



# *South Dakota Society of Health-System Pharmacists*

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## **CONSTITUTION OF THE SOUTH DAKOTA SOCIETY OF HEALTH-SYSTEM PHARMACISTS**

*Revised April 2014*

### **Article I. Name and Purposes**

a. Name

This organization shall be known as the "South Dakota Society of Health-System Pharmacists," hereinafter referred to as the SDSHP.

b. Purposes

The purposes of the SDSHP shall be:

1. To advance public health by promoting the professional interests of pharmacists practicing in health systems through
  - a. Fostering pharmaceutical services aimed at drug use control and rational drug therapy.
  - b. Promoting professional standards of pharmaceutical services.
  - c. Fostering an adequate supply of well-trained, competent pharmacists and associated personnel.
  - d. Developing and conducting programs for maintaining and improving the competence of pharmacists and associated personnel.
  - e. Disseminating information about pharmaceutical services and rational drug use.
  - f. Improving communication among pharmacists, other members of the healthcare industry, and the public.
  - g. Promoting research in the health and pharmaceutical sciences and in pharmaceutical services.
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 the SDSHP's Board of Directors.

## **Article II. Membership**

The membership of the SDSHP shall consist of active and associate members.

1. Active members shall be licensed pharmacists who are currently practicing pharmacy in a health system. Members may continue active membership if they:
  - a. are engaged in administration, planning or supervision of a hospital/health-system pharmacy, or
  - b. are primarily teaching in colleges of pharmacy, or
  - c. are primarily engaged in hospital or health-system pharmacy organizational work, or
  - d. have an interest in health-system pharmacy
  - e. are approved as active members by action of the Board of Directors
2. Associate membership shall consist of supporting members and student members. Associate members shall receive publications and general communications of the SDSHP, may attend meetings, and may be granted the privilege of the floor, but shall not be entitled to vote or hold elected office.
  - a. Supporting members may be individuals other than hospital pharmacists, including pharmacy support personnel, who by their work in the health services, the teaching of prospective institutional pharmacists, or otherwise contributing to institutional pharmacy, make themselves eligible for membership.
  - b. Student members shall be enrolled in a pharmacy program in an accredited college of pharmacy.

## **Article III. Officers**

The officers of the SDSHP shall be a President-Elect, President, Immediate Past-President, Secretary, and Treasurer. The President-Elect shall be elected annually for a term of one year and shall ascend to the office of President and Immediate Past-President, serving one year in each position. The Secretary and Treasurer each shall be elected for a two year term of office. No person shall be qualified or elected as a member of the Board of Directors unless such person is at the time of election an active member of SDSHP.

## **Article IV. Board of Directors**

There shall be a Board of Directors consisting of officers of the SDSHP and two voting members of the Society who shall act as board members at large.

## **Article V. Board Liaisons**

There shall be two student liaisons appointed by the American Pharmacists Association – Academy of Student Pharmacists (APhA-ASP) Chapter at South Dakota State University to a 2 year term, one technician liaison appointed by the South Dakota Association of Pharmacy Technicians for a 1 year term, and one resident liaison appointed by the Board of Directors for a 1 year term. These liaisons will be non-voting members of the Board.

## **Article VI. Support Services**

The Board may enter into contracts with individuals/organizations to enhance the efficiency of providing services to the membership.

#### **Article VII. Affiliated Chapters**

Any local chapter of institutional pharmacists located in South Dakota may be an affiliate of the SDSHP under a constitution as described in the By-Laws, and approval of the Board of Directors.

#### **Article VIII. Amendments**

Every proposition to alter or amend this Constitution shall be submitted in writing to the secretary of the SDSHP by two or more active members. Approval must be given by the ASHP before it is submitted to the active memberships for a vote. All members shall be notified of these proposals not less than thirty (30) days prior to the annual meeting. At that meeting, a majority of votes cast by SDSHP active members is required for approval.

**BY-LAWS**  
**OF THE SOUTH DAKOTA SOCIETY OF HEALTH-SYSTEM PHARMACISTS**  
*Revised April 2014*

**Chapter I. Membership**

**Article I. Members**

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

a. Active Members

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

b. Associate Members

Associate members shall consist of supporting members and student members as defined in Article II of the Constitution.

**Article II. Dues**

Dues shall be collected by the SDSHP. Dues shall be established by the Board of Directors.

**Article III. Application for membership**

Applications for active and associate membership shall be prepared on a standard form and forwarded to the SDSHP Business Office. Dues must accompany the applications for membership.

**Article IV. Term of membership**

The period of membership shall extend from January through December. Membership in the SDSHP 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 (s)he is being removed for non-payment of dues. Any member in arrears for dues for ninety (90) days shall cease to be a member of the SDSHP.

**Chapter II. Officers**

**Article I. Composition**

The Board of Directors shall be as stated in Article IV of the Constitution. No person shall serve in any dual capacity on the Board of Directors. Board members shall not serve concomitantly on any other pharmacy organization board. The President may appoint additional members to the Board of Directors to attend board meetings in a non-voting capacity.

## **Article II. Nominations**

Once every year, the nominations committee shall present up to two candidates for the office of President-Elect and up to two candidates for Board Member. On alternating years, the nominations committee shall present up to two candidates for Secretary or up to two candidates for Treasurer of the SDSHP. These nominations shall be the sole source for candidates for these positions.

## **Article III. Election**

Within sixty (60) days of their nomination, the Secretary shall submit, to every active member of the SDSHP, the names of the candidates, together with a brief review of their professional background. The member shall indicate on the ballot his/her choice of candidates for the offices to be filled and return it to the Secretary within thirty days of the date listed on the ballot.

## **Article IV. Ballots**

The ballot must be returned within thirty days of the date listed on the ballot and shall be submitted by the Secretary to the Board of Canvassers, who shall count the votes. The Board of Canvassers will be made up of executive staff of the SDSHP (or designee). In instances where two (2) or more members have been nominated for the same position, election shall be by plurality of vote. In the event of a tie, a second vote of that position will occur. The Board of Canvassers shall certify to the President and Secretary the results of the election. The Secretary or designee shall notify all candidates of the results of the election.

## **Article V. Installation of Officers**

The President, President-Elect, Secretary, Treasurer, Board Members, and Immediate Past-President shall be installed at the Annual Meeting.

## **Article VI. Duties**

### **1. President**

(S)he shall be a member of the Board of Directors. The President shall be the principle elected official of the SDSHP and shall be so recognized at all SDSHP programs and activities. With approval of the Board of Directors, the President shall appoint all Chairs and members of the Councils and Committees.

(S)he shall appoint additional committees as needed. Except as otherwise provided, (s)he shall fill all vacancies by appointment. (S)he shall serve as the Chair of the Board of Directors. A President's report describing the SDSHP's activities during the preceding year shall be presented at the annual meeting.

### **2. President-Elect**

(S)he shall be a member of the Board of Directors. In the absence of the President, (s)he shall serve as chair of the Board.

### **3. Immediate Past-President**

(S)he shall be a member of the Board of Directors. (S)he also shall perform any such duties deemed appropriate by the President.

#### 4. Treasurer

(S)he shall be a member of the Board of Directors. The Treasurer shall serve as custodian of the SDSHP funds. (S)he shall invest and disburse funds at the direction of the Board of Directors. (S)he or designee shall receive all moneys. (S)he shall prepare periodic statements on the financial condition of the organization, and present a report and financial statement at the annual meeting.

#### 5. Secretary

The Secretary shall be a member of the Board of Directors and shall serve as its secretary. (S)he shall record and maintain minutes of meetings of the Board of Directors, and other meetings when directed by the President. (S)he shall conduct the SDSHP's correspondence as directed by the President and shall distribute all meeting notices. (S)he shall maintain an up-to-date roster of all SDSHP members.

### **Article VII. Vacancies**

The Board of Directors shall fill all vacancies in the list of candidates which may occur by death or resignation prior to the issuance of ballots. If the President becomes unable to perform the duties of his or her office, the President-Elect shall serve the unexpired term. In the event of a vacancy of the office of President-Elect, the Board of Directors shall take any actions to fill the vacancy from its membership. If both the President and President-Elect become unable to perform the duties of their offices, the Board of Directors shall appoint a current Board member to serve as President for the balance of the unexpired term. At the next election, 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 By-laws. If the Secretary or Treasurer becomes unable to perform the duties of his/her office, the Board of Directors is empowered to fill such vacancy until the next election when nominations will be made according to the provisions of these By-laws.

### **Article VIII. Removal of Board Members**

Any officer, member, or agent elected or appointed by the Board of Directors, may be removed by a 2/3 majority vote of the full Board of Directors, excluding the Board member proposed to be removed, whenever in their judgment the best interests of the association will be served thereby. Such removal shall be without prejudice to the contractual rights, if any, of the person so removed.

## **Chapter III. Board of Directors**

### **Article I. Composition**

The Board of Directors shall be as stated in Article IV of the Constitution. No person shall serve in any dual capacity on the Board of Directors. The President may appoint additional members to the Board of Directors to attend board meetings in a non-voting capacity.

### **Article II. Officers**

The President of the SDSHP shall serve as chair of the Board of Directors.  
The Immediate Past-President shall serve as Vice Chair of the Board of Directors.

### **Article III. Committees of the Board**

The Board of Directors shall designate the following committees to report directly to the Board:

1. Nominations
2. Continuing Education
3. Annual Meeting
4. Promotions
5. Other Committees or Task Forces as needed to meet the needs of SDSHP

### **Article IV. Other Committees and Organizational Components**

The President shall appoint such additional committees as are deemed necessary to carry out the responsibilities and programs of the SDSHP. The Board shall have the authority to create such other organizational structures the Board deems necessary for carrying out the purposes of the organization.

### **Article V. Meetings**

The Board of Directors shall meet at least quarterly and prior to the Annual Meeting of the SDSHP. In addition, it shall meet at the call of the Chairman, or upon application in writing of any three members of the Board.

### **Article VI. Quorum**

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

### **Article VII. Responsibilities**

The Board of Directors shall represent the SDSHP as the official voice of its membership. The Board of Directors shall have charge of the property of the SDSHP and shall establish regulations for expenditure and investment of funds and the signing of checks. They shall also control and manage the affairs and funds of the SDSHP; make ultimate decisions regarding the acts of Committees and officers on professional policy matters; to accept, on behalf of the SDSHP, grants, contributions, gifts, bequests or devices to further the purposes of the SDSHP; to do and perform all acts and functions not inconsistent with the By-laws.

### **Article VIII. Election**

Election of officers and Board Members shall be as outlined in Chapter II of these By-laws. Board Members shall serve a two year term.

## **Chapter IV. Affiliated Local Chapters**

### **Article I. Definition**

Local organizations of institutional pharmacists may be affiliated with the SDSHP with the approval of the Board of Directors of the SDSHP.

## **Article II. Membership**

Membership in affiliated local chapters shall be restricted to active and associate members as defined in Article II of the Constitution. All active members of affiliated local chapters must be members of the SDSHP.

## **Article III. Responsibilities**

Affiliated local chapters shall foster the objectives of the SDSHP. Members of the affiliated local chapters shall strive to implement the professional policies of the SDSHP among themselves and in the institutions which they serve. Affiliated local chapters are encouraged to adopt official professional policies of the SDSHP. Affiliated local chapters may not adopt, publicize, promote, or otherwise convey any policy or principle in the name of the SDSHP which has not been officially adopted by the SDSHP.

## **Article IV. Organization**

Each affiliated local chapter shall adopt a Constitution. The Constitution and By-Laws of affiliated local chapters shall be approved by the Board of Directors of the SDSHP. All subsequent changes in the Constitution and By-laws must be approved by the Board of Directors of the SDSHP.

## **Article V. Dues**

Local chapters shall assess such dues as are deemed necessary.

## **Article VI. Reports**

A copy of the minutes of every meeting of affiliated local chapters should be sent to the Secretary of the SDSHP 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 V. The SDSHP shall hold an Annual Meeting and such meetings as may be authorized by the Board of Directors.**

**Chapter VI. Publications**

## **Article I. Official Publication**

The SDSHP may have an official publication.

**Chapter VII. Liquidation**

In the event of liquidation and dissolution of the SDSHP, any properties, funds, moneys, securities, or other assets remaining in the treasury of, or the account of, or otherwise belonging to, the SDSHP shall be disposed of as follows.



1. all liabilities and obligations of the SDSHP shall be paid and discharged, or adequate provision shall be made therefore;
2. assets held by the SDSHP 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
3. upon termination or dissolution of the SDSHP any assets that remain after payment or provision for payment of all its liabilities, debts, and obligations shall be distributed by the Board of Directors only to one or more organized charitable, educational, scientific, or philanthropic organizations duly qualified as exempt under Section 501(c)(3) of the Internal Revenue Code of 1954 (or under such successor provision of the Internal Revenue Code as may be in effect at the time of termination or dissolution of the SDSHP). Under no circumstances shall any assets be distributed to any member of the SDSHP.

### **Chapter VIII. Parliamentary Procedure**

The new revised Robert's Rules of Order shall prevail at all meetings of the SDSHP except where contrary to the Constitution and By-laws or any standing rule.

### **Chapter IX. Amendments**

Every proposition to alter or amend these By-laws shall be submitted in writing to the Secretary of the SDSHP by two or more active members. Approval must be given by the ASHP before being submitted to active membership for vote. All members shall be notified of these proposals not less than 30 (thirty) days prior to the Annual Meeting. At that meeting, a majority of votes cast is required for approval.

### **Chapter X. Liaisons with other organizations**

#### **Article I. Representation**

The President may appoint, subject to the approval of the Board of Directors, a member of SDSHP as a representative or liaison to another organization. Such appointed persons shall represent the objectives of SDSHP. In the spirit of reciprocity, the Board may accept a liaison from another organization to attend as a guest of SDSHP board meetings but will not be able to vote.

#### **Article II. Authority**

Appointed persons acting as representatives or liaisons shall not be authorized to commit SDSHP without prior approval by the Board of Directors.

Reviewed by: J Harris, R Hammerquist 9/2017