

## **ARKANSAS ASSOCIATION OF HEALTH-SYSTEM PHARMACISTS CONSTITUTION**

### **Article I. NAME, OBJECTIVES AND DEFINITIONS**

#### **(a) NAME**

The Association shall be known as "The Arkansas Association of Health-system Pharmacists," a chapter of the American Society of Health-system Pharmacists.

#### **(b) OBJECTIVES**

The objective of the Association shall be:

- (1) To provide the benefits and protection of a qualified pharmacist to the patient, to the health system which he serves, to the members of allied health professions with whom he is associated, and to the profession of pharmacy.
- (2) To assist in providing an adequate supply of such qualified health system pharmacists.
- (3) To assure a high quality of professional practice through the establishment and maintenance of standards of professional ethics, education and attainments.
- (4) To promote research in health system pharmacy practice and in the pharmaceutical sciences in general.
- (5) To disseminate pharmaceutical knowledge by providing for interchange of information among health system pharmacists and members of allied specialties and professions.

### **Article II. MEMBERSHIP**

The membership of the Association shall consist of active, associate and honorary members as provided in the Bylaws.

Active members shall be pharmacists who are currently practicing pharmacy in a health system.

Members may continue active membership if they:

- (a) are engaged in the administration, planning or supervision in a health system pharmacy,

- (b) have primary teaching responsibilities in colleges of pharmacy, or
- (c) are primarily engaged in health system pharmacy organizational work, or
- (d) are retired from health system pharmacy practice, or are temporarily unemployed, or
- (e) are approved as active members by action of the Board of Directors.

### **Article III. OFFICERS**

The officers of the Association shall be a President, an Immediate Past President, a President-Elect, a Secretary, and a Treasurer. The President Elect shall be elected annually for a term of one year and shall ascend successively to the offices of President and Immediate Past President, serving for one year in each position. The secretary and the Treasurer shall each be elected every three years as provided in the Bylaws.

### **Article IV. BOARD OF DIRECTORS**

There shall be a Board of Directors of the Association consisting of the executive director, officers, and appointed council co-chairmen and 3 active members of the association elected as provided in the Bylaws.

### **Article V. AMENDMENTS**

Every proposition to alter or amend this Constitution shall be submitted in writing by an active member at a meeting of the Association and shall be approved by a majority of votes cast at a subsequent meeting. The amendment shall then be submitted for approval by the American Society of Health System Pharmacists. It shall then be submitted to the entire active membership for vote by mail ballot, in the same manner as in the balloting for officers as provided in the Bylaws.

# **ARKANSAS ASSOCIATION OF HEALTH SYSTEM PHARMACISTS BYLAWS**

## **CHAPTER I. MEMBERSHIP**

### **Article I. MEMBERS**

The membership of the Association shall consist of individuals interest in the objectives of the Association.

- (a) **ACTIVE MEMBERS.** Active members shall be health system pharmacists as defined in Article II of the Constitution.
- (b) **HONORARY MEMBERS.** Honorary members may be elected from among 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 membership.
- (c) **ASSOCIATE MEMBERS.** Associate membership in the Association shall consist of supporting members, student members, and foreign members. Associate members shall receive publications and general communications of the Association, may attend meetings, may be granted the privilege to the floor, but shall not be entitled to vote or hold an elected office.
  - (1) **SUPPORTING MEMBERS:** Individuals other than those who qualify as active members who, by serving in health care, teaching prospective pharmacists, or otherwise contributing to pharmacy, make themselves eligible for membership.
  - (2) **STUDENT MEMBERS:** Individuals enrolled full time in a pharmacy degree program (graduate or undergraduate) in an accredited college of pharmacy.
  - (3) **PHARMACY TECHNICIAN MEMEBERS:** Individuals who are employed as pharmacy technicians in an organized health care setting. Pharmacy technician members shall have the right to serve as Technician Representative and to vote in the election of the Technician Representative.
  - (4) **FOREIGN MEMBERS:** Individuals may be elected from among health-system pharmacists as defined in Article II of the Constitution who are engaged in practice outside the State of Arkansas.

## **Article II. DUES**

Dues for all members shall be set by the board and approved by the membership.

## **Article III. APPLICATIONS**

- (a) **ACTIVE MEMBERS.** Applications for active membership shall be prepared on the standard form and forwarded to the membership chairperson or designee of the Association. Dues should accompany the application as indicated in Chapter I, Article II of the Bylaws. The membership chairperson or designee may approve all applications for membership, or when there is doubt as to qualifications of the applicant, may require concurrence by the Board of Directors. When an active member so changes his vocation as to no longer fit the definition of a health system pharmacist, he shall automatically become an associate member with the rights and privileges of associate membership.
- (b) **HONORARY MEMBERS.** Nominations for honorary membership shall be approved by unanimous vote of Board of Directors.
- (c) **ASSOCIATE MEMBERS.** Applications for associate membership shall be as for active member in Chapter I, Article III of the Bylaws.

## **Article IV. PERIOD OF MEMBERSHIP**

The period of membership shall be one year. Dues are payable and due January 1st of each calendar year.

## **Article V. RESIGNATION**

Any member of the Association may resign by submitting a letter of resignation to the Secretary.

## **CHAPTER II. OFFICERS**

The officers of the Association shall be the President, the President-elect, the Secretary, and the Treasurer. All officers shall be active members of the Association.

### **Article I. NOMINATION OF PRESIDENT-ELECT**

The committee on nominations shall present at the annual seminar meeting at least one and not more than two candidates for the office of President Elect. At this meeting nominations may also be made from the floor.

### **Article II. NOMINATION OF SECRETARY**

The committee on nominations, every third year, shall present at the annual seminar meeting at least one and not more than two candidates for the office of Secretary. At this meeting nominations may also be made from the floor.

### **Article III. NOMINATION OF TREASURER**

The committee on nominations, every third year, shall present at the annual seminar meeting at least one and not more than two candidates for the office of Treasurer. At this meeting nominations may also be made from the floor.

### **Article IV. ELECTION**

The names of the candidates, together with a brief review of their professional background, shall be submitted by the secretary by mail to every voting member of the Association after the annual Fall Seminar. The member shall indicate on the ballot his choice of candidates for the offices to be filled and return the same by mail prior to the return date printed on the ballot.

### **Article V. COUNTING OF BALLOTS**

The ballots of the dues paid members only, postmarked prior to the return date printed on the ballot, will be counted by two active members appointed by the President of the Association. In case of a tie vote, a second ballot is to be circulated to the membership as above. Should there be a second tie vote, it shall be settled by the toss of a coin. This Board of Canvassers shall certify to the President and the Secretary or designee the results of the election. The Secretary or designee shall notify all members of the results of the election.

### **Article VI. INSTALLATION OF OFFICERS**

The officers thus duly elected by a plurality of votes cast, in the case of the President-Elect, the Secretary, and the Treasurer, or by ascending to the office in the case of the President and Immediate Past President, shall be installed the next calendar year during the Fall Seminar.

### **Article VII. DUTIES**

The President, or in his absence, the immediate past president or president elect, shall preside at all meetings. He shall have the usual administrative powers of his office, except as otherwise provided. He shall, with the approval of the Board of Directors, determine the policies and direct the activities of the Association. He shall appoint, with the approval of the other elected officers, the chairmen and members of the councils and committees. He shall be an ex-officio member of all Association Councils and Committees. The President shall be a member of its Board of Directors and shall serve as its chairman. He shall prepare an address for presentation at the last meeting of the Association during his term of office.

The Immediate Past President of the Association shall be a member of the Board of Directors

and serve as its chairman in the absence of both the President and the President Elect.

The President Elect shall perform the duties of the office of the President whenever the President shall be unable to do so. He shall be a member of the Board of Directors. He shall prepare an address for presentation at the meeting of the Association at which he is to be installed as President.

The Secretary shall record and preserve minutes of the meetings of the Association and maintain a roster of the members. He shall notify the individuals of their appointment to Councils and Committees, notify members of the time and place of all meetings, and conduct the correspondence of the Association. He shall assist, where possible, with the secretarial activities of all Committees and Councils. He shall be an ex-officio member of the Council on Professional Practice and Pharmaco-legal Service.

The Secretary shall keep the President informed of all activities, by forwarding to him all pertinent correspondence and shall send a copy of the minutes of the meeting to all active members. Within ten days following each meeting, he shall forward a copy of the minutes of the meeting to the American Society of Health System Pharmacists; any additions to or changes in the membership of the Association shall be included therein. He shall be a member of the Board of Directors and be its secretary.

The Treasurer shall receive, disburse, and account for all monies received from membership dues and other sources, and prepare an annual statement of finances. He shall be a member of the Board of Directors. The president shall appoint 2 non-board members to perform an annual audit of the financial records. The audit shall be performed yearly.

### **Article VIII. VACANCIES**

Authority is granted the President, with the approval of the Board of Directors, to appoint a member to fill vacant offices for an unexpired term.

## **CHAPTER III. Board of Directors**

### **Article I. COMPOSITION AND TERM**

The Board of Directors shall consist of the Officers of the Association, the Council Co-Chairmen, 3 at large members, and the Executive Director. It shall be empowered to act for the Association during the period between meetings and shall meet on the call of the President.

### **Article II. OFFICERS**

The President of the Association shall serve as Chairman of the Board of Directors, the President Elect as vice-chairman and the Secretary as the Secretary of the Board of Directors.

### **Article III. Executive Director**

The Board of Directors shall appoint an executive director for a 5 year term from applications submitted by active members of the association. The job description of the Executive Director will be prepared and maintained by the Board of Directors.

#### **Article IV. At Large Board of Director Members**

Three at large board member positions will be filled from active members of the association. One at large board member position shall be filled annually from the active members of the association. Each at large board member shall serve a three year term of office.

#### **Article V. MEETINGS**

The Board of Directors shall meet at such times as it may determine or at the call of the President.

Notice of the exact time and place of such meeting shall be mailed to the members of the Board of Directors not less than ten(10) days prior to any such scheduled meeting. Additional regular meetings may be scheduled by the President, and notice of the time and place thereof shall be mailed to the members no fewer than five(5) days prior to any such scheduled meeting.

Any written waiver of notice, signed by the person entitled to notice, whether before or after the time stated therein, shall be deemed equivalent to notice. Attendance of a person at a meeting shall constitute a waiver of notice of such meeting, unless the person at the beginning of the meeting objects to holding the meeting or transacting business at the meeting. In addition, attendance of a person at a meeting shall constitute a waiver of objection to consideration of a particular matter at the meeting that is not within the purpose or purposes described in the meeting notice, unless the person objects to considering the matter when it is presented. All waivers of notice shall be filed with the minutes of the meeting.

Any action required or permitted to be taken at any meeting of the Board of Directors, or any committee thereof, may be taken without a meeting if all members of the Board or such committee, as the case may be, consent thereto in writing, and the consents are filed with the minutes of the proceedings of the Board or such committee. Action taken under this section of the Bylaws is effective when the last director signs the consent, unless the consent specifies a different effective date.

Members of the Board of Directors, or any committee designated by the Board, may participate in a meeting of such Board or committee by means of conference telephone or similar communication equipment by means of which all persons participating in the meeting can simultaneously hear each other, and participation in a meeting pursuant to this bylaw shall constitute presence in person at such meeting.

#### **Article VI. QUORUM**

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

## **Article VII. Agenda**

1. Call to order
2. Approval of the minutes of previous meeting of the Board
3. Report of the Secretary
4. Report of the Treasurer
5. Report of the Committees
6. Election of new members
7. Report by the President
8. Unfinished business
9. New business
10. Report of the councilors
11. Election of officers(annual meeting)
12. Adjournment

## **CHAPTER IV. COUNCILS**

The President shall appoint, with the approval of the other elected officers, the chairman and members of each council.

### **Article I. FUNCTION**

In working toward achievement of the objectives of the association, each Council shall function as a developmental and advisory capacity developing programs authorized by the Board of Directors and recommending programs and policies to the Board of Directors in the major area of Association interest in which it is assigned.

### **Article II. AREAS OF INTEREST**

(a) **ADVISORY COMMITTEE FOR HOSPITAL PHARMACIES.** The Advisory Committee for Hospital Pharmacies shall be responsible for improvement of the professional practice of pharmacy in health systems by developing standards, guides and related materials and by working cooperatively with allied organizations. They also shall be responsible for review and interpretation of proposed legislation and actual changes in laws, rules and regulations affecting public health, pharmacy practice; for interpretation and application of Association principles of ethics; for review of the Constitution and Bylaws in order to keep it consistent with the Association's program. The Council shall consist of five members appointed by the president and act as the Advisory Committee for Health System Pharmacists as described in Public Act 659 of 1975. Representation shall be state wide. Appointment to this committee shall begin as the elected members term expire. Appointments are for three year terms and are staggered.

(b) **COUNCIL ON MEMBERSHIP AND COMMUNICATIONS.** The Council on

Membership and Communications shall be responsible for encouragement of Association membership, development of Association services and evaluation of Association activities. They also shall be responsible for keeping the membership advised of current events and Association positions affecting the profession.

(c) COUNCIL ON PROGRAM AND EDUCATION. The Council on Program and Education shall be responsible for guidance and assistance in implementing the Association's educational and training activities, including the annual seminar program; for encouragement of research and development in health system pharmacy practice; for dissemination of scientific information to health system pharmacists and allied professionals through programs and other media.

## **CHAPTER V. SPECIAL COMMITTEES**

The President may appoint such special committees as he feels are required for the activities of his term of office.

## **CHAPTER VI. MEETINGS**

The Association shall meet at least two times a year to conduct business.

## **CHAPTER VII. QUORUM**

Fifteen active members of the Association shall constitute a quorum for each annual, regular or special meeting.

## **CHAPTER VIII. AFFILIATION**

The Association shall be affiliated with the American Society of Health System Pharmacists and subject to such rules and regulations as may be provided by the Society to govern its affiliates.

## **CHAPTER IX. SEMINAR**

The Association shall sponsor a yearly seminar to include professional and scientific sessions, on matters of interest to the membership. The seminar may be co-sponsored by the University of Arkansas Medical Center, The University of Arkansas School of Pharmacy and other interested groups. Unless otherwise decided by the membership, the seminar shall be held in the fall of the year, preferably on a weekend.

## **CHAPTER X. DELEGATES TO ASHP HOUSE OF DELEGATES**

Delegates shall be elected to the American Society of Health System Pharmacists (ASHP) House of Delegates in accordance with ASHP bylaws. Delegates shall serve a 2 year term. ASHP active members must submit in writing to the Secretary or designee of the Association their

intent in running for the position along with a brief review of their professional background. The President shall serve notice of such at the fall seminar. Those wishing to run for delegate must submit this intention in writing along with a biographical/professional sketch no later than December 1st of each year. The election shall then be conducted in December among all ASHP active members in the state.

## **CHAPTER XI. LIQUIDATION**

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

(a) all liabilities and obligations of the Association shall be paid and discharged, or adequate provision shall be made therefor; (b) assets held by the Association 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 (c) all remaining assets held by the Association shall be transferred or conveyed, without obligation or restriction, to the ASHP Foundation for Education and Research and the University of Arkansas for Medical Sciences College of Pharmacy Friends of Pharmacy Fund to be divided equally and to be used in whatever manner they shall deem appropriate.

## **CHAPTER XII. AMENDMENTS**

Every proposition to alter or amend these Bylaws shall be submitted in writing by one or more active members of the Association at a meeting and then be approved by the American Society of Health System Pharmacists. It shall then be voted upon at a subsequent meeting of the Association. A plurality of votes is required for approval.

## **CHAPTER XIII. ADOPTION OF THESE BYLAWS**

Upon adoption of these Bylaws the Committee on Nominations shall nominate two persons for President and then proceed as outlined in these Bylaws.

(January,2004:bylaw. dfj)