



Statute

Statute of Società Italiana di Tecnologia e Legislazione Farmaceutiche (SITELF)

Name – Headquarters

Article 1

The Società Italiana di Tecnologia e Legislazione Farmaceutiche e di Disciplines Affini (Italian Society of Pharmaceutical Technology and Law) is hereby established, with registered office in Piazzale Aldo Moro, Rome, hereinafter referred to as the Association.

The Association may hold periodic assemblies and meetings at any location.

Aims of the Association

Article 2

The Association is non-profit making and aims to:

1. stimulate scientific research in the field of pharmaceutical technology and related disciplines;
2. stimulate the study of pharmaceutical legislation and pharmacoeconomics
3. promote the coordination of teaching programmes in the various university venues
4. foster collaboration between lecturers and researchers in the various disciplines that study the production of pharmaceutical and cosmetic products and, in general, those products with a health or health-related value
5. collaborate with State and Regional Authorities and with professional Associations on scientific issues concerning the pharmaceutical technology and health legislation sectors
6. promote scientific and cultural initiatives
7. collaborate with Institutions, Foundations, International Institutes, national and local associations that have purposes similar to those envisaged in Statute
8. collect the funds necessary to achieve the Association's purposes.

To achieve its purposes, the Association may:

1. publish a periodical in which the official proceedings of the Association and scientific contributions are collected, or to publish such collections in a trade journal
2. maintain relations with related national and foreign associations
3. contribute to the cultural updating of graduates in Pharmacy, Chemistry and Pharmaceutical Technology and related disciplines
4. organise periodical conferences
5. award prizes and scholarships
6. carry out all activities deemed suitable for the achievement of these purposes.

Members

Article 3

Teachers and researchers in the field of technology, socio-economics and regulation of medicinal products and related chemical-pharmaceutical disciplines, Pharmacists, Chemists and Pharmaceutical Technologists, Chemists and all those interested in the study and dissemination of the above-mentioned disciplines may become members of the Association.

The Member, undertakes to accept and respect the rules of these Articles of Association.

Members are divided into the following categories:

a) ORDINARY MEMBER

Ordinary Members are all those who carry out teaching or scientific activities in the field of pharmaceutical technology, pharmaco-economics, pharmaceutical legislation and related disciplines. To become a member of the Association, the applicant must submit an application to the President, signed by an Ordinary Associate, and obtain the approval of the Executive board. Ordinary Members must pay the membership fee set annually by the Executive board.

Ordinary Members have the right to vote in the Assembly.

b) JUNIOR MEMBER

Junior Associates are newly-graduates or graduates who intend to carry out research activities in the field of pharmaceutical technology, pharmaco-economics, pharmaceutical law and related disciplines, but who are not part of the structured staff of Universities or other public and private bodies (employees with a regular open-ended or fixed-term contract of employment) and who are not Pharmacy owners. To become a member of the Association, the candidate must submit an application to the President, signed by an Ordinary Associate, and obtain the approval of the Executive board. However, the Junior Associate is not obliged to pay the membership fee for the first year. During the first year of membership, the Junior Associate, although entitled to attend and participate in the General Meetings of the Associates, shall not have the right to vote. After one year, the

Junior Associate may maintain membership as a Junior Associate upon payment of a fee established annually by the Executive board.

c) HONORARY MEMBER

Honorary Associates are all those who have made a significant contribution to the development of scientific research in the field of pharmaceutical technology and pharmaceutical legislation and related disciplines.

Appointment as Honorary Associate is proposed by the Executive board and approved by the Assembly. Although the Honorary Associate has the right to attend and participate in the Assembly of the Associates, he or she does not have the right to vote.

d) SUSTAINING MEMBER

Associations, Public and Private Bodies, Foundations that have purposes similar or analogous to the Association can be Supporting Members: The Supporting Member is required to pay the annual membership fee, has the right to participate and intervene in the Members' Meetings and has the right to cast a single vote.

The Supporting Member's membership fee is set annually by the Executive board.

The membership fee and participation in the Association are not transferable by deed between living persons.

Rules of Conduct

Article 4

Relationships between members must be marked by principles of professionalism, collegiality, ethics and mutual respect.

Organisational Structure

Article 5

Organs of the Association are:

1. the Members' Assembly;
2. the Executive board;
3. the President;
4. the Vice-President;
5. the Treasurer;
6. the Secretary;
7. the Board of Auditors;
8. the Board of Arbitrators.

All membership offices are unpaid.

Members' Assembly

Article 6

The Members' Assembly consists of all the Associates, as defined in Art. 5 above. Decisions are taken in accordance with the law and the Statute, and such decisions are binding for all Members. The Assembly has the task of giving directives for the realisation of the social aims. All Members may attend the Assembly. Ordinary Members, Junior Members from the second year of membership, and Supporting Members in good standing with the payment of the membership fee have the right to vote.

PROXIES: Each Associate may be represented at the Assembly by another Associate with a written proxy. The same person may not represent more than three Associates at the Assembly.

The Assembly is convened and chaired by the President.

It is convened in ordinary session once a year, to deliberate on: the previous year's balance sheet and budget, the activity programme prepared by the President, any proposals by the Executive board and the Members. It is convened on an extraordinary basis whenever the President deems it appropriate or upon the written request of at least one third of the Members. The convocation notice shall be sent to the Members at least thirty days before the meeting, and the notice shall indicate the day, time, place of the meeting and the items on the agenda. The Assembly is constituted, in first convocation, with the participation of at least half of the Members and deliberates with the favourable vote of half plus one of the votes cast. The notice of call may provide for a second call, at least twenty-four hours after the first call, in which the meeting is constituted and deliberates whatever the number of those present or represented, as long as it is not less than the number of Directors in office. The same quorums shall apply in the case of an Extraordinary Members' Assembly.

Ordinary and Extraordinary Members' Assembly are chaired by the President assisted by the Secretary.

Amendments to this Statute are adopted by the Extraordinary Assembly with the favourable vote of the majority of the registered Members; minutes of the Assembly meetings shall be drawn up, signed by the President and the Secretary.

Executive Board

Article 7

The Executive Board consists of seven members, elected by secret ballot by the Members' Assembly. Members hold office for three years and are eligible for a maximum of two

consecutive terms. The Executive Board elects the President, Vice-President, Secretary and Treasurer from among its members.

The Executive Board normally meets once every six months or at the request of two thirds of its members. The President convenes the Board as often as he sees fit. Participation in the Board may also take place by telematic means.

Board members who are absent for three consecutive meetings, without a justified reason, shall be declared forfeited by resolution of the Board; the missing Board members shall be replaced with the members who, according to the results of the voting, immediately follow the elected members. For resolutions to be valid, the effective presence of the majority of the Board members and the favourable vote of the majority of those present are required; in the event of a tie, the President's vote is decisive. The Executive board has the power of ordinary and extraordinary management of the Association and in particular has the powers necessary to achieve the social purposes that are not strictly reserved to the Assembly by law and by these Articles of Association. The Executive board is also responsible for the administration of the Association's assets, the preparation of the final and budget accounts with the relative programme of activities, as well as the power to propose to the Assembly the approval of internal regulations, should it deem it necessary and appropriate. Minutes of the meetings of the Executive Board shall be drawn up and signed by the Chairman and Secretary.

President

Article 8

Together with the other members of the Executive Board, the President is responsible for the administration of the Association, representation before third parties and in court. He convenes and presides over the Managing Board and the General Assembly, and is assisted by the Secretary.

Vice-President

Article 9

The Vice-President replaces the President in the event of his absence, legitimate impediment, or express delegation.

Secretary

Article 10

The Secretary assists the Executive Board and the Members' Assembly, keeps the minutes of the meetings, ensures the execution of the resolutions and provides for the normal

functioning of the Association. In the event of absence during a Board meeting or a General Assembly, the President delegates another Board member to act as Secretary. The Secretary is responsible for keeping and preserving the minutes.

Treasurer

Article 11

The Treasurer is responsible for the maintenance and preservation of the documents concerning the accounting administration of the Association; he also monitors the Association's accounting movements and the relevant records.

Board of Auditors

Article 12

The Board of Auditors consists of five members, three of whom are full members, elected by secret ballot every three years by the Members' Assembly and may be re-elected for two consecutive terms. They have the task of periodically and occasionally examining the Association's accounts at any time. The Auditors elect the President from among their number and may participate, with a final vote, in the meetings of the Executive board.

Board of Arbitrators

Article 13

The Board of Arbitrators is composed of three members elected by secret ballot, every three years, by the Members' Assembly and re-eligible for two consecutive mandates. They have the task of monitoring compliance with the provisions of these Articles of Association, settling any disputes between individual Members, and expressing an opinion on any measures to be applied against defaulting Members. The Arbitrators elect the President from among their number.

Finance and assets

Article 14

The Association's revenue consists of:

1. membership fees;
2. extraordinary contributions from members;
3. contributions from individuals, associations, institutions
4. who, sharing the Association's aims, wish to contribute to its activities;

5. contributions deriving from Regional, National, Community Laws;
6. surpluses deriving from the management of initiatives or participation in them;
7. any other income that contributes to increasing the Association's assets.

The assets consist of:

1. movable and immovable property belonging to the Association;
2. any reserve funds from budget surpluses;

The use of income and assets is decided by the Executive Board and delegated to the Treasurer in its administration.

The financial year ends on 31 December of each year.

The Association does not pursue profit-making purposes, therefore the management is aimed at balancing charges and income; any surplus assets are exclusively destined to enhance and support the Association's activities. It is forbidden for the Association to distribute, even indirectly, profits or operating surpluses, as well as funds, reserves or capital during the life of the Association itself, unless required by law.

Loss of membership

Article 15

Membership is lost:

1. by resignation, with written communication to the President of the Association. Resignation shall take immediate effect, subject to payment of the membership fee for the current year.
2. for non-payment of the membership fee by the due date;
3. by expulsion from the Association (with immediate effect) decided by the Executive board, if the Member engages in conduct that is in conflict with the purposes of the Association, or violates the rules laid down in the Articles of Association, or if the Member's conduct is reprehensible in civil or moral terms.

Disputes

Article 16

In order to settle disputes between the Members and the Association, or its bodies, the Executive Board avails itself of the Board of Arbitrators elected in the manner and with the functions set out in Article 13 of these Articles of Association.

Duration

Article 17

The Association may be dissolved at any time by resolution of the Extraordinary General Meeting, in the same manner as for the amendment of the Articles of Association, in the event of proven impossibility of achieving the Association's purposes or if the number of Members is reduced to less than three.

or more liquidators and decides on the devolution of assets. Any assets that may remain once the liquidation phase is over shall be entirely devolved to other associations with similar purposes or purposes of public utility, after hearing the control body pursuant to Article 3, paragraph 190 of Law no. 662 of 23/12/1996.

Reference to General Standards

Members of Pharmaceutical Technology Division within the Italian Chemical Society (Società Chimica Italiana - SCI) are automatically enrolled in SITELF, unless explicitly declared otherwise. During the same period, the Executive board coincides with the Board of the Division, with the exclusion of the Past-President, but integrated by the first of the non-elected co-opted into the Board of the Division.

Article 18

For all that is not expressly contemplated in these Articles of Statutes, the general rules of law governing the matter and the particular Laws governing the activities of organisations with the purpose of charity and public assistance shall apply.

These Articles of Association were approved by the Extraordinary Shareholders' Meeting of SITELF on 28 September 2017, in Pula, by deed of notary Dr Carla Caboni.

Anna Maria Fadda

Carla Caboni, Notary