

Article 1: Name

- Section 1                    The Academic Pharmacy Section shall be constituted in accordance with Article 22 of the Statutes of the Fédération Internationale Pharmaceutique/International Pharmaceutical Federation (hereinafter called FIP). The Academic Pharmacy Section was founded in 1972 and the first constitution approved by the Council of FIP in 1973.
- Section 2                    The Section shall be known as the Academic Pharmacy Section (AcPS), hereafter called the Section.
- Section 3                    Executive action by the Section which may commit FIP shall be referred to the Board of Pharmaceutical Practice.

Article 2: Mission

- Section 1                    The mission of the Academic Pharmacy Section is to conduct an organisation by and for persons interested in all aspects of the education and training of professional pharmacists and those supporting the profession.
- Section 2                    In order to achieve its mission, the Section may undertake activities consistent with its mission including:
1. Study questions relating to the teaching, organisation and promotion of pharmaceutical education and academic research worldwide in order to provide students of Pharmacy and Pharmaceutical Sciences with a modern and appropriate education for practice in the many settings of the profession;
  2. Facilitate the exchange of ideas and experiences of pedagogic and scientific problems concerned with pharmaceutical education and research and the teaching thereof;
  3. Consult with other individuals, organisations and institutions interested in education when applicable to the problems being considered;
  4. Promote the exchange of teachers and students among universities and pharmaceutical institutes;
  5. Organise activities which are in accordance with the purposes of the Section;
  6. Continue to communicate with, assist and support those faculties, staffs and students engaged in pharmaceutical education in countries that wish to have the support of FIP and its members;
  7. Conduct educational activities for other health professions and support personnel in a cooperative approach to



- informing colleagues about pharmacy and the pharmaceutical sciences; and
8. Support the objectives of FIP and other relevant bodies within FIP.

### Article 3: Membership

#### Section 1 Granting of Membership

Membership of the Academic Pharmacy Section shall be open to both individual and honorary members of FIP, who work in the area of activities covered by Article II above or who have an interest in those activities. Members of the Section each have one vote in Section matters. FIP members may hold membership in more than one section of FIP by completing the requirements for Section membership.

The following interested and qualified persons shall be encouraged to apply for membership in the Section:

1. Persons engaged in their own countries in teaching undergraduate, professional doctorate and/or postgraduate pharmacy students at the university or professional level or in promoting an interest in the provision of quality of continuing education through university and/or professional organisations,
2. Former university faculty and staff who are admitted as Honorary members, or
3. Those engaged in research at faculties or schools of Pharmacy or Pharmaceutical Sciences.

Section 2 Subject to the approval of FIP's Council, the Section may charge a fee for membership.

#### Section 3 Honorary Section Membership

An individual who has given outstanding services to the Section may be elected as an Honorary Section Member, which shall be conducted at an Assembly of members (hereafter termed Section Assembly). The privileges of honorary membership shall be decided by the Executive Committee. Honorary Section Members shall pay no Section fee but honorary membership shall cease in the event that the person ceases to be a member of FIP.

#### Section 4 Loss of Membership

Membership in the Section will cease under one of the following circumstances:

1. When a person or organization ceases to be a member of FIP.
2. Where, whilst remaining a member of FIP, a person or organization is more than two years in arrears with Section membership fees.



3. Where the member, in the opinion of the Executive Committee, is acting in a way inconsistent with the Mission of the Section. A member adversely affected by such a decision shall have the right of appeal to the next Section Assembly.

#### Article 4: Organs of the Section

- Section 1                      Organs of the Section shall consist of an Executive Committee and a Section Assembly of members. The Section may form its own advisory or other committees, task forces or working groups to conduct the work of the section.

#### Article 5: Officers and Executive Committee

- Section 1                      The Executive Committee shall consist of the officers of the Section who are the President, the Vice President, the President-elect, the Secretary, the Treasurer, the Immediate Past-President, and between three and six Section members. All Executive Committee members must be individual members of the Section.

- Section 2                      The Executive Committee organises and oversees all activities of the Section, including but not limited to Section programming for FIP annual Congresses or other FIP related conferences, workshops or activities.

- Section 3                      The Terms of Office of the Executive Members (except the President and Immediate Past President) shall be four years with the possibility of re-election for a second four-year term. In case of vacancies, elections shall be held at the Section Assembly taking place during the annual FIP Congress.

1. The President is elected for a term of four years after which he/she will assume the office of Immediate Past President for as long as the new President is in office, to a maximum of four years. The President is elected one year prior to the end of the term of the current President and serves as President-elect for that one year prior to assuming the office of President for four years.
2. The Vice President is elected for a term of four years and is then eligible for a second four-year term.
3. The Secretary and the Treasurer may serve a total of eight years each in consecutive terms
4. All officers are elected for each term by majority vote of those present and voting at the Section Assembly at the annual FIP Congress.
5. The election cycle is offset by two years such that the President and Treasurer assume their office in one cycle and the Vice President and Secretary assume office in the next cycle two years later. The President is elected in the year prior to assuming office whereas the Vice President, Secretary and Treasurer are elected in the year in which they assume their respective offices.



6. All officers serve until replaced in an election. The President may appoint interim officers to fill vacancies among the officers, until the occasion of the next Section Assembly at which an election to fill the unexpired term will be held. If President does not fulfill his/her term of office, the Vice President shall serve as President until the next election to fill the unexpired term.
7. So far as possible, Section Members elected to the Executive Committee should represent different geographic areas and/or different areas within the academic pharmacy discipline.

## Section 4

Nominations for all positions are offered at or before the Section Assembly where elections are conducted.

1. The President shall appoint a nominating committee in advance of the elections to seek the best qualified members to nominate to the available positions. The nominating committee shall include both officers and non-officer members. The slate of nominations recommended by the nominating committee shall be made known to the membership via the section newsletter or other means of communication that reaches the membership.
2. Candidates are expected to be present to be elected unless exceptional circumstances prevent attendance. Nominations will be accepted from the floor at the meeting. All nominees must express their willingness to serve if elected, in advance of the election.

## Section 5

Duties of the Executive Committee and Officers of the Section

1. *The Executive Committee*

Responsibilities of the Executive Committee include but are not limited to the proper organisation and oversight of Section activities including Section programming for FIP congresses, conferences and workshops; approval of the Section budget and annual accounts; implementation of decisions by the Section Assembly; and enactment of activities relevant to the Section strategic plan. The Executive Committee acts for the Section between annual meetings and all legal actions of the Executive Committee are ratified by the Section at the next business meeting.

2. *The President*

The President presides over all meetings of the Section and over the meetings of the Executive Committee. The President is responsible for organising the Section and overseeing its activities, e.g., strategic planning and communications, so that it effectively achieves its vision, mission and goals. The President shall serve as representative of the Section to the Council of FIP, to the Board of Pharmaceutical Practice and to other relevant bodies within FIP. If the President is unable to represent the Section at these activities, a delegate appointed by the President will serve in his/her place.



3. *The Vice President*

The Vice President serves in the absence of the President and receives assignments from the President in the operation of the Section, such as coordination of committees or working groups.

4. *The Immediate Past President*

The Immediate Past President assists the President in the succession to office and maintains continuity of events with the President. The President assigns areas of activity and responsibility commensurate with the experience of one who has held the highest office.

5. *The Secretary*

The Secretary maintains the records of the Section, prepares reports to the Secretariat as required, and assists in other duties necessary for smooth functioning of the section. The Secretary represents the Section where directed by FIP statutes.

6. *The Treasurer*

The Treasurer serves the Section by receiving funds from the FIP office, disburses expenditures approved by the membership and Executive Committee in the operation of the Section, and prepares all required financial reports for the Council and the membership. Reports are submitted to the President for approval before release.

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Section 6 Any member of the Executive Committee who does not perform his/her duties is subject to removal from office in accordance with Section policies.

Section 7 The Executive Committee shall meet at least once per year.

Article 6: Committees, Working Groups, and Task Forces

Section 1 The President with concurrence of members present at an annual Section Assembly or the Executive Committee in the interim between meetings may form and disband committees, ad hoc working groups or taskforces to serve specific purposes for stated periods of time. A proposal to form one of these units should include information on the purpose for which it is to be formed, its goals and objectives, a means of measuring achievement of these goals and objectives and an estimated time period of the unit. Membership of these units is determined by member volunteers, nominations by Section members or appointment by the President with concurrence of the Executive Committee. The President with concurrence of the Executive Committee shall appoint chairpersons of these units.

Article 7: Section Assembly



- Section 1 The Section Assembly is composed of all Section members present at the Assembly and acting in an individual capacity.
- Section 2 The Section may hold private meetings and public meetings.
- Private meetings are restricted to members of the Section in good standing. Private meetings may be held (usually at the annual FIP Congress) for the purpose of addressing internal affairs of the Section such as the election of officers, discussion of Section policies and procedures, arrangements for Section programmes of the Congresses and any other business which members of the Section desire to discuss privately. Private meetings not to be conducted at the time and place of an FIP meeting may be called by the Executive Committee or by any group of five members by written notification to the membership 90 days in advance. When a public meeting is held at the same time and place as any Congress of FIP, it will be open to all members of FIP, and all who attend the Congress.
- Section 3 The Section Assembly shall meet at least annually on the occasion of the annual FIP Congress.
- Section 4 The principal purpose of the Section Assembly is to elect the Executive Committee members and to approve the general policies and activities of the Section. Decisions taken by the Assembly shall be made by simple majority of individual members in good standing present at the meeting. In the event of a tied vote, the President of the Section (as Chairman of the meeting) shall have the casting vote.
- Section 5 All Section members shall receive notice of a Section Assembly, in writing, at least 3 weeks before the assembly takes place. Meetings are announced in the Section Newsletter or other means of communication that reaches the membership
- Section 6 The officers may meet between annual meetings of the Section and are authorized as the Executive Committee to conduct the business of the Section when the membership is not in session.

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Article 8: Representation

- Section 1 The Section shall be represented by the President or, in his/her absence by someone appointed by the President, 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 President 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 9: Developing Countries

Section 1 As part of its work, the Section shall pay particular attention to the needs of developing countries. Wherever practical, members from developing countries should be represented in Section activities.

Article 10: Finance

Section 1 The Treasurer of the Academic Pharmacy Section is responsible for preparing an annual budget. The income shall consist of Section fees together with the net profit from conferences or other activities organised by the Section along with donations and voluntary contributions from individuals and pharmaceutical companies and other sources. The annual accounts shall be audited and a copy sent to the General Secretary of FIP on or before the deadline set by FIP every year. The accounting year shall be January 1 to December 31.

Article 11: Annual Activity Report

Section 1 The Secretary or other designated member of the Executive Committee shall prepare, and submit, on or before the deadline set by FIP every year, a report to the General Secretary of FIP giving appropriate details of the Section activities for the preceding year.

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Article 12: Amendments to the Statutes of the Section

Section 1 The members of the section may amend or repeal any of the Articles of the Section Statutes. Any proposed amendments or repeal shall be circulated to all Section members, in writing, at least one month prior to the Section Assembly. The proposal shall be adopted by a simple majority of votes cast by the members present at the Section Assembly. Any such amendments shall have no effect until approved by the FIP Council.

Article 13: Dissolution

Section 1 A proposal to dissolve the Section shall be adopted by the affirmative vote of two-thirds of the votes cast by the membership present at a special meeting called for that purpose. All section members shall be informed of this proposal and of this meeting at least two months prior to it. 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 FIP or, if none is given, the date of the Council meeting at which approval is given. In the event of dissolution of the Section, all assets shall pass to FIP. The Section may, if it so wishes, indicate to FIP any use that Section assets should be put subsequent to dissolution.



Article 14: Effective Dates

Section 1                      Changes to the Section Statutes, dissolution of the Section and the Section membership fee all require approval of the FIP Council. The effective date for implementing any of these decisions shall be the date approved by the Council of FIP or, if none is given, the date of the Council meeting at which approval is given.

Article 15: Correspondence Address

Section 1                      The official address for correspondence shall be the address of the Secretary of the Section.

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.