

ISPOR MODEL CONSTITUTION

CONSTITUTION OF THE ISPOR CHAPTER NAME

Article 1: Name

1. The name of this organization should be the International Society of Pharmacoeconomics and Outcomes Research Student Chapter at **UNIVERSITY NAME**, herein referred to as ISPOR **CHAPTER NAME**.

Article 2: Mission

The mission of the ISPOR **CHAPTER NAME** is to:

1. Provide an environment where students can share knowledge in pharmacoeconomics and health outcomes research.
2. Serve as a bridge in bringing together students interested in pharmacoeconomics and members of the pharmaceutical industry, health-related organizations, and academia.
3. Act as a resource for new students interested in pharmacoeconomics and outcomes research.
4. Provide an opportunity for student chapter members to become familiar with the affairs of ISPOR as well as have representation in its affairs.

Article 3: Affiliation

1. This ISPOR **CHAPTER NAME** shall maintain affiliation as a component chapter of the International Society of Pharmacoeconomics and Outcomes Research (ISPOR).

Article 4: Membership

Active membership

1. Membership shall be open to any undergraduate or graduate student at any health-related academic institution.
2. At least three of the officers shall be ISPOR members.
3. ISPOR **CHAPTER NAME** members shall be ISPOR student members.

Article 5: Organization

1. The ISPOR **CHAPTER NAME** Executive Committee shall have at least the following officers: President, President-elect, Secretary/Treasurer. The duties and responsibilities shall be as defined in Article 7.

2. ISPOR CHAPTER NAME Executive Committee members shall be ISPOR Student Members.
3. The active members of ISPOR CHAPTER NAME shall elect the ISPOR-SC executive committee officers. Elections shall be held in April of each year according to the rules and procedures outlined in Article 8.
4. The ISPOR CHAPTER NAME executive officers shall hold their respective positions for a term of one year, or for the remainder of a term when filling a vacancy.
5. A faculty member shall be asked to serve as the Faculty Advisor, and shall oversee the activities of the student chapter. The Faculty Advisor must be a member of ISPOR.
6. A person who is not in good academic standing in the academic institution shall not be elected to hold an ISPOR CHAPTER NAME office.

Article 6: Procedures

1. ISPOR CHAPTER NAME shall be governed by this constitution.
2. ISPOR CHAPTER NAME shall be a recognized student organization of the academic institution.
3. ISPOR CHAPTER NAME shall hold general meetings during the academic year. Special executive meetings shall be held at the discretion of the executive officers.
4. Any member or officer of the ISPOR CHAPTER NAME may initiate a constitutional amendment. Procedures for amending this Constitution are outlined in Article 9.
5. Each ISPOR CHAPTER NAME executive officer or member shall exercise one vote. In the event of a tie, the Faculty Advisor should cast the deciding vote.

Article 7: Duties of Officers

Each officer shall be elected for a term of one year.

Note: The list of Officers below is the bare minimum to establish a chapter and many chapters do add additional roles to help further strengthen their Executive Committee.

President

The President of ISPOR CHAPTER NAME shall:

1. Conduct and preside over all meeting of ISPOR CHAPTER NAME.
2. Represent ISPOR CHAPTER NAME when called upon to do so.
3. Appoint an individual to any office that becomes vacant subject to the ISPOR CHAPTER NAME Executive Committee approval.
4. The office of the President shall be open to any active member of ISPOR-SC.
5. Provide a report of activities and financial transaction to the ISPOR Board of Directors annually prior to the ISPOR Annual Meeting.

President-elect

The President-elect of ISPOR CHAPTER NAME shall:

1. Succeed to the office of the President upon completion of a one-year term of President-elect.
2. Conduct and preside over all meetings of ISPOR **CHAPTER NAME** in the absence of the President.
3. Assist the President with the responsibilities of ISPOR **CHAPTER NAME**.
4. The office shall be open to any active member of ISPOR **CHAPTER NAME**.

Secretary

The Secretary of ISPOR **CHAPTER NAME** shall:

1. Record the minutes of ISPOR **CHAPTER NAME** meetings. An official copy of the minutes shall be kept in the ISPOR **CHAPTER NAME** records and a copy mailed to the ISPOR Executive Director at: ISPOR, 505 Lawrence Square Blvd. South, Lawrenceville NJ 08648 or email to: info@ispor.org.
2. Handle ISPOR **CHAPTER NAME** correspondence as necessary such as taking minutes during meetings;
3. Secretary shall, as needed, send correspondence to Chapter Members by creating a contact list of all individuals who attend Chapter events so that the ISPOR **CHAPTER NAME** can inform them of upcoming activities or events.
4. Work with other Executive Committee members to submit the Chapter Annual Report to ISPOR Staff by established deadlines (typically by end of January).
5. The office should be open to any active member of ISPOR **CHAPTER NAME**.

Treasurer

The Treasurer of ISPOR **CHAPTER NAME** shall:

1. Be responsible for any financial transactions of ISPOR **CHAPTER NAME**.
2. Keep and maintain the ISPOR **CHAPTER NAME** records
3. Keep and make available to the members of ISPOR **CHAPTER NAME** and the ISPOR Board of Directors a record of all monies received and spent by ISPOR **CHAPTER NAME**.
4. Report the financial status of ISPOR **CHAPTER NAME** at meetings.
5. Assist the President in the preparation of an annual budget.
6. Oversee the financial activities of ISPOR **CHAPTER NAME**.
7. The office should be open to any active member of ISPOR **CHAPTER NAME**.

Article 8: Election Procedures

1. The active members of ISPOR **CHAPTER NAME** shall elect the ISPOR **CHAPTER NAME** executive officers.
2. The ISPOR **CHAPTER NAME** Executive Committee (President, President-elect, Secretary, and Treasurer) shall appoint an Election Committee.



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3. The Election Committee shall solicit nominations. ISPOR **CHAPTER NAME** members may nominate other members or nominate themselves for any available office. All nominees shall be informed about their nomination. If a nominee accepts the nomination, he/she shall provide a brief description of him/herself.
4. Elections shall be held in April. Results shall be determined by a count of ballots. In the event of a tie, the ISPOR **CHAPTER NAME** President will cast the deciding vote. The Election Committee shall notify the winners of the election.
5. The new ISPOR **CHAPTER NAME** President shall inform the ISPOR Board of Directors of the newly elected officers. The names of the newly elected officers should be sent to the ISPOR office at studentnetwork@ispor.org.

Article 9: Amendments

1. Any active member or officer of ISPOR **CHAPTER NAME** may propose constitutional amendments.
2. A proposed amendment to this or new Constitution shall become binding after receiving a two-thirds majority of the total voting membership of ISPOR **CHAPTER NAME**.
3. Any proposed amendment shall be presented to the ISPOR Board of Directors for final approval.

Article 10: Indemnification

ISPOR **CHAPTER NAME** 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 **CHAPTER NAME** of the ISPOR name, logo, or arising from the relationship or affiliation between the parties.
