

# **CONSTITUTION**

## **NORTH DAKOTA SOCIETY OF HEALTH-SYSTEM PHARMACISTS**

June 1989

### **Article I - Name, Objectives, and Definitions**

(a) Name

This organization shall be known as the North Dakota Society of Health-System Pharmacists, hereinafter the Society.

(b) Purposes

The purposes for which the Society (NDSHP) is formed are:

1. To advance public health by promoting the professional interests of pharmacists practicing in hospitals and other organized health-care settings through:
  - i. Fostering pharmaceutical services aimed at drug-use control and rational drug therapy.
  - ii. Developing professional standards for pharmaceutical services.
  - iii. Fostering an adequate supply of well-trained, competent pharmacists and associated personnel.
  - iv. Developing and conducting programs for maintaining and improving the competence of pharmacists and associated personnel.
  - v. Disseminating information about pharmaceutical services and rational drug use.
  - vi. Improving communication among pharmacists, other members of the health-care industry, and the public.
  - vii. Promoting research in the health and pharmaceutical sciences and in pharmaceutical services.
  - viii. Promoting the economic welfare of pharmacists and associated personnel.
2. To foster rational drug use in society such as through advocating appropriate public policies toward that end.
3. To pursue any other lawful activity that may be authorized by NDSHP's Board of Directors.

## **Article II. - Membership**

The membership of the Society shall consist of active, associate, and honorary members as provided in the Bylaws and is open to individuals without regard to race, sex, national origin, or handicap. Active members shall be pharmacists who are currently practicing pharmacy in a hospital or other organized health care setting. Members may continue active membership if they:

- (a) are engaged in the administration, planning or supervision of a health-system pharmacy, or
- (b) are primarily teaching health-system pharmacy classes in colleges of pharmacy, or
- (c) are primarily engaged in health-system pharmacy organizational work, or
- (d) are approved as active members by action of the Board of Directors.

## **Article III - Officers**

The officers of the Society shall be a President, an Immediate Past President, a President-Elect, and a Secretary-Treasurer. The President-Elect shall be elected annually for a term of one year and shall ascend successively to the office of President and Immediate Past President, serving one year in each position. The Secretary-Treasurer shall be elected for a two-year term of office.

## **Article IV - Board of Directors**

There shall be a Board of Directors of the society consisting of Officers, a student chapter Affiliate Representative, and a Director as provided by the Bylaws.

## **Article V - Affiliated Chapters**

Any local chapter of health-system pharmacists in North Dakota, and meeting the requirements as outlined in the Bylaws, may be an affiliate of the Society, on approval of the Board of Directors.

## **Article VI - Amendments**

Every proposition to alter or amend this constitution shall be submitted in writing by two or more active members at any business meeting. Approval must be given by the American Society of Health-System Pharmacists before it is submitted to the entire active membership for vote by mail ballot.

Revised:

1996 Name changed from North Dakota Society of Hospital Pharmacists to North Dakota Society of Health-System Pharmacists.

**BYLAWS**  
**NORTH DAKOTA SOCIETY OF HEALTH-SYSTEM PHARMACISTS**  
May 1982

**CHAPTER I - MEMBERSHIP**

**ARTICLE I - MEMBERS**

The membership of the Society shall consist of individuals interested in the objectives of the Society. All active members of the Society should be members of the American Society of Health-System Pharmacists.

(a) Active Members

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

(b) Associate Members

Associate Membership shall consist of supporting members and student members. Associate 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, except as otherwise provided in these Bylaws. Pharmacy supportive personnel members shall receive publications as determined by the Board of Directors.

1. Supporting members may be individuals other than health-system pharmacists who by their work in the health services, the teaching of prospective health-system pharmacists, or otherwise contributing to health-system pharmacy, make them eligible for membership.
2. Student members may be from among individuals enrolled in undergraduate programs in accredited colleges of pharmacy.
3. Pharmacy supportive personnel members may be individuals who are employed as pharmacy supportive personnel (i.e. technicians) in an organized health care setting work under the supervision of a licensed pharmacist; and assist in the non-professional (i.e. non-judgmental) aspects of preparing, distributing or administering medication.

(c) 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, health-system pharmacy practice. Honorary members shall not pay dues but may vote or hold office if otherwise eligible for active membership.

**ARTICLE II - DUES**

Dues for active and associate members shall be an annual fee determined by Board and approved by the majority vote at any business meeting. Dues for student and pharmacy supportive personnel shall be 40 per cent of the assessment of active and associate members.

## ARTICLE III - APPLICATIONS

### (a) Active and Associate Members

Applications for active and associate membership shall be prepared on a standard form and forwarded to the Secretary-Treasurer. Dues must accompany the application for membership. When an individual changes vocation so as to no longer fit the definition of an active member the individual shall automatically become an associate member with the rights and privileges of associate membership.

### (b) Honorary Members

Nominations for honorary membership must be submitted by two or more active members of the Society and must be approved by unanimous vote of the Board of Directors.

## ARTICLE IV - PERIOD OF MEMBERSHIP

### (a) Active and Associate Members

The period of membership shall be established by the Board of Directors. Membership in the Society and the obligation for dues shall continue unless a member's resignation is received in writing by the Secretary prior to the end of the year for which dues have been paid or until the member is officially notified by the Secretary that the member is being removed for nonpayment of dues. Any members in arrears for dues for 90 days shall cease to be a member of the Society, provided that at least 30 days before the member's name is removed from the rolls, the Secretary sends to the member's last known address, written notice of delinquency together with a Copy of the Bylaws pertaining to the subject.

### (b) Honorary Member

Honorary members shall be elected for life.

## CHAPTER II - OFFICERS

### ARTICLE I - Composition

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

### ARTICLE II - NOMINATION

The Committee on Nominations shall present two candidates for the Office of President-Elect by January 1.

Once every two years, the Committee on Nominations shall present two candidates for Secretary-Treasurer of the Society by January 1.

### ARTICLE III - ELECTION

Within 60 days after their nomination, the Secretary shall submit by mail, to every active member of the Society, the names of the candidates, together with a brief review of their professional background. The member shall indicate on the ballot the member's choice of candidates for the offices to be filled and return it to the Secretary by mail within 30 days of the date printed on the ballot.

### ARTICLE IV - BALLOTS

The ballots of dues paid active members only, postmarked within 30 days of the date printed on the ballot, shall be submitted by the Secretary to the Board of Canvassers, who shall count the votes. The Board of Canvassers shall certify to the President and Secretary the results of the election. The Secretary shall notify all candidates of the results of the election.

### ARTICLE V - INSTALLATION OF OFFICERS

The President-Elect and Secretary-Treasurer shall assume duties May 1, following election.

### ARTICLE VI - DUTIES

#### PRESIDENT

The President shall be the principal elected official of the Society and shall be so recognized at all Society programs and activities. With approval of the Board of Directors the President shall appoint all chair and members of the Councils and Committees. The President shall serve as an ex-officio member of all committees without voting privileges. The President shall appoint additional committees as needed. Except as otherwise provided, the President shall fill all vacancies by appointment.

The President shall be a member of the Board of Directors and serve as its Chair.

#### 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, the Immediate Past President shall serve as Chair 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 and serve as its Vice-Chair. The President-Elect shall assume other responsibilities as directed by the President.

#### SECRETARY-TREASURER

The Secretary-Treasurer shall serve as custodian of the Society's funds. The Secretary-Treasurer shall invest and disburse funds at the direction of the Board of Directors. The Secretary-Treasurer shall send dues notices and receive all monies. The Secretary-Treasurer shall be a member of the Board of Directors. The Secretary-Treasurer shall prepare annual statements on the financial condition of the organization and have them audited, and present a

report and financial statement at the Annual Meeting. The Secretary-Treasurer shall conduct the Society's correspondence as directed by the President and shall mail all meeting notices and ballots. The Secretary-Treasurer shall maintain an up-to-date roster of all Society members. A Secretary's report describing the Society activities during the preceding year shall be presented at the Annual Meeting.

## ARTICLE VII - VACANCIES

The Board of Directors shall fill all vacancies in the list of candidates that may occur by death or resignation prior to the issuance of ballots.

If the President becomes unable to perform the duties of office, the President-Elect shall immediately ascend to the office of President and shall also continue to serve as President for the subsequent Society year. If both the President and President-Elect become unable to perform the duties of their offices, the Board of Directors shall appoint, from its membership, a President to serve for the balance of the unexpired term. At the next annual meeting of the Society, nominations shall be presented by the Committee on nominations for the offices of President and President-Elect. They shall be elected according to the provisions of these Bylaws.

If the Secretary-Treasurer becomes unable to perform the duties of office, the Board of Directors is empowered to fill such vacancy until the next annual Meeting when nominations will be made according to the provisions of these Bylaws.

## CHAPTER III - BOARD OF DIRECTORS

### ARTICLE I - COMPOSITION

The Board of Directors shall consist of the President, Immediate Past President, President-Elect, Secretary-Treasurer, a representative from the affiliated student chapter, and a Director appointed by the President and serving a term of one year. No person shall serve in any dual capacity on the Board of Directors.

### ARTICLE II - OFFICERS

The President of the Society shall serve as Chair of the Board of Directors. The President-Elect shall serve as Vice Chair of the Board of Directors. The Secretary-Treasurer shall serve as Secretary of the Board of Directors.

### ARTICLE III - COMMITTEES

The President shall appoint such committees as are deemed necessary to carry out the responsibilities and programs of the Society. NDSHP shall maintain a standing Governmental Affairs Committee. Membership will include the Immediate Past-President as chairperson of the Committee, four additional members to be appointed by the President. In the absence of the Immediate Past-President the committee members shall elect an acting chair from the membership. This committee shall meet yearly or when requested by the President.

## ARTICLE IV - MEETINGS

The Board of Directors shall meet prior to the Annual Meeting of the Society. In addition, it shall meet at the call of the Chair, or upon application, in writing, of any two members of the Board. The Board shall meet no less than four times per calendar year.

## ARTICLE V - QUORUM

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

## ARTICLE VI - RESPONSIBILITIES

The Board of Directors shall represent the Society as the official voice for health-systems pharmacists in North Dakota. 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 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-systems pharmacy field; to supervise and to select the editor of the Society publications; to accept on behalf of the Society, grants, contributions, gifts, bequests or devises to further the purpose of the Society; to do and perform all acts and functions not inconsistent with the Bylaws; to report actions taken on major policy matters at the Annual Meeting, and to make recommendations on annual membership dues.

## **CHAPTER IV - LIAISON WITH OTHER ORGANIZATIONS**

### 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.

## **CHAPTER V - AFFILIATED LOCAL CHAPTERS**

### ARTICLE I - DEFINITION

Local organizations of health-system pharmacists may be affiliated with the Society.

### ARTICLE II - REQUIRMENTS FOR AFFILIATION

Each affiliated local chapter shall adopt a Constitution. The Constitution and Bylaws of affiliated local chapters shall be approved by the Board of Directors of the Society. All

subsequent changes in the Constitution and Bylaws must be approved by the Board of Directors of the Society.

The formal application for affiliation should be initiated by the President and Secretary of the chapter and directed to the President of the Society who shall submit such application to the Board of Directors of the Society for approval.

### ARTICLE III - RESPONSIBILITIES

Affiliated local chapters shall foster the objectives of the Society. Members of the affiliated local chapters shall strive to implement the professional policies of the Society among themselves and in the health-systems that they serve.

Affiliated local chapters are privileged to adopt official professional policies of the Society.

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

Acts of affiliated local chapters shall in no way commit or bind the Society.

### ARTICLE IV – MEMBERSHIP

Membership in affiliated local 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 affiliated local chapter upon invitation. All active members of affiliated local chapters should be members of the North Dakota State Society of Health-System Pharmacists. Membership must be open to individuals without regard to race, sex, national origin or handicap.

### ARTICLE V - DUES

All dues must be paid directly to the affiliated local chapter.

### ARTICLE VI. REPORTS

A copy of the minutes of every meeting of affiliated local chapters should be sent to the Secretary of the Society immediately following each meeting, and not later than 10 days following a meeting date. Additions to and changes in the membership and officers of the affiliated local chapter should be included therein.

## CHAPTER VI - ANNUAL MEETING

The Society shall hold an Annual Meeting and other such meetings as may be authorized by the Board of Directors. A quorum to conduct business shall be 10 members or 10 per cent of active membership, whichever is less.

## CHAPTER VII - AFFILIATION

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

## CHAPTER VIII - 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:

- (a) all liabilities and obligations of the Society shall be paid and discharged, or adequate provision shall be made therefore;
- (b) 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
- (c) all remaining assets held by the Society shall be transferred or conveyed, without obligation or restriction, to the American Society of Health-System Pharmacists Research and Education Foundation to be used in whatever manner it shall deem appropriate.

## CHAPTER IX - PARLIAMENTARY PROCEDURE

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

## CHAPTER X - AMENDMENTS

Every proposition to alter or amend this Constitution shall be submitted in writing by two or more active members at any business meeting. Approval must be given by the American Society of Health-System Pharmacists before it is submitted to the entire active membership for vote by mail ballot.

Revised:

**1996:**

Name changed from North Dakota Society of Hospital Pharmacists to North Dakota Society of Health-System Pharmacists.

Chapter III, Article III: Added Governmental Affairs Committee information.

Chapter III, Article IV: Added Board shall meet no less than four times per calendar year.

**1998:**

Chapter I, Article I: Deleted Associate Member statement.

Chapter I, Article III (a): Deleted Secretary/Treasurer approval statement

Chapter II, Article VI, President: Clarified the Ex-officio statement

Chapter III, Article III, Committees: Added In absence of the Immediate Past-President statement