**American Society of Pharmacovilance Physicians, Inc.**

**BYLAWS**

1. NAME
   1. The name of this organization is the “American Society of Pharmacovigilance Physicians,” hereafter referred to as the Society.
2. PURPOSE
   1. It shall be the purpose of the Society to promote best practices in pharmacovigilance including medical review, signal detection, and aggregate report writing.
   2. This Society is organized exclusively for charitable, educational, and scientific purposes as a nonprofit corporation.
   3. This Society is a professional association of physicians with interest in pharmacovigilance. Membership activities shall be focused on the United States. Residence in the United States of America is not required for membership.
   4. This Society is a science academy rather than a health care entity.
3. MEMBERSHIP
   1. Membership in the Society is a privilege and is contingent upon compliance with the Bylaws of the Society.
   2. No person shall be denied membership because of gender, age, race, religion, disability, or county of national origin.
   3. Active Membership shall consist of those physicians interested in pharmacovigilance and graduated from accredited medical schools.
   4. Members have the right either to resign or to be placed in temporary inactive membership status in lieu of answering any complaint about violations of ethical pharmacovigilance practice. This Society is not a health care entity and therefore is exempt from 45 CFR 60.12.
   5. Election as a Fellow of the American Society of Pharmacovigilance Physicians is an honor bestowed upon qualified candidates by their peers on the Board of Trustees. Fellows of the Society are recognized for demonstration of significant efforts to advance pharmacovigilance and the mission of the Society. A Fellow shall hold the Fellowship for life. Typical candidates have at least three years of pharmacovigilance experience.
4. BOARD OF TRUSTEES
   1. The purpose of the Board of Trustees is to safeguard the integrity of the Society. A new Trustee is elected for a three-year term. Elected officers may attend meetings of the Board and perform duties as required by the Board. The Board will be composed of at least three Trustees, and a 2/3 quorum is required for Board action. Voting may be held electronically, telephonically, or in person.
   2. The business and property of the Society shall be managed by the Board of Trustees.
   3. Any officer may resign at any time by giving written notice to the Board of Trustees through the President.
   4. The Board of Trustees may, by general or special resolution, delegate to an Officer of the Society or to any committee the Trustees may create, authority to act on their behalf.
   5. Any member of the Board of Trustees who fails to attend two (2) consecutive meetings (regular or special) of the Board of Trustees may be considered to have submitted his or her resignation from the Board of Trustees.
5. DIVISIONS
   1. The Society consists of Divisional groups with a common interest in pharmacovigilance.
   2. The Divisional groups may include, but are not limited to: medical review, signal detection, and aggregate report writing.
   3. Creation of new Division groups or changing titles of existing Division groups requires approval by the Board of Trustees in coordination with existing Division Chiefs.
6. OFFICERS
   1. The Officers of the Society shall be the President, Vice President(s), Secretary, and Treasurer.
   2. The Vice Presidents of the Society shall be the Division Chairs and shall be elected annually by the respective Divisions. There are no term limits. If the position is vacant, a Vice President may be appointed by the Board of Trustees and serve until the next annual Division meeting.
   3. The President, Secretary, and Treasurer are elected annually by the Board of Trustees.
7. TRUSTEES
   1. Shall perform such duties as directed by the Board or by the President.
8. MEETINGS
   1. The Board of Trustees shall meet at least once a year.
   2. The Annual Membership Meetings shall include an educational symposium.
   3. Divisions may hold additional meetings at other times during the year.
9. DUES
   1. The Society shall be supported by voluntary contributions from members and cost sharing among attendees at meetings or events.
10. AMENDMENTS
    1. These Bylaws may be amended or repealed by the Board of Trustees following approval of two-thirds of the active members present at any regularly called meeting of the Society provided that notice of such amendment or repeal, the text thereof, and the reasons therefore is mailed, faxed, or emailed to all active members at least (30) days prior the meeting at which action is to be taken.

Adopted 2019

21-Jan-2022: Name changed from “Boston Society of Pharmacovigilance Physicians” to “American Society of Pharmacovigilance Physicians”