

## EPHAR STATUTES

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### **1. OBJECTIVES OF THE FEDERATION**

The Federation is a non-profit voluntary associated established to advance research and education in the Science of Pharmacology and to promote co-operation between National/Regional Pharmacological Societies in Europe and surrounding countries. It seeks to co-operate with other international organisations, especially the International Union of Pharmacology.

A fundamental principle governing the work of the Federation of European Pharmacological Societies is that nothing done by, or in the name of, the Federation shall detract from autonomy of any of the participating societies. The Federation seeks to achieve its objects by the following means:

- (a) to hold and arrange instructional courses and training programmes in matters connected with pharmacology;
- (b) to facilitate the exchange of scientific information between European pharmacologists by encouraging the holding of joint meetings between European member societies and by other appropriate means, like the periodical European Congresses of Pharmacology;
- (c) to collect, disseminate information and encourage the participation to important activities organized by member societies. This will include the production of a calendar of the National and joint meetings of each European Society.
- (d) The Federation aims at establishing common standards for basic courses in pharmacology.
- (e) The Federation aims at encouraging scientific collaboration between member societies by appropriate means.

## **2. MEMBERSHIP AND DUTIES OF MEMBER SOCIETIES**

(a) Membership of the Federation is restricted to National Societies of Pharmacology in Europe and surrounding countries recognised by IUPHAR. All member societies must pay an annual fee to EPHAR.

(b) Membership shall be terminated for one of the following reasons:

- due to the dissolution of a member society;
- by withdrawal. Any member society is free to withdraw from the Federation of European Pharmacological Societies at a meeting of the Council, provided notice of such withdrawal has been communicated to the Scientific Secretary before the meeting;
- when a member society does not pay its annual fee. In this case at least two payment reminders must have been communicated to the non-paying society in writing before exclusion may be considered. The decision about an exclusion of a member society can only be made by a majority vote at a (regular or special) meeting of the Council. The respective society remains liable to pay the outstanding membership dues.

(c) The member societies shall

- (i) support the objectives of the Federation within their own Societies;
- (ii) publicise the activities of the Federation as received by the Scientific Secretary

## **3. ADMINISTRATION**

The affairs of the Federation shall be conducted by the Council and by the Executive Committee.

### *(A) COUNCIL*

(i) The Council is formed by representatives nominated by each member society of the Federation. Societies with less than 500 members nominate one representative and societies with 500 or more members may, if they wish, nominate a second representative. It is the duty of the representatives to act and vote in accordance with the views of their respective society.

(ii) Duties of the Council shall be:

- to elect member societies of the Federation;

- to propose names for candidates of the Executive Committee;
- to elect the members of the Executive Committee;
- to elect the two Auditors;
- to ratify the action of the Executive Committee;
- to vote on changes in the statutes and regulations as recommended by the Executive Committee;
- to approve the financial balance and the accounts.

(iii) The Council may appoint committees for specific purpose, e.g. meetings, publications, exchange and educational programmes.

(iv) There shall be one Regular Meeting of the Council every two years at the occasion of the EPHAR and IUPHAR Congresses. Additional meetings, called Special Meetings, may be held at the request of the majority of the Executive Committee or of at least 50 % of the members of the Council.

(v) Except where explicitly stated otherwise on these Statutes, any matter to be decided by the Council shall be decided by a simple majority vote of those present and voting at a meeting of the Council.

#### *(B) EXECUTIVE COMMITTEE*

(i) The Executive Committee is composed of 9 members, elected by secret ballot by the members of the Council at the regular EPHAR Congresses every four years in the middle between two IUPHAR Congresses. Members are elected for a term of 4 years and can be re-elected for a second successive term.

(ii) If Council members are elected as members of the Executive Committee, these individuals shall cease to be representatives of their Societies. The latter should nominate substitute members for Council to serve for the remaining term of office.

(iii) Each member Society may nominate one candidate to be communicated to the Scientific Secretary two months before the Council meeting.

(iv) In its first meeting, the Executive Committee shall elect President, President Elect and Treasurer from their number. The President shall stay in office for two years. The President Elect shall take over the position of President for the remaining two years within the four year period while the former President at this time will become Past President. In circumstances where the President is unable to act, the responsibility shall be taken by the Past President or the President Elect. All decisions are made by majority vote. The Executive Committee shall also appoint a Scientific Secretary. In

case the Scientific Secretary is not an elected member of the Executive Committee, the Scientific Secretary will participate in the Executive Committee meetings without right of vote. The term of office of the Scientific Secretary is two years but can be re-elected.

(v) When Council elect a new Executive Committee with no members who had served previously as President, the Committee may elect one of the Past Presidents to the Committee for guidance as a non-voting member for a period of two years.

(vi) The Executive Committee shall act on behalf of the Council in intervals between regular meetings of the Council. All actions by the Executive Committee must be ratified by the next regular or special meeting of the Council. The Executive Committee shall work in conjunction with the local Organising Committee of the EPHAR meetings, according to the guidelines for EPHAR meetings.

(vii) Interim vacancies on the Executive Committee may be filled by the President by appointing the head of the list of un-elected candidates. The individual as appointed shall serve for the rest of the unexpired term.

(viii) The Scientific Secretary shall:

- keep a record of all members of the Federation
- keep the records of all meetings of the Council and the Executive Committee;
- distribute the agenda for the meeting of the Council and the Executive Committee, at least one month prior to the meeting, and shall distribute the minutes of the meetings not later than three months after the meeting;
- collect and distribute information in accordance with the Objectives of the Federation from and to the member societies;

(ix) The Treasurer shall:

- keep a minute book of the transactions of the Federation;
- receive all dues and other funds;
- pay all obligations and debts;
- render annually a complete financial account and submit a proposed budget to the Council;
- the account of the Treasurer shall be audited annually by the Auditors (see section C).

*(C) AUDITORS*

- (i) Two Auditors are elected by the members of the EPHAR Council at the same time a new Executive Committee is elected. Candidates shall be nominated by the representatives of the EPHAR member societies in the EPHAR Council. The Auditors must not be members of the elected Executive Committee and preferably should be members of EPHAR member societies not represented in the Executive Committee.
- (ii) The Auditors shall review the annual financial report of the Treasurer and report back to the Executive Committee. Before each Council meeting, the Auditors shall write a report which shall be distributed to the member societies before the Council meeting and which should indicate whether or not approval of the Treasurer's report by the Council is recommended by the Auditors.

**4. AMENDMENTS TO THE STATUTES**

Amendments to the Statutes shall be approved by the Council.

Prepared amendments must be sent to the President at least two months before the Council meeting at which they are considered and must be endorsed in writing by at least five official members of the Council.

Proposed amendments must be transmitted to all members of the Council at least one month before the Council meeting at which they are to be considered.

A three-fifth majority vote of the Council members present and voting shall be required for the adoption of any amendment.

**5. LEGAL REPRESENTATION**

The President is the legal representative of the Federation and its dealings with other organisations. The President may authorise a member of the Executive Committee to represent her/him in such dealings.

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