

International  
Pharmaceutical  
Students' Federation



# The IPSF Official Documents

IPSF



# *IPSF Official Documents*

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International  
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# The IPSF Constitution

IPSF



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**ARTICLE 1. Name**

- 1.1. The organisation shall be called the “International Pharmaceutical Students’ Federation” and is hereafter referred to as “the Federation”.
- 1.2. Recognised French, Spanish and Arabic translations for this name are “Fédération Internationale des Etudiants en Pharmacie”, “Federación Internacional de Estudiantes de Farmacia” and "الاتحاد الدولي لطبية الصيدلة" respectively.
- 1.3. The name shall be officially abbreviated as "IPSF", and shall be the only abbreviation used.

**ARTICLE 2. Organisation**

- 2.1. The Federation is a global non-governmental, non-political, non-religious, non-profit umbrella organisation representing pharmacy and pharmaceutical science students and recent graduates.

**ARTICLE 3. Headquarters**

- 3.1. The Federation is established and has its headquarters in the municipal council of The Hague, the Netherlands.

**ARTICLE 4. Interpretation and Effect**

- 4.1. The English version of the Constitution shall be the working document, and the articles shall be interpreted according to the Dutch law.
- 4.2. The provisions of this Constitution shall be binding on the Federation and its members. The Constitution shall never be suspended.
- 4.3. All former Constitutions, by which the Federation was formerly governed are revoked and are no longer effective.

**ARTICLE 5. Scope and Values**

- 5.1. The mission of the Federation is to improve public health by:
  - 5.1.1. Advancing pharmacy practice and pharmaceutical science;
  - 5.1.2. Responding to global challenges in health, health education and workforce strategies;
  - 5.1.3. Serving as the global, collective voice of students and recent graduates in pharmacy and pharmaceutical sciences.
- 5.2. The values of the Federation include:
  - 5.2.1. Respect for human dignity;
  - 5.2.2. Cultural diversity and individualism;
  - 5.2.3. Team spirit encouraging individual initiative;
  - 5.2.4. Delivery of quality-driven outcomes.
- 5.3. The Federation aims to:
  - 5.3.1. Equip members for professional life in local and international settings;
  - 5.3.2. Increase member involvement in global health;

- 5.3.3. Strengthen inter-professional commitment to healthcare.
- 5.4. The specific objectives of the Federation are to:
  - 5.4.1. Provide opportunities for professional development, education, and international exchange;
  - 5.4.2. Disseminate scientific and professional knowledge;
  - 5.4.3. Advocate for improvements to pharmaceutical education strategies;
  - 5.4.4. Encourage the formation and development of national pharmaceutical student organisations without trespassing on their domains;
  - 5.4.5. Provide a platform for member organisations to exchange knowledge, experience, and ideas;
  - 5.4.6. Strengthen international dialogue and cooperation of the Federation with student, professional, governmental, and non-governmental organisations;
  - 5.4.7. Advocate for improvements to health systems.

## **ARTICLE 6.                    Membership and Affiliated Individuals**

- 6.1. The members of the Federation shall be:
  - 6.1.1. Full Members: Full Membership shall be granted to any one nationally representative organisation that mainly represents the greatest number of individuals who comply with the point 6.1.3. of the Constitution. Full Membership may only be granted to Members in Association that hold United Nations Member State status. If no national organisation wishes to participate as Full Member, another organisation from that nation may be admitted as Full Member.
  - 6.1.2. Members in Association: Membership in Association shall be granted to any national or local organisation within a nation state or territory that represents individuals who comply with the point 6.1.3. of the Constitution.
  - 6.1.3. Individual Members: Individual Membership is open to individuals who are pharmacy and pharmaceutical science students or recent graduates up to four years after graduating from their first degree in pharmacy or pharmaceutical sciences.
  - 6.1.4. Honorary Life Members: Honorary Life Membership shall be granted to any individual who has rendered marked service to the Federation.
- 6.2. The affiliated individuals of the Federation shall be:
  - 6.2.1. Friends of the Federation: Friend of the Federation is open to any person who wishes to support and advance the aims of the Federation both morally and financially.
  - 6.2.2. Alumni: Alumni are past IPSF Members who met one of the following criteria:
    - 6.2.2.a. Past IPSF Team Member;
    - 6.2.2.b. Past IPSF Member Organisation Contact Person or Student Exchange Officer;
    - 6.2.2.c. Past IPSF Event attendee.
- 6.3. Applications for Individual Membership and Friends of the Federation shall be approved or denied by the Executive Committee. Other types of Membership shall be admitted by the General Assembly.

- 6.4. All the individuals that are represented by organisations granted Full Membership or Membership in Association and that comply with the point 6.1.3. of the Constitution shall be considered members of the Federation.
- 6.5. All members and affiliated individuals shall act according to the Constitution and shall fulfil their obligations, including annual membership fee when applicable. Failure to do so shall result in suspension or removal of membership or affiliation subject to decision of the respective admitting body.
- 6.6. All members and affiliated individuals reserve the right to resign from their membership or affiliation.

#### **ARTICLE 7. The General Assembly**

- 7.1. The General Assembly is the supreme decision-making body of the Federation and shall discuss and decide the furtherance of the objectives of the Federation.
- 7.2. The General Assembly shall consist of all the members of the Federation. Voting rights shall be granted only to Full Members.
- 7.3. The General Assembly shall be convened by the Executive Committee and held at least once annually in accordance with decisions taken previously by the General Assembly.

#### **ARTICLE 8. The Executive Committee**

- 8.1. The function of the Executive Committee shall be to represent the Federation, advance the goals and manage the affairs of the Federation in accordance with the provisions of the Constitution and decisions taken by the General Assembly.
- 8.2. The Executive Committee shall be elected annually by the General Assembly for at least a one-year period and shall be accountable to the General Assembly at all times.
- 8.3. The Executive Committee shall consist of at least three members, including the President, Secretary General and Treasurer. The Federation's legal entities registered with the Chamber of Commerce consist of the President, Secretary General, and Treasurer.
- 8.4. Members of the Executive Committee may only serve for up to four years. Candidates must comply with Article 6.1.3. of this Constitution to be eligible for election.

#### **ARTICLE 9. Finances**

- 9.1. The income of the Federation is composed of membership revenues, specified activity fees, fundraising from private and public institutions, subsidies, donations and other contributions whether in cash or in kind.
- 9.2. Such funds must not be accepted if they tie the Federation to conditions opposed to its aims and objectives, result in decreased independence or are otherwise not in the interest of the Federation.
- 9.3. The monetary resources of the Federation shall be administered by the Executive Committee in accordance with decisions taken by the General Assembly.

- 9.4. The currency of the Federation shall be the official currency of the Netherlands.
- 9.5. The fiscal year of the Federation shall run from the 1st of January to the 31st of December.
- 9.6. The audited annual accounts shall be submitted to the General Assembly in the fiscal year following the one to which they refer.

#### **ARTICLE 10. Languages**

- 10.1. The working language of the Federation shall be English. All working documents shall be recorded in English.
- 10.2. The other recognised languages of the Federation shall be Arabic, French, and Spanish. Translation of the official documents in these languages may be requested.
- 10.3. In communication, any language may be used where translation is available or not needed.

#### **ARTICLE 11. Regional Offices**

- 11.1. The Regional Office is a functional extension of the Executive structured by elected pharmacy students from IPSF member organisations of each respective region, forming Regional Working Group. Its mission shall be to advance and support the aims and objectives of IPSF at the regional level.
- 11.2. The Federation has the following Regional Offices:
  - 11.2.1. The African Regional Office;
  - 11.2.2. The Asia Pacific Regional Office;
  - 11.2.3. The Eastern Mediterranean Regional Office;
  - 11.2.4. The European Regional Office;
  - 11.2.5. The Pan American Regional Office.

#### **ARTICLE 12. Domestic Rules and Standing Orders**

- 12.1. The Domestic Rules describe matters not covered elsewhere in the Constitution, including the internal structure, and the day to day running, procedures and activities of the Federation.
- 12.2. The Standing Orders are the procedures and rules governing the Federation in the running of its General and Regional Assemblies and decision making.
- 12.3. It shall be within the power of the General Assembly to enact and/or amend the Domestic Rules and/or Standing Orders, provided the Domestic Rules and Standing Orders shall comply with the Constitution.

#### **ARTICLE 13. Amendments to the Constitution**

- 13.1. Any proposal to amend the Constitution shall originate from the Executive Committee, at least three Full Members or one Regional Assembly.
- 13.2. Such proposals shall reach the Executive Committee at least three full months before the General Assembly.



- 13.3.** The members shall be notified by the Executive Committee of all proposals to amend the Constitution at least two months before the General Assembly.
- 13.4.** The Executive Committee shall have the power to make technical changes to the Official Documents that do not alter the content.

**ARTICLE 14.           Dissolution of the Federation**

- 14.1.** Any proposal to dissolve the Federation shall originate from the Executive Committee, from at least three Full Members or one Regional Assembly.
- 14.2.** Such proposal shall reach the Executive Committee at least three full months before the General Assembly.
- 14.3.** The members shall be notified by the Executive Committee of the proposal at least two months before the General Assembly.
- 14.4.** Members having the right to vote, but prevented from being present at this General Assembly may, in this case, give their vote via either registered letter or scanned and signed electronic letter, and shall be deemed as present in order to achieve a quorum.
- 14.5.** In the event of dissolution, all of the Federation's assets, after the discharge of all liabilities, shall pass into the possession of the Federation Internationale Pharmaceutique (FIP).

International  
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# The IPSF Domestic Rules

IPSF



# IPSF Domestic Rules

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**ARTICLE 1.           IPSF Logo**

- 1.1.** The logo of the Federation shall be as attached in Appendix I of the Domestic Rules. The logo shall be described as oval, with a semi-circular snake, mortar and pestle within a semi-circle and the letters “IPSF” on the top left-hand corner. The colours of the logo shall be consistent with the IPSF Branding Strategy.

**ARTICLE 2.           IPSF Team**

- 2.1.** Composition:
- 2.1.1.** All the officers working for the Federation on a regular basis shall be collectively titled as “IPSF Team”, further referred to as the “Team”.
- 2.1.2.** The Team shall consist of:
- 2.1.2.a.** Executive Committee;
- 2.1.2.b.** Advisory Board;
- 2.1.2.c.** Regional Working Groups;
- 2.1.2.d.** Coordinators;
- 2.1.2.e.** Committees;
- 2.1.2.f.** Any other groups appointed by the Executive Committee.
- 2.2.** Term of office:
- 2.2.1.** The Team shall take office on the 1st of October each year after the General Assembly at which the Executive Committee shall be elected.
- 2.3.** Accountability:
- 2.3.1.** Members of the Team shall be accountable to the General Assembly at all times.
- 2.4.** Obligations:
- 2.4.1.** The incoming Team members must accomplish the following before taking office:
- 2.4.1.a.** Sign a contract for their term of office which specifies their commitments to be made on behalf of the Federation, as defined in Appendix II of the Domestic Rules;
- 2.4.1.b.** Become familiar with the Constitution, Domestic Rules, Standing Orders and activities of the Federation.
- 2.4.1.c.** Ensure their membership in IPSF is paid in full and extends through the end of their mandate.
- 2.4.2.** The tasks of the Team, applicable to every individual, shall be:
- 2.4.2.a.** To act in a manner that reflects the responsibilities of their position and remain actively involved for the entire duration of the term of office.
- 2.4.2.b.** To act in accordance with the contract, as referred to in the Article 2.4.1.a. of the Domestic Rules.
- 2.4.2.c.** To forward all redundant documents for filing to the archives of the Federation.
- 2.4.2.d.** Specific tasks of individual Team members shall be as instructed by the Executive Committee unless defined by the respective parts of the Domestic Rules.

### **ARTICLE 3. Executive Committee**

#### **3.1. Executive Committee composition:**

##### **3.1.1. The Executive Committee shall consist of the following elected members:**

- 3.1.1.a.** President;
- 3.1.1.b.** Secretary-General;
- 3.1.1.c.** Treasurer;
- 3.1.1.d.** Chairperson of External Relations;
- 3.1.1.e.** Chairperson of Internal Relations;
- 3.1.1.f.** Chairperson of Media and Publications;
- 3.1.1.g.** Chairperson of Pharmacy Education;
- 3.1.1.h.** Chairperson of Professional Development;
- 3.1.1.i.** Chairperson of Public Health;
- 3.1.1.j.** Chairperson of Student Exchange;
- 3.1.1.k.** Chairperson of the African Regional Office;
- 3.1.1.l.** Chairperson of the Asia Pacific Regional Office;
- 3.1.1.m.** Chairperson of the Eastern Mediterranean Regional Office;
- 3.1.1.n.** Chairperson of the European Regional Office;
- 3.1.1.o.** Chairperson of the Pan American Regional Office.

##### **3.1.2. The Executive Committee shall consist of the following co-opted members with no power to vote:**

- 3.1.2.a.** President-Elect;
- 3.1.2.b.** Chairperson of the Reception Committee of the upcoming World Congress.

#### **3.2. Election of the Executive Committee members:**

##### **3.2.1. The Executive Committee shall be elected annually by the General Assembly for a one-year period, excepting the Secretary General and Treasurer, which are to be elected biennially on alternate years, for a two-year period.**

##### **3.2.2. The Chairpersons of the Regional Offices shall be elected by the General Assembly following approval of their nomination by a preceding corresponding Regional Assembly.**

##### **3.2.3. The Executive Committee members shall be elected in accordance with the Standing Orders.**

##### **3.2.4. The Executive Committee shall have the power to co-opt further members in an advisory capacity with no power to vote.**

#### **3.3. Dismissal, resignation and vacancy within the Executive Committee:**

##### **3.3.1. In the event of an Executive Committee member failing in their duties, the remaining Executive Committee members, by unanimous approval, shall have the power to relieve them of their duties.**

##### **3.3.2. Any Executive Committee member seeking resignation from their position shall be obliged to notify the rest of the Executive Committee within one month of their decision, so that the vacancy can be filled with minimum damage to the Federation.**

##### **3.3.3. In the case of any vacancy occurring, the Executive Committee shall have the power to fill the vacancy by appointing a person to hold the vacant office until**

the end of the current term of office. The new candidate must answer questions from the Contact Persons in an online session and must be approved in a vote by correspondence. In case of approval, the person shall hold the vacant office until the end of the current term of office. If not approved, a new candidate should be proposed by the Executive Committee

- 3.4.** Decision making by the Executive Committee:
  - 3.4.1.** The Executive Committee must hold at least two midterm in-person meetings during the term of office, to be arranged at a time convenient to all members of the Executive Committee. A quorum must be reached at these meetings.
  - 3.4.2.** At Executive Committee meetings, a quorum shall consist of at least half of the members mentioned in the Article 3.1.1. of the Domestic Rules.
  - 3.4.3.** The Executive Committee decisions shall be carried, except in the case mentioned in the Article 3.1.4.a., by a simple majority. In the event of equality in voting, the President shall have a casting vote.
  - 3.4.4.** Appointed Executive Committee members shall have the power to vote within the Executive Committee and shall have equal rights as any other Executive Committee members.
- 3.5.** Executive Committee obligations:
  - 3.5.1.** The incoming Executive Committee members must accomplish the following before taking on the office:
    - 3.5.1.a.** Not hold an active position in their member organisation or any other IPSF allied organisation. If this is the case, they must resign from their respective position before the beginning of the IPSF term;
    - 3.5.1.b.** Notify the Chamber of Commerce of changes to the Executive Committee, as defined by the Dutch Law.
- 3.6.** The tasks of the Executive Committee, applicable to every individual, shall be:
  - 3.6.1.** To incur expenses in the interests of the Federation in a mature and responsible way.
  - 3.6.2.** To ensure the smooth running of the office, by appointing a Permanent Officer.
  - 3.6.3.** To submit at least two written mid-term reports to the Executive Committee during the term of office, as instructed by the Secretary-General.
  - 3.6.4.** To submit a written annual report to the General Assembly, at least two weeks prior to the General Assembly.
  - 3.6.5.** To perform such duties as instructed by the Executive Committee and/or the General Assembly.
  - 3.6.6.** To coordinate the Regional Offices, supervise the Coordinators and chair the Committees within the frameworks established by the General Assembly.
  - 3.6.7.** To organise all relevant documents and e-mails of the Executive Committee in a structured manner to hand over to the incoming Executive Committee and to provide on-going support to their successors.
  - 3.6.8.** To practice the official publications' etiquette indicating a person's title (e.g. Mr./Ms. etc.) and full name followed by the position held in the Federation or partner institution when mentioning a person for the first time in all reports and publications.

- 3.6.9.** To provide the incoming Executive Committee with an updated list of contact details of all people and institutions relevant to their portfolio.
- 3.6.10.** To provide the incoming Executive Committee with a guideline for each portfolio, that should be reviewed and updated every year, if required.
- 3.6.11.** To ensure completion of their undertaken tasks within one month period from the end of their terms of office.
- 3.7.** Duties of the individual Executive Committee members:
  - 3.7.1.** The duties of the President shall be:
    - 3.7.1.a.** To direct general management of the Federation and be in charge of strategic planning, together with the President-elect;
    - 3.7.1.b.** To represent the Federation at all official functions, and to make any public announcements on behalf of the Federation;
    - 3.7.1.c.** To preside at meetings of the Federation, subject to the approval of the meeting, and sign the minutes of the meeting after adoption;
    - 3.7.1.d.** To initiate and/or direct the activities of the Team;
    - 3.7.1.e.** To maintain relations with professional contacts and allied organisations and organise meetings where appropriate;
    - 3.7.1.f.** To participate in the joint working groups with the Federation's allied organisations;
    - 3.7.1.g.** To assist the Treasurer in the control of the finances of the Federation;
    - 3.7.1.h.** To cooperate with the Secretary-General on the organisation of meetings and assist with team training and capacity building;
    - 3.7.1.i.** To remind the General Assembly of the relevant facts of the Standing Orders whenever required;
    - 3.7.1.j.** To assist the Chairperson of External Relations in obtaining appropriate sponsorship and funding for the Federation;
    - 3.7.1.k.** To assist the Reception Committee in the preparation of the World Congress;
    - 3.7.1.l.** To ensure the registration at the Chamber of Commerce of the incoming Executive Committee members, when applicable, together with the Permanent Officer.
  - 3.7.2.** The duties of the President-elect shall be:
    - 3.7.2.a.** To be in close contact with the President on all matters relating to the Federation;
    - 3.7.2.b.** To assist the President in the implementation of their duties and act for the President in their absence;
    - 3.7.2.c.** To provide assistance and secondary support to other Executive Committee members with their portfolios, if required;
    - 3.7.2.d.** To assist the President and Secretary General at the General Assembly and other meetings;
    - 3.7.2.e.** To collaborate with the President to learn the role, which will facilitate office transition;
    - 3.7.2.f.** To accept responsibilities delegated by the President;

- 3.7.2.g.** To chair any Ad Hoc Committees needed to complete specific assignments;
- 3.7.2.h.** To coordinate the Strategic Plan implementation and progress monitoring.
- 3.7.3.** The duties of the Secretary-General shall be:
  - 3.4.3.a.** To attend to the correspondence of the Secretariat together with the Permanent Officer;
  - 3.7.3.b.** To keep accurate records of the proceedings of the Executive Committee meetings and to circulate the minutes of these meetings to all member organisations, if requested and two months prior to the General Assembly. To sign such minutes after acceptance, at the next meeting;
  - 3.7.3.c.** To collect accurate backups of the documents from the Executive Committee members and ensure the proper storage;
  - 3.7.3.d.** To keep the Constitution, Domestic Rules and Standing Orders updated in English, and distribute the updates to the Full Members and Members in Association and when requested, obtain their translations in the official languages of the Federation;
  - 3.7.3.e.** To chair and direct the Constitutional Working Committee in their duties in liaison with the Parliamentary Coordinator;
  - 3.7.3.f.** To advise the President of the requirements of the Constitution and other Official Documents;
  - 3.7.3.g.** To assist the President at the General Assembly and other meetings;
  - 3.7.3.h.** To issue notice of all meetings, and ensure agendas are drawn up and distributed at least one week before the meeting;
  - 3.7.3.i.** 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;
  - 3.7.3.j.** To notify member organisations of proposed changes to the Constitution, two months before the General Assembly;
  - 3.7.3.k.** To send out annual reports of the Executive Committee and member organisations;
  - 3.7.3.l.** To ask members to submit motions in accordance with Article 4.2. of the Standing Orders before the General Assembly;
  - 3.7.3.m.** To invite members' delegations to a meeting with the Executive Committee for private discussion prior to the General Assembly;
  - 3.7.3.n.** To submit the credentials report and the roll call of members at the General Assembly;
  - 3.7.3.o.** To announce the incoming Executive Committee to members and relevant contacts after election;
  - 3.7.3.p.** To supervise and assist in the editing of the minutes of the previous General Assembly and distribute them to the IPSF Team, Contact Persons, Student Exchange Officers, and



IPSF Individual Members no later than December 31st of the calendar year of the same General Assembly.

- 3.7.4.** The duties of the Treasurer shall be:
- 3.7.4.a.** To control finances and perform all financial transactions of the Federation in accordance with the financial regulations as defined in Article 10 of the Domestic Rules, and to ensure that the Federation is run efficiently and caters to the needs of its members;
  - 3.7.4.b.** To acknowledge receipt of all monies;
  - 3.7.4.c.** To prepare a detailed budget for the current financial year in collaboration with the Executive Committee at the first Executive Committee meeting;
  - 3.7.4.d.** To produce a quarterly summary of the accounts of the Federation for the Executive Committee and adapt the budget accordingly;
  - 3.7.4.e.** To submit all necessary documents to the Auditing Committee at least every six months;
  - 3.7.4.f.** To liaise with the professional accountant to produce transparent annual accounts of the Federation;
  - 3.7.4.g.** To submit a detailed report of all income and expenditure of the Treasury at least one week prior to the General Assembly;
  - 3.7.4.h.** To liaise with the Reception Committees of IPSF Events to ensure financial stability and check the financial results of the previous year's Reception Committee during Congress;
  - 3.7.4.i.** To send the invoices for membership and Student Exchange Programme fees to member organisations in October each year;
  - 3.7.4.j.** To supervise the work of the Development Fund Coordinator and Development Fund Committee, and all financial transactions on behalf of the Development Fund;
  - 3.7.4.k.** To coordinate the Individual Membership and Affiliated Individuals of the Federation in terms of administration with the Chairperson of Student Exchange, Chairperson of Internal Relations and Permanent Officer;
  - 3.7.4.l.** To be responsible for the buying and selling of merchandise of the Federation, in collaboration with the Permanent Officer;
  - 3.7.4.m.** To be responsible for the application of grants for the Federation with the Grants Coordinator.
- 3.7.5.** The duties of the Chairperson of External Relations shall be:
- 3.7.5.a.** To maintain relations with professional contacts and allied organisations and organise meetings where appropriate, in coordination with the President;
  - 3.7.5.b.** To participate in joint working groups with the Federation's allied organisations, in coordination with the President;

- 3.7.5.c.** To be responsible for securing new strategic partnerships as well as obtaining appropriate sponsorship and funding for the Federation;
- 3.7.5.d.** To ensure partner and sponsor agreements are acknowledged in the manner agreed upon between the Federation and partner or sponsor.
- 3.7.6.** The duties of the Chairperson of Internal Relations shall be:
  - 3.7.6.a.** To assist the Regional Offices whenever required;
  - 3.7.6.b.** To maintain regular contact with member organisations through the Contact Persons and supervise Regional Relations Officers in this endeavour. To convene the scheduled Contact Persons' meeting at the World Congress;
  - 3.7.6.c.** To keep and maintain an updated contact list of member organisations and to notify the Executive Committee of changes to the list at regular intervals;
  - 3.7.6.d.** To chair and direct the activities of the Membership Promotion Committee to carry out a programme to promote the Federation in non-member nations;
  - 3.7.6.e.** To coordinate the Individual Membership and Affiliated Individuals of the Federation in terms of administration and promotion with the Treasurer;
  - 3.7.6.f.** To carry out a programme to develop national organisations;
  - 3.7.6.g.** To maintain close contact with the Honorary Life Members and Alumni;
  - 3.7.6.h.** To coordinate IPSF event registration with the respective registration officers of the Reception Committees.
- 3.7.7.** The duties of the Chairperson of Media and Publications shall be:
  - 3.7.7.a.** To update the branding and communication strategy and ensure implementation in all channels of the Federation;
  - 3.7.7.b.** To ensure consistency in all communications and materials, such as logos, publications, stationary, marketing and merchandise materials, distributed by the Federation;
  - 3.7.7.c.** To provide expertise in promotional campaigns of any portfolio and coordinate the design of the materials necessary for this matter;
  - 3.7.7.d.** To provide guidance to the Regional Media and Publications Officers;
  - 3.7.7.e.** To provide guidance to the Reception Committees of the official events of the Federation in matters related to the media and publications portfolio, and to approve their promotional posters, logos and websites;
  - 3.7.7.f.** To supervise and direct the activities of the Editorial Committee, Translation Committee, Design and Creativity Committee, Media Committee, Editorial Coordinator, Branding and Marketing Coordinator, Merchandise Manager, Social

- Media Coordinator and Informations Technology Manager ensuring quality projects and outcomes;
- 3.7.7.g.** To coordinate content decisions, proofreading and design of all publications of the Federation;
  - 3.7.7.h.** To ensure a constant supply of the publications to be distributed electronically to the members of the Federation;
  - 3.7.7.i.** To ensure the distribution of the Annual Bulletin and Phuture, when possible and applicable;
  - 3.7.7.j.** To liaise with the other members of the Team in keeping the domain and subdomains of the Federation functional and updated;
  - 3.7.7.k.** To ensure that sponsors are acknowledged in the manner agreed upon between the Federation and partners, in liaison with the Chairperson of External Relations and the President.
- 3.7.8.** The duties of the Chairperson of Pharmacy Education shall be:
- 3.7.8.a.** To coordinate the pharmacy education initiatives during the year, at the World Congress and at Regional Symposia;
  - 3.7.8.b.** To chair and direct the activities of the Pharmacy Education Committee;
  - 3.7.8.c.** To monitor and evaluate the implementation and impact of the pharmacy education projects, and report these at the General Assembly;
  - 3.7.8.d.** To coordinate, together with the Chairperson of External Relations, the fundraising for the implementation of the continuing education projects;
  - 3.7.8.e.** To coordinate the educational symposium and scientific symposium together with the delegates of the Reception Committee and Pharmacy Education Committee;
  - 3.7.8.f.** To coordinate the educational sessions delivered by the Federation at the FIP Congress;
  - 3.7.8.g.** To act as the Federation's United Nations Educational, Scientific and Cultural Organisation liaison as instructed by the President, and forward quarterly strategic reports to the Executive Committee;
  - 3.7.8.h.** To assist the Chairperson of Media and Publications with the content of Phuture and the Pharmacy Education Newsletter.
- 3.7.9.** The duties of the Chairperson of Professional Development shall be:
- 3.7.9.a.** To monitor and evaluate the implementation and impact of professional development projects, and report these at the General Assembly;
  - 3.7.9.b.** To coordinate the professional development initiatives during the year, at the World Congress and Regional Symposia;
  - 3.7.9.c.** To chair and direct activities of the Professional Development Committee;

- 3.7.9.d.** To coordinate, together with the Chairperson of External Relations, the fundraising for the implementation of the continuous professional development projects.
- 3.7.10.** The duties of the Chairperson of Public Health shall be:

  - 3.7.10.a.** To work with the coordinators of the public health campaigns to organise activities during the year at the World Congress and Regional Symposia;
  - 3.7.10.b.** To chair the Public Health Committee;
  - 3.7.10.c.** To monitor and evaluate the implementation and impact of the public health projects, and report these at the General Assembly;
  - 3.7.10.d.** To act as the Federation's World Health Organisation liaison as instructed by the President and forward strategic reports quarterly to the Executive Committee;
  - 3.7.10.e.** To coordinate, together with the Chairperson of External Relations, the fundraising for the implementation of the public health projects.
- 3.7.11.** The duties of the Chairperson of Student Exchange shall be:

  - 3.7.11.a.** To facilitate the smooth organisation and implementation of the Student Exchange Programme as well as chair and direct activities of the Student Exchange Committee;
  - 3.7.11.b.** To ensure active and continuous communication regarding activities of the Chairperson of Student Exchange and the Student Exchange Committee to all Student Exchange Officers as a means of providing transparency within the programme;
  - 3.7.11.c.** To be responsible for updating and distributing the Student Exchange Programme regulations in Appendix IV of the Domestic Rules, and any relevant Student Exchange Programme documents;
  - 3.7.11.d.** To keep a record of the contact details of Student Exchange Officers and distribute this record to the Executive Committee regularly;
  - 3.7.11.e.** To carry out a programme of activities to encourage new hosts and retain existing hosts for the Student Exchange Programme;
  - 3.7.11.f.** To facilitate promotional activities in cooperation with the Chairperson of Media and Publications as a means of expanding and growing the Student Exchange Programme;
  - 3.7.11.g.** To actively ensure the quality of the Student Exchange Programme in participating countries and take necessary actions to prevent substandard exchange experiences;
  - 3.7.11.h.** To prepare and present each year detailed and updated statistical data about the Student Exchange Programme;
  - 3.7.11.i.** To convene the scheduled Student Exchange Officer meeting at the World Congress and Regional Symposia.

- 3.7.12.** The duties of the Chairpersons of the corresponding Regional Offices shall be:
- 3.7.12.a.** To direct general management of the corresponding regional office;
  - 3.7.12.b.** To represent the corresponding Regional Office at all official functions and to make any public announcements on behalf of it;
  - 3.7.12.c.** To preside at the meetings of the corresponding Regional Working Group, subject to the approval of the meeting and sign the minutes of the meeting after adoption;
  - 3.7.12.d.** To initiate and direct the activities of the corresponding Regional Working Group;
  - 3.7.12.e.** To effectively see that all members of the corresponding Regional Working Group are carrying out their duties;
  - 3.7.12.f.** To help with the support and implementation of the Federation's projects in the region;
  - 3.7.12.g.** To establish further relations with student and professional organisations in the corresponding region as instructed by the Executive Committee;
  - 3.7.12.h.** To maintain close communication with student and professional organisations in the region in coordination with the Executive Committee.
  - 3.7.12.i.** To keep accounts of all financial transactions of the regional office for their term.
  - 3.7.12.j.** To submit an initial budget proposal reviewed with the Regional Working Group to the Treasurer for the current term by the 1st of December after taking office;
  - 3.7.12.k.** To prepare and submit a statement of the finances of the Regional Office at the end of the Federation's financial year, by the 1st of July, to the General Assembly through the Treasurer;
  - 3.7.12.l.** To prepare and submit the budget for the incoming financial year and present it to the Treasurer for consideration;
  - 3.7.12.m.** To cooperate with the Regional Secretary on the organisation of meetings, specifically the Regional Assembly;
  - 3.7.12.n.** To remind the Regional Assembly of the relevant facts of the Standing Orders whenever required;
  - 3.7.12.o.** To present reports at the Executive Committee meetings on activities undertaken by the corresponding Regional Office;
  - 3.7.12.p.** To assist the Reception Committee in the preparation of the corresponding Regional Symposium;
  - 3.7.12.q.** To partake in the Policy Committee and support their work to ensure the relevant input and perspective is provided on behalf of the corresponding region.
- 3.7.13.** The duties of the Permanent Officer, in addition to their own portfolio, shall be:
- 3.7.13.a.** To be responsible for the permanent headquarters of the Federation;

- 3.7.13.b.** To coordinate all the Federation's mailings and attend to the correspondence of the Secretariat together with the Secretary-General;
- 3.7.13.c.** To keep and maintain an updated contact list of member organisations and to notify the Executive Committee of changes to the list at regular intervals in collaboration with the Chairperson of Internal Relations;
- 3.7.13.d.** To coordinate the Individual Membership administration with the Treasurer, Chairperson of Student Exchange and the Chairperson of Internal Relations;
- 3.7.13.e.** To be responsible for the distribution of mail coming in to the Secretariat to the relevant Executive Committee members;
- 3.7.13.f.** To be responsible for the maintenance of archives;
- 3.7.13.g.** To maintain the stock levels and re-ordering of stationary;
- 3.7.13.h.** To be responsible for the buying and selling of merchandise, in coordination with the Treasurer;
- 3.7.13.i.** To liaise closely with the Chairperson of Media and Publications in updating the information available about the Federation at [www.ipsf.org](http://www.ipsf.org) and any other websites;
- 3.7.13.j.** To assist the incoming Executive Committee together with the President with registration at the Chamber of Commerce.

#### **ARTICLE 4.            Advisory Board**

##### **4.1.    Advisory Board composition:**

- 4.1.1.** The Advisory Board is an independent body of the Federation.
- 4.1.2.** The Advisory Board shall consist of three to five members from at least three different nations and two different IPSF Regional Offices, who shall be appointed annually by the General Assembly. These members shall include:
  - 4.1.2.a.**        The Immediate Past President;
  - 4.1.2.b**        A past Executive Committee member;
  - 4.1.2.c.**        A past IPSF Team member who has been actively involved in the Federation for more than one year.
- 4.1.3.** The Advisory Board members shall not hold any other position within the IPSF Team concurrent with their term on the Advisory Board.

##### **4.2.    Duties:**

- 4.2.1.** The Advisory Board shall be chaired by the Immediate Past President unless otherwise specified. In the event that the Immediate Past President is relieved of their duties, another member from within the Advisory Board shall be appointed as chair.
- 4.2.2.** The Advisory Board shall ensure that the work achieved by the IPSF Team and Executive Committee is aligned with the Official Documents and scope and values of the Federation.
- 4.2.3.** The Advisory Board shall have access to and observe all Executive Committee communication if requested.

- 4.2.4.** The Advisory Board shall counsel the Executive Committee on relevant matters when necessary. In circumstances where matters are not resolved by the Executive Committee after notification from the Advisory Board, a statement must be provided at the upcoming General Assembly.
  - 4.2.5.** The Advisory Board shall be available to provide assistance to the IPSF Team and Executive Committee when requested.
  - 4.2.6.** The Advisory Board shall make sensible use of the information provided and use it for the benefit of the Federation only.
  - 4.2.7.** Any member of the Advisory Board with a conflict of interest in any IPSF-related matter must report the potential conflict to the Executive Committee and other Advisory Board members if counsel is requested on the respective matter.
- 4.3.** Dismissal, resignation, and vacancy within the Advisory Board:
- 4.3.1.** In the event of an Advisory Board member failing in his or her duties, the remaining Advisory Board members shall have the power to relieve them of their duties if quorum is achieved. This decision requires final approval by the Executive Committee.
  - 4.3.2.** Any Advisory Board member seeking resignation from their position is obliged to notify the rest of the Advisory Board and the Secretary-General in writing within one month of their decision, so that the vacancy can be filled with minimum damage to the Federation.
  - 4.3.3.** In the case of any vacancy occurring, the Executive Committee shall have the power to fill the vacancy by appointing a person to hold the vacant office until the end of the current term of office.

## **ARTICLE 5.           Regional Working Group**

- 5.1.** Regional Working Group composition:
- 5.1.1.** The Regional Working Group of the corresponding Regional Office shall consist of the following elected members:
    - 5.1.1.a.** Chairperson;
    - 5.1.1.b.** Secretary;
    - 5.1.1.c.** Regional Media and Publications Officer;
    - 5.1.1.d.** Regional Relations Officer;
    - 5.1.1.e.** Regional Projects Officer.
  - 5.1.2.** The Regional Working Group of the corresponding Regional Office shall consist of the following co-opted members:
    - 5.1.2.a.** Immediate Past Chairperson;
    - 5.1.2.b.** Chairperson of the Reception Committee of the next Regional Symposium.
- 5.2.** Regional Working Group composition:
- 5.2.1.** The Regional Working Group shall be elected annually by the Regional Assembly for a one-year period with the exception of the election of the Chairperson of the corresponding Regional Office, as mentioned in Article 3.2.2 of the Domestic Rules.

- 5.2.2.** The Regional Working Group members shall be elected in accordance with Article 11 of the Standing Orders.
- 5.3.** Dismissal, resignation and vacancy within the Regional Working Group:
  - 5.3.1.** In the event of a Regional Working Group member failing in their duties, all the other Regional Working Group members, by unanimous approval, shall have the power to relieve them of their duties. This decision requires final approval by the Executive Committee.
  - 5.3.2.** Any Regional Working Group member seeking resignation from their position is obliged to notify the rest of the Regional Working Group and the Secretary-General in writing within one month of their decision, so that the vacancy can be filled with minimum damage to the Federation.
  - 5.3.3.** In the case of any vacancy occurring, the Regional Working Group shall have the power to fill the vacancy by appointing a person to hold the vacant office until the end of the current term of office. This requires final approval by the Executive Committee.
- 5.4.** Decision-making by the Regional Working Group:
  - 5.4.1.** The Regional Working Group shall be advised to hold at least one mid-term in-person meeting during the mandate to be arranged at a time convenient to all members of the Regional Working Group. A quorum must be reached at these meetings.
  - 5.4.2.** At Regional Working Group meetings, a quorum shall consist of at least half of the members mentioned in Article 5.1.1. of the Domestic Rules.
  - 5.4.3.** The Regional Working Group decisions shall be carried, except in the case mentioned in Article 5.3.1. of the Domestic Rules, by a simple majority. In the event of equality in voting, the Chairperson shall have a casting vote.
  - 5.4.4.** Appointed Regional Working Group members shall have the power to vote within the Regional Working Group and shall have equal rights as other Regional Working Group members.
- 5.5.** Regional Working Group obligations:
  - 5.5.1.** The incoming Regional Working Group members are recommended to not hold an active position in their national organisation or any other of the Federation's allied organisations.
  - 5.5.2.** The tasks of the Regional Working Group, applicable to every individual, shall be:
    - 5.5.2.a.** To be responsible for the formulation and execution of policies consistent with the objectives of the Federation as formulated by the Executive Committee, Regional Assembly and General Assembly;
    - 5.5.2.b.** To define and manage the strategic responsibilities and needs of the Regional Office and report them to the Executive Committee;
    - 5.5.2.c.** To appoint Regional Working Committees. The decision requires final approval by the Executive Committee to ensure appropriate use of human resources and structures;
    - 5.5.2.d.** To coordinate all regional mailings;



- 5.5.2.e.** To conduct meetings on a regular basis, at least once every month, all members of the Regional Working Group shall attend every corresponding Regional Working Group meeting;
  - 5.5.2.f.** To submit up to date contact details of member organisations in the region to the IPSF Secretariat and Chairperson of Internal Relations at least three times yearly;
  - 5.5.2.g.** To oversee the regional host organisation in the planning of the Regional Symposium and Regional Assembly.
- 5.6.** Duties of the individual Regional Working Group members:
  - 5.6.1.** The duties of the Chairperson of the Regional Office shall be as defined in Article 3.4.12. of the Domestic Rules.
  - 5.6.2.** The duties of the Secretary of the Regional Office shall be:
    - 5.6.2.a.** To attend to the correspondence of the Regional Working Group;
    - 5.6.2.b.** To take accurate records of the proceedings of the Regional Working Group meetings and circulate the minutes of these meetings to all member organisations and the Secretariat, if requested;
    - 5.6.2.c.** To collect accurate backups of the documents from the Regional Working Group and ensure their proper storage. To be responsible for the maintenance of the Regional Office archives;
    - 5.6.2.d.** To work with as a co-opted member of the Constitutional Working Committee;
    - 5.6.2.e.** To advise the Chairperson of the requirements of the Constitution and other Official Documents;
    - 5.6.2.f.** To assist the Chairperson at the Regional Assembly and other meetings;
    - 5.6.2.g.** To issue notice of all meetings, and ensure agendas are drawn up and distributed in a timely manner before the meeting;
    - 5.6.2.h.** To submit an annual record of the proceedings of the regional office either digitally or in hard copy to the Secretariat for archiving.
  - 5.6.3.** The duties of the Regional Media and Publications Officer shall be:
    - 5.6.3.a.** To establish, maintain and update the webpage of the regional office in coordination with the Chairperson of Media and Publications;
    - 5.6.3.b.** To ensure all regional media and publications are in accordance with the previously established guidelines provided by the Chairperson of Media and Publications;
    - 5.6.3.c.** To work with the Chairperson of Media and Publications and the Regional Relations Officer to promote the Federation's media and publications to Contact Persons and members throughout the region;
    - 5.6.3.d.** To be responsible for the printing of any publication of the Regional Office;

- 5.6.3.e.** To coordinate all the Regional Office's promotional mailings to member organisations throughout the year, and specifically before their national conferences.
- 5.6.4.** The duties of the Regional Relations Officer shall be:

  - 5.6.4.a.** To establish and maintain a communications database for the Regional Office;
  - 5.6.4.b.** To keep in regular contact with the Contact Persons and guide them in cooperation with the Chairperson of Internal Relations;
  - 5.6.4.c.** To work with the corresponding Executive Committee to help coordinate membership promotion in the region and be responsible for strategic membership promotion projects;
  - 5.6.4.d.** To partake in the Internal Relations Committee with leadership capacity, as instructed by the Chairperson of Internal Relations;
  - 5.6.4.e.** To partake in the Corporate Relations Committee with leadership capacity, as instructed by the Chairperson of External Relations;
  - 5.6.4.f.** To look for sponsors for the activities of the Regional Office;
  - 5.6.4.g.** To liaise closely with the Chairperson of the respective Regional Office and Chairperson of External Relations in obtaining appropriate sponsorship and funding for the Regional Office;
  - 5.6.4.h.** To ensure that sponsors are acknowledged in the manner agreed between the Federation and the sponsor.
- 5.6.5.** The duties of the Regional Projects Officer shall be:

  - 5.6.5.a.** To promote regional projects and initiatives throughout the region in collaboration with the relevant Regional Working Group and Executive Committee members;
  - 5.6.5.b.** To work with the President and relevant Executive Committee to find qualified representatives to attend, gather relative information from, and report about allied events on the regional level;
  - 5.6.5.c.** To ensure all projects promoted on a regional level are from official accurate resources, as approved by the Chairperson of Media and Publications;
  - 5.6.5.d.** To assist member organisations within the region with implementation of the Federation's projects;
  - 5.6.5.e.** To work with the Secretary-General to assist member organisations wishing to propose a new project for official recognition of the Federation, as defined in Article 14 of the Domestic Rules.

## **ARTICLE 6. Coordinators and Committees**

### **6.1. Composition and appointment:**

- 6.1.1.** The Federation shall have permanent Coordinator positions and Committees, established with the discretion of the General Assembly. In their creation, the

General Assembly should adopt a code for their responsibilities to be incorporated into the Domestic Rules.

- 6.1.2.** The Executive Committee shall have the power to create temporary Coordinator positions and Committees as well as liaison positions and working groups dealing with current issues of interest of the Federation for their term of office. In their creation, the Executive Committee should adopt a code for their responsibilities.
- 6.1.3.** The Executive Committee shall have the power to appoint Coordinators and Committee members to hold positions specified in Article 6.1.1. and 6.1.2..
- 6.2.** Dismissal, resignation and vacancy:
  - 6.2.1.** In the event of a Coordinator or Committee member failing in their duties, the Executive Committee shall have the power to relieve them of their duties.
  - 6.2.2.** Any Coordinator or Committee member seeking resignation from their position shall be obliged to notify the Secretary-General and a corresponding Executive Committee member at least two weeks before their resignation so that the vacancy can be filled with minimum damage to the Federation.
  - 6.2.3.** In the case of any vacancy occurring, the Executive Committee shall have the power to fill the vacancy by appointing a person to hold the vacant office, if it deems necessary.
- 6.3.** Reporting:
  - 6.3.1.** Coordinators and Committee members shall report to the Executive Committee quarterly, as instructed by the Secretary-General.
  - 6.3.2.** Committee members shall additionally report to the Chairperson of the corresponding Committee.
  - 6.3.3.** Coordinators must provide an annual report at the end of term.
- 6.4.** Obligations:
  - 6.4.1.** Coordinators and Committee members shall fulfil their duties to the best of their abilities. Specific tasks for individual offices shall be defined by Article 7 and Article 8 of the Domestic Rules or by the Executive Committee.

## **ARTICLE 7.           Duties of the Coordinators**

- 7.1.** The position of the Policy Coordinator shall fall under the portfolio of the President.
  - 7.1.1.** The duties of the Policy Coordinator shall be:
    - 7.1.1.a.** To initiate and direct the activities of the Policy Committee;
    - 7.1.1.b.** To liaise closely with the President and Executive Committee regarding plans and progress of the work developed by the Committee.
- 7.2.** The position of the Parliamentary Coordinator shall fall under the portfolio of the Secretary General.
  - 7.2.1.** The duties of the Parliamentary Coordinator shall be:
    - 7.2.1.a.** To initiate and direct the activities of the Constitutional Working Committee in liaison with the Secretary General;
    - 7.2.1.b.** To chair the General Assembly;
    - 7.2.1.c.** To assist in the preparations of the General Assembly;













- 7.8.2.b.** To liaise closely with the Chairperson of Professional Development and Executive Committee regarding future plans and progress of the work developed by the Committee;
  - 7.8.2.c.** To promote the integration of the objective structured clinical examination (OSCE) framework in clinical skills events;
  - 7.8.2.d.** To be present to hold the clinical skills events at World Congress;
  - 7.8.2.e.** To arrange the clinical skills events at all congresses and symposia, and to arrange logistics with the Reception Committees;
  - 7.8.2.f.** To create materials for the clinical skills events to be reviewed by the Professional Development Committee and Chairperson of Professional Development;
  - 7.8.2.g.** To submit cases developed to professional bodies for review;
  - 7.8.2.h.** To promote and guide the initiation of the clinical skills events at national and local member organisations;
  - 7.8.2.i.** To review reports for Project Accreditation Programme for accreditation and certification.
- 7.8.3.** The duties of the Patient Counselling Event Coordinator shall be:
- 7.8.3.a.** To initiate and direct the activities of the Professional Development Committee;
  - 7.8.3.b.** To liaise closely with the Chairperson of Professional Development and Executive Committee regarding future plans and progress of the work developed by the Professional Development Committee;
  - 7.8.3.c.** To promote the integration of the objective structured clinical examination (OSCE) framework in patient counselling events;
  - 7.8.3.d.** To be present to hold the patient counselling event at World Congress;
  - 7.8.3.e.** To arrange the patient counselling events at all congresses and symposia, and to arrange logistics with the Reception Committees;
  - 7.8.3.f.** To create materials for the patient counselling events to be reviewed by the Professional Development Committee and Chairperson of Professional Development;
  - 7.8.3.g.** To submit cases developed to professional bodies for review;
  - 7.8.3.h.** To promote and guide the initiation of the patient counselling events at national and local member organisations;
  - 7.8.3.i.** To review reports through the Project Accreditation Programme for accreditation and certification.
- 7.8.4.** The duties of the Compounding Event Coordinator shall be:
- 7.8.4.a.** To initiate and direct the activities of the Professional Development Committee;
  - 7.8.4.b.** To liaise closely with the Chairperson of Professional Development and Executive Committee regarding future plans and progress of the work developed by the Committee;

- 7.8.4.c.** To promote the integration of the objective structured clinical examination (OSCE) framework in compounding events;
  - 7.8.4.d.** To be present to hold the compounding events at World Congress;
  - 7.8.4.e.** To arrange the compounding events at all congresses, wherever possible for symposia, and to arrange logistics with the Reception Committees;
  - 7.8.4.f.** To work with the Reception Committees, Chairperson of External Relations and External Relations Committee to find a suitable pharmacy company for supplies and resource sponsorship for the compounding event;
  - 7.8.4.g.** To create materials for the compounding events to be reviewed by the Professional Development Committee and Chairperson of Professional Development;
  - 7.8.4.h.** To submit cases developed to professional bodies for review;
  - 7.8.4.i.** To promote and guide the initiation of the compounding events at national and local member organisations;
  - 7.8.4.j.** To review reports through the Project Accreditation Programme for accreditation and certification.
- 7.8.5.** The duties of the Pharmacy Profession Advocacy Coordinator shall be:
- 7.8.5.a.** To initiate and direct the activities of the Professional Development Committee;
  - 7.8.5.b.** To liaise closely with the Chairperson of Professional Development and the Executive Committee regarding future plans and progress of the work developed by the Committee;
  - 7.8.5.c.** To be present to hold the pharmacy profession awareness campaigns at World Congress;
  - 7.8.5.d.** To arrange the pharmacy profession awareness campaign and workshop for all congresses and symposia, and to arrange logistics with the Reception Committees;
  - 7.8.5.e.** To conduct the pharmacy profession awareness campaign competition, to be awarded for each Regional Office annually; winners are to be chosen in collaboration with the Chairperson of Professional Development;
  - 7.8.5.f.** To contact member organisations who have submitted unique pharmacy profession awareness campaign reports to create materials for the Federation's use and promotion;
  - 7.8.5.g.** To promote relevant pharmacy profession awareness days, such as 'World Pharmacists' Day' through online social media in collaboration with the Chairperson of Media and Publications;
  - 7.8.5.h.** To promote and guide the initiation of pharmacy profession awareness campaigns at national and local member organisations;
  - 7.8.5.i.** To review reports through the Project Accreditation Programme for accreditation and certification;

- 7.8.5.j.** To coordinate policy within the professional development portfolio;
  - 7.8.5.k.** To collaborate with the Policy Coordinator;
  - 7.8.5.l.** To act as a focal point of the International Pharmaceutical Federation (FIP) Board of Pharmacy Practice.
- 7.9.** The position of the Public Health Advocacy Coordinator, Public Health Activities Coordinator, and Humanitarian Coordinator shall fall under the portfolio of Public Health.
  - 7.9.1.** The duties of the Public Health Advocacy Coordinator shall be:
    - 7.9.1.a.** To liaise closely with the Chairperson of Public Health and the Executive Committee regarding future plans and progress of the work developed;
    - 7.9.1.b.** To work closely with the Policy Coordinator and within the Policy Committee to focus on policies related to the public health portfolio;
    - 7.9.1.c.** To serve as the second focal point of the Federation for the World Health Organisation which includes taking responsibility for managing the participation of IPSF members at WHO-related events.
  - 7.9.2.** The duties of the Public Health Activities Coordinator shall be:
    - 7.9.2.a.** To liaise closely with the Chairperson of Public Health, Regional Projects Officers, and Public Health Committee regarding the development of public health activities;
    - 7.9.2.b.** To direct the activities of the Public Health Committee in which members shall be assigned the following topic areas: Non-Communicable Diseases and Healthy Living; Communicable Diseases and Reproductive Health; and Medicines Awareness, Chemical Management, and Environmental Health.
    - 7.9.2.c.** To advise the Regional Offices and member organisations on logistics and promotion of public health campaigns and activities;
    - 7.9.2.d.** To review and implement global public health campaign and event activities, in line with the Federation's current action;
    - 7.9.2.e.** To review and compile statistics related to the activity reports submitted through the Project Accreditation System for accreditation and certification, and request changes if necessary.
  - 7.9.3.** The duties of the Humanitarian Coordinator shall be:
    - 7.9.3.a.** To liaise closely with the Chairperson of Public Health and the Executive Committee regarding future plans and progress of the work developed;
    - 7.9.3.b.** To develop and promote humanitarian campaigns and support member organisations year-round in organising humanitarian campaigns, including the Vampire Cup competition;
    - 7.9.3.c.** To regularly update the public health website with information related to current humanitarian campaigns;

- 7.9.3.d.** To disseminate information related to humanitarian campaigns to member organisations;
- 7.9.3.e.** To review reports for the Project Accreditation Programme for accreditation and certification.

## **ARTICLE 8. Duties of the Committees**

- 8.1.** The Policy Committee shall fall under the portfolio of the President.
  - 8.1.1.** The Policy Committee is chaired by the Policy Coordinator, and is supervised by the President. The Public Health Advocacy Coordinator, Pharmacy Education Advocacy Coordinator and Pharmacy Professional Awareness Coordinator shall serve as members and the Chairpersons of the Regional Offices shall serve as co-opted members. The duties of the Policy Committee shall be:
    - 8.1.1.a.** To research and inform the Federation of important issues in the highest interest of the Federation relevant to the profession, global challenges in health, health education, and workforce strategies;
    - 8.1.1.b.** To determine relevance of issues to the Federation with stakeholder discussions;
    - 8.1.1.c.** To submit motion proposals to investigate particular issues of interest for the incoming Policy Committee;
    - 8.1.1.d.** To develop policy statements;
    - 8.1.1.e.** To plan ways for the Federation to carry out a body of work in line with approved policy statements;
    - 8.1.1.f.** To perform yearly review of all policy statements in effect to determine need to continue or cease plans to carry out body of work;
    - 8.1.1.g.** To work closely with the Public Health Advocacy Coordinator to develop World Health Assembly interventions;
    - 8.1.1.h.** To assist the Executive Committee with the implementation of policy work, particularly at events relevant to advocacy efforts.
- 8.2.** The Constitutional Working Committee shall fall under the portfolio of the Secretary-General.
  - 8.2.1.** The Constitutional Working Committee is chaired by the Parliamentary Coordinator under the supervision of the Secretary General. Regional Secretaries shall serve as co-opted members. The duties of the Constitutional Working Committee shall be:
    - 8.2.1.a.** To write and prepare the minutes of the previous General Assembly;
    - 8.2.1.b.** To review and edit the Federation's Official Documents;
    - 8.2.1.c.** To support the Secretariat in its duties.
- 8.3.** The Development Fund Committee shall fall under the portfolio of the Treasurer. The Development Fund Committee is chaired by the Development Fund Coordinator, and is supervised by the Treasurer. It shall consist of three members of different member organisations.

- 8.3.1.** The duties of the Development Fund Committee shall be:
  - 8.3.1.a.** To set criteria for Development Fund accessibility;
  - 8.3.1.b.** To review Development Fund grant applications with the Student Exchange Committee and any other relevant coordinators, and recommend applicants to receive grants;
  - 8.3.1.c.** To promote support for the Development Fund.
- 8.4.** The External Committee shall fall under the portfolio of the External Relations. The External Committee is chaired by the Corporate Relations Coordinator and is supervised by the Chairperson of External Relations. Regional Relations Officers shall serve as co-opted members.
  - 8.4.1.** The duties of the External Committee shall be:
    - 8.4.1.a.** To maintain a list of all contacts and relations between the Federation and business setting;
    - 8.4.1.b.** To keep continuous contact with existing corporate partners, and seek new partnerships;
    - 8.4.1.c.** To build tailor-made packages for partners;
    - 8.4.1.d.** To maintain a record of offerings made to partners, keeping in mind limited offerings may be available;
    - 8.4.1.e.** To update partnership materials to reflect limited offering availability.
- 8.5.** The Internal Relations Committee shall fall under the portfolio of the Internal Relations. The Internal Relations Committee is chaired by the Chairperson of Internal Relations. Regional Relations Officers shall serve as co-opted members.
  - 8.5.1.** The duties of the Internal Relations Committee shall be:
    - 8.5.1.a.** To promote the Federation to non-membership associations;
    - 8.5.1.b.** To encourage and guide the formation of student leadership structures where such do not exist;
    - 8.5.1.c.** To identify existing member organisations that need support to ensure continued membership in the Federation.
- 8.6.** The Editorial Committee, Translation Committee, Design and Creativity Committee and Media Committee shall fall under the portfolio of the Media and Publications. The Editorial Committee is chaired by the Editorial Coordinator. The Translation Committee is chaired by the Editorial Coordinator. The Design and Creativity Committee is chaired by the Branding and Marketing Coordinator. Regional Media and Publications Officers shall serve as co-opted members of the Design and Creativity Committee. The Media Committee is chaired by the Social Media Coordinator.
  - 8.6.1.** The duties of the Editorial Committee shall be:
    - 8.6.1.a.** To ensure all publications contain original content;
    - 8.6.1.b.** To ensure all content intended for distribution within and outside of the Federation is of a high standard, and coordinate changes to the content if necessary prior to distribution;
    - 8.6.1.c.** To provide editorial services to the Regional Offices, if required.
  - 8.6.2.** The duties of the Translation Committee shall be:

- 8.6.2.a.** To provide accurate translation services into the Federation’s official languages for major publications intended for distribution within and outside of the Federation;
    - 8.6.2.b.** To provide translation services to the Regional Offices, if required.
  - 8.6.3.** The duties of the Design and Creativity Committee shall be:
    - 8.6.3.a.** To create the designs for all IPSF publications, merchandise, and promotional materials intended for distribution within and outside of the Federation;
    - 8.6.3.b.** To provide design and creativity services to the Regional Offices, if required.
  - 8.6.4.** The duties of the Media Committee shall be:
    - 8.6.4.a.** To ensure the publications are high quality in format, relevance, and timeliness;
    - 8.6.4.b.** To monitor media campaigns for all Federation activities;
    - 8.6.4.c.** To ensure continuous posting from the Federation on social media accounts, including at a minimum: Facebook, Twitter and Instagram.
- 8.7.** The Pharmacy Education Committee shall fall under the portfolio of Pharmacy Education. The Pharmacy Education Committee is chaired by the Chairperson of Pharmacy Education. Regional Project Officers shall serve as co-opted members.
  - 8.7.1.** The duties of the Pharmacy Education Committee shall be:
    - 8.7.1.a.** To implement the pharmacy education research projects and peer review Phuture articles;
    - 8.7.1.b.** To suggest themes for the educational and scientific symposia, and poster presentations at the Regional Symposia and World Congress;
    - 8.7.1.c.** To maintain a database of potential speakers for the Federation’s events.
- 8.8.** The Professional Development Committee shall fall under the portfolio of Professional Development. Professional Development Committee is chaired by the Chairperson of Professional Development. Regional Project Officers shall serve as co-opted members.
  - 8.8.1.** The duties of the Professional Development Committee shall be:
    - 8.8.1.a.** To proofread and test the materials developed for the clinical skills, compounding, patient counselling events and pharmacy profession awareness campaign;
    - 8.8.1.b.** To review any materials provided by the Professional Development Coordinators;
    - 8.8.1.c.** To collect professional development reports from member organisations and update the Project Accreditation database;
    - 8.8.1.d.** To actively participate in development of new projects, when requested.
- 8.9.** The Public Health Committee shall fall under the portfolio of Public Health. The Public Health Committee is chaired by the Public Health Activities Coordinator. Regional Project Officers shall serve as co-opted members.

- 8.9.1.** The duties of the Public Health Committee shall be:
  - 8.9.1.a.** To encourage and support member organisations to undertake successful public health campaigns;
  - 8.9.1.b.** To develop and implement global public health campaign and event activities, in line with the Federation's current action plan;
  - 8.9.1.c.** To create campaign and promotional material for use by the Federation's members and affiliated individuals.
- 8.10.** The Student Exchange Committee shall fall under the portfolio of Student Exchange. The Immediate Past Chairperson of Student Exchange shall serve as a co-opted member.
  - 8.10.1.** The duties of the Student Exchange Committee shall be:
    - 8.10.1.a.** To perform all duties as outlined in the Student Exchange Committee guidelines;
    - 8.10.1.b.** To promote the Student Exchange Programme throughout the year;
    - 8.10.1.c.** To organise the SEC Buddy Programme, to establish and/or improve member organisations' participation in the Student Exchange Programme.
    - 8.10.1.d.** To update all documents and publications related to student exchange;
    - 8.10.1.e.** To lead meetings and trainings with Student Exchange Officers;
    - 8.10.1.f.** To review Development Fund Student Exchange Programme grant applications with the Development Fund Committee, and recommend applicants to receive grants.
    - 8.10.1.g.** To increase the collaboration between Student Exchange Officers and manage possible conflict situations.

## **ARTICLE 9. General Assembly and Regional Assembly**

- 9.1.** Working Statements:
  - 9.1.1.** All motions discussed under agenda point "Incoming Motions" of the General Assembly, excluding procedural motions, shall become the working statements of the Federation and be put on the motions list of the Federation. Other motions may also become working statements if agreed upon by the General Assembly.
  - 9.1.2.** All motions discussed under agenda point "Incoming Motions" of the Regional Assembly, excluding procedural motions, shall become the working statements of the corresponding Regional Office and be put on the motions list of the corresponding Regional Office. Other motions discussed at the respective Regional Assembly may also become the working statements if so decided by this Regional Assembly.
  - 9.1.3.** The motions list shall be reviewed and adopted annually by the General Assembly or Regional Assembly, respectively and be included as an appendix to the minutes of the respective General Assembly. Motions that are

deemed necessary may be moved to the Official Documents if approved by the General Assembly.

**9.2.** Procedures:

**9.2.1.** Procedures applicable to running of the General Assembly and Regional Assembly shall be the subject of the Standing Orders.

**9.3.** Observers:

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

**9.3.2.** The Chairperson of the Regional Office shall be responsible to issue invitations to the respective Regional Symposium in the manner as described in Article 9.3.1..

**ARTICLE 10. Financial Regulations**

**10.1.** Responsibility:

**10.1.1.** The finances of the Federation shall be coordinated by the Executive Committee, as defined in Article 9 of the Constitution, represented by the Treasurer.

**10.1.2.** The duties of the Treasurer shall be as stated in Article 3.4.4. of the Domestic Rules.

**10.1.3.** The accounts of the Federation shall be audited by the Auditing Committee as defined in Article 15 of the Domestic Rules.

**10.2.** Executive Committee expenses:

**10.2.1.** Each Executive Committee member shall maintain a record of receipts and payments made on behalf of the Federation.

**10.2.2.** 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 Committee.

**10.2.3.** The following expenses may be reimbursed by the Federation:

**10.2.3.a.** Travel to the World Congress by the cheapest reasonable mean of transportation;

**10.2.3.b.** Travel to the Executive Committee meetings by the cheapest reasonable mean of transportation;

**10.2.3.c.** Any other travel estimated, by the Executive Committee, to the benefit of the Federation;

**10.2.3.d.** Any other expenses as decided by the Executive Committee.

**10.2.3.e.** 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 10.2.3. of the Domestic Rules.

**10.3.** Annual membership fees for member organisations:



- 10.3.1.** Member organisations shall pay annual membership fees, calculated from a basic fee decided annually by the General Assembly.
- 10.3.2.** 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.
- 10.3.3.** The following formula shall be used to calculate Full Members' fees:  $Fee = B * IF * NF$
- 10.3.3.a.** Basic Fee (B), decided annually at the General Assembly
- 10.3.3.b.** Income Factor (IF), defined by World Bank list of economies
- 10.3.3.b.i.** 23 for all organisations with country classification of a High Income;
- 10.3.3.b.ii.** 14 for all organisations with country classification of an Upper Middle Income;
- 10.3.3.b.iii.** 6 for all organisations with country classification of a Lower Middle Income;
- 10.3.3.b.iv.** 1 for all organisations with country classification of a Low Income.
- 10.3.3.c.** Number Factor (NF), defined by the size of a member organisation
- 10.3.3.c.i.** 1.2 for over 5000 members;
- 10.3.3.c.ii.** 1,0 for 1000 to 5000 members;
- 10.3.3.c.iii.** 0.8 for 200 to 999 members;
- 10.3.3.c.iv.** 0.6 for less than 200 members.
- 10.3.4.** Should the fee calculated in Article 10.3.3. of the Domestic Rules result in more than 2 Euro per student, the member organisation shall be charged 2 Euro per student.
- 10.3.5.** Fees for Membership in Association shall be 60% of the amount resulting from the calculation described in Article 10.3.3. of the Domestic Rules.
- 10.3.6.** Should the fee calculated in Article 10.3.3. of the Domestic Rules result in less than the Basic fee, the member organisation shall be charged the basic fee.
- 10.4.** Annual membership fees for Individual Members:
- 10.4.1.** 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:
- 10.4.1.a.** Low Income:
- 10.4.1.a.i.** One year fee = 20 Euro
- 10.4.1.a.ii.** One year fee every year thereafter = 15 Euro
- 10.4.1.a.iii.** Four year fee = 60 Euro
- 10.4.1.b.** Lower Middle Income:
- 10.4.1.b.i.** One year fee = 25 Euro
- 10.4.1.b.ii.** One year fee every year thereafter = 20 Euro
- 10.4.1.b.iii.** Four year fee = 80 Euro

- 10.4.1.c.** Upper Middle Income:
    - 10.4.1.c.i.** One year fee = 30 Euro
    - 10.4.1.c.ii.** One year fee every year thereafter = 25 Euro
    - 10.4.1.c.iii.** Four year fee = 100 Euro
  - 10.4.1.d.** High Income:
    - 10.4.1.d.i.** One year fee = 35 Euro
    - 10.4.1.d.ii.** One year fee every year thereafter = 30 Euro
    - 10.4.1.d.iii.** Four year fee = 120 Euro
- 10.4.2.** Discount yearly rates for Individual Members as per Article 10.4.1.a.ii., 10.4.1.b.ii, 10.4.1.c.ii., and 10.4.1.d.ii shall only apply directly following a one-year initial membership as per Article 10.4.1.a.i., 10.4.1.b.i., 10.4.1.c.i., and 10.4.1.d.i. If an Individual Member wishes to apply for more than a one-year membership fee, then the discount rate will automatically apply. If the Individual Member has not paid their yearly membership for the year before but has been a member in the past, he or she will need to pay the one-year fee again.
- 10.5.** Annual membership fees for Friends of the Federation:
  - 10.5.1.** 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.
- 10.6.** Fee payment and delays:
  - 10.6.1.** All fees shall be paid by bank transfer to the Federation's bank account unless otherwise specified.
  - 10.6.2.** The duration of IPSF membership shall last from 1<sup>st</sup> October to 30<sup>th</sup> September regardless of payment date, unless otherwise specified.
  - 10.6.3.** Individual Members applying for IPSF Team positions must ensure that their financial membership status is valid for the entire duration of their mandate or they will not be eligible for the position. If a member who has been elected into office is due to reach four years post-graduation status prior to the completion of the mandate, the individual shall still retain his or her IPSF membership until the conclusion of the mandate as stated in Article 10.7.2. of the Standing Orders.
  - 10.6.4.** All member organisations' fees shall be paid before the 1st of February, preferably by bank transfer, to the Federation's bank account; otherwise the member organisation shall be in arrears for that year and applied a late fee of 20% of the membership fee defined in Article 10.3. of the Domestic Rules.
  - 10.6.5.** If the organisation does not pay their membership fee plus late fee by the 30<sup>th</sup> of June:
    - 10.6.5.a.** The member organisation shall lose their voting privileges at the General Assembly and Regional Assembly of the same calendar year;
    - 10.6.5.b.** If the member organisation cannot pay their membership fee due to exceptional circumstances, an extension for paying annual membership fees may be given based on the decision of the Executive Committee. The member organisation shall not lose their voting privileges provided the membership fee is paid during the approved extension.

- 10.6.6.** Article 10.6.5. is applicable if the member organisation is two years in arrears with its membership fees, and additionally it will automatically lose its membership in the Federation, as per Article 12.7.3. of the Domestic Rules.
- 10.6.7.** In exceptional circumstances, any Full Member or Member in Association may apply to the Executive Committee for assistance with respect to payment of membership fees for the current year.
- 10.7.** Regional Offices' finances:
- 10.7.1.** The Regional Offices' finances shall be part of the overall finances of the Federation and remain under the ultimate responsibility of the Treasurer.
- 10.7.2.** The Regional Offices shall not operate separate bank accounts outside the accounts of the Federation.
- 10.7.3.** The Regional Offices' finances shall be reported to the Regional Assembly and the General Assembly each year.
- 10.7.4.** A part of the Federation's budget shall be allocated to the Regional Working Group as approved by the General Assembly and shall be spent on the objectives of the Regional Office and of the Federation in each respective region.
- 10.7.5.** The Regional Working Group can spend the designated money in one of two ways:
- 10.7.5.a.** The Regional Working Group may arrange, with the approval of the Executive Committee, 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 the Federation.
- 10.7.5.b.** Where the purpose of the spending has previously been agreed by the Executive Committee, the Regional Working Group can spend the funds subject to agreed limits and be reimbursed by the Federation on the provision of appropriate receipts.
- 10.7.6.** Regional sponsorship:
- 10.7.6.a.** In addition to the annual budget allocated to Regional Offices as per Article 10.7.4. of the Domestic Rules, Regional Offices may seek additional sponsorship funding for the purpose of carrying out regional activities in collaboration with the Corporate Relations Committee.
- 10.7.6.b.** Sponsorship funds received shall be credited directly into the Federation's general bank account.
- 10.7.6.c.** Sponsorship funds received shall not be cumulative and shall only be available to be spent in the Regional Working Group term that it was received. Any sponsorship funds that are not spent shall remain in the Federation's general bank account and be used for the general Federation's budget the year after.
- 10.8.** Annual financial report:
- 10.8.1.** The annual financial report shall include:

- 10.8.1.a.** Membership fees;
  - 10.8.1.b.** Student Exchange Programme fees;
  - 10.8.1.c.** Income from partnerships and grants;
  - 10.8.1.d.** Income and expenditures for merchandise;
  - 10.8.1.e.** List of expenditures in regards to the budget as approved;
  - 10.8.1.f.** List of expenditures in regards to implementation of projects;
  - 10.8.1.g.** List of transactions as stated in the cash book;
  - 10.8.1.h.** Development Fund expenses;
  - 10.8.1.i.** Recommendations for the future.
- 10.8.2.** Any discrepancies and changes in the budget should be presented with a stated reason.

## **ARTICLE 11.           Composition of the Regional Offices**

**11.1.** The Regional Offices of IPSF include the countries belonging to the following subregional groups, as based on the United Nations Geoscheme system, unless otherwise stated:

**11.1.1.** African Regional Office:

- 11.1.1.a.** Southern Africa;
- 11.1.1.b.** Eastern Africa;
- 11.1.1.c.** Middle Africa;
- 11.1.1.d.** Western Africa.

**11.1.2.** Asia Pacific Regional Office:

- 11.1.2.a.** Australia and New Zealand;
- 11.1.2.b.** Melanesia;
- 11.1.2.c.** Micronesia;
- 11.1.2.d.** Polynesia;
- 11.1.2.e.** Central Asia;
- 11.1.2.f.** Eastern Asia;
- 11.1.2.g.** South-eastern Asia;
- 11.1.2.h.** Southern Asia.

**11.1.3.** Eastern Mediterranean Regional Office:

- 11.1.3.a.** Northern Africa;
- 11.1.3.b.** Western Asia;
- 11.1.3.c.** Islamic Republic of Iran;
- 11.1.3.d.** Islamic Republic of Afghanistan.

**11.1.4.** European Regional Office:

- 11.1.4.a.** Western Europe;
- 11.1.4.b.** Southern Europe;
- 11.1.4.c.** Israel;
- 11.1.4.d.** Republic of Turkey;
- 11.1.4.e.** Republic of Cyprus.

**11.1.5.** Pan American Regional Office:

- 11.1.5.a.** Northern America;
- 11.1.5.b.** Latin America;
- 11.1.5.c.** Caribbean.

## **ARTICLE 12. Membership and Affiliation**

- 12.1.** Full Membership and Membership in Association application process:
- 12.1.1.** Application for Full Membership and Membership in Association shall be received:
- 12.1.1.a.** By the Secretary-General at least two weeks before the General Assembly at which the application shall be considered;
- 12.1.1.b.** On the appropriate form with signatures of the prospective member organisation President or Chairperson and two officers, preferably the Secretary and Treasurer, and the official stamp of the applying organisation.
- 12.1.2.** If there is more than one organisation having equal claims towards Full Membership, the organisation recognised by the nation's pharmacy professional organisation as representing the greatest number of pharmacy students shall be admitted as Full Member.
- 12.1.3.** The Executive Committee reserves the right to reject applications that are clearly in opposition to the Federation's aims and objectives as stated in Article 5 of the Constitution. Applicants for membership shall be received and approved or refused by the Executive Committee to be put to General Assembly.
- 12.1.4.** An organisation that has previously lost membership may only re-apply for membership upon payment of outstanding debts, if applicable, and shall submit the same documents as organisations applying for membership for the first time.
- 12.2.** Individual Membership and affiliated individuals application process:
- 12.2.1.** Application for Individual Membership and affiliation shall be received on the appropriate digital form.
- 12.2.2.** Individual Member and Friends of the Federation affiliations shall become effective upon receipt of the appropriate fees, as stated in Article 10 of the Domestic Rules; provided prior approval was given by the Executive Committee.
- 12.3.** Membership and affiliation fees:
- 12.3.1.** All members and affiliated individuals, except Honorary Life Members, shall pay an annual fee, as defined in Article 10 of the Domestic Rules.
- 12.4.** Changing membership status:
- 12.4.1.** Members wishing to change their status of membership are obliged to abide by all relevant regulations of application, as defined in the Constitution and Domestic Rules.
- 12.4.2.** An organisation granted Full Membership shall automatically become Member in Association when an organisation from the same nation having greater claims towards full membership is admitted as a Full Member, as defined in the Constitution and Domestic Rules.
- 12.4.3.** The existing debts of member organisations changing membership status shall remain outstanding.

- 12.5.** Resignation of members and affiliated individuals:
- 12.5.1.** Organisations seeking resignation from their respective membership shall notify the Secretary-General two months prior to the General Assembly in a written form signed by the President and two officers, preferably Secretary and Treasurer, and stamped by the organisation. Such resignation shall be effective from the first day of the following financial year.
  - 12.5.2.** Individuals seeking resignation from their membership or affiliation shall notify the Chairperson of Internal Relations. Such resignation shall be effective from the date requested by the concerned individual. No membership or affiliation fee refunds shall be made.
  - 12.5.3.** Resigning members or affiliated individuals shall be obliged to pay all their debts. Should they re-apply for membership or affiliation to the Federation in the future, all outstanding fees owed to the Federation must be paid before the application shall be considered.
- 12.6.** Privileges and their loss:
- 12.6.1.** An organisation newly granted Full Membership or Membership in Association shall receive its privileges at the next roll call during the General Assembly, if credential forms have been presented and the respective membership fee has been paid.
  - 12.6.2.** All members shall have the following privileges:
    - 12.6.2.a.** Participation in the events of the Federation;
    - 12.6.2.b.** Participation in the projects and initiatives of the Federation, unless otherwise specified in the project-related appendices of the Domestic Rules;
    - 12.6.2.c.** Speaking rights at the General Assembly and Regional Assemblies.
  - 12.6.3.** Alumni shall have the following privileges:
    - 12.6.3.a.** Free and lifetime affiliation after being approved by the IPSF General Assembly. The affiliation shall be terminated if the Alumni fails to provide updated 6 months after being contacted;
    - 12.6.3.b.** Participation in all the events of the Federation, without having voice rights at the General and Regional Assembly, except when requested to speak;
    - 12.6.3.c.** Participation in all the projects and initiatives of the Federation, except applying for the IPSF Team unless otherwise specified.
  - 12.6.4.** Voting rights shall be granted to:
    - 12.6.4.a.** All Full Members for the General Assembly;
    - 12.6.4.b.** Full Members from the corresponding region for the Regional Assembly;
    - 12.6.4.c.** Speaking and voting rights at the General Assembly and Regional Assemblies shall be further defined in Article 6 of the Standing Orders.
  - 12.6.5.** Suspension of privileges shall apply in the following cases:

- 12.6.5.a.** Unpaid membership fees shall lead to suspension of membership privileges, with an exception, as described in Article 10 of the Domestic Rules.
  - 12.6.5.b.** Failure to submit the annual report shall lead to loss of voting rights, effective until the report is submitted or until the next General Assembly or Regional Assembly, whichever comes first.
- 12.7.** Loss of membership:
  - 12.7.1.** The General Assembly shall remove Full Members and Members in Association that do not abide by the Constitution.
  - 12.7.2.** The Executive Committee shall remove Individual Members and Friends of the Federation that do not abide by the Constitution.
  - 12.7.3.** Full Members and Members in Association that have not paid their membership fees for two consecutive years shall automatically lose their membership, and this process shall be described in Article 10.
  - 12.7.4.** Individual Members and Friends of the Federation who have not paid their membership fee shall automatically lose their membership at the expiration date.
- 12.8.** Applying member organisations:
  - 12.8.1.** An organisation is considered an applying organisation if their application is approved by the Executive Committee and they pay the membership fee.
  - 12.8.2.** An applying organisation shall have the right to send two delegates to the RA and GA in the year when they are applying.
  - 12.8.3.** The applying status ends when their application is considered by the GA.
  - 12.8.4.** The Federation will hold the membership fee of applying organisations whose application has been denied by the GA.
    - 12.8.4.a.** Organisations whose application has been denied by the GA can decide to re-apply using the fee on hold for a maximum of 3 years.
    - 12.8.4.b.** After 3 years, the fee on hold will be completely transferred to the Federation. Should the organisation decide to re-apply, it will have to pay the membership fee again.

## **ARTICLE 13. Instructions to Member Organisations**

- 13.1.** Duties of member organisations shall be:
  - 13.1.1.** To further the aims of the Federation within the organisation.
  - 13.1.2.** To carefully study and follow the Constitution, Standing Orders and Domestic Rules.
  - 13.1.3.** To respect the decisions of the General Assembly and Executive Committee.
  - 13.1.4.** To appoint a Contact Person for the organisation; for large organisations, creation of an appointed local liaison in each school is advised.
  - 13.1.5.** To appoint a Student Exchange Officer for the organisation if applicable; for large organisations, creation of an appointed Local Exchange Officer in each school, coordinated by the Student Exchange Officer, is advised.

- 13.1.6.** To actively participate in the General Assembly and Regional Assembly.
- 13.2.** Duties of a Contact Person:
  - 13.2.1.** To serve as a link between the member organisation and the Federation;
  - 13.2.2.** To bring the aims and activities of the Federation to the attention of the organisations' Executive and members;
  - 13.2.3.** To ensure the membership fee and student exchange fees are paid by February 1st each year;
  - 13.2.4.** To be familiar with the Contact Person Guidelines and Official Documents;
  - 13.2.5.** To support implementation of the Federation's activities within the organisation;
  - 13.2.6.** To submit reports on the progress of the Federation's activities within their organisation to the Contact Persons and IPSF Team;
  - 13.2.7.** To write and submit the annual report of the member organisation to the Chairperson of Internal Relations and the Secretary General;
  - 13.2.8.** To distribute the Federation's publications to members and allied organisations;
  - 13.2.9.** To distribute the member organisation's pharmacy publications to the Contact Persons and IPSF Team;
  - 13.2.10.** To prepare the Official Delegates for attendance at the Regional and General Assemblies;
  - 13.2.11.** To inform the Contact Persons and IPSF Team of any events held by the member organisation;
  - 13.2.12.** To provide a current copy of the member organisation's constitution in the original language to the Secretary General; an English version may be requested;
  - 13.2.13.** To annually provide the Chairperson of Internal Relations with updates on the following information relevant to the Contact Person, Student Exchange Officer, and President or Secretary General of the member organisation:
    - 13.2.13.a.** The number of represented students;
    - 13.2.13.b.** Their preferred name and title;
    - 13.2.13.c.** Their official and personal email;
    - 13.2.13.d.** The expected date of completion of mandate.
  - 13.2.14.** To attend all the Global Contact Persons Meetings.
  - 13.2.15.** If the Contact Person of any member organisation is considered unresponsive, the President and Student Exchange Officer of this association should be contacted via direct email message by the Chairperson of Internal Relations. Additionally, the member association can be suspended in membership if they fail to answer the previously mentioned direct message for more than one year. A Contact Person shall be considered unresponsive if one of the following happens:
    - 13.2.15.a.** the Contact Person did not respond to an email with the tag "Moderation" for more than one month;
    - 13.2.15.b.** the Contact Person failed to send the Annual Report within the deadline;
    - 13.2.15.c.** the Contact Person failed to fill out the Master List Update within the deadline.



**13.3.** Instructions related to the General Assembly and Regional Assembly:

**13.3.1.** Member organisations' duties shall be:

- 13.3.1.a.** To appoint as Official Delegates to the General or Regional Assembly up to three representatives who shall be members of the Federation, as described in Article 6.4 of the Constitution; the Official Delegates are recommended not to hold or have held any position which may be considered to have conflict of interests by the General Assembly, including positions elected at a respective Regional Assembly or the General Assembly;
- 13.3.1.b.** To recommend the Contact Person and Student Exchange Officer attend the World Congress or Regional Symposia and serve as Official Delegates of their member organisation;
- 13.3.1.c.** To be responsible for completion of the credential forms, and arrange for a hard copy to be brought to the General Assembly or Regional Assembly;
- 13.3.1.d.** Further regulations in this regard shall be as instructed by the Secretary-General in the notification of the General Assembly or as instructed by the Secretary of the corresponding Regional Office in the notification of the respective Regional Assembly.

**13.4.** Duties of a Student Exchange Officer:

- 13.4.1.** To cooperate with participating member organisations;
- 13.4.2.** To organise the cooperation between host pharmacists and pharmacy or pharmaceutical student applicants;
- 13.4.3.** To attend all Student Exchange Officer meetings;
- 13.4.4.** To choose the best applications, both outgoing and incoming for the exchanges;
- 13.4.5.** To promote the Student Exchange Programme in their organisation;
- 13.4.6.** To provide all details of exchanges to the incoming applicants;
- 13.4.7.** To ensure that the SEP certificates are handed out to all successful applicants;
- 13.4.8.** To provide all documents requested by the Chairperson of Student Exchange, including an annual Student Exchange Programme report at the end of the SEP year.

**ARTICLE 14.           Events**

**14.1.** Official events of the Federation:

- 14.1.1.** Events supported by the Federation include the World Congress and the Regional Symposia.
- 14.1.2.** Dates for Regional Symposia shall not overlap with the dates of the World Congress; it is recommended the dates of the Regional Symposia do not overlap.

**14.2.** Host organisation:

- 14.2.1.** At least two years in advance of the event, the General Assembly or Regional Assembly elects the member organisation that will host the World Congress.

- 14.2.2.** The host organisation for World Congress and Regional Symposia must have been a member organisation for at least one year prior to bidding.
- 14.2.3.** All organisations applying to host an event must notify the Executive Committee of their intention to do so at least two months prior to the event where the application is to be considered. If no applications are received by the deadline, then the General or Regional Assembly may consider any late applications.
- 14.2.4.** The Executive Committee shall only consider re-opening nominations to host an event if the Executive Committee has serious doubts about the capabilities and circumstances of the host to arrange the event in an acceptable way.
- 14.2.5.** 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.
- 14.3.** Reception Committee:
  - 14.3.1.** After being accepted to host an event, the host organisation appoints a Reception Committee to correspond with and be assisted by the corresponding Regional Office or Executive Committee on matters relating to the organisation of the Regional Symposia and World Congress.
  - 14.3.2.** The Chairperson of the Reception Committee of the World Congress and Chairperson of the Reception Committee of the Regional Symposium are co-opted onto the Executive Committee or Regional Working Group, respectively, for the term of office in which the event will be held.
  - 14.3.3.** The Chairpersons of the World Congress and Regional Symposia may not be reimbursed for travel expenses.
  - 14.3.4.** Members of the Reception Committee should not be Official Delegates to the General Assembly or the Regional Assembly of the event.
  - 14.3.5.** The Reception Committee shall prepare a written report for the Executive Committee regarding the organisation of the event, subject to the approval of the General or Regional Assembly.
- 14.4.** Finances:
  - 14.4.1.** The finances of events are totally independent of the Federation's budget and handled by the member organisation. The member organisation is fully responsible for the finances of the event. The Executive Committee shall supervise the formulation of the fees and budget to ensure that no profit or financial loss is made from the event.
  - 14.4.2.** The member organisation shall cover any loss made at the event. In this case, the Executive Committee may waive the member organisation's membership fees for a maximum of two years.
  - 14.4.3.** The World Congress budget shall cover the registration fees of the Executive Committee members. The Regional Symposium budget shall cover the registration fees of the corresponding Regional Working Group members.
  - 14.4.4.** 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.

- 14.4.5.** At the discretion of the IPSF Treasurer, the Reception Committee of the upcoming World Congress may request an advance of finances not to exceed 10% of the total budget to alleviate the financial burden of congress preparation. The funds should be returned to the IPSF account in full no later than the end of the mandate of the Chairperson of the World Congress. If the funds are not returned, the amount will be treated as a penalty to be applied to the member organisation.
- 14.4.6.** The event registration fee shall:
- 14.4.6.a.** Include accommodations, meals and transportation for the duration of the event. It does not include the transportation to and from the event;
  - 14.4.6.b.** Not exceed 55 Euro per night for the first registration period;
  - 14.4.6.c.** The registration fee for IPSF events will be set in the preferred currency of the host country, during the approval of the event budget by the General Assembly or Regional Assembly, respectively. The registration fee will not be higher than 55 Euro per night when converted to Euro using the exchange rate on the day of approval by the General Assembly or Regional Assembly respectively.
- 14.4.7.** Alternative registration packages may be offered to students from the host or neighbouring countries, subject to approval of the Executive Committee.
- 14.4.8.** The Reception Committee of the World Congress shall give a financial report to the General Assembly in the following year. The Reception Committee of the Regional Symposium shall give a financial report to the Regional Assembly in the following year.
- 14.4.9.** If the report is not accepted due to no or incomplete books or an unacceptable delay, the member organisation shall pay a penalty to the Development Fund. The penalty shall be calculated using the following formula:  $0.02 \times \text{number of participants} \times \text{the minimum registration fee}$ . The member organisation shall also apologise and give an explanation to the General Assembly.
- 14.4.10.** If a profit up to a maximum of 3% of the whole event budget is made, at least 50% of this profit shall be transferred to the Federation's general budget, respectively, whereas 50% of this profit may remain with the host organisation. It is strongly suggested that the host organisation donates their portion of the profit to the Development Fund. If the profit exceeds 3% of the whole event budget, the total amount of profit exceeding 3% of the budget shall be transferred to the Development Fund.
- 14.4.11.** It is strongly recommended that part of the profit of the Regional Symposium will be allocated to the budget of the respective Regional Office.
- 14.4.12.** All penalties as stated above shall be paid no later than December 31<sup>st</sup> of the year the financial report was given. If the host organisation fails to meet the deadline for payments as stated above, the member organisation's membership shall be suspended from 1<sup>st</sup> January of the following year after the financial report was given until the debts are paid.

**14.5. Accommodation and Venue:**

**14.5.1.** It is strongly recommended that the following should be located close to each other:

**14.5.1.a.** The accommodation and venue for meals during the event;

**14.5.1.b.** The General or Regional Assembly rooms;

**14.5.1.c.** The Executive Committee or Regional Working Group and Reception Committee rooms.

**14.5.2.** It is strongly advised the event accommodation is cheap and basic, but with respect to allow a normal conduct of the event meetings.

**14.6. Participants:**

**14.6.1.** The number of participants at the event should be decided upon by the Reception Committee in conjunction with the Executive Committee.

**14.6.2.** When there is an upper limit on the number of participants, the Reception Committee should consult the Executive Committee, as the registrations allocated to each member organisation shall depend on its membership numbers.

**14.6.3.** Member organisations are responsible for informing the Reception Committee and the Executive Committee as to which applicants shall participate as Official Delegates from the organisation. Official Delegates shall have priority over others, when space is limited.

**14.6.4.** 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.

**14.6.5.** The Reception Committee should keep the member organisations informed of all persons participating from the organisation's nation in order for the organisation to make travel arrangements.

**14.7. Programme:**

**14.7.1.** The World Congress programme must include:

**14.7.1.a.** An official Opening Ceremony;

**14.7.1.b.** The General Assembly;

**14.7.1.c.** Committee meetings and workshops;

**14.7.1.d.** Project meetings on Development Fund, external and internal relations, the Federation's Planning, public health, professional development, and Student Exchange Programme;

**14.7.1.e.** Symposia on topics of pharmaceutical interest and of educational or scientific nature;

**14.7.1.f.** Other functions and visits, which the Reception Committee arranges in conjunction with the Executive Committee.

**14.7.2.** The Regional Symposium programme must include at least the Regional Assembly.

**14.7.3.** The Reception Committee shall collaborate with the Executive Committee to organise the educational programme, specifically with the Chairperson of Pharmacy Education on matters relevant to educational and Scientific symposia.

- 14.7.4.** The themes for the symposia are subject to the approval of the General Assembly during the preceding congress.
- 14.8.** Technical aids and simultaneous translation:
  - 14.8.1.** A digital recorder should be used at all business sessions, and the files should be submitted to:
    - 14.8.1.a.** The Secretary-General before the end of the World Congress;
    - 14.8.1.b.** The Secretary of the corresponding Regional Office before the end of the Regional Symposium.
  - 14.8.2.** An audio-amplification system, connected to the digital recorder, an overhead and a multimedia projector should be at the disposal of the Executive Committee during, but not limited to:
    - 14.8.2.a.** The symposia and General Assembly for the World Congress;
    - 14.8.2.b.** The Regional Assembly for the World Congress.
  - 14.8.3.** It is recommended computer equipment and Internet access shall be made available for use during the World Congress and Regional Symposium and that one person of the Reception Committee shall be appointed to be responsible for technical support.
  - 14.8.4.** All member organisations present at General Assembly and Regional Assembly must at all times have a sign clearly stating which organisation and nation they are representing. All Official Delegates present must have a seat at the conference table during the meetings.
  - 14.8.5.** If needed and technically and financially possible, simultaneous translation into the recognised languages of the Federation should be provided at the business sessions of the event.
  - 14.8.6.** Capacity to live-stream the World Congress on the Internet.
- 14.9.** Administration and registration:
  - 14.9.1.** At least nine months before the event the following must be circulated to the Executive Committee and Regional Working Groups, member organisations, Individual Members and Honorary Life Members:
    - 14.9.1.a.** A preliminary congress programme;
    - 14.9.1.b.** Registration information giving details of the early and late application deadlines;
    - 14.9.1.c.** Details of the event fees and description of payment methods;
    - 14.9.1.d.** The event bank account number;
    - 14.9.1.e.** The address of the Reception Committee, including telephone number and an email address;
    - 14.9.1.f.** It is recommended that the event poster for pharmacy school notice boards shall be distributed to member organisations.
  - 14.9.2.** Follow up information by the Reception Committee should include:
    - 14.9.2.a.** Information on the registration and registration deadlines;
    - 14.9.2.b.** Information on event venue, programme, symposia, poster exhibition and post-event tour.
  - 14.9.3.** Upon registration the participants should receive an event file containing the following items:
    - 14.9.3.a.** A printed event programme;
    - 14.9.3.b.** A name badge;

- 14.9.3.c.** A World Congress or Regional Symposium folder, respectively, applicable only to Official Delegates.

**14.10.** Preparation framework:

<b>YEAR 1</b>	
<b>World Congress/Regional Symposium</b>	Election as event host Submit contact details to the Secretariat
	Signing of event contract
<b>1<sup>st</sup> Executive Committee Meeting</b>	Progress report
	Announcement of Chairperson of the Reception Committee, the permanent Reception Committee address and basic programme
<b>2<sup>nd</sup> Executive Committee Meeting</b>	Progress report. Revised draft of basic event programme
<b>June</b>	Progress report
	Final date and location
	Preliminary budget and sponsorship status submitted to Treasurer
	Present/discuss ideas for symposium and poster exhibition topics and other announcements to be made at the upcoming World Congress with the Executive Committee
<b>YEAR 2</b>	
<b>World Congress</b>	Meeting with the Executive Committee and the Chairperson of the Reception Committee. Preliminary budget to be discussed with the Treasurer Presentation of evidence/'commitment letters' of financial support from sponsors
	Presentation during the World Congress with promotional materials, including any posters and flyers. Include important information, including flight, visa, and Immunisation requirements

	Decision regarding symposium and poster exhibition topics
<b>1<sup>st</sup> Executive Committee meeting</b>	Progress report Confirm details of educational and scientific symposium with the Chairperson of Pharmacy Education
	Preliminary schedule changes to be discussed with Executive Committee distribution of the first congress announcement
<b>December</b>	Distribution of detailed registration information
	Details on the professional development and public health events to be organised with the Chairperson of Professional Development and Public Health
<b>2<sup>nd</sup> Executive Committee meeting</b>	Progress report
	Presentation of detailed event programme and financial report
	Draft of pre-congress booklet
<b>April</b>	Finalise detailed congress programme with the Executive Committee
<b>July</b>	Progress report
	Draft of Executive Committee working programme and business programme to be received from President Communicate weekly with President
	Printing booklet(s) and one copy of congress/symposium folder per member organisation The Reception Committee shall receive the information needed for these publications from the Executive Committee
<b>3<sup>rd</sup> Executive Committee meeting/World Congress</b>	Meetings with the Executive Committee
	Final financial meeting with the Treasurer and President at the end of the congress
	Congress report to the General Assembly
<b>November</b>	Financial report to the Treasurer
<b>YEAR 3</b>	
<b>World Congress</b>	Financial report to the General Assembly/Regional Assembly

**ARTICLE 15. Projects**

**15.1. Project recognition:**

**15.1.1.** Any project carried out during the year within a network of at least three member organisations with the support and guidance of the Executive Committee may be considered an IPSF project.

**15.1.2.** Any member can request the support of the Executive Committee in investigating the possibility of creating a project under the hospice of the Federation and within a network of interested organisations that are willing to implement the project.

**15.1.3.** Members participating in these projects should be responsible for:

**15.1.3.a.** Appointing people to a working group for the project;

**15.1.3.b.** Submitting at least two months before the opening of General Assembly a report on the implementation of the project during the year;

**15.1.3.c.** Submitting prior to the Executive Committee meetings, quarterly updates defining the goals and reporting the implementation progress of the project;

**15.1.3.d.** Organising, along with the Executive Committee, the promotion of the project to the other members during the World Congress and other events;

**15.1.3.e.** Organising the fundraising for the implementation of the project;

**15.1.3.f.** Producing resource manuals, report booklets and/or any other kind of digital or hard copy materials needed for the implementation of the project.

**15.1.4.** The Executive Committee shall coordinate the projects under the relevant Committee. It shall advise and provide input to the projects and organise the promotion of the projects within the official publications of the Federation. The Executive Committee should in addition facilitate the communication with interested allied governmental and non-governmental organisations.

**15.1.5.** Projects carried out by members organisations may be accredited as IPSF accredited projects through the IPSF Project Accreditation System.

**15.2. Project regulations:**

**15.2.1.** Whenever required, regulations for specific projects shall be defined as appendices to the Domestic Rules.

**ARTICLE 16. Auditing Committee**

**16.1. Compositions:**

**16.1.1.** 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.

**16.2. Duties:**

**16.2.1.** The duties of the Auditing Committee shall be:

**16.2.1.a.** To set up a meeting with the Treasurer to audit the financial books of the Federation at least every six months;



- 16.2.1.b.** Report to all member organisations any discrepancies detected during the mandate;
- 16.2.1.c.** The Auditing Committee shall report their findings to the General Assembly before the financial report can be accepted.

**ARTICLE 17.           Archives**

- 17.1.** The archives shall consist of:
  - 17.1.1.** Electronic or printed documents of all reports submitted to the General Assembly or Executive Committee meetings;
  - 17.1.2.** Federation newsletters and articles that were published;
  - 17.1.3.** Promotional materials, such as videos or other memorabilia appropriate to be preserved in the archives.
- 17.2.** The archives of the Federation shall be kept at the permanent office.
- 17.3.** The files of every Executive Committee member shall be forwarded to the archives in full, while all other officers only forward documents not existing in the Secretary-General's files.
- 17.4.** Copies of all publications shall be forwarded to the archives.

**Appendix I            IPSF Logo**



The Federation official logo colour is defined as green (PANTONE 7465 C).

**Appendix II                      IPSF Team Contract**

By signing this document, you are agreeing to the conditions stated in this contract. Once signed, this contract becomes the property of IPSF and constitutes a legally binding contract. Each member of the IPSF Team is ultimately responsible and answerable to every other member of the IPSF Team and every member of IPSF.

I, the undersigned, agree to the following terms and conditions stated in this contract. I agree to perform, to the best of my abilities, the duties of my office as stated in the relevant provisions 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 upon completion of that term. I shall to the best of my abilities represent IPSF faithfully and fulfil the functions expected of me to the letter and spirit of the Official Documents. I shall not use my position for personal or financial gain. I shall inform the IPSF Executive Committee about any conflict of interest and recuse myself from taking decision when said conflict of interest arises. I agree to submit all necessary documentation 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 *Article 10. Financial Regulations* of the Domestic Rules. To reduce the financial burden placed upon 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 or monetary benefits gained by myself on behalf of IPSF shall ultimately remain the property of IPSF. If, 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 IPSF Team, I shall not be reimbursed by IPSF for any expenses incurred during my term of office. Furthermore, if any action during my term causes irrevocable harm to the Federation, the Executive Committee shall exercise the right not to reimburse expenses incurred during my term of office.

**IPSF headquarters:**

I shall honour the terms and conditions of usage of the IPSF permanent office, hosted by the International Pharmaceutical Federation (FIP), at all times. Furthermore, I shall honour the terms and conditions as set forth of the IPSF accommodation should I stay in the IPSF accommodation due to IPSF activities.

**IPSF property:**

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 by 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: \_\_\_\_\_

## **APPENDIX III            Development Fund Regulations**

### **ARTICLE 1.            Name**

- 1.1.    The fund shall be called the International Pharmaceutical Students' Federation Development Fund.

### **ARTICLE 2.            Aims and Objectives**

- 2.1.    The main purpose of the Development Fund is to give each and every pharmacy student an equal opportunity to fully participate in the Federation's activities. The Development Fund 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 Development Fund 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 the Federation in their country and run IPSF projects.
- 2.2.    All opportunities provided by the Development Fund are intended to help promote the Federation within the participants' school of pharmacy and country.
- 2.3.    It pursues these aims by:
- 2.3.1.    Assisting pharmaceutical students to participate in IPSF events, directly benefiting the interest of pharmaceutical students on a local, national and international level through the Development Fund event grant.
- 2.3.2.    Assisting active member organisations 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 the Federation through the Development Fund membership fee grant.
- 2.3.3.    Providing a travel subsidy and covering the associated fees to allow members to participate in Student Exchange Programme through the Development Fund Student Exchange Programme grant.
- 2.3.4.    Providing financial assistance to assist the Federation's members by:
- 2.3.4.a.    Developing, low or lower middle income countries to initiate and undertake a campaign or project recognised by the Federation in their own country;
- 2.3.4.b.    Any country to participate in the Federation's activities and events, through the Development Fund projects grant.

### **ARTICLE 3.            Eligibility**

- 3.1.    Members from either Full Members, Members in Association, organisations applying for membership or Individual Members may apply for a Development Fund grant.

### **ARTICLE 4.            Development Fund Committee**

- 4.1. The duties of the Development Fund Coordinator shall be as defined in Article 7.2.1. of the Domestic Rules.
- 4.2. The Development Fund Committee shall act as defined in Article 8.3.1. of the Domestic Rules.
- 4.3. Aims of the Development Fund Committee:
  - 4.3.1. To ensure an unbiased, fair and clear decision when selecting applicants that will be granted the Development Fund.
  - 4.3.2. Organise fundraising activities for the Development Fund throughout the year and motivate members to take part in the Development Fund initiative.
  - 4.3.3. Educating members about the importance of such a grant, not only for the granted student or organisation, but also for the respective member organisation and pharmacy colleagues back in their country.
  - 4.3.4. Issue calls for applications for Development Fund grants and update the Development Fund application forms on a yearly basis.

#### **ARTICLE 5. Interpretation and Effect**

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

#### **ARTICLE 6. Financial Regulations**

- 6.1. The Treasurer shall maintain records of their transactions made on behalf of the Development Fund.
- 6.2. A summary of the finances of the Development Fund and a budget for the forthcoming year shall be prepared by the Treasurer and presented to the General Assembly.
- 6.3. The accounts of the Development Fund shall be audited in conjunction with the Federation's finances, by the Auditing Committee.
- 6.4. The Treasurer shall maintain the Development Fund finances clearly separated from Federation's finances.
- 6.5. The financial year of the Development Fund shall run concurrently with the Federation's financial year.

#### **ARTICLE 7. Organisation**

- 7.1. General assistance:
  - 7.1.1. Applications for assistance according to these regulations shall be forwarded to the Development Fund Coordinator.
  - 7.1.2. The Development Fund Coordinator shall investigate the validity of the application(s) and shall then decide which applications shall be accepted for consideration.

- 7.1.3.** The application(s), with necessary additional information, shall be forwarded by the Development Fund Coordinator to the Development Fund Committee for their approval.
- 7.1.4.** An application shall only be approved, if the Development Fund Coordinator together with two out of the three of the members of the Development Fund 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.
- 7.1.5.** 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.
- 7.1.6.** Should the Development Fund Coordinator not be in agreement with the other members of the Committee or the supervising Treasurer, the application shall be referred to the President who shall make the final decision.

## **ARTICLE 8.                   Criteria for Award**

- 8.1.** The Development Fund Committee should aim to choose applicants who represent multiple regions within the Federation.
- 8.2.** Development Fund Committee shall award grants according to the following criteria:
  - 8.2.1.** For applications relating to event and student exchange grants, priority will be given to:
    - 8.2.1.a.** The applicants from developing, low or lower middle income countries, as defined by the United Nations and World Bank;
    - 8.2.1.b.** Applicants who will represent a country as the only participant from that country;
    - 8.2.1.c.** Applicants who have served as a Contact Person or Committee member or have in some other way contributed to the Federation's events or projects;
    - 8.2.1.d.** Applicants who have never attended an IPSF event;
    - 8.2.1.e.** Applicants who have not received Development Fund Student Exchange Programme, event or project grants previously;
    - 8.2.1.f.** Applicants who represent an organisation who will join the Federation as a new member at the World Congress;
    - 8.2.1.g.** Applicants who are currently students enrolled in an accredited program to receive their first degree in pharmacy.
  - 8.2.2.** For applications relating to membership grants:
    - 8.2.2.a.** Full Members or Members in Association may apply;
    - 8.2.2.b.** The Development Fund Committee will be responsible for awarding the Development Fund Membership Grants prior to the fee payment deadline of January 31st each year;
    - 8.2.2.c.** Member organisations must have been a member for at least one full year prior to applying for a Development Fund Membership Grant;

- 8.2.2.d.** Development Fund membership grants will usually be awarded for an amount equal to one year of membership fees except in circumstances where the Development Fund Committee decides to cancel a member's membership fee debt;
- 8.2.2.e.** A member organisation may only receive a Development Fund membership grant two out of every three years.
- 8.2.2.f.** Members awarded a Development Fund 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 Development Fund membership grant the following year.
- 8.2.3.** For applications relating to Student Exchange Programme grants priority will be given to:
  - 8.2.3.a.** Applicants in their final year of study;
  - 8.2.3.b.** Applicants from developing, low or lower middle income countries, as defined by the United Nations and World Bank;
  - 8.2.3.c.** Applicants who participate in the Student Exchange Programme for the first time;
  - 8.2.3.d.** A maximum of three grants can be given to applicants from one member association;
  - 8.2.3.e.** Applicants who have not received Development Fund Student Exchange Programme, event or project grants previously.

## **ARTICLE 9. Allocation of Development Fund Funds**

- 9.1.** 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 Development Fund in the previous financial year of the Federation.
- 9.2.** The division of these monies for the opportunities offered by the Development Fund will be at the discretion of the Treasurer, the Development Fund Coordinator and the Chairperson of Student Exchange, with input from the Development Fund Committee and the Student Exchange Committee.
- 9.3.** The Student Exchange Programme grants have a maximum limit of 1000 Euro per applicant. The project grants have a maximum limit of 1000 Euro for domestic campaigns and 500 Euro for campaigns on the international travel. The event and membership fee grants have no maximum limits.

## **ARTICLE 10. Awarding of Development Fund Grants**

- 10.1.** With regard to applications relating event grants, the Development Fund Committee may award grants for either travel expenses or event registration fees:
  - 10.1.1.** In the case of an award for event registration:
    - 10.1.1.a.** Only awards for the entire amount of the event registration fee will be made;
    - 10.1.1.b.** The Development Fund Coordinator should make every effort to secure the lowest possible registration fee from the event Reception Committee for the Development Fund grant places.

- 10.2.** In the case of an award for travel expenses:
- 10.2.1.** The applicant should submit their anticipated travel expenses as part of their Development Fund application form;
  - 10.2.2.** Only train, plane, or bus tickets will be considered as travel expenses for Development Fund grant purposes; applicants will not be reimbursed for taxi, subway, gas and incidental expenses. Travel expenses may also include visa costs;
  - 10.2.3.** The Development Fund Committee is responsible for deciding the percentage of reimbursement of travel expenses the Development Fund grant recipient will receive; applicants may receive grants for all or part of their travel expenses;
  - 10.2.4.** Development Fund 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 Development Fund Committee members.
- 10.3.** Regarding applications relating Student Exchange Programme grants:
- 10.3.1.** 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.

## **ARTICLE 11.            Means of Payment**

- 11.1.** In all cases, Development Fund monies that are to be paid directly to the Development Fund grant recipient shall only be given as a reimbursement upon completion of the IPSF event or project.
- 11.2.** The Development Fund grant recipient must present receipts for expenses to the Treasurer in order to receive Development Fund monies which were awarded.
- 11.3.** Development Fund grant recipient will only receive reimbursement up to the amount awarded to them by the Development Fund Committee. If the Development Fund grant exceeds the actual expenditure, the Development Fund grant recipient will only receive the amount of the actual expenditure.
- 11.4.** Where a Development Fund grant is awarded for registration fees to an IPSF Event, the Federation will pay the registration fee of the Development Fund grant recipient directly to the Reception Committee of the specified event.
- 11.5.** Where a Development Fund grant is awarded for membership fees, the Treasurer will transfer the awarded monies from the Development Fund account to the Federation's main account on behalf of the awarded organisation.
- 11.6.** Payment of the Development Fund grant to the Development Fund grant recipient will be made through a bank transfer from the Development Fund account directly to the Development Fund grant recipient's bank account within two weeks following receipt of proof of expenses. In special circumstances, the Development Fund Coordinator may make other arrangements with the Development Fund grant recipient on an individual basis.
- 11.7.** It is the responsibility of the Development Fund grant recipient to supply accurate and timely information about their bank account to the Development Fund Committee including bank name, bank location, account number and bank SWIFT Code.



**ARTICLE 12.           Dissolution of the Development Fund**

- 12.1.** Any proposal to dissolve the Development Fund shall originate from the Executive Committee or from at least three Full Member organisations.
- 12.2.** Such a proposal shall reach the Executive Committee at least three full months before the General Assembly.
- 12.3.** The members shall be notified by the Executive Committee on the proposal at least two months before the General Assembly.
- 12.4.** 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.
- 12.5.** In the event of the dissolution of the Development Fund, all its assets after the discharge of all liabilities shall be devoted to purposes that accord with Article 2 of these regulations.

## **APPENDIX IV            Student Exchange Programme Regulations**

### **ARTICLE 1.            Definitions of the Terms Used Within the Student Exchange Programme Regulations**

- 1.1. An organisation is classified as active in the Student Exchange Programme (SEP), if there are applications from the home organisation (i.e. outgoing students) and/or there are applications from incoming students to that organisation with the status of one of the following:
  - 1.1.1. Successful;
  - 1.1.2. Unsuccessful;
  - 1.1.3. Unsubmitted.
- 1.2. Following Article 1.1. above, an organisation is classified as inactive in SEP if there are no outgoing and incoming applications to and from that organisation.
- 1.3. An inactive organisation will not have access to the SEP account from the database and will not show up in the list of countries visible to IPSF members, which means that the organisation will not participate in SEP for the duration of that SEP year.
- 1.4. The process of transitioning from an active organisation to an inactive organisation is called deactivation which consists of 2 consecutive steps:
  - 1.4.1. The SEO account in the database will turn from the status of active to that of banned, which means that access to that specific account will be denied.
  - 1.4.2. The organisation's profile will turn from the status of active to that of inactivated and the organisation will disappear from the SEP list of countries visible to IPSF members.
  - 1.4.3. The process of deactivation is reversible subject to conditions.

### **ARTICLE 2.            General Considerations**

- 2.1. The Student Exchange Programme year is defined as 1st October through 30th September the following year.
- 2.2. The Student Exchange Programme Domestic Rules must be reviewed every 2 years by the Student Exchange Committee and the Constitutional Working Committee.
- 2.3. It is a requirement that all Student Exchange Officers must read the student exchange programme regulations at the start of the Student Exchange Programme year and at the start of their Student Exchange Officer term.

### **ARTICLE 3.            Student Exchange Programme Fees**

- 3.1. Student Exchange Programme in member organisations:
  - 3.1.1. Applicant fee:
    - 3.1.1.a. Any applicant wishing to take part in the Student Exchange Programme must pay a Student Exchange Programme fee of 42 Euro to their member organisation.
    - 3.1.1.b. If an applicant is not placed, 18 Euro should be returned to the applicant from his/her member organisation and 24 Euro will be paid to the Federation.

**3.1.2. Additional fees:**

**3.1.2.a.** Member organisations may charge an additional fee to their outgoing applicants with the explicit purpose of decreasing the expenses of their incoming SEP students or as a security deposit that must be refunded after the completion of their exchange. However, this additional fee should be kept to a minimum and cannot be more than three times the student exchange programme fee defined in Article 3.1.1.a. of these regulations;

**3.1.2.b.** Member organisations may charge an additional fee for incoming SEP exchange students for the explicit purposes of covering accommodation, compulsory fees charged by the site at which the SEP placement will be completed, food, transportation and social events;

**3.1.2.c.** Student Exchange Officers 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;

**3.1.2.d.** The Federation strongly encourages member organisations to charge outgoing students with a security deposit, entirely refundable once the student completes a successful exchange.

**3.1.3. Member organisation SEP fee:**

**3.1.3.a.** Member organisations must forward 42 Euro to the Federation for each outgoing applicant they approve in the Student Exchange Programme database;

**3.1.3.b.** For each incoming applicant placed by the member organisation, 18 Euro will be subtracted from the total student exchange programme invoice. However, the total fee cannot be negative;

**3.1.3.c.** After September 30<sup>th</sup> each year, the Chairperson of Student Exchange should provide a SEP payment summary to each Student Exchange Officer containing the breakdown of the Student Exchange Programme fees from the previous SEP year (October 1st to September 30th). The final invoice should be sent by the Treasurer for each member organisation after 30th September each year;

**3.1.3.d.** The total SEP fee shall be calculated according to the formula: Total SEP fee = (number of placed outgoings \* 42) + (number of approved outgoings \* 24) - (number of placed incomings \* 18).

**3.2. Student Exchange Programme with Individual Membership:**

- 3.2.1. Individual members should pay 42 Euro directly to the Federation if they wish to participate in the Student Exchange Programme.
- 3.2.2. If the applicant is placed, 18 Euro will be forwarded to the hosting member association by the Federation. If the applicant is not placed, the applicant should be returned 18 Euro.

**ARTICLE 4. Allocation of Application Forms: First Round**

- 4.1. Member organisations shall receive 1.5 times as many application forms as the number of applicants the organisation placed for an official Student Exchange Programme placement in the previous Student Exchange Programme year, rounded to the next integer.
- 4.2. Member organisations that did not participate or remained inactive in Student Exchange Programme in the previous year shall receive two application forms at a maximum at the discretion of the Chairperson of Student Exchange and Student Exchange Committee.
- 4.3. Member eligibility will be reviewed at the end of each SEP year.
- 4.4. After two years of not being constantly active within the Student Exchange Programme, member organisations will begin the deactivation process and become inactive.
  - 4.4.1. If the organisation decides to rejoin the programme, they must contact the Chairperson of Student Exchange and will be put under probation for one year. For further clarification refer to Article 10 of the SEP regulations.
- 4.5. New member organisations joining Student Exchange Programme shall receive two application forms at a maximum.
- 4.6. The Chairperson of Student Exchange shall consider special cases at their discretion.

**ARTICLE 5. Re-allocation of Surplus Application Forms: Second Round**

- 5.1. After March 1st, spare or unused application forms will be returned to the Chairperson of Student Exchange and be re-allocated.
- 5.2. The re-allocation of these application forms will be based on the expression of interest from the Student Exchange Officers through the Application Form Re-allocation Project (AFRP) statement of interest.
- 5.3. The decision on the final reallocation of these application forms will be made by the Chairperson of Student Exchange and Student Exchange Committee by April 1st, according to the following classification:

Category	Number of application forms given for the current Student Exchange Programme year	Maximum percentage of reallocated application forms*
<b>Category 1</b>	0-5	100%

<b>Category 2</b>	6-15	50%
<b>Category 3</b>	16+	50% but not more than 15
*Percentage of the total number of application forms given in the 1 <sup>st</sup> round.		

- 5.3.1. The third part of the AFRP will be launched earlier than March 1st and the list of the member organisations participating will be made public to the SEOs.
- 5.3.2. The first and second part of the AFRP will be launched on March 1st for 2 weeks.
- 5.3.3. The decision on the final re-allocation of these application forms will be made by the Chairperson of Student Exchange and Student Exchange Committee by April 1st, according to the following classification listed above.
- 5.3.4. Only member organisations falling into Categories 1 and 2 shall be eligible for hosting applicant students using these re-allocated application forms in order to promote Student Exchange Programme equally within a wider range of member countries.
- 5.3.5. It is recommended that at least 50% of the extra application forms that are received by an organisation are to be used intra-regionally.
- 5.4. In any case, during the application form reallocation process, the Chairperson of Student Exchange shall consider special cases at their discretion.

## **ARTICLE 6. Student Exchange Programme Deadlines**

- 6.1. Deadlines to be met along Student Exchange Programme year shall be:
  - 6.1.1. The number of application forms each member organisation will get for the new Student Exchange Programme year must be allocated and confirmed by the Chairperson of Student Exchange before the end of October.
  - 6.1.2. Application forms shall be approved on the Student Exchange Programme database by January 15<sup>th</sup>, of each student exchange year; application forms should not begin to be reserved until after the approval deadline of January 15<sup>th</sup>. Countries requiring a different timeline as a deadline should approve application forms two months before their exchange period of their applicants.
  - 6.1.3. Unless otherwise agreed upon, host Student Exchange Officers must accept or refuse applicants no later than two months before the start of the exchange period.
  - 6.1.4. The Chairperson of Student Exchange shall consider special cases at their discretion.

## **ARTICLE 7. Conditions of Exchanges**

- 7.1. General conditions:

- 7.1.1. A placement will only be accepted as an official Student Exchange Programme placement if the student worked a minimum of 40 hours during the exchange.
  - 7.1.2. Applicants' requests in the comments section of the exchange student's application forms are not compulsory for a host association to fulfil.
  - 7.1.3. An applicant can participate in only one IPSF exchange in one organisation during the same Student Exchange Programme year.
- 7.2. Information section:
  - 7.2.1. The conditions of the exchange shall not differ from the information provided in the organisation Information section of the organisation's public page within the Student Exchange Programme database. If any conditions change, the host Student Exchange Officers shall liaise with the applicants whether they accept the changed conditions of the exchange. The agreed upon conditions between the host Student Exchange Officers and the exchange student must not be changed at the last minute except under extreme circumstances.
  - 7.2.2. Information shall be updated in the organisation information section of the Student Exchange Programme database by October 1<sup>st</sup> each year and within a month of starting their Student Exchange Officer term.
  - 7.2.3. Any changes to the organisation information section made during the Student Exchange Programme year shall be communicated to other Student Exchange Officers.

## **ARTICLE 8. Instructions for Student Exchange Officers**

- 8.1. General instructions:
  - 8.1.1. A member organisation can be represented by only one Student Exchange Officer and one Student Exchange Officer cannot represent more than one organisation. The Chairperson of Student Exchange shall consider special cases at their discretion.
  - 8.1.2. Student Exchange Officers should update their necessary contact information in the SEP database within a week of starting their Student Exchange Officer term. Additional information shall be transmitted to the Chairperson of Student Exchange upon request and shall be used only for the purposes of the Student Exchange Programme.
  - 8.1.3. SEO report:
    - 8.1.3.a. By September 20<sup>th</sup>, all Student Exchange Officers must submit a formal report about all exchanges that have occurred for the past Student Exchange Programme year. This report must detail the successful and unsuccessful exchanges, with elaboration of why unsuccessful exchanges did not occur;
    - 8.1.3.b. If this report is not submitted by October 1<sup>st</sup>, the organisation will become classified as inactive;
    - 8.1.3.c. The organisation will remain inactive until submission of the report and confirmation of participation in the current SEP year;

- 8.1.3.d.** If the report and confirmation are sent after January 1st, the organisation will remain inactive in the database.
- 8.1.4.** SEP certificate:
- 8.1.4.a.** The Student Exchange Programme certificate is to be issued by the host Student Exchange Officer, signed either electronically or by hand, to the student upon successful completion of the exchange and submission of the evaluation form. Certificates may be provided electronically in PDF form and are not required to be mailed by post;
- 8.1.4.b.** The host SEOs must send the certificate to their incoming students within 30 days after the completion of the students' evaluation forms.
- 8.1.5.** If the SEO of any member organisation is considered unresponsive, the SEO's account of the organisation will be banned from the database. A SEO shall be considered unresponsive if they fail to respond (a) in two weeks to an email from another SEO, followed by one week to an email from the SEC buddy to the respective SEO, followed by another week to an email from the Chairperson of Student Exchange to the respective SEO, CP and President of the organisation and (b) if the SEO responds to the email of the Chairperson of Student Exchange but fails to respond to the other SEOs for two weeks.
- 8.2.** Instructions for applications:
- 8.2.1.** Application forms must be completed in the Student Exchange Programme database as instructed.
- 8.2.2.** Only application forms of the on-going Student Exchange Programme year can be used in that Student Exchange Programme year.
- 8.2.3.** The Student Exchange Officer in the host country can reserve an application form for the maximum of 30 days.
- 8.2.4.** Student Exchange Officers shall give priority to applicants participating in Student Exchange Programme for the first time.
- 8.2.5.** Student Exchange Officers shall make sure that the information about language skills and fluency level, as provided by students in the application form, is consistent with the language requirements of the host country.
- 8.2.6.** Pre-selection:
- 8.2.6.a.** If there are more candidates applying for the Student Exchange Programme than available application forms, the 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;
- 8.2.6.b.** The Federation strongly encourages Student Exchange Officers to have regulations in the pre-selection process to ensure that students are legitimate in their intentions on participating in Student Exchange Programme.

- 8.2.7.** Student Exchange Officers shall mark the application successful/ unsuccessful only after completion of the student's exchange.
- 8.3.** Instructions for official invitation letters:
  - 8.3.1.** The following must be abided by when an invitation letter is required for a visa:
    - 8.3.1.a.** In cases when a visa is required the host Student Exchange Officer 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;
    - 8.3.1.b.** The invitation letter must contain information about accommodation, board and any subsidy provided for the applicant by the host association or the host during the exchange;
    - 8.3.1.c.** It is not the responsibility of the host Student Exchange Officer 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;
    - 8.3.1.d.** It is ultimately the responsibility of the student to arrange for their own visa to the host country.

## **ARTICLE 9. Individual Members**

- 9.1.** Only applicants who are not able to join a member organisation are eligible to apply for the Student Exchange Programme as an Individual Member, after paying the Individual Membership fee.
  - 9.1.1.** All students and recent graduates that cannot apply for SEP through a member organisation (as defined by the Constitution) and who are eligible to become IPSF IM are also eligible to participate in SEP after paying the membership fee.
  - 9.1.2.** Individual members who apply for SEP and participate in the program must at all times clearly state that they are doing it as IM and not as part of their member organisation.
- 9.2.** Students that have been rejected by their home association for participation in the Student Exchange Programme are not allowed to apply for the Student Exchange Programme as Individual Members of the Federation. The Chairperson of Student Exchange will determine the student's eligibility with the relevant Student Exchange Officers before proceeding.
- 9.3.** Five per cent of the total number of application forms for the current Student Exchange Programme year is allocated for Individual Members. The Chairperson of Student Exchange shall consider special cases at their discretion.
- 9.4.** If the amount of IM who wish to participate in SEP exceeds the amount of available placements, pre-selection process shall take place performed by the Student Exchange Committee, following guidelines developed by the same Committee and published on the IPSF website. The guidelines shall reflect that IM from countries without member organisations of IPSF or unable to join said organisations shall have priority over IM from countries with IPSF member organisations.



- 9.5.** IM must apply for SEP as directed by Article 6.1.2. of the SEP regulations to be eligible. They may apply by March 31<sup>st</sup> of each SEP year however, other cases will be left at the discretion of the Chairperson of Student Exchange. At the time of their application they must be confirmed members of IPSF.

## **ARTICLE 10. Disciplinary Actions to Member Organisations**

- 10.1.** To ensure the quality of the Student Exchange Programme, organisations who do not meet the standard of quality will fall under probation for one year, during which, the Student Exchange Officer of that organisation must conform to probation year guidelines and improve their SEP quality in order to be removed from probation.
- 10.1.1.** Standard quality of the Student Exchange Programme in an organisation implies: an active Student Exchange Officer on all platforms (database, communication groups, meetings) and a well-functioning SEP for both outgoing and incoming students.
- 10.2.** Probation period:
- 10.2.1.** An organisation will fall under probation under the discretion of the Chairperson of Student Exchange and the Student Exchange Committee.
- 10.2.2.** Decision to put an organisation under probation shall be based on depth and breadth of official complaint reports, as evaluated by the Chairperson of Student Exchange and the Student Exchange Committee.
- 10.2.3.** Complaint reports can be filled by Student Exchange Officers or Student Exchange Committee members either in an official written form or via email correspondence with the Chairperson of Student Exchange.
- 10.2.4.** If an organisation is placed under probation, the organisation has the right to request from the Chairperson of Student Exchange, a detailed motivation that supports this decision under the form of an official report.
- 10.2.5.** The probation period serves as a period of extended support for an organisation in order to ensure improvement of SEP within that organisation.
- 10.2.6.** If an organisation fails to comply with probation guidelines, the Chairperson of Student Exchange and the Student Exchange Committee reserve the right to deactivate the Student Exchange Programme in that organisation until the quality of the program can be demonstrated through an extensive report in accordance with probation year documents.
- 10.2.7.** Upon returning to activity, the organisation will be placed back on probation.
- 10.2.8.** An organisation shall be removed from probation year under the discretion of the Chairperson of Student Exchange and the Student Exchange Committee.
- 10.3.** Probation year guidelines:
- 10.3.1.** At the end of each SEP year, Student Exchange Committee members and the Chairperson of Student Exchange will evaluate each organisation and will announce those which will be on probation from the next SEP year.
- 10.3.2.** Timeline:
- 10.3.2.a.** 1st October - 1st November: Once organisations under probation are made aware of the decision, in this period they are entitled to contest it. If the organisation acknowledges the decision, probation year will commence. If there is no response

from the organisation, the account from the database will be deactivated. If the response is received after November 1st, it is up to the discretion of the Chairperson of Student Exchange and the Student Exchange Committee to decide if the organisation will enter probation year or remain deactivated. An official letter expressing the reason why the organisation did not respond on time is necessary;

**10.3.2.b.** If the probation year requirements are not being met, the organisation will receive a one week notice to deliver the expected tasks. If the deadline has passed with no answer from the organisation, the account from the database will be deactivated;

**10.3.2.c.** Before October 1st of the following SEP year, the Student Exchange Committee and the Chairperson of Student Exchange will evaluate all the reports and decide if the organisation will pass the probation year. If the organisation does not pass the probation period, the account in the database shall remain deactivated until further contact from that organisation. Upon returning to activity, the organisation will fall under probation year. During the period of inactivity, outgoing students from that organisation can apply for SEP on the quota of Individual Members. If the organisation passes the probation period, the activities will be carried out on a normal base;

**10.3.2.d.** Special cases of inactivity will be left to the discretion of the Chairperson of Student Exchange and the Student Exchange Committee.

**10.3.3.** Documents required:

**10.3.3.a.** October-November: acknowledgement of the decision from the organisation;

**10.3.3.b.** Due December: informing the Chairperson of Student Exchange about the details of the Student Exchange Officer in charge of SEP in that year. The profile of the organisation in the database shall be fully updated;

**10.3.3.c.** Due December: complete report on the current work, coordination of SEP team and future plans;

**10.3.3.d.** Due March: complete report on the current work, coordination of SEP, team and future plans, highlighting the status of the outgoing students;

**10.3.3.e.** Due May: complete report on the current work, coordination of SEP team and future plans, highlighting the status of incoming students;

**10.3.3.f.** Due September 20th: annual report.

**10.3.4.** Actions required:

**10.3.4.a.** Attendance at the SEO meetings;

**10.3.4.b.** Attendance at the SEO trainings;

- 10.3.4.c.** Up to date communication with the SEC buddy.

**ARTICLE 11. Inappropriate Conduct by SEP Participants**

- 11.1.** A participant's conduct is considered inappropriate in the following cases:
- 11.1.1.** If they renounce their exchange before placement.
  - 11.1.2.** If they renounce their exchange during the placement.
  - 11.1.3.** If they do not conform to the minimum 40-hours working requirement.
  - 11.1.4.** If they behave inappropriately during the exchange. This can include:
    - 11.1.4.a.** Not performing to the expectations of the host;
    - 11.1.4.b.** Not showing respect to his/her Contact Persons and to others in the exchange group.
- 11.2.** In the case that a participant behaves inappropriately as defined in Article 11.1., the following must be abided by:
- 11.2.1.a.** The host Student Exchange Officer must immediately inform the home Student Exchange Officer about the conduct of the student. The host Student Exchange Officer or home Student Exchange Officer must report the incident to the Chairperson of Student Exchange;
  - 11.2.1.b.** Each unsuccessfully placed student who did not meet the minimum of 40 working hours during exchange shall be evaluated individually to determine whether this student will receive a Student Exchange Programme certificate;
  - 11.2.1.c.** On considering the report, the Chairperson reserves the right to cancel the exchange, even after official confirmation of acceptance;
  - 11.2.1.d.** After consultation with the Chairperson of Student Exchange, the host Student Exchange Officer can mark the student as 'Unsuccessful' in the Student Exchange Programme database and must not issue the student with the Student Exchange Programme certificate;
  - 11.2.1.e.** Unsuccessfully placed applicants shall not be able to participate in the Student Exchange Programme within the same year; nor be eligible for the programme the following year. The Student Exchange Officer of the applicant's home organisation shall be responsible for checking that possible applications issued by these participants in the following year are rejected;
  - 11.2.1.f.** Unsuccessfully placed applicants shall not get a refund of the Student Exchange Programme fee;
  - 11.2.1.g.** If the student was marked unsuccessful due to events that he/she could not control (personal hardship, deaths of immediate family etc.) the student is able to apply next year and will be partially refunded the student exchange fee.

## **APPENDIX V                      Student Exchange Programme Waiver of Liability**

The Waiver of Liability is required for all student exchanges, and should be signed by the student, the home Student Exchange Officer and the host Student Exchange Officer. If there is a failure to sign the waiver, The Federation will not be held accountable in any legal liability of the participating organisations. This is a binding waiver of liability agreement which should be read carefully and in its entirety.

### **Participation:**

1. I have voluntarily agreed to participate in the Student Exchange Programme provided by the International Pharmaceutical Students' Federation ("the Federation") and my home organisation.
2. I understand that I must pay the Student Exchange Programme fee of 42 Euro or another amount that the home organisation has determined.
3. I am aware that I may not have a guaranteed Student Exchange Programme place despite paying the Student Exchange Programme fee. In the case in which I do not get any offer for a placement, only 18 Euro from the 42 Euro will be returned to me.
4. I fully understand that the Federation is not responsible for determining the aspects of the exchange.
5. I agree to fully comply with the conditions outlined by the host organisation and the host pharmacist/pharmacy/organisation/institution.
6. 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 the Student Exchange Programme the following year.
7. I am fully responsible for organising my own travel visa to the host country.
8. I am fully responsible for obtaining health insurance or any other kind of insurance if needed for practice in the country I am travelling to.
9. I am aware that I need to fill in an evaluation form after the completion of my exchange.
10. I am aware that I need to send all documents requested by the host organisation.

### **Acceptance of responsibility:**

1. I am participating in the Student Exchange Programme at my own risk.
2. The Federation will not be held responsible for any persons becoming injured physically or mentally.
3. The Federation or host organisation will not be held responsible for any kind of damages, accidents or injury I may cause during the length of my exchange.
4. The Federation or host organisation will not be held responsible for any kind of damages, accidents or injury caused by natural calamities.
5. The Federation or host organisation will not be held responsible for any kind of damage, theft or loss of personal belongings.
6. I am personally responsible for any costs of any (para)medical services I may need during my stay abroad for the exchange.

I agree to the fact that the agreement between the Federation 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 aforementioned agreement.

By submitting my application form in the Student Exchange Programme database, I hereby agree to comply to all the above conditions as stated in this waiver of liability.

International  
Pharmaceutical  
Students' Federation



# The IPSF Standing Orders

IPSF



# IPSF Standing Orders

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**ARTICLE 1. General Assembly and Regional Assembly Chairing**

- 1.1.** Chairperson of the General Assembly:
- 1.1.1.** The Parliamentary Coordinator shall be the Chairperson of the General Assembly sessions, subject to the approval of the General Assembly.
  - 1.1.2.** The Chairperson of the corresponding Regional Office shall be the Chairperson of the Regional Assembly sessions, subject to the approval of the Regional Assembly.
- 1.2.** If the Chairperson wishes to take part in the discussions then they shall hand the chair to another Executive Committee or Regional Working Group member, if applicable.

**ARTICLE 2. Assistance to the Chairperson**

- 2.1.** Executive Committee and Regional Working Groups:
- 2.1.1.** For the duration of the General Assembly:
    - 2.1.1.a.** The Secretary-General shall assist the Chairperson in their duties, shall advise them on the interpretation of the Official Documents with the assistance of the Motions Committee, shall receive and present motions to the Chairperson with the assistance of the Motions Committee, and keep records of the proceedings.
    - 2.1.1.b.** All other Executive Committee members shall assist the Chairperson in their duties and provide information to the General Assembly in their official capacities.
  - 2.1.2.** For the duration of the Regional Assembly:
    - 2.1.2.a.** The Secretary of the corresponding Regional Office shall perform duties as detailed in Article 2.1.1.a. of the Standing Orders.
    - 2.1.2.b.** All other members of the corresponding Regional Working Group and present Executive Committee members shall perform duties as detailed in Article 2.1.1.b. of the Standing Orders.
- 2.2.** Parliamentary Coordinator and Motions Committee:
- 2.2.1.** The Assembly shall appoint a Motions Committee for the duration of the Assembly, consisting of three members at the Assembly from different nations that are not Official Delegates or otherwise actively involved in the Assembly.
  - 2.2.2.** The duties of the Parliamentary Coordinator shall be:
    - 2.2.2.a.** To advise the Executive Committee and Assembly on matters pertinent to the Official Documents;
    - 2.2.2.b.** To chair the General Assembly.
  - 2.2.3.** The duties of the Motions Committee shall be:
    - 2.2.3.a.** To ensure the smooth running of the business sessions of the Assembly, including presentation of motions;
    - 2.2.3.b.** To advise individuals on matters pertinent to the Assembly;
    - 2.2.3.c.** To receive and revise motions proposed to the Assembly;





- 3.4.1.** Welcome message;
  - 3.4.2.** Acronyms;
  - 3.4.3.** Notifications to the Assembly;
  - 3.4.4.** Credential forms;
  - 3.4.5.** Tentative agenda;
  - 3.4.6.** Motions form, with explanatory notes;
  - 3.4.7.** Call for Executive Committee and/or Regional Working Group members;
  - 3.4.8.** Nomination form for leadership roles;
  - 3.4.9.** Appendices;
  - 3.4.10.** The latest version of the IPSF Official Documents;
  - 3.4.11.** Minutes of the last Assembly;
  - 3.4.12.** Minutes of the previous Executive Committee and/or Regional Working Group meetings;
  - 3.4.13.** Annual reports of the relevant team;
  - 3.4.14.** Financial report;
  - 3.4.15.** Budget;
  - 3.4.16.** Changes to the IPSF Official Documents proposed by the Executive Committee where applicable;
  - 3.4.17.** Annual reports of the member organisations (electronic version only);
  - 3.4.18.** Additional statements or documents.
- 3.5.** Any motion shall be accorded in order of precedence as may be decided upon by the Executive Committee or corresponding Regional Working Group in arranging the agenda. With the approval of the Assembly, agenda items may be tabled through a procedural motion.
- 3.6.** The business of the General Assembly shall be arranged as follows:
- 3.6.1.** Opening of the meeting;
  - 3.6.2.** Credentials report, roll call of delegates;
  - 3.6.3.** Acknowledgement of member organisations with voting rights;
  - 3.6.4.** Appointment of the Chairperson;
  - 3.6.5.** Acknowledgment of Observers and organisations applying for membership;
  - 3.6.6.** Greetings to the meeting and apologies for absence;
  - 3.6.7.** Appointment of Motions Committee, Scrutineers, Meeting Secretaries, Honorary Life Membership Nominations Committee and Auditing Committee;
  - 3.6.8.** Adoption of agenda;
  - 3.6.9.** Adoption of the minutes of the previous General Assembly;
  - 3.6.10.** Applications for membership of IPSF and organisations losing their membership;
  - 3.6.11.** To receive and, if approved, adopt the annual report of the:
    - 3.6.11.a.** President;
    - 3.6.11.b.** President-Elect;
    - 3.6.11.c.** Secretary-General;
    - 3.6.11.d.** Treasurer;
    - 3.6.11.e.** Chairperson of Internal Relations;
    - 3.6.11.f.** Chairperson of External Relations;
    - 3.6.11.g.** Chairperson of Media and Publications;
    - 3.6.11.h.** Chairperson of Pharmacy Education;



- 3.7.10.a.** Chairperson of the Regional Office;
- 3.7.10.b.** Secretary;
- 3.7.10.c.** Regional Media and Publications Officer;
- 3.7.10.d.** Regional Projects Officer;
- 3.7.10.e.** Regional Relations Officer;
- 3.7.10.f.** Chairperson of the Reception Committee.
- 3.7.12.** To receive and, if approved, adopt the annual report of the:
  - 3.7.12.a.** Subcommittee chairs and any appointed RWG members;
  - 3.7.12.b.** Contact Person of member organisations.
- 3.7.13.** To receive and, if approved, adopt the annual report of the:
  - 3.7.13.a.** Regional financial report;
  - 3.7.13.b.** Budget for the upcoming year;
- 3.7.14.** Nomination acceptances for the Chairperson of the Regional Office;
- 3.7.15.** Election of the Regional Working Group for the upcoming year;
- 3.7.16.** Discussion of official statements and declarations;
- 3.7.17.** Policy statements;
- 3.7.18.** Election of the member organisation to host a upcoming Regional Symposium;
- 3.7.19.** Any incoming motions;
- 3.7.20.** Any other business;
- 3.7.21.** Closure of the meeting.

#### **ARTICLE 4. Parliamentary Activity and Motions**

- 4.1.** Procedural motions:
  - 4.1.1.** All procedural motions require a simple majority to be passed, as defined in Article 7.3 of the Standing Orders, unless otherwise specified.
  - 4.1.2.** No abstentions are permitted when voting on procedural motions.
  - 4.1.3.** Procedural motions must be seconded and discussed in accordance with the procedure for motions.
  - 4.1.4.** The only procedural motions which are not up for debate are motions to close the subject under discussion, a motion that the question be put or a motion that the question be not put.
  - 4.1.5.** Procedural motions are not amendable.
  - 4.1.6.** The following motions are procedural motions:
    - 4.1.6.a.** A motion to close the subject under discussion.
    - 4.1.6.b.** A motion to re-open the subject under discussion. This motion may only be considered if the motion has not been voted on or a procedural motion to close the discussion has not been passed.
    - 4.1.6.c.** A motion to extend or limit the time limits of debate.
    - 4.1.6.d.** A motion to postpone the subject under discussion to a later date during the Assembly.
    - 4.1.6.e.** A motion to refer to a Committee.
    - 4.1.6.f.** A motion to vote on the motion in parts.

- 4.1.6.g.** A motion to reconsider a motion. If the motion to reconsider is passed, the original motion may be re-debated and re-voted upon. A procedural motion to reconsider the motion may only originate from an Official Delegate who was present during voting on the motion in question or the Executive Committee. For this motion to pass, a two-thirds majority, as defined in Article 7.2., is required.
- 4.1.6.h.** A motion to reconsider an election. This motion must be made the same day as the election that is to be reconsidered. If the motion to reconsider is passed, the original election shall be re-debated and re-voted upon. For this motion to pass, a two-third majority is required.
- 4.1.6.i.** A motion to suspend the Standing Orders in part or in whole.
- 4.1.6.j.** A motion to resume the Standing Orders in part or in whole.
- 4.1.6.k.** A motion to challenge the Chairperson's ruling. A public statement can be presented to the Assembly. If the motion is carried, the Assembly expects the Chairperson to adapt his/her ruling. For this motion to pass, a two-thirds majority, as defined in Article 7.2, is required.
- 4.1.6.l.** A motion of censure on a person. If carried, the person shall abstain from comments on a specific subject and they shall be immediately removed from the room. For this motion to pass, a two-thirds majority, as defined in Article 7.2, is required.
- 4.1.6.m.** A motion to hold a vote of "no confidence" in the Chairperson. If carried, the discussion and election of the new Chairperson shall be chaired by one of the Executive Committee members.
- 4.1.6.n.** A motion to vote on the motion as a secret ballot.
- 4.1.6.o.** A motion to conduct a closed discussion.
- 4.1.7.** The procedural motions that may be used during elections are as described in Articles 4.1.5.a., 4.1.5.c., 4.1.5.g., 4.1.5.h., 4.1.5.i., 4.1.5.j., 4.1.5.k., 4.1.5.l. of the Standing Orders.
- 4.2.** Motions:
  - 4.2.1.** All motions, excluding procedural motions and amendments to a submitted motion, must be submitted in writing to the Motions Committee not later than midnight of the day proceeding the final Assembly session.
  - 4.2.2.** All motions, excluding procedural motions and elections, shall have the following structure: "This the [nth] IPSF General Assembly [action] the [object] to [main content] which shall be achieved by [date]."
  - 4.2.3.** 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 the Federation."
  - 4.2.4.** The Executive Committee may propose motions which do not need to be seconded. All other motions must have a proposer and a seconder of member organisations from different nations. Proposers to whom voting rights

were delegated by another member organisation cannot use those rights to second their own motion.

- 4.2.5.** Once a motion has been seconded, the proposer and the seconder shall have the right to speak and the motion shall then be open for discussion.
  - 4.2.6.** Once a procedural motion to close discussion has been passed, a concluding statement in 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.
  - 4.2.7.** Coloured cards shall be distributed to all attendees during Assemblies for informal voting and expression of agreements and disagreements.
  - 4.2.8.** The Chairperson shall have the right to move directly to voting on the motion if:
    - 4.2.8.a.** There is no discussion on the motion or;
    - 4.2.8.b.** There is no further discussion on the motion.
  - 4.2.9.** Upon the request of an Official Delegate, the Chairperson may grant an intra-delegation discussion for a stated period of time to enable discussion on the motion within a delegation.
  - 4.2.10.** A motion is withdrawn when:
    - 4.2.10.a.** The proposer is not present at that session of the Assembly;
    - 4.2.10.b.** The proposer and/or seconder withdraw.
  - 4.2.11.** Any motion that is withdrawn may be proposed by other delegates or the Executive Committee.
  - 4.2.12.** A motion previously voted upon during the current General Assembly may be reconsidered. A procedural motion to reconsider the motion may only originate from an Official Delegate who was present during voting on the motion in question, or the Executive Committee.
- 4.3.** Amendments:
- 4.3.1.** 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.
  - 4.3.2.** An amendment to a motion becomes the property of the proposer of the original motion provided he/she accepts the amendment.
  - 4.3.3.** 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.
- 4.4.** Closed discussion:
- 4.4.1.** Closed discussion shall be held in the following way:
    - 4.4.1.a.** All access doors to the General Assembly hall shall be closed and locked until the end;
    - 4.4.1.b.** All electronic devices must be switched off and delegates shall refrain from using them;
    - 4.4.1.c.** Live streaming shall be turned off;

- 4.4.1.d.** No one shall enter the room for the whole length of the closed discussion;
- 4.4.1.e.** A designated person must guard the doors in order to guarantee that they will be closed for the whole duration of the closed discussion.

## **ARTICLE 5. Conduct of the Meeting**

- 5.1.** Every speaker shall address themselves solely to the Chairperson. Every speaker must state their name and organisation or status before addressing the Assembly.
- 5.2.** The debate must be pertinent to the subject being discussed. The Chairperson shall bring back to order any speaker failing to adhere to the subject under discussion.
- 5.3.** A Point of Order may be heard at any time during the Assembly except during the voting procedure. A Point of Order is debatable, and must deal with the conduct of the Assembly, transgression of the Official Documents, or calling attention to matters not relevant to the motion under discussion.
- 5.4.** A Point of Information provides or requests information to or from the speaker. It may be heard at any time during Assembly except during the voting procedure. A Point of Information must be relevant to the subject under discussion.
- 5.5.** A discussion cannot be closed by procedural motion if there are less than five entries that have been made since the opening of the floor for discussion, or after a rejected procedural motion to close the discussion.

## **ARTICLE 6. Privileges**

- 6.1.** Representation privileges:
  - 6.1.1.** All member organisations shall have the privilege of naming up to three current members of that organisation, preferably consisting of the Contact Person and Student Exchange Officer at a minimum, to represent that organisation as Official Delegates at any Assembly.
  - 6.1.2.** Official Delegates must be named on a properly submitted credentials form before the opening of the Assembly to be officially recognised during any Assembly.
- 6.2.** Voting privileges:
  - 6.2.1.** Full Members shall have voting privileges with each Full Member having one vote.
  - 6.2.2.** Full Members are entitled to voting privileges during an Assembly session, provided their Official Delegates are properly accredited and registered, and present at the roll call at the beginning of that respective Assembly session.
  - 6.2.3.** Absence of an Official Delegate during roll call shall lead to the suspension of voting privileges until the next roll call.
  - 6.2.4.** In the event that all Official Delegates of a particular delegation must leave the Assembly during an active session, the Chairperson must be informed through a Point of Order and voting privileges shall be suspended until the next roll call. Voting privileges shall not be delegated to another Full Member,

with exceptions when all delegates of the particular delegation were instructed to refrain from the voting.

- 6.2.5.** A Full Member that is unable to send Official Delegates to attend the Assembly may delegate another Full Member to vote on its behalf provided that:
  - 6.2.5.a.** Such a mandate is sent to the Secretary on the credentials form, before the commencement of the Assembly;
  - 6.2.5.b.** The present Full Member represents only one additional Full Member;
  - 6.2.5.c.** A properly accredited Official Delegate from that organisation is not present at the congress or symposium.
- 6.3.** Proposing and seconding motions privileges:
  - 6.3.1.** Full Members and Members in Association have the right to propose and second motions, only when (an) Official Delegate(s) are physically present at the Assembly.
- 6.4.** Speaking privileges:
  - 6.4.1.** All participants shall have speaking privileges during the Assembly.
  - 6.4.2.** Speaking privileges shall include the right to address the Assembly, and raise Points of Information and Order.
  - 6.4.3.** The Chairperson has the right to revoke the speaking privileges from any participant who is disrupting the Assembly.

## **ARTICLE 7.            Voting During an Assembly**

- 7.1.** Any motion 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.
- 7.2.** The support of a two-third majority of the actual vote cast, excluding abstentions shall be required to carry motions directly connected with:
  - 7.2.1.** Admission of members by the General Assembly;
  - 7.2.2.** Removal of membership;
  - 7.2.3.** Dismissal of an Executive Committee member;
  - 7.2.4.** Amendments to the Constitution;
  - 7.2.5.** Dissolution of the Federation;
  - 7.2.6.** Dissolution of the Development Fund.
  - 7.2.7.** The procedural motions stated in Articles 4.1.5.g., 4.1.5.h., 4.1.5.k., 4.1.5.l., and 4.1.5.m.
- 7.3.** The support of a simple majority (50% + 1 vote) of the actual vote cast, after excluding abstentions, shall be required for all other matters.
- 7.4.** 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.”
- 7.5.** Each Full Member present with voting rights must vote.
- 7.6.** Voting materials shall be distributed after a Full Member has been deemed present at the roll call at the beginning of each General Assembly session.
- 7.7.** Voting shall take place through the use of voting cards, except when specified otherwise in the Standing Orders or upon request by an Official Delegate.

- 7.8. All vote counts must be performed by at least two individuals.
- 7.9. No interruptions shall be permitted during the voting procedure until results are announced.
- 7.10. A recount may be requested by any Official Delegate or Scrutineer immediately following the original vote. The Official Delegates must vote in the same way as they did in the original vote.
- 7.11. Voting by secret ballot:
  - 7.11.1. After an open discussion, any applicable nominees must leave the Assembly room.
  - 7.11.2. Closed discussion shall be held.
  - 7.11.3. Voting options shall be specified by the Chairperson, to be written on any specified official secret ballot cards.
  - 7.11.4. An individual ballot shall be considered spoilt if:
    - 7.11.4.a. What is written on the ballot card is not one of the options specified by the Chairperson;
    - 7.11.4.b. What is written on the ballot card is unreadable;
    - 7.11.4.c. There are other writings besides the valid options.
  - 7.11.5. The vote count shall be performed by the appointed Scrutineers.
  - 7.11.6. After the final result of the vote, candidates will be summoned back to the General Assembly session, closed discussion rulings will cease to apply and the results will be announced, both orally and in written form.

## **ARTICLE 8. Voting by Correspondence**

- 8.1. By unanimous decision, the Executive Committee may request all Full Member organisations vote by correspondence on any urgent issue.
- 8.2. The Executive Committee must ensure the integrity of votes (e.g. using official voting paper, unique online login information).
- 8.3. Voting by correspondence shall take place via the following procedure:
  - 8.3.1. The Secretary-General shall circulate the motion, and all relevant background information, to all member organisations via any available means to ensure the motion reaches all member organisations.
  - 8.3.2. As soon as the motion is received, the Full Member organisation must notify the Secretary-General or Permanent Officer.
  - 8.3.3. The Full Member organisations shall have one representative, preferably the Contact Person or President, to return their vote(s) by the deadline specified.
  - 8.3.4. The vote shall only be valid if the votes of one third of all Full Member organisations are received by the deadline.
  - 8.3.5. The Secretary-General shall notify all members of the result and initiate any necessary action within one month of the count.

## **ARTICLE 9. Applications for Membership**

- 9.1. Applications for membership must be vetted by the Executive Committee to verify all application materials and fees have been received prior to presentation.



- 9.2. Organisations seeking Membership in Association shall present their application to the General Assembly within a specified time limit of five minutes. The presentation shall include, at a minimum:
  - 9.2.1. The number of students and/or recent graduates represented;
  - 9.2.2. The number of schools represented;
  - 9.2.3. The year of establishment;
  - 9.2.4. The Executive Structure;
  - 9.2.5. Any activities;
  - 9.2.6. Motivation for seeking membership.
- 9.3. Organisations seeking Full Membership may be requested to present their application to the General Assembly.
- 9.4. In the event that no representative of the organisation is able to attend the General Assembly, and cannot attend via teleconference, another delegate or member familiar with the organisation shall present and respond to questions on their behalf.
- 9.5. Voting shall be carried out by secret ballot.

#### **ARTICLE 10. Election of the Executive Committee**

- 10.1. Notification:
  - 10.1.1. Notification about elections shall be sent to all members at least one month prior to the General Assembly.
- 10.2. Eligibility:
  - 10.2.1. Nominees shall be a member of the Federation. Members more than four years post-graduation are not eligible.
  - 10.2.2. Nominees in first-round elections must have attended at least one previous General Assembly or have served in a position appointed by the General Assembly or Executive Committee.
    - 10.2.2.a. For the President position, only the current President-Elect will be considered in the first-round election.
  - 10.2.3. Nominees for the positions of Chairperson of the Regional Office must not have been rejected as unqualified by the preceding Regional Assembly of the respective region. If the Regional Assembly has not yet taken place, the positions shall be filled after the upcoming respective Regional Assembly, and the current Executive Committee shall appoint a Chairperson in consideration of the wishes of the region and needs of the Federation as a whole.
- 10.3. Nominations shall only be accepted upon submission of the nomination form, completed by the nominee themselves. The Secretary-General, or another individual appointed by the Executive Committee, shall accept nomination forms no later than midnight of the second day preceding the elections.
- 10.4. A nominee may nominate themselves for one position during first-round of elections, and for one alternative position during second-round of elections if they were defeated in the first round.
- 10.5. Conduct of elections:
  - 10.5.1. All eligible candidate nomination forms shall be provided to delegates and published for General Assembly participant viewing starting the day after nominations close.

- 10.5.2.** 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 Student Exchange, Chairperson of the African Regional Office, Chairperson of the Asia Pacific Regional Office, Chairperson of the Eastern Mediterranean Regional Office, Chairperson of the European Regional Office and Chairperson of the Pan American Regional Office.
- 10.5.3.** Nominees for the same position shall be presented in the order in which their nominations were received.
- 10.5.4.** Nominees shall have their nomination form displayed to the General Assembly in a readable font size prior to each nominee's speech. The Chairperson must ensure that all Official Delegates have adequate time to view the nomination form.
- 10.5.5.** Nominees shall provide a speech up to a limit of three minutes. If nominees are unable to attend the Assembly, the nominee may provide their speech via teleconference, where available, or via a pre-recorded video with proper justification and approval by the General Assembly.
- 10.5.6.** All questions must be addressed to all nominees.
- 10.5.7.** Successful candidates for the President-Elect position shall be co-opted on the Executive Committee once elected.
- 10.5.8.** Nominees shall be available to answer questions from participants of the General Assembly. In the event that the nominee is unavailable to answer questions during elections, it is his/her responsibility to inform the Secretary General ahead of the election so the General Assembly can be informed.
- 10.6.** Voting procedure:
  - 10.6.1.** Voting shall be carried out by secret ballot.
  - 10.6.2.** If a nominee is the only Official Delegate from their organisation, the organisation may mandate its vote to another Full Member organisation for the duration of the voting procedure.
  - 10.6.3.** Voting options shall be the name of the nominees, or "re-open". A vote of "re-open" is a vote of no confidence in the candidate(s).
  - 10.6.4.** A simple majority (50% + 1 vote) is required for the nominee to be elected. If the nominee does not receive a simple majority, the position remains vacant and second-round elections shall take place.
  - 10.6.5.** In the event that there are only two nominees for a particular office, and they each receive the same number of votes, or if no nominee receives a simple majority, a motion to reconsider the motion may be made. If no simple majority is then reached, the office remains vacant, and second-round of elections shall take place.
  - 10.6.6.** In the event that there are more than two nominees for a particular office, and no nominee receives a simple majority, then the following shall take place:
    - 10.6.6.a.** There shall be consecutive votes in which the nominee receiving the least number of votes in each vote shall be

eliminated from the list of candidates until one candidate has received a simple majority.

**10.6.6.b.** In the event of two candidates simultaneously receiving the least number of votes, a vote shall be cast to determine which nominee to eliminate.

**10.6.6.c.** In the event of two candidates receiving the same number of most votes, a motion to reconsider the motion may be made. If both candidates then again receive the same number of most votes, the incoming and outgoing Executive Committees shall jointly appoint one of the two nominees after the Assembly.

**10.7.** Filling vacant positions:

**10.7.1.** In the event of any Executive Committee office remaining open to nominations after the first-round elections, nominations for those positions shall be accepted and a motion to table the election for that particular office to a later time in the Assembly shall be honoured.

**10.7.2.** Any member of the Federation that is not beyond four years post-graduation may nominate themselves for a vacant office provided they were not defeated for that particular office in the first-round elections. If a member who has been elected into office is due to reach four years post-graduation status prior to the completion of the mandate, the individual shall remain an IPSF member until the conclusion of the mandate.

**10.7.3.** The voting procedure for the second-round elections shall be the same as for first-round elections, with the exception of how to proceed for vacancies after the second-round voting.

**10.7.4.** In the event of any Executive office, except the President, remaining vacant after second-round elections, nominations shall be re-opened and the current Executive Committee shall appoint a nominee to the position after the Assembly.

**10.7.5.** In the event of the President office remaining vacant after second-round elections, nominations shall be re-opened and voting by correspondence shall take place.

## **ARTICLE 11.           Nomination Acceptance & Election of the Regional Working Group**

**11.1.** Notification:

**11.1.1.** Notification about elections shall be sent to all members at least one month prior to the respective Regional Assembly.

**11.2.** Eligibility:

**11.2.1.** Nominees shall be a member of the Federation from the respective region. Members more than four years post-graduation are not eligible.

**11.2.2.** Nominees in first-round nomination acceptance or elections must have actively participated in at least one previous General or Regional Assembly or have served in a position appointed by the General Assembly, Executive Committee or Regional Working Group.



**11.5.3.** In the event that during elections there are more than two nominees for a particular office, and no nominee receives a simple majority, then the following shall take place:

**11.5.3.a.** There shall be consecutive votes in which the nominee receiving the least number of votes in each vote shall be eliminated from the list of candidates until one candidate has received a simple majority.

**11.5.3.b.** In the event of two candidates simultaneously receiving the least number of votes, a vote shall be cast to determine which nominee to eliminate.

**11.5.3.c.** In the event of two candidates receiving the same number of most votes, a motion to reconsider the motion may be made. If both candidates then again receive the same number of most votes, the incoming and outgoing Regional Working Group shall jointly appoint one of the two nominees after the Assembly.

**11.6.** Filling vacant positions:

**11.6.1.** In the event of any Regional Working Group office remaining open to nominations after the first-round elections, nominations for those positions shall be accepted and a motion to table the nomination acceptance or election for that particular office to a later time in the Assembly shall be honoured.

**11.6.2.** Any member of the Federation that is not beyond four years post-graduation may nominate themselves for a vacant office, provided that they were not defeated for that particular office in the first-round nomination acceptance or elections.

**11.6.3.** The voting procedure for the second-round nominate on acceptance or elections shall be the same as for first-round nomination acceptance or elections, with the exception of how to proceed for vacancies after the second-round voting.

**11.6.4.** In the event of any Regional Working Group position, except the Chairperson of the Regional Office, remaining vacant after second-round elections, nominations shall be re-opened and the working Regional Working Group shall appoint a nominee to the position after the Assembly. In the event that the Regional Working Group can not or is unwilling to fulfil this task, assistance by the Executive Committee shall be requested.

**11.6.5.** In the event of the Chairperson of the Regional Office has zero or only one nomination accepted after second-round nominations acceptance, nominations shall be re-opened and the procedures shall be followed in Articles 10.3., 10.4. and 10.5. of the Standing Orders.

## **ARTICLE 12. Election to Host World Congress or Regional Symposium**

**12.1.** Eligibility:

**12.1.1.** Member organisations applying to host a World Congress or Regional Symposium shall be a member for at least the immediately preceding year.

**12.2. Conduct of elections:**

**12.2.1.** The General Assembly shall elect the member organisation which shall host the World Congress two years in advance.

**12.2.2.** The Regional Assembly shall elect the member organisation which shall host the Regional Symposia one year in advance.

**12.2.3.** Nominees shall present their bid in the order in which their nominations were received.

**12.2.4.** The nominees shall have the right to speak up to a limit of ten minutes. The presentation shall include, at a minimum:

**12.2.4.a.** Name of the proposed Chairperson of the Reception Committee;

**12.2.4.b.** Structure and proposed names of the Reception Committee;

**12.2.4.c.** Tentative programme;

**12.2.4.d.** Accommodation and maximum number of attendees;

**12.2.4.e.** Budget;

**12.2.4.f.** Availability of pre- and post-event programming.

**12.2.5.** The nominees shall be available to answer questions from the participants of the General Assembly concerning general aspects of the bid.

**12.2.6.** All questions must be addressed to all nominees.

**12.3. Voting procedure:**

**12.3.1.** Voting shall be carried out by secret ballot.

**12.3.2.** If the individual preparing and presenting the bid on behalf of the potential host is also the only Official Delegate from their organisation, the organisation may mandate its vote to another Full Member organisation for the duration of the voting procedure.

**12.3.3.** Voting options shall be the acronyms of the bidding organisations, or “re-open”.

**12.3.4.** 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 event remains vacant.

**12.3.5.** In the event of two nominees receiving the same number of votes, a motion to reconsider the motion may be made. If both potential hosts then again receive the same number of votes, the casting vote shall be given to the Executive Committee.

**12.4. Filling vacant positions:**

**12.4.1.** In the event that the position for host of the World Congress remains vacant, the Executive Committee shall re-open nominations and appoint a host after the General Assembly.

**12.4.2.** In the event that the position for host of the event of a Regional Symposia remains vacant, the corresponding Regional Working Group shall re-open nominations and appoint a host after the corresponding Regional Assembly. In the event that the Regional Working Group cannot or is unwilling to fulfil this task, assistance by the Executive Committee shall be requested.

**ARTICLE 13. Induction of Honorary Life Members**

**13.1. Eligibility:**

**13.1.1.** The title of Honorary Life Member may be conferred upon any individual who has rendered marked service to the Federation, which, for example, may include the following:

**13.1.1.a.** Serving the Federation beyond what is expected;

**13.1.1.b.** Initiating a specific change in the policy or practice of the Federation;

**13.1.1.c.** Providing specialist knowledge or skills to the Federation;

**13.1.1.d.** Developing significant external contacts and relationships on behalf of the Federation.

**13.2.** Nominations shall be accepted upon submission of the motions forms to the Honorary Life Membership Nominations Committee, under the same requirements as motions discussed in Article 4 of the Standing Orders. The proposer and seconder should provide motivation to the HLM committee.

**13.3. Conduct of induction:**

**13.3.1.** The committee shall accept and objectively review all nominations for Honorary Life Membership.

**13.3.2.** If the committee recommends the induction of the nominee, the committee shall submit the motion to the Motions Committee.

**13.3.3.** If the committee does not recommend the induction of the nominee, the committee shall inform the proposer and seconder and shall give the original proposer the opportunity to submit the motion to the Motions Committee.

**13.3.4.** The proposer and seconder shall be given the opportunity to provide motivation for the nomination up to a limit of three minutes.

**13.4. Voting procedure:**

**13.4.1.** Voting shall be carried out by secret ballot.