

Utah Society of Health-System Pharmacists

Organized: May 13, 1953

Constitution and Bylaws: Revised August 2013

CONSTITUTION

ARTICLE ONE: Name, Objectives and Definitions

Section 1. This organization shall be known as "The Utah Society of Health-System Pharmacists", or "USHP".

Section 2. The Objectives of the Society shall be:

- A. To advance public health by promoting the professional interest of pharmacists practicing in health systems through:
 - 1. Developing professional standards for patient care.
 - 2. Fostering an adequate supply of well-trained, competent pharmacists, pharmacy technicians, and pharmacy interns.
 - 3. Developing and conducting programs for maintaining and improving the competence of pharmacists, pharmacy technicians, and pharmacy interns.
 - 4. Disseminating information about patient care and safe and effective drug use.
 - 5. Improving communication among pharmacists, other healthcare professionals and the public.
 - 6. Promoting research in the health and pharmaceutical sciences and patient care.
 - 7. Advocating safe and effective medication use within health systems and the community.
- B. Advocate for laws, regulations, and standards that improve patient care.
- C. To pursue any other lawful activity that may be authorized by the USHP Board of Directors.

Section 3. The Utah Society of Health-System Pharmacists is a non-profit organization.

ARTICLE TWO: Membership

The membership of USHP shall consist of active members, associate members, and honorary members as established in the Bylaws. Active members shall be licensed pharmacists, interns and technicians who support the purposes and objectives of USHP and ASHP, and are practicing in Utah. Only active members may vote in USHP elections. Only active members who are licensed pharmacists may serve as state delegates to the ASHP House of Delegates, and be elected as an officer or a Director-at-Large of USHP. Active members who are licensed technicians may be elected to the Director-at-Large-Technician position on the Board of Directors.

ARTICLE THREE: Officers

The Officers of the Society 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 office of the President and Immediate Past President, serving one year in each position. The Treasurer shall be elected on alternate odd-numbered years for a term of two years and the Secretary shall be elected on alternate even-numbered years for a two year term of office. These elected officers shall be installed into office at the Annual Meeting.

ARTICLE FOUR: Board of Directors

There shall be a Board of Directors of the Society consisting of Officers, elected Directors-at-Large, elected Director-at-Large Technicians, and a Representative from each Student Chapter as provided in the Bylaws.

ARTICLE FIVE: Amendments

Every proposition to alter or amend this constitution shall be submitted, in writing, by an active member, to the Society and shall be approved by a two-thirds majority of the active members that participated in the vote. Constitutional Amendments shall be processed as provided in the Bylaws and shall include submission of all proposed amendments to the American Society of Health-System Pharmacists Commission on Affiliate Relations, in accordance with ASHP Bylaws and as defined in the ASHP Administrative Regulations for Affiliated State Chapters, for Council approval of proposed amendments prior to submission of these final amendments to the Society membership for approval.

BYLAWS

CHAPTER ONE: ELECTION OF OFFICERS AND DIRECTORS-AT-LARGE

ARTICLE I. Definition of Officers of the Society

The Officers of the Society shall consist of the President, President-Elect, Immediate Past President, Secretary and Treasurer.

ARTICLE II. Definition of Executive Committee

The executive Committee of the Society shall consist of the Officers of the Society as set forth in CHAPTER ONE, ARTICLE I of the Bylaws.

ARTICLE III. Definition of the Board of Directors

The Board of Directors of the Society shall consist of the Officers and FOUR elected Directors-at-Large, ONE elected Director –at-Large for Technicians, and ONE representative from each Student Chapter of USHP who shall have voice and vote.

ARTICLE IV. Election of Officers

Election of Officers will be conducted prior to the Annual Meeting and completed within 30 days of the date of the ballot. Candidates for offices shall be nominated through a Nominating Committee chaired by the Immediate Past President. The officer to be elected annually shall be the President-Elect. The Secretary and Treasurer shall be elected on alternating years for two year terms of office.

- A. A call for nominations for candidates shall be disseminated to allow members to suggest qualified candidates for nomination. Members are encouraged to nominate themselves if they have a desire to serve. Nomination forms shall not require the identification of the person submitting the form.
- B. Candidates for Officers must be Active members of USHP
- C. The President shall annually establish a Nominations committee of members of the Society to nominate the candidates for each office. The Immediate Past President shall chair the committee.
- D. Prior to reporting the name of any candidate, the Committee shall confirm that the candidate is eligible and willing to serve. Candidates will disclose all real, potential, or perceived conflicts of interest, including appointments or offices held in local, state, or national pharmacy organizations.

ARTICLE V. Election of Directors-At-Large and Director for Technicians

- A. Election of Directors-at-Large will be conducted each year prior to the Annual Meeting and returned within 30 days of the date of the ballot. The Nominating Committee shall present a slate of candidates, two of whom shall be elected to the Board of Directors of the Society. Directors-At-Large shall serve a term of two years beginning with their installation at the Annual Meeting of the Society following their election.

- B. Election of Director-at-Large for Technicians will be conducted every other year prior to the Annual Meeting and returned within 30 days of the date of the ballot. The Nominating Committee shall present a slate of candidates, one of whom shall be elected to the Board of Directors of the Society. Director for Technicians shall serve a term of two years beginning with their installation at the Annual Meeting of the Society following their election. Newly-elected Technician Director-at-Large will be installed at the annual meeting to hold office for the elected term.

ARTICLE VI. Student Chapter Representatives

Each Student Chapter will be entitled to one representative to sit on the Board of Directors. These representatives will have voice and vote. The representatives will be selected as outlined in the Student Chapters' Bylaws.

ARTICLE VII. Ballots

- A. The ballots shall be counted by the Nominating Committee. The Chair of the Nominating Committee shall submit the results of the election to the Executive committee at their next scheduled meeting, and the secretary shall record election result in meeting minutes.
- B. Elections results shall be based on a plurality vote, electing the two candidates who received the highest number of votes. If a tie occurs, a run-off election will be conducted amongst the two candidates who tied.

CHAPTER TWO: DUTIES OF OFFICERS, DIRECTORS, AND BOARD OF DIRECTORS

ARTICLE I. 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 or President's designee(s) shall be the official spokesperson for USHP. With the approval of the Board of Directors, the President shall appoint all committee chairs and members and shall appoint additional committees as needed. Except as otherwise provided, all vacancies shall be filled by appointment. The President shall be a member of the Board of Directors and serve as its Chair. The President's report describing the Society's activities during the preceding year shall be presented at the Annual Meeting.

Immediate Past President - The Immediate Past President shall be a member of the Board of Directors and shall serve as Chair of the Awards and Nominating Committees. In the absence of both the President and the President-Elect, the Immediate Past President shall serve as the 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 and shall assume other responsibilities as directed by the President.

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 prepare monthly statements on the financial condition of the organization, and shall present a report and financial statement at the Annual Meeting.

Secretary - The Secretary shall be a member of the Board of Directors, shall serve as its Secretary, shall record and maintain minutes of meetings of the Board of Directors, and other meetings when directed by the President. The Secretary shall conduct the Society's correspondence as directed by the President and shall mail all Board meeting notices and shall maintain, through the Membership Committee, an up-to-date roster of all Society members. Minutes from the Annual Business Meeting of the preceding year shall be presented at the Annual Meeting.

Directors-At-Large - The Directors-At-Large shall serve as members of the Board of Directors of the Society. Each Director-At-Large shall assume responsibility as liaison of a standing or special Committee as appointed by the President. The Directors-At-Large shall attend all meetings of the Board of Directors.

Director for Technicians - The Director for Technicians shall serve as a member of the Board of Directors of the Society and shall assume responsibility as a liaison to the active member Technicians. The Director for Technicians shall attend all meetings of the Board of Directors.

Board of Directors: The Board of Directors is responsible for the operations of the USHP. The Board may address any issue not otherwise specifically addressed in the Constitution and By-Laws. Board of Directors may develop policy statements to address issues key to the health-system pharmacists and the Society. These serve to advance the objectives of the Society. Board members will disclose any real, potential, or perceived conflicts of interest on an annual basis, or more frequently as needed.

ARTICLE II. Vacancies

- A. The Board of Directors shall fill all vacancies in the list of Officers or Directors which may occur by death or resignation after the adjournment of the Annual Meeting of the Society and prior to the issuance of the ballots for the next annual election. If the President

becomes unable to perform the duties of the office, the President-Elect shall immediately ascend to the Presidency. 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. Prior to the next Annual Meeting of the Society, nomination shall be presented by the Nominating Committee for the offices of the President and President-Elect.

- B. They shall be elected according to the provisions of these Bylaws. If the Secretary or Treasurer or any Director-At-Large becomes unable to perform the duties of the office, the Board of Directors is empowered to fill such vacancy until the next annual election when nominations will be made according to the provisions of these bylaws.

ARTICLE III. Meetings

The Board of Directors shall meet at least quarterly, otherwise at the call of the Board President. The presence of a simple majority of the Board of Directors shall constitute a quorum. Matters will be decided by majority vote of the Directors in attendance except for matters specifically calling for a higher vote by the Bylaws. Any member of UCHP may attend the open session of meetings of the Board of Directors. All meetings are considered to be open meetings to active USHP members or invited guests. Meetings may be closed at the President's discretion.

**CHAPTER THREE: ACCOMPLISHMENT OF OBJECTIVES, AFFILIATION WITH
AMERICAN SOCIETY OF HEALTH-SYSTEM PHARMACISTS**

The objectives of the Society as outlined in ARTICLE I. Section 2, of the Constitution shall be accomplished through active cooperation and affiliation with the American Society of Health-System Pharmacists.

CHAPTER FOUR: MEMBERSHIP

ARTICLE I. Members

The membership of the Society shall consist of individuals interested in the objectives of the Society.

Active Members

Active members shall be pharmacists or technicians as defined in ARTICLE TWO of the Constitution.

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, the practice of pharmacy. Honorary members shall not pay dues nor shall be eligible to vote or hold office unless otherwise qualified for active membership.

Associate Members

Associate membership may be approved for those who wish to further the purpose of USHP but are not currently practicing (ie retired pharmacists and technicians). Associate members shall pay dues as established by the Board of Directors and may not vote or hold office.

Student Members

Student members are considered active members but may not hold elected positions except for those designated as student positions.

ARTICLE II. Dues

The Board of Directors shall establish dues and membership periods for active members. The Board of Directors shall, consistent with other provisions of these Bylaws, also establish dues and membership periods for other categories of members.

ARTICLE III. Membership Applications

Honorary Members

Nominations for honorary membership shall be approved by majority vote of the Board of Directors.

CHAPTER FIVE: STANDING COMMITTEES

The following shall be standing committees of the Society, each consisting of members appointed by the President of the Society. The President shall appoint one member of the Board of Directors to serve as a liaison on each of the standing committees. The Board Liaisons or the chair of the committees shall present monthly reports of the activities of their respective committee at the Board of Directors Meeting.

ARTICLE I. Program Committee

The Program Committee shall assume responsibility for all aspects of the planning of continuing education programs of the Society. The Chair of the committee is responsible for the selection of timely topics, quality speakers, meeting facilities and meals, as well as soliciting sponsorship from industry sources. The Board Liaison for the Committee shall appoint and work closely with the Administrator of Continuing Education and with the Committee Chair in meeting all requirements to maintain accreditation status.

ARTICLE II. Membership Committee

The Membership Committee is responsible for maintaining and recruiting USHP and ASHP members. The Chair of the Committee shall conduct recruitment campaigns for new members in conjunction with the ASHP membership drives. The Committee Chair is charged with maintaining an accurate and up-to-date listing of USHP members and the preparation of a Membership Directory to be issued to all members at the Annual Meeting each year.

ARTICLE III. Nominating Committee

The Nominating Committee shall consist of at least three active members, appointed annually by the President. The Immediate Past President shall act as Chair of the Committee. Each committee member shall represent a different hospital, chain of hospitals, or other health care setting. Committee members shall contact all hospitals and other health care settings in the state during their search for candidates for office. Committee members shall prepare a ballot which contains a brief biographical sketch of each candidate. The ballots shall be sent to all active members as described in CHAPTER ONE, ARTICLE IV and ARTICLE V of the Bylaws. The ballots shall be counted after allowing 30-days for the membership to vote. The Chair of the Committee shall disclose the results of the election to the President who will notify the newly elected members of the Board. The Nominating Committee is responsible for canvassing members for ASHP House of Delegate positions

ARTICLE IV. Budget and Finance Committee

The Executive Committee of the Board of Directors shall constitute the Budget and Finance Committee. This Committee shall prepare an annual budget for the Society's activities and shall be responsible for directing the financing of all budgeted activities. They shall approve all budget amendments during the year. The Committee shall consider all program goals and planning, including regular reports from other standing committees, in development and implementation of Society's annual and ongoing activities.

ARTICLE V. Awards Committee

The Immediate Past President shall chair the Awards Committee. This Committee shall prepare and distribute annually the nomination forms for standing and special awards to be presented to members and officers of the Society. The Committee shall constitute the judging group for all awards requiring special nominations. Awards to be given shall be determined by the Awards Committee and approved by the Board of Directors.

ARTICLE VI. Additional Standing Committees

Additional standing committees may be established and maintained at the discretion of the Executive Committee of the Board of Directors. These committees may include but are not limited to the following.

Communications Committee

The Communications Committee is charged with all published and electronic communications from the committee. They are also responsible for the information posted on the Society's website and social media outlets. The Chair, acting as the managing editor shall solicit contributions from the membership. The Committee is responsible for the accuracy and appropriateness of all information published.

Advocacy Committee

The Advocacy Committee is responsible to monitor legislative trends and to bring to the attention of the Board upcoming legislative activities occurring in the State and National Legislature that will impact on the practice of pharmacy. The committee is also responsible for advocating for the Society in the community to promote the current issues, news, and positive perceptions of Pharmacy that will have an impact on the practice of pharmacy to the community, news media, and government leaders. The Chair of the Committee shall actively seek pertinent information from the Utah State Legislature, American Society of Health-System Pharmacists, Utah Pharmacists Association, and the State Board of Pharmacy. In the event Society resources are needed to indicate the USHP's stand on a legislative issue, the Chair of the Committee shall request, obtain board approval and coordinate the use of such resources and report to the Board in a timely manner.

Constitution and Bylaws Committee

This committee shall be appointed by the Executive Committee who shall appoint one of their members to serve as a member of the Committee. The Executive Committee shall appoint a Past President of the Society to Chair this Committee. Considerations for amendments to either the Constitution or Bylaws, coming from the Board of Directors or any active Society member, shall be directed to the Chair of this Committee for consideration and recommendations. The Chair, working through the executive committee, shall submit all proposed amendments to the ASHP Commission on Affiliate Relations, in accordance with Article 8 of the ASHP Bylaws, for the Council approval of proposed amendments prior to submitting the final amendments to the Society membership for approval.

Technician Committee

The Technician Committee is responsible to promote issues related to Pharmacy Technicians in USHP, as well as promoting greater use and awareness of pharmacy technician's skills. As appropriate, the Technician Committee will assign committee members to liaise with other standing committees. The Board Liaison for the Committee shall appoint and work closely with the Committee Chair in promoting technicians issues to the USHP board.

CHAPTER SIX: SPECIAL COMMITTEES

The President may appoint such special committees as are required.

CHAPTER SEVEN: ELECTION OF ASHP DELEGATES

The delegates to ASHP House of Delegates from Utah represent all ASHP members in the State of Utah. All ASHP active members residing in Utah will receive a ballot each year and will thereby be given the opportunity to nominate and vote in the election of Utah's ASHP Delegates. Alternate delegates shall be selected from Utah ASHP active members who express interest.

CHAPTER EIGHT: USHP Student Societies

ARTICLE I. Definition

The USHP Student Society shall be a local organization of the students of accredited Schools of Pharmacy in Utah interested or involved in organized health care settings and shall be affiliated with the Society.

ARTICLE II. Membership

Membership in the Student Societies shall be restricted to pharmacy students as defined in the Student Chapters' Bylaws. Student members shall be members of the USHP as defined in CHAPTER FOUR, ARTICLE I of these Bylaws.

ARTICLE III. Responsibilities

The Student Societies shall foster the objectives of the Utah Society of Health-System Pharmacists. Members shall strive to implement the professional policies of the Society among themselves and in the pharmacies in which they work.

The Student Chapter 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 the Student Societies shall in no way commit or bind the Society.

ARTICLE IV. Representation

Each Student Society shall be entitled to one representative to sit with the Board of Directors of the Society as described in CHAPTER ONE, ARTICLE SIX of these Bylaws.

CHAPTER NINE: ANNUAL MEETING

The Annual Meeting of the Society shall be held at a date and place to be determined by the Board of Directors in conjunction with the Program Committee.

CHAPTER TEN: QUORUM

Attendance of twelve (12) active members of the Society shall constitute a quorum for the Annual business meeting.

CHAPTER ELEVEN: AMENDMENTS

Any proposition to alter or amend these Bylaws must be submitted in writing by an active member in good standing in the Society. The Board of Directors shall review all proposed amendments and shall then submit all propositions to the Constitution and Bylaws Committee. This Committee shall review all propositions for continuity and applicability to the present Bylaws statements and shall submit a properly worded and constituted Bylaws amendment(s) back to the Board of Directors.

The Board of Directors shall direct the Secretary to send all proposed Constitution and Bylaws amendments to the voting membership. Amendments to the Constitution and Bylaws shall be approved by a two-thirds majority of the members voting.

CHAPTER TWELVE: DISSOLUTION

In the event of the liquidation and dissolution of USHP, any properties, funds or monies, securities or other assets 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.

Dissolution shall be defined as a vote by 80% or more of the USHP Board of Directors to disband or terminate the Utah Society of Health-System Pharmacists, ratified by a majority of the voting members. Reorganization, restructuring, or disaffiliation from the American Society of Health-System Pharmacists shall not be considered dissolution of USHP.