

# THE OHIO SOCIETY OF HEALTH-SYSTEM PHARMACY

## BYLAWS

### CHAPTER I. MEMBERSHIP

#### **Article I. Members**

The membership of the Society shall consist of individuals interested in the purposes of the Society. All active members of the Society should also be members of the American Society of Health-System Pharmacists. Only active members may hold office and vote except as otherwise provided in the Bylaws.

#### Active Members

Active members shall be pharmacists and pharmacy technicians as defined in Article II of the Constitution.

#### Associate Members

Associate members shall consist of student pharmacists, and other associated pharmacy personnel.

- a) Supporting members shall consist of individuals other than licensed pharmacists, who by their work in health services, teaching of prospective pharmacists, or otherwise contributing to pharmacy services provided in organized health-care settings, make themselves eligible for membership. Supporting members shall receive publications and general communications of the Society, may attend meetings and may be granted the privilege of the floor, but shall not be entitled to vote or hold elected office.
- b) Student pharmacists shall consist of individuals enrolled full-time in an undergraduate or graduate degree program in an accredited college of pharmacy. Student pharmacists shall receive publications and general communications of the Society, may attend meetings, may be granted privilege of the floor, and may serve on Society committees, but shall not be entitled to vote or hold elected office except as otherwise provided in the Bylaws.
- c) Pharmacy technicians as defined by Ohio Revised Code shall consist of individuals who are employed as pharmacy support personnel in an organized health-care setting, work under the supervision of a licensed pharmacist, and assist in preparing, distributing, or administering medications. Pharmacy technicians shall receive publications and general communications of the Society, may attend meetings, may be granted privilege of the floor, and may serve on Society committees, but shall not be entitled to vote or hold elected office except as otherwise provided in the Bylaws.
- d) Associated pharmacy personnel shall consist of individuals who are employed as pharmacy support personnel in an organized health-care setting and work under the supervision of a licensed pharmacist. Associated pharmacy personnel shall receive publications and general communications of the Society, may attend meetings, may be granted privilege of the floor, and may serve on Society committees, but shall not be entitled to vote or hold elected office except as otherwise provided in the Bylaws.

### Honorary Members

Honorary members may be elected from those individuals who are, or have been especially interested in, or who have made outstanding contributions to hospital 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 Society at a rate established and periodically reviewed by the Board of Directors. Dues notices shall be submitted to members not less than thirty days prior to the end of their membership year.

A retired active member dues option shall be available at a reduced rate to declared retirees who have reached the age of 65 and who have held previous active membership in the Society.

### **Article III. Applications**

#### Active and Associate Members

Applications for active and associate membership shall be prepared on a standard form and mailed to OSHP or may be completed at OhioSHP.org. Dues must accompany the applications for membership. When an individual changes his vocation so as to no longer fit the definition of an active member, he shall automatically become an associate member with the rights and privileges of associate membership.

### **Article IV. Period of Membership**

#### Active and Associate Members

The period of membership shall extend for 12 months. Membership in the Society and the obligation for dues shall continue unless a member's resignation is received in writing by the Executive Vice President prior to the end of the year for which dues have been paid.

Any member in arrears for dues for 30 days shall cease to be a member of the Society.

### Honorary Members

Honorary members shall be elected for life.

## **CHAPTER II. OFFICERS**

### **Article I. Composition**

The officers of the Society shall be President, the Immediate Past President, the President Elect, and the Treasurer.

**Article II. Nominations**

Nominations will be sought each year by an email to all active members. Nominations will be forwarded to the Immediate Past President. At least one and preferably two candidates for office of President Elect and for each Board of Directors position completing a two-year term will be sought to comprise the ballot. The Immediate Past President will submit the ballot the Board of Director for approval.

The Board of Directors shall, every three years, select one candidate for the office of Treasurer not later than thirty days prior to the meeting of the House of Delegates. The House of Delegates may submit additional selections for the office of Treasurer by vote of the House.

**Article III. Voting Eligibility**

A member shall be considered eligible vote if holding an active membership at least 60 days prior to the election. One considered ineligible to vote may petition the case for review by the Board of Directors.

**Article IV. Election**

Within 60 days after the Board of Directors is notified of the ballot, the Executive Vice President shall distribute to every voting member of the Society, the names of the candidates for President Elect, together with a brief review of the professional background of these candidates. The members shall indicate on this ballot their choice of candidates and return it within thirty days of the date on the ballot. In the event of a tie, the Executive Vice President shall distribute, within sixty days of the date on the original ballot, a new ballot for the office(s) requiring the tie resolution. The new ballot shall be returned within thirty days of the date on the new ballot.

**Article V. Ballots**

The ballots of voting members in good standing which are returned by the stated deadline will be counted and submitted to the Executive Vice President. The results will be confirmed by the President and Immediate Past President. The President, or if unable, the Executive Vice President, shall notify the candidates of the results of the election.

**Article VI. Installation of Officers**

All elected officers including presidential officers and treasurer shall be installed at the next possible OSHP meeting following their election. Qualified installation meetings are OSHP sanctioned meetings, including the Annual Meeting, division days, and the summer planning retreat.

**Article VII. Duties**

President

The President shall be the principal elected official of the Society and shall be so recognized at all Society programs and activities.

The President shall appoint all Chairmen and members of Committees pursuant to the recommendations of the Division Directors.

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, shall serve as Chairman of the Board.

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, serving as its Vice-Chairman, and shall assume other responsibilities as directed by the President. The President Elect shall serve as a member of the Committee on Nominations.

Treasurer

The Treasurer shall serve as custodian of the Society's funds, shall invest and disburse funds at the direction of the Board of Directors, and shall receive all monies. The Treasurer shall be a member of the Board of Directors, shall serve as Chairman of the Committee on Finance, shall prepare periodic statements on the financial condition of the organization, and shall present a report at each meeting of the Board of Directors.

**Article VIII. Vacancies**

The Board of Directors shall fill all vacancies in the list of candidates which may occur by death or resignation after the adjournment of the Annual Meeting of the Society and prior to the issuance of ballots.

If a vacancy occurs in the position of President, the President Elect shall assume the duties of the President. If a vacancy occurs in the position of President Elect, the Board of Directors will convene within 30 days to determine if a special election is necessary.

If the Treasurer becomes unable to perform the duties of the office, the Board of Directors is empowered to fill such a vacancy from the active membership for the balance of the unexpired term.

**CHAPTER III. EXECUTIVE VICE PRESIDENT**

The Board of Directors shall appoint an Executive Vice President. The Executive Vice President will serve as the secretary of the Board of Directors and shall maintain the records. The Executive Vice President shall work with OSHP's contracted organizational management company to perform managerial and administrative duties as assigned by the Board.

## **CHAPTER IV. BOARD OF DIRECTORS**

### **Article I. Composition**

The Board of Directors shall consist of the President, the Immediate Past President, the President Elect, the Treasurer, six Division Directors, the Local Affiliated Chapter representatives, Student Chapter representatives, and six Division Directors Elect.

### **Article II. Committees of the Board**

The Board of Directors shall designate the following committee to report directly to the Board:

#### **Committee on Finance**

The Committee on Finance shall consist of the President, the President Elect, the Immediate Past President, the Executive Vice President, and the Treasurer who shall serve as Chair. The Committee on Finance shall prepare a budget for each fiscal year and submit it to the Board of Directors for approval prior to the beginning of the budget year. The Committee on Finance shall call for an internal audit of the financial records of the Society every three years and upon change of Treasurers.

#### **Committee on Nominations**

The Committee on Nominations shall be appointed by the Board of Directors, based on the recommendations of the Board of Directors or members, and shall be chaired by the Immediate Past President. Each year the Committee shall develop a list of candidates for President Elect and division directors elect, and submit that list to the Board of Directors.

### **Article III. Other Committees**

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

### **Article IV. Meetings**

The Board of Directors shall meet not less than four times annually. It shall meet at the call of the President, or upon application, in writing, or at least 25% of its members. All general meetings of the Board shall be open to any member of the Society. By majority roll call vote of the Board, an executive, closed session may be called. Only members of the Board and requested guests shall attend executive sessions.

### **Article V. Quorum, Voting**

A majority of the Board of Directors shall constitute a quorum. Voting members of the Board of Directors, including student pharmacists, shall each have one vote; no member shall have more than one vote by virtue of any dual capacity. If a Local Affiliated Chapter representative holds a dual role on the Board of Directors, the respective chapter may designate an alternate representative for voting purposes. Division directors elect do not have voting privileges on the

Board and do not constitute a quorum. If a division director is unable to attend a Board meeting where voting will be conducted, division directors elect may vote in place of the division director with prior notification to the Board. No voting shall be performed during executive, closed sessions.

**Article VI. Responsibilities**

The Board of Directors shall represent the Society as the official voice for health-system pharmacists in Ohio. The Board of Directors shall have charge of the property of the 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 Society as well as administrative, fiscal and other matters. They shall also have authority to make contributions of Society funds and properties to foundations or other organizations for research and educational activities of benefit to the health-system pharmacy field; oversee the review and creation of professional policy and position statements; oversee the election of delegates to the American Society of Health-System Pharmacists House of Delegates, and in the event of a tie, shall make the final selection by a vote of the Board; accept on behalf of the Society, grants, contributions, gifts, bequests or devices to further the purpose of the Society; and do and perform all acts and functions not inconsistent with the Bylaws.

Authority to make Society professional policy decisions shall be vested in the Board of Directors. The Board of Directors shall have authority to establish its own rules and procedures, and to approve, modify, or disapprove such recommendations, reports, actions or resolutions as may be placed before the Board of Directors.

**Article VII. Division Directors**

Nomination

Division directors shall serve for a term of two years total. Division directors will serve the first year in the role of director elect and the second year a full director. If the director is returning for a consecutive term as director after already completing one two-year term, the individual will serve both years as director. Election for directors will occur annually.

The director and director elect are responsible for succession planning within the division. Individual members of OSHP may submit their interest to the Committee on Nominations. Members may also be anonymously nominated for director positions and must be given an opportunity to accept or reject these nominations. Candidates will submit a CV or resume and 250 words or less statement on why the candidates are seeking office and/or why the candidates are qualified to serve.

A list of candidates will be submitted to the Board of Directors by the Committee on Nominations. These submissions shall not be subject to amendment and shall be the exclusive source of nominations of these positions.

Election

Within sixty days after the Board of Directors is notified of the ballot, the Executive Vice President shall distribute, to every voting member of the Society, the names of the candidates for division directors elect, together with a brief review of the professional backgrounds of each candidate.

The members shall indicate on this ballot their choice of candidates and return it within thirty days of the date on the ballot. In the event of a tie, a new ballot representing the tied candidates shall be distributed by the Executive Vice President within sixty days of the date of the original ballot. The new ballot must be returned within thirty days of the date on the new ballot.

Division director of the Technician Division shall be elected solely by the constituents of that division.

#### Ballots

The ballots of voting members in good standing which are returned by the stated deadline will be counted and submitted to the Executive Vice President. The results will be confirmed by the President and Immediate Past President. The candidates receiving the most votes for their division election shall be declared the winner. The President, or if unable, the Executive Vice President, shall notify all candidates of the results of the election.

#### Installation

Directors elect shall be installed at the next possible OSHP meeting following their election. Qualified installation meetings are OSHP sanction meetings, including the Annual Meeting, division days, and the summer planning retreat.

#### Responsibilities

Each director shall represent the full membership of the Society. Each Director and their directors elect shall coordinate the activities of one of the six Divisions as defined in Chapter VI of these Bylaws, reporting their activities and recommendations to the Board. The director shall maintain status as a voting member of the Board of Directors; directors elect shall sit on the Board of Directors but will not maintain voting privileges.

#### Vacancies

If a director becomes unable to perform the duties of his/her office, the current director elect will be charged with assuming the role of director. The Board of Directors is empowered to fill any resulting vacancy from the active membership for the balance of the unexpired term.

### **Article VIII. Local Affiliated Chapter representatives**

Each Local Affiliated Chapter (LAC), including student chapters, shall select one representative to be a voting member of the Board of Directors. Each representative of an active chapter shall be an active member of OSHP. Each representative of a student chapter shall be a student pharmacist member of OSHP.

Each LAC or Student Chapter representative shall be an officer or a member of the governing board of the chapter represented, but preferably not the president of that Chapter. Representatives of active chapters shall serve a term of two years, with their selection such that one-half are replaced each year. Representatives of student chapters shall serve a term of one year. Representatives shall begin their terms of office at the annual OSHP Planning Retreat following their selection.

LAC or Student Chapter representatives shall be responsible for communicating the Chapter's actions and issues to the Board of Directors, and for communicating the Board of Directors' actions and issues to the membership of the Chapter.

If a LAC or Student Chapter representative is unable to attend a meeting of the Board of Directors, the president of that Chapter or LAC/Student Chapter representative may designate an alternate from within the membership of that Chapter to attend with full voting privileges. The Executive Vice President of OSHP must be notified of the designation of that alternate prior to the meeting. If the current representative holds a dual role on the Board of Directors, the chapter may designate an alternate representative for voting purposes.

## **CHAPTER V. SOCIETY DIVISIONS**

### **Article I.           Function**

In working toward the achievement of goals of the society, each Division shall function in an advisory capacity, developing and implementing programs and policies authorized by the Board of Directors in the major areas of the interest to which it is assigned. Each Division shall encompass a number of committees which may be activated to whatever degree is necessary to accomplish the objectives assigned to that Division.

### **Article II.           Areas of Responsibility**

#### **Professional Affairs Division**

The Professional Affairs Division shall be responsible for professional and scientific matters including: the development and improvement of the professional practice of pharmacy in health systems; the development of standards, guides and related materials through creation and updates of professional policy/position statements through the Board of Directors; cooperating with allied organizations and agencies; solicitation and awarding of the practitioner recognition program; and the encouragement of research in health-system pharmacy practice.

The Director and Director Elect may activate and utilize committees as necessary to accomplish the goals of the Division.

#### **Educational Affairs Division**

The Educational Affairs Division shall be responsible for coordinating all continuing education functions sponsored or conducted by the Society. It shall also be responsible for guidance and assistance in programming the Society's educational and training activities, including institutes or seminar programs.

The Director and Director Elect may activate and utilize committees as necessary to accomplish the goals of the Division.

#### **Organizational Affairs Division**

The Organizational Affairs Division shall be responsible for development of member services, establishment of Local Affiliated Chapters, evaluation of Society activities and structures, and for review and maintenance of the Society's governing documents. Membership is comprised of, but not limited to, the LAC and Student Society representatives.



The Director and Director Elect may activate and utilize committees as necessary to accomplish the goals of the Division.

Legal Affairs Division

The Legal Affairs Division shall be responsible for review and interpretation of proposed legislation and actual changes in laws, rules, and regulations affecting public health and pharmacy practice and for interpretation and application of Society principles and ethics. The Legal Affairs Division prioritizes advocacy for issues that impact health system pharmacy practice.

The Director and Director Elect may activate and utilize committees as necessary to accomplish the goals of the Division.

Membership, Marketing, and Media Division

The Membership, Marketing, and Media Division shall be responsible for membership recruitment and retention, the dissemination of information to the membership and to the general public through regular Society publications and other media. The official publication of the Society will be updated and maintained by this Division.

The Director and Director Elect may activate and utilize committees as necessary to accomplish the goals of the Division.

Pharmacy Technician Division

The Pharmacy Technician Division shall be responsible for contributing to the advancement of pharmacy technician roles in health system pharmacy, contributing to the development and improvement of the professional practice of pharmacy in health systems, and advising other divisions regarding the needs of its members.

The Director and Director Elect may activate and utilize committees as necessary to accomplish the goals of the Division.

**Article III. Composition**

Each Director and Director Elect shall be tasked by the President to coordinate the activities of one of the six divisions, utilizing committees within the division to whatever degree is necessary to accomplish the objectives of the division.

Technician members will be automatically assigned as members of the Technician Division.

The President, with the approval of the Board of Directors, shall appoint committee chairmen and members as is deemed necessary, pursuant to the recommendations of the Division Director.

**Article IV. Authority of Divisions**

The Board of Directors shall have authority to assign a specific matter to a Division for its consideration. In the event the Board of Directors does not act favorably on the recommendation from a division committee, the matter shall be returned with explanation to the committee for its further consideration.

The Board of Directors shall have final authority over any project requiring the expenditure of Society funds, and the determination of which proposals require approval by the Board of Directors or of the membership as a whole.

Division committees shall not secure or attempt to secure funds without prior approval from the Board of Directors.

#### **Article V. Records of Division Activities**

Each Division committee shall maintain records of its activities and prepare reports for submission to the Board of Directors.

If a matter is presented at a meeting of a committee merely for informational purposes, it shall be acknowledged in the form of an informal statement or suggestion in the records of the meeting.

If a matter is considered at a meeting of a committee requires no action from higher Society authority, the action shall be expressed as "Voted" in the records of the meeting.

If a matter considered at a meeting of a committee requires action from a higher authority, the action taken shall be recorded as "Voted to Recommend" in the records of the meeting. It shall be the responsibility of the Director of each Division and the Chairman of the Committee, if present at the Board meeting, to bring to the attention of the Board each "Voted to Recommend," along with an explanation of the sentiment expressed at the meeting. It shall be the further responsibility of the Director to convey the resultant action of the Board, with an explanation, to the originating committee.

#### **Article VI. Division Reports**

The Director of each Division shall present an Annual Report, covering all pertinent activities within the Division, including those actions approved and authorized by the Board of Directors.

#### **Article VII. Policies and Procedures**

Each division will develop and maintain a policy and procedure manual. A policy and procedure manual for each ongoing responsibility or activity of the division using the standard OSHP template shall be developed and submitted to the Board of Directors for approval. The division will determine when a policy and procedure is needed and the Board of Directors may direct the division to develop a policy and procedure.

Each division will revise its policies and procedures as needed and all policies and procedures shall be reviewed and approved by the Board of Directors whenever changes are made by the division or at least every three years.

Each division policy and procedure manual will be available to the membership on the OSHP webpages under "Governing Documents."

## **CHAPTER VI. LIAISON WITH OTHER ORGANIZATION**

### **Article I. Representation**

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

### **Article II. Committees**

Appointment of representatives of the Society to liaison committees with other organizations shall be subject to approval by the Board of Directors. The purpose of a liaison committee shall be to act as a service agency to its parent organization, and to discuss, and recommend solutions to, problems of mutual interest. All recommendations of a liaison committee shall be subject to approval by its parent organization. Each liaison committee shall adopt administrative regulations, subject to approval by its parent organization. The Society's continuing participation in each respective liaison committee shall be subject to review by the Board of Directors. This review will take place at least annually but may also occur at the discretion of the Board of Directors.

## **CHAPTER VII. LOCAL AFFILIATED CHAPTERS**

### **Article I. Definition**

Any local organization of health-system pharmacists located in Ohio may be affiliated with the Society, under a constitution as described in the Bylaws, and on approval from the Board of Directors. This organization shall be known as a "Local Affiliated Chapter" or "Chapter".

An organization of students from a college of pharmacy located in Ohio may be affiliated with the Society, under a constitution as described in the Bylaws, and on approval from the Board of Directors. This organization shall be known as a "Local Affiliated Student Chapter" or "Student Chapter".

### **Article II. Membership**

Membership in Local Affiliated Chapters shall be restricted to active, associate and honorary members as defined in Chapter I, Article I of these Bylaws. Persons not so classified may attend meetings of the Local Affiliated Chapter upon invitation. All active members of Local Affiliated Chapters, who practice pharmacy in Ohio, shall be members of the Society.

### **Article III. Responsibilities**

Local affiliated chapters shall foster the objectives of the Society.

Members of the Local Affiliated Chapters shall strive to implement the professional policies of the Society among themselves and in the health-systems which they serve.

Local Affiliated Chapters are privileged to adopt official professional policies of the Society.

Local Affiliated Chapters may not adopt, publicize, promote, or otherwise convey any policy or principle in the name of the Society which has not been officially adopted by the Society.

Acts of Local Affiliated Chapters shall in no way commit or bind the Society.

**Article IV. Organization**

Each Local Affiliated Chapter shall adopt governing documents consistent with the requirements of these Bylaws. The governing documents of local chapters shall be approved by the Board of Directors of the Society.

**CHAPTER VIII. MEETINGS**

The Society shall hold an Annual Meeting which may include meetings of the Board of Directors and of committees authorized by the Board of Directors. Additional meetings, institutes, seminars, etc. may be held at the discretion of the Board of Directors.

**CHAPTER IX. PUBLICATIONS**

**Article I. Official Publication**

The Society shall maintain an official publication.

**CHAPTER X. AFFILIATION**

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

**CHAPTER XI. OFFICIAL INSIGNIA**

There shall be an official insignia of the Society as approved by the Board of Directors.

**CHAPTER XII. LIQUIDATION**

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

- All liabilities and obligations of the Society shall be paid and discharged, or adequate provisions shall be made therefore;
- Assets held by the Society 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
- All remaining assets held by the Society shall be transferred or conveyed, without obligations or restriction, and equally dispensed among the then legally recognized Local Affiliated Chapters within Ohio or in the event there are no Local Affiliated Chapters within Ohio

or in the event there are no Local Affiliated Chapters, the remaining assets shall be forwarded to the American Society of Health-System Pharmacists Research and Education Foundation.

**CHAPTER XIII. PARLIAMENTARY PROCEDURE**

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

**CHAPTER XIV. AMENDMENTS**

Every proposition to alter or amend these Bylaws shall be submitted in writing by two or more active members or by action of the Board of Directors. All Local Affiliated Chapters shall be notified of each proposition not less than fifteen (15) days prior to a session of the Board of Directors meeting, at which it will be voted upon. An affirmative majority of votes cast by the Board of Directors shall constitute adoption of the amendment after subsequent approval by ASHP.

ADOPTED            October 24, 1981

AMENDED	April 29, 1984	March 5, 1993	May 19, 2006	July 15, 2021
	May 26, 1985	May 12, 1995	May 11, 2007	May 23, 2022
	May 24, 1987	May 7, 1999	April 24, 2015	May 4, 2023
	May 29, 1988	May 11, 2001	April 21, 2016	
	April 29, 1989	May 9, 2003	May 1, 2017	
	April 30, 1990	May 14, 2004	April 30, 2018	
	March 6, 1992	May 13, 2005	October 22, 2020	