

# Constitution of ISPOR South China Chapter

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## **Article 1: Name**

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

## **Article 2: Mission**

The mission of the ISPOR South China Chapter is to:

1. Build, develop, and ensure South China Chapter membership representation from health care researchers, health care practitioners, and health care decision-makers who are interested in pharmacoeconomics and outcomes research.
2. 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 a country or regional level.
3. 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 medical device/diagnostics industry, health-related organizations, and academia.
4. Act as a resource at a local level for individuals interested in pharmacoeconomics and outcomes research and its use in health care decisions.
5. Provide an opportunity for South China Chapter members to become more familiar with the activities of ISPOR as well as participate in its activities.

## **Article 3: Affiliation**

This ISPOR South China 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 working within the country or region interested in the Society and supports the mission of the Society.

## **Article 5: Procedures**

1. ISPOR South China Chapter is governed by this constitution.
2. ISPOR South China Chapter is a recognized organization in the country and complies with local governmental policies. ISPOR South China 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.
4. Any member of the ISPOR South China 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 South China Chapter is the Executive Committee.
2. The leadership must have their professional post within the region.
3. The Executive Committee consists of the following elected members: President, President-elect, Past President, Secretary/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 the South China Chapter the President should be a health care decision-maker or an active researcher in the field of economics / outcomes research, at least for the first 5 years of the Chapter. An active researcher is an ISPOR South China Chapter member who has published research or policy articles within the last several years as is demonstrated in his/her curriculum vitae. The President is limited to two consecutive terms (six years) to allow the South China Chapter continuity in leadership in its initial years. President-elect / President / Past President are limited to one term.

4. ISPOR South China Chapter members elect the members of ISPOR South China Executive Committee. Elections are to be held according to the rules and procedures outlined in Article 8.

5. At least three members of the Executive Committee are ISPOR members.

6. Members of the ISPOR South China Chapter Executive Committee hold their respective positions for a term of 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 South China 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 South China Chapter as defined in Article 2.

9. Executive Committee meetings are held as needed. Minutes of meetings must be taken. Minutes must be provided to the ISPOR Board of Directors upon request.

10. The ISPOR South China Chapter Executive Committee has the right to make decisions according to ISPOR South China Chapter Constitution.

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

#### **President**

The President of ISPOR South China Chapter:

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

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

#### **President-elect**

The President-elect of ISPOR South China Chapter:

1. Holds this position for a term of three years as President-elect, and at the end of the term as President-elect becomes President;
2. Conducts and presides over all meetings of ISPOR South China Chapter in the absence of the President;
3. Assists the President with the responsibilities and duties as necessary;

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

### **Past President**

The Past President of the ISPOR South China Chapter:

1. Holds this position for a term of three years after serving as President;
2. Conducts and presides over all meetings of ISPOR South China Chapter in the absence of the President/President-elect
3. Assists the President with the responsibilities and duties as necessary;

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

### **Secretary/Treasurer**

The Secretary of ISPOR South China Chapter:

1. Records the minutes of ISPOR South China Chapter meetings. An official copy of the minutes should be kept in the ISPOR South China Chapter records and a copy emailed to: [regionalchapter@isporg.org](mailto:regionalchapter@isporg.org) ;
2. Handles ISPOR South China Chapter correspondence as necessary;
3. Is responsible for any financial transactions of ISPOR South China Chapter;
4. Keeps and maintains the ISPOR South China Chapter records;
5. Keeps and makes available to the members of ISPOR South China Chapter and the ISPOR Board of Directors a record of all monies received and spent by ISPOR South China Chapter;
- 6 Reports the financial status of ISPOR South China Chapter at meetings;
7. Oversees the financial activities of ISPOR South China Chapter.

The office is open to any member of ISPOR South China Chapter.

### **Directors**

A Director of ISPOR South China Chapter:

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

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

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

1. The members of ISPOR South China Chapter elect the members of the Executive Committee. Each South China Chapter member has one vote.
2. The Executive Committee incumbent members select at least three South China Chapter members from diverse work environment and geographic location for submission to the Nomination Committee.
3. The Nomination Committee solicits candidates for the positions of President-elect, Secretary/Treasurer, and Directors by notifying all South China Chapter members electronically or by postal mail, prior to the end of the term of the incumbent.
4. 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 elected positions must receive a majority vote (>50% of votes received).

7. The incumbent ISPOR South China 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 South China 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 South China may propose constitutional amendments.
2. A proposed amendment to this or a new Constitution should become binding after receiving a two-thirds majority of the total voting membership of ISPOR South China Chapter.

#### **Article 10: Indemnification**

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