



CONSTITUTION

**The Pharmaceutical Society of Sierra Leone
Constitution**

PREAMBLE

WHEREAS Pharmacists in 1978 conscious of the need to form The Pharmaceutical Society of Sierra Leone to harmoniously coordinate the activities of Pharmacist 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 profession 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 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 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 a 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 shall pay an annual retention fee as may be determined by the council.
- ii Any pharmacist or 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 shall have his/her membership withdrawn.

ARTICLE 4

FELLOWS OF THE SOCIETY

A.

- i. Fellowship may be conferred on any pharmacist or 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 practice of the history of pharmacy
- ii. Fellowship may be conferred on any full member of the society of not less than ten (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 satisfies the laid 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.

ARTICLE 5 – STRUCTURE

The structure of the society shall comprise the following:-

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

A. TRIENNIAL GENERAL ASSEMBLY

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 member

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. Election of national officers

B. THE ANNUAL GENERAL MEETING

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

COMPOSITION

- All members of council
- All members of the society

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) Appoints auditors for the ensuring year
- iii) Organizes scientific symposium

C. THE COUNCIL

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

COMPOSITION

- i. The council shall compose of the following:-
- ii. The National Officers of the society
- iii. The Director of drugs and medical supplies
- iv. The Dean of the Faculty of Pharmacy / a Pharmacist in the Faculty appointed on the recommendation of the Dean.
- v. The Registrar of the Pharmacy Board of Sierra Leone
- vi. The Chairperson of all Regional Branches of the society

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 assessors to submit names of nominees who in their opinion are deem to be fit and proper person to be designated as fellow.

- iii. To determine and agree on retention fees to be paid by members 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 compose of:-

1. Chairman
 2. Vice Chairman
 3. Secretary General
 3. Deputy Secretary
 4. Social (or Organizing) Secretary/PRO)
 5. Treasurer
- Financial secretary
Auditor
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 offices

- i. The President
- ii. Two Vice President
- iii. Secretary General
- iv. Assistant Secretary General 1 & 2
- v. Financial Secretary
- vi. Treasurer
- vii. Chief Editor
- 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 functions of the National Officials shall be as follows:-

The President

- Shall be the head of Administration of the society
- Preside over all meetings of the National Officers and The council meeting
- Preside 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 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
- The 2nd vice president shall act as president in the absence of the president and the 1st vice 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)

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 approval of the National officers exigencies excepted.
- 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 of subscriptions and fees.
- Keep proper records of financial transactions of the society and advice on financial matters
- Shall promptly pay to the Treasurer all monies received for and on behalf of the society

The organizing secretary/PRO

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

EDITOR-IN-CHIEF

Shall be responsible for printing and publishing of a Pharmaceutical Journal and all other documents of the society as may be described from time to time.

IMMEDIATE PAST PRESIDENT

- Shall be an ex-officio member of all committees
- Shall be the principal adviser to the president

ADMINISTRATIVE OFFICER

- i. There shall be an executive secretary/Administrative Officer appointed by the council on full time who shall be the Chief Administrative Officer of the society.
- ii. The Executive Secretary/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 Tri-ennial General Assembly to arrange order of business to be discussed at the meeting

Special General meeting of members shall be held in such place and time as the council 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 at least twice every month.

Regional executive shall meet at least once every month

QUORUM FOR MEETING

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 Executive Officers shall be elected at the Triennial Assembly by delegates representing their regions
- Delegates at the Triennial Assembly shall be on a quota basis; every five registered member in a region shall be entitled to one (1) delegate.
- Elections referred to in this constitution shall be by secret ballot and shall be decided by a simple majority.
- Only registered and fully paid up member of the society shall be eligible to vote at such election.
- No one member shall hold more than one office at any given time.

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.

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.

- 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.

REMOVAL FROM OFFICE

An officer will be removed from office in the 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 Region

FINANCE

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

- i. Subvention
- ii. Donations/Gifts
- iii. Membership retention fees or any other charges and dues
- iv. Fund raising activities

AUDITING

The society's accounts shall be audited at least once every year.

COMMITTEES

There shall be the following standing committee

- i. Finance Committee – it shall be responsible to devise means of raising funds for the society.
- ii. Editorial Committee
- iii. Professional ethics 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 Executive Secretary/Administrative Officer who shall be secretary to the committee
- vi. The council shall refer any of the committee for investigation and action of any report of breach of profession ethics and or any act likely to bring image of the profession into disrepute

- vii. Any person aggrieved by a deceive of the disciplinary committee may petition to the council though 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.

AMENDMENT

- i. This constitution shall be amended by two-thirds (2/3) majority votes of members present at the annual General Assembly
- 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 Professional 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 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 provision of pharmaceutical services.

Pharmacy-technicians undertake work to support, develop or provide these services.

Every registered pharmacy professional is responsible for their own actions. The principles of Code of Ethics are mandatory. As a registered Pharmacist or Pharmacy-Technicians your professional and personal conduct will be judge 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 professional 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 professional must ensure that they behave with integrity and probity, adhere to accept 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
- Bereavement
- Social events, (marriage, childbirth, enstoolment, ordination and annual get-together)
- Appointment to leadership positions
- Interest of members in employment and other disciplines

ELDERLY CARE (≥ 70 YEARS)

- Regular visitation at least twice a year and on a special occasion (Christmas, Easter, Muslim Holidays, Republic Days, Independence Day and Birthdays).
- Support where or when needed
- 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 250% of the year's membership subscription and in the case of a fellow one and half times the membership subscription to the surviving spouse/children or family

A donation of 200% of the annual membership subscription shall be made to the family where the donation above was not given to the family

The society will not depend on the family for any form of refreshment

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

Death of a Spouse (To be done once)

Cash donation equivalent to 100% of the annual membership subscription to the bereaved member.

Members shall be encouraged to attend the funerals.

Death of a Parent (To be done twice)

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

Death of a Child

Cash donation equivalent to 100% of the annual membership subscription shall be made to the bereaved member.

SOCIAL EVENTS

- These include weddings, engagements, and child birth.
- Congratulatory cards from the Society will be given.
- Members will be encouraged to attend and make personal donations or presents.
- Branches/wings shall organize annual get-together at which deserving members and the aged shall be recognized.

APPOINTMENT TO LEADERSHIP POSITIONS

- Members shall be encouraged to seek leadership position in the areas of religion, politics, and areas of employment and such achievements shall be recognized.
- Congratulates through the appropriate media.
- Support where needed

INTEREST OF MEMBERS IN EMPLOYMENT

Develop standard employment guidelines

Set up of a 3-member Arbitration Committee to handle professional disputes in each group

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

CONTRACT FOR PROFESSIONALS

The society shall coordinate and harmonize contract agreements between proprietors and professionals.