



CONSTITUTION OF PHARMACISTS IN INDUSTRY, EDUCATION AND REGULATORY IN IRELAND

1 Name

- 1.1 The name of the Association is “Pharmacists in Industry, Education and Regulatory in Ireland”, hereafter called PIER.
- 1.2 PIER is a not for profit organisation and is based in Ireland.

2 Aims / Objectives

- 2.1 The objectives of PIER are:
 - 2.1.1 To represent and develop the professional status of pharmacists within industry, education and regulatory sectors as fundamental to ensuring patient safety as associated with the provision of healthcare.
 - 2.1.2 To represent the profession of pharmacy within industry, education and regulatory sectors to pharmacy undergraduates, pharmacists in other sectors and relevant regulatory bodies.
 - 2.1.3 To retain the title ‘pharmacist’ and the right to be listed on the Register of the Pharmaceutical Society of Ireland.
- 2.2 The aims of the Association are Educational, Professional, and Social. These aims can be achieved by:
 - 2.2.1 Representing the interests of PIER members to the Pharmaceutical Society of Ireland, (PSI) and Government in general
 - 2.2.2 Representing the interests of PIER members to PSI and Government specifically on the professional role of Pharmacists in industry, education and regulatory sectors as they impact on patient as associated with the provision of healthcare
 - 2.2.3 Advocating with PSI and Government on Continuous Professional Development, (CPD) requirements (training) and development of the CPD framework for pharmacists within industry, education and regulatory sectors.
 - 2.2.4 Raising the profile of the profession of pharmacy within Industry, reflecting a variety of roles which are fundamental to ensuring patient as associated with the provision of healthcare.
 - 2.2.5 Supporting and encouraging new pharmacists to enter Industry through:
 - 2.2.5.1 A network of tutors and mentors for undergraduate pharmacists
 - 2.2.5.2 Facilitating undergraduate pre-registration placements/internships in accordance with the registration requirements of the PSI
 - 2.2.5.3 Shaping and influencing the evolving pharmacy undergraduate courses



- 2.2.6 Developing an active network of pharmacists involved in Industry, Education and Regulatory throughout Ireland to share experience, insights & learnings
- 2.2.7 Establishing links between PIER and like-minded organisations / networks of pharmacists in Industry, Education and Regulatory in other countries
- 2.2.8 Representing the professions of member pharmacists to other bodies such as HPAI, HIQA, IPU etc
- 2.2.9 Contributing to CPD education programmes for pharmacists within industry, education and regulatory sectors
- 2.2.10 Organising CPD events for pharmacists within industry, education and regulatory sectors

3 Membership

- 3.1 Membership is open to pharmacists involved or interested in Industry, Education and Regulatory in Ireland, who are listed or entitled to be listed, on the Register of the Pharmaceutical Society of Ireland. In certain instances, exceptions may be made to this eligibility requirement at the discretion of the Committee.
- 3.2 PIER members agree to comply with the relevant codes of practice of the PSI and those pertaining to their sector, including - but not limited to - HPRA, GCP, GMP, GDP, IPHA & APMI codes of practice for the pharmaceutical industry. Where a member has been found not to be compliant with the relevant code of practice, the Committee will have the authority to discontinue his/her membership and refund their membership on a pro rata basis.
- 3.3 The Executive Committee of PIER hereafter called the Committee will review applications for membership in accordance with criteria outlined and communicated by the committee.
- 3.4 The committee will maintain a register of PIER membership which will be distributed annually to the membership
- 3.5 The committee will set a reasonable individual annual subscription or membership fee. The membership year is the calendar year and the fee should be paid annually by 1st February, however the committee retains the right to introduce pro rata billing if membership is taken outside of the calendar year.
- 3.6 The committee may bestow Honorary Membership upon a PIER member by majority vote.
- 3.7 Members who have moved overseas in their employment are entitled to remain as full members of PIER.
- 3.8 A member may terminate membership by:
 - 3.8.1 Resignation in writing to the Committee;



3.8.2 Default of payment of the annual subscription.

- 3.9 The Committee reserves the right to expel a member who has brought PIER into disrepute. Such members will have the right of appeal to the membership at an Annual General Meeting or an Emergency General Meeting.
- 3.10 The PIER committee will maintain a record of attendances at and completion of all educational workshops and courses organised under the auspices of PIER and will provide proof of attendance to participants.

4 Benevolence

The Committee may waive collection of membership fees from individual members for certain periods, confidentially or otherwise and within its complete discretion.

5 Executive Committee

- 5.1 The committee is elected each year at the PIER Annual General Meeting (AGM) and is responsible for management of the Association and the co-ordination of day to day activities. The committee undertakes its responsibilities on a voluntary basis representing the wishes and interests of its members. The committee shall have full authority to act for and on behalf of PIER members whenever its business demands prompt action in the interim between general meetings.
- 5.2 In the event of disputes over procedural matters, the Committee will have the authority to adjudicate subject to subsequent ratification by the membership.
- 5.3 The Committee of PIER will be comprised of not less than three members and not more than nine members. As a minimum, the following three officers must be appointed; Chairperson, Treasurer, Secretary. Additional officer positions are CPD/Education, Membership, Communication. Additional members may be co-opted by the committee for specific duties as needed. A quorum for Committee Meetings shall consist of not less than 50% of the Committee Members, at least one of which must be the Chairperson, Treasurer or Secretary.
- 5.4 Nominations for Committee membership will be received from the current (at the time of the closing date for nominations) members up to two weeks before an AGM. In the event of no / insufficient nominations being received, nominations will be accepted during the AGM from current members who may or may not be in attendance. Ballots for officers and committee members will be held during the AGM under a first past the post system.



- 5.5 The Chairperson, Treasurer and Secretary shall be directly elected by the membership at the AGM. All other officer roles will be filled by consensus within the committee.
- 5.6 The positions of Chairperson, Treasurer and Secretary may not normally be held by one person for more than three consecutive years.
- 5.7 The tenure for each elected Committee Member shall normally be a period of two years.
- 5.8 The committee chair shall normally preside over all meetings and represent PIER at relevant industry meetings and functions. The Chairperson shall normally nominate an officer to act as Chair in their absence.
- 5.9 The Secretary shall ensure that an accurate account of all meetings is recorded and deal with any correspondence.
- 5.10 The Treasurer shall manage and keep proper accounts of PIER funds, at the direction of the membership through the committee until the end of their term of office.
- 5.11 The CPD/Education officer shall work with the committee on the development of the educational element of the AGM and other ad-hoc meetings. They shall also lead the activities on development of the ongoing CPD framework and act as liaison for the development of the Irish undergraduate pharmacy degree course.
- 5.12 The Membership officer shall maintain an up to date register of all fully subscribed PIER members on an ongoing basis and can make available to members on request.
- 5.13 The Communications officer shall circulate timely notifications (e.g. by email, print and/or digital media) regarding PIER activities and events.
- 5.14 Any member of the committee may have their committee membership terminated by
 - 5.14.1 Resignation to the committee
 - 5.14.2 Failure without reasonable apology to attend three consecutive committee meetings
 - 5.14.3 A motion with prior notice to all members proposed to a general meeting of the Association
- 5.15 The committee will identify CPD / training courses or other educational activities designed to enhance the knowledge and skills of PIER members and the committee will encourage members to undertake these courses. Such continuing education will be targeted to the most current challenges for members in the industry. The committee will strive to incorporate events of a further education nature into its AGM and networking events to contribute towards the CPD of PIER members.



- 5.16 The committee shall seek to promote and publish all matters relating to and affecting PIER members and the industry through meetings, print and digital media.
- 5.17 The committee shall seek to raise funds as required for the effective administration of PIER as an Association by levying subscription on the members and any additional means considered appropriate including the acceptance of sponsorship.

6 General Meetings of PIER

- 6.1 An Annual General Meeting shall be held at the latest by 1st December each year
- 6.2 The Annual General Meeting of PIER shall include the following-:
 - 6.2.1 Election of officers and committee members
 - 6.2.2 Educational element / speaker
 - 6.2.3 Social element and opportunity for networking
- 6.3 Members will be notified at least eight weeks in advance of the AGM date. Nominations for officers and committee members shall be proposed and seconded only by fully subscribed PIER members.
- 6.4 Members are also invited to additional meetings at intervals throughout the year on issues of relevance to the membership including those affecting the future of CPD, professional status etc.
- 6.5 An Extraordinary General Meeting (EGM) may be called by the committee in respect of an issue of such material importance to the membership that warrants urgent discussion, communication or action. An EGM may also be called by fifteen members of PIER who have notified the committee in writing of the necessity of calling an EGM. A minimum of four weeks' notice shall be normally be given for any such EGM.
- 6.6 Individual meetings and events may incur an additional fee, determined by the committee, over and above the annual PIER subscription.

7 Registered Address

- 7.1 The Registered Address of PIER is determined by the committee at the first committee meeting of the new committee:
- 7.2 For the period of 2017 to 2018, the address shall be;
PIER (Pharmacists in Industry Education and Regulatory) Ireland



c/o Dr. Brendan Griffin,
School of Pharmacy
Cavanagh Building
University College Cork
College Road
Cork.

8 Cessation / Winding up of PIER

- 8.1 In the event that the membership decides the time has come for PIER to cease its activities, an EGM will be called to propose winding up the association to the membership.
- 8.2 Following the EGM the committee will circulate a communication advising membership of the cessation and the timeframe involved. The timeframe will not exceed 12 months.
- 8.3 Any remaining PIER funds will be donated to the Pharmacy Benevolent Fund Limited, Revenue, Charity No. 5467 or nearest equivalent.

9 Constitution

- 9.1 The **Constitution** will be available to the membership of PIER
- 9.2 Changes to **Constitution** may be proposed by members of PIER in writing up to one week prior to an AGM or EGM, and will be voted upon by the membership in attendance at the AGM / EGM.

Signed: Executive Committee

Signature:



Date:

8th November 2017
Chairperson



10th November 2017
Treasurer



10th November 2017
Secretary