

# Constitution of the International Society for Pharmacoeconomics and Outcomes Research

## - Singapore Chapter

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### **Article 1: Name**

1. The name of this organization is International Society for Pharmacoeconomics and Outcomes Research (Singapore), herein referred to as ISPOR-S.
2. Location/Mailing Address (Please note that the members may change the address with a simple minority vote and without quorum at the Annual General Meeting):

ISPOR Singapore Regional Chapter Office  
c/o LUO Nan  
Saw Swee Hock School of Public Health,  
National University of Singapore  
Block MD1, 12 Science Drive 2  
#10-01 Singapore 117549  
Email: ispor.singapore@gmail.com

### **Article 2: Mission**

The mission of the ISPOR-S is to:

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

### **Article 3: Affiliation**

1. This ISPOR-S 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 who is
  - a) 21 years or older, and

- b) residing in Singapore or with activities in Singapore that are congruent with the mission of ISPOR, and
  - c) interested in and supports the mission of the ISPOR.
2. There will be an ongoing membership recruitment program to encourage membership into the ISPOR-S as well as the ISPOR.
  3. Only members who are above 21 years of age shall have the right to vote and to hold office in the ISPOR-S.

**Article 5: Application for Membership**

1. A person wishing to join the ISPOR-S should submit his/her particulars to the Secretary on a prescribed form.
2. A new member must be proposed and seconded by existing members. His/Her name will then be posted on the notice board in the ISPOR-S premises and/or online for one week at the end of which time the Committee will decide on membership, taking into consideration any objection raised.
3. A copy of the Constitution shall be furnished to every approved member.

**Article 6: Entrance Fees, Subscriptions and Other Dues**

1. The entrance fee and annual fee payable for all members will be decided yearly at the Annual General Meeting.
2. For retiree memberships, the entrance fee is waived and the subscription is reduced by half.
3. Annual subscriptions are payable in advance within the first month of the year. If a member falls into arrears with his/her subscription or other dues, he/she shall be informed immediately by the Treasurer. If he/she fails to settle his/her arrears within four(4) weeks of their becoming due, the President may order that his/her name be posted on the ISPOR-S' notice board and that he/she be denied the privileges of membership until he settles his/her account. If he/she fails to settle his/her arrears for more than three (3) months, he/she will automatically cease to be a member and the Committee may take legal action against him/her provided that they are satisfied that he/she has received due notice of his/her debts.
4. Any additional fund required for special purposes may only be raised from members with the consent of the general meeting of the members.
5. The income and property of the ISPOR-S whensoever derived shall be applied towards the promotion of the mission of the ISPOR-S as set forth in this Constitution and no portion thereof shall be paid or transferred directly or indirectly by way of dividend or bonus or otherwise howsoever by way of profit to the persons who at any time are or have been members of the ISPOR-S or to any of them or to any person claiming through any of them.

**Article 7: Supreme Authority and General Meetings**

1. The supreme authority of the ISPOR-S is vested in a General Meeting of the members.

2. An Annual General Meeting shall be held in (to be assigned by the Registry of Societies).
3. At other times, an Extraordinary General Meeting must be called by the President on the request in writing of not less than 25% of the total voting membership or thirty (30) voting members, whichever is the lesser, and may be called at anytime by order of the Committee. The notice in writing shall be given to the Secretary setting forth the business that is to be transacted. The Extraordinary General Meeting shall be convened within two (2) months from receiving this request to convene the Extraordinary General Meeting.
4. If the Committee does not within two (2) months after the date of the receipt of the written request proceed to convene an Extraordinary General Meeting, the members who requested for the Extraordinary General Meeting shall convene the Extraordinary General Meeting by giving ten (10) days' notice to voting members setting forth the business to be transacted and simultaneously posting the agenda on the ISPOR-S notice board.
5. At least two (2) weeks' notice shall be given of an Annual General Meeting and at least ten (10) days' notice of an Extraordinary General Meeting. Notice of meeting stating the date, time and place of meeting shall be sent by the Secretary to all voting members. The particulars of the agenda shall be posted on the ISPOR-S' notice board four (4) days in advance of the meeting.
6. Unless otherwise stated in this Constitution, voting by proxy shall not be allowed at all General Meetings.
7. The following points will be considered at the Annual General Meeting:
  - a) The previous financial year's accounts and annual report of the Committee.
  - b) Where applicable, the election of office bearers and Honorary Auditors for the following term.

Any member who wishes to place an item on the agenda of a General Meeting may do so provided he gives notice to the Secretary one (1) week before the meeting is due to be held.

8. At least 25% of the total voting membership or thirty (30) voting members, whichever is the lesser, present at a General Meeting shall form a quorum. Proxies shall not be constituted as part of the quorum.
9. In the event of there being no quorum at the commencement of a General Meeting, the meeting shall be adjourned for half an hour and should the number then present be insufficient to form a quorum, those present shall be considered a quorum, but they shall have no power to amend any part of the existing Constitution.

#### **Article 8: Management and Committee**

1. The ISPOR-S Executive Committee should have at least the following officers: President, Vice President/President-elect, Secretary and Treasurer. The duties and responsibilities should be as defined in Article 9.
2. Names for the above offices shall be proposed and seconded at the Annual General Meeting and election will follow on a simple majority vote of the members. All office-bearers, except the Treasurer and President (as the Vice-President is also President-Elect), may be re-elected to the same

or related post for a maximum of two consecutive terms. The officers hold their respective positions for a term of one year, or for the remainder of a term when filling a vacancy.

3. The active members of ISPOR-S elect the ISPOR-S Executive Committee officers. Elections are to be held at the same time each year according to the rules and procedures outlined in Article 10.
4. At least three of the officers of ISPOR-S are ISPOR members.
5. Election will be either by show of hands or, subject to the agreement of the majority of the voting members present, by a secret ballot. In the event of a tie, the Chairman of the meeting (Society President) shall have a casting vote.
6. A Committee Meeting shall be held at least three times a year after giving seven (7) days' notice to Committee Members. The President may call a Committee Meeting at any time by giving five (5) days' notice. Majority of the Committee Members must be present for its proceedings to be valid.
7. Any member of the Committee absenting himself from three (3) meetings consecutively without satisfactory explanations shall be deemed to have withdrawn from the Committee and a successor may be co-opted by the Committee to serve until the next Annual General Meeting. Any changes in the Committee shall be notified to the Registrar of Societies within two (2) weeks of the change.
8. The duty of the Committee is to organise and supervise the daily activities of the ISPOR-S. The Committee may not act contrary to the expressed wishes of the General Meeting without prior reference to it and shall always remain subordinate to the General Meetings.
9. The Committee has power to authorise the expenditure of a sum not exceeding S\$1,000 or 10% of the general fund, whichever is lesser, per month from the ISPOR-S' funds for the ISPOR-S' purposes.
10. A purpose-specific fund can only be used for that particular purpose.

#### **Article 9: Duties of Executive Committee Officers**

##### **President**

The President of ISPOR-S:

1. Conducts and presides over all meeting of ISPOR-S.
2. Represents ISPOR-S when called upon to do so.
3. Appoints an individual to any office that becomes vacant subject to the ISPOR-S Executive Committee approval.
4. Provides a report of activities and financial transaction to the ISPOR Board of Directors annually.
5. The office is open to any member of ISPOR-S.

### **Vice President/President-elect**

The Vice President/President-elect of ISPOR-S:

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

### **Secretary**

The Secretary of ISPOR-S:

1. Records the minutes of ISPOR-S meetings. An official copy of the minutes should be kept in the ISPOR-S records and a copy emailed to: Singapore@ispor.org and ispor.singapore@gmail.com
2. Handles ISPOR-S correspondence as necessary.
3. Keeps and maintains the ISPOR-S records.
4. Maintains an up to date Register of Members at all times.
5. The office is open to any member of ISPOR-S.

### **Treasurer**

The Treasurer of ISPOR-S:

1. Keeps all funds and collects and disburses all moneys on behalf of the ISPOR-S and keeps an account of all monetary transactions and be responsible for their correctness.
2. Makes the records available to the members of ISPOR-S and the ISPOR Board of Directors
2. Reports the financial status of ISPOR-S at meetings.
3. Is authorised to expend up to S\$1,000 or 10% of the general fund, whichever is lesser, per month for petty expenses on behalf of the ISPOR-S. He will not keep more than S\$1,000 of the general fund, whichever is lesser in the form of cash and money in excess of this will be deposited in a bank to be named by the Committee. Cheques, etc. for withdrawals from the bank will be signed by the Treasurer and either the President or the Vice President/President-elect or the Secretary.
4. Assists the President in the preparation of an annual budget.
5. Oversees the financial activities of ISPOR-S.

6. The office is open to any member of ISPOR-S.

**Article 10: Election Procedures**

1. The active members of ISPOR-S elect the ISPOR-S executive officers.
2. Each ISPOR-S executive officer or member exercises one vote.
3. The ISPOR-S Executive Committee (President, Vice President/President-elect, Secretary and Treasurer) appoints an Election Committee.
4. The Election Committee solicits nominations.
5. Elections are held at the Annual General Meeting.
6. The new ISPOR-S President informs the ISPOR Board of Directors of the newly elected officers. The names of the newly elected officers are emailed to: [Singapore@ispor.org](mailto:Singapore@ispor.org) and [ispor.singapore@gmail.com](mailto:ispor.singapore@gmail.com)

**Article 11: Audit and Financial Year**

1. Two (2) voting members, not being members of the Committee, shall be elected as Honorary Auditors at each / alternate Annual General Meeting and will hold office for a term of one year only and shall not be re-elected for a consecutive term. The accounts of the ISPOR-S shall be audited by a firm of Certified Public Accountants if the gross income or expenditure of the ISPOR-S exceeds \$500,000 in that financial year, in accordance with Section 4 of the Societies Regulations.
2. The Honorary Auditors:
  - a) Will be required to audit each year's accounts and present a report upon them to the Annual General Meeting.
  - b) May be required by the President to audit the ISPOR-S' accounts for any period within their tenure of office at any date and make a report to the Committee.
3. The financial year shall be from (to be assigned by the Registry of Societies).

**Article 12: Trustees**

1. If the ISPOR-S at any time acquires any immovable property, such property shall be vested in trustees subject to a declaration of trust.
2. The trustees of the ISPOR-S shall:
  - a) Not be more than four (4) and not less than two (2) in number.
  - b) Be elected by a General Meeting of members.

- c) Not effect any sale or mortgage of property without the prior approval of the General Meeting of members.
3. The office of the trustee shall be vacated:
    - a) If the trustee dies or becomes a lunatic or of unsound mind.
    - b) If he/she is absent from the Republic of Singapore for a period of more than one (1) year.
    - c) If he/she is guilty of misconduct of such a kind as to render it undesirable that he continues as a trustee.
    - d) If he/she submits notice of resignation from his/her trusteeship.
  4. Notice of any proposal to remove a trustee from his/her trusteeship or to appoint a new trustee to fill a vacancy must be given by posting it on the notice board in the ISPOR-S' premises at least two (2) weeks before the General Meeting at which the proposal is to be discussed. The result of such General Meeting shall then be notified to the Registrar of Societies.
  5. The address of each immovable property, name of each trustee and any subsequent change must be notified to the Registrar of Societies.

#### **Article 13: Prohibitions**

1. Gambling of any kind, excluding the promotion or conduct of a private lottery which has been permitted under the Private Lotteries Act Cap 250, is forbidden on the ISPOR-S' premises. The introduction of materials for gambling or drug taking and of bad characters into the premises is prohibited.
2. The funds of the ISPOR-S shall not be used to pay the fines of members who have been convicted in court of law.
3. The ISPOR-S shall not engage in any trade union activity as defined in any written law relating to trade unions for the time being in force in Singapore.
4. The ISPOR-S shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.
5. The ISPOR-S shall not hold any lottery, whether confined to its members or not, in the name of the ISPOR-S or its office bearers, Committee or members unless with the prior approval of the relevant authorities.
6. The ISPOR-S shall not raise funds from the public for whatever purposes without the prior approval in writing of the Assistant Director Operations, Licensing Division, Singapore Police Force and other relevant authorities.

#### **Article 14: Amendments**

1. Any active member or officer of ISPOR-S may propose constitutional amendments.

2. The ISPOR-S shall not amend its Constitution without the prior approval in writing of the Registrar of Societies. No alteration or addition/deletion to this Constitution shall be passed except at a general meeting and with the consent of two-thirds (2/3) of the voting members present at the General Meeting.
3. Any amendments should be emailed to: Singapore@ispor.org and ispor.singapore@gmail.com.

**Article 15: Interpretation**

1. In the event of any question or matter pertaining to day-to-day administration which is not expressly provided for in this Constitution, the Committee shall have the power to use their own discretion. The decision of the Committee shall be final unless it is reversed at a General Meeting of members.

**Article 16: Disputes**

1. In the event of any dispute arising amongst members, they shall attempt to resolve the matter at an Extraordinary General Meeting in accordance with this Constitution. Should the members fail to resolve the matter, they may bring the matter to a court of law for settlement.

**Article 17: Dissolution**

1. The ISPOR-S shall not be dissolved, except with the consent of not less than three-fifths (3/5) of the total voting membership of the ISPOR-S for the time being resident in Singapore expressed, either in person or by proxy, at a General Meeting convened for the purpose.
2. In the event of the ISPOR-S being dissolved as provided above, all debts and liabilities legally incurred on behalf of the ISPOR-S shall be fully discharged, and the remaining funds will be disposed of in such manner as the General Meeting of members may determine or donated to an approved charity or charities in Singapore.
3. A Certificate of Dissolution shall be given within seven (7) days of the dissolution to the Registrar of Societies.

**Article 18: Indemnification**

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