

## **AFFILIATE CONSTITUTION AND BYLAWS: TEMPLATE**

### **Article I. NAME AND PURPOSE**

#### **A. NAME**

The name of this organization shall be the \_\_\_\_\_ Society of Health-System Pharmacists (\_SHP), hereinafter referred to as the Affiliate.

#### **B. PURPOSE**

The purpose of the Affiliate shall be:

1. To represent the membership in local pharmacy and health-care issues.
2. To advance public health by promoting the professional interests of Pharmacists practicing in hospital and other health-care settings within the respective region of Illinois.

### **Article II. MEMBERSHIP**

The membership of the Affiliate 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 Affiliate shall be a President, Immediate-Past President, President-elect, Secretary, Treasurer, and Technician Representative. The President-elect and Technician Representative shall be elected annually as provided in the Bylaws; the Secretary and Treasurer shall be elected every other year as provided in the Bylaws.

The \_\_SHP board shall consist of the officers and also include non-voting Student Representatives and the ICHP Regional Director for that Affiliate.

### **Article IV. AFFILIATION**

The Affiliate shall be part of the Illinois Council of Health-System Pharmacists (ICHP) and shall support the Mission and Vision of ICHP.

A. ICHP shall represent the Affiliate and its members in all matters of State concern.

B. The Affiliate shall be represented in ICHP as prescribed in the ICHP Constitution and Bylaws.

C. The Affiliate shall belong to the \_\_\_\_\_ Region of ICHP and shall participate in the activities of that region as described in the ICHP Constitution and Bylaws.

### **Article V. AMENDMENTS**

Every proposition to alter or amend this Constitution shall be submitted to the officers of \_\_SHP, by at least two (2) Pharmacist or Retired Pharmacist members. Once the proposition is approved by the officers \_\_SHP 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 \_\_SHP

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, \_\_\_\_\_ Society of Health-System Pharmacists (date)

Division of Organizational Affairs, Illinois Council of Health-System Pharmacists (date)

Board of Directors, Illinois Council of Health-System Pharmacists (date)

General Membership, \_\_\_\_\_ Society of Health-System Pharmacists (date)

## **BYLAWS**

### **ARTICLE I. MEMBERSHIP**

#### Section I. MEMBERS

The membership of the Affiliate shall consist of ICHP members working, living or attending a college of pharmacy in the \_\_SHP area and interested in the objectives of the Affiliate.

##### 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 in an elected or 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. However, technicians may vote for and serve 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 Affiliate shall consist of the President, the President-elect, the Immediate Past President, the Secretary, the Treasurer, and the Technician Representative.

#### Section II. NOMINATION OF THE OFFICERS

A. The Affiliate Board shall present the Affiliate with up to three candidates for each of the offices of President-elect, Secretary, Treasurer, 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 has 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 has a current primary pharmacy employment site within Illinois.

- B. Any member may submit names of individuals for nomination to the Affiliate Board.

### Section III. ELECTION OF THE OFFICERS

Prior to the Annual Meeting of the Council, the President shall submit the names of the candidates for President-elect and Secretary or Treasurer, together with a brief review of their professional backgrounds and qualifications, to each pharmacist member of the Affiliate 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 Affiliate 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 Secretary of the Affiliate 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 Affiliate and shall be so recognized at all Affiliate programs and functions. The President's duties include serving as the Chair of the Affiliate'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 \_\_\_\_\_ Region Director of the Council, who shall represent the Affiliate at the Council's Board of Directors.

#### B. IMMEDIATE PAST PRESIDENT

The Immediate Past President shall be a member of the Board. 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

The Secretary 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 or designee shall conduct the Affiliate's correspondence at the direction of the Board and shall direct the Council office to send out all meeting notices and ballots.

E.       TREASURER

The Treasurer or Council office shall serve as the custodian of the Affiliate's funds and shall invest and disburse them at the direction of the Board. The Treasurer shall be a member of the Board. The Treasurer or designee shall prepare a monthly statement on the financial status of the Affiliate. The 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 Affiliate's financial records and accounts.

F.       TECHNICIAN REPRESENTATIVE

The Technician Representative shall be a technician member of the Affiliate 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 Technician Representative each hold one-year terms of office. The Secretary and 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. In this instance, the Affiliate Board shall be directed to appoint both a President and a President-elect.

A vacancy in the Treasurer's, Secretary'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 \_\_SHP Officer, or other representative of \_\_SHP may be removed from their position as a result of significant neglect of responsibilities, an act or actions detrimental to \_\_SHP, 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 Presidents or Student Chapter Liaisons and the \_\_\_\_\_ 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

Last reviewed April 26, 2021 by Organizational Affairs  
Approved by Board of Directors May 2021

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 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 Affiliate and shall have authority to manage and control the affairs and funds of the Affiliate. 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 Affiliate and of the Committees. It shall report action taken on major policy issues at the next regular meeting of the Affiliate.

**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 Affiliate's interest to which it has been assigned.

Section II. COMMITTEE CHARGES

A. PROGRAMMING COMMITTEE

The Programming Committee or Board 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 Affiliate will work in conjunction with the Council on matters relating to ACPE requirements.

**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 Affiliate.

**ARTICLE VI. REGULAR MEETINGS**

The Affiliate shall meet at least quarterly either face-to-face or virtually at a time and location determined by the Programming Committee and approved by the Board.

**ARTICLE VII. AFFILIATION**

Section I. AFFILIATION DEFINED

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

Section II. RESPONSIBILITIES

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

The Affiliate 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 Board of Directors of the Council. Acts of the Affiliate in no way commit or bind the Council.

Section III. ORGANIZATION

The Constitution and Bylaws of the Affiliate 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 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 Affiliate, or any standing rule of the Affiliate.

**ARTICLE X. RULES AND REGULATIONS**

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

**ARTICLE XI. REPRESENTATION WITHIN THE ILLINOIS COUNCIL OF HEALTH-SYSTEM PHARMACISTS**

**Section I. Representation**

The local affiliate is represented at the ICHP Board of Directors level by the \_\_\_\_\_ Region Director. Affiliate officers should convey any issues or concerns to that Region Director for discussion and action by the ICHP Board.

**Section II. Region Directors**

The ICHP Region Directors are elected as described in the ICHP constitution and bylaws. Each Region Director serves multiple local affiliates and will make themselves available to Affiliate Chapter officers and members. Each Region Director will provide an annual report to each Affiliate Chapter they represent.

**ARTICLE XII. AMENDMENTS**

Every proposition to alter or amend these Bylaws shall be submitted to the \_\_SHP board, by at least two (2) Pharmacist members. Once the proposition is approved by the \_\_SHP 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 \_\_SHP 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, \_\_\_\_\_ Society of Health-System Pharmacists (date)

Division of Organizational Affairs, Illinois Council of Health-System Pharmacists (date)

Board of Directors, Illinois Council of Health-System Pharmacists (date)

General Membership, \_\_\_\_\_ Society of Health-System Pharmacists (date)