

METRO EAST ICHP AFFILIATE CONSTITUTION AND BYLAWS
Revised June 2015

Article I. NAME, OBJECTIVES, DEFINITIONS

A. NAME

The name of this organization shall be the Metro East Society of Health-System Pharmacists (MESHP), hereinafter referred to as the Society.

B. OBJECTIVES

The objectives of the Society shall be:

1. To represent the membership in local pharmacy and health care issues.
2. To provide the benefits and protection of a qualified Health-System pharmacist to the patient, to the institution which (s)he serves, to the members of the health care team with whom (s)he serves, and to the profession of pharmacy.
3. To promote interchange of information, ideas and knowledge among Health-System pharmacists and members of the health care team.

C. DEFINITIONS

A Health-System pharmacist shall be defined as any legally qualified pharmacist currently practicing in a Health-System or affiliated facilities, or actively engaged in the administration, planning, or supervision of pharmacy practice in a Health-System or related facilities.

Article II. MEMBERSHIP

The membership of the Society shall consist of ICHP members residing, working or attending pharmacy school in the Affiliate's region as defined in the bylaws.

Article III. OFFICERS

The officers of the Society shall be a President, Immediate Past President, President-elect, Secretary/Treasurer, Director of Technology & Communications, and Technician Representative. The President-Elect and Director of Technology & Communications ~~Technician Representative~~ shall be elected annually as provided in the Bylaws; the Secretary ~~and~~ Treasurer and Technician Representative shall be elected every other year as provided in the Bylaws.

The MESHP board shall consist of the officers and also include non-voting Student Representatives and the ICHP Southern Regional Director ~~for that Affiliate~~.

Article IV. AFFILIATION

The Society shall be affiliated with the Illinois Council of Health-System Pharmacists and shall support the Mission and Vision of that organization.

A. The Illinois Council of Health-System Pharmacists shall represent the Society and its members in all matters of State concern.

B. The Society shall be represented in the Illinois Council of Health-System Pharmacists as prescribed in the Constitution and Bylaws of the Illinois Council of Health-System Pharmacists. This shall include the selection of delegates to sit in the House of Delegates at the Illinois Council of Health-System Pharmacists' Annual Meeting.

C. The Society shall belong to the Southern Region of the Illinois Council of Health-System Pharmacists and shall participate in the activities of that region as described in the Constitution and Bylaws.

Article V. AMENDMENTS

Every proposition to alter or amend this Constitution shall be submitted to the MESHP board, by at least two (2) Pharmacist or Retired Pharmacist members. Once the proposition is approved by the MESHP Board it is presented to the Director of the Division of Organizational Affairs. Organizational Affairs will review the proposed language and present the final version to the ICHP Board of Directors for approval. After approval by the ICHP Board of Directors, the proposition will be sent to the eligible MESHP voting membership for approval (electronic or mail ballot). Ratification of the proposition will be by a majority of the ballots returned within thirty (30) days.

APPROVED:

Officers, Metro East Society of Health-System Pharmacists (9-3-15)

Jared Sheley (President)

Kelsey Bauman (Secretary / Treasurer)

Melissa Smith (Director of Technology & Communications)

Division of Organizational Affairs, Illinois Council of Health-System Pharmacists (11/23/2015)

Board of Directors, Illinois Council of Health-System Pharmacists (01/14/2016)

General Membership, Metro East Society of Health-System Pharmacists (date)

BYLAWS

ARTICLE I. MEMBERSHIP

Section I. MEMBERS

The membership of the Society shall consist of ICHP members working, living or attending a college of pharmacy in the MESHP area and interested in the objectives of the Society.

A. PHARMACIST MEMBERS

Pharmacist members individually licensed in Illinois or another jurisdiction of the United States to practice pharmacy shall have the right to vote and to serve as an officer of the affiliate or in any other elected or in an appointed position. Licensed pharmacy residents/fellows shall be considered Pharmacist Members and retain the same rights and privileges as Pharmacist Members.

B. ASSOCIATE MEMBERS

Associate members receive all the benefits of pharmacist full members except voting privileges or the ability to hold office. The only exception is for technicians voting for and serving as the Technician Representative.

(1) Supporting Member: Individuals which include non-pharmacist allied health professionals, pharmaceutical industry representatives, and non-pharmacist college faculty.

(2) Student Member: Individuals enrolled full-time in a pharmacy degree program at an accredited college of pharmacy.

(3) Technician Member: Individuals currently employed as pharmacy technicians or registered as 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.

C. RETIRED MEMBERS

A pharmacist or pharmacy technician no longer actively employed in pharmacy, is currently a member of ICHP, and reached the age of at least 65 is eligible for retired member status. Retired members are entitled to all membership rights and services of their previous membership category. In cases of disability of a member of ICHP, who are younger than the age of 65, special consideration will be made upon request to convert member to retired member status.

ARTICLE II. OFFICERS

Section I. COMPOSITION

The Officers of the Society shall consist of the President, the President-elect, the Immediate Past President, the Secretary/Treasurer, the Director of Technology & Communications, and the Technician Representative.

Section II. NOMINATION OF THE OFFICERS

A. The Committee on Nominations, consisting of at least three (3) Pharmacist members (one of whom is the Immediate Past President) shall present the Society with up to three candidates for each of the offices of President-elect, Secretary, Treasurer, Director of Technology & Communications, and Technician Representative. To be considered for nomination a potential candidate for any position other than the Technician Representative, the individual must be a pharmacist member who either is a current resident of Illinois or have a

current primary pharmacy employment site within Illinois. To be considered for nomination a potential candidate for the Technician Representative, the individual must be a pharmacy technician member who either is a current resident of Illinois or have a current primary pharmacy employment site within Illinois.

B. Any member may submit names of individuals for nomination to the Committee on Nominations.

Section III. ELECTION OF THE OFFICERS

Prior to the Annual Meeting of the Council, the Chair of the Committee on Nominations shall submit the names of the candidates for President-elect, Secretary/Treasurer, Director of Technology & Communications, together with a brief review of their professional backgrounds and qualifications, to each Pharmacist member of the Society electronically. At the same time names of candidates for the position of Technician Representative together with a brief review of their professional backgrounds and qualifications will be presented to each pharmacy technician member of the Society electronically. The members indicate on the ballot their choice of the candidates for the offices to be filled and return the ballot to the Council office within thirty (30) days.

Section IV. BALLOTS

The ballots shall be counted electronically. The Director of Technology & Communications or their designee shall notify all the candidates of the results of the election prior to the Annual Meeting of the Council and shall forward the results of the election to the Council Board of Directors.

Section V. INSTALLATION

The newly elected officers shall be installed at the Annual Meeting of the Council.

Section VI. DUTIES

A. PRESIDENT

The President shall be the principal elected official of the Society and shall be so recognized at all Society programs and functions. The President's duties include serving as the Chair of the Society's Board of Directors and the Programming Committee. With the approval of the officers, the President shall appoint committees (and chairs) as may be deemed necessary. The President shall work in conjunction with the ~~Metro-East~~Southern Region Director of the Council, who shall represent the Society at the Council's Board of Directors.

B. IMMEDIATE PAST PRESIDENT

The Immediate Past President shall be a member of the Board and the Chair of the Committee on Nominations. In the absences of both the President and the President-elect, he shall serve as the Chair of the Board.

C. PRESIDENT-ELECT

The President-elect shall perform the duties of the President when the President is unable to do so. The President-elect is a member of the Board and serves as its Vice Chair. The President-elect shall assume such other duties as shall be assigned by the President.

D. SECRETARY / TREASURER

The Secretary / Treasurer shall be a member of the Board and shall be responsible for recording and preparing the minutes of the meetings of the Board and of the general membership. The Secretary / Treasurer shall work closely with the ICHP office to serve as the custodian of the Society's funds and shall invest and disburse them at the direction of the Board, and shall work with the ICHP office to prepare a quarterly statement on the financial status of the Society. The Secretary / Treasurer shall be responsible for the preparation of any such

reports or forms as may be required by law and shall chair an annual audit by the Board of the Society's financial records and accounts.

F. DIRECTOR OF TECHNOLOGY AND COMMUNICATIONS

The Director of Technology and Communications shall be a member of the Board and shall conduct the Society's correspondence at the direction of the Board. The Director of Technology and Communications shall be responsible for ~~sending-working with the ICHP office to~~ send out all meeting notices and ballots and for coordinating audiovisual needs for Society meetings.

G. TECHNICIAN REPRESENTATIVE

The Technician Representative shall be a technician member of the Society and serve as a member of the Board assuming duties as shall be assigned by the President.

Section VII. TERM

The President-elect, President, Immediate Past President, and Technology & Communications Director each hold one year terms of office. The Technician Representative & Secretary/Treasurer each hold two year terms of office with elections in alternating years.

Section VIII. VACANCIES

If the President becomes unable to perform his/her duties, the President-elect shall assume the duties of the President.

Should both the President and the President-elect be unable to perform their duties, the Immediate Past President will assume the duties of the Presidency for the remainder of the unexpired term of the current president. In this instance, the Committee on Nominations shall be directed to select candidates for both a President and a President-elect.

A vacancy in the Secretary/Treasurer's, Director of Technology & Communication's , or Technician Representative's position shall be filled by a special election if less than half the individual's term has expired; otherwise the President shall appoint a member to serve in the vacated office until the next regular election.

Any elected MESHP Officer, or other representative of MESHP may be removed from their position as a result of significant neglect of responsibilities, an act or actions detrimental to MESHP, a breach of confidentiality or changing their residence or primary pharmacy employment site outside Illinois. The removal shall be determined by a simple majority vote of the members voting within the category of membership who elected the Board member in question during a special election.

ARTICLE III. BOARD OF DIRECTORS

Section I. COMPOSITION

The Board shall consist of all officers as described in Article II of these bylaws, each of whom shall be a voting member. Student Chapter Liaisons, ~~when applicable,~~ or Student Chapter Presidents and the Southern Region Director are non-voting members of the Board. No person shall serve in more than one capacity on the Board. The Chair of any ad hoc committee shall be an ex-officio (non-voting) member of the Board.

Section II. MEETINGS

The Board shall meet at least quarterly. Additional meetings may be held at the call of the Chair or upon request in writing by any three (3) members of the Board.

Section ~~IV~~III. QUORUM

A majority of the voting members of the Board shall constitute a quorum. The Chair may declare a quorum in unusual circumstances.

Section IV. RESPONSIBILITIES

The Board shall have charge of the property of the Society and shall have authority to manage and control the affairs and funds of the Society. Between meetings, the Board shall act on administrative, fiscal, and other matters that are consistent with these Bylaws and the Constitution and Bylaws of ICHP and shall make decisions on the actions of the officers of the Society and of the Committees. It shall report action taken on major policy issues at the next regular meeting of the Society.

ARTICLE IV. STANDING COMMITTEES

Section I. FUNCTION

Each Standing Committee shall develop policies and programs for approval by the Board and implement such policies and procedures as are approved by the Board in the major area of the Society's interest to which it has been assigned.

Section II. COMMITTEE CHARGES

A. PROGRAMMING COMMITTEE

The Programming Committee shall be charged annually with the responsibility of providing continuing education programs of high quality as part of the meetings of the general membership. The President shall serve as the Chair of the Programming committee. The Society will work in conjunction with the Council on matters relating to ACPE requirements.

B. COMMITTEE ON NOMINATIONS

The Committee on Nominations shall be charged annually with soliciting nominations for President-Elect, [Director of Technology and Communications Technician Representative](#) and Delegates to the ICHP House of Delegates; and every other year with soliciting nominations for ~~secretary and treasurer~~ [Secretary/Treasurer and the Technician Representative Director of Technology and Communications](#) (alternating years). The Immediate Past President shall serve as the Chair of this Committee.

ARTICLE V. SPECIAL COMMITTEES

The President shall, with the approval of the Board, appoint such special (ad hoc) committees as are deemed necessary to conduct the business of the Society.

ARTICLE VI. REGULAR MEETINGS

The Society shall meet at least quarterly at a time and location determined by the Programming Committee and approved by the Board.

ARTICLE VII. AFFILIATION

Section I. AFFILIATION DEFINED

The Society shall be affiliated with the Illinois Council of Health-System Pharmacists (also referred to herein as "the Council").

Section II. RESPONSIBILITIES

The Society shall foster the Mission and Vision of the Council. Members of the Society shall strive to implement the professional policies of the Council among themselves and within the institutions in which they are employed.

The Society may not adopt, promote, publicize, or otherwise convey any policies or principle in the name of the Council which has not been officially adopted by the House of Delegates of the Council. Acts of the Society in no way commit or bind the Council.

Section III. ORGANIZATION

The Constitution and Bylaws of the Society shall be approved by the Board of Directors of the Council. All subsequent changes in either document must be approved by the Board of Directors of the Council via its Division on Organizational Affairs.

ARTICLE ~~IX~~VIII. LIQUIDATION

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

A. All liabilities and obligations of the corporation shall be paid and discharged, or adequate provision shall be made therefore;

B. Assets held by the corporation 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 corporation shall be transferred or conveyed without obligation or restriction to the Illinois Council of Health-System Pharmacists to be used in whatever manner it shall deem appropriate.

ARTICLE IX. PARLIAMENTARY PROCEDURE

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

ARTICLE ~~XI~~X. RULES AND REGULATIONS

The Board may adopt such rules and regulations as may be necessary for the smooth functioning of the Society. Such rules and regulations may not violate these Bylaws, the Constitution of the Society, or the Constitution or Bylaws of the Illinois Council of Health-System Pharmacists.

ARTICLE XII. DELEGATES TO THE ANNUAL MEETING OF THE COUNCIL HOUSE OF DELEGATES

Section I. DEFINITION

The Society shall elect at least two (2), but not more than ten (10) delegates to the House of Delegates at the Annual Meeting of the Council. Delegates must be Pharmacist members. The exact number of delegates is determined by the Board of Directors of the Council at its January meeting according to the apportionment rules in the Bylaws of the Council.

Section II. TERM AND INSTALLATION

Delegates are installed at the first session of the House of Delegates for a term of office of one (1) year.

Section III. MEETINGS

The House of Delegates meets in two (2) sessions at the Annual Meeting of the Illinois Council of Health-System Pharmacists. Other meetings may be called in the manner described in the Bylaws of the Council.

Section IV. NOMINATIONS

The Committee on Nominations shall select no more than two (2) nominees for each seat allotted to the Society. Nominations for delegates to the House of Delegates are submitted to the Committee on Nominations by mail or electronic communication at least sixty (60) days prior to the Annual Meeting of the Council.

Section V. ELECTION

Ballots shall be provided to the pharmacist members of the Society electronically and returned within 30 days. Assignment of delegates and alternates will be made on the basis of the number of votes each nominee receives.

Section VI. CERTIFICATION

The Illinois Council of Health-System Pharmacists staff shall certify all delegates as Pharmacist members.

Section VII. NOTIFICATION

The ICHP Staff shall notify the Secretary/[Treasurer](#) of the Society and the Secretary of the Council of the names of the delegates and alternates at least twenty-one (21) days prior to the Annual Meeting.

ARTICLE XIII. AMENDMENTS

Every proposition to alter or amend these Bylaws shall be submitted to the MESHP board, by at least two (2) Pharmacist members. Once the proposition is approved by the MESHP Board it is presented to the Director of the Division of Organizational Affairs. Organizational Affairs will review the proposed language and present the final version to the ICHP Board of Directors for approval. After approval by the ICHP Board of Directors, the proposition will be sent to the eligible MESHP voting membership for approval (electronic or mail ballot). Ratification of the proposition will be by a majority of the ballots returned within thirty (30) days.

APPROVAL:

Board, Metro East Society of Health-System Pharmacists (9-3-15)

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Board of Directors, Illinois Council of Health-System Pharmacists (01/14/2016)

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