

## MEMBERSHIP PROCEDURES

**POLICY:** The South Dakota Society of Health-System Pharmacists (SDSHP) Support Specialist shall process requests for membership, membership applications, and membership changes in a timely manner.

### PROCEDURE:

1. Individuals requesting SDSHP membership shall be directed to the SDSHP website to complete the Membership Application form and view additional information about SDSHP.
2. Membership terms will expire on December 31<sup>st</sup> of the membership year. Membership dues will not be prorated.
  - a. The Board of Directors may authorize temporary membership discounts for promotional purposes.
3. Membership information from completed application forms shall promptly be added to the membership database.
4. Membership dues are recorded and deposited in a timely manner.
5. Names of members will be available to SDSHP Board of Directors
6. All membership changes (status, name, address, e-mail address, etc.) shall be updated in the membership database in a timely fashion by the SDSHP Support Specialist.
7. Membership Renewals Notices
  - a. SDSHP will send renewal notices with appropriate materials to all current members. The renewal notice directing members to renew online to update information and pay dues will be prepared by the SDSHP Support Specialist and/or the President.
  - b. Members may renew their membership with any meeting registration.

Developed by: D. Sisson 10/2001

Approved: SDSHP Board of Directors 03/2003

Revised/Approved: SDSHP Board of Directors 11/14/05

Revised and Reviewed: J Opperman, J Kappes 11/2011

Approved by: SDSHP Board of Directors 1/17/2012

Reviewed: R Hammerquist, J Harris 9/2016

Revised/Approved: SDSHP Board of Directors 11/2019

Reviewed: SDSHP Board of Directors 1/2023