

THE NEW HAMPSHIRE SOCIETY OF HEALTH-SYSTEM PHARMACISTS, INC.

BYLAWS

CHAPTER I. MEMBERSHIP

ARTICLE 1. MEMBERS:

Pharmacists, who support the mission of NHSHP and have paid dues as established by NHSHP, may hold an elected office. Ideally, pharmacist, pharmacy technician, and student members should be members of ASHP. All members shall receive publications and general communications of the Society, may attend meetings, and may be granted the privilege of the floor.

A. Pharmacy technician members, student members, and supporting members may vote at meetings as issues arise but may not hold an elected office.

1. Supporting members shall consist of individuals other than pharmacists who by their practice in allied health services, teach pharmacists or otherwise contribute to the practice of pharmacy.
2. These individuals may include but not be limited to: pharmacy instructors, pharmacy technicians, medical service representatives, and pharmacy-based IV team members.
3. Students shall consist of individuals whose principle residences are in NH and are enrolled in undergraduate or graduate programs in an accredited college of pharmacy. Student members are encouraged to be members of ASHP's student member category.

ARTICLE 2. APPLICATIONS:

Application for active membership shall be prepared on a standard form and forwarded to the Treasurer of the Society. Dues should accompany the application. Student members are not required to pay dues, but must submit a photocopy of their student ID in order to waive the dues requirement.

ARTICLE 3. PERIOD OF MEMBERSHIP:

The period of membership shall be the calendar year. Any member in arrears for dues shall cease to be a member of the Society. Such a person may be reinstated as a member provided his payment of current membership dues is made.

CHAPTER II.

OFFICERS

ARTICLE 1. NOMINATION, ELECTION, COUNTING OF VOTES, INSTALLATION OF OFFICERS:

The officers and board of directors shall serve as the nominating committee. They shall announce the candidates to the office the President, President Elect, Secretary, Treasurer, and Government Affairs Liaison at the Fall Dinner Meeting at which time additional nominations may be made from the floor. The candidates receiving the majority of votes cast by the members present at the meeting shall constitute election. The newly elected officers shall assume office on January 1st following the election. The Secretary shall cast one vote in favor of the nominated candidates in the absence of nominations from the floor.

ARTICLE 2. DUTIES OF OFFICERS:

- A. President – The President, or in his/her absence, the President Elect, shall preside at all meetings and prepare and distribute meeting agendas. He/she shall appoint all committees and shall be an ex officio member of each. The President, if possible, shall be the Society's Delegate to the ASHP Annual Meeting.
- B. President Elect – The President Elect shall perform the duties of the President in his/her absence. He/she also serves, if possible, as a Delegate to the ASHP Annual Meeting.
- C. Secretary – The Secretary, in conjunction with the President, maintains meeting attendance and prepares and distributes minutes from said meetings. He/she shall also maintain a record of all Society related correspondence.
- D. Treasurer – The Treasurer shall receive and keep account of all moneys received by the Society as dues or remittances and shall disburse them at the discretion of the Board of Directors. He/she shall submit a written report of all funds received or disbursed quarterly at a Board of Directors Meeting.
- E. Government Affairs Liaison – The responsibility of NHSHP Government Affairs Liaison is assumed by the immediate past president of the Society. However, should a member of the Society volunteer for the position and be appointed by the Board and Officers to the position, there will be is no limit to the terms served. The responsibilities of the NHSHP Government Affairs Liaison are as follows:
 - Keeps current with laws, regulation and administrative policies governing the practice of pharmacy in New Hampshire.
 - Has direct responsibility for monitoring and reviewing legislative developments on matters related to rules and regulations affecting healthcare and pharmacy practice in the State.
 - Maintains liaison with other professional health care organizations, key legislators, lobbyists, etc. regarding matters related to legislation affecting health care and pharmacy practice in New Hampshire.

- Keeps the Officers and Board of NHSHP current on all activities and at a minimum prepares an annual report of activities / items of interest for the membership of NHSHP.
- As the representative of NHSHP, attends and testifies at State Legislature and hearings as required.

ARTICLE 3. VACANCIES:

- A. Authority is granted to the President to appoint a member to fill any vacant office for an unexpired term, except, President Elect.
- B. In the event of the vacancy of the President, the President Elect shall assume the office and serve out both the unfinished term to which he/she has succeeded and his/her subsequent term as President.
- C. To fill a vacancy for President Elect, after the annual election, the Board of Directors shall appoint an active member to complete the term.

CHAPTER III. BOARD OF DIRECTORS

ARTICLE 1. COMPOSITION:

The Board of Directors shall consist of the President, President Elect, the Immediate Past President, the Secretary, the Treasurer, the Government Affairs Liaison, and at least three Directors who, as active members, shall volunteer their services. Members of the board shall be confirmed by the current slate of officers. An effort will be made so that the board shall consist of members from different practice settings and geographical regions of the state.

ARTICLE 2. ELECTION:

Members of the Board of Directors may serve as officers of the Society if elected as described in Chapter II, Article 1, Section A of the Bylaws. Candidates are appointed to the Board of Directors in the manner prescribed under Chapter III, Article 1 of the Bylaws.

ARTICLE 3. OFFICERS:

The President of the Society shall serve as chair of the Board of Directors. The Secretary shall serve as Secretary of the Board of Directors.

ARTICLE 4. MEETING:

The Board of Directors, at a minimum shall meet quarterly and at the call of the chair.

ARTICLE 5. RESPONSIBILITIES:

The Board of Directors shall meet with the Officers of the Society, shall have supervision over all funds of the Society, and shall act for the Society during the periods between the regular meetings. It shall act as a standing committee working closely with the program chairpersons and other committees as required.

ARTICLE 6. QUORUM:

Four active members of the Board and Officers of the Society shall constitute a quorum for meetings.

ARTICLE 7. ORDER OF BUSINESS:

Business shall proceed in the following order:

- Call to order.
- Reading and adopting of minutes.
- Receipt of reports and other communications to the Society.
- Unfinished business.
- New business.
- Adjournment.

CHAPTER IV. AMENDMENTS

Amendments to the Bylaws or Constitution may be proposed as provided in the Constitution. A vote of the majority of the total membership shall be required for passage of an amendment. Any proposal to alter or amend the Constitution or Bylaws shall be incorporated in the notice of the next business meeting.

CHAPTER V. MEETINGS

Business Meetings shall be held at least twice a year. Written notice shall be sent by the Secretary to each member at least 5 days in advance. Other Meetings may be held at times decided by the Board of Directors.

CHAPTER VI. FINANCES

Dues of the Society shall be established by the Board of Directors.