



**THE CONSTITUTION**

**OF**

**THE PHARMACEUTICAL SOCIETY  
OF TANZANIA**

**THE PHARMACEUTICAL SOCIETY OF TANZANIA  
P. O. BOX 65516  
DAR-ES-SALAAM**

## **1. ARTICLE I: NAME, EMBLEM AND LOCATION**

- 1.1 The name of the Society shall be "The Pharmaceutical Society of Tanzania", hereinafter referred to as the "Society" or its acronym, 'PST'.
- 1.2 PST is the Society of Pharmacists registered with The Registrar of Societies in the Ministry of Home Affairs.
- 1.3 The emblem of the Society shall comprise of the Name "Pharmaceutical Society of Tanzania" circling the map of Tanzania. The map will have colours of the National Flag: green, yellow, black and blue, and encrypting the symbol Rx . On the left side of the map is the "Bowl of Hygea" and on the right side is "mortar and pestle" both of which being International symbols of pharmacy. The acronym PST will be at the bottom.
- 1.4 Unless and until otherwise so decided and approved by the Annual General Meeting, the Headquarters of the Society shall be in Dar es Salaam.

## **2. ARTICLE II: MISSION AND VISION**

### **2.1 Vision:**

To be a strong and vibrant Society responsible for fostering, safeguarding and promoting interests of the pharmacy profession towards provision of quality pharmaceutical services and care.

### **2.2 Mission**

- 2.2.1 The Society is committed to utilize all means at its disposal and within its jurisdiction to advocate and promote amongst its members utilization of their potentials in provision of equitable access to safe, effective and quality pharmaceutical and medical supplies, with competency and professionalism in order to advance health and wellbeing of the population.
- 2.2.2 The society will promote constructive professional and social interaction of its members and other health professionals in order to share and advance knowledge.

## **3. ARTICLE III: OBJECTIVES AND POWERS OF THE SOCIETY**

### **3.1 OBJECTIVES**

- 3.1.1 To protect, defend, maintain and promote the honour, the rights, the privileges and interests of the pharmacy profession.
- 3.1.2 To assist members, whenever possible and when deemed necessary, who by reason of adversity are in need of help.

- 3.1.3 To maintain, safeguard, honour and uphold the professional conduct and code of ethics, as developed by the pharmacy council, and enforce their application by all members for the dignity of the profession.
- 3.1.4 To identify and point out to the respective authorities, organizations or individuals, if and when, in any way the dignity and professional image of pharmacy is being compromised.
- 3.1.5 To promote, support or oppose legislation or other measures affecting the interest of the pharmacy profession whether in parliament, local councils or elsewhere.
- 3.1.6 To ensure high standard of pharmaceutical education and practice through continuing Education for the furtherance of the pharmaceutical and allied health sciences.
- 3.1.7 To collaborate or foster linkage with pharmacy training institutions in order to improve the quality of education.
- 3.1.8 To facilitate, promote and support research in health and pharmaceutical sciences and services.
- 3.1.9 To promote the role of pharmacists as integral members of the health care teams in order to allow full utilization of pharmaceutical knowledge to promote rational pharmaceutical management.
- 3.1.10 To arrange and hold periodic meetings of the Society for professional, educational and social purposes.
- 3.1.11 To disseminate such information as may be thought necessary by means of journals, bulletins, public media, electronic means or any other method for the fulfillment of these objectives and matters affecting the interests of pharmacy profession.
- 3.1.12 To collaborate with societies, organizations and allied professionals of similar interests in Tanzania and other countries, in ensuring high standard of pharmaceutical education.
- 3.1.13 To foster a close relationship with other health professionals, agencies and associations.
- 3.1.14 To work closely with the government and other enforcing agencies to foster a high standard of control over the quality of locally manufactured and imported medicines and other pharmaceutical products in order to ensure provision of good pharmaceutical services.
- 3.1.15 To promote and support initiatives geared towards ensuring equity to the access of essential medicines to the underserved areas in the country, without subjecting the pharmacy profession into jeopardy or disrepute.

- 3.1.16 To do all other things and to pursue and undertake such activities that are incidental or conducive to the attainment of all foregoing objectives.

## **3.2 POWERS OF THE SOCIETY**

The Society may, in the course of attaining its objectives:

- 3.2.1 Form and/or otherwise have a partnership with any company for purposes that may seem directly or indirectly calculated to benefit the Society, its members and, or the pharmaceutical profession in Tanzania.
- 3.2.2 Take part in the management, supervision and control of the business operations of the company mentioned in 3.2.1.
- 3.2.3 Borrow or raise monies, with or without security.
- 3.2.4 Secure the payment of monies borrowed in any manner including the mortgaging and pledging of property.
- 3.2.5 Invest or lend money of the Society with security.
- 3.2.6 Expend, donate or otherwise deal with monies of the Society.
- 3.2.7 Open and operate banking and savings accounts and may overdraw such accounts.
- 3.2.8 Make, draw, issue, execute, accept, endorse and discount any kind of negotiable instrument.
- 3.2.9 Enter into indemnities, guarantees and surety ship and may secure payment thereunder in any way.
- 3.2.10 Accept gifts, inheritances, donations or other grants of money or properties, be it movable or immovable, from any person, company or association.
- 3.2.11 Make arrangements, directly or indirectly, for effecting insurance for, or on behalf of, the Society, its members, officers or employees.
- 3.2.12 Afford legal, financial or other assistance for its members when deemed necessary or desirable in the interest of the Society.
- 3.2.13 Establish, manage and support or aid in the establishment, management and support of associations, institutions, foundations, funds, trusts and amenities calculated to benefit members of the Society or its employees, or the descendants or relatives of such persons.
- 3.2.14 Invite voluntary contributions from members in support of an official appeal relating to any disaster or emergency situation.
- 3.2.15 Acquire or hire any movable or immovable property.
- 3.2.16 Develop, manage, hypothecate, lease, deal in or dispose of all or any part of the movable or immovable property of the Society.

- 3.2.17 Consult by a referendum or otherwise all or any members of the Society or any organized or unorganized group of persons such as owners of pharmacies, registered pharmacists, whether in commercial employment or occupying posts in institutions, unregistered persons engaged in pharmacy or any person or persons engaged in any section of commerce, industry, trade or profession and may conduct such referendum in any part or throughout the whole of Tanzania.
- 3.2.18 Establish and administer or contribute towards the establishment of scholarships, bursaries or grants-in-aid for the benefit of students in pharmacy, children or dependants of members, servants or employees of the Society.
- 3.2.19 Enter into any arrangement with any Governmental Authority, whether national, regional, municipal, local or otherwise, and may obtain from any such authority rights, concessions and privileges that may seem conducive to the Society's objects or for the public benefit.
- 3.2.20 Design and issue badges, signs, emblems, plaques and other distinctive marks indicating membership, awards or distinctions of the Society and may apply for registration and for copyright thereof, and may regulate and enforce the conditions affecting the use thereof and their withdrawal.
- 3.2.21 Make and from time to time alter, amend or rescind regulations for the carrying out of the business of the Society.
- 3.2.22 Subject to other provisions of this Constitution, establish new branches on such terms and conditions as may be deemed to be in the interests of the Society and may define the powers and boundaries of such branches.
- 3.2.23 Subject to other provisions of this Constitution, redefine the boundaries of existing branches in the manner prescribed herein.
- 3.2.24 Pay or reimburse some or all expenses (including the entertainment of persons, whether in their personal or representative capacities) incurred by any employee, delegate, councilor, representative, branch or constituent body for or on behalf of a branch or constituent body of the Society in the furtherance of the objects or interests of the Society.
- 3.2.25 Employ, fix the remuneration and other conditions of service, and discharge officials and employees of the Society.
- 3.2.26 Enter into any contract with any person for the performance of any particular act or work or the rendering of particular services for the interest of the Society or its members.

- 3.2.27 Enter into any contract in connection with the carrying out of its duties or the performance of its function or the exercise of its powers.
- 3.2.28 Sue or be sued or otherwise defend legal proceedings in any court or tribunal in its own name.
- 3.2.29 Generally, do anything that may be incidental to or necessary for the attainment of its objectives.

#### **4. ARTICLE IV: MEMBERSHIP AND PRIVILEGES; AWARDS AND DISTINCTIONS**

##### **4.1 MEMBERSHIP AND PRIVILEGES**

- 4.1.1 There shall be five (5) categories of membership, namely Full Membership, Associate Membership, Student Membership, Affiliated Membership and Honorary Membership.
- 4.1.2 Persons or bodies who wish to become members shall fill an application form (Form 01A) obtainable in all Branches and at the Head Office, stating the category of membership so desired, and submit it to the Branch or Head office accompanied by the prescribed membership and subscription fee.
- 4.1.3 Upon receiving Form 01A from applicant, the Executive Committee shall fill in Form 01B to decide as to whether to accept or not accept, but shall be under no obligation to disclose the reason(s) for refusal in case of the latter. The unaccepted applicant can seek redress at the Annual General Meeting.
- 4.1.4 There shall also be awards and distinctions to members of the Society who hold high regards to the Profession.
- 4.1.5 Members who have fulfilled their obligations, including duly paying annual subscription fees shall enjoy their rights as members including being able to vote or be voted in office, attend the Society's meeting and contribute to discussions thereof, attend sessions and events organized by the Society and ascribe MPST or any other acronym approved by the Society, after their names

##### **4.2 FULL MEMBERSHIP**

- 4.2.1 This category shall be restricted to Tanzanian citizens with at least a University Bachelor Degree in Pharmacy and registered by the Pharmacy Council.
- 4.2.2 A member under this category is eligible to vote or be voted into office.

- 4.2.3 Full members shall pay to the Society such membership fee and annual Subscription fee as the Society, through the Annual General Meeting, may, from time to time, determine and shall be entitled to all rights, honors and privileges of the Society.
- 4.2.4 Full members may ascribe the acronym MPST after their name or any other acronym or format approved by the Annual General Meeting.

### **4.3 ASSOCIATE MEMBERSHIP**

4.3.1 This category shall be open to:

4.3.1.1 Pharmacists registered on temporary or provisional terms by the Pharmacy Council.

4.3.1.2 Residents of Tanzania holding a degree in pharmacy or an equivalent qualification but are not registered as practitioners.

4.3.2 Associate members shall be temporary members and shall pay to the Society full subscription as may be prescribed from time to time.

4.3.3 Members under this category shall be entitled to all rights, honors and privileges of the Society just as full members except for voting or being voted into office.

4.3.4 Associate members may use the acronym AMPST after their name if they so wish.

### **4.4 STUDENT MEMBERSHIP**

4.4.1 This category shall be open to those persons pursuing a degree course in pharmacy, be it in Tanzania or abroad.

4.4.2 Members in this category shall pay to the Society such subscription which shall not exceed 25% of the full member's fee.

4.4.3 Members under this category shall be entitled to all rights, honors and privileges of the Society just as full members except for voting or being voted into office.

### **4.5 AFFILIATED MEMBERSHIP**

4.5.1 Membership in this category shall be extended to:

4.5.1.1 Bodies recognized by the General Meeting, being organizations of pharmacists representing specific fields of pharmacy or pharmaceutical practice and which require that all their members be members of the Society.

4.5.1.2 Bodies established by the Society and representing specific fields of pharmaceutical interest or endeavor.

4.5.1.3 Persons holding certificates qualifying them as Pharmaceutical Technicians or Assistants or any equivalent qualification and recognized by the Pharmacy Council.

4.5.1.4 Members of associations which, by mutual agreement with the Society, extend associate membership status to affiliated membership.



- 4.5.1.5 Members under this category shall be entitled to all rights, honors and privileges of the Society just as full members except for voting or being voted into office.
- 4.5.2 Affiliated bodies and members shall pay to the Society subscriptions as determined by the Annual General Meeting from time to time.

#### **4.6 HONORARY MEMBERSHIP**

- 4.6.1 The Society, at its Annual General Meeting, may extend Honorary Membership to prominent persons not qualifying for membership under this Article but whose presence, participation or mere inclusion is deemed desirable and, or beneficial to the Society.
- 4.6.2 Such members shall participate fully in discussions transacted during the Annual General Meetings and may, upon receipt of an invitation to that effect, attend meetings of the Executive Committee.
- 4.6.3 Such members shall be exempted from payment of any subscription fees but may, at their own discretion, make a donation towards the advancement of the Society and other functions.
- 4.6.4 Honorary members shall have no voting rights at any meeting of the Society and may not be voted in office.

## **4.7 RESPONSIBILITY OF FULL MEMBERS**

**4.7.1** Members of the Society shall attend meetings of the society.

**4.7.2** Members shall attend Continuing Education Programmes organized by the Society in a bid to update their knowledge and skills.

**4.7.3** Members shall pay their dues including but not limited to annual subscription fees and any other contributions agreed upon at the Annual General Meetings.

## **4.8 AWARDS AND DISTINCTIONS**

### **4.8.1 FELLOWSHIP**

4.8.1.1 The Annual General Meeting may confer Fellowship upon full members who have so distinguished themselves in the field of pharmacy or human welfare as to merit a special recognition.

4.8.1.2 Such a member shall be exempted from payment of annual subscriptions but may give donations to the Society if he/she so wishes.

4.8.1.3 Such members shall enjoy privileges and full membership rights including voting rights.

### **4.8.2 PATRON or MATRON**

4.8.2.1 There shall be a Patron or Matron proposed by and approved by the Annual General Meeting.

4.8.2.2 The person elected as Patron or Matron should have eminent status within the national or international community and should display qualities capable of assisting the Society in furthering its interests and objectives.

4.8.2.3 The Patron or Matron shall serve for three years and shall be eligible for re-election.

4.8.2.4 The Patron or Matron may be invited to meetings of the Executive Committee, Annual General Meeting or extraordinary meetings, but shall have no right to vote.

## **4.9 REGISTER OF MEMBERS**

4.9.1 The names, qualifications and permanent address of every member shall be entered and kept in a register of members appropriate to their membership category.

4.9.2 It shall be incumbent upon every member to notify the Executive Secretary of any change of his/her address or qualification or membership category.

#### **4.10 CESSATION OF MEMBERSHIP**

4.10.1 Membership of a person to the Society shall cease when:

4.10.1.1 The person wishes to leave the Society on his own accord. Such a member wishing to leave the Society shall give a three months notice of such an intension and shall not cease to be a member until the request is accepted in writing or four months have elapsed from the date of application, whichever comes first.

4.10.1.2 The person is expelled from the Society after being reported to have failed to observe or comply with the rules of the Society or that the conduct of the member is calculated to bring the Society into disrepute.

4.10.1.3 The Executive Secretary, acting under the directive of the Executive Committee, shall give such a member a fourteen-day notice in writing, explaining the misconduct and giving an opportunity to defend the charges made against him/her. The case shall then be presented to the Annual General Meeting and the motion to expel such a member shall be presented. If such a motion is passed by a two-third majority of the members present and voting, the member shall be expelled from the Society. Such expulsion shall operate as a cancellation of membership of that person in all capacities.

4.10.1.4 The person has been erased from the Pharmacy Council's Register for any reason whatsoever.

4.10.1.5 The person has not paid the subscription to the Society according to the regulations in this Constitution.

4.10.1.6 The person is legally certified to be incapable of performing any sound duty for the reason of any ill health or of unsound mind.

4.10.1.7 The person contravenes any law for the time being in force, which such contravention leads to his or her cessation of membership.

4.10.1.8 The person dies.

#### **5. ARTICLE V: MEMBERSHIP FEES AND SUBSCRIPTION FEES**

5.1 Membership and annual Subscription shall be recommended by the Executive Committee and ratified by the Annual General Meeting.

- 5.2** Any other contributions deemed necessary for the furtherance of the Society's objectives shall be determined by the Executive Committee and approved by the Annual General Meeting.
- 5.3** Annual subscription fees shall be paid by 30<sup>th</sup> November of the running year, save for freshly joined members, who shall pay their subscriptions at the day they join the Society up to 30<sup>th</sup> November of the running year.
- 5.4** A grace period of 90 days from 30<sup>th</sup> November of the fiscal year shall be given for members to pay their subscriptions.
- 5.5** Any member who fails to pay the annual subscription fee after the lapse of the 90 day grace period shall be liable to a penalty equivalent to 25% of the annual subscription fee over and above the stipulated fee.
- 5.6** Member who fails to pay annual subscriptions fee after the grace period of 90 days shall lose his privileges and rights as stipulated in section 4.1.5 above.
- 5.7.1** In order for the member to regain his privileges, he must pay all the dues he owes unless exonerated by the Executive Committee after submitting his reasons for non-payment of the said dues.

## **6. ARTICLE VI: FINANCIAL REGULATIONS**

- 6.1 There shall be established Financial Regulations of the Society, which shall regulate the day to day financial operations of the Society in every financial year.
- 6.2 The financial year of the Society shall be from 1<sup>st</sup> October to 30<sup>th</sup> September of the following year.
- 6.3 Subject to the provisions of Sub Article 1, the Financial Regulations may be amended at any time when required at the behest of the Annual General Meeting and upon publication of the intended amendments, in any way and upon receipt of contribution thereto of a reasonable number from members.

## **7. ARTICLE VII: ORGANS OF THE SOCIETY.**

### **7.1 ANNUAL GENERAL MEETING.**

- 7.1.1** The Annual General meeting is the supreme organ. Decisions made at the Annual General Meeting are final.
- 7.1.2** To help carry out decisions and resolutions of the Annual General Meeting, the Society shall have the following organs: -The Executive Committee, Trustees of the Society, Standing Committees, Branches and Ad-Hoc Committees.

### **7.2 THE EXECUTIVE COMMITTEE**

**7.2.1** There shall be an Executive Committee of the Society which shall be vested with the executive day-to-day activities of the Society. The Executive Committee shall be composed of:

**7.2.1.1** The President, Vice President, Executive Secretary, Deputy Executive Secretary, Treasurer;

**7.2.1.2** The Chairpersons of the Standing Committees;

**7.2.1.3** The Chairpersons of the PST Branches

**7.2.1.4** Any other members co-opted by the Committee for a specific activity whose number shall be determined by the Annual General Meeting.

## **7.2.2 FUNCTIONS OF THE EXECUTIVE COMMITTEE**

The functions of the Executive Committee shall be to:

- 7.2.2.1** Manage and administer the affairs of the Society in accordance with the provisions of this Constitution.
- 7.2.2.2** Prepare and implement strategic and annual plans of the Society.
- 7.2.2.3** Fix such fees and make such By-Laws as it may deem necessary for carrying out activities for the furtherance of the Society's objectives. Such By-Laws shall be approved, amended or repealed, in whole or in part, by a motion carried by a simple majority during any meeting of the Annual General Meeting
- 7.2.2.4** Determine applications and subscription fees and contributions as provided for in Article V of this Constitution;
- 7.2.2.5** Provide for the regulation of the meetings and proceedings of the Society and its Committees;
- 7.2.2.6** Provide for the appointment of employees of the Society and prescribe their duties and remuneration packages for the benefit of the Society.
- 7.2.2.7** Provide for the striking off the register of any member for non-payment of fees and the reinstatement of such members as prescribed in the Constitution and By-Laws.
- 7.2.2.8** Establish codes of ethics for members of the Society and submit to Annual General Meetings for approval.
- 7.2.2.9** Convene all such meetings prescribed under this Constitution.
- 7.2.2.10** Endorse incumbent candidates for PST Branches leadership
- 7.2.2.11** Set date, supervise and monitor PST Branches elections
- 7.2.2.12** Prepare mid-year and annual reports.
- 7.2.2.13** Appoint Auditors of the Society and ensure that audit is conducted as required.
- 7.2.2.14** Maintain PST office and its equipment
- 7.2.2.15** Co-opt any member of the Society for a specific meeting or activities when deemed necessary.

## **7.2.3 DUTIES OF THE MEMBERS OF THE EXECUTIVE COMMITTEE.**

**7.2.3.1 The President** shall:

- 7.2.3.1.1** Be the official spokesman of the Society;
- 7.2.3.1.2** Preside at all meetings of the Executive Committee and Annual General Meetings;
- 7.2.3.1.3** Be the overall in charge and provide leadership in the work and activities of the Society;

- 7.2.3.1.4** Present annual reports of the Society's activities to the General Meetings;
- 7.2.3.1.5** Present rolling strategic and annual plans to the Annual General Meetings;
- 7.2.3.1.6** Perform any other duties as prescribed in other parts of this Constitution or as he may be assigned by the General Meetings.

**7.2.3.2 The Vice President shall:-**

- 7.2.3.2.1** Assist the President in the supervision of the Society's activities;
- 7.2.3.2.2** Assume the responsibilities of the President when the latter is absent or incapacitated;
- 7.2.3.2.3** Assist the President in all his duties and, in his absence, perform the same with equal power;
- 7.2.3.2.4** Perform any other duties as he may be assigned by the President, or the Executive Committee.

**7.2.3.3 The Executive Secretary shall:-**

- 7.2.3.3.1** Maintain a record of the Society's official transactions;
- 7.2.3.3.2** Record minutes of the Society's meetings;
- 7.2.3.3.3** Maintain a register of all members;
- 7.2.3.3.4** Attend to all correspondences of the Society as concurred by the Executive Committee;
- 7.2.3.3.5** Issue notices of meetings of the Society;
- 7.2.3.3.6** Perform any other duties as he may be assigned by the President or the Executive Committee

**7.2.3.4 The Deputy Executive Secretary shall**

- 7.2.3.4.1** Assist the Executive Secretary in performing the day to day activities of the Society
- 7.2.3.4.2** Assume the responsibilities of the Executive Secretary when the latter is absent or incapacitated;
- 7.2.3.4.3** Assist the Executive Secretary in all his duties and, in his absence, perform the same with equal power;
- 7.2.3.4.4** Perform any other duties as he may be assigned by the Executive Secretary or the Executive Committee

**7.2.3.5 The Treasurer shall:-**

- 7.2.3.5.1** Collect subscription and annual fees from members of the Society;
- 7.2.3.5.2** Take charge of all funds of the Society and deposit the same in such a bank as may be designated by the Executive Committee and/or the Annual General Meeting;

- 7.2.3.5.3** Maintain account books which, at all reasonable times, shall be open to inspection by the Executive Committee;
- 7.2.3.5.4** Issue receipts for all monies received;
- 7.2.3.5.5** Submit annual financial reports to the Annual General Meeting;
- 7.2.3.5.6** Submit the Society's annual final accounts for auditing;
- 7.2.3.5.7** Perform any other duties as may be assigned from time to time by the President, the Executive Committee or the Annual General Meeting.

## **7.2.4 ELECTION OF THE EXECUTIVE COMMITTEE**

- 7.2.4.1** The manner of election of the Society's officials shall be set forth in the Society's By-Laws, provided that the tenure of office of the elected officials is three years;

## **7.2.5 PRIVILEGES OF THE EXECUTIVE COMMITTEE**

- 7.2.5.1** Members of the Executive Committee shall be paid a monthly honorarium determined by the Society through its Annual General Meetings and as amended from time to time. This is to motivate them towards serving the Society and meeting incidentals while performing the Society's activities.

## **7.2.6 VACATION OF OFFICE**

A member of the Executive Committee shall vacate office if he:

- 7.2.6.1** Resigns and submits such resignation in writing to the Executive Secretary;
- 7.2.6.2** Ceases to be a member of the Society as provided under sub Article 4.4 of Article IV;
- 7.2.6.3** Does not attend three consecutive Executive Committee meetings without good reason;
- 7.2.6.4** Fails to pay the Society's dues for fifteen (15) months
- 7.2.6.5** has failed to perform his duties, or the conduct of such a member is calculated to bring the Society into disrepute, or the member is not complying with the Constitution, Regulations and rules of the Society, and at the General Meeting a motion is moved, and seconded, to that effect. In such a case the Chairman shall call for a vote of no confidence. If such a vote is supported by a two third majority of the members present at the General Meeting, the person shall cease to hold the position in the Executive Committee.



- 7.2.6.5.1** In the case that the accused member in sub-section 7.2.6.5 is the Chairman, the deputy Chairman shall assume the role of the Chairman in conducting the meeting, and the chairman shall step down until the case is resolved.
- 7.2.6.5.2** In the case that both the chairman and the deputy chairman have been implicated in the scenario of 7.2.6.5 members shall nominate one of the executive committee members to assume the responsibility of the chairman in executing the duty of the chairman as per subsection 7.2.6.5
- 7.2.6.6** If the office of an Executive Committee is vacant, the members of the Executive Committee shall appoint any other member amongst the Executive Committee to fill the vacancy so created on a temporary basis until an election is conducted to fill the vacancy.
- 7.2.6.7** A retired Executive Committee member is eligible for re-election, but a member who vacates office as a result of sub article 7.2.6.5 s not eligible for re-election.
- 7.2.6.8** Where the Executive Committee fails to hold Annual General Meeting three months after the date when the next AGM was supposed to be held, its offices shall be deemed vacant in all positions;
- 7.2.6.8.1** In such a case, the Society shall be under the care of the Trustees, who shall organize an election to be conducted within 90 days from the day of the dissolution of the office bearers.

### **7.3 TRUSTEES OF THE SOCIETY**

- 7.3.1** There shall be five trustees of the Society who shall be proposed by the Executive Committee and approved by the Annual General Meeting;
- 7.3.2** The trustees so appointed shall be three (3) pharmacists and two (2) non-pharmacists;
- 7.3.3** A pharmacist appointed as a Trustee must be a member of the Society, with a good conduct record and in whom the members approve that he has contributed towards the existence and welfare of the Society;
- 7.3.4** A non-pharmacist appointed as Trustee of the Society must be a person of good caliber, who has expressed interest in the Society and has contributed or is likely to contribute significantly towards the existence and achievement of the Society's objectives;
- 7.3.5** Trustees shall hold office for three years and shall be eligible for re-appointment for one more term;

- 7.3.6** The property of the Society shall be under the trusteeship of the Trustees, to be dealt with by them as the Executive Committee shall from time to time direct, by resolution of which an entry in the minute book shall be conclusive evidence, save that the Trustees shall be indemnified against risks and expenses incurred in the dealing of the property of the Society;
- 7.3.7** Trustees shall hold office until expiration of their term, death, bankruptcy or resignation, or until removed from office by a resolution of the Annual General Meeting who may, for any reason which may seem sufficient to a majority of them present, and voting at any meeting, remove any trustee or trustees from office of trusteeship;
- 7.3.7.1** Every vacancy among the trustees shall, from the time, be filled up on recommendations of the Executive Committee and approval by the Annual General Meeting;
- 7.3.8** Without prejudice to other Articles, trustees shall not hold any other office, paid or unpaid, in the Society.

#### **7.4 STANDING COMMITTEES**

- 7.4.1** There shall be Standing Committees, whose composition shall be established by the Annual General Meeting (except Ad-Hoc Committees) to carry out activities as stipulated in their terms of reference and membership, and the roles of these Committees may be changed when necessary by the Annual General Meeting on the advice of the Executive Committee;
- 7.4.1.1** The Standing Committees include, but are not limited to: Membership, Branch, and Society Promotion Committee, Planning and Finance Committee, Education, Research and Publications Committee, Ethics and Constitutional Affairs Committee and Ad-Hoc Committee;
- 7.4.1.2** The Chairpersons of the Standing Committees shall be appointed and approved by the Executive Committee as soon as possible after the election.

#### **7.4.2 Membership, Branch and Society Promotion Committee**

The functions of this Committee shall be to:

- 7.3.2.1 Promote and mobilize members based on the categories of memberships;
- 7.3.2.2 Ensure that Branches are established and well coordinated;
- 7.3.2.3 Prepare a comprehensive communications program that will keep both members and non-members aware of the objectives, functions and benefits of the Society;

- 7.3.2.4 Advice and assist the President in managing internal and external communications;
- 7.3.2.5 Ensure that the Society website and *Internet Communication* group is established/reviewed and maintained as a way of enhancing communication among members;
- 7.3.2.6 Coordinate social welfare functions and activities;
- 7.3.2.7 Organize Pharmacy Day Celebrations;

### **7.3.3 Planning and Finance Committee**

The functions of this Committee shall be to:

- 7.3.3.1 Develop three (3) year strategic plans, annual plans and budgets;
- 7.3.3.2 Develop and organize fund raising activities;
- 7.3.3.3 Collaborate with "Education, Research and Publications Committee" to solicit funds for carrying out research activities;
- 7.3.3.4 Assist the Treasurer in ensuring membership and subscription fees and other financial and non-financial resources are collected, properly managed and audited;
- 7.3.3.5 Ensure proper utilization of both financial and non-financial resources.

### **7.3.4 Education, Research and Publication Committee**

The functions of this committee shall be to:

- 7.3.4.1 Design and arrange Continuing Education programs for members;
- 7.3.4.2 Coordinate Scientific conferences, meetings and workshops;
- 7.3.4.3 Coordinate research activities and solicit funds for carrying out research activities in collaboration with the Planning and Finance Committee.;
- 7.3.4.4 Coordinate the establishment and publication of Tanzania Pharmaceutical Journal, newsletters and the like on issues related to Pharmacy profession and public health.

### **7.3.5 Ethics and Constitution Affairs Committee**

The functions of this committee shall be to:

- 7.3.5.1 Collaborate with the Pharmacy Council to develop or review the existing Code of Conduct.
- 7.3.5.2 Develop or revise By-Laws, Regulations and Guidelines related to the proper management of the Society;
- 7.3.5.3 Ensure that members abide to Constitution provisions;

- 7.3.5.4 Discuss and propose disciplinary actions to be taken against members contravening the Constitution, By-Laws, Code of Conduct, Regulations and Guidelines;
- 7.3.5.5 Critically assess matters affecting the pharmacy profession and propose actions to be taken to the President, e.g., legislations adversely affecting the pharmacy profession.

### **7.3.6 Ad- hoc Committees**

- 7.3.6.1 Ad- hoc Committees shall be established wherever the necessity of having a Committee for an urgent or temporary specific task is felt;
- 7.3.6.2 The composition, membership and terms of reference of such committees shall be explicitly set out in the instruments of their formation;
- 7.3.6.3 Ad - hoc Committees shall be dissolved only by the organ which established them or upon completion of their tasks;

## **7.4 BRANCHES OF THE SOCIETY**

- 7.4.1 In order to realize its objectives throughout the country, the Society shall establish and delegate powers to peripheral Branches to carry out its functions in the respective areas in accordance with this Constitution;
- 7.4.1.2 The Branches shall include, but not limited, to Central Zone, Western Zone, Eastern Zone, Lake Zone, Northern Zone, Southern Highland Zone and Southern Zone;
- 7.4.1.3 The regions that fall under these Branches shall be determined by the Executive Committee;
- 7.4.1.4 Activities in Dar es Salaam, the Headquarters of the Society, shall be dealt with by the Executive Committee of the Society;
- 7.4.1.5 Branches shall comprise members of the Society located in geographical areas determined, and from time to time, amended by the Annual General Meeting;
- 7.4.1.6 Where a member practices in areas of more than one Branch, he shall indicate in which Branch his membership is to be located.
- 7.4.1.7 The Annual General Meeting shall, subject to due notice in accordance with this Constitution, have the power to re-define the areas of jurisdiction of the Branches and to authorize the formation of new Branches, and assign to them the names that they shall bear, provided that the resolution is carried by the

votes of two-thirds of the Annual General Meeting of the Branch represented at such a meeting.

7.4.1.8 Any member of a Branch shall be entitled to present a petition to the Executive Committee that he/she wishes to be relocated to an adjacent Branch; such petition shall set out good and sufficient reasons in favour of the request.

7.4.1.9 The Executive Committee shall consider any such petition and give the final decision to accept or refuse.

#### **7.4.2 Objectives and Powers of a Branch**

The objectives of each Branch shall be:

**7.4.2.1** To carry out in its area of jurisdiction all the objectives of the Society stipulated in Article III and as delegated by the Executive Committee;

**7.4.2.2** To ascertain and to place the needs, opinions and interests of the members in its area before the Executive Committee and/or Annual General Meeting;

**7.4.2.3** To do all such things in its respective area as may advance the interests of its members in regard to all or any matters delegated to it by the Executive Committee;

**7.4.2.4** A Branch may, for the purpose of achieving its objectives, exercise at Branch level all the powers set out in Article III of this Constitution *mutatis mutandis* save for powers defined under sections 3.2.21 up to and including 3.2.27 of the said Article. As for subsection 3.2.28, the power of a Branch to sue and defend is confined to matters related to the Branch's property referred to in sub-section 7.4.3.4 below;

**7.4.2.5** None of the other powers set out in Article III shall be exercised by a Branch without consultation with and a prior written consent of the Executive Committee.

#### **7.4.3 Management and Control of a Branch**

**7.4.3.1** A Branch Committee shall hold office for the period of three years from the date of its election;

**7.4.3.2** Branches shall hold at least two meetings annually, at a place which, in the opinion of the Branch Committee, is most convenient for the members of the Branch; The Annual meeting of the Branch shall be held at least five weeks before the meeting of the AGM to enable the Branch chairman to prepare the Branch report for submission to the Executive Committee

**7.4.3.3** The business of a Branch General Meeting shall be:

- 7.4.3.3.1** To deal with reports submitted by the Branch Committee on the activities of the Branch and on the revenue and expenditure of same;
- 7.4.3.3.2** To elect, or complete the election, as the case may be, of a Branch Committee according to this constitution.
- 7.4.3.3.3** To consider any other business which, in accordance with this Constitution.

**7.4.4 The Duties of Officers of a Branch** shall be as follows:

**7.4.4.1 The Chairman shall:**

- 7.4.4.1.1** Be the official spokesman of the Branch and the overall in charge of the Branch leadership;
- 7.4.4.1.2** Preside at all meetings of the Branch Committee;
- 7.4.4.1.3** Convene all Branch meetings when necessary by instructing the Secretary of the Branch to issue the necessary notices of meetings in due time;
- 7.4.4.1.4** Attend meetings of the National Executive Committee of PST
- 7.4.4.1.5** Sign cheques in accordance with the instructions of the Branch Committee;
- 7.4.4.1.6** Prepare annual reports on the activities of the Branch;
- 7.4.4.1.7** Present rolling strategic and annual plans of the Branch to the General Meetings of the Branch;
- 7.4.4.1.8** Perform any other duties as prescribed in other parts of this Constitution or as may be assigned by the General Meetings.

**7.4.4.2 The Vice Chairman shall :**

- 7.4.4.2.1** Assist the President in the supervision of the Branch activities;
- 7.4.4.2.2** Assume the responsibilities of the Chairman when the latter is absent or incapacitated;
- 7.4.4.2.3** Perform any other duties as he may be assigned by the Chairman or the Executive Committee.

**7.4.4.3 The Secretary shall :**

- Maintain a record of the Branch's official transactions;
- Record minutes of the Branch's meetings;
- Maintain a register of all members;
- Attend to all correspondences of the Branch;
- Issue notices of the meetings of the Branch to the members;
- Perform any other duties as he may be assigned by the Chairman or the Executive Committee.

**7.4.4.4 The Public Relations Secretary shall:**

**7.4.4.4.1** Arrange social, professional and other programmes aimed at maximizing interaction between Branch members.

**7.4.4.5 The Treasurer shall:**

**7.4.4.5.1** Assist the Treasurer of the Society in the collection of membership and subscription fees and other contributions from members of the Society within the Branch;

**7.4.4.5.2** Take charge of all the funds of the Branch and deposit the same in such a bank as may be designated by the Annual Meeting;

**7.4.4.5.3** Maintain account books which at all reasonable times shall be open to inspection by the Executive Committee;

**7.4.4.5.4** Issue receipts for all monies received;

**7.4.4.5.5** Submit annual financial reports to Annual Meeting;

**7.4.4.5.6** Submit the Branch's annual final accounts for auditing;

**7.4.4.5.7** Perform any other duties as he may be assigned from time to time by the Chairman, the Executive Committee or the Annual General Meeting.

**7.4.4.5.8** Transmit to the Treasurer of the Society, all monies received by him on behalf of the Society as stipulated in the financial regulations of this constitution;

**7.4.4.5.9** Sign cheques drawn upon the funds of the Branch, in accordance with the instructions of the Branch Committee.

**7.4.5 Meetings of the Branch.**

**7.4.5.1** Branch Committees shall meet at least twice a year;

**7.4.5.2** Branch's Annual General Meetings shall be held at least five weeks before the Society's Annual General Meeting;

**7.4.5.3** A Branch Committee may at any time convene a Special Meeting of the Branch and shall call a special General Meeting of the Branch if petitioned to do so by not less than the number of members of the Branch laid down in the Constitution and By-Laws of the PST. Each Branch shall transmit to the Executive Committee within one month after issue thereof copies of all notices, circulars and confirmed minutes of the meetings of the Branch and Branch Committee.

**7.4.6 Financial arrangements for Branches**

**7.4.6.1** Branches may require its members and stakeholders within its boundaries to make financial or other contributions, for the

purpose of carrying out its objectives, provides such a move is in line with this constitution.

**7.4.6.2** The Branch shall retain 30% of the Society's annual subscription fee for members located within the boarder of the branch as decided by the Annual General meeting, and such a percentage shall appear in the Society's Financial Regulations.. The remaining 70% shall be submitted to the Society Treasurer.

**7.4.6.3** The financial year of a Branch shall be from 1 October to 30 September of the following year. For the purposes of Branch subscriptions, the subscriptions year shall be regarded as from 1 January to 31 December each year;

**7.4.6.4** Five weeks before the date of the Annual General Meeting, the Secretary of each Branch shall transmit to the Executive Committee copies of the Report and Financial Statement of the Branch.

#### **7.4.7 Inactive Branches**

**7.4.7.1** Should an Annual Meeting of a Branch fail to elect a Branch Committee or should a Branch Committee be elected and thereafter become inactive, or should there be so great a diminution of members of a Branch that it is unable to function in terms of this Constitution, the Executive Committee shall have the power to transact the affairs of the Branch, including the power to arrange the meetings of the Branch and select a care taker committee, of which election should be held within 90 days, with possible extension of another 90 days only.

### **8. ARTICLE VIII: MEETINGS OF ORGANS OF THE SOCIETY**

8.1 The meetings of the organs of the Society shall be conducted in the manner prescribed in the Standing Orders which shall form part of the Society's By-Laws.

8.2 Unless specified otherwise in other parts of this Constitution, the Annual General Meeting shall be convened on a notice of not less than 21 days. Meetings of the Committees shall be convened at a notice of not less than 7 days.

8.3 Unless specified otherwise in other parts of this Constitution, the quorum of all meetings shall be at least One-Third (1/3) of paid-up members current membership, whether Society or Branch. However, the quorum of Executive Committee meetings shall be simple majority;

8.4 The Annual General Meeting shall be chaired by the President or, in his absence, the Vice President. In the absence or incapacitation



of both the President and the Vice President, the Executive Committee may elect a Chairman from amongst the members present to take charge of the incapacitated officer until elections are conducted;

- 8.5 The Executive Committee may, whenever it thinks fit, or upon requisition made in writing by any One Tenth (1/10) or more full members in at least 21 days, convene an extraordinary General Meeting for the purpose of considering any matter. If 60 days of such a request by members expires without a notice being given, the signatories shall send a meeting notice but shall attach a dated copy of the first request;
- 8.6 Unless otherwise stated in other parts of this Constitution, motions shall be decided by a simple majority;
- 8.7 A resolution may be passed without convening a meeting of a Committee when a motion to that effect is circulated among the members and attains the simple majority. No resolution shall be passed by the Executive Committee without convening an ordinary or extra-ordinary General Meeting;
- 8.8 The Executive Committee may invite any person it desires to participate in its deliberations in an ex-officio capacity, but that person shall have no right to vote.

## **9. ARTICLE IX: AMENDMENT OF THE CONSTITUTION**

- 9.1. The Constitution of the Society may from time to time be added to or amended, altered or revised;
- 9.2. Amendment, alteration or revision of the Constitution may be proposed by any member and submitted in writing to the Executive Committee;
- 9.3. The Executive Secretary, through the Executive Committee, shall inform members by letters, public media or any other means, of any proposed amendment, alteration or revision of the Constitution at least 30 days before the day of the meeting to discuss them and the proposed changes specified therein;
- 9.4. Adoption of any amendment, alteration or revision of this Constitution shall be upon approval of a two-thirds majority of voting members present at the meeting;
- 9.5. Within fourteen days of any amendment, alteration or revision of the Constitution having been resolved, the Executive Secretary shall make application for ratification, in writing and signed by three office bearers, to the Registrar of Societies;
- 9.6. No amendment, alteration or revision of the Constitution shall be valid, and until such ratification has been received in writing from the Registrar of Societies.

## **10. ARTICLE X: DISSOLUTION**

- 10.1 The Society may be dissolved at any time by a resolution of not less than a two-thirds majority of the members present at the Annual General Meeting or a special meeting called for that purpose, the quorum for that Special General Meeting having been achieved;
- 10.2 Members shall be informed by notice, through post, internet, telephone, cellular messages (SMS), and publications in a national newspaper or any other reasonable means of communication at least thirty (30) days prior to the meeting where the matter for dissolution will be read over and discussed for the first mention. A public notice in public media shall be mandatory;
- 10.3 Where the resolution is passed by a two-thirds majority, whether present or not, of all members, then the resolution is put forward for the second mention which shall be the final and be held no sooner than one year from the date of the first mention. The notice of this second mention shall comply to sub-Article 1 of this Article and voting by proxy or in absentia or by any other form is, for purposes of this Article, void;
- 10.4 If a thirty (30) day notice of such resolution to dissolve is not given by prior announcement, then the resolution may be discussed and voted upon at the next Annual General Meeting and this will be considered the first mention. The second mention cannot, however, be held until the next Annual General Meeting;
- 10.5 All expenses incurred in providing notice required under sub-Article 10.2 of this Article must be borne by those members requesting the resolution for dissolution;
- 10.6 If the resolution to dissolve the Society is successfully passed, a liquidator must be appointed by the Executive Committee and the assets and liabilities of the Society shall be disposed of as recommended by the off-going Executive Committee, provided that a dissolution shall not be complete until all assets and liabilities have been disposed off and no member or group of members shall benefit from the dissolution;
- 10.7 Where liabilities exceed assets, the deficit will be borne out equally by all full members;
- 10.8 If the resolution to dissolve is defeated at the first or second mention then the Society will continue with its business as usual just as though the resolution to dissolve the Society had never

been put forward, with rancor toward none and in a spirit of togetherness and membership stronger than before.

Confirmed By



Elizabeth Shekalaghe

President

Date 2<sup>nd</sup> November 2012  
Date: 2<sup>nd</sup>



Michael Kishiwa

Secretary

November 2012

**BY-LAWS**

**OF**

**THE PHARMACEUTICAL SOCIETY OF TANZANIA**

## **CHAPTER 1**

### **RULES GOVERNING THE CONDUCT OF THE SOCIETY'S MEETINGS OR STANDING ORDERS**

1. These Standing Orders shall be applicable to all General and Committee Meetings, and shall be construed subject to the Constitution.
2. Meetings shall, subject to the presence of a quorum, start at the time set out on the notice, and shall, subject to the discretion of the meeting, continue until all business on the Agenda is disposed of.
3. The quorum of the General meetings shall be 20% of the subscribed members of the Society. The Quorum for Committees shall be 50% of the members of such a Committee.
4. If no quorum is present within 30 minutes of the starting time set out on the notice, the meeting shall lapse, and, subject to any resolution previously passed, the President shall fix the time of the next meeting. All business on the Agenda of the lapsed meeting shall take precedence over new business.
5. Any member desiring to speak at General Meetings or in the Committees of the whole shall rise in his place and when called upon by the Chairman shall address the Chair, if two or more members rise simultaneously, the Chairman shall call upon the member who first caught his eye.
6. Except in Committees, no member other than the proposer of a motion or an amendment shall speak on it until it has been seconded. A motion or amendment lapsing for want of a seconder shall not be recorded in the Minutes.
7. A motion or amendment before the Chair shall not be withdrawn except by its mover and by leave of the meeting. No motion shall be withdrawn while any amendment is under discussion or after any amendment has been adopted.
8. If required to do so by the Chair, the proposer of any motion or amendment shall submit it in writing.

9. A motion or amendment before the Chair may be re-worded by the mover subject to leave of the meeting.
10. A member moving or making amendment shall be deemed to have spoken to it. A member seconding a motion or amendment without speaking to it may reserve his right to speak to it subsequently.
11. When an amendment is before the Chair discussion shall be confined to that amendment. No further amendment shall be proposed until the amendment before the Chair has been disposed of.
12. The Chairman shall, as far as practicable, call on speakers for and against a motion amendment alternately, subject to the right of the seconder to speak immediately after the mover. If two consecutive speakers have both argued for or against a motion or an amendment, and there is no member wishing to argue the opposite view or, in the case of a motion, to move an amendment, the motion, or the amendment shall (subject, in the case of a motion, to the mover's right of reply) be put further debate,
13. Any member may raise a point of order, which shall take precedence over all other business, and which shall be open to discussion. The point must be raised at the time the alleged irregularity occurred. An explanation or contradiction shall not constitute a point of order.
14. Any member disagreeing with the Chairman's ruling on a point of order may dissent. The Chairman shall then explain the reason for his ruling after which the dissenter shall explain the reason for his dissent. The question will then be put to the body for final decision.
15. Upon failure to have resolution when the voting is done, the Chairman shall have the casting vote to resolve the question.
16. A member who has not already participated in the debate may at any time, whether another speaker has the floor or not, move, "That the question be now put", which motion, if accepted by the Chair, shall be put without amendment or debated. The Chairman shall have absolute discretion to accept or refuse the motion. The Chairman may also of his own volition put the

question if he felt that adequate discussion has taken place. In either case the mover of a motion shall retain his right of reply. If amendment is before the Chair, the closure motion shall be deemed to close the debate on the amendment only.

17. A member may not any time move, "That the speaker be no longer heard" or, "That the speaker be heard for a further limited period only". Such motions shall be put without amendment or debate. No other motion, except the closure motion or a motion dealing with the speaker's time shall be moved while a speaker has the floor.
18. During the discussion of a motion (but not of an amendment), a member who has not already participated in the debate on the motion may move, "That the question be not now put". This motion shall be open to debate, and shall be debated together with the original motion. If carried, the original motion shall be put forthwith, subject to the mover's right of reply. The motion may be foreshadowed while an amendment is before the Chair, but in no case shall it be put till all amendments have been disposed of.
19. A member may move, "That the debate (or meeting) be now adjourned". Discussion shall be in order, but only amendments as to time and/or place shall be permitted. The motion shall take precedence over other business before the Chair except for points of order.
20. A General Meeting may at any time during the discussion of a motion or an amendment resolve itself into a Committee of the whole.
21. Standing orders 1 - 20 or any of them may be suspended by a majority of those present. A motion to this effect shall be open to debate.
22. Notwithstanding anything hereinbefore contained, any decision made by a validly constituted meeting shall not be void by reason only of a departure from these Standing Orders which was not detected till after the decision had been made.
23. Any matter not dealt with in the above Standing Orders shall be governed by the customary procedure at meetings.





## **CHAPTER 2**

### **RULES GOVERNING THE CONDUCT OF SOCIETY ELECTIONS**

#### **1. APPLICATION**

These rules shall normally apply to the election of members of the Executive Committee but may be adopted for election to the other Society posts.

#### **2. ELIGIBILITY**

Any member of the Society has a right to contest any position subject to the provisions of Article IV of the Constitution.

#### **3. NOTICE OF ELECTIONS**

Notice of elections shall be circulated by the Secretary of the Society concerned at least 30 days before the date of the elections. The notice shall include a printed nomination form which shall be in a format approved by the Executive Committee.

#### **4. NOMINATION**

4.1 Each aspiring member shall obtain 10 nominations from full members. Duly completed nomination forms shall be handed to the returning officer before the elections;

4.2 Alternatively, the election's returning officer may accept nominations from the floor when insufficient aspirants come forward.

#### **5. APPOINTMENT OF RETURNING OFFICERS**

5.1: On the Election Day, the Society shall nominate two persons, who may not necessarily be voting members, to be returning officers. The returning officers shall conduct the elections, count the votes polled and declare the results of the elections;

5.2: Aspirants have a right to be represented during the counting of the votes for the posts for which they aspire.

#### **6. VOTING**

6.1: Voting by proxy shall not be allowed;

- 6.2 Elections shall, as far as possible, be conducted by secret ballot; provided that where the Society feels otherwise elections may be conducted by open vote;
- 6.3 The aspirant shall be declared winner by acquiring more than 50% of the vote;
- 6.4 If no aspirant gets more than 50% of the vote, the election will be repeated for the top two candidates.