



**Schweizerische Akademie der Pharmazeutischen Wissenschaften (SAPhW)**

Académie Suisse des Sciences pharmaceutiques (ASSPh)

Accademia Svizzera delle Scienze farmaceutiche (ASSF)

Swiss Academy of Pharmaceutical Sciences (SAPhS)

# **S t a t u t e s**

## Preamble

The pharmaceutical sciences are engaged in drugs and act as gateway of natural and medical sciences. They represent an own scientific discipline.  
All terms used in this text refer to both genders.

## I. Name, Legal Status and Domicile

### Art. 1

**Name, Legal Status and Domicile** «Swiss Academy of Pharmaceutical Sciences» (hereinafter referred to as «SAPhS») is an association founded in 2014 for undefined time according to art. 60 ff of the Swiss Civil Code sited in Bern. The name in the other Swiss languages is:

«Schweizerische Akademie der Pharmazeutischen Wissenschaften» (SAPhW)

«Académie Suisse des Sciences Pharmaceutiques» (ASSPh)

«Accademia Svizzera delle Scienze Farmaceutiche» (ASSF).

## II. Aim and Tasks

### Art. 2

**Aim** The SAPhS is a non-profit organisation, politically and commercially independent and neutral. It serves scientific and health-promoting purposes.

### Art. 3

**Tasks and Objectives** The SAPhS represents the scientific interests of the Swiss Pharmacy and particularly supports young academics. According the aim defined in art. 2 it complies the following tasks:

- a) promoting and supporting of the pharmaceutical research respecting the principles of scientific ethics;
- b) combining and supporting the efforts of all national and regional societies, which are involved in pharmaceutical sciences; fostering and supporting the integration of pharmaceutical competence into the other sciences;
- c) fostering the national and international scientific contacts as well as the cooperation with other scientific associations;
- d) fostering the implementation of the pharmaceutical knowledge in the pharmaceutical practice und supporting the definition and introduction of new areas of activities in Pharmacy; coordinating the definition of job profiles for pharmaceutical areas of activities;
- e) fostering the pharmaceutical and postgraduate education and coordination of continuous education. It achieves this goal particularly by linking teaching and research on a high scientific level;
- f) organising and supporting of scientific conferences and events; supporting, editing, and exchange of scientific publications; cooperating in the elaboration of a Swiss science policy and representing the interests of all pharmaceutical disciplines in the Swiss university policy; taking up position and advising authorities in case of laws, bylaws, and other order drafts;
- g) representing the pharmaceutical sciences in the public;

- h) administrating and distributing funds or means of foundations;
- i) awarding persons with merits in pharmaceutical sciences.

### **III. Categories of Membership, Rights and Duties**

#### **Art. 4**

##### ***Categories and Admittance***

The SAPHs defines the following memberships:

- a) collective members;
- b) supporting members;
- c) corresponding members;
- d) fellows and honorary members.

After written application the senate's board decides about membership. The general assembly nominates honorary members.

#### **Art. 5**

##### ***Collective Members***

Collective members of the SAPHs can become:

- a) professional organisations, societies and institutions of public law, who are devoted to the promotion of the Swiss pharmaceutical sciences;
- b) umbrella organisations of Swiss societies, who are devoted to the promotion of Swiss pharmaceutical sciences;
- c) academic institutions in the field of pharmaceutical research and education.

Each collective member is represented by a delegate or deputy delegate entitled to vote and elect.

The collective members receive for free the publications of the SAPHs. They pay at least the annual due fixed by the general assembly.

#### **Art. 6**

##### ***Supporting Members***

Supporting members are natural or legal persons. Members of the dissolved Swiss Society of Pharmaceutical Sciences (SSPhS) are accepted as supporting members of the SAPHs.

As supporting members of the SAPHs are accepted pharmaceutical scientists, pharmacists, students of pharmaceutical sciences with at least bachelor degree, and scientists of other disciplines with completed university studies, who work in the field of relevant pharmaceutical sciences.

Legal persons, who are active in pharmaceutical research, are accepted as supporting members.

The supporting members have the right to vote and elect at the general assembly.

They receive for free the publications of the SAPHs.

They pay at least the annual dues fixed by the general assembly.

## **Art. 7**

### ***Corresponding Members***

Corresponding members are persons, who contributed to the pharmaceutical sciences. They are elected by the senate's board. They can participate in the general assembly but have no voting rights. They don't pay a membership due and receive for free the publications of the SAPHs.

## **Art. 8**

### ***Fellows and Honorary Members***

Fellows are persons, who outstandingly contributed to the pharmaceutical sciences.

Honorary members are persons, who outstandingly contributed to the aims and tasks of the SAPHs.

Fellows and honorary members are nominated by the senate's board, are elected by the general assembly, and don't pay a membership fee. Fellows, who are not yet members of the SAPHs receive the membership automatically and without application.

Fellows and honorary members have the right to vote and elect at the general assembly.

They receive for free the publications of the SAPHs.

## **Art. 9**

### ***Membership Fees and Other Financial Resources***

The regular membership dues are annually fixed by the general assembly on proposal of the senate's board.

On request of the senate's board the general assembly can decide about additional dues for particular purposes.

To relief members the senate's board can use further financial resources (e.g. sponsors), provided the scientific, political, and commercial neutrality and independency is thereby not violated.

## **Art. 10**

### ***Ending of Membership***

The membership terminates by:

- a) death of a member or liquidation in case of legal persons;
- b) notice of withdrawal. A cancellation of the membership is only possible by submitting a written statement of withdrawal to the senate's board 3 months before the end of the fiscal year. However, the whole dues are still owed for the current calendar year;
- c) exclusion of corresponding and collective members by the senate's board in case of convincing reasons; the general assembly is responsible for the exclusion of honorary members and fellows. An important reason is, if the member
  - infringes the statutes or guidelines of the SAPHs;
  - does not follow resolutions, guidelines or orders of the SAPHs' organs;
  - compromises by his personal or professional behaviour the interests of the SAPHs or the profession;

- does not fulfill his financial obligations towards the SAPHs during the fiscal year, even not after the second reminder.

The member can appeal at the senate's board against the exclusion resolution, which must be substantiated on behalf of the general assembly within 6 weeks of receiving the written notification of the exclusion. The general assembly then definitively decides about the exclusion.

## IV. Organisation

### Art. 11

#### **Organs**

The organs of the SAPHs are:

- a) the general assembly;
- b) the senate;
- c) the senate's board;
- d) the secretariat general;
- e) the commissions;
- f) the supervising commission.

The organs report their meetings. They can only vote on issues, if these are listed on the agenda.

## A. The General Assembly

### Art. 12

#### **Constitution and Convening**

The delegates of the collective members, the supporting members, the honorary members, and the fellows constitute together the general assembly, the highest organ of the SAPHs.

The ordinary general assembly is convened once per year (by e-mail or mail) by the senate's board. An extraordinary general assembly is convened on request of the senate's board or when it is requested by one-fifth of all members or a minimum of 30 members. Written requests for convening with specified agenda items must be submitted to the senate's board.

The convening has to be effected within 2 months. The invitation to the general assembly is sent by the senate's board together with the agenda and required documents usually at least 1 month prior to the assembly.

Proposals for agenda items and requests to the general assembly shall be submitted with written justification to the senate's board by latest 6 weeks in advance.

### Art. 13

#### **Decisions and Elections**

The general assembly decides by open ballot, provided not at least one-third of the present members are requesting a secret ballot.

Decisions of the general assembly are basically made with simple majority of the present members. Exceptions are decisions about amendments to the statutes (art. 30) and dissolution of the association (art. 31). In these cases a two-third majority of

the present members is required.

For elections applies the absolute majority, in case of a second ballot the relative majority of votes. In case of open elections and tie of votes the president's vote counts double.

## **Art. 14**

### **Powers**

The general assembly entitles in particular the following powers:

- a) approval of the annual report, the annual financial statements including the audit report and the budget;
- b) approval of the minutes of the last general assembly;
- c) discharge of the SAPHs' organs;
- d) fixation of membership dues and possible special contributions;
- e) election of the president and vice-president;
- f) election of the supervising commission (2 auditors) on request of the senate's board;
- g) nomination and exclusion of fellows and honorary members;
- h) decision about amendments of the statutes and dissolution of the SAPHs;
- i) decision about complaints regarding the exclusion of collective and supporting members.

## **The Senate**

## **Art. 15**

### **Composition**

The senate consists of the following members:

- a) ordinary and associate professors of pharmaceutical sciences with teaching and research tasks at Swiss universities and universities of applied sciences;
- b) hononorary members and fellows;
- c) one delegate of national pharmaceutical associations and societies, each;
- d) the president and vice-president.

## **Art. 16**

### **Power and Tasks**

The senate fulfills the following tasks:

- a) its meetings are headed by the president; if absent, the senate's board defines a deputy;
- b) it proposes candidates as fellows;
- c) it proposes to the senate's board to accept professional associations and societies;
- d) it founds commissions to accomplish the targets of the SAPHs (art. 3) and elects

their members;

- e) it publishes recommendations, statements, guidelines, etc., according to the aims of the SAPHs (art. 3);
- f) it awards the Reichstein medal.

## **B. The Senate's Board**

### **Art. 17**

#### ***Composition, Election, and Term of Office***

The senate's board consists of the following members:

- a) president;
- b) at least 2 vice-presidents;
- c) secretary general (without voting right);
- d) secretary (without voting right);
- e) treasurer;
- f) assessors.

The president and the vice-presidents are elected by the general assembly. Members of the general assembly can be elected as president and vice-presidents. The election usually takes place 1 year before taking office. The president-elect can participate with advisory vote at the meetings of the senate's board.

President and vice-presidents are elected for 4 years. Re-election is basically possible, however, not after reaching the age of 70 years.

Furthermore, the senate's board constitutes itself.

### **Art. 18**

#### ***Organisation***

The senate's board meets on invitation of the president as often as he requires or on request of at least 2 members of the senate's board. It constitutes a quorum if at least 3 members are present.

The president chairs the general assembly, the meetings of the senate and senate's board. If absent he designates a deputy. In case of a tie vote his vote counts twice.

The vice-presidents are responsible for their assigned business and represent the president in case of his absence.

The treasurer administers the finances, supervises the budget and provides the estimates.

The secretary general is the head of the SAPHs' office. He operates following specifications established by the senate's board.

The senate's board can call experts who participate in meetings with advisory vote.

Resolutions by mail are possible, if no member of the senate's board is demanding an oral debate.

## **Art. 19**

### ***Power and Tasks***

The senate's board is the executive organ of the SAPHs. In particular, it has the following tasks and duties:

- a) it fulfills all tasks of the SAPHs which are not part of the scope of other organs;
- b) it convenes the general assembly;
- c) it takes care of current business and implements the decisions of the general assembly and the senate's board;
- d) it edits the programmes of activities, directives, and guidelines, which are required to fulfill the SAPHs' tasks;
- e) it authorises the senate to establish commissions;
- f) it takes a position on activity reports and statements of internal commissions and approves these;
- g) it can in the name of the SAPHs take over the patronage on scientific works and events as well as support the publication of scientific papers;
- h) it represents the SAPHs externally;
- i) it elects the secretary general, the treasurer and accessors;
- j) it decides about SAPHs' joining and resigning Swiss or international associations;
- k) it drafts the annual report;
- l) it verifies the annual financial report and the budget and prepares proposals to the general assembly regarding annual dues;
- m) it supervises the use of means by external working groups;
- n) it prepares the general assembly;
- o) it decides about admission and exclusion of collective and supporting members and appointment of corresponding members;
- p) it elects the Reichstein awardees;
- q) it nominates honorary members and fellows for the attention of the general assembly;
- r) it decides about complaints.

## **C. The Secretariat General**

### **Art. 20**

#### ***Composition***

The secretariat general consists of the secretary general and the secretary.

The members of the secretariat general are elected by the senate's board for a term of 4 years; re-election is possible.



## Art. 21

- Power and Tasks** The secretariat general fulfills the following tasks:
- a) it supports the senate's board in its tasks;
  - b) it coordinates the SAPHs' financial and organisational infrastructure;
  - c) it is responsible for the internal communication, public relations, and publications of the SAPHs;
  - d) it masters the website of the SAPHs;
  - e) it supports logistically the activities of the SAPHs (meetings, events, etc.);
  - f) it manages the archive and controls the minutes.

## D. The Commissions

### Art. 22

- Composition and Election** Commissions to achieve the aims of the SAPHs (art. 3) are established by the senate. Its members are nominated by the senate. The commissions elect their own president and secretary.

### Art. 23

- Power and Tasks** Regarding the aims specified in art. 3 the commissions have to fulfill the following tasks:
- a) they report about topics of pharmaceutical research;
  - b) they edit statements of the SAPHs referring to current pharmaceutical topics;
  - c) they plan and organise scientific conferences.

## E. The Supervising Commission

### Art. 24

- Composition, Election and Term of Office** The general assembly elects the supervising commission on proposal of the senate's board. It consists of 2 auditors.
- The auditors are elected for a term of 2 years; re-election is possible.

### Art. 25

- Power and Tasks** The supervising commission controls the whole accounting of the SAPHs. For this purpose the responsible organs allow full inspection of account books, receipts, cash, and assets. It informs the senate's board on the result of the audit and reports in written form on the annual accounts and proposes to the general assembly discharge of the senate's board.

## V. Finances

### Art. 26

**Term of Business** The business year corresponds to the calendar year.

### Art. 27

**Means** The expenses of the SAPHs are met by the following means:

- a) membership dues;
- b) subventions and earmarked grants of confederation, cantons, and communities;
- c) earnings from asset or sale of publications and other scientific works (expertises, etc.);
- d) voluntary donations of third parties.

### Art. 28

**Commitments and Liabilities** The SAPHs is legally obliged by the signatures of two, either of president or vice-president and of another member of the senate's board. The SAPHs is liable for its obligations with its assets. A personal liability of single members or call liability are impossible.

### Art. 29

**Demand for Means** Commissions, which require financial resources, have to provide project-specific budgets to the senate's board and have to annually report in written form the use of the funds.

## VI. Amendments to the Statutes and Dissolution of the SAPHs

### Art. 30

**Amendments to the Statutes** Proposals have to be submitted to the secretariat general in written form and justified. Proposals in due time are placed on the agenda of the next general assembly. The invitation for this general assembly must contain the text of this proposal. Amendments to the statutes require the two-third majority of all present members.

### Art. 31

**Fusion and Liquidation** A fusion of the SAPHs is only possible with another non-profit and non-economic institution, which has a tax-exempt status.

The dissolution of the SAPHs can particularly be effected in case it is no longer able to fulfill the aims and objects according to art. 3.

The dissolution by decision of the general assembly requires a three-fourth majority of all present members.

In case of a dissolution assets and capital are allocated to another non-profit and non-economic legal person, which has a tax-exempt status and is located in Switzerland.

## Final Provisions

### Art. 32

**Applicable Text** In case of doubt the German version is mandatory for the interpretation of the statutes.

### Art. 33

**Entry into Effect** The statutes entered into effect after being adopted by the general assembly on April 20, 2015.

Revision 1: Unanimously adopted by the general assembly on 2016-04-20.

Revision 2 (Art. 8): Unanimously adopted by the general assembly on 2019-04-30.

sign. Prof. Dr. Gerrit Borchard  
President SAPHs

sign. Prof. Dr. Rudolf Brenneisen  
Secretary General SAPHs

sign. Dr. Benoîte Kaeser  
Secretary SAPHs