



Society of Pharmacovigilance, India

TITLE I	CONSTITUTION AND AIMS OF THE ASSOCIATION
Article 1: The Society	
1.1	The Society of Pharmacovigilance, India (SoPI) is a national non-profit scientific organization.
1.2	The Constitution of SoPI consists of the Statutes and the Society by-laws
1.3	The working language of the Society shall be English. Other languages may be used as described in the by-laws.
Article 2: Objectives	
	SoPI pursues exclusively charitable purposes and public interest objectives. SoPI aims to foster Pharmacovigilance both scientifically and educationally, and enhance all aspects of the safe and proper use of medicines, in all countries. These objectives will be met by:
2.1	Encouraging and extending research in the field of Pharmacovigilance.
2.2	Promoting a regular exchange of information on Pharmacovigilance by means of meetings, symposia, workshops, and bulletins, and specifically organizing SoPI congresses, including an Annual Meeting contracts to promote Pharmacovigilance.
2.3	Encouraging Pharmacovigilance education at all levels.
2.4	Cooperating with other organizations and societies concerned with Pharmacovigilance.
2.5	Publishing scientific and other relevant aspects of Pharmacovigilance.
2.6	Engaging in other activities which are pertinent to Pharmacovigilance.
2.7	Seeking funds, and awarding grants, fellowships, subventions and other contracts to promote Pharmacovigilance.
TITLE-II	COMPOSITION
Article 3: Membership	
	SoPI recognizes different categories of members:
3.1	Ordinary members: all persons interested in Pharmacovigilance shall be eligible for ordinary membership.
3.2	Life members: all persons interested in Pharmacovigilance shall be eligible for Life membership.
3.3	Honorary members: any person who has rendered distinguished services in the pursuit of the objectives of SoPI as defined in Article 2 may be elected Honorary member by the General Assembly after his or her name has been put forward by the Executive Committee.
3.4	Benefactor members: any individual or corporate entity can become a benefactor of SoPI, for exceptional contribution to the cause of SoPI. They will be recognized by the General Assembly(see Article 10) after their name has been accepted by the Executive Committee.



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3.5	Affiliate members: affiliate members are other scientific societies that share common goals with SoPI. Proposals for affiliate membership status are accepted by the Executive Committee and recognized by the General Assembly.
3.6	Past President: upon the election of a new president of SoPI, the former President becomes Past President.
3.7	The rights and obligations of member categories are described in the by-laws.
Article 4: Membership fee	
	Members pay an annual membership fee & life membership fee the amount of which will be decided by the Executive Committee.
Article 5: Admission to membership	
5.1	Admission to membership is administered by the Executive Committee.
5.2	Membership information will be recorded. Each SoPI member will be notified about the policy regarding release of membership information.
Article 6: Loss of membership	
	Membership of SoPI can be lost:
6.1	by resignation: members may resign at any time in writing, by registered mail, to the Secretary General. The annual membership fee remains due for the calendar year of the resignation.
6.2	by expulsion: decided by the General Assembly, for acts causing moral and/or financial prejudice to SoPI. Before expulsion the person concerned may be invited to explain him or herself.
6.3	by exclusion: for non-payment of fees.
6.4	All decisions on loss of membership are confirmed by the Executive Committee, whose decisions are final.
TITLE III:	ADMINISTRATION
Article 7: Structure	
7.1	SoPI has a threefold structure: <ul style="list-style-type: none">• the totality of all members• the Executive Committee.• the Officers.
7.2	SoPI is governed by an Executive Committee, which shall comprise 17 members.
7.3	All voting members can be candidates for election to the Executive Committee.
7.4	A term of office is as follows :



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	Name of the Post	Numbers	Tenure (Years)
	President	One	One
	Vice- President	Two	One
	General Secretary	One	Two
	Treasurer	One	Two
	Joint Secretary	One	Two
	Organizing Secretary	One	One
	Secretary - international Affairs	One	Two
	Members of the Committee	Six	One
	Immediate Past President (Ex-officio)	-	One
	Immediate Past General Secretary (Ex-officio)	-	One
	Immediate Past Treasure (Ex-officio)	-	One
7.5	Candidates for the Executive Committee will be proposed by a Nominations committee from among eligible members.		
7.6	Members of the Executive Committee may be elected by mail ballot. In the event that all the positions available are not filled in a first ballot, a second call for candidates, and ballot may be organized by the Nominations Committee.		
7.7	The mail ballot procedures are described in the by-laws.		
7.8	Nominees receiving the highest number of votes shall be declared elected to the vacant posts. In the event of a tie, the person with the longest standing membership will be declared elected.		
Article 8: Elections for Officers and terms of office			
8.1	The Executive Committee elects Officers of the Society by secret ballot among its members in the following order:		
	Name of the Post 1. President 2. Vice- President 3. General Secretary 4. Treasurer 5. Joint Secretary 6. Organizing Secretary 7. Secretary - international Affairs 8. Members of the Committee 9. Immediate Past President (Ex-officio) 10. Immediate Past General Secretary (Ex-officio) 11. Immediate Past Treasure (Ex-officio)		
8.2	Officers are elected for the term specified in 7.4 The renewal possibilities and dates of the beginning and the end of the term of office of Officers are described in the by-laws. 8.3. The out-going President becomes 'Past President' ex-officio until the next President is elected.		



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Article 9: Executive Committee

9.1	The Executive Committee meets at least once a year, and each time it is convened by the President, or upon request of at least one third of its members. Minutes of the meetings are kept. They are signed by the President and the General Secretary, and are written without omission or correction in a specific register.
9.2	Members of the Executive Committee cannot receive any stipend in respect of these functions.
9.3	The roles and functions of Executive Committee members, and of the Officers of SoPI are described in the by-laws.
9.4	The Executive Committee shall represent SoPI in its dealings with third parties. The Executive Committee shall be collectively responsible for the conduct of the affairs of SoPI. The Executive Committee is the SoPI's legal and civil representative. The powers of each of the Executive Committee's members can be delegated to another member of the Executive Committee, upon approval of the Executive Committee.
9.5	Resolutions shall be passed by the Executive Committee at its meetings or by mail on the basis of a majority vote. The President shall hold the deciding vote in case of a tie.
9.6	The President and Executive Committee can be assisted as needed by Counselors, which may sit at the Committee Meetings but have no voting right at the Committee Meetings.

Article 10: General Assembly

10.1	The General Assembly convenes the members of SoPI who have paid their fees, as well as the Honorary and Benefactor members. Any member of SoPI shall be entitled to be present and to speak at the General Assembly. Voting power, however, rests only with the Active paid-up members and Honorary members. No proxy voting is permitted.
10.2	The General Assembly shall be convened every year, and upon request of the Executive Committee. Members of SoPI will be individually informed in writing of the date and venue of the General Assembly, at least two months in advance.
10.3	Minutes of the meetings are circulated or made available. They are signed by the President and the Secretary General, and are written without omission or correction in a specific register.
10.4	The agenda of the General Assembly is determined by the Executive Committee.
10.5	The General Assembly is competent to: <ul style="list-style-type: none">• Approve the minutes of the previous General Assembly,• Discuss the annual report and financial accounts,• Approve the statement of the accounts of the previous year, and the budget for the following year,• Acknowledge the annual fee,• Elect members of the Nominations Committee on the proposal of the Executive Committee,• Elect members of the Executive Committee, if necessary,• Elect a financial controlling committee made up of three SoPI members not part of the Executive Committee,• Elect honorary and acknowledge benefactor members,• Acknowledge affiliate members,• Change the statutes,• Acknowledge the by-laws,• Raise any questions and prepare any recommendations that members of SoPI wish to convey to the General Assembly or Executive Committee.
10.6	Except when specified otherwise, votes of the General Assembly are with simple majority



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10.7	Unless otherwise specified in these statutes, resolutions at General Assembly shall be passed on the basis of a simple majority of the votes cast. In the event of a tie, the President shall cast the deciding vote.
Article 11: Financial Assets	
11.1	Financial assets of SoPI consist of: membership fees, interest on FD's. Income from publications, congresses, consultancies or other activities pertaining to the objectives of SoPI Subventions from states, regions, departments, cities, townships or any other public entity, Any other contributions, donations, private or public sources of funding, not in conflict with the objectives of SoPI as defined nor with the law of the country of registration.
11.2	The financial assets are used in accordance with the objectives and the budgets approved by the Executive Committee.
Article 12: Finances	
	A descriptive record of all expenditure and income is kept, under the supervision of the Treasurer. The inspectors of accounts (auditor) shall examine the accounts and carry out financial controls. Details of signatories and financial procedures are set out in the by-laws.
Article 13: Responsibility	
13.1	All of SoPI's financial obligations are limited to SoPI's assets .
TITLE IV:	CHANGES IN STATUTES AND DISSOLUTION
Article 14: Change of statutes	
14.1	Statutes can be changed only on the proposition of the Executive Committee, or as a result of a petition of at least one quarter of the members having paid their fees.
14.2	At least half plus one of the voting members must be present at the General Assembly convened to vote on these changes of statutes. In the event this quorum is not reached, another General Assembly is convened, at the earliest one month later. This assembly is valid whatever the number of members present. Proxies are not accepted.
14.3	Any modifications of the statutes require the approval of the majority of the votes cast.
Article 15: Dissolution	
15.1	The General Assembly, which will have to give an opinion on the dissolution, must be convened for this purpose, with at least two months written notice. Two thirds of the active members must be present for this assembly to be valid. If this number is not reached, another General Assembly is convened, not earlier than one month later, which is then valid whatever the number of members presents.
15.2	The dissolution of SoPI requires the approval of two thirds of the votes cast.
Article 16: Executive Committee's duties	
	The Executive Committee must inform within one month of any of the following: <ul style="list-style-type: none">• Changes in the Executive Committee,• Changes in the statutes Change in the administrative residence of the Society,• Dissolution.
Article 17: By-laws	
17.1	by-laws describe the application of the present statutes and complete them as necessary.
17.2	by-laws and any change of such must be approved by the Executive Committee and acknowledged by the General Assembly