

Constitution of ISPOR Russia HTA Chapter

Article 1: Name

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

Article 2: Mission

The mission of the ISPOR Russia HTA Chapter is to:

1. Provide an environment where researchers, health care practitioners, and decision-makers interested in HTA, pharmacoeconomics and outcomes research can share knowledge at a country level. Promote HTA conception in Russia.
2. Serve as a bridge in bringing together country researchers, health care practitioners, and decision-makers interested in HTA and 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 HTA, clinical and economic assessment, pharmacoeconomics and outcomes research.
4. Provide an opportunity for country-specific chapter members to become more familiar with the activities of ISPOR in the HTA area as well as participate in its activities.

Article 3: Affiliation

1. This ISPOR Russia HTA 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 (in the country or province) interested in the Society and the Chapter and supports the mission of the Society and the Chapter.
2. At least three of the officers are ISPOR members.
3. There is and will be an ongoing membership recruitment program to encourage membership into the Chapter as well as the Society.

Article 5: Organization

1. The ISPOR Russia HTA Executive Committee should have at least the following officers: President, Vice President, Executive Director, External Relations Director and Secretary. The duties and responsibilities should be as defined in Article 7.
2. The active members of ISPOR Russia HTA Chapter elect the 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 Russia HTA Executive Committee officers hold their respective positions for a term of two years, or for the remainder of a term when filling a vacancy.
4. President holds his position for the term of 4 years.

Article 6: Procedures

1. ISPOR Russia HTA Chapter is governed by this constitution.
2. ISPOR Russia HTA Chapter is a recognized organization in the country and complies with local governmental policies.
3. ISPOR Russia HTA 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 Russia HTA Chapter may initiate a constitutional amendment. Procedures for amending this Constitution are outlined in Article 9.
5. Each ISPOR Russia HTA Chapter executive officer or member exercises one vote.

Article 7: Duties of Officers

Each officer should be elected for a term of two years. President is elected for the term of 4 years.

President

The President of ISPOR Russia HTA Chapter:

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

Vice President

The Vice President of ISPOR Russia HTA Chapter:

1. Conducts and presides over all meetings of ISPOR Russia HTA Chapter in the absence of the President.
2. Assists the President with the responsibilities of ISPOR Russia HTA Chapter.
3. Develops strategy and coordinates activities with Global ISPOR.
4. The office is open to any member of ISPOR Russia HTA Chapter.

Executive Director

Executive Director of ISPOR Russia HTA Chapter:

1. Assists the President, Vice President with ISPOR Russia HTA Chapter scientific, educational and publication activities.
2. Coordinates and monitors the Chapter's activity.
3. The office is open to any member of ISPOR Russia HTA Chapter.

External Relations Director

External Relations Director of ISPOR Russia HTA Chapter:

1. Overlooks interaction with ISPOR Board of Directors, staff and other ISPOR chapters.

2. Develops personal contacts with organizations/associations in the HTA field on the national and international levels to promote the Chapter's activities.
3. The office is open to any member of ISPOR Russia HTA Chapter.

Secretary

The Secretary of ISPOR Russia HTA Chapter:

1. Records the minutes of the Chapter meetings. An official copy of the minutes should be kept in the ISPOR-C records and a copy emailed to: RegionalChapter@ispor.org
2. Handles the Chapter's correspondence as necessary.
3. Keeps and maintains the Chapter's records, including membership records.
4. Assists the President in the preparation of the Chapter's annual report to the ISPOR Board of Directors.
5. The office is open to any member of the Chapter.

Article 8: Election Procedures

1. The active members of ISPOR Russia HTA Chapter elect the ISPOR Russia HTA Chapter executive officers.
2. The ISPOR Russia HTA Chapter Executive Committee (President, Vice President, Executive Director, External Relations Director and Secretary) 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 Russia HTA 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.
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 must be formally submitted to the ISPOR Board of Directors via 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 Russia HTA 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 Russia HTA Chapter.

Article 10: Indemnification

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