

IPSF Official Documents

*This version of the IPSF Official
Documents includes the amendments
accepted by the 57th General Assembly*

IPSF Official Documents

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IPSF

Constitution

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includes the amendments accepted by
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CONSTITUTION

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ARTICLE 1. Name

The organisation shall be called the “International Pharmaceutical Students’ Federation” (abbreviated IPSF).

ARTICLE 2. Logo

The logo of IPSF shall be as attached in Appendix I of this Constitution and described as oval, with a semi-circular snake, mortar and pestle within the semi-circle and the letters “IPSF” on the top left hand corner.

The colours of IPSF logo shall primarily be white and green, but white and black may also be used.

ARTICLE 3. Headquarters

IPSF has its headquarters in The Hague, the Netherlands

ARTICLE 4. Interpretation & Effect

The English version of the Constitution shall be the working document, and the articles shall be interpreted according to Dutch law.

The provisions of this Constitution shall be binding on IPSF and its members.

All former Constitutions, Domestic Rules and Standing Orders, by which IPSF was formerly governed are revoked and are no longer effective.

ARTICLE 5. Aims and Objectives

IPSF is the leading international advocacy organisation for pharmacy students, promoting improved public health through provision of information, education, networking and a range of publications and professional initiatives. The specific objectives of IPSF are:

1. Establishing a permanent form of contact with representative organisations of pharmaceutical students.
2. Promoting the exchange of ideas by international correspondence and by encouraging full dissemination of scientific and professional knowledge.
3. Encouraging the formation and development of national pharmaceutical student organisations without trespassing upon their domains.
4. Collecting opinions and information on the subject of pharmaceutical education and by suggesting improvements where necessary with the aim of enhancing pharmaceutical education.
5. Encouraging member associations to organise annual international pharmaceutical students’ congresses.
6. Encouraging and promoting international mobility and students’ exchanges.
7. Publishing the IPSF Annual Report as an official publication .
8. Co-operation with other international organisations on a scientific, educational and cultural plane only, IPSF being non-political.
9. Representing the opinions of pharmaceutical students in discussions with professional, governmental and non-governmental organisations.

ARTICLE 6. Membership

The members of IPSF shall be:

- Full Members
- Members in Association
- Individual Members
- Honorary Life Members
- Friends of IPSF
- Observers

1. Full Members (FM)
 - a. Full Membership may only be granted to Members in Association.
 - b. Full Membership may be granted to nationally representative organisations of pharmaceutical students.
 - c. For the purpose of this Constitution, a “nationally representative organisation” is one that represents pharmaceutical students from the majority of schools of pharmacy in a specified nation, and a “nation” is a community of people having a government that is recognised by the United Nations Organisation.
 - d. If in a given nation there is no nationally representative organisation as defined in 1.b of this article, wishing to participate in IPSF at the level of Full Member, another organisation from the nation may be admitted as a Full Member.
 - e. If there is more than one organisation having equal claims towards being Full Members, the organisation recognised by the nation’s pharmacy professional organisation as representing the greatest number of pharmacy students shall be admitted as the Full Member.

2. Members in Association (MiA)
Any organisation of pharmaceutical students may be granted Membership in Association.

3. Individual Members (IM)
Pharmaceutical students and pharmacy graduates up to four years after graduating from their first degree in pharmacy, who wish to actively participate in the activities of IPSF, may become Individual Members.

4. Honorary Life Members (HLM)
The title of Honorary Life Member may be granted to any individual who has rendered marked service to IPSF..

5. Friends of the Federation (FoF)
Any person who wishes to support and advance the aims of IPSF both morally and financially, may become a Friend of the Federation.

6. Observers:
As Observers are recognised allied organisations of students.

ARTICLE 7. Admission of Members

1. Application for membership of IPSF
 - a. Application for membership IPSF shall be made on the appropriate forms.
 - b. The application forms for Full Membership and Membership in Association must be signed by the President or Chairperson and two officers, preferably the Treasurer and Secretary, of the applying organisation.
 - c. Applications for Full Membership and Membership in Association must be in the hands of the Secretary General at least two months before the General Assembly at which the application shall be considered.
 - d. An organisation that has previously lost membership of IPSF may only reapply in accordance with Article 12 of this constitution.
 - e. The Executive reserves the right to reject applicants who are clearly in opposition to IPSF aims and objectives as stated in Article 5 of this constitution. Applications for membership shall be received and approved or refused by the Executive to be put to General Assembly.

2. Full Members
 - a. Full Members shall be admitted by the General Assembly upon voting by secret ballot.
 - b. The organisation having been granted Full Membership shall receive its privileges at the next point on the agenda of the General Assembly, if credentials have been presented.

3. Members in Association

- a. Members in Association shall be admitted by the General Assembly upon voting by secret ballot.
 - b. The organisation having been granted Membership in Association shall receive its privileges at the next point on the agenda of the General Assembly, if credentials have been presented.
4. Changing Membership Status
- a. Members wishing to change their status of membership are obliged to abide by all regulations of application as stated in Articles 6.1, 6.2 and 6.3.
 - b. A Full Member admitted under Article 6.1 point c automatically becomes a Member in Association when an organisation from the same nation is admitted as Full Member under Article 6.1 points a and Article 6.b.
 - c. The existing debts of member organisations changing membership status remain outstanding.
5. Individual Members and Friends of the Federation.
- a. Applications for Individual Membership and Friends of the Federation shall be received and approved or refused by the Executive.
 - b. Individual Membership and Friends of the Federation becomes effective upon receipt of the appropriate membership fee as stated in Appendix II of this constitution.
6. Honorary Life Members
The title of Honorary Life Member shall be conferred on individuals by the General Assembly. Nominations for Honorary Life membership must be submitted as detailed in Article 12 of the Standing Orders.
7. Observers
The title of Observer shall be conferred by the General Assembly to IPSF allied organisations of students.
- a. The application shall be made in official letter to the IPSF Executive.
 - b. It must be signed by the President or Chairperson and two officers, preferably the Treasurer and Secretary, of the organisation applying.
 - c. The notification of the will of the organisation must be in the hands of the Secretary General at least two months before the General Assembly at which the application shall be considered.

ARTICLE 8. Resignation of Members

- 1. Members seeking resignation from IPSF shall notify the Secretary General two months prior to the General Assembly.
 - a. This notification shall be signed and stamped by the President and the Treasurer of the member organisation.
 - b. The resignation shall then be effective from the next IPSF financial year.
- 2. Resigning organisations are obliged to pay all debts.
- 3. If a member organisation resigns from IPSF and chooses to reapply for membership, they must pay all outstanding fees owed to IPSF before the re-application shall be considered.

ARTICLE 9. Membership Fees

All members, except Honorary Life members and Observers, shall pay an annual membership fee in accordance with Article 3 of Appendix II of this constitution.

ARTICLE 10. Privileges

- 1. New members and member organisations up-grading their membership status shall only receive their privileges upon payment of the stipulated membership fee.
- 2. All members shall have the following privileges as defined in the Standing Orders:
 - a. Participation in the IPSF World Congress.
 - b. Receiving regular publications and information about IPSF.

- c. Participation in IPSF projects. Only Full Members, Members in Association and Individual Members may participate in the Student Exchange Programme.
3. Only Full Members shall have voting privileges, each Full Member being entitled to one vote as defined in Article 3.2 and Article 5 the Standing Orders.

ARTICLE 11. Loss of Privileges

1. A member shall be deemed to be in arrears, if the membership fees are not paid before the 1st of January of the current financial year.
2. Any Full Member that is one year in arrears with its membership fees shall incur a late-fee which, if not paid by the deadline, shall result in the Full Member automatically losing its voting privileges as per Article 3.9 of Appendix II of this constitution.
3. Any Full Member that fails to deliver its Contact Person report before the General Assembly shall result in the Full Member automatically losing its voting privileges for that General Assembly.

ARTICLE 12. Loss of Membership

1. The General Assembly may remove members from IPSF who do not abide by the Constitution.
2. Any Full Member or Member in Association who is two years in arrears with its membership fees shall automatically lose its membership.
3. All new member organisations shall pay their membership fees owed to IPSF before the start of the next General Assembly or their application for membership will not be presented to General Assembly.
4. Outstanding debts will be written off in the third financial year after the Full Member or Member in Association lost its membership.
5. Should the organisation that lost its membership due to outstanding debts wish to reapply for membership within three years, they have to pay their debts or their application for membership will not be presented to General Assembly.
6. Organisations reapplying for membership need to submit the same documents as organisations applying for membership for the first time.

ARTICLE 13. The General Assembly

1. General
 - a. The General Assembly is the supreme decision making body of IPSF and shall discuss and decide the furtherance of the objects of IPSF
 - b. The General Assembly shall be convened by the Executive in the manner stated in Article 6 of the Standing Orders.
 - c. The General Assembly shall be convened and held annually during the World Congress, the World Congress being the annual meeting of IPSF as detailed in Article 6 of the Domestic Rules.
 - d. The General Assembly shall be in public unless the General Assembly determines to the contrary.
 - e. The programme of the General Assembly shall be as stated in Article 7 of the Standing Orders.
2. Privileges shall be as defined in Article 3 of the Standing Orders for use during the General Assembly.
3. Motions
 - a. Any motion of the General Assembly shall not be valid unless at the time of voting there are Full Members present who represent the voting privileges of at least one third of all Full Members.
 - b. The support of a two-thirds majority of the actual vote cast, excluding abstentions, shall be required to carry motions directly connected with:
 - i. Admission of members by the General Assembly.
 - ii. Removal of membership.
 - iii. Dismissal of an Executive member.
 - iv. Amendments to the Constitution.
 - v. Dissolution of IPSF

- vi. Dissolution of the Development Fund.
 - vii. Procedural motions (as defined in Article 8.3 of the Standing Orders).
 - c. The support of the majority of the actual vote cast, after excluding abstentions, shall be required for all other matters.
 - d. If the number of votes of abstention is greater than or equal to the total of the number of votes for and the number of votes against, the motion is deemed to "lie on the table".
 - e. Standing Orders carried at the General Assembly shall take effect immediately after registration of the IPSF Constitution at the Chamber of Commerce.
 - f. All motions (except procedural motions) which are valid for one year or less shall become IPSF Working Statements, which shall be reviewed annually, if not stated otherwise.
 - g. All motions which are valid for longer than one year shall be written on the IPSF motion list. This motionlist shall be reviewed and adopted annually by the General Assembly together with the IPSF Working Statements.
 - h. All motions shall follow a motion structure as defined in Article 8.1.b of the Standing Orders .
4. Voting by Correspondence
- a. In the event of there not being a General Assembly, it shall be within the powers of the Executive to take a vote by correspondence with the Full Members, in the manner as defined in Article 5 of the Standing Orders .

ARTICLE 14. The Executive Committee

1. The function of the Executive shall be to manage the affairs of IPSF, as detailed in Article 1 of the Domestic Rules.
2. The Executive shall, at all times, be accountable to the General Assembly.
3. The Executive shall consist of President, Chairperson of External Relations, Chairperson of Internal Relations, Chairperson of Media and Publications, Chairperson of Pharmacy Education, Chairperson of Professional Development, Chairperson of Public Health and Chairperson of Student Exchange to be elected annually by the General Assembly, and of a Secretary General and Treasurer to be elected biannually, on alternate years, by the General Assembly.
4. The Executive shall take office immediately after the General Assembly at which they are elected. A Vice-President shall be elected immediately by the Executive from its own members.
5. Members of the Executive may only serve for four years, and are only eligible for election up to four years after graduating from their first degree in pharmacy.
6. Every incoming Executive member must sign a contract for their term of office which defines their commitments made on behalf of IPSF as defined in Appendix I of the Domestic Rules
7. Changes to the Executive must be notified to the Chamber of Commerce within one month of occurring.
8. Every Executive member must submit a written annual report to the General Assembly.
9. Executive should coordinate the regional offices and chair the committees of IPSF within the frameworks established by the General Assembly.

ARTICLE 15. Finances

1. The currency of IPSF shall be the official currency of the Netherlands.
2. The monetary resources of IPSF shall be administered by the Treasurer in accordance with Appendix II of this constitution.
3. The financial year of IPSF shall run from 1st of July to 30th of June.

ARTICLE 16. Languages

1. The working language of IPSF shall be English. All working documents shall be recorded in English.
2. The other recognised languages of IPSF shall be Arabic, French and Spanish. Translation of the official documents in these languages may be requested.

3. In communication, any language may be used where translation is available or not needed.

ARTICLE 17. The Development Fund

1. The Development Fund may assist pharmaceutical students to promote and participate in the activities of IPSF in accordance to the Development Fund Regulations, appended as Appendix IV of the Domestic Rules.
2. The Development Fund may assist member organisations in paying for their annual IPSF membership fees in accordance to the Development Fund Regulations, appended as Appendix IV of the Domestic Rules.
3. The Development Fund shall be administered according to the Development Fund Regulations, appended as Appendix IV of the Domestic Rules.

ARTICLE 18. Domestic Rules

1. The Domestic Rules detail the internal running, procedures and activities of IPSF.
2. It shall be within the power of the General Assembly to enact and/or amend the Domestic Rules by motion, providing nothing in the Domestic Rules shall contradict to the Constitution. The amendments shall not become effective until the new Executive Committee has been registered with the Chamber of Commerce.

ARTICLE 19. Standing Orders

1. The Standing Orders are the procedures and rules governing IPSF in the running of its General Assembly.
2. It shall be within the power of the General Assembly to enact and/or amend the Standing Orders by motion, providing nothing in the Standing Orders shall contradict the Constitution. The amendments shall not become effective until the Constitution has been registered with the Chamber of Commerce.

ARTICLE 20. Amendments to the Constitution

1. Every proposal to amend the Constitution shall originate from the Executive or at least three Full Members.
2. Such proposals shall reach the Executive at least three full months before the General Assembly.
3. The members shall be notified by the Executive of all proposals to amend the Constitution at least two months before the General Assembly.

ARTICLE 21. Dissolution IPSF

1. Any proposal to dissolve IPSF shall originate from the Executive or from at least three Full Members.
2. Such proposal shall reach the Executive at least three full months before the General Assembly.
3. The members shall be notified by the Executive of the proposal at least two months before the General Assembly.
4. Members having the right to vote, but prevented from being present at this General Assembly may, in this case, give their vote by registered letter and shall be deemed as present for the purposes of Article 13.3.a. of this Constitution.
5. In the event of dissolution, all of IPSF assets, after the discharge of all liabilities, shall pass into the possession of the Federation Internationale Pharmaceutique (FIP).

APPENDIX I. IPSF Logo



The IPSF logo green colour is defined to be the PANTONE 7465 C.

APPENDIX II. Financial Regulations

ARTICLE 1. Treasurer of IPSF

1. The treasury shall be co-ordinated by the Treasurer elected as in Article 14 of this Constitution.
2. The duties of the Treasurer shall be as stated in Article 1.6 of the Domestic Rules.
3. The accounts of IPSF shall be audited by an Auditing Committee as defined in Article 7 of the Domestic Rules.
4. The Treasurer shall maintain a bank account in the name of IPSF and all transactions in the account shall be signed by the Treasurer and the President or the Secretary General.

ARTICLE 2. Executive Expenses

1. Each Executive member shall maintain a record of receipts and payments made on behalf of IPSF.
2. Each Executive member shall forward all receipts, invoices and other evidence of their financial transactions made on behalf of the Federation to the Treasurer and reimbursement shall be made at the discretion of the Executive.
3. The following expenses may be reimbursed by IPSF:
 - a. Travel to the IPSF World Congress by the cheapest reasonable way of transport.
 - b. Travel to the Executive meetings by the cheapest reasonable way of transport.
 - c. Any other travel estimated, by the Executive, to benefit IPSF.
 - d. Any other expenses as decided by the Executive.
4. No expenditure exceeding 115 Euro in amount shall be met without prior approval, in writing, of the Treasurer. The President shall approve the expenses incurred by the Treasurer.
5. In exceptional circumstances the Treasurer or the President may authorise at their absolute discretion and accountability the payment of expenses in addition to those detailed in Article 2.3 above.

ARTICLE 3. Annual Membership Fees

1. Members shall pay annual membership fees, calculated from a basic fee, decided annually by the General Assembly.
2. Nations are ranked by the annual World Bank list of economies and its country classification to High Income, Upper Middle Income, Lower Middle Income and Low income countries according to the countries' Gross National Income per capita.
3. Calculation of fees.

The following formula shall be used to calculate fees:

$$\text{Fee} = B * IF * NF$$

B = Basic fee, decided annually at the General Assembly..

IF = Income Factor

NF = Number Factor (defined by the size of a member organisation)

Income Factor

23 for all organisations with a High Income

14 for all organisations with an Upper Middle Income

6 for all organisations with a Lower Middle Income

1 for all organisations with a Low Income

Number Factor

1.2 for over 5000 members;

1.0 for 1000 to 5000 members

0.8 for 200 to 999 members

0.6 for less than 200 members

4. Should the calculated fee result in more than 2 Euro per student, the organisation shall be charged 2 Euro per student.

5. Should the calculated fee result in less than the Basic fee, the organisation shall be charged the basic fee.
6. Fees of Members in Association shall be 60% of the amount resulting from the calculation.
7. A 7 Euro charge for banking administration shall be added to all membership fees.
8. All fees shall be paid before the 1st of January by bank transfer to the IPSF account, otherwise the organisation shall be considered to be in arrears for that year.
 - a. A late fee of 20% of the membership fee will be applied if the organisation fails to pay their membership fee by 1st of January each year.
 - b. If the organisation does not pay their membership fee plus late fee by 30th June:
 - (i) The organisation will lose their voting privileges at the General Assembly and Regional Assembly of the same year.
 - (ii) The member will be excluded from participating in SEP the incoming SEP year.
 - c. If the organisation is two years in arrears with its membership fees, it will automatically lose its membership in IPSF as per Constitution Article 12.
9. In exceptional circumstances, any Full Member or Member in Association may apply to the Executive for assistance with respect to payment of membership fees for the current year.
10. The fee for individual membership is based on the annual World Bank list of economies and its country classification to High Income, Upper Middle Income, Lower Middle Income and Low income countries according to the countries' Gross National Income per capita. The countries are classified in four groups and the individual membership fee for each group is:

Low Income:	One year fee = 20 Euro
	Two year fee = 30 Euro
	Five year fee = 60 Euro
Lower Middle Income:	One year fee = 25 Euro
	Two year fee = 40 Euro
	Five year fee = 80 Euro
Upper Middle Income:	One year fee = 30 Euro
	Two year fee = 50 Euro
	Five year fee = 100 Euro
High Income:	One year fee = 35 Euro
	Two year fee = 65 Euro
	Five year fee = 130 Euro
11. The minimum annual membership fee for Friends of the Federation shall be 35 Euro for one year, 65 Euro for two years and 130 Euro for five years, excluding 7 Euro for banking administration.

IPSF Domestic Rules

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includes the amendments accepted by
the 57th General Assembly.*

IPSF DOMESTIC RULES

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ARTICLE 1. Instructions to the IPSF Executive

1. General

- a. The Executive shall have the power to co-opt further members in an advisory capacity with no power to vote, and in order to form sub-committees.
- b. In the event of an Executive member failing in their duties, all the other Executive members, by unanimous approval, shall have the power to relieve them of their duties.
- c. In the case of any vacancy occurring, the Executive shall have the power to fill the vacancy by appointing a person to hold the vacant office until the next election. Any Executive member resigning their position is obliged to notify the rest of the Executive within two weeks of their decision, so that the vacancy can be filled with minimum damage to IPSF.
- d. The Executive must hold at least two midyear meetings during the year, to be arranged at a time convenient to all members of the Executive. A quorum must be reached at these meetings.
- e. At Executive meetings and during the General Assembly a quorum shall consist of any five members mentioned in Article 14.3 of the Constitution, , except in the case mentioned in 1.b of this Article.
- f. The Executive decisions shall be carried, except in the case mentioned in point 1b, by a simple majority. In the event of equality in voting, the President shall have a casting vote.
- g. Appointed Executive members shall have the power to vote within the Executive and shall have equal rights as other Executive members.
- h. Any person, who is elected as a member of the IPSF Executive, must not hold an active position in their national organisation or any other IPSF allied organisation.

2. Tasks of all Executive members shall be:

- a. To become familiar with the Constitution, Domestic Rules, Standing Orders and activities of IPSF.
- b. To act in a manner that reflects the responsibilities of their position.
- c. To incur expenses in the interests of IPSF in a mature and responsible way.
- d. To sign, and act in accordance with the Executive contract, appended to these Domestic Rules.
- e. To ensure the smooth running of the Office, by appointing a Permanent Officer.
- f. To prepare and submit to the Permanent Officer, IPSF Newsletters, to be sent to the members at regular intervals.
- g. To submit an annual report to the General Assembly.
- h. To forward all redundant documents for filing to the IPSF Archives.
- i. To perform such duties as instructed by the Executive and or the General Assembly.
- j. To organise all relevant documents and e-mails of the Executive in a structured manner to hand over to the incoming Executive and to provide ongoing support to their successors.
- k. To provide the incoming Executive with an updated list of contact details of all people and institutions relevant to each portfolio.
- l. To provide the incoming Executive with a guideline for each portfolio which should be reviewed and updated every year.
- m. To ensure completion of their undertaken tasks over a one month period after the end of their terms of office.

3. The duties of the President shall be:

- a. To preside at meetings of IPSF, subject to the approval of the meeting.
- b. To sign the minutes of the meeting after adoption.
- c. To represent IPSF at all official functions, and to make any public announcements on behalf of IPSF.
- d. To instruct the Secretary General to issue notice of meetings in due time.
- e. To initiate and/or direct the activities of the Executive, and of the sub-committees of IPSF.
- f. To assist the Treasurer in the control of IPSF finances.

- g. To assist the Reception Committee in the preparation of the IPSF World Congress.
 - h. To remind the General Assembly of the relevant facts of the Standing Orders before the election of IPSF Executive.
 - i. To maintain relations with professional contacts and allied organisations.
 - j. To participate in the Joint Working Groups with IPSF allied organisations.
 - k. To ensure maintenance of contacts and liaisons between related outside bodies and IPSF and organise meetings where appropriate.
 - l. The outgoing President shall ensure the registration at the Chamber of Commerce of the incoming Executive together with the Permanent Officer. To assist the Treasurer together with the Chairperson of External Relations in obtaining appropriate sponsorship and funding for IPSF.
4. The duties of the Vice-President shall be:
- a. To be in close contact with the President on all matters relating to IPSF and to assist them in the effective discharge of their duties.
 - b. To act for the President in their absence, if and when necessary.
 - c. To provide assistance and secondary support to other Executive members in addition to the President with their portfolios, if required.
 - d. To assist the President and Secretary General at the General Assembly and other meetings.
5. The duties of the Secretary General shall be:
- a. To attend to the correspondence of the Secretariat together with the Permanent Officer.
 - b. To keep accurate records of the proceedings of the Executive meetings and to circulate the minutes of these meetings to all member organisations, if requested. To sign such minutes after acceptance, at the next meeting.
 - c. To keep the IPSF Constitution, Domestic Rules and Standing Orders updated in English, and distribute the updates to the Full Members and Members in Association. If requested, it is the Secretary General's responsibility to obtain translations in Arabic, French and Spanish.
 - d. To advise the President of the requirements of the Constitution and other official documents.
 - e. To assist the President at the General Assembly and other meetings.
 - f. To issue notice of all meetings, and ensure agendas are drawn up and distributed at least one week before the meeting.
 - g. To send out credential forms with notice of the General Assembly to all Full Members and Members in Association, two months prior to the World Congress.
 - h. To notify member organisations of proposed changes to the Constitution, two months before the General Assembly.
 - i. To ask members to submit motions pertaining to Article 20 of the Constitution before the General Assembly.
 - j. To invite members' delegations to a meeting with the Executive for private discussion prior to the General Assembly.
 - k. To submit the credentials report and the roll call of members at the General Assembly.
 - l. To announce the incoming Executive to members and relevant contacts after election.
 - m. The incoming Secretary General shall edit the minutes of the previous GA, print them and distribute them no later than December 31st of the calendar year of the same GA.
 - n. To create and distribute media releases to member organisations.
6. The duties of the Treasurer shall be:
- a. To control IPSF's finances in accordance with the Financial Regulations, as defined in Appendix II of the Constitution, and to ensure that IPSF is run efficiently, and that it caters for the needs of the members.

- b. To perform all financial transactions of IPSF as defined in the Constitution and to acknowledge receipt of all monies. The receipt must state: Name of payee, amount received, and date received. A duplicate must be filed by the Treasurer.
 - c. To prepare a detailed budget for the current financial year in collaboration with the Executive at the first Executive meeting.
 - d. To produce a quarterly summary of the accounts of IPSF for the Executive and adapt the budget accordingly. This summary shall also be sent to the immediate past Treasurer.
 - e. To co-ordinate the Individual Membership administration with the Secretary General, the Chairperson of Student Exchange, the Chairperson of External Relations and the Permanent Officer.
 - f. To liaise with the professional accountant when possible and finances permitting.
 - g. To employ, at the Treasurer discretion and finances permitting, a professional auditor to audit the accounts.
 - h. To submit a detailed report of all income and expenditure of the Treasury to the General Assembly.
 - i. To be responsible for the buying and selling of IPSF merchandise, in collaboration with the Permanent Officer.
 - j. At the discretion of the Executive, to offer advertising space in official IPSF publications, to pharmaceutical and non-pharmaceutical companies, and pharmaceutical publishers together with the Chairperson of Media and Publications.
 - k. To be responsible for obtaining appropriate sponsorship and funding for IPSF with the help of the President and the Chairperson of External Relations.
 - l. To ensure sponsors are acknowledged in the manner agreed between IPSF and the sponsor, in liaison with the Chairperson of Media and Publications and the President.
 - m. To check the financial results of the previous year's Reception Committee during Congress.
 - n. To send the invoices for membership and Student Exchange Programme fees to member organisations in October each year.
 - o. To supervise the work of the Development Fund Co-ordinator and Development Fund Committee.
 - p. To perform all financial transactions on behalf of the IPSF Development Fund.
 - q. to submit all necessary documents to the Auditing Committee at least every six months.
7. The duties of the Chairperson of External Relations shall be:
- a. To keep the IPSF Non-members' Handbooks updated.
 - b. To actively publicise IPSF, and international pharmaceutical students' events.
 - c. To carry out a programme to spread IPSF in non-member nations.
 - d. To serve as a speaker for IPSF, and to provide the necessary promotional material to any speaker for the promotion of IPSF.
 - e. To chair and direct the activities of the IPSF Membership Promotion Committee.
 - f. To co-ordinate the Individual Members and Friends of IPSF membership promotion with the Treasurer, the Chairperson of Student Exchange and the Permanent Officer.
 - g. To maintain relations with professional contacts and allied organisations, in co-ordination with the President.
 - h. To participate in the Joint Working Groups with the allied IPSF Organisations, in co-ordination with the President.
 - i. To ensure maintenance of contacts and liaisons between related outside bodies and IPSF and organise meetings where appropriate, in co-ordination with the President.
 - j. To assist the Treasurer together with the President in obtaining appropriate sponsorship and funding for IPSF.
8. The duties of the Chairperson of Internal Relations shall be:
- a. To supervise Regional Relation Officers in their duty to keep in regular contact with the Contact Persons.

- b. To keep the IPSF Contact Persons' Handbooks updated.
 - c. To keep and maintain an up to date contact list of member organisations and to notify the executive committee of changes to the list at regular intervals.
 - d. To supervise Regional Relation Officers in their duty to carry out a programme of work that shall ensure a constant supply of articles and information for IPSF publications.
 - e. To convene the scheduled Contact Persons' meeting at the Congress.
 - f. To coordinate the IPSF Regional Offices and forward strategic reports on the activities and development of the offices quarterly to the Executive.
9. The duties of the Chairperson of Media and Publications shall be:
- a. To supervise and direct the activities of the Editorial Board and the Design and Creativity sub-committee.
 - b. To edit, publish and co-ordinate circulation of the Annual Bulletin and any other official publication.
 - c. To co-ordinate, with the Chairperson of Pharmacy Education, the publication of *Phuture*, the Educational Bulletin.
 - d. To carry out a programme of work that shall ensure a constant supply of articles and information for all publications.
 - e. At the discretion of the Executive, to offer advertising space in official IPSF publications, to pharmaceutical and non-pharmaceutical companies, and pharmaceutical publishers together with the Treasurer.
 - f. To liaise closely with the Permanent Officer in updating the information available at www.ipsf.org and any other websites.
 - g. To create and design promotional material as required, in conjunction with the Treasurer, the Chairperson of External Relations and the Executive.
 - h. To ensure that sponsors are acknowledged in the manner agreed between IPSF and the sponsor, in liaison with the Treasurer and the President
10. The duties of the Chairperson of Public Health shall be:
- a. To serve as chair for the Public Health sub-committee.
 - b. To co-ordinate, together with the Treasurer, the fundraising for the implementation of the public health projects.
 - c. To monitor and evaluate the implementation and impact of the public health projects, and report these at the General Assembly.
 - d. To work with the co-ordinators of the public health campaigns to organise activities during the year and at the World Congress and Regional Symposia.
 - e. To act as IPSF's World Health Organization liaison as instructed by the President and forward strategic reports quarterly to the Executive.
11. The duties of the Chairperson of Pharmacy Education shall be:
- a. To co-ordinate, together with the Treasurer, the fundraising for the implementation of the continuous educational projects.
 - b. To monitor and evaluate the implementation and impact of the pharmacy education projects, and report these at the General Assembly.
 - c. To co-ordinate the Educational Symposium and Scientific Symposium together with the delegates of the Reception Committee and with the help of the Chairperson of Professional Development.
 - d. To co-ordinate the pharmacy education initiatives during the year, at the World Congress and at Regional Symposia.
 - e. To co-ordinate the IPSF's events held at the FIP Congress with the help of the Chairperson of Professional Development.
 - f. To act as IPSF's United Nations Educational, Scientific and Cultural Organization (UNESCO) liaison as instructed by the President and forward quarterly strategic reports to the Executive.
 - g. To appoint co-ordinators to assist with the implementation of projects and campaigns associated with the portfolio.
 - h. To co-ordinate, with the Chairperson of Media and Publications and the coordinator of *Phuture*, the publication of the IPSF bulletin.

12. The duties of the Chairperson of Professional Development shall be:
- a. To co-ordinate, together with the Treasurer, the fundraising for the implementation of the continuous professional development projects.
 - b. To monitor and evaluate the implementation and impact of IPSF professional development projects, and report these at the General Assembly.
 - c. To co-ordinate the Patient Counselling Event and the Clinical Skills Event during the year and at the World Congress and Regional Symposia.
 - d. To contribute to the Educational Symposium and Scientific Symposium by supporting the Chairperson of Pharmacy Education.
 - e. To act as IPSF's liaison to the FIP Board of Pharmaceutical Practice as instructed by the President and forward strategic reports quarterly to the Executive.
 - f. To appoint co-ordinators to assist with the implementation of projects and campaigns associated to the portfolio.
13. The duties of the Chairperson of Student Exchange shall be:
- a. To facilitate the smooth running and organisation of the Student Exchange Programme (SEP).
 - b. To be responsible for updating and distributing the Student Exchange Programme Regulations in Appendix V of the Domestic Rules and the IPSF SEO Training Manual. SEP Regulations shall be reviewed each year by the General Assembly.
 - c. To keep a record of the contact details of Student Exchange Officers and distribute this record to the Executive regularly.
 - d. To carry out a programme of activities to encourage new hosts and retain existing hosts for the SEP.
 - e. To prepare and present each year detailed and updated statistical data about SEP
 - f. To convene the scheduled SEP meeting at the World Congress and Regional Symposia.
 - g. To co-ordinate the Individual Membership administration with the Secretary General, the Treasurer and the Permanent Officer.
 - h. Serve as a chair for the Student Exchange Committee.
 - i. Fundraise for the Development Fund in co-ordination with the Treasurer.
14. In addition to their own portfolio, the duties of the Permanent Officer shall be:
- a. To be responsible for the permanent headquarters of IPSF.
 - b. To co-ordinate all IPSF mailings.
 - c. To attend to the correspondence of the IPSF Secretariat together with the Secretary General.
 - d. To keep and maintain an up to date contact list of member organisations and to notify the Executive of changes to the list at regular intervals.
 - e. To co-ordinate the Individual Membership administration with the Secretary General, the Treasurer, the Chairperson of Student Exchange and the Chairperson of External Relations.
 - f. To be responsible for the distribution of mail coming in to the Secretariat to the relevant Executive members.
 - g. To be responsible for the maintenance of IPSF Archives.
 - h. To maintain the stock levels and re-ordering of IPSF stationary.
 - i. To be responsible for the buying and selling of IPSF merchandise, in co-ordination with the Treasurer.
 - j. To liaise closely with the Chairperson of Publications in updating the information available about IPSF at www.ipsf.org and any other websites.
 - k. To assist the incoming Executive together with the President with registration at the Chamber of Commerce.

ARTICLE 2. Immediate Past President

The duties of the Immediate Past president shall be:

1. To aid continuity by liaising with the President and new Executive.

2. To complete a specific task or project initiated the previous year or as directed by the Executive.

ARTICLE 3. Advisory Board

1. The Advisory Board is an independent body of IPSF. It shall consist of three members from different nations, who shall be appointed annually by the General Assembly.
2. The aim of the Advisory Board is to ensure that the Executive work is concurrent with the IPSF Official Documents, vision and values of IPSF.
3. The advisory board should have access to and observe all Executive communication.
4. The duties of the Advisory Board shall be:
 - a. To follow up with the Executive activities;
 - b. To counsel the Executive on relevant matters;
 - c. To make a statement to the General Assembly on the work of the Executive;
 - d. To make sensible use of the information provided and only use it for the benefit of IPSF.

ARTICLE 4. Sub-committees

1. General
 - a. IPSF shall have permanent sub-committees, found with discretion from the General Assembly. In their creation, the General Assembly should adopt a code for their responsibilities to be incorporated into the Official Documents.
 - b. The Executive shall have the power to create temporary working groups, Co-ordinators and liaison positions dealing with current issues of interest of IPSF for their term of office. In their creation, the Executive should adopt a code for their responsibilities and should state the term and mechanisms for their dissolution.
 - c. The Executive shall have the power to appoint sub-committees members to deal with special subjects, and may invite persons not included in the General Assembly to take part in this work.
 - d. The Executive may utilize, if it deems necessary, a fixed sum of money to cover the expenses of these sub-committees.
 - e. Sub-committees shall make their reports to the Chairperson of that sub-committee, and shall send their documents to the Chairperson.
 - f. All newly appointed permanent sub-committee members shall sign the morally binding contract in Appendix III of the Domestic Rules .
 - g. If a sub-committee member does not fulfil their responsibilities as stated in the contract in any way, they could be discharged from their duties.
2. Permanent IPSF Committees
 - a. Membership Promotion Committee
 - i. The Membership Promotion Committee shall include the appointed members, the Regional Relations Officers, and the Chairperson of External Relations.
 - ii. Mature and responsible use of expenses is required in the interest of IPSF. Postage and administration expenses shall be paid upon submission of a full account to the Treasurer.
 - iii. The duties of the Membership Promotion Committee shall be:
 - A. To establish contact with pharmaceutical students around the world.
 - B. To assist students in the formation of national and local pharmaceutical student associations.
 - C. To encourage all forms of membership of IPSF.
 - D. To keep the Executive, particularly the Chairperson of External Relations, informed of Membership Promotion Committee activities and of problems encountered by students, suggesting ways in which IPSF can assist them.

- E. To keep the Permanent Officer up to date with corrections to the address list contacts in non-member nations.
- F. To forward all redundant documents for filing to the IPSF Archives.

b. Development Fund Committee

- i. The General Assembly shall appoint, at the end of the meeting a Development Fund Committee. The committee shall consist of three different member organisations, the Development Fund Co-ordinator and the Treasurer, from which one member holds a two year term of office to ensure continuity.
- ii. In addition, the following persons will also participate in the decision making process for granting the Student Exchange Programme Grant Article 2.c of Appendix IV of the Domestic Rules, together with the Chairperson of Student Exchange and the Student Exchange Committee.
- iii. The activities of the Development Fund Committee shall be directed by the Development Fund Co-ordinator, according to the Development Fund Regulations in Appendix IV of the Domestic Rules.
- iv. The Development Fund Committee should make an effort to obtain further donations to the Development Fund.
- v. The duties of the Development Fund Committee shall be:
 - A. To organise the Development Fund in accordance with the regulations in Appendix IV of the Domestic Rules .
 - B. To make every effort to obtain further donations to the Development Fund.
 - C. To encourage member organisations to raise money for the Fund and to suggest methods of achieving this.
 - D. To acknowledge receipt of all donations and to endeavour to keep all donors informed of the progress of the Development Fund with a view to encouraging further donations.
 - E. To remind members of the necessity of making early applications to the Development Fund for assistance.
 - F. To convene the scheduled DF meeting at the World Congress.
 - G. To ensure that each member having received support from the Fund for assistance utilizes it.

c. Student Exchange Committee

- i. The Student Exchange Committee (SEC) shall consist of ten members: nine past Student Exchange Officers and the Chairperson of Student Exchange, who shall chair the committee.
- ii. The duties of the committee shall be:
 - A. To actively provide guidance and ensure the smooth and fair running of Student Exchange Programme.
 - B. To update the Student Exchange Programme Regulations and Student Exchange Officers' Training Manual.
 - C. To investigate how SEP currently runs and to suggest strategic improvements.
 - D. To discuss the action that should be taken when a member organisation hosting exchange students or an individual student on exchange fails to fulfil their obligations to the programme. Each member of the committee should write a written report including recommendations for each incident dealt with. This should be sent to the Chairperson of Student Exchange.
 - E. A report of the activities of the committee shall be presented to the General Assembly each year.
 - F. To select the SEP Grant recipients each year at the annual SEC meeting.

- iii. The duties of the Chairperson of Student Exchange towards SEC shall be:
 - A. To chair the SEC.
 - B. To send all SEC members a copy of the fault report of the incident needing disciplinary action.
 - C. To announce the final recommendation agreed by the committee for each incident.
 - d. Public Health Sub-committee
 - i. The Public Health Sub-committee (PHSC) shall include the appointed members, the public health campaign co-ordinators and the Chairperson of Public Health, who shall chair it.
 - ii. The duties of the PHSC shall be:
 - A. To plan, promote and guide towards better implementation on local level of health related events and projects.
 - B. To co-ordinate the activities for the World Health Day, World AIDS Day, World TB Day, World Diabetes Day and World No Tobacco Day.
 - C. To co-ordinate other collaborative health related projects including those initiated with any of IPSF's allied organisations.
 - e. Constitutional Working Party
 - i. The Constitutional Working Party shall consist of 4 members including the Secretary General, who shall chair it. One of the members shall serve for two years, assuring continuity.
 - ii. The duties of the Constitutional Working Party shall be:
 - A. To review and to revise all Official Documents to ensure they are up to date.
 - B. To evaluate the results of the previous General Assemblies.
 - C. To ensure and adapt proposed changes in the structure to be incorporated into the Official Documents.
 - D. To provide guidance and competency with regards to the constitutional procedures during the year and at the World Congress.
 - E. To provide support towards effective and fair parliamentary procedures for the World Congress.
 - f. Editorial Board
 - i. The Editorial Board shall include the appointed members and the Chairperson of Media and Publications.
 - ii. The Editorial Board shall include an Editor-in-Chief who shall gather and proofread all articles, in liaison with the Chairperson of Media and Publications and Editorial Board members.
 - iii. The duties of the Editorial Board shall be:
 - A. To assist with editing and advise on the content of the IPSF website.
 - B. To provide guidance to the authors and advise towards better writing skills.
 - C. To collaborate with the IPSF translation officers to obtain English translations and editions to articles submitted in any of the recognized languages of IPSF.
 - g. Design and Creativity Sub-committee
 - i. The Design and Creativity Sub-committee shall include the appointed members and the Chairperson of Publications, who shall chair it.
 - ii. The duties of the Design and Creativity Sub-Committee shall be:
 - A. To create or update designs of IPSF publications and promotional materials.
 - B. To assist with maintaining and updating the design of the IPSF website and sub domains.

- C. To work in collaboration with the Executive and Editorial Board in creating professional designs for approved content.
- h. Pharmacy Education Sub-committee
 - i. The Pharmacy Education Sub-Committee shall include the appointed members, pharmacy education project Co-ordinators and the Chairperson of Pharmacy Education, who shall chair it.
 - ii. The duties of the Pharmacy Education Sub-committee shall be:
 - A. To plan, promote and implement pharmacy education or research based projects at local level.
 - B. To co-ordinate other collaborative pharmacy education or research based projects, including those in cooperation with IPSF allied organisations.
 - C. To co-ordinate, together with the Treasurer, the fundraising for the implementation of the pharmacy education or research projects.
 - D. To monitor and evaluate the implementation and impact of IPSF pharmacy education projects, and report these at the General Assembly.
 - E. To co-ordinate the organisation of pharmacy education activities during the year and at the World Congress and Regional Symposium.
 - F. To appoint co-ordinators to assist with the implementation of projects and campaigns associated to the portfolio.
- i. Humanitarian Sub-committee
 - i. The IPSF Humanitarian Sub-committee shall include the appointed members, the Humanitarian Co-ordinator and the Chairperson of Public Health, who shall chair it.
 - ii. The duties of the Humanitarian SubCommittee shall be:
 - A. To plan, promote and implement humanitarian projects at local and international level.
 - B. To co-ordinate other collaborative humanitarian projects, including those in cooperation with IPSF allied organisations.
 - C. To co-ordinate, together with the Treasurer, the fundraising for the implementation of the humanitarian projects.
 - D. To monitor and evaluate the implementation and impact of the humanitarian projects, and report these at the General Assembly.
 - E. To co-ordinate the organisation of humanitarian activities during the year and at the IPSF World Congress and Regional Symposium.
 - F. To appoint co-ordinators to assist with the implementation of projects and campaigns associated to the portfolio.

ARTICLE 5. Instructions to Member Organisations

- 1. Duties of member organisations
 - a. To further the aims of IPSF within the organisation.
 - b. To follow within the framework of the organisation, the decisions of the General Assembly and Executive.
 - c. To appoint a Contact Person for the organisation. For large organisations with more than one school of pharmacy, it is advised that a local IPSF liaison is appointed in each school co-ordinated by the Contact Person.
 - d. To appoint a Student Exchange Officer (SEO), if the country participates in SEP. For large organisations where SEP is organized in more than one location it is advised to appoint a Local Exchange Officer (LEO) in each school, coordinated by the SEO.
 - e. To carefully study the Constitution, Standing Orders and Domestic Rules.

2. General Instructions to the member organisations.
 - a. Student Exchange Programme
Member organisations shall:
 - i. Maintain an effective and speedy co-operation with the member organisations concerned.
 - ii. Organise the co-operation of interested host pharmacists and pharmaceutical student applicants.
 - iii. Present an annual report to the Chairperson of Student Exchange not later than August 1st of each year.
 - b. Treasury
Member organisations shall:
 - i. Be responsible for the payment of membership fees. The fee is due before the 1st of January of each year and should be forwarded immediately on receipt of the Treasurer's notification. The membership fees are stated in the Constitution.
 - ii. Be responsible for all IPSF money entrusted to it and forward all such money to the Treasurer as soon as possible, unless the Treasurer directs, in writing, otherwise.
 - c. Pharmacy Practice, Pharmacy Education and Public Health
Member organisations shall:
 - i. Collect and interpret facts related to pharmaceutical education and practice based on the instructions of the Chairperson of Public Health, the Chairperson of Pharmacy Education and Chairperson of Professional Development in order to collaborate with the work in these areas.
 - d. IPSF World Congresses
Member organisations shall:
 - i. Appoint as Official Delegates to the annual General Assembly up to three representatives who are either pharmacy students or who have graduated from their first degree in pharmacy less than four years previously to the meeting. The Official Delegates must not hold any position which may be considered to have conflict of interests by the General Assembly.
 - ii. Be responsible for completion of the credential forms. One copy shall be sent to the Secretary General prior to the World Congress and another copy shall be brought to the World Congress.
 - iii. Recommend, whenever financially possible the CP and SEO to attend the IPSF World Congress and be Official Delegates of their member organisation.
3. Duties of the Contact Person
 - a. Primary Duties
 - i. To organise an adequate handover and inform the Executive of any changes in their organisations contact details at least at the beginning and the end of their term of office.
 - ii. To become familiar with the Contact Person Handbook and the Official Documents.
 - iii. Report the progress of IPSF activities within their organisation to the Executive over the course of the year as instructed by the Executive.
 - iv. To ensure that the membership fee and student exchange fees are paid by January 1st each year.
 - v. To bring the aims and activities of IPSF to the attention of the organisation's executive and members.
 - vi. To make all information about IPSF available to the organisation's executive and their members.

- vii. To be responsible for all the activities of IPSF within the organisation, as stated below.
- viii. To answer without delay all the questionnaires and other correspondence conducted in English.
- ix. To supply the IPSF Archives with a recent copy of their organisation's constitution, in the original language. An English version may be requested.

b. IPSF Secretariat

The Contact Person shall:

- i. Inform the Permanent Officer of the names and e-mail contacts of their member organisation executive committee.
- ii. Inform the Permanent Officer of any congresses, meetings and activities held by their member organisation.

c. Publications

The Contact Person shall:

- iii. Be responsible for distribution of the News Bulletin and Newsletter to students, libraries and relevant allied organisations.
- iv. Be responsible for the collection of articles for the News Bulletin and Newsletter, and submit them to the editor.
- v. Report on major events of interest.
- vi. Encourage people, non-students included, to write articles for the News Bulletin and Newsletter.
- vii. Search for news and information in the pharmaceutical press which might be relevant to IPSF.
- viii. Send student organisation magazines to the IPSF Secretariat with a translated summary, if possible.
- ix. Advise the Permanent Officer as to the number of copies of the News Bulletin required.

d. Congresses

The Contact Person shall:

- i. Be responsible for national publicity of news concerning the World Congress, Regional Symposium and other events.
- ii. Be responsible for instructing the Official Delegates of Full Members and Members in Association. Such instructions include the handing over of all documents concerning the General Assembly.

ARTICLE 6. IPSF Structures

1. IPSF Educational, Professional Development and Public Health network

- a. Any project carried out during the year within a network of at least three member organisations with the support and guidance of the IPSF Executive may be considered an IPSF Project.
 - i. Any IPSF member can request the support of the Executive in investigating the possibility of creating a project under the IPSF hospice and within a network of interested organisations that are willing to implement the project.
 - ii. Members participating in these IPSF projects should be responsible for:
 - A. Appointing people to a working group for the project. The working group should be comprised of people chosen from the actively involved members.
 - B. Submitting at least two months before the opening of General Assembly a report on the implementation of the project during the year.
 - C. Submitting prior to the Executive meetings, quarterly up-dates defining the goals and reporting the implementation progress of the project.

- D. Organising, along with the Executive, the promotion of the project to the other IPSF members IPSF during the IPSF World Congress and other events.
 - E. Organising the fundraising for the implementation of the project.
 - F. Producing resource manuals, report booklets and/or any other kind of digital or hard copy materials needed for the implementation of the project.
- b. The Executive shall co-ordinate the projects under the relevant permanent committee. It shall advise and provide input to the projects and organise the promotion of the projects within the official publications of IPSF. The Executive should in addition facilitate the communication with interested allied governmental and non-governmental organisations.
2. Regional Offices
- a. The Regional Office is a functional extension of the Executive conformed and structured by elected pharmacy students from member countries of a specific region (Regional Working Group).
 - b. Its mission shall be to advance and support the aims and objectives of IPSF at a regional level.
 - c. The structure and the functions of the Regional Offices shall be described in separate document, reviewed by the General Assembly.

ARTICLE 7. Events

1. Events supported by IPSF include the IPSF World Congress and the IPSF Regional Pharmaceutical Symposium.
2. Host Organisation
 - a. At least two years in advance of the meeting, the General Assembly, for the IPSF World Congress elects the member association, which has been an IPSF member organisation for at least one year, which shall act as host of the event.
 - b. At least one year in advance of the meeting, the Regional Assembly, for the Regional Symposium, elects the member association, which has been an IPSF member organisation for at least one year, which shall act as host of the event.
 - c. All organisations applying to host an event must notify the Executive of their intention to do so at least two months prior to the event where the application is to be considered. If no offers are received by the deadline, then the General or Regional Assembly may consider any late applications.
 - d. Another offer to host an event at a later stage shall only be taken into consideration if the Executive has serious doubts about the capabilities and circumstances of the host to arrange the event in an acceptable way.
 - e. The application bid should also include a provisional budget for the event and expected maximum number of participants, forming the basic financial obligations that the Reception Committee shall undertake if approved.
3. Reception Committee
 - a. After being accepted to host an event, the host organisation appoints a Reception Committee, in consultation with the Executive, whose members correspond with and are assisted by the Executive, in particular the President, on matters relating to the organisation of the IPSF World Congress.
 - b. The Chairperson of the IPSF World Congress Reception Committee is co-opted, for one year prior to congress onto the Executive and the Chairperson of the Regional Symposium Reception Committee is co-opted onto the Regional Working Group. They are welcome to join Executive meetings, but may not be reimbursed for travelling expenses.
 - c. Members of the Reception Committee should not be Official Delegates to the event.
4. The IPSF World Congress programme must include:

- a. An official opening ceremony.
- b. The General Assembly.
- c. Sub-committee meetings and workshops.
- d. Projects meetings on Student Exchange Programme, Public Health and Professional Development, Public Relations, IPSF Planning and Development Fund.
- e. Symposia on topics of pharmaceutical interest and educational or scientific nature.
- f. Other functions and visits, which the Reception Committee arranges in conjunction with the Executive.

5. Finances

- a. The finances of events are totally independent of IPSF and handled by the member organisation. The member organisation is fully responsible for the finances of the event. The Executive shall supervise the formulation of the fees and budget to ensure that no profit is made from the event.
- b. The IPSF World Congress budget shall cover the registration fees of the Executive members.
- c. The Regional Symposium budget shall cover the registration fees of the Regional Working Group members.
- d. The Treasurer must be aware of the finances of the event at all stages during the term of present contract. The Treasurer shall receive all bank statements directly from the bank(s) used by the Reception Committee. The Reception Committee shall present all accounts and receipts to the Treasurer no later than three months after the event.
- e. The event registration fee shall include accommodations, meals and transportation for the duration of the event. It does not include the transportation to and from the event.
- f. The registration fee should not be above 40 Euros per night for the first registration period.
- g. Alternative registration packages may be offered to students from the host or neighbouring countries.
- h. The IPSF World Congress Reception Committee shall give a Financial Report to the General Assembly in the following year.
- i. The Regional Symposium Reception Committee shall give a financial report to the Regional Assembly in the following year.
- j. If the report is not accepted due to no or incomplete books or an unacceptable delay, the member association shall pay a penalty to the Development Fund. The penalty shall be calculated as follows:
0.02*number of participants*the minimum registration fee
- k. The member association shall also apologise and give an explanation to the General Assembly. An apology and explanation shall also be printed in the next News Bulletin.
- l. If a profit up to a maximum of 3% of the whole congress budget is made, at least 50% of this profit shall be transferred to the Development Fund.
- m. If the profit exceeds 3% of the whole congress budget, the total amount of profit exceeding 3% of the whole congress budget shall be transferred to the Development Fund.
- n. If a profit is made at the Regional Symposium, it should be treated according to Article 8.10.of the Regional Offices Document
- o. All payments as stated above shall be paid no later than December 31st of the year the financial report was given.
- p. If the Reception Committee fails to meet the deadline for payments to the Development Fund as stated above, the member organisation's membership shall be suspended from 1st January of the following year after the financial report was given. The membership shall be suspended until the debts are paid.
- q. The member association shall cover any loss made at the event. In this case, the Executive may waive the member organisation's membership fees for a maximum of two years.
- r. The Contract is accompanied by a detailed budget, submitted by the authorised treasurer of the Reception Committee.

6. Accommodation and venue

It is strongly recommended that the following should be close to each other:

- a. The accommodation and venue for meals during the event.
- b. The General or Regional Assembly.
- c. The Executive and Reception Committee rooms.
- d. It is strongly advised the event accommodation is cheap and basic, but with respect to allow a normal conduct of the event meetings.

7. Administration

- a. At least nine months before the event the following must be circulated to the Executive, member organisations, Individual Members and Honorary Life Members:
 - i. A preliminary congress programme:
 - A. Registration information giving details of the early and late application deadlines.
 - B. Details of the event fees and description of payment methods.
 - C. The event bank account number.
 - D. The address of the Reception Committee, including telephone number, and an email address.
- b. It is recommended that the event poster for pharmacy school's notice boards be distributed to member organisations.
- c. Follow up information by the Reception Committee should include:
 - i. Information on the registration and registration deadlines.
 - ii. Information on event venue, congress programme, symposia, poster exhibition and post- event tour.

8. Participants

- a. The number of participants at the event should be decided upon by the Reception Committee in conjunction with the Executive.
- b. When there is an upper limit on the number of participants, the Reception Committee should consult the Treasurer, as the places allocated to each member organisation shall depend on its membership numbers.
- c. Member organisations are responsible for informing the Reception Committee and the Executive as to which applicants shall participate as Official Delegates from the organisation. Official Delegates shall have priority over others, when space is limited.
- d. Graduates who wish to participate in congress must be Individual Members, except those graduates acting as Official Delegates.
- e. A contact list of participants should be distributed by the Reception Committee to each participant before the end of the World Congress. Contacts of the participants shall only become public once participants have agreed to share it with all event participants.

9. Group travel

The Reception Committee should keep the member organisations informed of all persons participating from the organisation's nation, in order that group travel arrangements may be made by the member organisation.

10. Invitations

The Secretary General and President are responsible for issuing a limited number of IPSF World Congress invitations to other organisations, and for informing the Reception Committee of acceptances received from these observers.

11. Minutes

A digital recorder should be used at all business sessions, and the files should be handed to the Secretary General before the end of the IPSF World Congress. Written and/or computer minutes shall also be taken by two organisations present at each GA session. The organisations shall be appointed during the delegate interviews.

12. Technical aids
 - a. An audio-amplification system, connected to the digital recorder of Article 6.11, an overhead and a multimedia projector should be at the disposal of the Executive during, but not restricted to, the symposium and General Assembly.
 - b. It is recommended computer equipment and Internet access are made available for use during the World Congress and Regional Pharmaceutical Symposium.
 - c. The Reception Committee should appoint one person to be responsible for the technical aid support.
 - d. All member organisations present at GA must at all times have a sign clearly stating which organisation and nation they are representing.
 - e. All Official Delegates present at GA must have a seat at the conference table during the meetings.

13. Simultaneous translation
 - a. If needed and technically and financially possible, simultaneous translation into the recognised languages of IPSF should be provided at the business sessions of the event.
 - b. Before the event, the Reception Committee should provide translators and secretaries with copies of IPSF documents such as Domestic Rules, agenda and Executive reports. These may be obtained from the Secretary General.

14. Symposia and Poster Exhibition
 - a. The Reception Committee should collaborate with the Chairperson of Pharmacy Education and the Chairperson of Professional Development to organise the educational and scientific symposia at the World Congress.
 - b. The following issues have to be agreed upon within a month after the previous congress: who invites speakers, who pays the costs associated with inviting the speakers, what will be the timetable of the symposia, when during congress the symposia are going to take place and any other issues found relevant either by the Executive or the Reception Committee.
 - c. The topics are subject to the approval of the General Assembly during the previous congress.

15. On registration the participants should receive a congress file containing the following items:
 - a. A printed Word Congress programme.
 - b. A name badge.
 - c. The annual reports of the Executive and offices.
 - d. Other reports deemed necessary by the Executive or Reception Committee.

16. Report

The Reception Committee should prepare a written report for the Executive regarding the organisation of the World Congress during the year. This report is subject to the approval of the General Assembly.

17. To ensure that all the congress communication, plans and arrangements run smoothly to result in a successful World Congress the following are outlined as guidance:

Year 1

IPSF World Congress Election as host. Submit contact details to the IPSF Secretariat.

1st Executive meeting Announcement of the Reception Committee Chairperson, the permanent Reception Committee address and basic programme report.
Progress report for Executive Meeting.

2nd Executive meeting Progress report.
Draft of basic congress programme.
Submit preliminary budget and sponsorship status to Treasurer

- June Final fixing of date and location. Progress report.
Present/discuss ideas for symposium topic, poster exhibition topic and other things to be presented at the upcoming IPSF World Congress with the Executive.
- Year 2**
- IPSF World Congress Meeting with the Executive.
Preliminary budget to be discussed with the Treasurer.
Presentation of evidence/'commitment letters' of financial support from sponsors.
Meeting with the Reception Committee Chairperson.
Presentation during the IPSF World Congress.
Poster, flyers and general material. Information on flights, visas and immunisations etc. Decision regarding symposium topic and poster exhibition topic, to be approved by GA.
- 1st Executive meeting Confirm details of Pharmacy Education Symposium with the Chairperson of Pharmacy Education and Chairperson of Professional Development.
Progress report.
Preliminary schedule to be discussed with Executive following any changes that may result from the congress meeting.
Distribution of the first Congress announcement.
Writing an article for the News Bulletin.
- December Distribution of detailed registration information.
- 2nd Executive meeting Progress report for the Executive Meeting.
Details on the Patient Counselling event to be organised with the Chairperson of Professional Development.
Presentation of detailed congress Programme
Financial report to be presented.
Draft of Pre-Congress Booklet for review.
- April Finalise detailed congress programme with the Executive.
- July Draft of Executive working programme and business programme to be received from President.
Progress report. Communicate weekly with President.
Printing of congress folder and booklet. The Reception Committee shall receive the information needed for these publications from the Executive.
- Year 3**
- August World Congress
Meetings with the Executive.
Final financial meeting with the Treasurer and President at the end of congress.
Submitting a congress report to the General Assembly.
- November Presenting the Financial report to the Treasurer.
- Year 4**
- August Submitting the financial report to the General Assembly.
18. A Congress Site Visit is also to be scheduled and is highly recommended. Please note that this is merely a guideline with some basic and essential outlines. The Reception Committee is to plan details in good time and communicate effectively with the Executive.

ARTICLE 8. Duties of the Auditing Committee

1. The General Assembly shall appoint, at the beginning of the meeting, an Auditing Committee for a period of one year. The committee shall consist of three different member organisations, Full Member or Member in Association.
2. It is the responsibility of the Auditing Committee:
 - a) To set up a meeting with the Treasurer to audit the financial books of IPSF at least every six months
 - b) Report to all member associations of any detected incongruence during the mandate.
3. The Auditing Committee shall report their findings to the General Assembly before the financial report can be accepted.

ARTICLE 9. Duties of the Motions Committee

1. The Motions Committee shall consist of three participants at the General Assembly from different nations that are not Official Delegates or otherwise actively involved in the General Assembly (GA). One of the Motions Committee members shall be the Parliamentarian, whose function will be to advise on matters pertinent to the Constitution, Domestic Rules and Standing Orders.
2. The function of the Motions Committee shall be to ensure the smooth running of the business sessions of the GA, including presentation of motions, and provide advice to individuals on matters pertinent to the GA.
3. It will be the Motions Committee responsibility to obtain from relevant IPSF permanent committees a statement on the motions to be presented during the GA.
4. The Motions Committee shall report daily to the President and the Secretary General prior to the commencement of each day's business and shall take into account the President's wishes with regard to the order and conduct of the business of the GA.
5. The Parliamentarian shall assist the Chairperson and Secretary General in the interpretation of the Constitution, Domestic Rules and Standing Orders.

ARTICLE 10. The IPSF Archives

1. The Archives of IPSF shall be kept at the Permanent Office.
2. The files of every Executive member shall be forwarded to the IPSF Archives in full, while all other officers only forward redundant documents not existing in the President's files.
3. Copies of all publications shall be forwarded to the Archives.

APPENDIX I. Executive Committee member contract

By signing this document, you are agreeing to the conditions stated within. This document, once signed, becomes the property of IPSF and constitutes a morally binding contract. Each member of the Executive Committee is ultimately responsible and answerable to every other member of the Executive Committee and every member of IPSF.

I, the undersigned, agree to the following terms and conditions stated within. I agree to perform, to the best of my abilities, the duties of my office as stated in Article 1 of the IPSF Domestic Rules. (Furthermore, I shall not make commitments (written and/or otherwise) on behalf of or in the name of IPSF without the prior consent of the President either during my term of office or on completion of that term. I agree to submit all necessary documentation needed to ensure proper legal representation of IPSF. During my term of office, I shall be responsible for my own personal and travel insurance.

Financial obligations

All expenses incurred during my term of office shall be reimbursed according to the criteria set forth in Appendix 1, Financial Regulations of the IPSF Constitution (). In order to reduce the financial burden placed on IPSF, I shall, to the best of my abilities, endeavour to find a personal sponsor. I shall not use the name of IPSF for any personal liabilities unless previously agreed upon by the Executive Committee. Any material benefits gained by myself on behalf of IPSF shall ultimately remain the property of IPSF. In the event that, due to circumstances within my control, I am unable to fulfil those duties required of me by my portfolio and as a member of the Executive Committee, I shall not expect to be reimbursed by IPSF for any expenses incurred during my term of office.

IPSF headquarters

I shall, at all times, respect the fact that the IPSF Permanent Office is hosted by the International Pharmaceutical Federation (FIP). Furthermore, I shall respect the fact that whilst IPSF shall provide permanent accommodation for the Executive Committee members, that the lease for the apartment is the responsibility of the Permanent Officer and that I shall assist in fulfilling the conditions of the lease of the apartment.

IPSF property

The following equipment has been loaned to me by IPSF for the duration of my term of office on the Executive Committee:

All IPSF equipment is the property of IPSF and is only available to me for use during my term of office. I shall return all the equipment loaned to me to IPSF immediately after the completion of my term of office. I hold full responsibility for loss of or damage to the equipment loaned to me by IPSF. I agree to insure all the equipment loaned to me during my term of office.

I declare that I agree with everything that is stated above and sign this document of my own free will.

Name: _____

Position: _____

Date/Place: _____ Signature: _____

Witnesses: 1. _____

2. _____

APPENDIX II. Regional Working Group member contract

By signing this document, you are agreeing to the conditions stated within. This document, once signed, becomes the property of IPSF and constitutes a morally binding contract. Each member of the Regional Working Group is ultimately responsible and answerable to every other member of the Regional Working Group and the IPSF Executive Committee and every member of IPSF.

I, the undersigned, agree to the following terms and conditions stated within. I agree to perform, to the best of my abilities, the duties of my office as stated in the IPSF Regional Offices Document. Furthermore, I shall not make commitments (written and/or otherwise) on behalf of or in the name of IPSF without the prior consent of the President either during my term of office or on completion of that term. During my term of office, I shall be responsible for my own personal and travel insurance.

Financial obligations

Expenses necessary for the quality work of the Regional Working Group might be reimbursed by IPSF if the expenses are cleared in advance by the Treasurer. In order to reduce the financial burden placed on IPSF, I shall, to the best of my abilities, endeavour to find a personal sponsor. I shall not use the name of IPSF for any personal liabilities unless previously agreed upon by the Executive Committee. Any material benefits gained by myself on behalf of IPSF shall ultimately remain the property of IPSF. In the event that, due to circumstances within my control, I am unable to fulfil those duties required of me by my portfolio and as a member of the Regional Working Group, I shall not expect to be reimbursed by IPSF for any expenses incurred during my term of office.

IPSF headquarters

I shall, at all times, respect the fact that the IPSF Permanent Office is hosted by the International Pharmaceutical Federation (FIP). Furthermore, I shall respect the fact that the lease for the apartment is the responsibility of the Permanent Officer and that I shall assist in fulfilling the conditions of the lease of the apartment.

IPSF property

The following equipment has been loaned to me by IPSF for the duration of my term of office on the Executive Committee:

All IPSF equipment is the property of IPSF and is only available to me for use during my term of office. I shall return all the equipment loaned to me to IPSF immediately after the completion of my term of office. I hold full responsibility for loss of or damage to the equipment loaned to me by IPSF. I agree to insure all the equipment loaned to me during my term of office.

I declare that I agree with everything that is stated above and sign this document of my own free will.

Name: _____

Position: _____

Date/Place: _____ Signature: _____

Witnesses: 1. _____

2. _____

APPENDIX III. Sub-Committee member contract

By signing this document, you are agreeing to the conditions stated within. This document, once signed, becomes the property of IPSF and constitutes a morally binding contract. Each member of the Sub-Committee is ultimately responsible and answerable to every other member of the Sub-Committee and every member of IPSF.

I, the undersigned, agree to the following terms and conditions stated within. I agree to perform, to the best of my abilities, the duties of my office as stated in the IPSF Domestic Rules (Article 3.). Furthermore, I shall not make commitments (written and/or otherwise) on behalf of or in the name of IPSF without the prior consent of the President either during my term of office or on completion of that term. I agree to submit all necessary documentation needed to ensure proper legal representation of IPSF. During my term of office, I shall be responsible for my own personal and travel insurance.

Financial obligations

Expenses necessary for the quality work of the Sub-Committee might be reimbursed by IPSF if the expenses are cleared in advance by the Treasurer. In order to reduce the financial burden placed on IPSF, I shall, to the best of my abilities, endeavour to find a personal sponsor. I shall not use the name of IPSF for any personal liabilities unless previously agreed upon by the Executive Committee. Any material benefits gained by myself on behalf of IPSF shall ultimately remain the property of IPSF. In the event that, due to circumstances within my control, I am unable to fulfil those duties required of me by my portfolio and as a member of the Sub-Committee, I shall not expect to be reimbursed by IPSF for any expenses incurred during my term of office.

IPSF property

The following equipment has been loaned to me by IPSF for the duration of my term of office on the Sub- Committee:

All IPSF equipment is the property of IPSF and is only available to me for use during my term of office. I shall return all the equipment loaned to me to IPSF immediately after the completion of my term of office. I hold full responsibility for loss of or damage to the equipment loaned to me by IPSF. I agree to insure all the equipment loaned to me during my term of office.

I declare that I agree with everything that is stated above and sign this document of my own free will.

Name: _____

Position: _____

Date/Place: _____ Signature: _____

Witnesses: 1. _____

2. _____

APPENDIX IV. Development Fund regulations

1. Name

The fund shall be called the International Pharmaceutical Students' Federation Development Fund (DF).

2. Aims and objectives

The main goal of the DF is to give each and every pharmacy student an equal opportunity to fully participate in IPSF activities. The DF was created with the aim of helping students who are not able to attend or participate in an IPSF event because of financial reasons. The DF may also be used to pay the Membership Fees of organisations members from developing, low or lower middle income countries, as defined by the United Nations and World Bank, which actively promote IPSF in their country and run IPSF projects.

It pursues this aim by:

- a. Assisting pharmaceutical students to participate in IPSF events, directly benefiting the interest of pharmaceutical students on a local, national and international level through the DF Event Grant;
- b. Assisting active IPSF members from developing, low or lower middle income countries, as defined by the United Nations and World Bank, in the payment of membership fees so that these organisations may remain in good standing within IPSF through the DF Membership Fee Grant;
- c. Providing a travel subsidy and covering the associated fees to allow members to participate in SEP through the DF SEP Grant;
- d. Providing financial assistance to allow IPSF member(s) from:
 - i. Developing, low or lower middle income countries to initiate and undertake a campaign or project recognized by IPSF in their own country, and
 - ii. Any country to participate in IPSF activities and events, through the DF Projects Grant

All opportunities provided by the DF are intended to help promote IPSF within the participants' school of pharmacy and country.

3. Applicants

IPSF members from either Full Members, Members in Association, organisations applying for membership or Individual Members may apply for a DF Grant.

4. Development Fund Committee (DFC)

- a. The duties of the Development Fund Co-ordinator shall be as defined in the Article 3.2.c of the Domestic Rules..
- b. The Development Fund Committee shall act as defined in Article 3.2.b of the Domestic Rules.
- c. Aims of the Development Fund Committee:
 - i. To ensure an unbiased, fair and clear decision when selecting applicants that will be granted the DF.
 - ii. Organise fundraising activities for the DF throughout the year and motivate members to take part in the DF initiative.
 - iii. Educating members about the importance of such a grant, not only for the granted student or organisation, but also for his whole organisation and pharmacy colleagues back in his country.
 - iv. Issue calls for applications for DF grants and update the DF application forms on a yearly basis.

5. Interpretation and effect

- a. The provisions of these regulations shall be binding on IPSF and its members.
- b. Members are bound by these regulations when collecting funds in the name of the IPSF DF.
- c. Any donor to the DF may specify the purpose to which the donation may be put, provided such a purpose is within the aims of the DF.

6. Financial regulations

- a. The Treasurer shall maintain records of their transactions made on behalf of the DF.
- b. A summary of the finances of the DF and a budget for the forthcoming year shall be prepared by the Treasurer and presented to the General Assembly.
- c. The accounts of the DF shall be audited in conjunction with the IPSF finances, by the Auditing Committee.
- d. The Treasurer shall maintain the DF finances clearly separated from IPSF finances.
- e. The financial year of the DF shall run concurrently with the IPSF financial year.

7. Organisation

a. General assistance

- i. Applications for assistance according to these regulations shall be forwarded to the DF Co-ordinator.
- ii. The DF Co-ordinator shall investigate the validity of the application(s) and shall then decide which applications shall be accepted for consideration.
- iii. The application(s), with necessary additional information, shall be forwarded by the DF Co-ordinator to the DF committee for their approval.
- iv. An application shall only be approved, if the DF Co-ordinator together with two out of the three of the members of the DF Committee are in agreement. In the case of an application for the Student Exchange Grant an application shall only be approved if, in addition, the Chairperson of Student Exchange together with a simple majority of the Student Exchange Committee is in agreement.
- v. Should an application originate from the nation of origin of a member of the Development Fund Committee, it is recommended that such a member should not participate in the consideration of the application.
- vi. Should the DF Co-ordinator not be in agreement with the other members of the Committee, the application shall be referred to the President, who shall make the final decision.

8. Criteria for award

The DF Committee should aim to choose applicants who represent multiple regions within IPSF.

The DF Committee shall award grants according to the following criteria:

- a. For applications relating to Article 2.a and 2.d of these regulations, priority will be given to:
 - i. Applicants from developing, low or lower middle income countries, as defined by the United Nations and World Bank.
 - ii. Applicants who will represent a country as the only participant from that country.
 - iii. Applicants who have served as a Contact Person or Sub-committee member or have in some other way contributed to IPSF events or projects.
 - iv. Applicants who have never attended an IPSF event.
 - v. Applicants who have not received DF SEP, event or project grants previously.
 - vi. Applicants who represent an organisation who will join IPSF as a new member at the IPSF World Congress.
 - vii. Applicants who are currently students enrolled in an accredited program to receive their first degree in the pharmacy.
- b. For applications relating to Article 2.b of these regulations:
 - i. Full Members or Members in Association may apply.

- ii. The DF Committee will be responsible for awarding the DF Membership Grants prior to the fee payment deadline of January 31st each year.
 - iii. Member organisations must have been a member for at least one full year prior to applying for a DF Membership Grant.
 - iv. DF Membership Grants will usually be awarded for an amount equal to one year of membership fees except in circumstances where the DF Committee decides to cancel a member's membership fee debt.
 - v. A member organisation may only receive a DF Membership Grant two out of every three years.
 - vi. Members awarded a DF Membership Grant who do not meet all of the responsibilities, as stated in the terms of the application form, will not be eligible for a DF Membership Grant the following year.
- c. For applications relating to Article 2.c of these regulations, priority will be given to:
- i. Applicants in their final year of study.
 - ii. Applicants from developing, low or lower middle income countries, as defined by the United Nations and World Bank.
 - iii. Applicants who participate in IPSF SEP for the first time.
 - iv. A maximum of three grants can be given to applicants from one member association.
 - v. Applicants who have not received DF SEP, event or project grants previously.

9. Allocation of DF Funds

- a. The amount of funding allocated for each of the opportunities laid out in Article 2 of these regulations will be calculated based on the amount received by the DF in the previous IPSF financial year.
- b. The division of these monies for the opportunities offered by the DF will be at the discretion of the Treasurer, the DF Co-ordinator and the Chairperson of Student Exchange, with input from the DF committee and the Student Exchange Committee.
- c. The SEP Grant have a maximum limit of 1000 Euro per applicant. The Project Grants have maximum limits of 1000 Euro for domestic campaigns and 500 Euro for international travel. The Event and Membership Fee Grants have no maximum limits.

10. Awarding of DF Grants

- a. With regard to applications relating to Article 2.a of these regulations, the Development Fund Committee may award grants for either travel expenses or event registration fees:
 - i. In the case of an award for event registration:
 - A. Only awards for the entire amount of the event registration fee will be made.
 - B. The DF Co-ordinator should make every effort to secure the lowest possible registration fee from the event Reception Committee for the DF Grant places.
- b. In the case of an award for travel expenses:
 - i. The applicant should submit their anticipated travel expenses as part of their DF Application Form.
 - ii. Only train, plane, or bus tickets will be considered as travel expenses for DF Grant purposes; applicants will not be reimbursed for taxi, subway, gas and incidental expenses. Travel expenses may also include visa costs.
 - iii. The DF Committee is responsible for deciding the percentage of reimbursement of travel expenses the DF Grant Recipient will receive; applicants may receive grants for all or part of their travel expenses.
 - iv. DF Grants for travel expenses may be based on either the applicant's anticipated travel expenses as submitted in their Application Form or

on the documented research of any one of the DF Committee members.

- c. With regard to applications relating to Article 2.c of these regulations:
 - i. The number of grants that will be considered each year is dependent on the total number of Application Forms received and on the grant budget for that fiscal year.

11. Means of payment

- a. In all cases, DF monies that are to be paid directly to the DF Grant recipient shall only be given as a reimbursement upon completion of the IPSF event or project.
- b. The DF Grant recipient must present receipts for expenses to the Treasurer order to receive DF monies which were awarded.
- c. DF Grant recipient will only receive reimbursement up to the amount awarded to them by the DF Committee. If the DF Grant exceeds the actual expenditure, the DF Grant recipient will only receive the amount of the actual expenditure.
- d. Where a DF Grant is awarded for registration fees to an IPSF Event, IPSF will pay the registration fee of the DF Grant recipient directly to the Reception Committee of the specified event.
- e. Where a DF Grant is awarded for membership fees, the Treasurer will transfer the awarded monies from the IPSF DF account to the IPSF main account on behalf of the awarded organisation.
- f. Payment of the DF Grant to the DF Grant recipient will be made through a bank transfer from the IPSF DF account directly to the DF Grant recipient's bank account within 2 weeks following receipt of proof of expenses. In special circumstances, the DF Co-ordinator may make other arrangements with the DF Grant recipient on an individual basis.
- g. It is the responsibility of the DF Grant recipient to supply accurate and timely information about their bank account to the DF Committee including bank name, bank location, account number and bank SWIFT Code.

12. Dissolution of the DF

- a. Any proposal to dissolve the DF shall originate from the Executive or from at least three Full Members.
- b. Such a proposal shall reach the IPSF Executive at least three full months before the General Assembly (GA).
- c. The members shall be notified by the IPSF Executive on the proposal at least two months before the GA.
- d. Members having the right to vote, but prevented from being present at this GA may, in this case, give their vote by registered letter and shall be deemed as present for the purposes of Article 12.3.c. of the Constitution.
- e. In the event of the dissolution of the DF, all its assets, after the discharge of all liabilities shall be devoted to purposes that accord with Article 2 of these regulations.

APPENDIX V. Student Exchange Programme regulations

1. Domestic Rules

- a. The Student Exchange Programme (SEP) starts on 1st October and ends on 30th September each year.
- b. The Student Exchange Programme (SEP) Domestic Rules must be reviewed annually by the Student Exchange Committee (SEC) and the Constitutional Working Party (CWP) at the beginning of the SEP year.
- c. Any changes to the Student Exchange Programme Regulations must be approved by the General Assembly (GA).
- d. It is a requirement that all Student Exchange Officers (SEOs) must read the Domestic Rules at the start of the SEP year and at the start of their SEO term.

2. Student Exchange Programme fees

- a. Any applicant wishing to take part in the IPSF SEP must pay a SEP Fee of 42 Euros to their IPSF member student organisation. If an applicant is not placed, 18 Euros should be returned to the applicant from his/her member organisation and 24 Euros will be paid to IPSF.
- b. IPSF members have to forward 42 Euros to IPSF for each outgoing applicant they approve in the SEP database. For each incoming applicant placed by the IPSF member organisation, 18 Euros will be subtracted from the total SEP invoice. However, the total fee cannot be negative.
- c. Individual members should pay 42 Euros directly to IPSF if they wish to participate in SEP. If the applicant is placed, 18 Euros will be forwarded to the hosting IPSF member by IPSF. If the applicant is not placed, he/she should be returned 18 Euros.
- d. After September 30th each year, the IPSF Treasurer should issue an invoice for each IPSF member organisation summarizing the total of SEP fees from the previous SEP year (October 1st to September 30th), based on information provided by the Chairperson of Student Exchange.
- e. Member organisations may charge an additional fee to their applicants. However, this additional fee should be kept to a minimum and cannot be more than three times the SEP fee defined at Article 2.a of SEP Regulations.
- f. Student Exchange Officers (SEOs) must justify any additional fees to the Chairperson of Student Exchange, and to the applicants. This additional fee should be stated in an official document stamped and signed by the President of the member organisation and has to be sent to the Chairperson of Student Exchange once a year. The Chairperson of Student Exchange must approve these additional fees before they can be charged.
- g. IPSF member organisations are only allowed to charge fees to incoming exchange students to cover accommodation, food or travel.

3. Allocation of Application Forms (AF): First round

- a. IPSF member organisations shall receive 1.5 times as many Application Forms as the number of applicants the organisation placed for an official SEP placement in the previous SEP year (rounded to the next integer). The Chairperson of Student Exchange shall consider special cases at their discretion.
- b. IPSF member organisations that did not participate or remained inactive in SEP in the previous year shall receive two Application Forms at a maximum. After two years of inactivity within SEP, member organisations will be suspended from the programme for one year. The Chairperson of Student Exchange shall consider special cases at their discretion.
- c. New IPSF member organisations joining SEP shall receive two Application Forms at a maximum.

4. Reallocation of surplus Application Forms: Second round.

- a. After March 1st, unless otherwise agreed upon, spare or unused Application Forms will be returned to the Chairperson of Student Exchange and be reallocated.

- b. The reallocation of these Application Forms will be based on the expression of interest from the SEOs through the AF Reallocation Project statement of interest.
- c. The decision on the final reallocation of these AFs will be made by the Chairperson of Student Exchange and Student Exchange Committee by April 15th, according to the following classification:

Category	Number of AFs given for the current SEP year	Maximum percentage of reallocated AFs*
Category 1	0-5	100%
Category 2	6-15	50%
Category 3	16-	50% but not more than 15

*Percentage of the total number of AFs given on 1st round.

- d. Only member organisations falling into categories 1 and 2 shall be eligible for hosting applicant students using these reallocated AFs in order to promote SEP equally within a wider range of IPSF member countries.
- e. In any case, during the AF reallocation process, the Chairperson of Student Exchange shall consider special cases at their discretion.

5. SEP deadlines

- a. Deadlines to be met along SEP year shall be:
 - i. The number of Application Forms each member organisation will get for the new SEP year must be allocated and confirmed by the Chairperson of Student Exchange before October 1st.
 - ii. Application Forms shall be approved on the SEP database no later than one month prior to the exchange.
 - iii. Unless otherwise agreed upon, host SEOs must accept or refuse applicants no later than three months before the start of the exchange period.
 - iv. The Chairperson of Student Exchange shall consider special cases at their discretion.

6. Conditions of exchanges

- a. A placement will only be accepted as an official SEP placement if the student worked a minimum of 60 hours during the exchange.
- b. The conditions of the exchange shall not differ from the information given in the association information section of the Student Exchange Programme database. If any conditions change, the host SEO shall liaise with the applicants whether they accept the changed conditions of the exchange. The agreed upon conditions between the host SEO and the exchange student must not be changed at the last minute except under extreme circumstances.
- c. Information shall be updated in the association information section of the Student Exchange Programme database by October 1st each year and within a month of starting their SEO term. IPSF member organisations that do not update the association information section by this deadline will be fined 10 Euros (for the Development Fund) per month of not updating the Country Information.
- d. Any changes to the association information section made during the SEP year shall be communicated to other SEOs.
- e. Applicants' requests in the comments section of the exchange students' Application Forms are not compulsory for a host association to fulfil.
- f. An applicant can participate in only one IPSF exchange in one country during the same SEP year.
- g. Only pharmacy students in their first pharmacy degree are allowed to apply to participate in SEP. Pharmacy students in their final year of study may do their exchange if

they apply for SEP before their graduation date. SEOs can only reserve and place students approved in the Student Exchange Programme database.

7. Instructions for Student Exchange Officers (SEOs)

- a. A member organisation can be represented by only one SEO. And one SEO cannot represent more than one organisation. The Chairperson of Student Exchange shall consider special cases at their discretion.
- b. Application Form (AF)
 - i. Only Application Forms of the ongoing SEP year can be used in that SEP year.
 - ii. Application Forms must be completed in the SEP database as instructed.
- c. The SEO in the host country can reserve an Application Form for the maximum of one month.
- d. SEOs shall give priority to applicants participating in IPSF SEP for the first time.
- e. SEOs shall make sure that the information about English language skills and the required language in the host country provided by students in the Application Form is appropriate for the preferred countries selected within the AF.
- f. If there are more candidates applying for SEP than available application forms, the IPSF member organisation shall establish a pre-selection procedure of the suitable candidates. The pre-selection criteria shall be sent to the Chairperson of Student Exchange. A template of the pre-selection procedure can be obtained from the Chairperson of Student Exchange.
- g. SEOs should update their necessary contact information to the Chairperson of Student Exchange within a month starting their SEO term and at the beginning of each SEP year. Contact information will be used only by the IPSF Executive Committee and Student Exchange Committee for the purposes of SEP.
- h. By September 30th, all SEOs must submit a formal report about all exchanges that have occurred for the past SEP year. This report must detail the successful and unsuccessful exchanges, with elaboration of why unsuccessful exchanges did not occur. If this report is not submitted, the organisation may be subjected to a penalty the following SEP year as deemed appropriate by the Chairperson of Student Exchange and SEC.

8. Instructions for official invitation letters

- a. The following must be abided by when an invitation letter is required for a visa:
 - i. In cases when a visa is required the host SEO shall send the official invitation letter in a locked electronic format and if required, by post, signed and stamped, to the corresponding embassy and/ or to the participant.
 - ii. The invitation letter has to contain information about accommodation, board and any subsidy provided for the applicant by the host association or the host during the exchange.
 - iii. It is not the responsibility of the host SEO to contact the corresponding embassy after sending the invitation letter to ensure that it was successfully received and that all necessary information has been provided.
 - iv. It is ultimately the responsibility of the student to arrange for their own visa to the host country.

9. Participant's evaluation form and SEP certificate

- a. The participant must submit a complete evaluation form into the SEP database within a month of completing their exchange.
- b. The evaluation form must be filled in English.
- c. The applicant must complete the evaluation form to be eligible for a SEP certificate.
- d. The SEP certificate is to be issued by the host SEO to the student upon successful completion of the exchange.

10. Individual Members (IMs)

- a. Only applicants who are not able to join an IPSF member organisation are eligible to apply for SEP as an Individual Member, after paying the Individual Membership fee).
- b. 1% of the total number of Application Forms for the current SEP year is allocated for Individual Members. The Chairperson of Student Exchange shall consider special cases at their discretion.

11. Disciplinary Issues

- a. General:
 - i. Disciplinary issues may involve:
 - A. Exchanges that do not follow the agreement made between the two SEOs and the participant prior to the exchange;
 - B. Last minute cancellation of the confirmed exchanges by SEOs or students
 - C. Any other issue which may be detrimental to the association, applicant or SEP
 - ii. Every case must be documented, justified and the dates of when the related events took place must be specified.
 - iii. Disciplinary issues may be raised by the participating student, the organisations involved or the Chairperson of Student Exchange.
 - iv. All cases must be submitted to the Chairperson of Student Exchange as soon as all documentation is ready. All information must be double checked. The Chairperson of Student Exchange will then discuss the case with the Student Exchange Committee (SEC).
 - v. Decisions concerning penalties shall be made by SEC and the Chairperson of Student Exchange according to the penalties outlined in Article 11.b below.
 - vi. Penalties related to the involved organisations shall be presented to the General Assembly as a motion for final decision and approval.
- b. Levels of penalty, pertaining to member organisations
 - i. From lowest to highest:
 - a. Decreasing the number of Application Forms that the organisation will receive for the upcoming SEP year, by using the factor 0.9 in the Application Forms calculation process.
 - b. Decreasing the number of Application Forms that the organisation will receive for the upcoming SEP year, by using the factor 0.5 in the Application Forms calculation process.
 - c. Leaving the organisation out of the programme for one SEP year.
 - d. Leaving the organisation out of the programme for two SEP years.
 - e. Suspending the IPSF membership of the organisation for one year.
- c. A participant's conduct is considered inappropriate in the following cases:
 - i. Renounce their exchange before placement
 - ii. Renounce their exchange during the placement
 - iii. Do not conform to the minimum 60-hours working requirement
 - iv. Behave inappropriately during the exchange
- d. In the case that a participant behaves inappropriately as mentioned in Article 11.c, the following must be abided by:
 - i. The host SEO must immediately inform the home SEO about the conduct of the student. The host SEO or home SEO must report the incident to the Chairperson of Student Exchange.
 - ii. Each unsuccessful placed student who did not meet the minimum of 60 working hours during exchange shall be evaluated individually to determine whether this student will receive a SEP certificate.
 - iii. On considering the report, the Chairperson reserves the right to cancel the exchange, even after official confirmation of acceptance.
 - iv. After consultation with the Chairperson of Student Exchange, the host SEO can mark the student as 'Unsuccessful' in the SEP database and must not issue the student with the SEP certificate.

- v. Unsuccessful placed applicants shall not be able to participate in SEP within the same year; nor be eligible for the programme the following year. The SEO of the applicant's home organisation shall be responsible for checking that possible applications issued by these participants in the following year are rejected;
- vi. Unsuccessful placed applicants shall not get a refund of the SEP fee.
- e. If the host SEO changes the conditions for an applicant's placement after acceptance, in a way that the applicant is no longer able to participate in the exchange, this applicant is considered to be "not placed", not "unsuccessful".
- f. The Chairperson of Student Exchange shall consider special cases at their discretion.
 - i.

12. Waiver of liability

This is a binding waiver of liability agreement, which should be read carefully and in its entirety.

I. Participation

- I have voluntarily agreed to participate in the Student Exchange Programme (SEP) provided by the International Pharmaceutical Students' Federation (IPSF) and my home association.
- I understand that I have to pay the SEP fee of 42 euros or another amount that the home association has determined.
- I am aware that I may not have a guaranteed SEP place despite paying the SEP fee. In this case, only 18 Euros from the 42 Euros will be returned to me.
- I fully understand that IPSF is not responsible for determining the aspects of the exchange.
- I agree to fully comply with the conditions outlined by the host association and the host pharmacist/pharmacy/organization.
- I am aware that if I do not comply with the conditions of the exchange, my application will be deemed 'unsuccessful' and I may be banned from participating in SEP the following year.
- I am fully responsible for organizing my own travel visa to the host country.

II. Own risk

- I am participating in the IPSF Student Exchange Programme at my own risk.
- IPSF will not be held responsible for any kind of real or spiritual damages.
- I understand that IPSF cannot be held responsible for damage to, loss or theft of my personal belongings during my stay abroad for the exchange.

III. Health

- I am personally responsible for any costs of any (para)medical services I may need during my stay abroad for the exchange.
- I am fully responsible for any damages, accidents or injury I may cause during the length of my exchange.
- IPSF will not be held responsible for any kind of damages, accidents or injury I may cause.

VI. Applicable law and competent court

I agree to the fact that the agreement between IPSF and myself regarding the exchange programme, including this waiver of liability, shall be governed by Dutch law and that the Dutch courts shall be exclusively competent regarding legal issues of any kind concerning the afore mentioned agreement.

By submitting my Application Form in the SEP Database, I hereby agree to comply to all the above conditions as stated in this Waiver of Liability.

IPSF Regional Offices Document

*This version of the IPSF Regional Offices
Document includes the amendments
accepted by the 57th General Assembly.*

IPSF Regional Offices Document

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Article 1. Definition and mission

The Regional Office is a functional extension of the Executive structured by elected pharmacy students from IPSF member organisations of a specific region, forming Regional Working Group. Its mission shall be to advance and support the aims and objectives of IPSF at regional level.

Article 2. Regional Offices

1. IPSF has the following Regional Offices:
 - a. African Regional Office (AfRO).
 - b. Asia Pacific Regional Office (APRO).
 - c. Eastern Mediterranean Regional Office (EMRO).
 - d. Pan American Regional Office (PARO).
2. The Regional Offices shall be defined by the General Assembly.

Article 3. Regional Working Group

1. General
 - a. The Regional Working Group (RWG) is responsible for the formulation and execution of policies consistent with the objectives of IPSF as formulated by the Executive and the Regional Assembly.
 - b. The RWG shall comprise of the Chairperson, Secretary, Regional Relations Officer, Internal Coordination and Communication Officer, Regional Projects Officer, , Chairperson of the Reception Committee of the Regional Symposium and Immediate Past Chairperson. President and the Chairperson of Internal Relations shall be ad-hoc members of the RWG.
 - c. The RWG shall be elected at the Regional Assembly.
 - d. The election members of the RWG shall be in accordance with Article 11 of the Standing Orders.
 - e. Should any member of the RWG fail in their duties, the IPSF Executive has the power to remove this member from their position, with the agreement of the RWG itself.
 - f. Resignations from any of the RWG members shall be submitted to the Secretary General in writing. The RWG member is to continue with their duties and responsibilities until the Executive has accepted the resignation.
 - g. The RWG together with the Executive will have the power to fill any vacancy arising in the RWG with a member of IPSF who will hold the office until the next Regional Assembly.
2. The responsibilities of the RWG shall be:
 - a. To organize the implementation and promotion of the IPSF policies as directed by the Executive and the Regional Assembly.
 - b. To appoint regional working sub-committees in consultation with the Executive.
 - c. To co-ordinate all regional mailings.
 - d. To conduct meetings on a regular basis, at least once every month.
 - e. To submit up to date contact details of member organisations in the region to the IPSF Secretariat at least three times yearly.
 - f. To distribute mail originating from the IPSF Office to member organisations in the region provided budget for that exists.
 - g. To maintain and update all communication tools regularly e.g.: webpage, e-mail list servers.
 - h. To define and manage the strategic responsibilities and needs of the Regional Office and report them to the IPSF Executive.
 - i. To ensure a representative is present at the IPSF World Congress.
 - j. To oversee the regional host organisation in the planning of the Regional Symposium and Regional Assembly.
3. Meetings

- a. Notice of the meeting together with the agenda should be disseminated to the RWG at least 7 days before the meeting.
- b. The quorum will consist of 3 members of the RWG. If the quorum is not met, the Secretary may convene a meeting on any subsequent day. Under this statement for present is deemed every member who participates in the meeting in person or via telecommunication or any other broad bank connections, inclusive Internet.
- c. The Secretary should take minutes of every meeting. The minutes are to be typewritten and verified by the Chairperson before being disseminated to all the members of the RWG and IPSF Secretariat within 5 working days from the date of the meeting.
- d. A simple majority vote shall carry the decisions of the RWG. In the event that there is equality in voting, the Chairperson shall have the casting vote, with exception of financial matters where the Secretary shall have the casting vote.
- e. All members of the RWG are to attend every committee meeting.
- f. The RWG will remove from office any member of the RWG who is absent from 3 subsequent meetings without satisfactory reasons.

Article 4. Duties of the members of the RWG

1. Chairperson

The duties of the Chairperson shall be:

- a. To preside at the meetings of the RWG.
- b. To represent the Regional Office at all official functions and to make any public announcements on behalf of it.
- c. To instruct the Secretary to issue notice of meetings in due time.
- d. To initiate and/or direct the activities of the RWG.
- e. To assist the Secretary in the control of the Regional Office finances.
- f. To establish further relations with student and professional organisations in the region as instructed by the Executive.
- g. To effectively see that all members of the RWG are carrying out their duties.
- h. To present quarterly reports to the Executive on activities undertaken by the Regional Office.
- i. To present an annual report to the IPSF General Assembly or ensure that a representative from the RWG presents the annual report at the IPSF General Assembly.
- j. To help with the support and implementation of IPSF projects in the region.
- k. To oversee the organisation of regional events.
- l. To be inducted as a member of the IPSF Executive as per official documents to establish enhanced flow of communication between the Executive and Regional Offices.
- m. To convene the scheduled regional meeting workshop at the World Congress.

2. Secretary

The duties of the Secretary shall be:

- a. To take minutes of all RWG meetings and circulate them to all RWG members and the IPSF Secretariat.
- b. To advise the Chairperson of the requirements of the Official Documents.
- c. To be responsible for the maintenance of the Regional Office archives.
- d. To submit an annual record of the proceedings of the Regional Office either digitally or in hard copy to the IPSF Secretariat for archiving.
- e. To prepare and submit the annual financial report, balanced to the July 1st prior to the World Congress, and budget of the Regional Office to the IPSF Treasurer.
- f. To issue notice of all RWG meetings to RWG members at least 7 days before the meeting.
- g. To look for sponsors for the activities of the Regional Office.
- h. To keep accounts of all financial transactions of the Regional Office for their term.
- i. To submit a full audited statement of the finances of the Regional Office for the previous regional financial year at the end of the IPSF financial year to IPSF General Assembly through Treasurer.

- j. To prepare and submit the budget for the in-coming financial year and present it to the Treasurer for consideration.
 - k. To liaise closely with the regional Chairperson and Treasurer in obtaining appropriate sponsorship and funding for the Regional Office.
 - l. To ensure that sponsors are acknowledged in the manner agreed between IPSF and the sponsor.
 - m. To chair a sub-committee of members in the region who will assist in the sourcing of appropriate sponsorship and funding for the region.
3. Internal Co-ordination and Communication Officer
The duties of the Internal Co-ordination and Communication Officer shall be:
- a. To respond to all correspondence sent to the Regional Office.
 - b. To establish and maintain a communications database for the Regional Office.
 - c. To establish, maintain and update the webpage or assign someone to maintain and update the webpage under IPSF in co-ordination with the Chairperson of Media and Publications.
 - d. To maintain a permanent contact with the IPSF Secretariat co-ordinated with the Chair of the RWG.
 - e. To be responsible for the printing of any publication of the Regional Office.
 - f. To chair a sub-committee of members in the region who will assist in their role.
4. Regional Relations Officer
The duties of the Regional Relations Officer shall be:
- a. To keep in regular contact with the Contact Persons in cooperation with the Chairperson of Internal Relations.
 - b. To carry out a programme of work, under the supervision of the Chairperson of Internal Relations, that shall ensure a constant supply of articles and information for all publications.
 - c. To work with the Chairperson of External Relations to help co-ordinate membership promotion in the region.
 - d. To be responsible for strategic membership promotion projects i.e. translation materials for the region.
 - e. To maintain close communication with students and professional organisations in the region in co-ordination with Executive.
 - f. To co-ordinate general IPSF promotion in the region.
 - g. To chair a sub-committee of members in the region who will assist in membership promotion.
 - h. To convene the scheduled regional meeting workshop at the World Congress.
5. Regional Projects Officer
The duties of the Regional Projects Officer shall be:
- a. To work with the relevant Chairpersons of projects which are of main focus in the region.
 - b. To be responsible for promotion of approved projects decided at the Regional Symposium.
 - c. To chair a sub-committee of members in the region who will assist in the co-ordination of IPSF projects.
6. Chairperson of the Reception Committee
The Chairperson of the Reception Committee is appointed directly by the host organisation of the Regional Symposium.
The duties of the Chairperson of the Reception Committee shall be:
- a. To liaise between the Reception Committee of the Regional Symposium and the RWG.
7. Immediate Past Chairperson
The duties of the Immediate Past Chairperson shall be:
- a. To provide guidance to the incoming RWG.

- b. To act as point of reference for the new RWG in helping to further establishment and development of the Regional Office.

Article 5. Regional Office finances

1. The finances of the Regional Office:
 - a. Shall be part of the overall finances of IPSF.
 - b. Will be under the ultimate responsibility of the Treasurer.
 - c. Shall be reported to the Regional Assembly and the General Assembly each year.
 - d. The Regional Working Group shall be allocated a part of IPSF budget as approved by the General Assembly.
 - e. The Regional Working Group may spend that money on the objectives of the Regional Office and of IPSF in that Region.
 - f. The Regional Working Group can spend that money in one of two ways:
 - i. They can arrange, with the approval of the IPSF Executive, for the Treasurer to be invoiced directly for goods or services provided to the Regional Working Group. This can only happen with the express permission of the Treasurer and only for spending within the aims of the Regional Working Group and IPSF.
 - ii. Where the purpose of the spending has previously been agreed by the Executive the Regional Working Group can spend the funds subject to agreed limits and be reimbursed by IPSF on the provision of appropriate receipts.
2. Regional Offices shall not operate separate bank accounts outside the accounts of IPSF.
3. Sponsorship
 - a. In addition to the annual budget allocated to Regional Offices as per Article 5.1.d of this Regional Offices Document, Regional Offices may seek additional sponsorship funding for the purpose of carrying out regional projects.
 - b. Sponsorship funds received shall be credited directly into IPSF general bank account.
 - c. Sponsorship funds received are not cumulative and are only available to be spent in the Regional Working Group (RWG) term that it was received and be included in the regional budget for the immediate following RWG term.
 - d. Any sponsorship funds that are not spent in the immediate following RWG term after they were received will remain in the IPSF general bank account.

Article 6. Strategic responsibilities of the Regional Offices

1. To support all official projects of IPSF.
2. Maintain close ties with student and professional organisations in the region as directed by the IPSF Executive.
3. To establish a platform for a more focused approach to membership promotion in the region.
4. To establish a communication centre to facilitate communication among members in the region.
5. To cater to the special needs of the students in this region.
6. To promote the exchange of ideas and to encourage full dissemination of scientific and professional knowledge.
7. To encourage the formation and development of local and national pharmaceutical student organisations through regular correspondence with pharmacy lecturers and students.
8. To represent the opinions of students in the region to other members of IPSF.
9. To obtain feedback from members of the region to improve on the activities of IPSF.
10. To organise activities to suit the stage of development of the region.
11. To encourage and promote international visits and exchanges of students.
12. To assist in the printing and distribution of promotional material.
13. To establish communication tools for the benefit of its members IPSF e.g. webpage, e-mail list servers, etc.

14. To submit quarterly reports to the Executive on activities undertaken by the Regional Office.
15. To organise scientific and/or educational symposia on a regular basis.
16. To establish detailed rules, procedures and strategies for the professional, administrative and financial functions of the Regional Office.
17. To maintain an effective internal control structure.
18. All systems, processes, operations, functions and activities within the Regional Office shall be subject to review, evaluation and monitoring by the IPSF Executive.

Article 7. Regional Assembly

1. General regulations
 - a. The Regional Assembly shall convene at least once a year, during the IPSF Regional Symposium. If, in any given year a Regional Symposium is not held, the Regional Assembly shall convene at the regional meeting during the World Congress.
 - b. The Regional Assembly consists of the representatives of the IPSF member organisations in the region, individual students and accredited guests.
 - c. Voting rights during the sessions of the Regional Assembly shall be assigned only to IPSF Full Member organisations in the region.
 - d. All other IPSF member organisations, including representatives of IPSF Full Members outside of the region, shall not have voting rights, although they have speaking rights.
 - e. The Chairperson of the Regional Working Group shall chair the Regional Assembly, subject to the approval of the Regional Assembly.
 - f. The Regional Office policies analysed, voted and adopted by the region during the Regional Assembly on behalf of the region must be reported to the IPSF Executive and IPSF General Assembly.
 - g. The IPSF Standing Orders shall govern the Regional Assembly unless otherwise presented in this document.
2. Scope of activities:
 - a. The agenda for the Regional Assembly shall be presented by the Regional Working Group to the Executive and distributed to the member organizations at least two months prior the meeting.
 - b. The decisions that can take place are:
 - i. Elections of the RWG members and appointment of regional sub-committees.
 - ii. Decisions about specific regional projects.
 - iii. Approval and adoption of the reports of the RWG and the proposed budget for the RWG.
 - iv. Election of the host of the Regional Symposium for the year to come.
 - c. The Regional Assembly shall submit a report to the General Assembly, including, but not limited to: the Regional Working Group members, budget and report on the financial situation, the proposed policies and the elected host organisation for Regional Symposium for the year to come.
 - d. Any decision made by the Regional Assembly may be discussed at the General Assembly. The decision of the General Assembly implies over any other previously taken decisions.

Article 8. Regional Symposium

1. The Regional Office shall coordinate with an IPSF member the organisation and celebration of the Regional Symposium annually.
2. The member organisation applying to host the Regional Symposium shall be from the respective region.
3. Member organisations applying to host the Regional Symposium shall be a member of IPSF for at least one year and must be in good standing with IPSF.

4. At least one year in advance of the Regional Symposium, the Regional Assembly shall elect the member organisation, subject to the approval of the General Assembly, to act as host of the meeting.
5. The host member organisation must follow the Article 6 of the Domestic Rules pertaining to the organisation of the IPSF events as a guide for organising the Regional Symposium.
6. All organisations applying to host the Regional Symposium must notify the RWG and Executive of their intention to do so at least one month prior to the Regional Symposium.
7. The notification expressing their will to host the Regional Symposium before the Regional Assembly should include the motives, advantages and preliminary features of the event, including the provisional budget and the expected maximum number of participants.
8. IPSF strongly advises to have the Regional Symposium at least two months before or after the World Congress.
9. The Regional Symposium shall host the Regional Assembly.
10. Finances of the Regional Symposium:
 - a. The Regional Symposium finances shall be independent from all IPSF finances (general and regional).
 - b. The Regional Symposium Reception Committee shall send a report and budget to the Region Office Secretary every time that it is requested.
 - c. The RWG should supervise the formulation of the fees and the Regional Symposium budget to ensure that no profit should be made out of the participants' registration.
 - d. If a profit up to a maximum of 3% of the whole Regional Symposium budget is made, at least 50% of this profit shall be transferred to the Regional Office and 50% of this profit may remain with the host organization. IPSF strongly suggests that the host organisation donate their portion of the profit to the Development Fund so no doubts of any profit making should exist.
 - e. If the profit exceeds 3% of the whole Regional Symposium budget, the total amount of profit exceeding 3% of the whole Regional Symposium budget shall be transferred to the IPSF Development Fund

IPSF Standing Orders

*This version of the IPSF Standing Orders
includes the amendments accepted by
the 57th General Assembly.*

STANDING ORDERS

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ARTICLE 1. Chairperson of the session

1. The President shall be the Chairperson of the General Assembly (GA) sessions, subject to the approval of the meeting.
2. If the Chairperson wishes to take part in the discussions then they shall hand the Chair to the Vice-President, or another Executive member that the President decides upon.

ARTICLE 2. Assistance

1. The Secretary General shall assist the Chairperson in their duties, shall advise them on the interpretation of the Constitution and Standing Orders, shall receive motions from the Motions Committee, present them to the Chairperson and keep records of the proceedings.
2. All other Executive members shall assist the Chairperson in their duties and provide information to the GA in their official capacities.
3. The GA shall appoint a Motions Committee for the duration of the GA in accordance with Article 8 of the Domestic Rules.
4. Scrutineers:
 - a. The General Assembly shall appoint four scrutineers who are not Official Delegates from a voting member or be on the Executive. As co-ordinated with the Chairperson, at least two of the scrutineers should be in attendance at a General Assembly session.
 - b. Scrutineers shall examine and count the votes and oversee the voting procedure.
5. The General Assembly shall appoint an Honorary Life Member (HLM) nominations committee. The HLM nominations committee shall consist of 3 participants at the GA from different nations. They shall make recommendations and put forth for approval by GA nominations for Honorary Life Membership.

ARTICLE 3. Privileges

1. Speaking privileges
 - a. All congress participants and people giving assistance to the GA shall have speaking privileges during the GA.
 - b. Speaking privileges shall include the right to address the GA, raise points of information and points of order.
 - c. The Chairperson has the right to remove the speaking privileges from any participant who is disrupting the GA.
2. Voting privileges
 - a. Full Members shall have voting privileges with each Full Member having one vote.
 - b. Voting privileges shall include the right to propose and second motions.
 - c. Full Members are entitled to voting privileges during a GA session, provided their Official Delegates are properly accredited and registered according to Article 4.2.d of the Domestic Rules and present at the roll call at the beginning of that respective GA session.
 - d. Absence of the Official Delegate(s) during roll call shall lead to the suspension of voting privileges. Voting privileges shall be returned at the next Roll Call.
 - e. A Full Member, who is unable to attend the GA, may mandate another Full Member with speaking and voting privileges to vote on its behalf provided that:
 - i. Such a mandate is sent in writing to the Secretary General before the opening of the GA.
 - ii. The mandate is signed by the President and Contact Person of the Full Member that is absent.
 - iii. Such a mandate does not include the right to propose and second motions.
 - iv. Each Full Member may represent by mandate only one other Full Member. The mandate shall be overruled if a properly accredited Official Delegate from that organisation arrives at the congress.

ARTICLE 4. Voting on motions

1. Voting shall take place through the use of voting cards.
2. Voting cards shall be distributed after a Full Member has been deemed present at the roll call at the beginning of each GA session.
3. Each member organisation present with voting rights must vote.
 - a. Voting by secret ballot shall occur if requested by an Official Delegate.
 - b. The Chairperson must specify the alternatives that can be written on the ballot paper.
 - c. An individual ballot shall be considered spoilt if what is written on the ballot paper is different to the alternatives specified by the Chairperson.
4. A recount may be requested by any Official Delegate or Scrutineer scrutineer immediately following the original vote. The Official Delegates must vote in the same way as they did in the original vote.
5. No interruptions are permitted during the vote or during the count.
6. Voting by secret ballot during elections and on applications for membership shall proceed by the following:
 - a. After an open discussion, the candidates must leave the GA room.
 - b. Doors shall be locked.
 - c. A closed discussion may be held.
 - d. Following a roll call, secret ballot papers shall be distributed.
 - e. Voting options shall be specified by the Chairperson.
 - f. No interruption shall be allowed until the results are announced.

ARTICLE 5. Voting by correspondence

In case a GA is not held, it shall be within the power of the Executive to request a vote by correspondence on any urgent issues. Voting by correspondence shall be carried out in the following manner:

1. By unanimous decision only, the Executive can ask all the Full Member organisations to vote by correspondence.
2. The Secretary General must circulate the motion, and all relevant background information, to all Full Member organisations by registered post, fax, email or any available means, to ensure the motion reaches all Full Members. An official voting paper shall also be circulated.
3. As soon as the motion is received, the Full Member organisation must notify the Secretary General or Permanent Officer.
4. The Full Member organisations shall return their votes, on the official voting paper, to reach the Secretary General by the deadline specified.
5. The vote shall only be counted if the votes of one third of all the Full Member organisations are received by the deadline.
6. The result of the count shall be interpreted according to Article 12.3.b and 12.3.c of the Constitution.
7. After the deadline, the Secretary General shall notify all members (Full Members, Members in Association and Individual members) of the result, and initiate any necessary action, within one month of the count.

ARTICLE 6. Conduct of the meeting

1. Every speaker shall address themselves solely to the Chairperson. Every speaker must state their name and organisation or status before addressing GA.
2. The debate must be limited to the subject being discussed. The Chairperson should bring back to order any speaker failing to adhere to the subject under discussion.
3. A Point of Order may be heard at any time during GA except during the act of voting. It must deal with the conduct of the GA, transgression of the Constitution or Standing Orders, or calling attention to the introduction of matters not relevant to the motion under discussion. A Point of Order is debatable. When calling a Point of Order, a delegate may

ask for a ruling from the Chairperson on any point of the Constitution or Standing Orders, provided that the point is a relevant one.

4. A Point of Information provides or requests information to or from the speaker. It may be heard at any time during GA except during the act of voting. A Point of Information must be relevant to the subject under discussion.

ARTICLE 7. Programme of business

1. The programme for any meeting of the GA shall be devised by the Executive. During the course of the meeting the Chairperson shall regulate sessions subject to any procedural motion that the GA may adopt
2. The business of the GA shall be arranged as follows:
 - a. Opening of the meeting
 - b. Credentials report, roll call of delegates
 - c. Appointment of Chairperson
 - d. Acknowledgment of observers and organisations applying for membership.
 - e. Appointment of Motions Committee, Parliamentarian and scrutineers
 - f. Adoption of agenda
 - g. Greetings to the meeting and apologies for absence
 - h. Appointment of Auditing Committee
 - i. Adoption of the Minutes of the previous General Assembly, with amendments, if required
 - j. Applications for membership of IPSF and organisations losing their membership
 - k. To receive and, if approved, adopt the annual report of the:
 - i. President
 - ii. Vice-President
 - iii. Secretary General
 - iv. Treasurer
 - v. Chairperson of Internal Relations
 - vi. Chairperson of External Relations
 - vii. Chairperson of Media and Publications
 - viii. Chairperson of Pharmacy Education
 - ix. Chairperson of Professional Development
 - x. Chairperson of Public Health
 - xi. Chairperson of Public Relations
 - xii. Chairperson of Student Exchange
 - xiii. Any appointed Executive members
 - xiv. Chairperson of the Reception Committee(s)
 - xv. Permanent Officer
 - xvi. Sub-committees and Working groups
 - l. To receive and, if approved, adopt the:
 - i. Auditing Committee report
 - ii. Development Fund Committee report
 - iii. IPSF financial report
 - iv. Budget for the following year
 - m. To receive and, if approved, adopt the IPSF Annual Report
 - n. Motions to change the Constitution, Domestic Rules and Standing Orders
 - o. Future Congresses
 - p. Election of the Executive
 - q. Appointment of the Sub-committees
 - r. Election of Honorary Life Members
 - s. Any other business
 - t. Closure of the Meeting
3. Any motion, shall be accorded such order of precedence as may be decided upon by the Executive in arranging the agenda. With the approval of the GA, agenda items may be postponed.

ARTICLE 8. Parliamentary activity

1. Motions

- a. All motions (except procedural motions and exceptions described in this document) for presentation to the General Assembly must be submitted in writing to the Motions Committee not later than midnight of the day preceding the last GA session.
- b. All motions (except procedural motions, elections, and exceptions described in the following points) for presentation to GA shall have the following structure: "This the [nth] IPSF General Assembly [action] the [object] to [main content] which shall be achieved by [date]. This motion shall [not] be reviewed [(by date) or (once it has been achieved)]".
- c. The Executive may propose motions which do not need to be seconded. All other motions must have a proposer and a seconder which cannot be the same Full Member organisation.
- d. Motions accepting reports and applications for membership of IPSF shall be preceded by the words: "This the [nth] IPSF General Assembly accepts and adopts the reports of ..." or "This the [nth] IPSF General Assembly accepts (organisation, nation) as a Full Member/Member in Association of IPSF and welcomes them to IPSF."
- e. Once a motion has been seconded, the proposer and the seconder shall have the right to speak and the motion shall then be free for discussion.
- f. Once a procedural motion to close discussion has been passed, a concluding speech for and against the motion may be given, if requested. No new information may be given after closing the discussion. The proposer and the seconder cannot propose nor second the procedural motion to close discussion.
- g. The Chairperson shall have the right to move directly to voting on the motion if
 - a) There is no discussion on the motion or
 - b) There is no further discussion on the motion.
- h. Upon the request of an Official Delegate, the Chairperson may grant a recess for a stated period of time to enable discussion on the motion within a delegation.
- i. A motion is withdrawn when:
 - i. The proposer is not present at that session of the GA.
 - ii. With the consent of the proposer and seconder.
- j. Any motion that is withdrawn may be proposed by other delegates or the Executive.
- k. A motion previously voted upon during the current GA may be reconsidered. A procedural motion to reconsider the motion, as per Article 8.3.b of the Standing Orders, may only originate from an Official Delegate who was present during voting on the motion in question or the Executive.

2. Amendments

- a. An amendment may be incorporated into a motion immediately with the approval of the proposer and the seconder of that motion. In all other cases, the amendment must be moved, seconded and discussed in accordance with the procedure for motions as outlined in Article 8.1 of the Standing Orders.
- b. An amendment to a motion becomes the property of the proposer of the original motion provided that he accepts the amendment.
- c. If the amendment is not accepted by the proposer of the original motion, then the amendment becomes the property of the proposer of that amendment. If the amendment is passed, the motion becomes the property of the proposer of the amendment.

3. Procedural motions

Procedural motions, unless otherwise stated below, must be moved, seconded and discussed in accordance with the procedure for motions as outlined in Article 8.1 of the Standing Orders. No abstentions are permitted when voting on procedural motions. Procedural motions are not amendable.

- a. A motion to close the subject under discussion. Not debatable.
- b. A motion to reconsider a motion. Debatable. If the motion to reconsider is passed, the original motion may be re-debated and re-voted upon.

- c. A motion for the adjournment of the meeting for a stated period. Debatable. If the motion is carried the meeting shall be dissolved for the period so stated, and no vote shall be taken on any motion.
- d. A motion that the subject under discussion "lie on the table". Debatable. If carried, discussion and voting on the original motion will be postponed to a later date. This allows the participants to discuss the motion and gather more information if needed, outside of GA.
- e. Challenge to the Chairperson's ruling. Debatable.
- f. A motion of censure on the Chairperson. Debatable.
- g. A vote of "no confidence" in the Chairperson. Debatable. If carried, the discussion and election of the new Chairperson shall be chaired by one of the Executive members.
- h. A motion to suspend the Standing Orders in part or in whole. Debatable.
- i. A motion to resume the Standing Orders in part or in whole. Debatable.
- j. A motion to extend or limit the time limits of debate. Debatable.
- k. A motion to vote on the motion in parts. Debatable.
- l. A motion to refer to a sub-committee. Debatable.
- m. A motion that the question be not put. Not debatable.

ARTICLE 9. Applications for membership of IPSF

1. Organisations seeking membership shall present their application within a specified time limit of five minutes. The presentation shall include IPSF
 - a. How many students and/or recent graduates they represent;
 - b. How many schools they represent
 - c. Its year of establishment;
 - d. Its executive structure;
 - e. Its activities;
 - f. And its motivation for seeking membership.
2. In the event that no representative of the organisation is able to attend the GA, another delegate or Executive member shall present and respond to questions on their behalf.
3. Voting shall be carried out by secret ballot.

ARTICLE 10. Election of member organisations bidding to host a future IPSF World Congress

1. Nominations
 - a. Member organisations applying to host a World Congress shall be a member IPSF for at least one year.
 - b. The General Assembly shall elect the member organisation which shall host the World Congress two years in advance.
 - c. All member organisations applying to host a World Congress shall notify the Executive of their intention to do so at least two months prior to the congress where the application will be considered.
 - d. A meeting of the member organisations applying to host a World Congress shall be held with the Executive prior to election of the host.
 - e. Member organisations applying to host a World Congress with no delegates present in the congress shall write a justification for the representatives' absence together with the nomination form.
2. Conduct of electing congress hosts
 - a. Potential hosts shall present their bid in the order in which their applications were received.
 - b. The presentation by the potential hosts shall be limited to ten minutes.
 - c. The potential hosts must be available to answer questions from the participants of the General Assembly concerning general aspects of the bid.
 - d. All questions asked to potential hosts must be asked to each applicant.
 - e. People preparing and presenting the bid on behalf of the potential hosts shall be excluded from the election room after closing the discussion until completion of the voting procedure.

3. Voting procedures
 - a. Voting shall be carried out by secret ballot.
 - b. If the person preparing and presenting the bid on behalf of the potential host is also the only Official Delegate, the organisation may vote by mandating its vote to another Full Member organisation until the completion of the voting procedure.
 - c. Voting options shall be the names of the bidding organisations or “re-open nominations”.
 - d. A simple majority (50% + 1 vote) is required, for the potential host to be elected. If the potential host does not receive a simple majority, the position for host of the World Congress remains vacant.
 - e. In the event of two potential hosts receiving the same number of votes, the vote shall be repeated after a break. If both potential hosts then again receive the same number of votes, the casting vote shall be given to the Executive.
4. In the event that a potential host is not found, it shall be up to the incoming Executive to find a host.

ARTICLE 11. Election of Executive members of IPSF

1. Election notification
 - a. Before elections, the Secretary General shall circulate, with the notice of meeting, the agenda and the credential forms for the GA, notification that elections are to be held, and that nominations are required.
 - b. A meeting of potential candidates for the Executive shall be held in order to explain what the office entails. This meeting shall be held before nominations are due.
2. Nominations
 - a. All nominees must be a member of an member organisation or an Individual member and a pharmacy student or recent graduate;
 - b. All nominees must have actively participated in at least one previous GA;
 - c. Nominations shall only be accepted on the official nomination forms.
 - d. Candidates shall nominate themselves for Executive positions.
 - e. Properly completed and signed nomination forms must reach the Secretary General (or when necessary, a person appointed by the Executive) not later than midnight of the second day preceding the elections.
 - f. Candidates not present in the congress shall write a proper justification for their absence together with the nomination form.
 - g. All information concerning election candidates shall be displayed from the day after nominations close.
 - h. In case a candidate is not present in the congress, nominations can be submitted electronically to the Secretary General and in place of their candidature speech, the candidate may either:
 - a. Submit a three-minute video presentation that replaces the speech held in front of the GA.
 - b. Give their three-minute candidature speech via instant messaging software, provided that venue facilities are available to support such technology.
3. Conduct of elections
 - a. Elections shall be carried out in the following order: President, Secretary General, Treasurer, Chairperson of External Relations, Chairperson of Internal Relations, Chairperson of Media and Publications, Chairperson of Pharmacy Education, Chairperson of Professional Development, Chairperson of Public Health, Chairperson of Public Relations and Chairperson of Student Exchange.
 - b. Candidates for the same position shall be presented in the order in which their nomination forms were received.
 - c. The candidate shall have the right to speak for themselves, the speech being limited to three minutes.

- d. Prior to the candidate speech, the candidate nomination form will be shown to the GA on screen in a legible font size. Should the nomination form require more than one screen, each screen will be shown for thirty seconds.
 - e. The candidate must be available to answer questions from participants in the GA either by telephone, Internet telephone or instant messaging software as agreed upon between the candidate and the Secretary General prior to the elections.
 - f. All questions must be addressed to each candidate.
 - g. The procedural motions that can be used during elections are procedural motions described in Article 8.3 a, e, f and g of the Standing Orders.
4. Election voting procedure
- a. Voting shall be carried out by secret ballot.
 - b. If a candidate is the only Official Delegate from their organisation, the candidate must mandate their vote for that one executive office to another Full Member organisation. The Official Delegates shall receive its voting privileges back after the completion of the voting procedure.
 - c. Voting options shall be the name of the candidates or “re-open nominations”
 - d. A recount may be requested by any Official Delegate or scrutineer after the votes have been counted.
 - e. If only one nomination has been received for a particular office, the candidate shall be elected if they receive a majority (50%+1 vote) of the vote cast. If the candidate does not receive a majority, the office remains vacant.
 - f. If there are two candidates for a particular office, the candidate receiving a majority (50% + 1) of the votes shall be elected. If neither candidate receives a majority (50% + 1) a revote may be requested by a Full Member association. A new open discussion will be held followed by another Secret Ballot as specified by Article 4.6. If neither candidate receives a majority of the votes then neither is elected and the office remains vacant.
 - g. If there are more than two candidates for a particular office, the candidate receiving a majority (50% + 1 vote) of the votes shall be elected. If none of the candidates receives a majority then:
 - i. There shall be consecutive ballots in which the candidate receiving the least number of votes in each ballot shall be eliminated from the list of candidates until one candidate has received a majority of votes.
 - ii. In the event of two candidates simultaneously receiving the least number of votes, a ballot shall be cast to determine whom to eliminate.
 - iii. In the event of two candidates receiving the same number of votes, the vote is repeated after a break. If both candidates then again receive the same number of votes, a casting vote shall be made by a committee consisting of the outgoing Executive, excluding any candidates in the elections, and the newly elected Executive.
5. Filling vacant positions
- a. In the event of any Executive office remaining vacant after the elections, nominations for those positions shall be accepted after a fifteen minute break.
 - b. Any participant fulfilling Article 11.2.a of these Standing Orders may stand for one of the vacant offices provided that they were not defeated for that position in the first round of elections.
 - c. The election procedure for the second round of elections shall be as detailed in Article 11.3 and 11.4 of these Standing Orders.
 - d. It is only possible to stand for two different Executive positions during one General Assembly.
 - e. In the event of any Executive office, except the President, remains vacant after Article 11.5 a-d have been followed, the Executive, with due consideration of the recommendation of the outgoing Executive, may appoint someone to the position.
 - f. In the event of the President office remaining vacant, the Full Member organisations of IPSF shall vote by correspondence as according to Article 5 of the Standing Orders to elect a new President.

ARTICLE 12. Election of Honorary Life Members of IPSF

1. Nominations for Honorary Life Members (HLMs) IPSF must be submitted in writing to the HLM nominations committee on the official motions forms. The proposer and seconder should provide motivation to the HLM committee.
2. These motions shall have the same requirements as motions discussed under Article 8 of the Standing Orders.
3. Voting shall take place by secret ballot.
4. HLM nominations committee:
 - a. The HLM nominations committee shall consist of 3 participants at the GA from different nations.
 - b. The committee shall accept all nominations for Honorary Life Membership IPSF and objectively review such nominations against established criteria for the award of HLM status.
 - c. The committee shall submit the relevant motion to the Motions Committee along with the names of the proposer and seconder.
 - d. The committee shall advise participants on the procedures for nominations.
 - e. The committee shall answer questions on their recommendations from the GA.
 - f. The committee shall inform the proposer and seconder if they do not support a particular nomination.
5. In the event that the HLM nominations committee does not support any nomination they shall give the original proposer the opportunity to submit the motion to the motions committee.
6. Criteria for electing HLMs:
 - a. The title of Honorary Life Member may be conferred on any individual who has rendered marked service to IPSF.
 - b. Marked service may include the following:
 - i. Serving on the Executive for more than one year.
 - ii. Initiating a specific change the policy or practice of IPSF.
 - iii. Giving specialist knowledge or skills to IPSF.
 - iv. Developing external contacts and relationships on behalf of IPSF.