

FIP STATUTES FOR THE SECTIONS

Preamble for the Statutes

- Throughout all FIP Statutes, the plural form of pronouns will be used to ensure gender neutrality.
- The original English statutes version translated into the legal Dutch document will be relied upon in the case of any dispute between interpretations.
- Following the first mention in full, acronyms are used throughout the document. A glossary will be provided upon request.
- The FIP Statutes should be referred to as a core reference source and the FIP Rules provide procedural guidance.

Fédération
Internationale
Pharmaceutique

International
Pharmaceutical
Federation

Article 1- The FIP Sections

As early as the 1920s, it was clear that there was a need to offer platforms on which pharmacists and pharmaceutical scientists and educators undertaking similar types of activity could exchange information. More than a century later, the need to ensure these structures are retained, thrive and grow is fundamental to FIP.

Andries Bickerweg 5
2517 JP The Hague
The Netherlands
-
T +31 (0)70 302 19 70
F +31 (0)70 302 19 99
fip@fip.org
-
www.fip.org

Article 2- The Mission of the FIP Sections

- 2.1 The FIP Sections will support the FIP mission.
- 2.2. The FIP Sections will be guided by the following core values.
 - 2.2.1. **commitment:** to the continued reform and improvement of pharmaceutical practice, education and sciences.
 - 2.2.2. **collaboration:** with all the healthcare parties involved to effect positive change.
 - 2.2.3. **excellence:** promoting and supporting best practices.

- 2.2.4. **integrity and transparency:** in every action that is carried out towards FIP members, partners, and other stakeholders.
- 2.2.5. **responsibility:** toward both society and FIP members.
- 2.2.6. **spirit of inquiry:** welcoming and showing respect for different points of view.
- 2.2.7. **caring:** a focus on the individual, the family and the community.

Article 3- FIP Sections ways of Working

The FIP Council will approve these Statutes for all FIP Sections. The FIP Board approves Rules providing procedural guidance to support and guide the work of FIP Sections and their substructures.

Fédération
Internationale
Pharmaceutique

International
Pharmaceutical
Federation

Article 4- The structures and members of the FIP Sections

- 4.1. The Structures of the Section include
 - 4.1.1. An Executive Committee (ExCo).
 - 4.1.2. The Section Assembly.
 - 4.1.3. Special Interest Groups (SIGs).
 - 4.1.4. Focus Groups.
- 4.2. The creation and governance of said structures will be in line with the FIP Rules to ensure alignment and consistency across FIP.
- 4.3. Each FIP Section will hold a FIP Section Assembly during each year, the time and form to be decided by the FIP Section ExCo.
- 4.4. FIP Sections comprise the following persons, defined by FIP Rules:
 - 4.4.1. Individual Members.
 - 4.4.2. Honorary Members.
 - 4.4.3. Expert Members.

Article 5- FIP Sections and Special Interest Groups

- 5.1 FIP Sections are responsible for representing domains of pharmacy relevant to FIP's mission and vision and are approved by the FIP Council and established by the FIP Board.
- 5.2. Special Interest Groups (SIGs) will be established to comprise individuals interested in and with expertise in, specific areas of interest to the FIP Section(s), proposed by Sections or the FIP Board.
- 5.3 Creation of and / or dissolution of Focus Groups will be based on the FIP Section ExCo recommendation at the Section Assembly.
- 5.4. Each FIP Section will provide for the Individual Members so that they are fully represented and engaged in the FIP Section or SIG as appropriate.
- 5.5. The FIP Sections and SIGs may organise activities, in collaboration with other FIP structures, in line with the FIP Rules.
- 5.6. All FIP Sections and SIGs are able to determine their day-to-day operations within the FIP Rules to ensure autonomy and engagement with their Individual Members.

Fédération
Internationale
Pharmaceutique

.....
International
Pharmaceutical
Federation

Article 6- FIP Sections and Individual Members

- 6.1. FIP defines Individual Members as persons who wish to contribute to the work of and support the development of FIP.
- 6.2. Membership of a FIP Section shall be open to both Individual and Honorary members of FIP who have an interest in the activities of the FIP Section.
- 6.3. Individual members of FIP may choose to be members of one or more FIP Sections. In addition, Individual Members may choose to members of one or more SIGs.
- 6.4. Subject to the approval by the FIP Council, the FIP Section may charge a fee for membership.

Article 7- FIP Sections and Honorary Members

- 7.1. FIP Sections may award Honorary Membership of a FIP Section to those who have given outstanding service to the FIP Section as defined in the FIP Rules.
- 7.2. The privileges of Honorary Membership shall be ratified by the FIP Board.
- 7.3. Honorary members are exempt from a FIP Section fee.

Article 8- Loss of membership.

- 8.1. Membership of a FIP Section will cease when a person ceases to be a member of FIP and / or is more than one year in arrears with FIP membership fees.
- 8.2. Membership of a FIP Section will cease if a person is acting in a way inconsistent with the FIP Rules.

Fédération
Internationale
Pharmaceutique

International
Pharmaceutical
Federation

Article 9- FIP Sections working with FIP Member Organisations and AIMS

- 9.1. FIP Sections can work with Member Organisations as detailed in the FIP Rules.
- 9.2. FIP Sections can work with Allied Organisations, and Academic Institutional Members, (hereafter referred to as **AIMs**) as detailed in the FIP Rules.

Article 10 – FIP Sections and the FIP Council

- 10.1. **FIP Sections** have votes in the FIP Council proportional to their total membership as set out in the FIP Rules.
- 10.2. A FIP Section shall be represented by the FIP Section President or designee, at the meetings of the FIP Council.

- 10.3. **Individual Members** may attend the FIP Council meetings as observers without voting rights and participate upon invitation by the FIP President.
- 10.4. The FIP Council discussion and adoption of the FIP financial report will include submissions from the FIP Sections.
- 10.5. The FIP Council will consider all reports from the FIP Sections and any items of general interest, submitted through the FIP Board.

Article 11- The FIP Sections and wider representation

- 11.1. The FIP Sections may seek representation on structures the FIP Board sets up to advance the aims of FIP, to support the FIP strategy and delivery of the FIP development goals, including Advisory Committees.
- 11.2. FIP Sections will work across the World Health Organization (WHO)-defined regional geographies engaging with the FIP Regional Pharmaceutical Forums, primarily focussed on practice and policy and through MOs across the regions. The Regional Pharmaceutical Forums work to deliver the FIP strategy.
- 11.3. FIP Sections will work across the WHO-defined regional geographies, engaging with the FIP UNITWIN Centres for Excellence, primarily focussed on education and science, and through the AIMs across the regions. The Centres for Excellence work to deliver the shared strategy agreed by FIP and UNESCO.

Fédération
Internationale
Pharmaceutique

International
Pharmaceutical
Federation

Article 12- FIP Section Officers and Section Presidents

- 12.1. An FIP Section officer is defined as a volunteer holding an elected position within a FIP Section referred to directly or indirectly in these Statutes for the Sections.
- 12.2. FIP Section officers must be individual members of FIP in good standing.
- 12.3. FIP Section officers may be removed by motion from the FIP Section ExCo if they do not comply with FIP Rules.

- 12.4. For the position of **FIP Section President-elect**, elections will be conducted in the penultimate year, so that the person-elect has a full year of overlap with the current office holder. Elect positions do not have voting rights at the FIP Section ExCo.
- 12.5. The terms of office of the Section President shall be four years, with no consecutive terms served in the same position. Only in exceptional cases and uncertainties regarding the continuity of the FIP Section can the FIP Section Presidency be extended. This extension will be endorsed by the FIP Board for a minimum of one year, and no longer than four years.
- 12.6. In the event that the Section President is absent / unable to act and there is no President-elect (as referred to in Article 12.4) in the FIP Section at that time - for example the first three years of the Section Presidency -, the FIP Section ExCo will choose one FIP Section Executive Committee member to be temporarily charged with the performance of the duties of the FIP Section President, until a replacement is confirmed.
- 12.7. The “**absence or inability to act**” of the FIP Section President is understood to mean:
- I) *illness; or*
 - II) *inaccessibility; or*
 - III) *resignation; or*
 - IV) *death.*

Article 13- FIP Section Executive Committees (ExCos)

- 13.1. The members of the FIP Section ExCo shall be elected by the FIP Section Assembly, comprised of a minimum of the FIP Section President, Secretary, Treasurer, and SIG Chairs.
- 13.2. The terms of office of the FIP Section ExCo members shall be four years, with no consecutive terms served in the same position.
- 13.3. The FIP Section ExCo will meet a minimum of once a year as required by the majority of its members.
- 13.4. The FIP Section President may invite any person to the FIP Section ExCo meeting or a part thereof, as an observer.

- 13.5. The FIP Section ExCo will take decisions by means of a simple majority vote, with the FIP Section President having the casting vote in case of a tie of votes.
- 13.6. The Section ExCo serves with delegated authority by the FIP Section Assembly for operational aspects of governance and FIP Section activities.
- 13.7. The FIP Section ExCo shall nominate Vice Presidents on behalf of the FIP Section and shall recommend related awards to individuals who have rendered significant service to the FIP Section to the FIP Board in line with FIP Rules.
- 13.8. The FIP Section ExCo shall recommend the removal of FIP Section officer in the event of violation of the Code of Conduct, in accordance with the relevant FIP Rules.
- 13.9. On matters relating to 13.8, the FIP Section ExCo shall submit reports on the cancellation of the membership of Individual Members to the FIP Board.

Fédération
Internationale
Pharmaceutique

International
Pharmaceutical
Federation

Article 14- The Sections' Assemblies

- 14.1. A FIP Section Assembly will take decisions relating to Section governance and activities, which will be implemented by the FIP Section ExCo.
- 14.2. A FIP Section Assembly is composed of all FIP Section membership and will meet at least once a year, or more frequently if it is deemed necessary by the FIP Section President, a majority of its membership, or the FIP Section ExCo.
- 14.3. Each Section member has a single vote at the Section Assembly.
- 14.4. Any proposal that requires the FIP Section Assembly to take a vote will require a quorum of the FIP Section membership as defined in the FIP Rules.

- 14.5. Any proposal intended for the FIP Section Assembly agenda will reach the FIP Section Secretary, accompanied by a brief explanatory note, at least six weeks prior to the date of the meeting.
- 14.6. The FIP Section Secretary will despatch the agenda for the FIP Section Assembly, accompanied by the reports pertaining to it, to the members of the FIP Section at least three weeks prior to the meeting.
- 14.7. The FIP Section President may include agenda items after the prescribed deadline, if deemed urgent and worthy of consideration.

Article 15- The finances of the FIP Sections

- 15.1. The financial year for all FIP Sections is the calendar year, the first day of January up and including thirty-first day of December.
- 15.2. In addition to any income from membership fee and the activities of the FIP Section permitted under the FIP rules, funds for the FIP Sections will be approved by the FIP Board, remitted to the FIP Section or substructure concerned by the FIP team.
- 15.3. The annual accounts for the FIP Sections will be audited in accordance with the laws of the Netherlands. An audited balance sheet for FIP Sections will be included separately in the annual report.
- 15.4. The Treasurer of a FIP Section is responsible for the finances of a FIP Section, monitored by the FIP Section Executive Committee.
- 15.5. The annual accounts shall be prepared by the Treasurer and sent to the CEO, before the first of March of the next year.
- 15.6. The FIP Section Secretary shall prepare annually a report giving appropriate details of the activity of the FIP Section, the SIGs and all associated groups, for the preceding year before the first of March.
- 15.7. Annually, the FIP Board will present the FIP annual report, audited annual accounts and reports on the conduct of business of FIP in the past financial year, including those reported by FIP Sections.

Fédération
Internationale
Pharmaceutique

International
Pharmaceutical
Federation

GENERAL PROVISIONS

Article 16- Limitation of FIP Section activities

The FIP Sections will not interfere in matters which properly are the responsibility of national associations or of the competence of the FIP Board.

Article 17- Modification of Section Statutes

- 17.1. The members of a FIP Section may amend or repeal any of the Articles of the FIP Statutes for the Sections. Proposed amendments or repeal must be submitted to all FIP Sections in writing via the Secretary of a FIP Section.
- 17.2. After accepting in writing by at least two-third of all FIP Sections and their Assemblies, the proposed amendments or repeal must be submitted to the FIP Board for review and subsequent approval by the FIP Council.

Fédération
Internationale
Pharmaceutique
.....
International
Pharmaceutical
Federation

Article 18- Dissolution of FIP Sections

- 18.1 A proposal to dissolve a FIP Section can be initiated by the FIP Section and its Assembly and submitted to the FIP Board for consideration.
- 18.2. The procedure for consideration of a proposal for FIP Section -initiated dissolution would be as follows:
 - 18.2.1. The proposal from the FIP Section ExCo will require at least two-thirds vote in favour by the FIP Section Assembly, before being brought to the FIP Board.
 - 18.2.2. Such a decision will be sent to the FIP Council for ratification at the next FIP Council meeting, or an extraordinary FIP Council meeting.
 - 18.2.3. The dissolution of a FIP Section will be affected by the FIP Section ExCo, through the appointment of an Executor, from the FIP Board.

18.2.4. In the event of dissolution of a FIP Section, the appointed Executor will transfer any remaining assets to FIP under advice in the FIP Rules.

18.2.5. After dissolution, the books and records of the FIP Section will remain in the custody of the Executor appointed for that purpose by the FIP Board for a period of ten years.

Article 19- Unforeseen events

19.1. In all events not foreseen by the FIP Statutes, the FIP Statutes for the Sections or any other governing FIP Rules, or where these are considered unclear, the FIP Board will decide or, if it so wishes, may defer the decision to the FIP Council.

19.2. All such decisions must be in accordance with the laws of the Netherlands.

Fédération
Internationale
Pharmaceutique

International
Pharmaceutical
Federation

Article 20- Correspondence Address

The official address for correspondence shall be the address of FIP as for all FIP structures.

Article 21- General

Nothing in these FIP Statutes for the Sections may be in conflict, or interpreted in such a way as to conflict, with the FIP Statutes and no decision shall be effective if the implementation conflicts with the FIP Statutes.

On behalf of the "Fédération Internationale Pharmaceutique", "International Pharmaceutical Federation." Adopted by the FIP Council on March 11th, 2026.