

Bylaws

Oklahoma Society of Health-System Pharmacists

Article 1 Name and Seal

1.1 Name

1.1.1 The name of the organization shall be the Oklahoma Society of Health-System Pharmacists, which shall be known as the OSHP.

1.2 Seal

1.2.1 There shall be an official seal of the OSHP which shall be used to authenticate documents.

1.3 Insignia

1.3.1 There shall be an official insignia of the OSHP consisting of an outline of the state of Oklahoma enclosing a vertically centered Bowl of Hygeia. The letters OSHP shall be formed in a half-circle at the top of the Bowl of Hygeia and an olive branch shall form the bottom portion of the circle.

1.4 Use of Insignia

1.4.1 No member, district, or third party may use any name or mark established in 1.2 or 1.3 unless such use conforms to the standards established by the Board of Directors and has been specifically approved in writing.

Article 2 Membership

2.1 Classifications

2.1.1 Active members shall consist of pharmacists licensed by any state, district or territory of the United States who have paid dues as established by the OSHP and support the objectives of the OSHP as stated in 1.2 of the Constitution. Members of the OSHP are encouraged to be members of the American Society of Health-System Pharmacists.

2.1.1.1 Active members shall receive publications and general communications of the OSHP, may attend meetings, may be granted the privilege of the floor, shall be entitled to vote on amendments to the Constitution and Bylaws, and hold elected office in the OSHP.

2.1.1.2 New practitioners shall consist of pharmacist in first year after graduation from an entry level Doctor of Pharmacy program.

2.1.2 Associate Members shall consist of supporting members, pharmacy support personnel and student members. Associate members shall receive publications

and general communications of the OSHP, may attend meetings and be granted the privilege of the floor, but shall not be entitled to vote or hold elected office.

2.1.2.1 Supporting Members. Individuals, other than those who qualify as active members, who by working in an organized health-care setting, teaching prospective health-system pharmacists, or otherwise contribute to pharmacy services provided in organized health-care settings who support the objectives of the OSHP as stated in 1.2 of the constitution.

2.1.2.2 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.

2.1.2.3 Student Members. Individuals enrolled full time in undergraduate or graduate programs of an accredited college of pharmacy, or graduates pending licensure.

2.1.3 Honorary membership may be bestowed upon those individuals who have distinguished themselves by service to the OSHP, to the profession of pharmacy or to other health related fields.

2.1.3.1 The rights or privileges of active membership will be granted by virtue of this honor only if the individual is otherwise qualified.

2.1.3.2 No dues shall be required of honorary members.

2.1.3.3 Nominations must be submitted in writing to the Secretary of the OSHP by two or more active members.

2.1.3.4 Unanimous approval of the Board of Directors is required.

2.2 Dues

2.2.1 The Board of Directors shall establish dues and membership periods for all members. The Board of Directors shall have the authority with a three-fourths approval of the Board of Directors to increase dues not more than 20% on an annual basis. Increases of greater than 20% on an annual basis must be submitted to the OSHP membership for approval.

2.2.2 Dues for active and associate members shall be payable the first day of January, of each year.

2.2.3 Payment of dues automatically renews membership in the OSHP.

2.3 Applications

- 2.3.1 Applications for active and associate membership shall be made to the Secretary of the OSHP.
- 2.3.2 Dues shall accompany applications.
- 2.3.3 Any questions concerning eligibility shall be presented to the Board of Directors for clarification.
- 2.4 Period of Membership
 - 2.4.1 The period of membership shall be from January 1 to December 31.
 - 2.4.2 Any member not having paid dues for the upcoming membership year by February 1 shall cease to be a member of the OSHP and shall have their name removed from the membership rolls.
 - 2.4.3 Such a person described in 2.4.2 may be reinstated as a member provided his or her payment of current membership dues are made.
- 2.5 Termination of Membership
 - 2.5.1 A member may terminate membership at any time by submitting a signed, written statement of their intention to the Secretary of the OSHP.
- 2.6 Services of the society
 - 2.6.1 Members of the OSHP shall be entitled to receive services and publications as the Board of Directors establishes.
 - 2.6.2 Upon termination of membership, a member's right to membership services shall cease.

Article 3 Officers

- 3.1 Names
 - 3.1.1 The officers of the OSHP shall be the President, President-elect, Immediate Past President, Secretary and Treasurer.
 - 3.1.1.1 All officers shall be active members of the OSHP.
- 3.2 Nomination, Election, Counting of Ballots, Installation of Officers (President-elect, Secretary, Treasurer)
 - 3.2.1 A Nominations Committee of three active members shall be appointed by the President not less that 120 days prior to the OSHP's Annual Meeting. They shall announce the candidates for the office of President-elect and Secretary or Treasurer (whichever is applicable) at each of the Districts' monthly meetings. This shall be done not less than 60 days prior to the Annual Meeting, at which time additional nominations may be made from the floor. A ballot will be prepared and mailed by the Secretary to all active members. All ballots to be eligible for voting must be postmarked no later than 15 days after the dating

on the ballots. A majority of such votes shall constitute election. The newly elected officers shall be announced and installed during the Annual Meeting of the OSHP and shall preside through the following Annual Meeting.

3.2.2 The Nominations Committee shall supervise the mailing and counting of ballots.

3.3 District Chairs

3.3.1 Nominations for the District Chair(s) shall be taken from the floor at the respective District Meetings. This shall be done not later than the District Meeting immediately preceding the Annual Meeting to allow, if necessary a separate mail ballot at the District level and sufficient time for installation of the elected District Chair(s) at the Annual Meeting.

3.4 Terms of Office

3.4.1 The President-elect shall be elected annually for a term of one year and shall succeed successively the office of President and then to the position of Immediate Past President, serving for one year in each capacity. The Immediate Past President cannot succeed to President-elect.

3.4.2 The Secretary and Treasurer shall serve a term of office of two years. They shall be elected on alternate years. Neither shall serve more than two successive terms.

3.4.3 The Eastern and Western District Chairs shall each serve a term of office of two years. They shall be elected on alternate years. The Western District Chair will be elected every other year when the Treasurer is elected while the Eastern District Chair will be elected every other year when the Secretary is elected.

3.5 Duties of Offices

3.5.1 President

3.5.1.1 The President shall be the principal elected official of the OSHP and shall be so recognized at all the OSHP programs and activities. With approval of the *Board* of Directors, the President shall appoint chairmen and members of committees as needed. Except as otherwise provided, he or she shall fill all vacancies by appointment. He or she shall be an ex-officio member of all OSHP committees. He or she shall be a member of the Board of Directors and serve as its Chairman. He or she shall prepare an address for presentation at the Annual Meeting of the OSHP.

3.5.2 President-elect

3.5.2.1 The President-elect shall perform the duties of the President whenever the President is unable to do so. He or she shall be a

member of the Board of Directors and shall assume the responsibilities as directed by the President; including ex-officio membership of all the OSHP Committees. He or she shall prepare an address for presentation at the Annual Meeting of the OSHP, at which he or she is to be installed as President

3.5.3 Secretary

3.5.3.1 The Secretary shall be a member of the Board of Directors. He or she shall record and maintain minutes or meeting of the Board of Directors and other meetings when directed by the President. He or she shall conduct the OSHP's correspondence as a current copy of the Constitution and Bylaws of the OSHP. A Secretary's report describing the OSHP's activities during the preceding year shall be presented at the Annual Meeting.

3.5.4 Treasurer

3.5.4.1 The Treasurer shall serve as custodian of the OSHP's funds. He or she shall invest and disburse finds at the direction of the Board of Directors and shall serve as a member of the Finance Committee. He or she shall prepare periodic statements on the financial condition of the organization and present a report and audited financial statement at the Annual Meeting.

Article 4 Board of Directors

4.1 Composition

4.1.1 The Board of Directors shall consist of the President; President-elect, Immediate Past President, Secretary, Treasurer and District Chair(s).

4.2 Attendance and Frequency of Meetings

4.2.1 The Board of Directors shall meet at least quarterly or at the call of the Chair(s).

4.2.2 Each board member is expected to attend a minimum of 4 meetings annually.

4.3 Quorum

4.3.1 A majority of the Board of Directors shall constitute a quorum.

4.3 Responsibilities

4.4.1 The Board of Directors shall represent the membership of the OSHP as the official voice of health-system pharmacists in the state of Oklahoma. The Board of Directors shall have charge of the property of the OSHP, shall establish regulations for expenditure and investment of funds, and the signing of checks; shall have authority to make contributions of the OSHP funds or properties to foundations or other organizations for research and educational activities of benefit to organized health-care pharmacy practice; to supervise

and to select the editor of the OSHP's publications; to make ultimate decisions regarding the acts of committees and officers on professional policy matters; to accept, on behalf of the OSHP, grants, contributions, gifts, bequests or devices to further the purpose of the OSHP; to do and perform all acts and functions not inconsistent with the Bylaws; and shall report actions taken on major policy matters at the next Annual Meeting.

- 4.4.2 The Board of Directors may establish and modify administrative policies, consistent with these Bylaws, for the conduct of its business and for the conduct of the business of the OSHP and its components.

4.5 Vacancies

- 4.5.1 If the President becomes unable to perform the duties of his or her office, the President-elect shall immediately ascent to the office of President. The President-elect, who succeeds to the office of President due to a vacancy, shall serve out both the unfinished terms to which he or she would have succeeded in due course. If both the President and President-elect become unable to perform the duties of their offices, the Board of Directors shall appoint, from its active membership, a President to serve for the balance of the unexpired term. At the next Annual Meeting of the OSHP, nominations shall be presented by the Nomination Committee for the offices of President and President-elect. They shall be elected according to the provisions of these Bylaws.

4.5.2 If the office of another elected member of the Board of Directors becomes vacant because of resignation, death or otherwise, the Board of Directors may fill the vacancy for the remainder of the unexpired term from the active membership roll.

Article 5 Committees

5.1 Standing Committees

- 5.1.1 The President shall appoint chairmen and members of the following committees and others as he or she feels are required:
 - 5.1.1.1 Program Committee. This committee shall arrange the programs, select meeting sites, solicit papers and prepare suitable subjects for discussion at regular meetings of the OSHP.
 - 5.1.1.2 Newsletter Committee: This committee shall publish a quarterly newsletter for the OSHP membership.
 - 5.1.1.3 Membership Committee. This committee shall be responsible for the recruitment and retention of the OSHP membership.
 - 5.1.1.4 Finance Committee. This committee shall consist of five members, the President; the President-elect, Treasurer and two members at-large. The Finance Committee shall prepare a budget for the period of

January 1 to December 31 of the succeeding year and submit it to the Board of Directors for approval by November.

5.1.1.5 Scholarships and Awards Committee: This committee shall conduct the selection process, make recommendations to the Board of Directors, and coordinate presentation of the following scholarships and awards: Continuing Excellence Award, Student Scholarships, Senior Student Awards, and Sylvia J. Martin Outstanding Technician Award.

5.1.1.6 Nominations Committee. This committee shall consist of three active members appointed by the President. They shall conduct all elections of officers and delegates to the American Society of Health-System Pharmacists House of Delegates. They shall conduct election of officers and delegates as specified in Articles 3 and 9 of these Bylaws.

5.1.1.7 Other committees will be convened as necessary to conduct the business of the OSHP.

5.2 Duties of Committee Chair(s)

5.2.1 The committee chair(s) shall:

5.2.1.1 Call meetings as necessary to conduct the business of the committee.

5.2.1.2 Preside over such meetings.

5.2.1.3 Attend meetings of the Board of Directors and report any activities of the committee as needed.

5.2.1.4 Submit a written report of the Committee activities for the year to be presented at the Annual Meeting.

Article 6 Districts

6.1 District Chair(s)

6.1.1 Election

6.1.1.1 Nominations for the District Chair(s) shall be taken from the floor at the respective District Meetings not later than the District Meeting immediately preceding the Annual Meeting, to allow, if necessary, separate mail ballot at the District level, and sufficient time for installation of the elected District Chair(s) at the Annual Meeting.

6.1.1.2 Duties of District Chair(s).

6.1.1.2.1 Each District Chair(s) shall coordinate and preside at all District Meetings. He or she shall prepare a report for

presentation at the Annual Meeting of the OSHP.

6.1.1.2.2 Each District Chair(s) shall attend a minimum of four Board meetings annually to provide representation for their districts.

6.2 Definition of Districts

6.2.1 There shall be two (2) districts to fulfill the needs of the membership.

6.2.2 They shall be referred to as the Eastern and Western Districts.

Article 7 Quorum

7.1 Statewide

7.1.1 Ten percent (10%) of the active members of the OSHP shall constitute a quorum for statewide meetings.

7.2 District

7.2.1 Ten percent (10%) of the active members of the District shall constitute a quorum for a District meeting.

Article 8 Amendments

8.1 Submission of Proposal

8.1.1 Each proposal to alter or amend these Bylaws shall be submitted in writing to the Secretary of the OSHP by two or more active members at least ninety days prior to the Annual Meeting.

8.2 Review of Proposal

8.2.1 Such proposals shall be reviewed at the District meetings or other business meetings at least sixty days prior to the Annual Meeting.

8.2.2 The proposal shall then be read at the Annual Meeting of the OSHP where it must be approved by a majority of active members present.

8.3 Final Approval of Proposal

8.3.1 Approval must be given by the American Society of Health-System Pharmacists before it is submitted to the entire alive OSHP membership for vote by mail ballot.

8.3.2 A two-thirds majority of votes cast shall be necessary for final approval.

Article 9 State Election of Delegate(s) to the American Society of Health-System Pharmacists House of Delegates

Approved: 7-28-88
Reviewed: 11-19-91; 4-8-99
Revised: 8-14-05

9.1 Selection Process

9.1.1 Delegates and alternates shall be voted on by active members of the American Society of Health-System Pharmacists. The number of delegates allowed is apportioned by the American Society of Health-System Pharmacists. Voting is to be done by mail ballot as prepared by the Nominations Committee, in accordance with time requirements set by the American Society of Health-System Pharmacists and as set forth in the American Society of Health-System Pharmacists Bylaws. The Secretary of the OSHP shall certify and transmit to the Executive Vice President of the American Society of Health-System Pharmacists the names and addresses of the elected delegates and such delegates shall be deemed thereupon to be duly qualified.

9.1.2 The delegates shall continue in office until the next election and certification.

9.1.3 Alternates for voting state delegates shall be chosen in the same manner as that designated for choosing voting state delegates. Alternates shall not be entitled to any of the rights or privileges of delegates until, pursuant to the rules of procedure of the American Society of Health-System Pharmacists House of Delegates, the alternate replaces a voting state delegate.

Article 10 Liquidation of Assets

10.1 Disposal Process

10.1.1 In the event of a liquidation and dissolution of the OSHP, any properties, or other assets remaining in the treasury or, or to the account of, or otherwise belonging to, the OSHP shall be disposed of as follows:

10.1.1.1 All liabilities and obligations of the OSHP shall be paid and discharged, or adequate provision shall be made there of;

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

10.1.1.3 All remaining assets held by the OSHP shall be transferred or conveyed, without obligation or restriction, to the American Society of Health-System Pharmacists, to be used in whatever manner it shall deem appropriate.

Article 11 Annual Meeting

11.1 Authority

11.1.1 A yearly session, known as the Annual Meeting, shall be held at such time and place as may be established by the Board of Directors. Reasonable means shall be used to notify the membership of the meeting and to encourage their participation.

11.2 Purpose

11.2.1 During the course of the meeting, the reports of officers and committees, an open Board of Directors meeting and installation of elected officers shall be conducted. Other activities may include educational seminars, presentation of awards and other functions deemed appropriate by the Board of Directors.

11.3 Funding

11.3.1 As deemed appropriate by the Board of Directors, financial support may be accepted from vendors for the purpose of marketing products and services. The fees shall be set by the Board of Directors.

11.3.2 Registration fees for members and other attendees may be set at the discretion of the Board of Directors.

Article 12 Miscellaneous

12.1 Invalidity of Part

12.1.1 If any provision of the Bylaws should for any reason be held to be invalid, the validity of any other provision is not thereby affected.

12.2 Fiscal Year

12.2.1 The fiscal year of the OSHP shall be the calendar year.

12.3 Conduct of Business

12.3.1 The business of the Board of Directors shall be conducted in accord with rules of procedure as the Board of Directors may establish and to the extent not covered therein, by the latest edition of Roberts' Rules of Order. In no case shall any rule of the Board of Directors conflict with the Constitution and these Bylaws.

12.4 Continuity of Authority

12.4.1 Whenever the Board of Directors is given authority with respect to any matter, that authority shall include the ability to modify, change, stop or eliminate that matter at any time, so long as it does not conflict with the Constitution and these Bylaws.