



International  
Pharmaceutical  
Federation

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Community Pharmacy  
Section

# Statutes



## **Statutes**

These Statutes come into force in September 2013.

### **I. The Community Pharmacy Section of FIP**

§1.1 A section of FIP named the Community Pharmacy Section is constituted in accordance with Article 21 of the FIP Statutes.

§1.2. The aims of the Section are

- a. to improve the professional standards of pharmacy and encourage the realisation of the social aims of the profession as a part of public health and as a pharmaceutical service to the community
- b. to plan and be responsible for the activities of FIP in the field of community pharmacy
- c. to provide and exchange information which will assist in the coordination and improvement of the scientific, technical and professional activities of pharmacists in community pharmacy
- d. to organise meetings for members of the Section during and between FIP Congresses: "World Congress of Pharmacy" and "World Congress of Pharmacy and Pharmaceutical Sciences"
- e. to study and report upon any matter of interest to pharmacists in community pharmacy.

### **II. Members**

§2.1. Membership of the Community Pharmacy Section is open to individual and honorary members of FIP who are engaged or interested in community pharmacy.

§2.2. An individual who has given outstanding services to the Section may be appointed as Honorary Member by the Steering Committee after nomination by the Executive Committee.

§2.3. Subject to approval of FIP's Bureau, the Section may charge a fee for membership. Different fees may be charged to different categories of FIP members.

§2.4. Membership of the Community Pharmacy Section expires when a person ceases to be member of FIP or where a member, in the opinion of the Executive Committee, is acting in a way inconsistent with the aims of the Section. A person adversely affected by such a decision shall have the right of appeal at the next Steering Committee meeting.

### **III. Management**

§3.1. The Organs of the Section are the Steering Committee and the Executive Committee.

§3.2. The Steering Committee shall consist of one representative from each Member Organisation of FIP that represents community pharmacy practice.

§3.3. The Executive Committee is composed by members of the Community Pharmacy Section and elected by the Steering Committee.

#### **IV. The Steering Committee**

§4.1. The terms of reference for the Steering Committee are

- a. to approve the Statutes for the Community Pharmacy Section
- b. to elect the President, the Secretary and the members of the Executive Committee and
- c. to advise the Executive Committee on matters of importance for the Community Pharmacy Section

§4.2. The meetings of the Steering Committee can be attended by

- a. delegates who are members of the Community Pharmacy Section and are nominated by their national Member Organisation
- b. individual members of the Community Pharmacy Section.

§4.3. The Executive Committee shall convene a meeting of the Steering Committee during the annual congress of FIP. The Agenda for the meeting shall be sent to the delegates nominated by the Member Organisations at least one month before the meeting.

§4.4. The delegates nominated by the Member Organisations have voting rights at the meetings of the Steering Committee. In case of more than one Member Organisation in a country, the country has one vote only.

§4.5. Individual members of the Section have no voting rights at the meetings of the Steering Committee.

#### **V. The Executive Committee**

§5.1 The Executive Committee shall consist of the President, the Secretary and seven (7) additional members. The members of the Executive Committee shall be pharmacists and members of the Community Pharmacy Section, and nominated by their national Member Organisations.

§5.2. The members shall be from different countries and as far as possible represent different regions of the world.

§5.3. The Executive Committee shall meet at least twice a year.

§5.4. The Executive Committee shall be responsible for the proper organisation of the activities of the Section and shall approve the budget as well as the annual accounts.

§5.5 The President shall be elected by the Steering Committee. The

President shall be elected for a single term of 4 years.

§5.6. The Secretary and the other seven (7) members of the Executive Committee shall be elected by the Steering Committee for 4 years terms.

- a. To provide continuity two (2) members shall be elected each year.
- b. The Secretary and Executive Committee members may be re-elected for one additional term.
- c. In the event of a vacancy a new member shall be elected at the next Steering Committee meeting to finish the vacant term. This member is eligible to be elected for two additional 4 year terms

§5.7. All members of the Executive Committee have one vote in Executive Committee decisions. In case of a tied vote, the President will have the casting vote.

§5.8. The Executive Committee shall elect a Vice President from amongst its members. The Vice President shall be elected for two years and may be re-elected for one additional term of 2 years.

§5.9. The Vice President takes the place as President in case of the apologies of the President.

§5.10. The Secretary is responsible for co-ordination of the administrative matters of the Section, the annual accounts and the annual report as well as for proper reporting to the Steering Committee, the Executive Committee, the Member Organizations, the individual members and to the office of FIP in The Hague.

§5.11. The President shall represent the Section on the Council of FIP. The President, and the Secretary shall represent the Section on the Board of Pharmaceutical Practice. In case the Section has more than 500 individual members, the Vice President will act the additional representative on the Board of Pharmaceutical Practice.

§5.12. The President shall assume the office of Immediate Past President for 2 years upon the election of his/her successor. The Immediate Past President will be observer to the Executive Committee without voting rights.

§5.13. The Executive Committee may appoint an observer as a representative of developing countries, without voting rights. The observer can be invited to serve for a maximum period of four years.

## **VI. The Statutes**

§6.1. Any amendment to or repeal of articles of the Statutes may only be decided at a meeting of the Steering Committee. The proposal shall be sent to the delegates of the Steering Committee at least one month prior to

the meeting. It may be adopted by a simple majority of votes cast by the delegates present.

§6.2. Changes to the Section Statutes, and dissolution of the Section, shall require the approval of the FIP Council. These decisions shall be implemented as from the date approved by the Council of FIP. Changes to the Section membership fee, require approval of the FIP Bureau.

§6.3. Nothing in these Statutes shall be interpreted in such a way as to conflict with the Statutes of FIP, and no decision of the Section shall be effective if its implementation conflicts with the Statutes of FIP.

## **VII. Dissolution of the Section**

§7.1. A proposal to dissolve the Section shall be adopted by the affirmative vote of two thirds of the votes cast by the membership present at a special Steering Committee meeting called for that purpose. The quorum for this meeting is 50 % of the Ordinary Members. A second meeting must be held at the next FIP Congress to confirm the decision. An affirmative vote is required from two thirds of those present with the quorum again being 50 % of the Ordinary Members. In the event of dissolution of the Section, all assets shall pass to FIP. The Section may, if it so wishes, indicate to FIP any use of the Section assets subsequent to dissolution.

## **VIII. Administration**

§8.1. The address of the Section shall be the address of the Secretariat.