

VIRGINIA SOCIETY OF HEALTH-SYSTEM PHARMACISTS BY-LAWS

CHAPTER I. Membership

Article I. Classification of Membership

(a) Active Members

Active members shall be licensed pharmacists, who have paid dues as established by the Virginia Society of Health-System Pharmacists and who support the purposes as stated in the Constitution.

Active members are voting members and may serve as an officer in the State Society.

(b) Associate Members

Associate membership shall consist of individuals other than those eligible for active membership, who have paid dues as established by the Virginia Society of Health-System Pharmacists and who wish to further the purposes of the Virginia Society of Health-System Pharmacists. These members shall receive publications and general communications of the Society, may attend meetings, may be appointed to the Board or Committees, may be granted the privilege of the floor, but shall not be entitled to vote or hold an elected office. (Amended and approved 3/22/96)

Associate members shall consist of the following categories:

(1) Supporting: Individuals who by working in the health services, teaching prospective health-system pharmacists, or otherwise contributing to pharmacy services provided in organized health-care settings, make themselves eligible for membership.

(2) Pharmacy Students: Individuals enrolled as students in an accredited School of Pharmacy. Pharmacy students who are licensed pharmacists qualifying for active membership status may choose to join as active, full dues paying members which allows voting and elected office privileges. (Amended and approved 3/22/96)

(3) Pharmacy Technicians: Individuals who are employed as pharmacy technicians in an organized health-care setting, work under the supervision of a licensed pharmacist, and assist in preparing, distributing, or administering medication. (Amended and approved 3/22/96)

(4) Pharmacy Residents and Fellows: Pharmacists practicing as pharmacy residents or fellows. Pharmacy residents/fellows qualifying for active membership status may choose to join as active, full dues paying members which allows voting and elected office privileges. (Approved 3/22/96)

(c) Honorary Members:

Honorary members may be elected by the Board of Directors from those individuals who are, or have been, especially interested in, or who have made outstanding contributions to health system pharmacy practice. Honorary members shall not pay dues but may vote or hold office if otherwise eligible for active membership.

Article II. Dues

Dues shall be collected by the state society and established by the Board of Directors. (Amended and approved 03-31-00)

Article III. Applications

(a) All Dues-Paying Members:

Applications for Active, Supporting Associate, Student, Pharmacy Technician, and Resident/Fellow membership shall be prepared on a standard form and forwarded to the Membership Chairman. Dues must accompany the applications for membership

(b) Honorary Members:

Nominations for honorary membership must be submitted by two or more active members of the Society to the Board and must be approved by unanimous vote of the Board of Directors.

Article IV. Period of Membership

(a) Active , Associate and Support members:

The period of membership shall coincide with either the calendar year or a period of one (1) year beginning and ending on the first day of any other established billing cycle. Membership in the State Society and the obligation for dues shall continue unless a member's resignation, signed by the member is received by the Membership Chairperson or his designee prior to the end of the year for which dues have been paid or until the member is officially notified that he is being removed for nonpayment of dues.

(b) Student Members:

The period of membership shall coincide with either the calendar year or a period of one (1) year beginning and ending on the first day of any other established billing cycle.. On completion of a membership application following licensure, they will be listed in active member status. (Amended and approved 3/31/00)

(c) Resident/Fellow Members:

The period of membership shall coincide with the billing cycle beginning and ending on the first day of the established billing cycle. On completion of their residency/fellowship, the member will be eligible for active membership. (Approved 3/22/96)

(d) Honorary Members:

Honorary members shall be elected by the Board of Directors for life.

CHAPTER II. Officers of the State Society

Article I. Composition

The officers of the State Society shall be the President, Immediate Past-President, President-Elect, Secretary, Treasurer

Article II. Nomination

The Election Committee shall present candidates for President-Elect. Each candidate shall be contacted to obtain their permission to be nominated. The committee shall present candidate for Secretary on even years and candidates for Treasurer on odd years. The committee shall present candidates for Member-at-Large on even years.

Article III. Elections

(a) Election of President-Elect is held annually. Election of the, Treasurer and, Secretary are held on alternate years and serve a two-year term, and/or Member-at-Large shall be held annually. Elections for Regional Presidents are held annually on the Regional level.

(b) Sixty days prior to June 1, the Elections Committee of the State Society shall send to every active member of the Society, a ballot listing the names of the candidates for President-Elect, Secretary and/or Treasurer, together with a brief review of their professional background. Within 30 days of receipt, the member shall indicate his choice of candidates for the offices to be filled. . The State Elections Committee will review the ballots and certify, within 10 days of the ballot due date, the results of the election, report the outcome to the President and Secretary, and notify the candidates of the results.

Article IV. Ballots

The ballots of dues paid active members only, date-stamped within 30 days of the date indicated on the ballot, shall be submitted to the Elections Committee, who shall validate the votes. The Elections Committee shall certify to the President and the Secretary the results of the election. All candidates shall be notified of the results of the election.

Article V. Installation of Officers

The President-Elect, Secretary or Treasurer, shall assume their duties during the June Board meeting conducted as a transitional meeting of officers. They shall be officially installed at the Annual Fall Seminar.

Article VI. Duties

(a) President

The President shall be the principal elected official of the State Society and shall be so recognized at all State Society programs and activities. With approval of the Board of Directors, the President shall appoint all chairmen of the Committees. The President shall appoint additional committees as needed. Except as otherwise provided, the president shall fill all vacancies for elected officers by appointment with concurrence of the Board of Directors. The President shall be a member of the Board of Directors and serve as its Chairman

(b) Immediate Past-President

The immediate Past-President shall be a member of the Board of Directors. In the absence of both the President and the President-Elect, the immediate Past-President shall serve as Chairman of the Board. The immediate Past-President shall serve as Chairman on the Elections Committee.

(c) President-Elect

The President-Elect shall perform the duties of the President when the president is unable to do so. The President-Elect shall be a member of the Board of Directors and serve as its Vice-Chairman. The Past-President shall assume other responsibilities as directed by the President.

(d) Treasurer

The Treasurer shall serve as custodian of the State Society's funds. The Treasurer shall invest and disburse funds at the direction of the Board of Directors. The Treasurer shall submit a budget each fiscal year for approval by the Board of Directors. The Treasurer shall monitor the receipt of all monies. The Treasurer shall be a member of the Board of Directors.

(e) Secretary

The Secretary shall record and maintain minutes of meetings of the Board of Directors, Annual Meeting and other meetings when directed by the President. The Secretary shall conduct the State Society's correspondence as directed and shall arrange at the discretion of the President for mailing of meeting notices. The Secretary shall be a member of the Board of Directors and shall serve as its Secretary.

(f) Member-at-Large

The Member-at-Large shall be a voting member of the Board of Directors and assume other responsibilities as directed by the President.

(Revised by the Board of Directors: 4/12/91)

Article VII. Vacancies

(a) Authority is granted to the President with concurrence of the Board of Directors to appoint a member to fill Secretary, Treasurer, Members at Large, or Regional Presidents for an unexpired term.

(b) To fill a vacancy for President-Elect after the annual election, the Board of Directors shall present two nominations to the active membership for a special election.

(c) To fill a vacancy for President, the President-elect will ascend to the President position and a special election will be held to fill the President-elect position.

Article VIII. Term of Office

The President-Elect shall be elected annually for a term of one year and shall ascend successfully to the Office of President and Past President, serving one year in each position. The Secretary and Treasurer shall be elected on alternate years for a two-year term of office. The member-at-large shall be elected every other year and serve a 2-year term.

CHAPTER III. Board of Directors

Article I. Composition

The Board of Directors shall consist of the following elected officials: President, Immediate Past President, President-Elect, Secretary, Treasurer, Member-at-Large, Regional Presidents, and the following ex-officio non-voting members: President, Student Chapter (s); Associate member (non-student); Liaison Representatives; Standing Committee Chairperson; Historian. No person shall serve in more than one elected office on the Board of Directors; however they may serve as Committee Chairperson.

Article II. Officers

The President of the State Society shall serve as Chairman of the Board of Directors. The President-Elect shall serve as Vice Chairman of the Board of Directors. The Secretary shall serve as Secretary of the Board of Directors.

Article III. Committees of the Board

Standing committees will report to the board.

Article IV. Other Committees

The President shall appoint such additional committees as are deemed necessary to carry out the responsibilities and programs of the State Society.

Article V. Meetings

The Board of Directors shall meet at least four times per year with one meeting as the Annual Meeting of the State Society. In addition, it shall meet at the call of the Chairperson, or upon application of any three members of the Board. (Amended June 1988)

Article VI. Quorum

(a) A majority of the elected officials of the Board of Directors shall constitute a quorum.

(b) Attendance by the officers shall be considered mandatory, wherein attendance by ex-officio members is considered optional except to give reports, seek the opinion or approval of the Board on items of interest, participate in the general discussions or if otherwise requested to attend for a particular purpose. Written reports from the Committee Chairman or Liaison Representatives shall suffice in lieu of attendance.

(c) If the regional president is unable to attend a board of directors meeting, the president-elect for that region will attend and vote. If the president-elect is unable to attend or there is no president-elect for that region, the president for that region will designate a member of that region to attend and vote on his behalf. The president of that region will notify the board if this shall occur.

Article VII. Responsibilities

The Board of Directors shall represent the membership of the State Society. The Board of Directors shall have charge of the property of the State Society and shall establish regulations for expenditure and investment of funds, and the signing of checks. They shall also control and manage the affairs and funds of the State Society as well as administrative, fiscal and other matters. They shall also have authority: to make contributions of State Society funds and properties to foundations or other organizations for

research and educational activities of benefit to organized health care; to supervise and to select the editor of the State Society publications; to make ultimate decisions regarding the acts of committees and officers on professional policy matters; to accept, on behalf of the State Society, grants, contributions, gifts, bequests or devices to further the purpose of the State Society; to do and perform all acts and functions not inconsistent with the bylaws.

CHAPTER IV. Liaison with Other Organizations

Article I. Representation

(a) Appointments of representatives of the State Society as liaisons with other organizations or practice areas shall be subject to approval by the Board of Directors. The purpose of a liaison shall be to act as a service agent to its parent organization or specific practice area, and to discuss, and recommend solutions to problems of mutual interest. All recommendations of a liaison shall be subject to approval by its parent organization when applicable.

(b) A member of the State Society appointed as a representative to another organization shall not be authorized to commit the State Society without prior approval by the Board of Directors.

CHAPTER V. Affiliated Regional Chapters

Article I. Definition

The State shall be divided into geographic regions. There may be one affiliated chapter in each region. Petition may be made to the Board requesting modifications in geographic regions.

Article II. Membership

Each active, associate and honorary member shall be assigned membership in the Regional Chapter geographically closest to his residence or place of practice or, if he so requests, another chapter of his choice. Persons not so classified may attend meetings of the affiliated regional chapter upon invitation. All active members of affiliated regional chapters must be members of the Virginia Society of Health-System Pharmacists.

Article III. Responsibilities

Affiliated regional chapters shall foster the objectives of the Virginia Society of Health-System Pharmacists. Members of the affiliated regional chapters shall strive to implement the professional policies of the State Society among themselves and in the settings in which they practice.

Affiliated regional chapters are privileged to adopt official professional policies of the State Society of Health-System Pharmacists. Affiliated regional chapters may not adopt, publicize, promote, or otherwise convey any policy or principle in the name of the Virginia Society of Health-System Pharmacists which has not been officially adopted by the State Society.

Article IV. Meetings

The regional chapters shall determine the frequency of regional meetings.

Article V. Dues

All dues must be paid directly to the State Society. (Amended and approved 03-31-00)

Article VI. Regional Officers

A Regional President, President-elect, and Recorder-Treasurer shall constitute the Executive Committee of each regional chapter. Each officer shall be elected by the members within the region. The Regional President shall serve on the Board of Directors of the State Society.

Article VII. Election

Elections should occur at regular intervals as stated by the bylaws. Nominees shall be active members in good standing. Ballots should be distributed within the region to members eligible to vote. In the event there are no interested candidates for an office an appointment can be made by the President of VSHP or a special election can be held within the region.

(Amended and approved 03-31-00).

Article VIII. Term

The Regional President-elect shall serve as Regional President-elect for a term of one year and then ascend to the Office of Regional President for a term of one year. The Recorder-Treasurer shall serve for a term of two years. An individual serving as Regional President-elect then Regional President may not serve more than two consecutive terms.

(a) Regional President

The Regional Presidents shall act as liaison between the Board of Directors and the regional chapter and shall chair the Executive Committee of the regional chapter which they represent. They shall communicate the needs and wishes of the regional chapters to the Board and shall report back to the regions on actions taken by the Board. They shall work with the regional chapters and individual members in matters requiring State Society assistance.

(b) Regional President-elect

The Regional President-elect shall plan the program for each regional meeting. The Regional President-elect shall perform the duties of the Regional President whenever the Regional President is unable to do so.

(c) Secretary

The Secretary shall receive monies for the Regional Chapter. The Secretary may open and maintain a checking account and/or a banking account in the name of the Regional Chapter of the Virginia Society of Health-System Pharmacists. (Amended and approved 03-31-00)

Article IX. Vacancies

If the office of Regional President becomes vacant, it shall be filled by the Regional President-elect. If the Office of Regional President-elect becomes vacant, a special election, either held by ballot or at the regional meeting, may be conducted to fill the vacant office. If the Office of Secretary becomes vacant, the Regional President shall appoint a replacement.

Article X. Dissolution

In the event of the dissolution of an affiliated regional chapter, any assets remaining after payment or provisions for payment or return of liabilities, debts and obligations shall be distributed to the Treasurer of the State Society.

CHAPTER VI. Affiliated Student Chapter

Article I. Definition

The State Society may maintain an Affiliated Student Chapter(s) at accredited School(s) of Pharmacy in Virginia. (Amended and approved 03-22-00)

Article II. Membership

The membership of the Chapter shall consist of pharmacy students as provided in the Bylaws. Members shall be students in good standing at their respective school, who have paid dues as established by the VSHP Board of Directors, and support the purposes of the Student Chapter of the Virginia Society of Health-System Pharmacists as stated in the Mission Statement of the Constitution. Other requirements for membership shall be stated in the Bylaws. (Amended and approved 03-22-00)

Article III. Responsibilities

The Affiliated Student Chapter shall foster the objectives of the Virginia Society of Health-System Pharmacists. Each Chapter shall maintain governing documents approved by the VSHP Board of Directors (see Appendix I). (Amended and approved 03-22-00)

CHAPTER VII. Annual Meeting

The State Society shall hold an Annual Fall Meeting which shall include installation of new officers. A continuing education program may be held in conjunction with the meeting. Annual reports from the officers, committees, and liaison representatives will be made at this meeting.

CHAPTER VIII. Publication

Article I. Official Publication

The State Society shall have an official publication.

Article II. Editor

The Editor of the State Society's official publication shall be appointed by the Board of Directors for a period of two (2) years. Such appointment is renewable. The Editor may attend meetings of the Board of Directors of the State Society.

CHAPTER IX. Affiliation

Article I. Affiliation

The Society shall be affiliated with the American Society of Health-System Pharmacists.

Article II. Delegates to the ASHP House of Delegates

(a) The State Society's Election Committee shall administer the election of voting state delegates for the ASHP House of Delegates. The Chapter shall conduct an election to elect voting state delegates from among the active members of ASHP within that state.

(b) Following the election, the results will be transmitted to ASHP.

(c) Whenever possible, one delegate should have served previously as a delegate.

CHAPTER X. Official Insignia

The official insignia of the State Society shall consist of the Bowl of Hygeia superimposed over a cross inside an outline of the State of Virginia.

CHAPTER XI. Liquidation

In the event of the liquidation and dissolution of the State Society, any properties, funds or moneys, securities or other assets remaining in the treasury of, or to the account of, or otherwise belonging to, the State Society shall be disposed of as follows:

(a) All liabilities and obligations of the State Society shall be paid and discharged, or adequate provision shall be made therefore;

(b) Assets held by the State Society subject to legally valid requirements for their return, transfer or conveyance, upon dissolution and liquidation, shall be returned, transferred, conveyed in accordance with such requirements; and

(c) All remaining assets held by the Society shall be transferred or conveyed, without obligation or restriction, to a not-for-profit group of similar purpose as determined by the Board of Directors at that time.

CHAPTER XII. Parliamentary Procedure

Robert's Rules of Order, latest revised edition, shall prevail at all meetings of the State Society except where contrary to this Constitution and Bylaws or any standing rule.

CHAPTER XIII. Amendments

Every proposition to alter or amend these bylaws shall be submitted in writing to the Secretary of the State Society by two or more active members. A copy should be sent to ASHP for review before the Board acts on them. A majority of the votes cast at a regular meeting of the Board of Directors is required for approval of amendments to bylaws.