

**BYLAWS OF THE
MIDDLE EAST SOCIETY FOR PHARMACOLOGY AND EXPERIMENTAL
THERAPEUTICS CHAPTER
OF THE
AMERICAN SOCIETY OF PHARMACOLOGY AND EXPERIMENTAL THERAPEUTICS**

BYLAW I

Name

This organization shall be known as the Middle East Society of Pharmacology and Experimental Therapeutics (MESPET) Chapter (hereinafter referred to as the “Chapter”) of the American Society for Pharmacology and Experimental Therapeutics (hereinafter referred to as the “Society”).

BYLAW II

Purposes

Section 1: The purposes of the Chapter shall align with those of the Society, as outlined in the ASPET Governing Documents, including the Charter, Constitution, Bylaws, Standing Rules, Schedule of Membership, and Regulations. These purposes are to advance pharmacological knowledge, foster its application, and promote research in this field. These purposes may be amended periodically

Section 2: These bylaws shall be consistent with the ASPET Governing Documents, and no provision herein shall contradict or undermine those documents.

BYLAW III

Territory

The Chapter’s territory shall be as designated by the Society and includes the Middle East and North Africa (MENA) region.

BYLAW IV

Members

Membership in the Chapter is open to professionals, students, interns, postdoctoral trainees, institutions, and corporate entities with an active or professional interest in pharmacology who support the Chapter’s purposes and adhere to the policies set forth in these bylaws. Membership requires payment of the annual fee, effective after the first year.

Section 2. The Chapter shall offer various membership types, as determined by the officers, including Regular Members, Student Members, Honorary Members, and Corporate Associates (collectively referred to as "members"). All members must complete the membership registration form.

- **Regular members.** All qualified scientists and trainees with research experience in pharmacology and/or interest in fostering pharmacology education and training shall be eligible for membership in the Chapter, and have full voting rights.

- **Student Members.** Students who are enrolled in undergraduate, graduate, postgraduate, or post-doctoral programs are eligible for non-voting student membership
- **Honorary Members.** Distinguished scientists from the region with valuable contribution to pharmacology and experimental therapeutics (or related fields) shall be eligible for the Honorary membership of the Chapter. Honorary members shall enjoy all privileges of a regular membership. Designation as an Honorary Member requires approval of 4 voting members of the Chapter.
- **Corporate Associates.** Any firm, association, corporation, institution, or subdivision thereof may be invited by the executive committee of the Chapter to become a Corporate Associate for the purpose of supporting the Chapter. A Corporate Associate shall be a non-voting member of the Chapter.

Section 3. Membership shall continue unless the member discontinues their membership in the Society, submits a written resignation from the Chapter, or fails to pay any required Chapter dues within six months of the due date

Section 4. Members shall enjoy the rights and privileges granted by the ASPET Governing Documents and these bylaws.

Section 5. The Society shall maintain a register of all members, including those who have held membership within the last five years. The register will include each member's name, contact details, and other necessary information, in compliance with the Society's privacy policies and applicable laws.

Section 6. Membership fees shall be set by a majority vote of the executive committee. Annual fees are due based on the member's original registration date. If no new fee structure is determined by the beginning of the fiscal year, the previous year's fee structure shall remain in effect.

BYLAW V **Officers and Executive Committee**

Section 1. The officers of the Chapter shall be members of the Society and the Chapter and shall consist of the Chair, Chair-Elect/Vice-Chair, and Secretary, and the Immediate Past Chair.

Section 2. The Executive Committee shall be the governing body of the Chapter and as such shall have full power to conduct, manage, and direct the business and affairs of the Chapter in accordance with the ASPET Governing Documents and these bylaws. The Executive Committee shall consist of the officers of the Chapter, the Immediate Past Chair, at least three, but no more than eight Members-at-Large as voting members, who shall be called Councilors, and the chairs of the standing committees as non-voting members.

Section 3. The Chair and Chair-Elect/Vice-Chair shall serve for a term of two years beginning on January 1 or until their successors take office. At the end of the Chair-Elect's term of office, the Chair-Elect shall succeed to the office of Chair. The Secretary shall serve for a term of two years beginning on January 1 or until his/her duly elected successor takes office; they shall be elected in alternate years, whenever possible, to provide for a rotation of terms. [The Member(s)-at-Large shall serve for a term of [two] years beginning January 1 and shall be elected in alternate ["separate" if more than two] years, whenever possible, to provide for a rotation of terms.] With the exception of the Chair and Chair-Elect,

the incumbent of any position is eligible for reelection. The Chair is not eligible to serve in the position of another officer until the end of the term as Immediate Past Chair.

Section 4. The duties of the officers and the Member(s)-at-Large shall be such as usually pertain to their offices, together with those required by these bylaws and by the ASPET Governing Documents, and such other duties as may be assigned to them from time to time by the Executive Committee.

- a. The duties of the Chair shall be to preside at meetings of the Executive Committee, to carry into effect the decisions and recommendations of that Committee, to preside at meetings of the Chapter to conduct governance business, to appoint, with the approval of the Executive Committee, all committee chairs and committee members except as stated elsewhere in these bylaws, and to carry out the duties required by these bylaws and the ASPET Governing Documents.
- b. The duties of the Chair-Elect shall be to assist the Chair with the direction and management of the Chapter. In the absence of the Chair, the duties of the office shall devolve upon the Chair-Elect.
- c. The duties of the Secretary shall be to keep a record of the minutes of the meetings of the Chapter to conduct governance business and of the Executive Committee, to maintain a list of members, to send to members such notices as the business of the Chapter may require, to submit a report to the Chapter at its annual meeting, and to carry out the duties required by these bylaws and the ASPET Governing Documents. The Secretary shall preside over meetings in the absence of both the Chair and Chair-Elect.
- d. The duties of the Member(s)-at-Large shall include bringing before the Executive Committee such items of concern to members of the Chapter that have been brought to their attention, as well as any duties assigned by the Executive Committee.

Section 5. Vacancies

- a. In the event of a vacancy in the office of Chair, the Chair-Elect shall assume the duties of Chair for the remainder of the term. In such a case, the Chair-Elect, upon moving into the position of Chair, shall also hold that position during the normal term as Chair, as part of the leadership transition.
- b. All other vacancies for elected positions shall be filled by majority vote of the Executive Committee through interim appointment for the period up to the next annual election. At that time, the procedures for election as outlined in the bylaws of the Chapter shall be followed.

An interim appointee to the vacated office of Chair-Elect shall not automatically succeed to the office of Chair. At the next election, both a Chair and a Chair-Elect shall be elected.

BYLAW VI **Manner of Election**

Section 1. The election of officers and Members-at-Large shall be conducted by ballot distributed to the Chapter's members, in accordance with the ASPET Governing Documents and these bylaws.

Section 2. Nominations

- a. Prior to September 1, the Secretary shall notify the Executive Committee and the Nomination Committee, as described elsewhere in these bylaws, of the elective positions to be filled.
- b. In September of each other year, the Nomination Committee shall report to the membership its list of nominees for each office to be filled.
- c. Prior to October 15, any member of the Chapter may, in writing or from the floor at a meeting to conduct governance business, nominate additional candidates for office, provided that the candidates are members of the Chapter as required elsewhere in these bylaws. To go forward, the nomination must be seconded by a member of the Chapter. Nominations so made shall be equally valid as those from the Nomination Committee. All candidates nominated shall have indicated willingness to serve if elected.

Section 3. When a ballot is used, the candidates for each office shall be listed in order to be selected by lot [or alphabetical order]. The ballot shall be distributed to each member of the Chapter by November 1. The ballot shall provide for a write-in candidate for each position to be filled.

Section 4. The ballots shall be tabulated and validated not later than November 15. The candidate for each position receiving the largest number of votes shall be declared elected. In case of a tie vote for any position, the Executive Committee, by ballot, shall elect from among the candidates who share the tie vote; the candidate receiving the largest number of votes shall be declared elected.

Section 5. The results shall be announced by the Chapter Chair or the Chair's designee as soon as possible after the election and published in the Chapter's newsletter and/or on the Chapter's website soon thereafter. The results shall be certified to the Chief Executive Officer of the Society not later than December 1.

Section 6. In accordance with the ASPET Governing Documents, balloting procedures should ensure fair balloting that is open to all eligible members, protection against fraudulent balloting, and the timely reporting and archiving of balloting results.

BYLAW VII **Recall of Elected Officials**

Section 1. Elected officials of the Chapter, including officers and Executive Committee members, may be recalled for neglect of duties or conduct detrimental to the Society.

Section 2. The recall of an official shall be initiated when a signed petition, indicating in writing the specific charges and reasonable substantiating evidence, is submitted to the Chair from at least five members of the Chapter. In the event the Chair is the official in question, the Chair-Elect shall receive the petition and shall assume the duties of the Chair with respect to this issue until the issue is resolved.

Section 3. The Chair shall determine that the petitioners are aware of the gravity of their actions and the procedures to be followed. The Chair shall seek an alternate resolution to the problem and a

withdrawal of the petition at this time. In the absence of a resolution to the problem, the Chair shall notify the members of the Executive Committee and call a special meeting within thirty days.

- a. The Executive Committee shall promptly continue the recall process or dismiss the petition as ill-founded or find an alternative solution to the problem. The Chair shall promptly inform the petitioners and the official of the decision of the Executive Committee. If no contact with the official can be made after a reasonable effort, the Executive Committee may remove the official in question with a two-thirds (2/3) vote of the remaining members.
- b. If the proceedings continue:
 - (1) The Chair shall assign the duties of the official to another qualified MEMBER of the Chapter, as required elsewhere in these bylaws, until the issue is resolved.
 - (2) The official shall be offered an opportunity to answer the allegations in the petition before the Executive Committee. A certified letter shall be sent to the last known address on the official Society membership roll. Upon notification, the official shall have thirty days to make a written response to the allegations.
 - (3) The Executive Committee shall decide whether or not to proceed after studying the official's response. The Chair shall inform the official and the petitioners of the decision of the Executive Committee. If the Executive Committee decides that the proceedings shall continue, the official shall choose one of the following options:
 - (a) The official may resign.
 - (b) The official may request a recall vote. Chapter members shall be informed, through brief written statements prepared by the Executive Committee and the official, of the issues involved with the recall vote. Both statements shall be distributed to the members with the ballot. A paper ballot shall be provided to any member who requests it. At least two-thirds (2/3) of the votes cast shall be required for the official to be removed from office. The membership shall be informed of the results of the recall vote.
 - (c) The official may request a hearing and a recall vote by the remaining members of the Executive Committee. At least a two-thirds (2/3) vote of the remaining members of the Executive Committee shall be required to recall the official.
 - (d) The official may choose not to respond and thus forfeit the position.

Section 4. The vacancy provisions of these bylaws shall be used to fill a vacancy caused by a recall process. The Chief Executive Officer of the Society shall be informed of the recall and the filling of the vacancy.

BYLAW VIII
Committees

Section 1. The Executive Committee shall establish committees as needed for the effective operation of the Chapter. Committees may be of such size and composition as is determined by the Executive Committee. All committee members must be members of both the Society and the Chapter.

Section 2. The Chapter shall have the following standing committees: Nominating Committee, Executive Committee, Committee on Constitution and Bylaws, and Scientific Program Committee. The Executive Committee may form ad hoc committees, including but not limited to the membership committee, public relations committee, and Media & Communication committee.

Section 3. The Nominating Committee shall prepare a list of one or more candidates for each elected office for which an election must be held. This list shall be presented to the Secretary of the chapter. The Nominating Committee shall determine the eligibility of nominees and ascertain that nominees are willing to stand for office. It also makes nominations to the officers for Honorary Members of the chapter periodically, supporting every nomination with a written statement citing the nominee's noteworthy contributions to pharmacology or experimental therapeutics, and has such other duties as may be prescribed by officers.

Section 4. The Executive Committee shall exercise the full powers of the officers in accordance with the applicable law in circumstances when a quorum of officers is not available to permit a full officers meeting and for urgent matters between regular meetings of the officers. It shall report every such action at the next meeting of the officers. It shall also study and make recommendations to the members on any matter referred to it by the officers and exercise such powers when needed as by given to it by resolution of the officers.

Section 5. The Scientific Program Committee shall propose locations for the chapter's upcoming annual scientific meetings. It shall report to the officers on matters pertaining to the annual scientific meeting. It shall also develop scientific programs for the benefit of the members to be presented at various meetings of the membership. It shall arrange scientific programs and shall appoint a Program Committee to assist in this task. It shall have such other duties as may be prescribed by the officers.

Section 6. The officers may, from time to time, appoint ad hoc committees as it deems necessary or appropriate for such purposes and with such powers and duties, as it shall see fit. Any such committee may formulate its own rules of procedure, subject to such regulations or directions as the Board may from time to time make.

BYLAW IX
Meetings

Section 1. The Executive Committee shall determine the timing and location of the Chapter's meetings, as necessary for the Chapter's effective operation.

Section 2. The Executive Committee [or Chair] shall set the order of business for meetings of the Chapter to conduct governance business. The order of business may be suspended by a majority vote of the members present.

Section 3. The officers or the chair shall have the power to call a special meeting of members to conduct governance business at any time, at such time and place as may be determined by the officers or the chair. Notice of a special meeting of members shall state the general nature of the business to be transacted and shall contain sufficient information to allow each member to make a reasoned decision on such business.

Section 4. Meetings of the Executive Committee and meetings of the Chapter to conduct Chapter governance business, with the approval of the Executive Committee [or Chair], may be held by means of electronic communications technology that permits those in attendance to read or hear the proceedings substantially concurrently with their occurrence, and for voting members to vote as needed.

Section 5. The Executive Committee shall meet upon due notice either at the call of the Chair or upon request of a majority of its members. A quorum for an Executive Committee meeting shall consist of a majority of the voting members of the Committee. In the absence of a quorum, called meetings of the Executive Committee shall adjourn to a specific date.

Section 6. Due notice of the Chapter's meetings, not including committee meetings, shall be sent to each member of the Chapter. A quorum for the transaction of governance business at such a Chapter meeting shall consist of 4 voting members of the officers and councilors of the Chapter. No governance business shall be conducted in the absence of a quorum.

BYLAW X

Political Activity; SOCIETY's Interests; Open Activities

The Chapter and the officers as representatives of the Chapter shall:

- a. not engage in political activity, including lobbying;
- b. avoid any activities that may adversely affect the interests and/or public or professional image of the Society; and
- c. assure that all activities of the Chapter are open to all members of the Society.

BYLAW XI **Amendments**

Section 1. A petition to amend the bylaws may be initiated by the Executive Committee or by a petition signed by at least 15 members of the Chapter. If the proposed amendment is approved by the Executive Committee, if practical, it shall be submitted to the Society's Committee on Constitution and Bylaws for review.

Section 2. The Executive Committee will then incorporate all the required changes and either accept or reject any recommended changes that are suggested by the Committee on Constitution and Bylaws. The revised bylaws shall then be submitted to the Chapter members for adoption. This may be

accomplished at a business meeting of the Chapter provided that a minimum of four weeks' prior notice is given to the Chapter members.

Section 3. If a proposed amendment is not approved by the Executive Committee and if the petition is signed by at least 15 members of the Chapter, if practical, it shall be submitted to the Society's Committee on Constitution and Bylaws for review before being distributed to the members of the Chapter.

Section 4. At least two-thirds (2/3) of the votes cast shall be required to approve the amendment. This may be done at a Chapter meeting to conduct governance business provided a quorum is present. Alternatively, or failing the presence of a quorum, the vote may be taken by a ballot distributed to all members of the Chapter. At least two-thirds (2/3) of the valid ballots returned must be affirmative for adoption.

Section 5. The Secretary shall distribute the outcome of the vote regarding the amendment(s) to the Chapter members and within thirty days shall meet all requirements for submitting the results to the Committee on Constitution and Bylaws.

Section 6. Amendments to these bylaws, after adoption by the Chapter, shall become effective upon approval by the Committee on Constitution and Bylaws, acting for the Council of the Society, unless a later date is specified.