

## **Constitution of ISPOR Viet Nam-Hanoi Chapter**

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### Article 1: Name

1. The name of this organization is the International Society of Pharmacoeconomics and Outcomes Research Viet Nam-Hanoi Chapter.

### Article 2: Mission

The mission of the ISPOR Viet Nam-Hanoi Chapter 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 country-specific chapter members to become more familiar with the activities of ISPOR as well as participate in its activities.

### Article 3: Affiliation

1. This ISPOR Viet Nam- Hanoi 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 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 the Chapter as well as the Society.

### Article 5: Organization

1. The ISPOR Viet Nam-Hanoi Chapter Executive Committee should have at least the following officers: President, President-elect and Secretary. The duties and responsibilities should be as defined in Article 7.
2. The active members of ISPOR Viet Nam-Hanoi Chapter elect the ISPOR Viet Nam-Hanoi Chapter 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 Viet Nam-Hanoi Chapter Executive Committee officers hold their respective positions for a term of one or two years, or for the remainder of a term when filling a vacancy.

### Article 6: Procedures

1. ISPOR Viet Nam-Hanoi Chapter is governed by this constitution.
2. ISPOR Viet Nam-Hanoi Chapter is a recognized organization in the country and complies with local governmental policies.

3. ISPOR Viet Nam-Hanoi 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 Viet Nam-Hanoi Chapter may initiate a constitutional amendment. Procedures for amending this Constitution are outlined in Article 9.
5. Each ISPOR Viet Nam-Hanoi 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**

The President of ISPOR Viet Nam-Hanoi Chapter:

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

#### **President-elect**

The President-elect of ISPOR Viet Nam-Hanoi Chapter:

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

#### **Secretary**

The Secretary of ISPOR Viet Nam-Hanoi Chapter:

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

#### Article 8: Election Procedures

1. The active members of ISPOR Viet Nam-Hanoi Chapter elect the ISPOR Viet Nam-Hanoi Chapter executive officers.
2. The ISPOR Viet Nam-Hanoi Chapter Executive Committee (President, President-elect, and Secretary/Treasurer) 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 Viet Nam-Hanoi 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](mailto: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](mailto: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 Viet Nam-Hanoi 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 Viet Nam-Hanoi Chapter.

#### Article 10: Indemnification

1. ISPOR Viet Nam-Hanoi 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 Viet Nam-Hanoi Chapter of the ISPOR name, logo, or arising from the relationship or affiliation between the parties.