
FIP Rules of Procedure

BU-A1 Admission and cancellation of Member Organisations

Member Organisations

Articles 5.1 to 5.2 of the FIP Statutes define what is intended by a member organisation:

5.1 “On the proposal of the Bureau, the Council may grant Member Organisation status to legally constituted organisations representing pharmacists and/or pharmaceutical scientists.

5.1.1. Predominantly Scientific Member Organisations (hereinafter referred to as PSMOs) are Member Organisations devoted predominantly to pharmaceutical sciences.

5.2. The Council may accept that pharmacists or pharmaceutical scientists be represented by more than one organisation in a given country, and that any of these organisations be admitted as a Member Organisation of FIP.”

Background

Articles 9.1 to 9.6 of the FIP Statutes describe the procedure of the admission of Member Organisations:

9.1. An organisation seeking admission as a Member or an Observer Organisation shall submit an application in writing to the Chief Executive Officer (hereinafter referred to as the CEO).

9.2. The Bureau shall consider such an application and make a recommendation to the Council, after considering whether the application meets the criteria for the specific category of membership and whether admission of the applicant organisation offers a clear benefit to FIP and its Member Organisations.

9.3. Where an applicant organisation is from a country which is already represented by one or several Member Organisations, this/these Member Organisations shall be consulted prior to the application being considered by the Council, but having due regard to the principle outlined in Article 5.2.

9.4. After any such consultation, the President may invite an applicant organisation to attend the Council meeting at which its application is to be considered, as an Observer.

9.5. An applicant seeking admission for one of the other categories of membership shall submit an application in writing to the CEO.



9.6. Only applications that meet the criteria for membership shall be accepted, but the Bureau shall have the right to refuse admission to membership on such grounds as it may consider appropriate.

This Rule of Procedure provides the Bureau with a set of criteria for the decision making process for the official Bureau advice to the Council with respect to the admission of new Member Organisations. In case there is a lack of clarity about the number of pharmacists and/or pharmaceutical scientists the organisation represents, the Bureau, after consultation with the organisation, will determine an appropriate estimate for calculation of the fee and voting rights.

Admission Procedure

Legally constituted organisations representing pharmacists and/or pharmaceutical scientists, that wish to become a Member Organisation of FIP need to send an application letter to the CEO:

FIP CEO
FIP Head office
Andries Bickerweg 5
2517JP The Hague
The Netherlands
Email: ceo@fip.org

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This application letter should include:

- the statutes of the organisation; and
- the number and type of members of the organisation.

The application needs to be signed by an authorised representative of the organisation and must reach the CEO by 1 July. All documents must be submitted in one of the official languages of FIP¹.

The CEO will forward valid and complete applications to the FIP Executive Committee. After discussion in the Executive Committee the application will be put forward to the FIP Bureau for consideration. The Bureau determines whether the organisation complies with the admission criteria, and will forward valid applications to the FIP Council. The Council will then officially decide on admission at the Annual Council meeting.

Admission Criteria

The applicant organisation:

- is a legally constituted organisation representing pharmacists and/or pharmaceutical scientists within a country or region;
- actively supports, and/or aligns with, the mission and work of FIP;

¹ English, French, German, Spanish



- does not undermine, or work against, the mission of FIP;
- does not represent any group or organisation that could undermine or be perceived to undermine the mission and work of FIP;
- is not involved in any activity, directly or indirectly by association, that would bring the standing or reputation of FIP into disrepute.

Obligations

Member Organisations need to pay an annual fee to be determined by the Council. The current fee is based on the following formula

This fee is determined based on the following formula:

$$\text{Fee} = B \times K_{\text{members}} \times K_{\text{PPP}}$$

Where:

- B is the basic fee (B) determine every year by the FIP Council
- K_{members} is a factor based on the total numbers of individual members
- K_{PPP} is a factor based on the PPP per capita of the country

Member Organisations are expected to participate in Council meetings on a regular basis.

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Rights

Member Organisations in good standing:

- receive agendas and minutes of Council meetings;
- have speaking rights during Council meetings;
- have voting rights during the Council meetings;
- may submit proposals for draft FIP Statements;
- may submit nominations for officers and awards, as appropriate; and
- will benefit from FIP services.

Cancellation

Articles 10.1 to 10.5 of the FIP statutes describe the procedure for cancellation of the membership of an organisation:

10.1. Member Organisations may resign from FIP at the end of a calendar year, provided they notify the CEO of their intention in writing at least one year in advance.

10.2. The notice period mentioned in Article 10.1 may be shortened at the discretion of the Bureau.

10.3. On the proposal of the Bureau, the Council may cancel the membership of any Member Organisation or Observer Organisation.

10.4. On the proposal of the Bureau, the Council may deny benefits, to a Member Organisation apart from voting rights, which remain the right of every valid member organisation.



10.5. The Bureau may consider extenuating circumstances when deciding whether or not to take any of the actions listed in Articles 10.3 and 10.4.

*Name of the document: BU-A1 Admission and cancellation of Member Organisations
Status: version 3, approved by the FIP Bureau on 16 March 2017*

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