

## **STATUTES OF THE SOCIAL AND ADMINISTRATIVE PHARMACY SECTION FEDERATION INTERNATIONALE PHARMACEUTIQUE**

### **Article 1 - Name**

#### *Section 1*

The Social and Administrative Pharmacy Section (SAPhS) is constituted in accordance with the statutes of the Federation Internationale Pharmaceutique/International Pharmaceutical Federation (FIP). The Social and Administrative Pharmacy Section (SAPhS) was founded as the Administrative Section in 1981.

#### *Section 2*

The Section shall be known as The Social and Administrative Pharmacy Section (SAPhS).

#### *Section 3*

Executive action by the section which may commit FIP shall be referred to the Board of Pharmaceutical Practice (Hereafter called BPP).

### **Article 2 - Mission**

#### *Section 1*

The aim of the Section is to promote the goals of FIP by providing a forum for information, exchange of experiences and professional development for persons engaged in social and administrative pharmacy.

#### *Section 2*

This aim is to be achieved by undertaking all or any of the following activities:

- Organising meetings for persons engaged in social and administrative pharmacy during the FIP congresses in accordance with the general programmes as decided for such congresses by the Board of Pharmaceutical Practice and as explained in Article 6;
- Initiating and discussing studies in areas of interest to persons engaged in social and administrative pharmacy;
- Developing educational programmes of interest to persons engaged in social and administrative pharmacy;
- Following the advancement of sciences of special importance for social and administrative pharmacy;
- Developing services for persons engaged in social and administrative pharmacy;
- Co-operating with other FIP sections, the Board of Pharmaceutical Practice and the Board of Pharmaceutical Sciences in matters of common interest;

- Developing draft recommendations and resolutions to address matters of concern for persons engaged in social and administrative pharmacy for consideration by the Bureau and approval by the Council.

### **Article 3 - Membership**

#### *Section: Granting of Membership*

Membership of the Section shall be open to both individuals and honorary members of FIP who work in the area of all social and administrative issues related to pharmacy and medicines, including regulatory matters, aspects of health policy, pharmacoepidemiology and pharmacovigilance. These individuals are usually engaged in management, administrative and leadership roles, in professional pharmacy organizations, in agencies of government, in regulatory and other authorities, in educational institutions and by third party payers, in the scientific and professional development of social and administrative pharmacy and in academic aspects of social and administrative pharmacy. The membership to the Section is also open to those having an interest in those activities.

#### *Section 2: Revocation of Membership*

Membership in the Section will cease if any of the following circumstances holds:

- When a person ceases to be an individual member of FIP;
- Where, while remaining a member of FIP, a person is more than one year in arrears with Section membership fees;
- Where the member in the opinion of the Section's Executive Committee (hereafter called ExCo), acts in a manner inconsistent with the Section's mission aims. A member adversely impacted by such a decision shall have the right of appeal to the next Section Assembly meeting.

#### *Section 3: Section Fees*

Subject to the approval of FIP's Council, the Section may charge a fee for membership. Different fees may be charged to different categories of FIP members.

### **Article 4 - Section Organization**

Organs of the section shall consist of its Executive Committee and the Section Assembly.

### **Article 5 - Section Assembly**

#### *Section 1:*

The Section Assembly is composed of all members of the Section present at the meeting and acting in an individual capacity.

#### *Section 2:*

The Section Assembly shall meet at least every year on the occasion of the FIP Annual Congress.

#### *Section 3:*

The main purpose of the Section Assembly is to elect the Executive Committee members and to approve the general policies of the Section. Decisions (including elections) taken by the Section Assembly must be by simple majority of voting members at the meeting. In the event of a tied vote, the President of the Section (as Chairman of the meeting) shall have a casting vote.

#### *Section 4:*

All Section members shall receive notice of an Assembly, at least 3 weeks before the Assembly takes place. Meetings are announced in the Section Newsletter or other means of communication that reaches the Section members.

### **Article 6 -The Executive Committee**

*Section 1:*

The Executive Committee serves as the governing body of the Section. It organises the meetings and manages the affairs of the Section.

*Section 2:*

The Executive Committee shall consist of President, the Vice President, the Immediate Past President, the Secretary, and the Treasurer together with up to six other members, elected for a period of four years. They are eligible for re-election for one additional term. Elections shall be held every four years, during the Section Assembly at the FIP Annual Congress. Special elections may be held, as necessary, to fill vacancies.

*Section 3:*

The President shall assume the office of Immediate Past President for 4 years upon the election of his/her successor. The Immediate Past President will be observer to the Executive Committee without voting rights.

*Section 4:*

All members of the Executive Committee (except the Immediate Past President) shall have one vote in Executive Committee decisions. In case of a tied vote, the President will have the casting vote.

*Section 5:*

In so far as possible, Section members elected to the Executive Committee should represent different geographic areas and/or different areas within the section fields of activities.

*Section 6:*

The Executive Committee shall meet at least once every year.

*Section 7:*

Among many responsibilities, the Executive Committee is responsible for:

- the proper organisation of the activities of the Section (including section programs for FIP congresses, conferences and workshops);
- the approval of the budget and of the annual accounts
- the implementation of decisions of the section's Section Assembly;
- the implementation of relevant activities in regards to the strategic plan approved by the BPP.

*Section 8:*

Any Executive Committee members shall respect the general rules of FIP regarding officers' activities and ethics.

## **Article 7 - Representation**

*Section 1*

The Section shall be represented by the President or another member of the Executive Committee appointed by him, at meetings of the FIP Council.

*Section 2*

The President and Secretary are ex-officio members of the Board of Pharmaceutical Practice (BPP). If the Section has more than 500 members, the Executive Committee shall appoint an additional member to serve on BPP. Such appointment shall be valid for a period not exceeding one year and is renewable.

## **Article 8 - Finance**

*Section 1*

The Treasurer of the Section is responsible for preparing an annual budget.

### *Section 2*

The income shall consist of:

- Section fees decided between the Executive Committee, the Section Assembly and the FIP Bureau;
- The net profit from conferences (organised in accordance to FIP's Rule of Procedure BU-7: Guidelines for Congresses and Conferences) or other activities organised by the Section;
- Donation and voluntary contributions from individuals, organizations or pharmaceutical companies;
- Sponsorship of companies should be in line with FIP's Rule of Procedure BU-9: Guidelines for Sponsorship.

### *Section 3:*

The annual account shall be audited and a signed copy sent to the General Secretary of FIP, before March 1st of every year. The accounting year shall be January 1 to December 31.

## **Article 9 - Annual Report**

The Secretary or other designated member of the Executive Committee shall prepare and submit, before FIP's deadline, a report to the General Secretary of FIP giving appropriate details of the Section activities for the preceding year.

## **Article 10 - Working Groups**

The Section may form and disband Working Groups for specific purposes. A proposal to form a Working Group should include details of the purpose for which the Working Group is to be formed, its goals and objectives, a means of measuring the achievement of these goals and objectives and an estimated time span of the Working Group. The Chairman and members of such Working Groups shall be appointed by the Executive Committee.

## **Article 11 - Recognition of services**

### *Section 1:*

An individual who has given outstanding services to the Section may be appointed as Honorary Member of the Section by the Section Assembly after nomination by the Executive Committee of the Section.

### *Section 2:*

A former Section president who has given outstanding services to the Section may be appointed as Honorary President of the Section by the Section Assembly after nomination by the Executive Committee of the Section.

### *Section 3:*

This honorary title shall not dispense this individual to pay its membership fee. In case of discontinuation of FIP membership, the honorary membership status shall be lost.

## **ARTICLE 12 - Section's Awards**

### *Section 1:*

The Section may organise an Award. The term award should be understood as any tangible symbol signifying approval or distinction, denoting an accomplishment based on achievements, skills, talents and/or abilities or to recognize excellence in the section field.

### *Section 2:*

The recognition of services as well as the Award should be in accordance with the related FIP Rules of Procedures

## **ARTICLE 13 - Correspondence Address**

The official address for correspondence shall be the address of the President or the Secretary of the Section.

### **ARTICLE 14 - Amendments to the statutes**

*Section 1:*

Any amendments of the section statutes should be submitted for approval to the Section Assembly and forwarded to the FIP Council for its approval.

*Section 2:*

Such amendment proposal should be circulated in writing to all the Section members at least two months prior to the next Section Assembly. The proposal shall be adopted by a simple majority of votes cast by the members present at the Section Assembly. Any such amendment shall have no effect until approved by the Council of FIP

*Section 3*

The effective date for implementing any of the amendments shall be the date approved by the Council of the FIP or, if none is given, the date of the Council meeting at which approval is given.

### **ARTICLE 15 - Dissolution of the section**

*Section 1:*

A proposal to dissolve the Section may be submitted by the Section Executive Committee or the FIP Council to the Section Assembly. This proposal shall be adopted by the affirmative vote of two-thirds of the votes cast by the members present at the Section Assembly meeting or at a special meeting called for that purpose.

*Section 2:*

All the section members shall be informed of this proposal and of this meeting at least 2 months prior to it.

*Section 3:*

The dissolution of the Section shall then be approved by the FIP Council. The effective date for dissolving the Section shall be the date approved by the Council of the FIP or, if none is given, the date of the Council meeting at which approval is given.

*Section 4:*

In the event of dissolution of the Section, all assets shall pass to FIP.

### **ARTICLE 16 - General**

*Section 1:*

Nothing in these Statutes shall be interpreted in such a way as to conflict with the Statutes of FIP and no decision of the Section shall be effective if its implementation conflicts with the Statutes of FIP and the FIP Rules of Procedures.

*Section 2:*

Executive action by The Social and Administrative Pharmacy Section (SAPhS) which may commit FIP shall be referred to the Board of Pharmaceutical Practice and the FIP Bureau.