting membership of ISPOR Qatar Chapter.

Article 10: Indemnification

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