

# **Constitution of ISPOR- Saudi Arabia Regional Chapter**

## **Article 1: Name**

1. The name of this organization is International Society for Pharmacoeconomics and Outcomes Research Saudi Arabia Chapter, herein referred to as **ISPOR-Saudi Arabia**.
2. ISPOR-Saudi Arabia domicile is the Saudi Arabian National Guard Health Affairs.

ISPOR- Saudi Arabia Address:

ISPOR- Saudi Arabia (c/o Drug Policy & Economics Center)  
National Guard Health Affairs  
P.O.Box 22490, Riyadh 11426  
Kingdom of Saudi Arabia  
Phone: +966-1-2520088, Ext 43826, 43310  
Fax: +966-1-2520088, Ext 43268  
Email: dpec@ngha.med.sa

## **Article 2: Mission**

The mission of the ISPOR-Saudi Arabia is to:

1. Provide an environment where health care practitioners, decision-makers and researchers interested in pharmacoeconomics and outcomes research can share knowledge at the level of Saudi Arabia and the Gulf Region.
2. Serve as a bridge to bringing together Saudi Arabia and Gulf Region health care practitioners, decision-makers and researchers 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 ISPOR-Saudi Arabia chapter members to become more familiar with the activities of ISPOR as well as participate in its activities.

## **Article 3: Affiliation**

1. ISPOR-Saudi Arabia maintains affiliation as a component chapter of the International Society for Pharmacoeconomics and Outcomes Research (ISPOR).



#### **Article 4: Membership**

1. Active membership is open to any individual in Saudi Arabia or the Gulf Region 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 Saudi Arabia chapter as well as the Society.

#### **Article 5: Organization**

- 1.. The ISPOR-Saudi Arabia Executive Committee should have at least the following officers: President, Vice-President and Secretary General. The duties and responsibilities are defined in Article 7.
2. The active members of ISPOR-Saudi Arabia elect the ISPOR-Saudi Arabia Executive Committee officers every four years according to the rules and procedures outlined in Article 8.
3. The ISPOR-Saudi Arabia Executive Committee officers hold their respective positions for a term of four years, or for the remainder of a term when filling a vacancy.

#### **Article 6: Procedures**

1. ISPOR-Saudi Arabia is governed by this constitution
2. ISPOR-Saudi Arabia is a recognized organization in Saudi Arabia and complies with local governmental policies.
3. ISPOR-Saudi Arabia holds general meetings during the year. Special executive meetings are held at the discretion of the executive officers.
4. Any member or officer of ISPOR-Saudi Arabia may initiate a constitutional amendment. Procedures for amending this Constitution are outlined in Article 9.
5. Each ISPOR-Saudi Arabia executive officer or member exercises one vote.

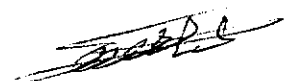
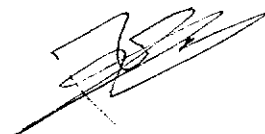

#### **Article 7: Duties of Officers**

Each officer should be elected for a term of four years.

##### **President**

The President of ISPOR-Saudi Arabia:

1. Conducts and presides over all meetings of ISPOR-Saudi Arabia
2. Represents ISPOR-Saudi Arabia when called upon to do so.
3. Appoints an individual to any office that becomes vacant subject to the ISPOR-Saudi Arabia Executive Committee approval.



4. The office of the President is open to any member of ISPOR-Saudi Arabia.
5. Provides a report of activities and financial transaction to the ISPOR Board of Directors annually.

### **Vice-President**

The Vice-President of ISPOR-Saudi Arabia:

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

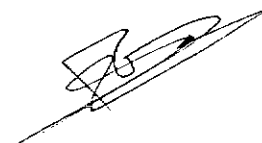

### **Secretary General:**

The Secretary General of ISPOR-Saudi Arabia:

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

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

1. The active members of ISPOR-Saudi Arabia elect the ISPOR-Saudi Arabia executive officers.
2. The ISPOR-Saudi Arabia Executive Committee (President, Vice-President, and Secretary General) appoints an Election Committee
3. The Election Committee Solicit nominations.
4. Elections are held.
5. The new ISPOR-Saudi Arabia 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).



### **Article 9: Amendments**

1. Any active member or officer of ISPOR-Saudi Arabia may propose constitutional amendments.
2. A proposed amendment to this Constitution should become binding after receiving a two-thirds majority of the total voting membership of ISPOR-Saudi Arabia.

### **Article 10: Indemnification**

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

