

JOINT PHARMACEUTICAL ANALYSIS GROUP



GROUP RULES

1. Definition

The Group shall be known as the Joint Pharmaceutical Analysis Group, hereinafter referred to as 'the Group'.

2. Sponsors

The Group shall be sponsored jointly by the Royal Pharmaceutical Society of Great Britain and the Royal Society of Chemistry, Analytical Division, hereinafter referred to as 'the Sponsoring Bodies'.

3. Objects

3.1 The objects of the Group are to encourage, assist and extend the knowledge and study of pharmaceutical analysis and quality control by the holding of scientific meetings, by the promotion of lectures, practical demonstrations and discussions, or by any means consistent with the aims and objects of the Sponsoring Bodies and with the rules of the Group.

3.2 The Group shall not act on behalf of any of the sponsoring Bodies, except by resolution of the Councils of the sponsoring Bodies, hereinafter referred to as 'the Councils'.

4. Membership

4.1 Membership of the Group shall be open to any Member or Fellow of the Royal Pharmaceutical Society and to any Member of the Royal Society of Chemistry.

4.2 Members of the group shall be those persons who:

(i) in the case of members of the Royal Society of Chemistry, have paid the appropriate annual subscription prescribed from time to time by the Council of the Analytical Division of that Society; or,

(ii) in the case of Members and Fellows of the Royal Pharmaceutical Society, give written notice of their wish to join the Group.

5. Management Committee: Composition

5.1 The management of the Group shall be vested in a Committee of Management, which shall consist of the Officers, nine elected ordinary members, up to five co-opted members, and one member nominated by each of the Sponsoring Bodies.

5.2 The Officers shall be the Chairman, the Immediate Past Chairman, the Chairman Elect, the Honorary Secretary and the Honorary Treasurer (or joint Honorary Secretary and Treasurer) and the Honorary Events Secretary.

5.3 All members of the Committee shall be members of one or other of the Sponsoring Bodies.

5.4 The Committee may co-opt annually up to five members, who shall have full voting rights. The Committee may also appoint 'corresponding members', who will not normally attend Committee meetings, and shall have no right to vote upon any issue.

5.5 The Committee shall elect the Officers.

5.6 The Chairman, the Immediate Past Chairman, the Chairman Elect, shall hold office for a period of two consecutive years and shall not be eligible for immediate reappointment.

5.7 The Honorary Secretary and the Honorary Treasurer (or the joint Honorary Secretary and Treasurer) and the Honorary Events Secretary shall hold office for a period of two years, but shall be eligible for immediate re-appointment.

5.8 Ordinary members of the Committee shall serve for a period of three years and shall be eligible for re-election in that capacity after a lapse of one year.

5.9 Nominated members of the Committee shall serve for a period of three years, but shall be eligible for immediate re-nomination. Any casual vacancy shall be filled by nomination by the appropriate Sponsoring Body; a Committee member so nominated shall serve only for so long as his predecessor would have served, but shall be eligible for immediate re-nomination.

5.10 The Chairman, the Immediate Past Chairman, the Chairman Elect, the Honorary Secretary and the Honorary Events Secretary shall take office immediately following the Annual General Meeting at which their appointment was notified. The Honorary Treasurer shall take office as of 1 January in the year following appointment. Where a joint Honorary Secretary and Treasurer is appointed, the role of Honorary Secretary shall be handed on to a successor immediately following the Annual General Meeting at which the appointment is made, but the role of Honorary Treasurer shall be handed on to a successor as of the following 1 January.

5.11 Should the office of Chairman, the Immediate Past Chairman, the Chairman Elect, Honorary Secretary or Honorary Treasurer or joint Honorary Secretary and Treasurer or the Honorary Events Secretary become vacant, the Committee shall elect a member of the Committee to that office, and that person shall remain in office until the next Annual General Meeting of the Group.

6. Management Committee: Procedure

6.1 The Committee shall act in accordance with the general principles of the Sponsoring Bodies.

6.2 All records of proceedings of the Group shall be the joint property of the Sponsoring Bodies.

6.3 A Quorum at a meeting of the Committee shall be four, including at least one officer.

7. Management Committee: Election

7.1 At least eight weeks before the date of the Annual General Meeting of the Group, a preliminary notice shall be sent to each member of the Group and to the Secretaries of the Sponsoring Bodies, giving

(i) the date of the Annual General Meeting;

(ii) a list of the existing officers, ordinary members of the Committee, and members of the Committee nominated by the Sponsoring Bodies, indicating those persons who are due to retire;

(iii) an invitation to members to nominate persons to fill vacancies in the ordinary members;

(iv) the closing date by which nominations must be received by the Honorary Secretary, which shall be at least five weeks before the Meeting.

7.2 Nominations by members must be signed by at least five members of the Group and must be accompanied by a declaration signed by a nominee indicating willingness to serve, if elected.

7.3 If, by the closing date, the nominations are insufficient to fill the vacancies for ordinary members, the Committee shall make nominations to fill the remaining vacancies. In that case, and also if the nominations are just sufficient to fill the vacancies, the names of those nominated as Officers and ordinary members shall be announced at the Annual General Meeting.

7.4 If there should be more nominations for ordinary members than there are vacancies, a postal ballot shall be held.

7.5 When a ballot is necessary, at least three weeks before the date of the Annual General Meeting, the Honorary Secretary shall send to each member of the Group and to the Secretaries of the Sponsoring Bodies:-

(i) a notice stating the number of vacancies for which the ballot is being held and the names of the persons who have been validly nominated to fill those vacancies, together with an indication of the nature of their employment;

(ii) a ballot paper; and

(iii) a ballot envelope.

7.6 Ballot papers shall be returned to the Honorary Secretary before the commencement of the Annual General Meeting in the ballot envelope, signed on the outside with the name of the member.

7.7 The votes cast shall be counted by two tellers appointed by the Committee and the results declared at the Annual General Meeting. The tellers shall not be members or proposed members of the Committee.

8. Scientific Meetings

8.1 Scientific meetings shall not be concerned with the management of the Group and shall be held at the discretion of the Committee.

8.2 At least 14 days' notice of all meetings shall be given to members of the Group.

8.3 Attendance at a scientific meeting shall be subject to the payment of any registration fee and to any conditions which have been specified in the notice of the meeting.

8.4 Subject to Rule 8.3, any member of the Group may take part in a scientific meeting. A member of the Group may introduce visitors, who may by leave of the Chairman, take part in the meeting.

8.5 Scientific communications may be received from persons who are not members of the Group.

9. Special General Meeting

The Honorary Secretary shall convene a Special General Meeting within eight weeks of the receipt of a signed request from ten members of the Group. A notice, headed 'Special General Meeting' stating fully the objects for which the meeting is convened shall be sent at least three weeks before the meeting to each member of the Group and to the Secretaries of the Sponsoring Bodies.

10. Annual General Meeting

10.1 The Group shall hold an Annual General Meeting in each calendar year. A preliminary notice of the meeting shall be announced at least eight weeks before the date of the meeting.

10.2 Notice of the meeting shall be sent at least three weeks before the date of the meeting to all members of the Group and to the Secretaries of the Sponsoring Bodies and shall state the date, time and place of the meeting.

10.3 The Agenda shall include:-

(i) minutes of the preceding Annual General Meeting;

(ii) a report by the Secretary of the year's activities;

(iii) a report by the Honorary Treasurer;

(iv) the appointment of Officers and members of the Committee and of two Honorary Auditors;

(v) any other business.

11. Administration

11.1 All Sponsoring Bodies shall send to the Group at the beginning of each calendar year such subvention as may be determined by the Councils. Subject to approval by resolution of the Councils, any of the sponsoring bodies may also provide facilities to assist the Group. In such cases any Sponsoring Body providing such facilities shall be entitled to invoice the Group for properly identified costs.

11.2 An Annual Report of the activities of the Group and a summary of duly audited accounts shall be prepared on behalf of the Committee, and, after approval at the Annual General Meeting, a copy shall be sent within one month to the Secretary of each of the Sponsoring Bodies.

11.3 Any amendment to the Group Rules shall be subject to approval by the Councils of the Sponsoring Bodies.

11.4 The Group may be dissolved by agreement of the Councils of the Sponsoring Bodies and in this eventuality the assets, if any, shall be distributed equally between the Sponsoring Bodies.

11.5 Any of the Sponsoring Bodies shall be entitled to withdraw as Sponsor of the Group upon giving due notice of one year's duration to the other Sponsoring Bodies.

12. Finance

12.1 The funds of the Group shall be held in a Trust Fund, which shall be managed by the

Committee of Management on behalf of the Group. The funds shall be derived from contributions made from time to time by the Sponsoring Bodies, from the registration fees and other charges made for attendance at Scientific Meetings, and from other sources as shall be agreed from time to time by the Committee of Management.

March 2007 – *linked amendments to Management Committee in Rules 5.1, 5.2, 5.4, 5.6, 5.10 & 5.11*

April 2008 – *linked amendments to Rules 5.1, 5.2, 5.7, 5.10 & 5.11 increasing elected members annually to three and creating an ‘Honorary Events Secretary’*

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12.2 The accounts shall be kept by the Honorary Treasurer (or the joint Honorary Secretary and Treasurer), who shall prepare an annual financial statement for the period 1 January to 31 December each year.

12.3 The accounts shall be audited by two Honorary Auditors appointed at the previous Annual General Meeting who shall be members of the Group but not members of the Committee of Management. If an Honorary Auditor is unable or unwilling to act, a replacement shall be appointed by the Committee of Management.

12.4 The audited financial statement shall, after approval by the Committee of Management, be submitted to the Annual General Meeting.

REVISIONS

January 1982 - *major revision.*

September 1991 - *amendment to Royal Pharmaceutical Society title ;*

March 1992 - *addition of Honorary Treasurer, or Honorary Secretary and Treasurer, to Officers and Rule 12 added;*

March 1993 - *editorial change Rule 5.6, add 10.3 (iii) (report by the Hon. Treasurer), replace 11.1 (support by Sponsoring bodies), & addition to 11.2 (duly audited accounts);*

March 1994 - *title of PAMB (Rule 2), editorial changes to Rules 5.6 & 7.2, and in Rule 5.8 increased Committee term from two years to three;*

March 1995 - *delete PAMB sponsor (Rule 2) and number (three) of sponsors (Rule 11.1), adjust sponsor term from '2' to '3' years (Rule 5.9) and AGM agenda to specify appointment of Hon. Auditors (Rule 10.3);*

March 2004 – *extended Rule 5.4 by granting power to appoint non-voting specialist ‘corresponding members’ to the Committee of Management.*