

PREAMBLE

WHEREAS Pharmacists in 1978 conscious of the need to form The Pharmaceutical Society of Sierra Leone to harmoniously coordinate the activities of Pharmacists and Pharmacy Technicians in Sierra Leone resolved and did form the Pharmaceutical Society of Sierra Leone (PSSL) in 1978.

ARTICLE 1

- a. Name - The Society shall be known and called "**Pharmaceutical Society of Sierra Leone**" hereinafter referred to as "The Society with its acronym "PSSL"
- b. Motto The motto of the society shall be "**with Honour and pride we preserve our noble skills**"

ARTICLE 2

The aims and objectives of the society shall include the following:

- a. To develop, consolidate and protect all aspect of the Practice of Pharmacy and the pharmacy profession in Sierra Leone.
- b. To ensure the observance of high ethical standards aimed at upholding the dignity of the profession of pharmacy.
- c. To enhance, develop and harmonize the Pharmacy profession with other health care professions in the interest of public health in Sierra Leone and the International Community.
- d. To co-operate with the government and other bodies or agencies both national and international in ensuring that high quality pharmaceutical services are available and accessible to the people of Sierra Leone.

- e. To ensure the pursuit of research activities connected with the advancement of Pharmaceutical knowledge by means of lectures, symposia, seminars, publications or any other means available within and outside Sierra Leone.

ARTICLE 3
MEMBERSHIP

a. Full Membership shall be open to:

- i. Any person who is qualified as a pharmacist as provided for by the Pharmacy and Drugs Act or any other law(s) of Sierra Leone and satisfies the conditions set by PSSSL shall be a member.
- ii. Any person who is qualified to register as a Pharmacy Technician as provided by the Pharmacy and Drugs Act or any other law(s) of Sierra Leone, shall be an associate member.

b. Associate Membership shall be open to:

- i. Any person registered as a Pharmacist in another country but not registered in Sierra Leone and who desire to be a member of the society.
- ii. any person who has graduated in Sierra Leone and obtained the necessary academic qualification but undergoing a pre-registration training programme or pursuing post-graduate studies.

c. Honorary membership.

Notwithstanding the provisions of clauses (a) and (b) of this article, the society may grant honorary membership to any person who, not being a Pharmacist or Pharmacy Technician has contributed to the progress and development of pharmacy and the allied sciences in Sierra Leone.

d. MEMBERSHIP FEES

- i. All members (full, associate and affiliate) shall pay an annual retention fee as may be determined by the council.
- ii. Any pharmacist or Pharmacy Technician who has attained the age of seventy (70) years or who is not actively engaged in the practice of pharmacy or not ordinarily resident in Sierra Leone upon satisfactory proof of same shall pay a reduced retention fee as may be determined by The Council.
- iii) Any member who defaults in the payment of his/her membership fee for two consecutive years shall have his/her membership withdrawn.

ARTICLE 4

FELLOWS OF THE SOCIETY

A.

- i. Fellowship may be conferred on any pharmacist or pharmacy technician of not less than fifteen (15) years standing who in their opinion has significantly contributed to the advancement of Pharmaceutical knowledge or attained distinction in the science and practice of the history of pharmacy.
- ii. Fellowship may be conferred on any member of the society of not less than fifteen (15) years standing who in their opinion has rendered invaluable service or/and significant contribution to the advancement of pharmaceutical knowledge.
- iii. For the award of a fellow, a search team and assessors appointed by the council shall submit names of nominees who in their opinion satisfy the set criteria as may be determined by the council.

b. **HONORAY FELLOWS**

- i. Notwithstanding the Provisions of (a) above, the council may every five years grant Honorary Fellowship to any person who, not being a member has rendered distinguished and invaluable service to the society or the pharmacy profession.

- c. A special register of all Fellows and Honorary Fellows shall be kept by the Secretary General of PSSL.

ARTICLE 5 – STRUCTURE

The structure of the society shall comprise the following:

- i. The Triennial General Assembly
- ii. The Annual General Meeting
- iii. The Council
- iv. Regional Branches
- v. The National officers
- vi. Executive Secretary

A. TRIENNIAL GENERAL ASSEMBLY (TGA)

The Triennial General Assembly shall be the supreme decision-making body which shall be subject to this constitution and the Rules, Regulations and Code of ethics of this constitution. The Assembly shall meet once every three years at a place and time to be determined by the council.

COMPOSITION

The Triennial General meeting shall be constituted as follows:

1. All members of the council
2. All members of the society inclusive Honorary members

FUNCTIONS

The Triennial general meeting shall have the following functions ascribed to it

- I. Receive and consider reports and recommendations from the council deserving attention and requisite action.
- II. Determine the budget and approve plans for the ensuing years
- III. Formulate and determine policies of the Society
- IV. Appoints auditors for the ensuing year
- V. Appoints five electoral commissioners for the ensuing years who shall be persons that are eligible to hold executive positions at PSSL.
- VI. Election of National Officers

B. THE ANNUAL GENERAL MEETING(AGM)

The Annual General Meeting (AGM) shall be held at an agreed time, date and place by the council. Such gathering shall be subjected to the decision of the Triennial General Assembly, the constitution, Rules and Regulations and the Code of Ethics of this Constitution.

COMPOSITION

- All registered Pharmacy Professionals
- All members including honorary members.

FUNCTION

The Annual General Meeting shall have the following functions ascribed to it:

- i) Receive reports, consider recommendations and monitor programmes implemented as determined by the Triennial Assembly.
- ii) Organizes scientific symposium

C. THE COUNCIL

There shall be a body known as the Council of the society hereinafter known as the council.

COMPOSITION

The council shall compose of the following:

- i. The National Executive Officers of the society.
- ii. The Director of Pharmaceutical Services.
- iii. The Dean of the Faculty of Pharmacy who should be a pharmacist /a Pharmacist in the Faculty appointed on the recommendation of the Dean.
- iv. The Registrar of the Pharmacy Board of Sierra Leone.
- v. The Chairpersons of all Regional Branches of the society.
- vi. The Chairpersons of all Pharmacy Postgraduate Colleges in Sierra Leone.
- vii. The Managing Director of the National Medical Supplies Agency who should be a pharmacist /a Pharmacist in the agency appointed on the recommendation of the Managing Director.
- viii. Any other person in the Pharmaceutical Sector as required from time to time.

FUNCTIONS

The council shall have the following functions ascribed to it:

- i. To designate/award as a fellow any deserving member of the society or elect as an honorary fellow any person not being a pharmacist or pharmacy technician who have rendered distinguished service to the society or the pharmacy profession.
- ii. Appoint a search team of assessors to submit names of nominees who in their opinion are deemed to be fit and proper persons to be designated as fellow.
- iii. To determine and agree on retention fees to be paid by members (full, Associate and affiliate) of the society.

D.

REGIONAL BRANCHES

The society shall have branches in the Western Area, Southern Region, Northern Region and Eastern Region.

COMPOSITION

The Regional Branches shall include:

1. Chairman - who shall be a Pharmacist
2. Vice Chairman
3. Secretary General
3. Deputy Secretary
4. Organizing Secretary/PRO
5. Treasurer
6. Financial secretary
7. Auditor
8. District Focal Person

RESPONSIBILITIES OF THE REGIONAL BRANCHES

They shall be responsible for the coordination and implementation of the society's activities and policies at Regional level.

E. **NATIONAL OFFICIALS OF THE SOCIETY**

COMPOSITION

The society shall have the following officers

- I. The President
- II. Two Vice Presidents
- III. Secretary General
- IV. Assistant Secretary General 1 & 2
- V. Financial Secretary
- VI. Treasurer
- VII. Editor-In-Chief
- VIII. Organizing Secretary/PRO
- IX. Immediate past president
- X. A Pharmacist to be elected to represent the society on the Pharmacy Board of Sierra Leone
- XI. A Pharmacy Technician to be elected to represent the society on the Pharmacy Board of Sierra Leone

The following positions shall be held by Pharmacists ONLY:

- I. The President
- II. The Vice President 1
- III. The Secretary General

- IV. The Assistant Secretary General 1
- V. The Organizing Secretary/PRO
- VI. Editor-in-Chief

Notes:

- I. Pharmacy Professionals who are licensed to practice other health professions other than pharmacy Shall not be allowed to take National and Regional Executive Positions.

The functions of the National Officials shall be as follows:

The President

- Shall be the head of Administration of the society
- Presides over all meetings of the National Officers and the council meeting
- Presides over the Triennial Assembly and Annual General Council Meetings
- Serves ex-officio member of all committees
- Shall be the principal signatory to all official documents including the Bank.

Vice Presidents

- 1st & 2nd Vice Presidents: – the two vice president shall assist the President in the execution of his/her duties.
- The 1st vice president shall act in the absence of the president if he qualifies to hold the position of the President.
- The 2nd vice president may act as president in the absence of the president and the 1st vice president if he qualifies to hold the position of President.

The Secretary General

- Shall be the principal scribe of the society who shall be responsible for the administration of the secretariat under the supervision of the president.
- Shall be the custodian of all records.
- Shall act as Secretary at the Triennial General Assembly (TGA) and annual General Meetings (AGM)
- Shall serve as signatory of official documents when assigned by the President to do so.

The Assistant Secretary General Shall:

Be the principal assistant to the Secretary General and shall perform the duties of the Secretary General in the latter's absence, and carryout such other functions and duties as may be delegated by the Secretary General/President.

The Treasurer

- Shall be the custodian of all the society's funds and assets
- Shall expend such funds with the agreement of the National officer's and final approval by the President of PSSSL.
- Shall receive money of the society from the financial secretary for onwards payment to the society bankers.

The Financial Secretary Shall:

- Be responsible for the collection and collation of information on subscriptions and fees.
- Keep proper records of financial transactions of the society and advice on financial matters.

- Shall keep records of and promptly pay to the Treasurer all monies received for and on behalf of the society for onwards payment to the bank.

The Organizing Secretary/PRO

- Shall be the official spokesperson of the society
- Shall coordinate mentorship programs for pharmacy students.
- Shall ensure that the welfare of members of the society are guaranteed as defined in this constitution.
- Shall in collaboration with the organizing secretary organize symposia, trainings and sensitization programs.
- Shall be responsible for organizing and coordinating the society's activities.

Editor-In-Chief

- Shall be responsible for preparation and compilation of the Pharmagazine
- printing and publishing of the Pharmagazine and all other documents of the society as may be described from time to time.
- Shall serve as secretary to the Pharmagazine committee.
- Shall ensure that all items bearing the logo of the PSSSL including any sign post are in good condition.

Immediate Past President

- Shall be an ex-officio member of all committees
- Shall be the principal adviser to the President of PSSSL
- Shall serve as President in the absence of the President wherein the two Vice Presidents do not qualify to serve as President of the Society, until by-elections are held.

Pharmacist Representative To The Pharmacy Board

- Shall represent all Pharmacists in the Society to the Pharmacy Board.

- Shall provide a quarterly report to the national executive and the membership
- Shall channel all Pharmacists issues to the Pharmacy Board.

Pharmacy Technician Representative To The Pharmacy Board

- Shall represent the Pharmacy Technician in the Society to the Pharmacy Board.
- Shall provide a quarterly report to the national executive and the membership
- Shall channel all Pharm. Tech issues to the Pharmacy Board

Administrative Officer

- i. There shall be an Administrative Officer appointed by the council on full time basis who shall be the Chief Administrative Officer of the society.
- ii. The Administrative Officer shall be a registered pharmacist of not less than five (5) years post-registration experience.
- iii. Shall be an officer of the society with no voting rights at meetings of the National Executive and Council

MEETINGS

The Triennial General Assembly shall meet once every three years with not less than thirty days' notice to the general membership together with the Agenda of such meeting.

The council shall meet from time to time as may be determined by the President of the society in any event the council must meet prior to every Triennial General Assembly to arrange order of business to be discussed at the meeting.

In council meetings, Council members who are not part of the national executive should be notified in writing at least two weeks before meetings. If they are

unable to attend for any reason, they should appoint a representative of equal professional status by minuting the notification letter to them.

Special General meeting of members shall be held in such place and time as the council/President may determine.

Upon the requisition in writing signed by not less than two-third (2/3) of members requiring the council to convey a Special General Meeting for a special purpose the council shall accordingly convey such meeting within thirty (30) days from such requisition.

The National Executive shall meet quarterly.

Regional executive shall meet at least once every month

QUORUM FOR EXECUTIVE AND COUNCIL MEETINGS

An attendance of 2/3 (two-thirds) of members including the President or Vice Presidents, Secretary or Assistant Secretary shall form a quorum at all meetings.

ELECTIONS:

Elections to offices enumerated in this constitution shall be in accordance with the manner and order hereunder stated:

- The National Electoral Officers shall be elected at the Triennial Assembly by eligible voters. They shall be charged with the responsibilities of conducting all Elections at National and Regional levels in the ensuing years including developing an Electoral Calendar.
- The Electoral Body shall comprise of a Commissioner (who shall be a Pharmacist) and four (4) assistants.

- At Triennial assembly, only registered and fully paid up members of the society shall be eligible to vote.
- All candidates who wish to run for office shall submit their CV and motivation letter to the secretariat for review by the electoral commissioners.
- Elections referred to in this constitution shall be by secret ballot and shall be decided by a simple majority.
- No one member shall hold more than one office at any given time (This takes into consideration regional and national executive position).

APPOINTMENT AS BOARD MEMBERS

It shall be the sole responsibility of the National Executive to appoint/assign members to represent the Society as Board Members other than the Pharmacy Board. However, board members can come from the general membership based on qualification and merit.

TERM OF OFFICE

- No member of the society shall be eligible to be re-elected into a particular office after having served for two consecutive terms in the same office.
- Newly elected officers are to be inaugurated in the month of January following the TGA.

ELIGIBILITY OF OFFICERS

The society officers are eligible to be elected on the following basis

- Only registered and fully paid up members of the society shall be eligible to contest for elected offices if they fulfill other provisions in this constitution.

- Only pharmacist with post registration of not less than ten (10) years and of good character are eligible to contest for the offices of President, and Secretary General.
- Only pharmacist and pharmacy Technicians with post-registration of not less than ten (10) years are eligible to be elected to represent the society at the pharmacy Board of Sierra Leone.

Voting Rights

- Only Pharmacists present at the TGA shall be eligible to vote for the Pharmacists representative and only Pharmacy Technicians present at the TGA shall be eligible to vote for the Pharmacy Technician representative.

REMOVAL FROM OFFICE

An officer will be removed from office in case of the following:

- i. Misconduct
- ii. Inefficiency
- iii. Vote of no confidence
- iv. Physical and mental inability
- v. Wherein an officer voluntarily steps down and tender his/her resignation

VACANCY

Where a vacancy exists at the National Executive, such position shall be filled in by a by-election held at the Annual General Meeting.

Where a vacancy exists at the Regional level, such position shall be filled in by a by-election held at the Regional meetings.

FINANCE

The society shall operate an account with an established Bank in Sierra Leone and shall be funded through the following ways:

- i. Donations/Gifts
- ii. Membership retention fees or any other charges and dues
- iii. Fundraising activities

AUDITING

- The Pharmaceutical society of Sierra Leone accounts shall be audited at least once every year upon the request of the National executive and the auditors holds the right to request to conduct an audit once every year if they are not informed of such by the National executive/Treasurer for a whole year.
- The National Executive holds the right to request the Vice President 1 to conduct an audit of the regional offices account if an audit was not conducted for atleast a whole year. Such audit can only be conducted for only one regional office per year if necessary and upon approval by 2/3 of the National executive in an approved executive meeting. During such decisions, the Vice President 1 shall exclude himself at the time of voting.

COMMITTEES

There shall be the following standing committees

- i. Finance Committee – it shall be responsible to devise means of raising funds for the society.
- ii. Editorial Committee
- iii. Professional ethics Committee
- iv. Disciplinary Committee

DISCIPLINARY COMMITTEE

The disciplinary committee shall comprise the following:

- i. The 1st Vice President who shall be the Chairman

- ii. Two (2) members of the council appointed by the council
- iii. Two members of the society appointed by the council
- iv. The legal counsel of the society
- v. The Administrative Officer who shall be secretary to the committee
- vi. The council shall refer any of the committees for investigation and action of any report of breach of professional ethics and/or any act likely to bring image of the profession into disrepute
- vii. Any person aggrieved by a decision of the disciplinary committee may petition to the council through the president with one month of being notified of the decision of the committee
- viii. The decision of the council on any petition shall be final

Members found guilty of professional misconduct shall be subject to the following punitive measures:

- i. reprimand
- ii. fine
- iii. suspension
- iv. expulsion

The council from time to time appoints other committees with a particular term of reference.

CPD TRAINING AND REGIONAL MEETINGS

Members of the Society are required to complete 70% of CPD training and Regional Meeting in a calendar year to be eligible for license renewal the following year.

AMENDMENT

- i. This constitution shall be amended by two-thirds (2/3) majority votes of members present at the Council Meeting.
- ii. Resolution for amendment of the constitution shall be circulated by the National Officers for consideration at the Annual General Assembly not less than ninety (90) clear days before the meeting.

CODE OF ETHICS FOR THE PHARMACEUTICAL SOCIETY OF SIERRA LEONE (PSSL)

PREAMBLE

The Pharmaceutical Society of Sierra Leone (PSSL) wishes to emphasize that the Code of Ethics is a means of assisting Pharmacy Professionals to discharge the moral and professional discipline resting upon them to observe standards of conduct appropriate to their callings.

The Code applies to all Pharmacy Professionals holding license, certificate or permit under the Pharmaceutical Society of Sierra Leone Constitution, Pharmacy and Drugs Act 2001 or any other relevant legislation regulating the handling of drugs, cosmetics and nutritional agents.

AIMS AND OBJECTIVES OF THE PHARMACEUTICAL SOCIETY OF SIERRA LEONE

To develop, consolidate and protect all aspect of the practice of Pharmacy and the Pharmacy Profession in Sierra Leone.

- i. To ensure the observance of high ethical standards aimed at upholding the dignity of the profession of Pharmacy.
- ii. To foster collaboration with other health care professionals in the promotion of Public Health care in Sierra Leone.
- iii. To work with the Ministry of Health and other institutions both national and international in ensuring that good quality pharmaceutical services are available and accessible to the people of Sierra Leone.

- iv. To encourage research activities and provide update information in Pharmaceutical advancement through lectures, symposia, seminars, publications or inter service.

VISION

To be a trusted profession in seeking the wellbeing of the human race through the provision of a good pharmaceutical service at all times.

MISSION

Our Mission as Pharmacists or Pharmacy-technicians is to develop and use our professional knowledge and skills for the benefit of those who require professional service; maintain good professional relationship and to promote confidence and trust in the Pharmacy Profession.

STATUS OF THE CODE OF ETHICS

Pharmacists have overall responsibility for the development and provision of pharmaceutical services and shall provide an amicable working environment for all individuals that are working for the best interest of providing improved pharmaceutical services for all Pharmacy-technicians undertake work to support and provide these services.

Every registered pharmacy professional is responsible for his/her own actions. The principles of Code of Ethics are mandatory. As a registered Pharmacist or Pharmacy-Technicians, your professional and personal conduct will be judged against the Code.

PHARMACY PROFESSIONALS ETHICS

ARTICLE 1

Pharmacy professionals must understand the nature and effect of medicines and medicinal ingredients, and how they must be used to prevent and treat illness, relieve symptoms or assist in the diagnosis of disease.

ARTICLE 2

Pharmacy professionals in professional practice must use their knowledge for the wellbeing and safety of patients and the public.

ARTICLE 3

At all times, Pharmacy professionals must act in the interest of patients and other members of the public and seek to provide the best possible health care for the community in partnership with other health professionals.

ARTICLE 4

Pharmacy professionals must treat all those who seek their professional service with courtesy, respect and confidentiality.

ARTICLE 5

Pharmacy professionals must respect patients' rights to participate in decisions about their care and must provide information in a way in which it can be understood.

ARTICLE 6

Pharmacy professionals must ensure that their knowledge, skills and performance are of high quality, up to date, evidence based and relevant to their fields of practice.

ARTICLE 7

Pharmacy professionals must ensure that they behave with integrity and probity, adhere to accepted standards of personal and professional conduct

and do not engage in any behavior or activity likely to bring the profession into disrepute or undermine public confidence in the profession.

WELFARE GUIDELINES OF THE PHARMACEUTICAL SOCIETY OF SIERRA LEONE

Only paid up members in good standing shall benefit from the welfare package.

These guidelines shall be reviewed every two years.

Areas of Coverage

- Elderly care (≥ 70 years)
- Incapacitated Members
- Death of a Member

ELDERLY CARE (≥ 70 YEARS)

- Visitation as and when necessary
- Members shall be encouraged to make the informal and individual visits to the elderly

INCAPACITATED MEMBERS

These include:

- Hospitalization (Admission beyond seven days)
- Rehabilitation
- Distressed members
- Bed-ridden
- Blindness

BEREAVEMENT

Death of a Member

- A tribute shall be read where applicable
- The Society's banner and drape would be used. A cash donation equivalent to 100% of the year's membership subscription.

- All members are obliged to attend and shall be in the Society's cloth.

CONTRACT FOR PROFESSIONALS

The secretariat of the society shall provide guidance and support to coordinate and harmonize employment contract agreement between proprietors and professionals.

Reference

Pharmaceutical Association of Nigeria and Ghana

Signed By:

Name: Dr. Michael Lahai

Designation: Acting President

Date:

Sign:

Name: Dr. Mohamed I. Bangura

Designation: Chairman, Northern Region

Date:

Sign:

Name: Pharm. Francis Lahai

Designation: Chairman, Southern Region

Date:

Sign:

Name: Pharm. Saffa Sannoh

Designation: Chairman, Eastern Region

Date:

Sign:

Name: Pharm. Samuel Saidu

Designation: Chairman, Western Area

Date:

Sign:

Name: Dr. Amara Bangali Sesay

Designation: Chairman, Constitutional Review Committee

Date:

Sign: