



**Connecticut Society of Health-System Pharmacists**  
**Constitution and Bylaws**  
Effective November 1, 2014

*Please note that Bylaws are a document that evolves as the Society evolves although changes should not be made casually or too often.*

**Article I. Name, Objectives and Definition**

- A. The Society shall be known as the Connecticut Society of Health-System Pharmacists, hereafter referred to as the “Society”.
- B. The objectives of the Society shall be:
1. To advance public health by promoting the professional interests of pharmacists practicing in health systems through
    - a. Fostering pharmaceutical care services aimed at drug use control and rational therapy.
    - b. Developing professional standards for pharmaceutical care services.
    - c. Fostering an adequate supply of well trained, competent pharmacists, technicians, and associated personnel.
    - d. Developing and conducting programs for maintaining and improving the competence of pharmacists, technicians, and associated personnel.
    - e. Disseminating information about pharmaceutical care services and rational drug use.
    - f. Improving communication among pharmacists, members of the health care industry, and the public.
    - g. Promoting research in the health and pharmaceutical sciences and in pharmaceutical care services.
    - h. Promoting the economic welfare of pharmacists, technicians, and associated personnel.
  2. To foster rational drug use in society such as through advocating appropriate public policies toward that end.
- C. Definition
1. A pharmacist shall be defined as a pharmacist currently practicing pharmacy in a hospital or other organized health care setting in Connecticut, or actively engaged in the administration, planning, teaching or supervision of pharmaceutical services in a hospital or other organized health care setting.
  2. Pharmaceutical care is the direct, responsible provision of medication related care for the purpose of achieving definite outcomes that improve a patient's quality of life.

## **Article II. Membership**

The membership of the Society shall consist of active and associate members as provided by the Bylaws.

## **Article III. 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 to the office of President and Immediate Past President successively, serving one year in each position. The Treasurer shall be elected annually to a two year term beginning in 2016. The Secretary shall be elected annually to a two-year term beginning in 2015.

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

There shall be a Board of Directors of the Society consisting of the Officers and elected Directors-at-Large as provided in the Bylaws.

## **Article V. Affiliated Chapters**

- A. Any organization of pharmacy students located in Connecticut may be an affiliate of the Society, under a Constitution which shall be included in the Society Bylaws and on approval by the Board of Directors of the Society.
- B. An organization of pharmacy technicians located in Connecticut may be an affiliate of the Society, under a Constitution which shall be included in the Society Bylaws and on approval by the Board of Directors of the Society.

## **Article VI. Affiliation**

The Society shall be affiliated with the American Society of Health-System Pharmacists and subject to such rules and regulations as set forth in the Bylaws of the American Society of Health-System Pharmacists.

## **Article VII. Amendments**

Every proposition to alter or amend this Constitution shall be submitted in writing to the Board of Directors by two active members. The proposition shall then be distributed to the entire active membership for vote by written or electronic ballot. Two thirds of the votes are necessary for approval before the amendment becomes a part of the Constitution. Final wording of the proposition shall be submitted to the Board of Directors of ASHP for its approval.

## BYLAWS

### CHAPTER I MEMBERSHIP

#### **Article I. Member**

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

- A. Active Member. An Active member shall be a pharmacist as defined in Article I (c) of the Constitution.
- B. Joint Member. A Joint member shall be husband and wife who both meet the criteria for membership, but who agree to receive one copy of membership publications for both spouses. Dues shall be full dues, as defined in Article II, A of the Bylaws for one spouse and one-half for the other spouse.
- C. Active Membership Retired. This classification of "Active Retired" membership shall be granted to those individuals who, a) Retire from institutional pharmacy practice or other organized health care setting due to age or health and b) Have maintained continuous active membership in the Society for the last ten years prior to retirement (membership in another ASHP affiliated state Society may be used in conjunction with this category of membership.) c) Be 65 years of age or older. "Active Retired" membership shall have all privileges of "Active Membership."
- D. Associate Supporting Member. Associate membership in the Society shall consist of supporting members and Student members. Associate members shall receive publications and general communications of the Society, may attend meetings, may be granted the privilege of the floor, but shall not be entitled to vote or hold an elected officer.
  1. Supporting Member may be elected from among individuals not eligible for active membership as defined in Article I (A) of the Bylaws, 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.
  2. Student Member may be elected from individuals enrolled in undergraduate programs in an accredited college of pharmacy or graduate program in pharmacy.
  3. Technician Member may be elected from individuals practicing as support personnel in organized health care settings.

#### **Article II Dues**

- A. All members shall remit annual dues as appropriate for their category of membership, as determined by the Board of Directors.
- B. Dues may be prorated if received more than halfway through the membership term.

### **Article III. Applications**

- A. Active Member. Application for active membership shall be prepared on a standard form and forwarded to the Society headquarters. Dues shall accompany the application as indicated in Chapter I, Article II of the Bylaws. Applications for membership will be reviewed on an as-needed basis by the Board of Directors. When an active member changes her/his vocation and no longer fits the description of a pharmacist, s/he shall automatically become an associate supporting member with the rights and privileges of associate membership.
- B. Associate Supporting Member and Technician Member. The application for associate supporting membership and technician membership shall be the same as for active membership as indicated in Chapter I, Article III, Paragraph A of the Bylaws.
1. An associate supporting member who by change of vocation conforms to the definition of an active member shall, upon written notification to the Board of Directors, automatically become an active member effective after receipt of an application and appropriate dues.
- C. Active Retired Member. An active or associate supporting member may apply for retired status by submitting written notification to the Society indicating a change in employment status.
- D. Associate Student Member. Application for membership in a student affiliated chapter shall be prepared according to the Constitution and Bylaws of the student chapter. An associate student member who by graduation conforms to the definition of an active member shall, upon written notification to the Board of Directors of the Society, automatically become an active member effective upon receipt of an amended application and appropriate dues.

### **Article IV. Period of Membership**

- A. The Period of Membership shall be from January 1 to December 31 of each year.
- B. Any member in arrears for dues on March 1 shall cease to be a member of the Society provided that at least two weeks before her/his name is removed from the rolls, s/he is sent a written notice of her/his delinquency. Such a person may be reinstated as a member upon payment of current membership dues.

### **Article V. Certificate of Membership**

- A. Each member will receive a written confirmation of membership attesting to her/his membership in good standing in the Society.

## **CHAPTER II. OFFICERS**

### **Article 1. Nomination, Election, Counting of Ballots and Installation of Officers**

The Awards and Nominations Committee shall announce a call for nominees for the offices of President-elect, Secretary, Treasurer and Board of Director members in early spring of each year. A ballot will be prepared and distributed to all active members in July. All ballots must be returned to the CSHP headquarters and postmarked or electronically stamped no later than 30 days after the dating on the ballots to be valid. A plurality of such votes shall constitute election. The newly elected officers shall be installed prior to January 1 following their election, participate in a transition period during the remaining months of the year, and shall officially take office on January 1. The Board of Directors shall supervise the mailing and counting of ballots.

## Article II. Duties of the Officers

- A. President: The President shall be responsible for the efficient operation of the society in accordance with the Constitution and Bylaws of the society. The President, or in her/his absence the President-elect, shall preside at all meetings and Society functions. S/he shall appoint all committees and shall be an ex-officio member of each. S/he shall be the nominee of the Board of Directors as a state delegate to the ASHP House of Delegates during the year in which s/he is President.
- B. President-elect: The President-elect shall assume the duties of the President in her/his absence. S/he shall be the nominee of the Board of Directors as a state delegate to the ASHP House of Delegates during the year in which s/he is President-elect.
- C. Immediate Past President: The Immediate Past President shall provide guidance to the Board of Directors on all matters pertaining to Society functions. In concert with management staff, s/he shall be responsible for the preparation, distribution and receiving of ballots during the election period. S/he shall be the nominee of the Board of Directors as a state delegate to the ASHP House of Delegates during the year in which s/he is the Immediate Past President.
- D. Secretary: The Secretary reviews the minutes of the Society's meetings, writes correspondence for the Society, and advises on other Society communications and the maintenance of the roll of membership (database). The Secretary monitors societal actions and recommends changes to the Constitution, Bylaws and Operations as appropriate.
- E. Treasurer: The Treasurer oversees the Society's financial management. S/he reviews all transactions and statements, signs checks, develops the draft budget, oversees investments and facilitates the annual review of societal finances by a Certified Public Accountant. S/he works in concert with the management office in matters relative to accounts receivable and payable, bookkeeping, and the creation of financial reports.
- F. Senior Board Member at Large: The Senior Board Member at Large shall represent the membership of the Society at Board of Directors meetings. S/he shall be chairperson of the Annual Meeting and Conference Committee and will assume responsibility for the overall coordination of this meeting.
- G. Junior Board Member at Large: The Junior Board Member at Large shall represent the membership of the Society at Board of Directors meetings. S/he shall serve on the continuing education committee and will assume overall responsibility for programming. S/he shall also be responsible for the maintenance of societal good standing with the continuing education accrediting agency.

## Article III. Vacancies

- A. The President shall appoint a member to fill a vacancy in the offices of Secretary or Treasurer, Junior or Senior Board Member. A vacancy in the officers of Immediate Past President shall not be filled.
- B. To fill a vacancy for a President-elect after the annual election, the Board of Directors shall present two nominations to the active membership for a special election.
- C. In the event the President is unable to complete her/his term, the President-elect shall assume the role of President.

## CHAPTER III. BOARD OF DIRECTORS

### Article I. Composition

The Board of Directors shall consist of the President, President-elect, the Immediate Past President, the Secretary, the Treasurer, and two Directors-at-Large. All shall be elected by the active membership. The President of each affiliated Student Chapter shall be a nonvoting member of the Board of Directors. As members of the leadership, current committee chair people may participate as nonvoting members of the Board of Directors.

### Article II. Election

- A. Members of the Board of Directors who serve as officers of the Society are elected as described in Chapter II, Article I of the Bylaws.
- B. In the early spring of each year, the Awards and Nominations Committee shall prepare a call for nominations to be distributed to the membership. One or more candidates for each available position on the Board of Directors will be identified, one of whom will be elected to the Board of Directors in the manner prescribed for election of officers of the Society, Chapter II, Article I of the Bylaws.

### Article III. Term

Persons elected or appointed to the Board shall serve for a one-year term with the following exceptions:

- A. The Junior Board Member at Large will serve a two-year term. The first year will be served as the Junior Board Member and the second as the Senior Board Member at Large, and
- B. The President-elect shall serve for three years - the first as the President-elect, the second year as the President to the Board and the third year as the Past President.
- C. The Treasurer will serve a two-year term beginning with election in the 2016 Board year.
- D. The Secretary will serve a two-year term beginning with election in the 2015 Board year.

### Article IV. Officers

The President of the Society shall serve as the Chairman of the Board of Directors. The President-elect shall serve as the vice-chairman of the Board of Directors.

### Article V. Meeting

The Board of Directors shall have at least five live meetings annually and meet additional times, by conference call, as needed, at the call of the Chairman.<sup>11</sup>

### Article VI. Quorum

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

### Article VII. Responsibilities

- A. The Board of Directors shall have charge of the property of the Society and shall control and manage the affairs and funds of the Society, supervise all publications of the Society, make ultimate decisions regarding the acts of committees and officers on professional matters as well as administrative, accept on behalf of the Society grants, contributions, gifts, bequests or devices to further the purpose of the Society, do and perform all acts and functions not inconsistent with these Bylaws.

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<sup>1</sup> The Board approved a policy that only 2 of five meetings need to be live but this was not put to a membership vote. See Bylaws Chapter XI.

1. The Board of Directors will be directly responsible for the long-range goals and objectives of the Society.
  2. The Board of Directors will review and prepare Constitution and Bylaws revisions.
- B. The Officers shall serve in the manner described in Chapter II, Article II of the Bylaws.

### **Article VIII. Committees**

The President shall appoint chairmen and members of the following standing and special committees where applicable and the other committees as s/he feels are required.

A. Standing Committees

1. Program and Continuing Education Committee: The Program and Continuing Education Committee shall arrange the programs, select meeting sites, solicit papers and prepare suitable subjects for discussion at regular meetings of the Society and all Society functions.
2. Membership Committee: The Membership Committee shall be responsible for encouragement of Society membership and the membership in the American Society of Health-System Pharmacists.
3. Awards and Nominations Committee: The Awards and Nominations Committee shall review nominations and select the recipients of the Society's awards and recognition certificates, according to the predetermined criteria which are reviewed regularly. This committee will also be charged with verification of election results via an audit of election ballots.

B. Special Committees

1. Phoenix Commission: The Commission shall respond to the directives of the President of the Society on matters requiring the combined experience and knowledge of the Commission members. The Commission shall be considered an ad hoc committee. Members of the committee shall consist of all Past Presidents of the Society who are members of the Society.
2. Pharmacists Concerned for Pharmacists Committee: The Pharmacists Concerned for Pharmacists Committee shall be a joint Committee with the Connecticut Pharmacists Association and shall be responsible for the overall operation of the impaired pharmacists program.
3. Government Relations Committee: The Government Relations Committee shall develop and promote legislation and regulations as outlined in Article I-B of the Constitution. It shall keep the membership and the Board of Directors informed of all relevant current and pending health care legislation.
4. Long-Range Planning Committee: The Long-Range Planning Committee shall be charged with the responsibility of proposing the long-range goals and direction of the Society. They shall also be responsible for proposing Constitution and Bylaws revisions
5. Communications Committee: The Communications Committee shall be responsible for the dissemination of important societal information and/or the position to the appropriate media. This committee shall also notify appropriate media and institutions regarding the presentation of annual societal awards.
6. Industry Relations Committee: The Industry Relations Committee will be comprised of members of the Pharmaceutical Industry along with active members of the Society. This committee will work to insure a mutually beneficial relationship between the society and the pharmaceutical industry.

7. Joint Committee with the Connecticut Pharmacists Association: The Joint Committee with the Connecticut Pharmacists Association shall meet regularly to provide a vehicle for effective communications between the two organizations. In addition, joint projects to strengthen the practice of pharmacy in Connecticut will be encouraged. Members of the Committee shall include, but not be limited to, the President, Immediate Past President, the President Elect, and the Chairperson of the Government Relations Committee.

**Article IX. Delegates to the ASHP House of Delegates**

The Board of Directors shall annually appoint active members of the Society to serve as first, second and third alternate delegates to the ASHP House of Delegates in the absence of the President and/or President-elect and/or the Immediate Past President from that meeting. All delegates must be ASHP members.

**CHAPTER IV. QUORUM**

Twenty percent of the active member shall constitute a quorum for a monthly meeting.

**CHAPTER V. MEETINGS**

**Article I. Frequency**

Unless the Board of Directors rules otherwise, meetings shall be held at least five times a year. Regular meetings of the Society shall be on the third Tuesday of the month. Special meetings of the Society may be called at the discretion of the Board of Directors.

**CHAPTER VI. EXPULSION**

**Article I.**

Any member of the Society may be expelled for improper professional conduct or violation of the objectives of the Constitution and Bylaws.

**Article II.**

No person shall be expelled unless s/he shall have been given due notice of the charges and shall have had an opportunity to be heard by the Board of Directors, or, upon request, by a committee appointed by the Board. All charges must be made in writing to the Board of Directors by at least two active members in good standing. The Board of Directors should take such steps as may be necessary and fair to the accused to establish the accuracy of charges. Following a review of the case, the Board of Directors will take appropriate action.

**CHAPTER VII. AFFILIATED STUDENT CHAPTER CONSTITUTION**

**Article I. Name, Objectives and Definition**

- A. The organization(s) shall be known as the Connecticut Society of Health-System Pharmacists Student Chapter, hereafter referred to as the "Chapter".
- B. The Objectives of the Chapter shall be:
  1. To create a closer relationship between the Students of Pharmacy and the members of the profession practicing in the Health-System environment.

2. To supplement the academic knowledge of students with an exposure to and experience with the practical application of the pharmaceutical sciences.
3. To develop within student members the desire for achievement of high professional standards.
4. To support and foster the professional interests and concerns of students by their active involvement with the decision-making processes of the Society.

C. Definition

A **member** shall be an individual who meets the following criteria: S/he is

1. A resident of CT currently enrolled as an undergraduate or graduate student in an accredited school of pharmacy.
2. A nonresident enrolled in an accredited school of pharmacy fulfilling an apprenticeship in a Connecticut hospital or related, organized health care setting.

**Article III. Officers**

The officers of the Chapter shall be President, Vice-President, Secretary, Treasurer, and Historian.

**Article IV. Board of Directors**

The Board of Directors of the Chapter shall consist of the officers and the elected directors of The Connecticut Society of Health-System Pharmacists as provided by the Bylaws.

**Article V. Affiliation**

The Chapter shall be affiliated with the Connecticut Society of Health-System Pharmacists and subject to such rules and regulations as set forth by the Bylaws of the Connecticut Society of Health-System Pharmacists.

**Article VI. Amendments**

Every proposition to alter or amend this Constitution of the Student Chapter shall be submitted in writing by two active members at a regular meeting of the Chapter and shall be approved by a majority of member in attendance at the next scheduled meeting. It shall then be submitted to the entire active membership for vote by secret ballot, and two-thirds of the votes are necessary for approval before the amendment becomes a part of the Constitution.

**CHAPTER VIII. AFFILIATED TECHNICIAN CHAPTER CONSTITUTION**

**Article I. Name and Objectives**

- A. The organization shall be known as the CSHP Technician Chapter, hereafter referred to as the "Chapter".
- B. The objectives of the Chapter shall be:
  1. To plan and implement continuing education programs for Technicians.
  2. To expand and maintain membership recruitment activities for Technicians.
  3. To provide guidance and make recommendations to the Board of Directors on policy issues for Technicians.
  4. To provide and develop practice standards for Pharmacy Technicians.
  5. To promote and foster the standards and objectives of the Society.

**Article II. Membership**

The membership of the Chapter shall consist of all Technician members of the Connecticut Society of Health-System Pharmacists.

**Article III. Operational Structure**

**A. Officers**

1. The officers shall be members of the Chapter.
2. The officers of the Chapter shall be President, President-elect and Secretary-Treasurer.

**B. Duties of the Officers:**

1. The President shall be the principal elected officer of the Chapter. With approval of the Executive Board, shall appoint committees as needed. Shall be a member of the Chapter Executive Board, and shall serve as its
2. Chairperson. Shall serve as liaison to the Society Board of Directors, and report at least annually on Chapter activities and recommendations.
3. The President-elect shall be a member of the Executive Board and shall perform the duties of the President whenever the President is unable to do so.
4. The Secretary-Treasurer shall be a member of the Executive Board and shall serve as Secretary of the Executive Board.

**C. Executive Board**

1. The Executive Board shall consist of the officers of the Chapter, Technician Member at-Large, and one Pharmacist appointed by the President of the Society. The Pharmacist must be on the Society Board of Directors and serve as liaison to the Board of Directors.
2. The executive Board shall meet at least four times per year.

**D. Elections**

A Committee on Nominations, appointed by the President, shall announce the candidates for President-elect, Secretary-Treasurer, and the At-Large Technician member of the Executive Board at the May meeting of the Chapter. Additional nominations may be made from the floor at that time. Ballots will be prepared and mailed to all Chapter members in conjunction with established election procedures for other Society Officers.

The results of the balloting will be certified by the Secretary of the Society. The newly elected officers shall be installed prior to January 1 following their election and shall serve from the time of installation until their successors are installed.

**Article IV. Affiliation**

The Chapter shall be affiliated with the Connecticut Society of Health-System Pharmacists and subject to such rules and regulations as set forth by the Bylaws of the Connecticut Society of Health-System Pharmacists.

**Article V. Amendments**

Every proposition to alter or amend this Constitution for the Technician Chapter, shall be submitted in writing by two active member at a regular meeting of the Chapter and shall be approved by a majority of member in attendance at the next scheduled meeting. It shall then be

submitted to the entire active membership for vote by secret ballot, and two-thirds of the votes are necessary for approval before the amendment becomes part of the Constitution.

## **CHAPTER IX. CONFLICTS OF INTEREST/CONFIDENTIALITY**

### **Article I.**

All members of CSHP shall act in good faith in the best interests of the Society.

### **Article II.**

Members with a conflict of interest must excuse themselves from voting and from service on the Board of Directors, including Chapter Boards of Directors, if that conflict cannot be resolved.

### **Article III.**

Information gathered about members is the confidential property of CSHP and shall not be used for individual gain or advancement.

### **Article IV.**

None of the income or assets of the Society may directly or indirectly unduly benefit an individual or other person who has a close relationship to the organization.

### **Article V.**

Violation of these basic tenets may constitute grounds for disciplinary action, censure or expulsion from the membership.

## **CHAPTER X. LIQUIDATION**

In the event of the liquidation and dissolution of the Society, any properties, funds or moneys, 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 to the American Society of Health-System Pharmacists to be held in trust for a period not to exceed 10 years from time of liquidation, pending reorganization of the Society. At the expiration of the 10 year period the assets may be used by the American Society of Health-System Pharmacists in whatever manner it shall deem appropriate.

## **CHAPTER XI. AMENDMENTS**

Every proposition to alter or amend the Bylaws shall be submitted in writing to the Board of Directors by two active members. The proposition shall then be distributed to the entire active membership for vote by written or electronic ballot. Two thirds of the votes are necessary for approval before the amendment becomes a part of the Bylaws. Final wording of the proposition shall be submitted to the Board of Directors of ASHP for its approval.

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