



AS MEN OF HONOUR
WE JOIN HANDS

THE CONSTITUTION

OF THE

PHARMACEUTICAL
SOCIETY OF NIGERIA

2022

FOUNDED SINCE 1927

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CHAPTER ONE

PREAMBLE

1. Preamble

We, the members of the Pharmaceutical Society of Nigeria, have in unanimity and solemnity resolved to come together in unity as one body to form and operate as a professional body (of all registered and licensed pharmacists in Nigeria) that is dedicated to the promotion of pharmacy profession, pharmacy education and pharmacy practice in all sectors.

We solemnly do provide for ourselves a Constitution for the purpose of guiding and directing the activities of our Society as well as for the promotion of the welfare of members based on equity and justice.

CHAPTER TWO

SUPREMACY OF THE CONSTITUTION

1. This Constitution is supreme, and its provisions shall have binding effect on all the following:
 1. (a) All members irrespective of rank, position, and status.
 - (b) All state branches of the Pharmaceutical Society of Nigeria.
 - (c) All technical and interest groups of the Pharmaceutical Society of Nigeria.
 - (d) All organs, affiliates, or bodies, by whatever name such may be called, that are established by the PSN, and
 - (e) All bodies that may be created by the PSN in the future.
2. This Constitution takes precedence over byelaws, rules, regulations, policies, guidelines, directions and decisions made by the Executive, state branches, technical groups, interest groups or any organ of this Society. Where any bye-laws, rules, regulations, policies, guidelines, directions and decisions is inconsistent with the provisions of this Constitution, the Constitution shall prevail, and the bye-laws, rules, regulations, policies, guidelines, directions and decisions shall to the extent of their inconsistency be void.

CHAPTER THREE

PHARMACEUTICAL SOCIETY OF NIGERIA

3. Name of the Society

The name of the Society shall be the Pharmaceutical Society of Nigeria hereinafter called the “Society”.

4. Registered office of the Society

The registered and administrative office of the Society shall be situated in Lagos with a liaison office in Abuja.

5. Aims and Objectives of the Society

- (1) To maintain a high standard of professional ethics in all spheres of pharmacy practice.
- (2) To establish and maintain a high standard of pharmacy education in Nigeria.
- (3) To influence legislation for the enhancement of the image of the pharmacy profession and the pharmacy practitioners.
- (4) To monitor policies of the government which may affect pharmacy practice and the pharmacy profession and ensure that they are favourable to the profession.
- (5) To pursue the implementation of all laws and policies that enhances ethical pharmacy practice.
- (6) Promotion and support for reforms in health, pharmacy, and medicines laws.
- (7) To create mentorship programmes for newly qualified members for their smooth take off as professionals.
- (8) To do such other things as may be consistent with or which may be incidental to the achievement of the aims and objectives of the society including raising funds and owning property.

CHAPTER FOUR

MEMBERSHIP OF THE SOCIETY

6. Membership of the Society

- (1) Membership is open to all pharmacists registered by the Pharmacy Council of Nigeria (PCN).
- (2)
 - (a) A full member is any person who is a pharmacist as defined by the Pharmacists' Act.
 - (b) Only financial members of the Society shall be entitled to the use of the suffix "MPSN".
 - (c) Only members of the Society shall be entitled to the use of the prefix "Pharmacist" or "Pharm".
- (3) **Associate Membership:** This shall be open to intern pharmacists.
- (4) **Affiliate Membership:** This shall be open to all final year pharmacy students of approved institutions for the training of pharmacists.
- (5) **Honorary Membership:** This shall be awarded to;
 - a) Persons who are registered in their countries of domicile as Pharmacists and have promoted the cause of pharmacy profession within and outside Nigeria.
 - b) Non-Pharmacists who have made very significant contributions in the growth and development of pharmacy and pharmaceutical sciences in Nigeria.
 - c) Awards in (a), and (b) shall be made by the PSN Council, on the recommendation of the

President of the Pharmaceutical Society of Nigeria.

7. Obligation of Members and Bodies created by the Society

Every member shall show absolute loyalty to the PSN.

8. Loss of Membership

- (1) Any person whose name is removed from the register of Pharmacists within the meaning and application of the PCN Act 2022 and subsequent legislation shall cease to be a member of the Society for as long as the reason for the removal subsists.
- (2) Any person who is declared by a Registered Psychiatrist as ill and unfit to perform the functions of a Registered Pharmacist, shall cease to be a member of the Society until such a person is certified mentally sound by the appropriate Authority.

9. Restoration of Membership

- (1) Any loss of membership, occasioned by the removal of name from the Register of Pharmacists by the Registrar of the PCN, shall be restored immediately the name is re-enlisted in the Register of Pharmacists.
- (2) Where the loss of membership is as a result of mental ill health, membership shall be restored as soon as he is certified to be mentally sound to perform the functions of a pharmacist by the appropriate authority.
- (3) The Membership of a suspended member shall be restored when he complies with the directive(s) of the PSN Council or when he purges himself of the behaviour that led to his suspension.

10. Grand Patron

The President of the Federal Republic of Nigeria shall be the Grand Patron of the Society.

CHAPTER FIVE

SUPREMACY AND THE AUTHORITY OF THE ANNUAL GENERAL MEETING (AGM) OF THE SOCIETY.

11. National Conference

- (1) The AGM shall be held every year at a venue that shall be announced at the previous AGM of the National Conference.
- (2) For the purposes of the National Conference, the Council may impose adequate and reasonable levies/registration fees on all members.

12. Annual General Meeting (AGM) Supremacy

- (1) The Annual General Meeting (AGM) of the Society shall be the supreme authority of the Society.
- (2) It shall have powers to ratify, amend or nullify as the case may be, any decision of the NEC and/or the Council (or) both.

13. Participation at the AGM

Only financial members of the Society shall participate in the proceedings of the AGM.

14. Quorum of the AGM

- (1) The quorum at the AGM shall be formed by 25% of the financial members that registered for the National Conference, provided not less than a third of the state branches (including Abuja) are represented at the AGM.
- (2) To achieve maximum participation at the AGM, the President shall on the advice of the CPC fix a time when all commercial activities at the conference venue shall stop.

15. Special General Meeting

- (1) A Special General Meeting shall be called by the President:
 - (a) When he considers it imperative for matters that cannot wait until the next AGM
 - (b) For purposes of considering issues affecting the PCN or any Regulatory Agent.
 - (c) For any matter deemed to be of emergency by the President.
- (2) Powers of the Special General Meeting. A Special General Meeting shall have the powers of the AGM.

16. Quorum of the Special AGM

The Emergency General meeting or the Special General Meeting shall be properly constituted where representatives from at least 12 states are in attendance. (FCT Abuja has the status of a state).

CHAPTER SIX

COUNCIL OF THE PSN

17. Composition of the Council

- (1) The President of Pharmaceutical Society of Nigeria
- (2) The Immediate Past President (IPP) of the PSN
- (3) All State Branch Chairmen/Secretaries (including FCT).
- (4) All the elected members of National Executive Committee (NEC).
- (5) The Chairman, Board of Fellows.
- (6) Chairmen of the recognized Technical Groups, Interest Groups, Organs, Bodies or subsidiaries of the PSN.
- (7) The Secretary General of the West African Post Graduate College of Pharmacists and/or National Post Graduate College of Pharmacists.
- (8) Directors of Pharmaceutical Services or by whatever name the most senior Pharmacist is identified, of all the States including the FCT.
- (9) The Registrar of the PCN
- (10) All Deans of approved Schools/Faculties of Pharmacy of Nigerian Universities.
- (11) The National President of the PANS or his representative.
- (12) A representative from the Teaching Hospitals' Pharmaceutical Services.
- (13) The Director-General of the National Institute of Pharmaceutical Research and Development (NIPRD) (who must be a pharmacist).
- (14) The Director-General of Nigeria Natural Medicine Development Agency or a representative (who must be a pharmacist)
- (15) The Director, Food and Drugs Department of the Federal Ministry of Health (who must be a pharmacist).
- (16) A representative of the Armed Forces, the Customs and the Nigeria Police Force who must be Pharmacist.
- (17) Chairman, Pharmacy Council of Nigeria (PCN)
- (18) PSN representatives in the PCN.
- (19) Director-General or a Representative of the NAFDAC (who must be a pharmacist).
- (20) Without prejudice to the offices and officials mentioned above only members of the Pharmaceutical Society of Nigeria who are financially up to date can attend the Council meeting of the PSN.

18. Commencement of Membership

- (1) Membership of the Council shall commence upon submission of the Letter of Appointment or Notification of election to the office that qualifies one to become a council member to the National Secretary during a National Council Meeting.
- (2) Upon the submission and acceptance of the letter, the President shall induct the new member of Council.
- (3) The Council Meeting
The Council shall meet three times in a calendar year at a time and venue to be determined by the NEC, one of which shall be the pre-conference Council meeting.
- (4) A quorum of the Council of the PSN shall be formed by one-quarter (1/4) of the members of the Council, provided the President or the Deputy President mandated by the President to preside is present and provided also that 15 States of the Federation are in attendance at the meeting.

19. Emergency Council Meeting

- (1) On the request for a Council Meeting by two-thirds (2/3) of the Council members, stating clearly the issue(s) to be addressed, an emergency meeting of the Council shall be convened by the President, within 14 days of receipt of the request.
- (2) It shall be lawful for the President to call an emergency meeting of the Council where he considers that there is an issue to be discussed which cannot wait till the next council meeting
- (3) A quorum of an emergency Council meeting shall be one fifth (1/5) of the members of the Council provided that the President or the Deputy President mandated to preside by the President is present and at least 12 (twelve) state branches of the Federation are in attendance at the meeting.

20. Function of the Council

- (1) The Council shall be responsible to the AGM of the National Conference.
- (2) It shall determine the policies of the Society, which shall also be binding on all state branches of the PSN, organs, affiliates, interest and technical groups.
- (3) The Council, on the recommendation of privileges committee, shall list the qualified candidates for the conferment of the Fellowship of the Society.
- (4) It shall determine all matters as may be directed by the National Conference/AGM.
- (5) The Council shall review and approve all budgets of the Society as presented to it by the NEC.
- (6) It shall carry out such other functions as may be directed by the AGM.

CHAPTER SEVEN

NATIONAL OFFICERS OF THE PSN

21. Officers of the PSN

- (1) The officers of the Society shall be:
 - a. The President
 - b. Deputy President (North)
 - c. Deputy President (South)
 - d. National Treasurer
 - e. National Secretary
 - f. Assistant National Secretary
 - g. National Publicity Secretary
 - h. National Financial Secretary
 - i. Editor-in-Chief
 - j. Internal Auditor
 - k. The Unofficial Members (2)
- (2) The Immediate Past President (IPP) of the PSN

22. Qualifications of Officers

- (1) To qualify for an election into any national office of the Society, the candidate must have held office at the State branch, or any of the Technical or Interest Groups of the Society for at least three (3) years.
- (2) The candidate must have been a financial member of the Society for not less than three (3) consecutive years prior to the year of his candidacy.
- (3) The candidate's application or nomination paper must be endorsed by at least 2 (two) pharmacists, one of whom must be a Fellow domicile in the candidate's state of domicile, who has met all his financial obligations for three years preceding the year of election of his candidate
- (4) Any candidate who has held office for Six (6) years as an Executive Member of any organ, affiliate technical or interest group shall not be qualified to run for any office in that organ, affiliate, technical or interest group until after three (3) years.

23. Screening of aspirants

- (1) To qualify as a candidate, the aspirant must satisfy the Screening Committee's requirements as approved by the National Executive Committee (NEC)/Council to be eligible for election.
- (2) The Screening Committee's requirement for election shall be published before the end of the first quarter of the calendar year of any election year.

24. Eligibility for election

- (1) Candidates that are not eligible for NEC offices by July 31 in any year become ineligible to contest for election that year.
- (a) The nomination for National Executive Committee offices shall be between August 1 and August 31 every year.
- (b) Names of all successful candidates shall be published at the National Secretariat not later than thirty (30) days before the Annual National Conference of the Society.
- (c) Any Ex-convicts, de-listed members of the BOF, or any Pharmacist found guilty of professional misconduct is not eligible to contest for any position.

25. Special Qualification for the Post of the President

- (1) Nobody shall be qualified to contest for the post of President unless he has been in Council for at least three (3) years.
- (2) Nobody shall be qualified to contest for the post of President unless he is 20 years post-graduation.
- (3) Nobody shall be qualified to contest for the post of President unless he is a Fellow of the PSN.

26. Tenure of Officers

- (1) No officer of the NEC of the Society shall hold a particular office for more than three (3) consecutive years.
- (2) No officer shall hold offices in the NEC for more than Six (6) consecutive years until three years after his last tenure.

27. The Duties of the President

- (1) The President shall preside over the meeting of the NEC, Council and the AGM of the National Conference.
- (2) He shall be the Chief Spokesman of the Society.
- (3) He shall coordinate the activities of the other members of the NEC of the Society.
- (4) In all meetings, the President shall have an original vote but where there is a tie, a casting vote as well.
- (5) He shall be the Chief Accounting Officer of the Society.
- (6) With the approval of NEC, the President shall constitute the Standing and Ad hoc Committees for the society.
- (8) The President, with the approval of the Council may establish any other Committee of the Society that he deems fit for the realisation of the objectives of the Society.
- (9) The President shall ensure that all organs, technical groups, interest groups or anybody or organization founded under the auspices of the PSN operate in accordance with the constitution, Rules and Regulations that set them up. Such organs, arms or affiliates, shall give account to the council during council meetings.
- (10) The President may make pronouncements on behalf of Council on National Issues.
- (11) He shall do such other things as may be incidental for the achievements of the objectives of the Society.
- (12) Only the President or whoever he delegates such power to, shall speak for, and on behalf of the Society.

28. The Deputy Presidents

There shall be two Deputy Presidents, from the two geo-political zones of Nigeria. (That is from Northern Nigeria and Southern Nigeria Zones).

- (1) The Deputy President, who is not from same geo-political zone as the President takes precedence in ranking in the absence of the President.
- (2) The Deputy Presidents shall assist the President in the execution of his duties and in carrying out any other functions assigned to them for the coordination.
- (3) The Deputy Presidents shall be responsible for the coordination of PSN activities in their respective geo-political zones.

29. National Secretary

- (1) The National Secretary shall send or cause to be sent, notices and agenda of all NEC and Council meetings.
- (2) He shall conduct correspondences as may be directed by the President or the NEC.
- (3) He shall be Secretary to the NEC, the Council and the AGM of the National Conference;
- (4) He shall keep all such records as may be directed by the President and NEC.
- (5) He shall submit an Annual Report of the activities of the Society to the NEC for approval prior to presentation to Council and the AGM of the National Conference.
- (6) He shall be the custodian of the Society's property in the Secretariat.

30. Assistant National Secretary

- (1) The Assistant National Secretary shall assist the National Secretary in the execution of his duties.
- (2) He shall act as the National Secretary in the absence of the National Secretary or whenever he is delegated to do so.

31. National Treasurer

- (1) The National Treasurer shall receive all monies from the National Financial Secretary and issue official receipts for same.
- (2) He shall bank all monies received within 72 hours of receiving such monies.
- (3) He shall disburse all monies as directed by the President in accordance with laid down rules.
- (4) He shall present an audited Balance Sheet with his comments to the NEC for approval prior to presentation to the AGM through the Council.

32. National Financial Secretary

- (1) The National Financial Secretary shall be responsible for leading efforts to raise funds to finance operations of the Society.

- (2) He shall receive all the Society's monies and transfer same to the National Treasurer within 72 hours of collection.
- (3) He shall keep a proper and accurate account of the Society's funds and shall give an Annual Report to NEC for approval prior to presentation to the AGM, through the Council.
- (4) He shall present quarterly Financial Report to NEC.
- (5) He shall make his books available to the External Auditors every year.
- (6) He shall make his books available to the Internal Auditors whenever such demand is made.

33. National Publicity Secretary

- (1) The National Publicity Secretary shall give guided and studied publicity to the activities of the society, rising to the occasion always.
- (2) He shall be proactive in the dissemination of information.

34. Editor-in-Chief

- (1) The Editor-in-Chief shall be responsible for the timely publication of the Journal of the Society, ensuring that every publication reports a balanced representation of all Interest/Technical Groups and other organs of the Society.
- (2) He shall be responsible for any other publication as may be directed by the NEC.
- (3) No Editor or Publisher of any other Pharmaceutical or Medical publication shall be eligible to hold the post of Editor-in-Chief of the Society.

35. Internal Auditor

- (1) The Internal Auditor shall ensure that internal checks and controls for financial propriety are in force in all aspects of documentation and activities.
- (2) He shall periodically (at reasonable intervals) crosscheck the Accounts Books of the Society, which include:
 - (a) Payrolls Cash Books and
 - (b) Stock Portfolio/Other Properties.
- (3) He shall at the end of each fiscal year check all Books and Returns before they are sent to the External Auditors.
- (4) He shall submit an Annual Report to the Council of the PSN.

36. Unofficial Members:

The unofficial members shall carry out such functions as may be assigned to them by the President of NEC.

37. National Executive Committee (NEC)

The National Executive Committee of the Society shall comprise:

- (1) All the elected Officers of the PSN.
- (2) All Chairmen of Technical Groups
- (3) The Immediate Past President of the Society.

38. Functions of the NEC

The functions of the NEC shall include:

- a Execution of the policies of the Society, the implementation of the decisions of Council and the AGM of the Society, in accordance with Constitutional provisions.
- b To recommend on the advice of the privileges committee, deserving members of the Society to the Council for the Award of Fellowship of the Society.
- c NEC shall provide to the AGM a report of its stewardship for the year with account of each Officer's contributions.

39. Suspension/Removal of Officer from NEC

- 1 Where an elected officer becomes delinquent or incapable of carrying out his official functions/duties, the President shall write to the said officer informing him of the lapses complained of for rectification.
- 2 If after 3 months, the lapses are not rectified, the NEC shall suspend such officer and appoint temporarily an officer to carry out such officer's functions until the next AGM, where the office shall be open for election.
- 3 Any member of NEC who desires to go into partisan politics or who seeks elective political office at any level of governance (including LGA, State or National) or is appointed to serve in government (ministries, agencies or parastatals) shall resign from the NEC as soon as such partisan/political interest is indicated.
- 4 In the event that such NEC member refuses to resign, the NEC shall remove such an officer.
- 5 Where the NEC fails to exercise its powers as in section 39 (4), ten members of the PSN Council provided that the recognized six geo-political zones are represented, shall notify the national council at its next meeting and such officer shall be removed.

40. NEC Meeting

a Quorum of the NEC Meeting

The quorum of the NEC meeting shall be seven (7) members provided that:

- (a) Either the President or a Deputy President is present; and
- (b) Either the National Secretary or the Assistant National Secretary is present.
- (c) The NEC shall meet for a minimum of four (4) times a year and a maximum of six (6) times a year.

CHAPTER EIGHT

ARMS, ORGANS, SUBSIDIARIES AND AFFILIATES OF THE PSN

(Subsidiary Organisations of the Pharmaceutical Society of Nigeria)

- 41. The subsidiaries of the PSN shall include the following:**
- 1 The Board of Fellows
 - 2 ACPN
 - 3 NAPA
 - 4 AHAPN
 - 5 NAIP
 - 6 The PAC
 - 7 The ALPS
 - 8 The PSN-YPG
 - 9 PSN Foundation
 - 10 Pharmaceutical Sector Leadership Consultative Forum
 - 11 College of Past Presidents
 - 12 The Nigeria Academy of Pharmacy
 - 13 CPAN
42. The Constitution of the PSN shall be superior to the Constitution or Bye laws of any subsidiary or affiliate organisation created by the PSN.
43. The Council of the PSN shall maintain a general supervisory role over all the subsidiaries of the society.
44. All actions, programmes and pronouncements of all subsidiaries shall exhibit loyalty to the PSN.
45. The Council of the Pharmaceutical Society of Nigeria shall ensure that the registered trustees and/or selected trustees shall hold office for a term of four (4) years subject to a single renewable term of four (4) years on the approval of the Council of the PSN.
- 46. Tenure**
- All offices of the organs of the PSN shall have tenures similar to those of the PSN.
47. Each Technical/Interest Group shall:
- (1) Have a National Secretariat.
 - (2) Endeavour to have branches in the states, including Abuja.
 - (3) Byelaws copy of which shall be deposited at the National Secretariat of the PSN.
 - (4) There shall be branches of the Society in all the states (including Abuja), provided there are enough members to sustain the Administration of the Branch.
 - (5) It shall be lawful for two or more contiguous states to form a branch

- (6) Each state Branch shall be governed by its Byelaws.
 - (7) State branches, Technical Groups, Interest Groups or Affiliates of the PSN shall account to the Council during Council Meetings.
48. **TRUSTEES OF THE PSN**
On the recommendation of the NEC, the Council shall appoint trustees for the Society (PSN), PSN Foundation or other NGO.
49. The appointment of Trustees shall be in accordance with the provisions of the Companies and Allied Matters Acts (CAMA 2020) as amended.
50. The Trustees shall be appointed for a term of four (4) years and shall be eligible for re-appointment for only one more term.
51. There shall not be more than nine (9) Trustees for the organs highlighted in Section 48 above.
52. A trustee shall cease to hold office if he:
- a. Resigns from his office in writing.
 - b. Ceases to be a member of the PSN.
 - c. Becomes insane.
 - d. Is formally declared bankrupt.
 - e. Is convicted of criminal offence involving dishonesty by a court of competent jurisdiction.
 - f. Is removed from office by a two thirds (2/3) vote of financial members present and voting at an Annual General Meeting of the Society or ceases to reside in Nigeria.
- 53.
- i. Trustees of any organ, arm, and affiliate or by whatever name the group is called, shall be appointed by the Council, on the recommendation of the National Executive Council of the said organ of the PSN.
 - ii. Without prejudice to (i) Trustees of PSN Foundation, shall be appointed by Council on the recommendation of NEC.
54. Tenures of the trustees of any organ of the PSN shall not be longer than that created by the PSN constitution.
55. Whereas the provision of this constitution shall take effect from the 1st day of December 2022 and whereas some subsidiaries of the PSN have created Trustees, before the coming into effect of the PSN Constitution 2022, it shall be incumbent on any National Executive Council of a subsidiary, to take steps within six months of coming in to effect of this Constitution to ensure compliance with the provisions of the Constitution of the PSN 2022.
56. (1) It shall be unlawful to create/float or promote a business outfit or an NGO for the PSN without a prior approval of the NEC and Council.
- (2) All disbursements of any organ of the PSN shall be in accordance with S.89 of the PSN Constitution and
- (3) The PSN Council shall appoint an External Auditor for the PSN Foundation.

CHAPTER NINE

COMMITTEES OF THE PSN

The following shall be the Operating committees of the PSN.

57. STANDING COMMITTEES

- (1) Disciplinary Committee
- (2) Finance and General-Purpose Committee
- (3) Publicity, Publication & Enlightenment Committee
- (4) Law and Ethics Committee
- (5) Education Committee

58. AD HOC COMMITTEES

- (1) Conference Planning Committee
- (2) Screening Committee for purposes of election into NEC
- (3) Election committee
- (4) The Investigating Committee

59. SCREENING COMMITTEE

- (1) The screening committee shall, not later than 31st of March of the election year publish the screening guidelines relating to eligibility to contest in the election.
- (2) The publication shall be sent to all branches of the PSN.
- (3) The list of all candidates qualified to contest elections shall be published at the national secretariat and state secretariat of the PSN.

60. The Investigating Committee

- (1) Investigating Committee shall investigate all complaints of:
 - (a) Infraction of the PSN Constitution.
 - (b) Issues bordering on professional misconduct.
- (2) The Committee shall have five (5) members while 3 members shall constitute the quorum.
- (3) A copy of any complaint sent to the investigating panel shall be lodged with the NEC of PSN.
- (4) Where the investigating panel establishes a prima facie case against the defendant, the Panel shall refer the complaint, with its findings to the Disciplinary Committee within 5 days.
- (5) Other disputes where all parties are pharmacists are to be referred to the Board of Fellows for adjudication.
- (6) It shall be unconstitutional for any member or party to a dispute that has formally been lodged with BOF for resolution to disrupt the *status quo ante* through a resolution.
- (7) All matters before the BOF for adjudication shall be concluded within 30 working days of the report lodgement.
- (8) The decisions of the BOF shall be handed over to NEC for implementation

61. The Disciplinary Committee

1. The Disciplinary Committee shall adjudicate and conclude its findings on any matter referred to it within 30 working days.
2. The Committee shall be made up of seven (7) members and shall be headed by a former President of the PSN.

3. The members of the Committee shall be selected from seven (7) different states including Abuja.
4. The NEC shall execute the decisions of the Disciplinary Committee provided such have been ratified by the Council and
5. Provided further, that such a decision is within the competence of the Council otherwise, provided, such decisions are ratified by the AGM.
6. **Suspension from the Society**
On the recommendation of the Disciplinary Committee, the Council, by a simple majority may place on the role of dishonour, suspend or apply any other such punishment on any member or state or group of members found guilty of any act calculated to embarrass, ridicule or discomfit the profession or the Society.
7. **Quorum of the Disciplinary Committee**
The quorum of the Disciplinary Committee shall be four (4) members.

62. **Privileges Committee**

There shall be established an ad-hoc committee to be called the Privileges Committee of the Pharmaceutical Society of Nigeria.

63. **Membership of the Committee**

Membership of the Committee shall consist of the following nine (9) members:

- a. A Chairman who may be chairman of BOF and shall be a fellow appointed by the President of PSN.
- b. One Deputy President of the PSN who shall be a fellow.
- c. One fellow across each of the recognized six (6) geo-political zones who must be a fellow of PSN
- d. The National Secretary shall be a member/secretary of the privileges committee.
- e. In event that none of the sitting Deputy Presidents is a fellow, the President of the PSN shall exercise a prerogative to appoint a previous holder of the office of Deputy President who is a fellow to fill the slot.

64. **Quorum of the Committee**

A quorum of the Privileges Committee shall be formed by one-third (1/3) of the members, provided the Chairman or the Deputy President of the PSN is present.

65. **Functions of the Privileges Committee**

- a. The Committee shall be responsible for the selection of deserving members of the Society for the conferment of the Fellowship of the PSN.
- b. The Committee may, as part of the process of selection where necessary, visit the place of practice of an applicant for the award of Fellowship.
- c. The Committee shall do such other things that may be necessary for the achievement of its functions.

CHAPTER TEN

THE BOARD OF FELLOWS

66. **Qualifications for the Award of Fellowship**

1. Anyone to be conferred with the honour must have at least twenty (20) years of post-qualification experience.
2. Applicants must show evidence of long standing and identifiable contributions to the pharmacy profession in Nigeria. Applicant must:
 - a. Show evidence of remarkable or notable achievement in his area of practice.
 - b. Show how he has advanced the cause of pharmacy.
3. All applicants for Fellowship shall show evidence of their services to the PSN (National or State branch) or any organ or interest group of the PSN

67. **Evidence of Participation/Sponsorship at Conferences (National, State, Technical Groups and International)**

A pharmacist who applies for Fellowship must show that he/she has participated and contributed to the Society's conferences by the following:

- a. That prior to his application he has attended the Annual National conferences for not less than ten times.
- b. Evidence of participation and receipts of payment for the conferences shall be attached.
- c. Evidence of attendance to state and technical group conference shall be provided.

68. **Self-Development**

An applicant shall show, apart from his knowledge of pharmacy, how he has improved or developed himself. The following shall be provided:

- a. Evidence of course(s) attended.
- b. Evidence of extra degree(s)/qualification obtained.

69. **Political Achievement**

Show evidence of political appointment or positions held and other achievements in the larger society.

- (1) It shall be lawful for the President to recommend a political appointee; whose position is not below the rank of Director General for the conferment of the Fellowship of the PSN.
- (2) Subject to the approval of the Council, the candidates recommended by the Privileges Committee through the President and the NEC shall be conferred with the Fellowship of the Society.

- (3) The President shall nominate three (3) pharmacists for the award of Fellowship, provided they meet the set criteria.
- (4) Award of Fellowship shall be conducted every three (3) years.

70. **Method of Application for Fellowship**

- a. The state branches of the PSN shall present to the Privileges Committee the names of those short-listed for the conferment of the Fellowship of the Society.
- b. Any member of the PSN who feels he is qualified to be a Fellow of the Society but was not recommended by his/her state branch may apply to the Privileges Committee through the PSN President provided his/her application is endorsed by at least ten (10) Fellows of the PSN.

71. **Obligations of Fellows**

A pharmacist who is honoured with the award of Fellowship has the following obligations:

- a. Uphold the ethics and tenets of the pharmacy profession.
- b. Defend the Constitution of the PSN as well as decisions of PSN Council and AGM.
- c. Be and remain a leader in the profession.
- d. Attend National Conferences and other functions/activities of the Society.
- e. Defend the cause of pharmacy at all times.
- f. Pay an honour's fee as determined by the PSN.
- g. Be an active member of the Board of Fellows.
- h. Should practice in such a manner that will uphold the dignity of the pharmacy profession.
- i. Should not engage in any act that will disparage the image of pharmacy or bring dishonour to the Society.

72. **Privileges of Fellows**

- 1. A Fellow of the Society shall be given a place of honour in the scheme of affairs of the Society.
- 2. A Fellow is entitled to the use of the title "FPSN".

73. **Rules of the Privileges**

Pursuant to Section 11 of this Constitution, the Privileges Committee, through NEC and with the approval of the PSN Council, may make rules as to other privileges to be accorded to the Fellows of the Society.

74. **Board of Fellows**

- a. There shall be a Board to be known as The Board of Fellows of the Pharmaceutical Society of Nigeria whose members shall comprise all Fellows of the Society.
- b. The Board shall elect its executive members and tenure shall be in consonance with that of the PSN (NEC).
- c. The National Executive Committee of the Board may establish zonal/state chapters of the Board.

75. **Functions of the Board**

The functions of the Board of Fellows shall include the following:

- (1) Conflict resolution within the body of the Society.

- (2) Conflict resolution between the Society and any other pharmacist or group of pharmacists.
- (3) It shall collaborate with NEC of the PSN to achieve the aims and objectives of the Society.

76. Loss of Fellowship

A Fellow shall cease to be one if:

1. It can be shown that he has overtly and covertly worked or is working against the interest of the Society and / or the profession.
2. He loses his membership of the PSN or he is de-registered by the Pharmacists Council of Nigeria.
3. He is owing arrears of his financial obligations to the Board for three consecutive years, provided:
 - i. He does not enjoy any waiver in respect of financial obligations to the Board.
 - ii. A formal letter has been sent to him by a registered mail, or through his state/zonal branch informing him of the consequences of his failure to meet his financial obligations to the Board.
 - iii. He has failed, refused or neglected to pay his arrears six months after the letter was sent to him.
4. A formal proclamation is made by the council, through the President that such a person has been de-listed as a fellow of the PSN.
5. Any Fellow who is accused of any conduct that can lead to being delisted as a Fellow of the Pharmaceutical Society of Nigeria (PSN) shall be informed in writing by the president and given the opportunity to defend himself against the alleged wrong before the investigating panel and subsequently appear before Disciplinary Committee of the PSN Council, if the investigation panel so recommends.
6. The recommendation of the Disciplinary Committee shall be subject to ratification and approval of the Council of the PSN.
7. The Society may cause to be published in a National Newspaper(s), names of pharmacists who are delisted as Fellows as a result of criminality or gross misconduct.

77. Re-enlistment of a delisted Fellow

- (1) Where the cause of de-listing is as a result of gross misconduct or malfeasance, the applicant shall:
 - a. Re-establish membership of the PSN.
 - b. Appear before the disciplinary committee of the PSN to ensure that he has purged himself of the conduct(s) that led to his being delisted.
 - c. On the recommendation of the Disciplinary committee, he shall apply to the Council through the PSN President for re-enlistment.
- (2) Where the cause of delisting is as a result of his failure to meet his financial obligations to the Board of Fellows, he shall:
 - a. Pay off all his outstanding and show proof of his willingness to meet his future financial obligations to the Board of Fellows.
 - b. show proof of a waiver for financial obligations from the Board of Fellows
 - c. Apply to the Council through the PSN President for re-enlistment.

CHAPTER ELEVEN

ORGANS OF THE PHARMACEUTICAL SOCIETY OF NIGERIA

78. The Pharmaceutical Sector Leadership Consultative Forum.

- (1) Membership of this forum shall include:
 - (a) The PSN President (Chairman);
 - (b) The Director Food and Drugs Services Department in the Federal Ministry of Health (where he/she is a Pharmacist) or the most senior Pharmacist in the Federal Ministry of Health;
 - (c) The Registrar of the PCN;
 - (d) The Director General of NAFDAC;
 - (e) The Director General of NIPRD;
 - (f) The Director General of SON; (Who must be a Pharmacist)
 - (g) The Director General of Nigeria Natural Medicine Development Agency (Who must be a Pharmacist)
 - (h) The Chairman of PMG MAN
 - (i) The Immediate Past President of the PSN.
- (2) Functions of the Forum shall include
 - (a) Review the performance of the entire Pharmaceutical Industry.
 - (b) Create the right environment for growth and smooth running of the Pharmaceutical sector.
 - (c) To foster effective and collaborative operations and harmony among the Regulatory Agencies.
 - (d) To ensure Government policies are implemented.
 - (e) Set standards for the Pharmaceutical Industry to achieve global competitiveness.

79. **Pharmacy Advisory Committee (PAC)**

Membership

1. Members of the Presidential Advisory Committee shall be:
 - a. The President of PSN
 - b. Three (3) Past Presidents
 - c. The Chairman of the Board of Fellows
 - d. Secretary of the Board of Fellows who shall be Secretary of the PAC
 - e. Representative of YPG
 - f. Representative of ALPS
 - g. Representative of DPSS Forum
 - h. Representative of Deans Forum
 - i. Three other distinguished Pharmacists nominated by the President
2. One of the Past Presidents shall be the Chairman of the PAC

80. **Functions of the PAC**

1. The PAC shall advise the President on issues that impact on the Society and the Profession.
2. It shall advise the President on matters of National interest.
3. The committee shall appropriate all benefits and privileges that accrue from;
 - a. Federal and State Governments, from Government Agencies and Departments.
 - b. Foreign Governments, Missions Agencies and International Organisations and Charities.
4. In all appropriations, PAC shall be guided by due process equity and fair play.

5. Liaise with Governments to ensure that PSN gets her due rights and privileges.
6. The Committee shall serve as a lobby group that is able influence state policies to ensure the accomplishment of the mission of the society.

81. **College of Past Presidents (CPP)**

There shall be established a College of Past Presidents which shall be self-regulating.

82. **Functions of CPP**

- a. The CPP shall be the apex advisory body to the President on issues that are referred to it which borders on the Society and the Profession.
- b. The CPP shall screen all candidates for the post of the President of PSN in an election year to determine their eligibility or otherwise for the contest. Only aspirants duly cleared by the CPP shall proceed for the final screening committee evaluation in Section 23.
- c. It shall be the duty of the CPP to mediate in conflicts between the society or organs of the society bodies and;
 - i. Regulatory Agencies
 - ii. External bodies
 - iii. Non-Pharmacists
- d. The CPP shall act on any other matter referred to it by the President and Council of the PSN

83. **There shall be established a Nigerian Academy of Pharmacy**

84. **Aims and objectives of the Nigerian Academy of Pharmacy**

- a) To provide expert opinion and thought leadership in the education and practice of Pharmacy in Nigeria
- b) To advance excellence in the cause of pharmaceutical sciences, Pharmacy practice and matters relating to Pharmacy in general
- c) To provide a platform to influence national and state policies that enable the fulfilment of the mission, duty and obligation of Pharmacy to the populace
- d) To serve as a framework for enduring mentorship in Pharmacy for sustainable professional accomplishment.
- e) To strengthen the network of the Pharmaceutical Society of Nigeria, the umbrella body of all Pharmacists for a better net worth of Pharmacists and the Profession

85. **The Academy is accorded the autonomy to organise and run its affairs, but it shall do so in close collaboration with the Pharmaceutical Society of Nigeria**

86. **The Pharmaceutical Society of Nigeria Foundation (PSN Foundation)**

- (1) There shall be established the Pharmaceutical Society of Nigeria Foundation (PSN Foundation) for the Society.
- (2) There shall be appointed trustees for the PSN Foundation with tenure of four (4) years renewable once.
- (3) The appointment of trustees shall be very transparent.
- (4) The Immediate Past President shall be a member of the new Board of Trustees.
- (5) The PSN PACFAH shall operate under the PSN Foundation.

CHAPTER TWELVE

FINANCE AND DISBURSEMENT OF FUNDS

87. **Financial Transaction**
The financial year of the Society shall commence on 1st September of the year and end on the 31st August of the next calendar year.
88. **Capitation fee**
NEC shall from time to time, recommend to Council the capitation fee per member.
89. **Levies**
Any other form of levy may be imposed by the Council on the recommendation of the NEC provided such levy is approved by the AGM.
90. **Bankers of the Society**
The bankers of the Society shall be determined by the NEC.
91. **Vouchers**
All vouchers shall be prepared and signed by the Financial Secretary and counter-signed by the President.
92. **Cheques and Withdrawal Orders**
a. The Society shall have three main signatories to its accounts namely the President, the Treasurer, and the National Secretary.
b. Any two of the signatories shall sign the cheques provided the limitation of authority specified by the Finance & General Purposes committee are adhered to.
93. **Imprest for the Secretariat**
An imprest, as determined by the NEC shall be issued to the National Secretary for the effective running of the National Secretariat. Such imprest or float shall be satisfactorily accounted for before the approval of another imprest.
94. **PSN Budget**
c. An annual budget shall be prepared by the NEC for the approval of the Council.
d. It shall be unlawful to incur any expenditure if such is not approved by the Council in the annual budget or in any supplementary budget.
95. **Income and Property of the Society**
i. The income and property of the Society shall be applied solely towards the promotion of the objectives of the Society and no portion thereof shall be paid or transferred directly or indirectly by way of dividends, loans or otherwise to any member of the Society or any person at all, except in the repayment of loans and debentures.
ii. Business outfits floated or promoted by the PSN will be free to share profits as determined by the Shareholders at the AGM and be subject to the laws of CAMA.
96. **External Auditors**
1. The Council shall appoint an external auditor to audit the accounts of the Society.
2. The appointment, though renewable shall be for one year.
3. The Audit Report shall be circulated at the point of Registration at the National Conference.

CHAPTER THIRTEEN

STANDING ORDERS AND PROCEDURES AT MEETING

97. **Standing Orders**

The AGM of the National Conference shall have the power to make, alter and/or revoke standing orders for carrying on the business of the Society.

98. **Proceedings at Meeting**

All motions, including amendments, must have a proposer and a seconder.

99. **No discussion shall be allowed on any motion except it is seconded**

- (1) Any motion that is seconded shall be open to discussion and/or amendment.
- (2) The mover of the substantive motion shall have the right to reject or accept an amendment.

100. **Debates**

- a. Debates must be limited to the immediate pending questions as stated by the Chairman.
- b. The Chairman shall rule out of order, any speaker failing to adhere to the subject of the discussion.

101. **Amendments**

- c. No other amendment may be discussed until the amendment under consideration has been disposed of.
- d. However, it is permissible for notice of further amendment to be given during the discussion of the original amendment; though there can be no discussion of these further amendments until the original amendment has been put to the final vote.
- e. Discussion of motion (including amendment) may be curtailed in time by a procedural motion from the floor or by the Chairman.

102. **Order of Motions**

During discussion of a motion or an amendment the following motions are in order and can be accepted in the following order of precedence:

- (1) Motion withdrawing motion
 - a Motion to adjourn
 - b Motion to recess
 - c Motion to reverse a decision of the Chairman by two-third majority of those present at voting.
 - d Suspension of a part of a Section of the Standing Order by two-third majority of those present and voting.
 - e Motion that the motion be put to vote.
 - f Motion to limit the time or extend limits of debate.
 - g Motion to postpone consideration of a motion to a definite time.
 - h Motion to refer to Committee.

103. **Right to vote at meetings**
A member whose subscription is in arrears for one year or more shall not be entitled to vote or be voted for.
104. **Method of Voting**
Voting by the Society shall be by show of hands or if demanded by the House, by secret ballot and/or electronically.
105. **Constitutional matters**
Constitutional matters supersede all other motions and must be entertained at all times.
106. **Point of Orders**
A point of order must be heard at all times except during the act of voting and must deal with the conduct of or procedure of the meeting and concerns only such matters as indecorum, transgression of the Standing Orders or matter not relevant to the question under consideration.
107. **Point of Information**
If information is desired, a person holding the floor may decide whether or not he wishes to be interrupted at that time.
108. **Right to Speak**
Whenever debate is going on, every member has the right to speak except that no member may speak for the second time on an issue where someone who has not spoken on the issue wishes to do so.
109. **Speakers after motion for adjournment**
When a motion for closure has been put forward and adopted, the Chairman shall make a list of members who wish to speak and who have not spoken on the motion and shall allow each speaker three (3) minutes to speak.
110. **Reconsideration of a previous Decision**
1) It shall be in order to move a reconsideration of a resolution previously adopted during the current session, provided such a motion is approved by two-third majority vote.
2) The motion for reconsideration must be moved by a member who voted with the majority opinion, in the previous vote on the matter.
111. **Rescinding a previous Resolution**
(a) A resolution previously adopted may be rescinded by a majority vote provided that the session has agreed to reconsider the matter.
(b) As much as possible, the Chairman shall equalise debates for and against any motion or amendment.

CHAPTER FOURTEEN

AMENDMENTS

112. No part of this Constitution shall be deleted, altered, set aside or amended in any form except as prescribed by the constitution of the PSN.
113. Any request for the amendment of this constitution shall be forwarded to the Council of the PSN on or before the 31st August of the year provided:
 - a. Such a request or notice is supported by details of the proposed amendment;
 - b. The request has been forwarded to all the state branches (including FCT) of the PSN on or before 31st August of the year.
114. The amendment shall be made at an Annual General Meeting of the Society by a two-third majority of those present and voting provided:
 - a) Two-third (2/3) of the branches of the Society is represented at the AGM (physically).
 - b) This amended Constitution shall be cited as the constitution of the Pharmaceutical Society of Nigeria.
 - c) The provisions of this Constitution shall come into effect at the conclusion of the November 4, 2022 AGM of the National Conference.

CHAPTER FIFTEEN

INTERPRETATION, CITATION AND COMMENCEMENT

115. **In this Constitution, unless it is otherwise expressly provided, or the context otherwise requires:**
- a. “AGM” means the meeting of registered Pharmacists of the National Conference (physically). Electronic may be considered in state of emergencies.
 - b. “National Conference” means the Annual Conference of all Registered Pharmacists in Nigeria
 - c. The pronouns “He” or “His” shall refer to both male and female members of the Society
 - d. “State” means the State where one is practising pharmacy.
 - e. “Council” means the Council of the Pharmaceutical Society of Nigeria.
 - f. “President” means the President of the Pharmaceutical Society of Nigeria.
 - g. “Society” means the Pharmaceutical Society of Nigeria.
 - h. Organ, Arm, Affiliate, shall mean any organisation or body, created by the PSN.
 - i. The State branches of PSN shall include the FCT branch.
116. This amended CONSTITUTION shall be cited as the CONSTITUTION of the Pharmaceutical Society of Nigeria 2022.
117. The provisions of this Constitution shall come into effect at the conclusion of the November 4, 2022 AGM of the Annual National Conference.

PHARMACEUTICAL SOCIETY OF NIGERIA (PSN).

