

## **Constitution of ISPOR Tajikistan Chapter**

### **Article 1: Name**

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

### **Article 2: Mission**

The mission of the ISPOR Tajikistan Chapter is to:

1. Build, develop, and ensure Regional Chapter membership representation from health care researchers, health care practitioners, and decision-makers interested in pharmacoeconomics and outcomes research can share knowledge at a country level or regional level.
2. Serve as a bridge in bringing together country researchers, health care practitioners, and decision-makers interested in Health Technology Assessment and pharmacoeconomics, as well as members of the pharmaceutical medical device/ diagnostics industry, health-related organizations, and academia.
3. Act as a resource at a local level for individuals interested in pharmacoeconomics and outcomes research, and its use in health care decisions, clinical and economic assessment, pharmacoeconomics and outcomes research and its use in health care decisions.
4. Provide an opportunity for country or region -specific chapter members to become more familiar with the activities of ISPOR area as well as participate in its activities.

### **Article 3: Affiliation**

1. This ISPOR Tajikistan Chapter maintains affiliation as a component chapter of the International Society of Pharmacoeconomics and Outcomes Research (ISPOR).

### **Article 4: Membership**

1. Membership is open to any individual working with the country or region interested in the Society and supports the mission of the Society.

### **Article 5: Procedures**

1. The ISPOR Tajikistan is governed by this constitution
2. ISPOR Tajikistan Chapter is a recognized organization in the Tajikistan country and complies with local government policies. ISPOR Tajikistan Chapter holds at least 1 general meeting of the chapter during the year. Minutes/summary of meetings must be taken. Minutes must be provided to the ISPOR Board of Directors upon request.
3. Any member of the ISPOR Tajikistan Chapter may initiate a constitutional amendment. Procedures for amending this Constitution are outlined in Article 9.

## **Article 6: Chapter Leadership**

1. Leadership of the ISPOR Tajikistan 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 and Secretary/ Treasurer. Members of the Executive Committee should represent diverse geographic locations and work environments. 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. President-elect/ President/ Past President are limited to one term. ISPOR Tajikistan Chapter members elect the members of Executive Committees. Elections are to be held according to the rules and procedures outlined in the article 8.
4. At least three members of the Executive Committee are ISPOR members.
5. Members of the ISPOR Tajikistan Chapter Executive Committee hold their respective positions for a term of up to three years, or for remainder of a term when filing a vacancy. The position of Secretary / Treasurer can serve a second term if re-elected by members of ISPOR Tajikistan Chapter.
6. The Executive Committee oversees and supports activities of the Chapter. The duties and responsibilities of the Executive Committees should be as defined in Article 7.
7. The executive Committee’s responsibilities include upholding the mission of the ISPOR Tajikistan Chapter as defined in Article 2.
8. 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.
9. The ISPOR Tajikistan Chapter Executive Committee has the right to make decisions according to ISPOR Tajikistan Chapter Constitution.

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

### **President**

The President of the ISPOR Tajikistan Chapter:

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

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

### **President-elect**

The President-elect of ISPOR Tajikistan Chapter:

1. 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.
2. Conducts and presides all meetings of ISPOR Tajikistan 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 Tajikistan Chapter in accordance with the requirements outlined in Article 6.

### **Past President**

The Past President of the ISPOR Tajikistan Chapter:

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

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

### **Secretary/Treasurer**

The Secretary/Treasurer of ISPOR Tajikistan Chapter:

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

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

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

1. The active members of ISPOR Tajikistan Chapter elect the ISPOR Tajikistan Chapter executive officers. Each Chapter member has one vote.
2. The Executive Committee incumbent members select at least three 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 and Secretary/ Treasurer by notifying all chapters' 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, geographical 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 Tajikistan 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 election 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 chapter. If there is a dispute that needs further resolution, a petition must be formally submitted to the 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 active member or officer of ISPOR Tajikistan 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 Tajikistan Chapter.

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

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