

**THE  
CONSTITUTION  
OF THE  
PHARMACEUTICAL SOCIETY  
OF GHANA (PSGH)**

**Incorporating the  
*Bye-Laws, Code of Ethics and Welfare Guidelines***

**August 2016**

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## **ARTICLE 1: NAME**

**I.** The Society shall be known as the “Pharmaceutical Society of Ghana” hereinafter called “The Society”

**II.** The acronym of the Society shall be “PSGH”

## **ARTICLE 2: OBJECTIVES**

The objectives of the Society shall include the following:

- a. To promote a corporate spirit by encouraging the exchange of ideas and organise such activities and events aimed at developing and protecting the social, economic and professional interests of members.
- b. To ensure the observance of high ethical standards aimed at upholding the dignity of the profession of pharmacy thereby offering the government and the people of Ghana the benefit of pharmaceutical expertise in keeping with the Society’s motto: “AMICUS HUMANI GENERIS”
- c. To promote co-operation and collaboration with relevant stakeholders to ensure that pharmaceutical services comparable to the best in the world are available and accessible to the people of Ghana.
- d. To promote continuing professional development, pursue research activities and disseminate scientific and professional information through appropriate means.
- e. To encourage and support the regulation, education and training of persons desirous of becoming pharmacists.

## **ARTICLE 3: MEMBERSHIP**

### **I. Full membership:**

Full membership of the Society shall be open to all persons who have been duly registered by Ghana’s appropriate registering authority as a pharmacist.

### **II. Associate membership:**

- a. Shall be open to any person registered as a pharmacist in another country but not registered in Ghana and who has been admitted upon application.
- b. Shall be open to all pharmacy graduates in Ghana who have obtained the necessary academic qualifications and are undergoing their pre-registration training programme or pursuing post-graduate studies.

### **III. Fellows:**

Any full member who, in the opinion of the Society, has rendered invaluable service to the profession of pharmacy or has significantly contributed to the advancement of pharmaceutical knowledge may be elected as a **Fellow**.

**IV. Honorary Membership and Honorary Fellowship:**

Notwithstanding the provision of clauses (I), (II) and (III) of this article, the Society may grant Honorary Fellowship or Honorary Membership to any person who, not being a pharmacist, has contributed to the progress and development of pharmacy and the Allied Sciences. Membership under these categories are subject to renewal every five (5) years.

**V. Corporate Membership**

The Governing Board may, by a resolution of not less than two-thirds of members present and voting, admit as a Corporate Member any company licensed by the Pharmacy Council which demonstrates a commitment to promote the objectives of the Society. Membership under this category is subject to renewal every five (5) years.

**VI. Right to Hold Office**

Only full **Members and Fellows** in good standing shall have the right to become office bearers of the Society.

**VII. Right to Vote**

Only full **Members and Fellows** in good standing shall have a right to vote at elections and meetings.

**VIII.** All other categories of members except those listed in (I) and (III) do not have voting rights.

**ARTICLE 4: GOVERNANCE AND STRUCTURE**

**1. Governing Board:**

**I. Establishment of the Board**

There shall be a body known as the “Governing Board” hereinafter referred to as the “Board”. The Board shall be responsible for the overall governance of the Society subject only to this constitution.

**II. Functions of the Board**

**The functions of the Board shall include, but not limited to the following:**

- a. To ensure the attainment of the objectives of the Society as set out in Article 2 of this constitution.
- b. To ensure that the Society has a well-defined set of policies and strategic plans approved by the General Meeting in line with the objectives of the Society.
- c. To ensure the implementation of the approved strategies and policies.
- d. To ensure the proper and efficient mobilisation, control and supervision of the finances and assets of the Society
- e. To appoint a full time Executive Secretary who shall be the Administrative Head of the Society.
- f. To appoint any persons as may be necessary for the proper and efficient functioning of the Society.
- g. To appoint such other committees to exercise on its behalf any of its powers, perform any functions, or inquire into and report on such matters within the scope of its functions as are referred to them by the Board.
- h. The Board shall prepare a yearly work plan and budget within the policies and strategies of the Society for implementation by the Standing Executive Committee (SEC)

**III. Composition of the Board:**

Only full Members and Fellows of the Society in good standing shall qualify to be members of the Board. The Board shall consist of the following:

- a. The officers of the Society as listed in Article (5) below and
- b. Ex-officio Members as listed below:
  - i. A representative of the heads of the various prequalifying pharmacy training institutions existing in the country.
  - ii. The Head of Pharmacy of the Ministry of Health.
  - iii. The Immediate Past President of the Society.
  - iv. The Chairpersons of all the Regional Branches of the Society.
  - v. The Chairpersons of the following practice groups of pharmacy:
    - a) Hospital Practice Pharmacists Group of PSGH
    - b) Community Practice Pharmacists Group of PSGH
    - c) Industrial Practice Pharmacists Group of PSGH
    - d) Academic and Research Pharmacists Group of PSGH
    - e) Medical Representation Pharmacists Group of PSGH
  - vi. The Chairperson of Lady Pharmacists Association of Ghana.

- vii. The Chairperson of any pharmacy practice or interest group (or any group of members of the Society whose activity fall within the objectives of the Society) as may be determined by the President with the approval of the Board.

**IV. Tenure of the Governing Board**

Tenure of the Governing Board shall be two (2) years and the elected officers shall be eligible for re-election except that they shall not serve more than two (2) consecutive terms in the same position.

**V. Vacancy on the Board**

The Board shall continue to act notwithstanding any vacancy created in its membership.

**2. Standing Executive Committee**

- I.** There shall be a body called the “**Standing Executive Committee**” (SEC).
- II.** Functions of the Standing Executive Committee:
  - a. The SEC shall see to the implementation of the policies and decisions of the Board.
  - b. The SEC may in emergency situations, act for and on behalf of the Board and report to the Board members within seven (7) working days. All actions taken in such situations shall be subject to ratification by the Board at its next meeting.
  - c. The SEC through the ES shall submit a regular comprehensive report on its activities and decisions to the members of the Board at the end of each calendar month.
- III.** The Standing Executive Committee shall be composed of the elected officers and the Executive Secretary of the Society.

**ARTICLE 5: OFFICERS OF THE SOCIETY**

- I.** The Society shall have the following officers;
  - a. Elected Officers:**
    - i. President
    - ii. Vice President
    - iii. Honorary Treasurer
    - iv. Elected member
  - b. Appointed Officers:**
    - i. Executive Secretary appointed by the Board
    - ii. Editor appointed by the Board

## **II. Eligibility of Elected Officers**

All nominees shall be subjected to vetting by a committee set up by the Governing Board.

### **a. President and Vice President**

1. Must be a member for a period of not less than ten (10) years
2. Must have served on the Governing Board or on any of the Executive Committees of a Regional Branch, Practice or Interest Group of the Society for at least one term or must have demonstrated active participation in the activities of the Society.
3. Must be of good character

### **b. Honorary Treasurer**

1. Must be a member for a period of not less than five (5) years plus criteria in 5 (II) (a) (2 & 3) above and should have knowledge on financial management

### **c. One Elected Member**

1. Must be a member for not less than five (5) years plus criteria in 5 (II) (a) (2 & 3) above.

## **III. Executive Secretary (ES):**

- a. There shall be appointed by the Board, a full time Executive Secretary who shall be the Chief Administrative Officer of the Society.
- b. Notwithstanding (III) (a) above, the ES shall be a registered pharmacist of not less than five (5) years standing with considerable knowledge and experience in administration and management.
- c. The ES shall be an officer of the Society but shall have no voting rights at meetings of the SEC or Governing Board.
- d. He/she shall hold office for a three (3) year renewable term and on such terms and conditions as shall be specified in his /her letter of appointment.

## **IV. Removal from Office:**

- a. An elected officer may be removed from office on grounds of misconduct, abuse of office or any act that may bring the image of the Society into disrepute upon the recommendations of the Disciplinary Committee of the Society.

- b. Notwithstanding sub-section 5 (IV) (a) above, the removal of the ES and other persons appointed by the Board shall be subject to the terms and conditions of engagement.

**ARTICLE 6: ELECTION OF OFFICERS OF THE BOARD**

- i. The election of officers shall take place at a National Conference of the Society and shall be by secret ballot.
- ii. The newly elected President shall be invested at the Conference.
- iii. The incoming Board shall assume office and hold its inaugural meeting within four (4) weeks from the date of election. The period between the investiture and inaugural meeting shall be the transitional period.
- iv. Within the transitional period, the incoming and outgoing SEC shall constitute themselves into a transitional team to ensure smooth handing over.

**ARTICLE 7: COMMITTEES OF THE BOARD**

**I. There shall be Disciplinary, Finance and Communication Committees**

**II. Disciplinary Committee:**

- a. There shall be a Disciplinary Committee comprising:
  - i. The Vice President, who shall be the Chairman.
  - ii. One (1) Board member elected by the Board.
  - iii. One (1) non-Board member of the Society.
  - iv. A Legal Practitioner.
  - v. The Executive Secretary, who shall be a Member/Secretary to the Committee.
- b. There shall be referred to the Disciplinary Committee by the Board such matters involving the breach of any provision relating to Discipline under Article Ten (10) of this Constitution and any other matter likely to bring the image of the profession of pharmacy into disrepute including misconduct and abuse of office.
  - i. The report of the Disciplinary Committee shall be submitted to the Board.
  - ii. The Board may accept, reject or modify the recommendations of the Disciplinary Committee.
  - iii. The decision of the Board on the matter shall be final.

**III. Finance Committee:**

- a. **There shall be a Finance Committee comprising:**
  - i. The Honorary Treasurer who shall be the Chairman
  - ii. Three (3) other members of the Society appointed by the Board.
  - iii. The Executive Secretary
- b. **The Finance Committee shall:**
  - i. Prepare and submit in December of each year for the approval of the Board estimates of revenue and expenditure for the following Financial Year.
  - ii. Monitor and advise on deviations in budgets and financial regulations of the Society.
  - iii. Advise on investments and judicious application of the funds of the Society.
- c. The financial year of the Board shall be January to December.

**IV. The Communications Committee**

- a. There shall be a Communications Committee comprising:
  - i. The Executive Secretary who shall be the chairman
  - ii. Four (4) members of the Society appointed by the Board at least one of whom shall be a legal practitioner.
- b. The Committee shall be responsible for all communications and publications of the Society

**V.** The Board may, from time to time, appoint such other committees to exercise on its behalf any of its powers, perform any functions, or inquire into and report on such matters within the scope of its functions as are referred to them by the Board.

**VI.** Any committee so appointed by the Board under this clause shall be subject to the control of the Board in all things and may at any time be altered, re-constituted or dissolved by the Board.

**VII.** Where applicable, all committees of the Board shall submit their detailed plans and activities for the year beginning from January to December to the Board for ratification by the end of October.

## **ARTICLE 8: FINANCE, ACCOUNT AND AUDIT**

- I.** The Society's sources of funds shall include:
  - a. Membership and retention fees or any other charges, dues, levies or amounts recovered by the Society.
  - b. Such grants, contributions, donations, and bequests as the Society may receive from time to time.
  - c. All interests on monies invested by the Society.
  - d. Any other monies accruing to the Society in the course of its operations.
  
- II.** The Society shall have the power to make regulations indicating membership and retention fees payable by each member of the Society, except that it shall not make any such rules for honorary fellows or honorary members.
  
- III.** All financial transactions of the Society shall be in conformity with its financial regulations.
  
- IV.** All monies of the Society shall be paid into any bank approved by the Board for the general current, or deposit account of the Society.
  
- V.** The Society's accounts shall be audited by a firm of chartered accountants and the Society may pay them such fees as may be required.
  
- VI.** Notwithstanding Section (V) above, the Board shall appoint three non-Board members as internal auditors who shall evaluate procurement activities and other financial transactions of the Board every month in accordance with the financial regulations of the Society.

## **ARTICLE 9: POWERS TO ACQUIRE PROPERTY**

- I.** The Society may acquire, hold, manage or dispose of any equipment, immovable or movable property by sale, mortgage or lease and may enter into contract.
  
- II.** Any contract which in the case of private individual, may be required to be by deed, shall be executed or issued on behalf of the Society under its Common Seal.
  
- III.** For any other contract, it shall be sufficient if it is signed and counter-signed by the President and the Executive Secretary respectively.

## **ARTICLE 10: DISCIPLINE**

- I. There shall be a Code of Ethics for the Society, which shall govern the conduct of members of the Society. The Code of Ethics shall be binding on all members of the Society.
- II. Any member who is found guilty of professional misconduct is liable to have his membership of the Society suspended or terminated and have his Certificate of Membership cancelled, where applicable on the recommendation of the Board.
- III. Any member who ceases to be a Pharmacist following cancellation of his Certificate of Registration by the Registering Body for any of the following reasons shall cease to be a member of the Society.
  - a. Convicted of an offence under any laws of the nation relating to the practice of Pharmacy;
  - b. Sentenced to imprisonment after being convicted of an offence under any other law of the land;
  - c. Found guilty of professional misconduct.
- IV. Any member whose Certificate of Registration as a pharmacist is suspended by the Registering Body shall cease to be a member during the period that his Certificate of Registration as a pharmacist is so suspended.
- V. Any member who shall be declared unfit to practice by a competent medical body shall cease to be a member.

## **ARTICLE 11: MEETINGS**

- I. General meetings of the Society shall be of two categories and these are: Annual General Meetings and National Conferences and these general meetings shall be held in alternate years.
- II. **Annual General Meetings**

There shall be an Annual General Meeting of the Society held every other year in August or September or any such time and place as the Board may determine
- III. The Annual General Meetings (AGMs) shall be used to discuss both internal and external issues and matters which affect pharmacy practice and practitioners.

- a. The AGM shall be referred to as a National Conference in an election year.
- b. The AGMs shall among others provide opportunities for presentations of scientific and research papers.
- c. Notices of any National Meeting shall be published in the pre-conference/AGM issue of any of the Society's official publications or a nationally-circulated newspaper or through emails and other electronic media at least ten (10) weeks before the meeting of the Society.
- d. A final notice of any National Meeting shall be circulated to all members in a nationally circulated newspaper or through emails and other electronic media at least four (4) weeks before the meeting.
- e. Where there are logistical constraints the Board may organize a delegates meeting instead of an Annual General Meeting.

#### **IV. Extraordinary General Meeting (EGM)**

- a. An Extraordinary General Meeting may be requisitioned by the President or seven (7) members of the Board or by at least 20% of the membership of the Society to discuss specific matters. No matters other than those specified in the notice convening such extraordinary meeting shall be discussed at the meeting.
- b. In all cases, those calling for the meeting shall communicate their intention and reasons for doing so in writing and signed by them to the Executive Secretary at least 21 days before the date on which the meeting is to be held.
- c. The Executive Secretary after satisfying himself that the above conditions have been met shall, within seven days from the date of receipt of the notice, notify all members of the date, venue and agenda of the extraordinary meeting.

#### **V. Meetings of the Board**

- a. The Board shall meet at any time and at such place as the President may determine except that the Board shall meet at least once every three months.
- b. On special request in writing signed by at least five members of the Board, a Special Board Meeting shall be convened to discuss any specific matters for which the special meeting is called.

#### **VI. Conduct of Meetings**

- a. At all General Meetings of the Society, Board and the Standing Executive Committee, the President shall preside. In his absence, the Vice President shall preside. In the absence

of both of them, members present shall elect one person from among their number to preside over the meeting.

- b. Any member of the Board or SEC who has an interest or is affected directly in any matter that is the subject for consideration at the meeting shall not be eligible to chair or participate in the discussion for the meeting.
- c. At all Board and Standing Executive Committee meetings, the Chairman shall have a deliberative vote and in the case of equality of votes, he shall have a casting vote.
- d. All decisions made at any meeting, shall be by a simple majority of votes except where otherwise specified in this constitution, and subject to a demand for a ballot, the voting shall be by show of hands.

## **ARTICLE 12: QUORUM**

- I.** At all General Meetings, the quorum shall be 20% of the total membership of the Society in good standing.
- II.** At all Board and Standing Executive Committee meetings, the quorum shall be 50% of the total membership of the Board, or Standing Executive Committee as the case may be.
- III.** Four members shall constitute the quorum for all meetings of the Disciplinary Committee.
- IV.** For all other Committees of the Board, 50% of the total membership of each Committee shall form the quorum.

## **ARTICLE 13: BRANCHES, PRACTICE & INTEREST GROUPS OF THE SOCIETY**

- I.** The Board shall encourage the formation of Regional and District branches of the Society throughout the country.
- II.** The Board may from time to time, approve the formation of practice and interest groups of members having distinct and common professional interests.
- III.** All such groups formed under clause II of this article, shall be subservient to the Board and the Board may refuse to recognize any of them at any time if the activities of such a group is adjudged to be inimical to the aims and aspirations of the Society.

## **ARTICLE 14: COMMON SEAL**

The Common Seal of the Society shall consist of its armorial bearings, crest and motto registered with the Registrar-General's Department.

## **ARTICLE 15: AMENDMENTS**

- a. This Constitution may be amended by a vote passed by two-thirds of members present and voting at an AGM of the Society or an Extraordinary General Meeting (EGM) called for that purpose and in accordance with the procedure set out in the bye-laws.
- b. An amendment of a provision of this Constitution shall be decided by secret ballot by two-thirds of members present and voting and shall come into force on such date as the meeting shall determine.

## **ARTICLE 16: CONSEQUENTIAL PROVISIONS**

Notwithstanding any provision in this Constitution, the Board may make any bye-laws and regulations so as to give effect to any provision of this Constitution. If there is any conflict between the provisions of this Constitution and any bye-law or regulation, the Constitutional provision shall prevail.

## **ARTICLE 17: TRANSITIONAL PROVISIONS**

This Constitution is hereby declared the only applicable constitution of the Society. All appointments, actions and the like made under previous constitution of the PSGH remain valid so however, that the later constitutions are hereby abrogated on this day 12<sup>th</sup> day of August 2016.

## **BYE-LAWS OF THE PHARMACEUTICAL SOCIETY OF GHANA (PSGH)**

### **SECTION I Preliminary**

1. All the bye-laws heretofore passed are hereby revoked, and these bye-laws shall be the bye-laws of the Society.
2. In these bye-laws, unless the context otherwise requires, the following expressions have the meanings hereby respectively assigned to them, that is to say: “Members” means full members and fellows of the Society.
3. “Registered Pharmacist” means a person registered under Part Four (4) of the Health Professions Regulatory Bodies Act, 2013 (Act 857) or any other enactment in force to Practice Pharmacy.
4. “The Society” means the Pharmaceutical Society of Ghana.

5. A reference to delivery by "post" also means delivery by electronic means.
6. In these bye-laws, unless the context otherwise requires, words importing the singular number only shall include the plural number and vice versa; words importing the masculine gender only shall include the feminine gender and vice versa.

## **SECTION II Membership Subscription and other Fees**

1. Registration fees for membership of the Society shall be determined by the Board.
2. Annual membership subscription for retention of membership shall be determined by a General Meeting of the Society except that for non-resident members, the membership subscription shall be determined by the Board.
3. Every membership subscription shall be due on the first day of January in each year in respect of which such fee is payable.
4. The Executive Secretary shall in April each year send to any pharmacist who has not paid his membership subscription for that year, in respect of which such fee is payable, a demand for payment thereof, which demand shall be by post to the pharmacist.
5. A demand made pursuant to paragraph (4) hereof shall be deemed to have been made on the day following the day on which the demand was sent.
6. Payments made after June may attract a penalty as may be determined by the Board.
7. The Board may direct the Executive Secretary to remove from the register of membership the name of any pharmacist whose membership subscription may not have been paid by 31<sup>st</sup> December of the year in which it was due.
8. A Fellow shall be required to pay a percentage of the membership subscription as determined by the Board.
9. A member who has attained the age of seventy (70) years shall be required to pay a percentage of the membership subscriptions as determined by the Board.
10. A member who becomes physically or mentally incapacitated shall be exempted from paying membership subscription.
11. Members and Fellows of the Society shall be entitled to use the following designations as long as they continue to remain on the Society's register:
  - FPSGH for Fellows,
  - MPSGH for Ordinary Members
  - FPSGH (Hon) for Honorary Fellows
  - MPSGH (Hon) for Honorary Members

### **SECTION III Honorary Fellow and Honorary Members**

The Board may, from time to time, nominate persons to be Honorary Fellows and Honorary Members. Names of persons selected shall be exhibited at the national headquarters of the Society and / or circulated to all regional branches before the last meeting of the Board immediately preceding National Conference, where the said members/fellows shall be presented.

### **SECTION IV Annual/ Extraordinary General Meetings**

#### **1. Reports of the Board**

- a. The Board shall prepare and present a report of its proceedings in respect of each year. The report shall include the financial statement prepared by the Board, with the Auditor's report.
  - b. The report shall be presented at the AGM immediately following the year of report.
2. A member may raise any matter or move any motion at any AGM.
  3. The Board shall meet prior to each AGM and arrange the order of business to be transacted there.
  4. Every member shall have one vote at a general meeting and such a vote may be given personally or by proxy.
  5. The chairman of any general meeting may adjourn such meeting from time to time and from place to place, but no such adjournment shall extend beyond a period of four days. It shall not be necessary to give members notice of such adjournment, but no other business shall be transacted there other than the business left unfinished.
  6. The proceedings of any general meeting shall be considered perfect in themselves without the necessity of reading or confirming the minutes of the preceding general meeting.

### **SECTION V Meetings of the Board/ SEC**

1. At every meeting of the Board or Standing Executive Committee, before other business is entered into, the minutes of the preceding meeting shall be confirmed.
2. All meetings of the Board shall be convened by the Executive Secretary, under the directions of the President, by notice to each member not less than four (4) working days before the day appointed for the meeting. Any such notice shall specify the general nature of the business to be transacted at the meeting.
3. The Board may, from time to time, frame and adopt standing orders for the regulation of their procedures, but the Chairman may, notwithstanding the standing orders, require any

ordinary motion or proposition to be in writing and signed by the proposer and seconder. Any member of the Board, desirous of bringing any special motion or proposition before the Board shall give written notice to the Executive Secretary of the terms of the motion at least six (6) working days before the ordinary meeting of the Board, and in default of such notice the motion may be postponed, or adjourned by the Chairman until the next ordinary meeting. A ballot may be demanded by any member of the Board on any motion put before the Chair.

4. Subject to the provisions of these bye-laws, all resolutions carried out at the meetings of the Board shall be acted upon without confirmation.

## **SECTION VI Election of Officers of the Society**

1. The Board may, not later than January preceding National Conference, appoint a committee or institution as the Election Officer for the conduct of any election of the Society. The Election Officer shall be responsible for making rules of procedure governing the election in accordance with the provisions of the constitution of the Society in force.
2. Any member desirous of contesting for any office of the Society shall, at least four (4) weeks before the Conference, submit to the Executive Secretary the completed prescribed nomination forms as in Schedule 2A.
3. Any member in good standing may propose or second a nomination except that he shall not propose or second more than one candidate for the same office.
4. After close of nominations and not later than 24 hours before elections are to be held, the Board may nominate any member to fill any position for which no nomination may have been filed.
5. In the case of proxies, absentee members shall inform the Executive Secretary in writing who their proxies are, at least seven days prior to the Election Day.
6. The form of ballot to be used for every election may be in the format as in Schedule 2B or as determined by the appointed Election Officer.
7. The votes shall be examined and counted by the Election Officer. A candidate may appoint an observer at the counting of the ballot.
8. The Election Officer shall declare the result of the election.

9. In circumstances where there has been a poll for an office, the Election Officer shall declare the candidate obtaining the majority votes cast the winner.
10. In circumstances where two or more candidates for an office obtain equal votes and such votes are the highest, there shall be a second round of voting for the candidates obtaining the highest votes in question.

## **SECTION VII Functions of Officers:**

The functions of the officers shall include but not limited to the following:

### **1. President**

- a. The President shall be the head of the Society and shall be its main spokesperson on all matters.
- b. He/ She shall be the final spending officer of the Society.
- c. He/ She shall be the official representative of the Society on all international affiliate organizations.
- d. He/She shall chair all meetings of the Board, SEC and the AGMs as indicated in the constitution.

### **2. Vice President**

- a. The Vice President shall perform the functions of the President in his/ her absence.
- b. Such other functions as may be assigned by the President.

### **3. Honorary Treasurer**

- a. It shall be the duty of the Honorary Treasurer to take charge of all monies.
- b. He/ She shall be responsible for ensuring the lodging of such monies into the various accounts as the Board may direct by resolution and in accordance with the Society's Financial Regulations and shall render his account at each ordinary Board / SEC meeting.
- c. He/ She shall be Chair of the Finance Committee.

### **4. Executive Secretary**

- a. The Executive Secretary shall be under a duty to superintend and administer the affairs of the Society under the direction of the President/ Board.
- b. He/ She shall conduct the correspondence, and issue all summonses and notices, take the minutes of all meetings for business and read them and make a report of all matters that come under his cognizance for the information of the President/ Board.

- c. He/ She shall act in consultation with the President or Vice President on any business requiring attention between the various meetings and be responsible for the safe custody of all the documents and property belonging to the Society which shall be under his control.
- d. He/She shall be the secretary to the SEC and the Board.

**5. Editor**

The Editor shall be responsible to the Communications Committee for all publications of the Society.

**SECTION VIII Representations on Boards and Institutions**

1. Where the laws of the country requires a member of the Society to be represented on a board or other body, the Board shall nominate the member to represent the Society.
2. All representatives of the Society on boards and institutions shall report on their activities at such times as may be determined by the Governing Board.

**SECTION IX Resignations and Vacancies**

1. Any officer of the Society may at any time present his resignation to the Standing Executive Committee through the Executive Secretary. The Executive Secretary may at any time present his resignation to the President in accordance with his terms of employment.
2. The Executive Secretary or the President shall report any vacancy as specified in (1) above and the cause thereof at the next meeting of the Board.
3. In the event of a vacancy occurring in the office of the President, the Vice President shall assume the vacant office. Any such occupancy shall be reported at the next meeting of the Board and the Board shall take appropriate action with the view of electing a new Vice President to fill the vacancy so created.
4. In the event of a vacancy occurring on the Board other than the President and Executive Secretary, the Board shall elect a member of the Society as a replacement to complete the term of such an officer.

**SECTION X Custody and Use of Common Seal**

1. The Seal of the Society shall be deposited in the custody of the Executive Secretary

2. The common seal may be set or affixed to any deed, instrument, or writing, only in pursuance of an order or minute of the Board entered in their minute book, which shall be laid on the table at each Board Meeting. The affixing of the common seal shall be recorded in a seal register and be certified by the persons present.
3. The affixing of the common seal shall be attested by the President or Vice President and the Executive Secretary or by three members of the Board.

#### **SECTION XI The Welfare Fund**

1. There shall be a fund known as Welfare Fund consisting of donations and a percentage of the membership subscriptions and such grants as may, from time to time, be made by the Board from the general funds of the Society and the investments for the time being in respect of the said fund.
2. Such subscriptions, donations, grants and interest on investments of the Fund as are not required for current needs shall be invested.
3. The Welfare Fund shall be managed and administered by the Board and it shall be principally applied as specified under the welfare guidelines.

#### **SECTION XII Governance of Branches**

1. Each Regional or District branch shall be constituted and governed in such manner and have such functions as may be determined by the rules for the time being in force in respect of that branch.
2. The rules of each branch shall be based upon the model rules set out in the First Schedule of these bye-laws with such modifications in respect of any branch as the Board, may from time to time, approve.

#### **SECTION XIII Special Meetings for the Reading of Papers**

The Society shall, from time to time, hold Special Meetings for the reading of papers and discussion of subjects relating to the objectives of the Society. The procedure for such Special Meetings shall be determined by the Board.

#### **SECTION XIV Membership Register**

1. There shall be kept a register known as Membership Register for the purpose of recording particulars of members.
2. The Membership Register shall include the full name of the person concerned, his address, and registration number, particulars of such person's qualification for registration and his date of birth.
3. Every published annual membership register shall contain the particulars and be in the form set forth in the third schedule to these bye-laws.
4. The entries in each annual membership register shall be arranged in alphabetical order with the surname appearing first.
5. It shall be a requirement for retention of membership that every year, every member shall show evidence of participation in a Continuing Professional Development programme as accredited by the Pharmacy Council.
6. Every member shall lodge an updated personal profile/ records with the Secretariat annually.

#### **SECTION XV Publications and Transactions**

1. The Pharmaceutical Journal and other publications shall be edited, printed and published in such manner as the Board shall, from time to time, direct.
2. The transactions of the Society are required to be inserted in the Journal, and other publications and notices shall be considered duly given if inserted therein.
3. The Pharmaceutical Journal and other publications shall be published in accordance with the laws relating to such a publication in Ghana.

#### **SECTION XVI Constitution and Bye-Laws**

1. Any member of the Society may present a proposal to make, alter or revoke a bye-law of the Society.
2. Any proposal to make, alter or revoke a bye-law shall be in writing and be delivered to the Board through the Chairman of the Regional Branch.
3. The Chairman of the Branch shall pass the proposal on to the Board, if members of the Branch endorse the proposal.

4. The proposal shall thereupon be read, and if seconded and approved, notice of the approval by the Board as the case may be, shall be made to all members within thirty (30) days.
5. The Executive Secretary shall keep and maintain record of any proposal to make, alter or revoke a bye-law and shall make this available at the Annual General Meeting for the final information of members.
6. Any proposal to amend any provision of the Constitution shall be treated as if the proposal was to make, alter, or revoke a bye-law except that: In the case of constitutional amendment. If the Board approves the proposal then it shall cause it to be presented at the next AGM for members to take a decision thereon.
7. Every person upon becoming a member and every person upon becoming a Pharmacy student shall, on request, be entitled to receive a copy of the bye-laws at the prescribed cost.

## **Section XVII Notices**

1. The Society can send, make available or supply any notice, ballot paper, accounts, document, or other information by personal delivery, by posting to the intended recipient's usual address, by sending or supplying it in electronic form to an address notified by the intended recipient to the Society, or by making it available on a website and notifying the intended recipient of its availability in accordance with this rule.
2. If any notice or other information is left by the Society at the intended recipient's usual address, it is treated as being received on the day it was left.
3. If any notice or other information is sent by the Society by post, it is treated as being received the day after it was posted if first class post was used, or 72 hours after it was posted if first class post was not used. In proving that any notice or other information was received, it is sufficient to show that the envelope was properly addressed and put into the postal system with postage paid.
4. If any notice or other information was sent using electronic means, it is treated as being received on the day it was sent. In the case of notices or other information available on a website, the notice or other information is treated as being received on the day on which it was made available on the website or, if later, the day on which the notice of availability is treated as being received by the intended recipient in accordance with this rule.

The address of the Society shall be:

P. O. Box GP 2133, Accra

Website: [www.psg.org](http://www.psg.org)

E-mail: [es.psg@gmail.com](mailto:es.psg@gmail.com); [psghofghana@yahoo.com](mailto:psghofghana@yahoo.com)

## **FIRST SCHEDULE MODEL RULES FOR BRANCHES**

(Section XII (1) of the Bye Laws)

1. The names of the Branch shall be ..... Branch of the Pharmaceutical Society of Ghana.
2. Every Branch shall promote in its area the aims and objectives of the Society as embodied in the Constitution and in accordance with the directions prescribed from time to time by the Board.
3. Membership of the Branch shall be limited to members of the Society resident in the area covered by the Branch.
4. A member who changes residence from one branch to another shall notify the Executive Secretary in writing.
5. The Branch area shall be such as the Board of the Society may from time to time decide after consultation with the Branches concerned. The Board may always ensure that the members in any branch are in a sufficient number as to make the branch's activities workable before allowing the formation of a Branch.
6. The officers of the branch shall be a Chairman, a Vice Chairman, a Secretary, a Treasurer and not more than three other members as may be decided at a general meeting of the Branch.
7. The Officers shall be elected biennially and shall be responsible for the control and management of the branch. The biennial meeting at which the officers shall be elected shall be held within three (3) weeks after each National Conference of the Society.
8. A vacancy occurring during the year may be filled by the Executive Committee by nomination.
9. Organization and Meetings:
  - a. Every Branch shall meet at least once every quarter (three months).
  - b. An extraordinary meeting may be convened by the Executive Committee of the Branch at any time on the written request to the Secretary by at least 25% of the total membership of the branch.
  - c. There shall be an annual meeting, the business of which shall include the presentation by the Committee of a report of the work of the Branch, and audited statement of accounts for the past year. The Executive Committee shall forward to

the Executive Secretary of the Society a copy of the audited statement of accounts as soon as possible after the meeting.

- d. Every branch shall, not later than the first week of October each year, submit to the Board a calendar of activities for the following year and at the same time submit a report on its activities for the past year.
- e. Each branch shall submit to the Board a summary of the minutes of every meeting held including changes in membership.

10. In all its financial transactions each branch shall be bound by the Society's financial regulation or any other directives the Board may issue.

#### 11. Termination of Appointments

- a. If, in the opinion of members, the Executive Committee have failed in their duty to the Branch, a two-thirds majority of a vote of no confidence may be passed at a general meeting to unseat the committee.
- b. A member of the Executive Committee may lose his post if, in the opinion of the majority of members, such an office-bearer has proved himself unfit for office.

#### 12. Quorum

The Quorum for Branch general meetings shall be 20% of the total membership and two-thirds of the membership of each Branch Executive Committee Meetings.

13. In this schedule, Branch means district or regional branch of the Society, as applicable.

**SCHEDULE 2A ELECTION NOMINATION FORMS**  
(Section VI (2) of the Bye-Laws)

**PICTURE**



**PART I**

NAME OF CANDIDATE: .....

DATE OF BIRTH:..... REG NO:.....

DATE OF REGISTRATION:.....

QUALIFICATION (S):.....

PLACE OF WORK:.....

POSITION:.....

POSTAL ADDRESS:.....

.....

RESIDENTIAL ADDRESS:.....

.....

TEL:.....CELL PHONE NO:.....

FAX:.....E-MAIL:.....

POSITION BEING CONTESTED FOR:.....

PREVIOUS POSITION(S) ON BRANCH/ PRACTICE/ INTEREST GROUP EXECUTIVE COMMITTEE WITH DATES.

- 1.
- 2.
- 3.

SIGNATURE OF CANDIDATE: .....DATE:.....

**PART II**

NAME OF PROPOSER:.....

REG NO:.....

ADDRESS:.....

.....

TEL:.....CELL PHONE:.....

FAX:.....E-MAIL:.....

SIGNATURE OF PROPOSER:.....DATE:.....

**PART III**

NAME OF SECONDER:.....

REG NO:.....

ADDRESS:.....

.....

TEL:.....CELL PHONE:.....

FAX:.....E-MAIL:.....

SIGNATURE OF SECONDER:.....DATE:.....

PLEASE RETURN THE COMPLETED NOMINATION FORM WITH A SHORT CV AND TWO (2) PASSPORT-SIZE PHOTOGRAPHS TO THE NATIONAL SECRETARIAT

ALL COMPLETED NOMINATION FORMS MUST BE ACCOMPANIED BY A RECOMMENDATION FROM THE REGIONAL BRANCH EXECUTIVE

**PART IV FOR OFFICIAL USE ONLY**

RECEIVED BY:.....DATE RECEIVED:.....

ENDORSED BY:.....

EXECUTIVE SECRETARY

**SCHEDULE 2B VOTING PAPERS**  
(Section VI (7) of the Bye-Laws)

**The Pharmaceutical Society of Ghana**

**Name of Office:**

**Candidates:**

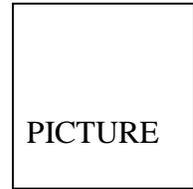
1.....

2.....

3.....

4.....

**THIRD SCHEDULE MEMBERSHIP FORM**  
(Section XIV (3) of the Bye Laws)



NAME:

.....

SURNAME

FIRST

OTHERS

REGISTRATION NUMBER: .....DATE OF REGISTRATION:.....

NATIONALITY:.....

COUNTRY OF TRAINING:.....

INSTITUTION ATTENDED:.....

DATE OF BIRTH: .....PLACE OF BIRTH: .....

HOMETOWN:.....

POSTAL ADDRESS: .....

.....

PREFERRED MAILING ADDRESS:.....

.....

EMAIL ADDRESS:.....

TELEPHONE NUMBER (S): (1)..... (2).....

PROFESSIONAL QUALIFICATION(S):

<u>UNIVERSITIES/ COLLEGES ATTENDED</u>	<u>QUALIFICATIONS</u>	<u>YEAR</u>

SIGNATURE:.....DATE:.....

**FOR PSGH SECRETARIAT**

ENDORSED BY:.....DATE:.....

## **CODE OF ETHICS OF THE PHARMACEUTICAL SOCIETY OF GHANA (PSGH)**

### **VISION**

We strive for the well-being of all through the provision of excellent pharmaceutical services at all times.

### **MISSION**

To provide accessible, affordable, sustainable and quality pharmaceutical services to all through professionalism, continuous professional development, leadership and collaboration with government, local and international organizations and other relevant stakeholders.

### **CORE VALUES**

#### **PASSION:**

It is the drive that propels us to go the extra mile.

#### **INTERGRITY:**

Trust and ethics are the bedrock of what we do and the client is at the centre of it all.

#### **LEADERSHIP:**

We take the lead to mobilize all to deliver on our promise.

#### **COLLABORATION:**

We actively pursue teamwork as the best way to meet the needs of our clients and other relevant stakeholders.

### **CODE OF ETHICS**

In order to protect and maintain the trust and well-being of the public, pharmacists are required to observe the code of ethics outlined in this document throughout their career to ensure high standards of personal and professional conduct and continuing competence relevant to their area of practice.

#### **Article 1:**

The pharmacist shall at all times, as a first priority, recognize the rights, health and well-being of the client.

#### **Article 2:**

The pharmacist shall encourage clients to participate in decisions about their health and shall respect their preferences.

**Article 3:**

The Pharmacist purchases, compounds and dispense only medicines of good quality.

**Article 4:**

The appearance of the premises should reflect the professional character of pharmacy, that is to say, the pharmacist keeps his pharmacy and immediate surroundings well sanitized and equipped with reference books, accurate weighing and measuring devices and other apparatus suitable for the proper performance of his professional duties.

**Article 5:**

The pharmacist is a good citizen and upholds and defends the laws of the nation; he keeps himself informed on pharmacy and laws of medicine, and other relevant laws pertaining to sanitation, health and safety. They co-operate with the enforcement authorities. They shall not engage in any activity that will bring the profession into disrepute and shall expose, without fear or favour, illegal or unethical conduct in the profession.

**Article 6:**

The dispensing of medicines or professional services of a pharmacist shall not be advertised directly or indirectly, except that:

- a. the terms “Dispensing Chemist”; “Pharmacist”; “Pharmaceutical Chemist”; or “Druggist” may be used simply as personal description on the facia or other appropriate position on a pharmacy, on labels or on business stationery, and in telephone or other directories.
- b. a discreet announcement in the local press may be made of the opening of a new pharmacy to a new address, or change in opening hours.

**Article 7:**

An announcement may be made as to dispensing services available in a locality in accordance with established laws and conventions.

**Article 8:**

Methods of sales promotion designed to encourage the general public to purchase or obtain more of a medicinal product than they may reasonably require shall not be used. Display of material for the sale to the public of medicinal products or medicinal appliances which is undignified in style shall not be used.

**Article 9:** Promotion of a medicine must be in accordance with the terms of its registration, and must not be inconsistent with the particulars listed in its package insert.

**Article 10:**

A pharmacist shall not allow others to use his name, qualifications, address or photograph in connection with the distribution of any medicinal product to the public.

**Article 11:**

A pharmacist shall render a reasonably comprehensive pharmaceutical service and care to the public at all times by ensuring that the client receives sufficient information and advice to enable the safe and effective use of medicines.

**Article 12:**

A pharmacist shall not refuse a reasonable request to supply pharmaceutical products or provide services in an emergency.

**Article 13:**

A pharmacist shall not supply to any member of the public any substance, medicinal product or medical appliance, which he knows or has reason to believe is intended to be used in a manner which would be detrimental to health, or whose quality he has reason to doubt.

**Article 14:**

The pharmacist shall willingly make available his expert knowledge of medicines to other health professions.

**Article 15:**

The therapeutic efficacy of prescriptions shall not be discussed with patients or others in such a manner as to impair confidence in the prescriber.

**Article 16:**

A pharmacist who has accepted a prescription for dispensing shall dispense the prescription in accordance with the established National Drug Policies in force.

**Article 17:**

A pharmacist must respect the confidentiality of information acquired in the course of professional practice relating to a patient and the patient's family. Such information must not be disclosed to anyone without the consent of the patient or appropriate guardian unless the interest of the patient requires such disclosure.

**Article 18:**

A pharmacist may recommend a medical practitioner or medical practice to a member of the public seeking medical services in the best interest of the patient.

**Article 19:**

A pharmacist shall at all times be ready to help other pharmacists in providing an efficient pharmaceutical service.

**Article 20:**

Pharmacists shall avoid unacceptable descriptions which are either inaccurate or inimical to the relationship amongst pharmacists.

**Article 21:**

The pharmacist keeps himself informed regarding professional matters by reading current pharmaceutical, scientific and medical literature, attending seminars and by other means.

**Article 22:**

The pharmacist adheres to fair business practices, meets his obligations promptly and fulfils his agreements and contracts.

**Article 23:**

The pharmacist must boldly display in his establishment his own name and the names of other pharmacists working with him.

**Article 24:**

A pharmacist is encouraged to join organizations which promote the advancement of pharmacy.

**Article 25:**

A pharmacist assuming responsibility for any pharmacy function, whether as an employee, locum, adviser or otherwise, are professionally accountable for all decisions to supply a medicine or provide care.

**Article 26:**

A pharmacist must only accept work where he has the requisite skills and fitness for the tasks to be performed.

**Article 27:**

A pharmacist must ensure that all delegated tasks are assigned to competent persons.

**Article 28:**

Pharmacists must ensure that all relevant SOPs, policies and guidelines relating to pharmacy practice are adhered to.

## **WELFARE GUIDELINES OF THE PSGH**

**Only members in good standing shall benefit from the welfare package. These guidelines shall be reviewed every two (2) years.**

### **AREAS OF COVERAGE**

- a. Elderly Care ( $\geq 70$  years)
- b. Incapacitated members
- c. Bereavement
- d. Social events, (marriages, childbirth, enstoolment, enskinment, ordination and annual get-together.)
- e. Appointments to leadership positions.
- f. Interest of members in employment and other disciplines.

#### **A. ELDERLY CARE (> 70 YEARS)**

- i. Regular visitation at least twice a year and on a special occasion (Christmas, Easter, Moslem holidays, Republic Days, Independence Day and birthdays)
- ii. Support where or when needed
- iii. Members shall be encouraged to make informal and individual visits to the elderly.
- iv. They shall pay such fees as specified in section (II) 9 and 10 in the Bye-laws of the Society.

#### **B. INCAPACITATED MEMBERS**

These include

- i. Hospitalization, (admission beyond seven days)
- ii. Rehabilitation,
- iii. Distressed members,
- iv. Bedridden,
- v. Blindness.

#### **C. BEREAVEMENT**

##### **1. DEATH OF A MEMBER**

- i. A tribute shall be read where applicable

- ii. The Society's banner and drape would be used. A cash donation equivalent to the year's membership subscription and in the case of a fellow, one and a half times the membership subscription to the surviving spouse/ children or family.
- iii. A donation of 10% of the annual membership subscription shall be made to the family where the donation above was not given to the family.
- iv. The Society will not depend on the family for any form of refreshment.
- v. All members are obliged to attend and shall be in the Society's cloth.

## **2. DEATH OF A SPOUSE (TO BE DONE ONCE)**

- i. Cash donation equivalent to 50% of the annual membership subscription to the bereaved member.
- ii. Members shall be encouraged to attend the funerals.

## **3. DEATH OF A PARENT (TO BE DONE TWICE)**

- i. Cash donation equivalent to 50% of the annual membership subscription shall be made to the bereaved member.
- ii. Members shall be encouraged to attend the funerals.

## **4. DEATH OF A CHILD**

- i. Cash donation equivalent to 50% of the annual membership subscription shall be made to the bereaved member.

## **D. SOCIAL EVENTS**

These include weddings, engagements, enstoolment, enskinment and child birth.

- i. Congratulatory Cards from the Society will be given.
- ii. Members will be encouraged to attend and make personal donations or presents.
- iii. Branches/ Wings shall organize annual get-togethers at which deserving members and the aged shall be recognized

## **E. APPOINTMENT TO LEADERSHIP POSITIONS**

Members shall be encouraged to seek leadership positions in the areas of religion, politics, and areas of employment and such achievements shall be recognized.

- i. Congratulate through the appropriate media.
- ii. Support where needed.

## **F. INTEREST OF MEMBERS IN EMPLOYMENT**

- i. Develop standard employment guidelines
- ii. Set up of a 3-member Arbitration Committee to handle professional disputes in each region.
- iii. Set up of a team of counselors in each region.

The quantum of financial donations will be reviewed as and when necessary by the Welfare Committee.