



By-Laws

Updated 1-25-19



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ARTICLE 1 Name and Purpose

1.1 Name

The organization shall be known as “The Nevada Society of Health-System Pharmacists” or “NVSHP”

1.2 The purpose of NVSHP shall be:

1.2.1 To advance public health by promoting the professional interest of Nevada pharmacists practicing in health-systems and other healthcare settings through:

- a. Fostering well-trained, competent pharmacists and pharmacy personnel;
- b. Developing and conducting programs for maintaining and improving the competence of pharmacists and pharmacy personnel;
- c. Disseminating information on professional development and rational medication use;
- d. Improving communication among pharmacists, other members of the health-care industry, and the public

1.2.2 To foster rational medication use in health systems.

1.2.3 To pursue any other lawful activity that may be authorized by the NVSHP Board of Directors.

1.3 The Nevada Society of Health-System Pharmacists is a non-profit organization.

ARTICLE 2 – Diversity and Inclusion statement

2.1 NVSHP values the diverse backgrounds of our pharmacist, resident, student, and technician members. NVSHP invites all members to participate in our educational and advocacy efforts. We subscribe to the philosophy that our members’ varied levels of experience and diversity enhance our ability to solve difficult challenges and maximize our member engagement. NVSHP invites individuals from any race, national origin, religion, sexual orientation, gender expression, age, or disability to join us to enhance the mission of our organization.

ARTICLE 3 Membership

3.1 Categories of Membership

3.1.1 The categories of membership are: Active, New Pharmacist Practitioner, Student Pharmacist, Technician, Student Technician, Retired Pharmacist, Honorary Member, and Associate Member.

3.1.2 Active members shall be licensed pharmacists and licensed technicians who actively support the objectives of NVSHP. The privileges of Active Members shall include but not be limited to, voting on all matters submitted to them; holding elective or appointed positions after meeting other qualifications.

3.2 Eligibility

3.2.1 Any pharmacists within the first year post-graduation or enrolled in either a pharmacy residency or pharmacy fellowship program shall be eligible for New Pharmacist Practitioner Membership.

3.2.2 Any student enrolled in an ACPE-accredited college or school of pharmacy shall be eligible for Student Pharmacist Membership.

3.2.3 A Pharmacy Technician Membership shall be open to any registered pharmacy technician. Members in this category shall have the same privileges as Active members, except Pharmacy Technician Members may only vote in general elections for officers and other Board members and technician-related matters as determined by the Board of Directors. Further, technicians shall be able to hold only technician offices.

3.2.4 Any student enrolled in a school for pharmacy technicians shall be eligible for Student Technician Membership.

3.2.5 Any pharmacist otherwise eligible for licensure in good standing who is no longer practicing pharmacy and is 65 years or older is eligible for Retired Pharmacist Membership.

3.2.6 Honorary Membership shall be awarded by unanimous vote of the NVSHP Board of Directors. Honorary Members shall not be required to pay dues. Honorary Members may vote or hold office if otherwise eligible.

3.2.7 An Associate Member is a non-pharmacist who supports the mission of NVSHP.

3.3 Dues

3.3.1 NVSHP shall collect dues, and the NVSHP Board of Directors shall annually assess and approve dues. Dues increases in excess of 20% from the prior year shall require a majority approval from the voting membership as stated in Sections 2.1.2 and 2.2.4.

3.3.2 Annual dues are payable electronically or by check upon electronic notice. Membership will cease if dues or other indebtedness to NVSHP is not paid within thirty (30) days of the due date.

3.3.3 A member in good standing may withdraw from NVSHP by giving written or electronically mailed notice. However, in such case, no dues or fees shall be refunded.

3.4 Period of Membership

3.4.1 The period of membership shall be 12 months with the billing cycle based on the month of receipt of the original membership application.

ARTICLE 4 Officers

4.1 Composition and Definitions

4.1.1 NVSHS Officers shall consist of the President, President-Elect, Immediate Past President, Secretary, Treasurer

4.1.2 The NVSHS Executive Committee shall consist of the Officers of NVSHS as set forth in Article 3, Section 4.1.1 of the Bylaws.

4.1.3 The NVSHS Board of Directors may consist of the Officers, the Director of Public Relations and four (4) elected Directors-at-Large. Whenever possible, two of the elected Director-at-Large positions should be residing in the northern section of the state and two should be from the southern section of the state defined as everything including and south of 38.0692°N 117.2306°W, being the southern section of the state. All elected Board Members shall have voice and vote.

4.1.4 The Board of Directors shall appoint as representative one (1) from each Student Pharmacist organization affiliated with ASHP in the state of Nevada and one (1) Technician from the Technician Membership

ARTICLE 5 Board of Directors

5.1 Duties

5.1.1 President – The President shall be the principal elected official of NVSHP and shall be so recognized at all NVSHP programs and activities. 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 NVSHP's activities during the preceding year shall be presented at the Annual Meeting. The President shall sever as the official spokesperson for NVSHP in all matters.

5.1.2 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 Nominations Committees. In the absence of both the President and the President-Elect, the Immediate Past President shall serve as the Chair of the Board.

5.1.3 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. He/She shall establish with the approval of the Board of Directors, goals and objectives for NVSHP for his/her term of office as President and assist the Treasurer with drafting a budget and dues schedule for the next fiscal year. The President-Elect shall serve a one year term of office in this capacity and shall assume the office of the President at the next installation of officers.

5.1.4 Secretary – The Secretary shall be a member of the Board of Directors, shall record and maintain minutes of the Board of Directors and other meetings when directed by the President. The Secretary shall conduct NVSHP's correspondence as directed by the President and shall facilitate the correspondence of Board meeting notices and meetings. The Secretary shall maintain an up-to-date roster of NVSHP members. The Secretary will serve a two-year term of office in this capacity.

5.1.5 Treasurer – The Treasurer shall serve as custodian of NVSHP'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 quarterly statements on the financial condition of the organization. The Treasurer will serve a two-year term of office in this capacity.

5.1.6 Director of Public Relations – The Public Relations officer shall serve as a a member of the Board of Directors and work on managing NVSHPs reputation. The Director of Public Relations shall use all forms of media and communications to build, maintain and manage the reputation of NVSHP members. The Director of Public Relations will serve a two-year term of office and shall be permitted to stand for re-election as Director to be a candidate for any elective offices in NVSHP in any constituted election.

5.1.7 Directors-at-Large – The Directors-at-Large shall serve as member of the Board of Directors of NVSHP. Each Director-at-Large shall assume responsibility as liaison of a standing or special committee as appointed by the President. Each Director-at-Large shall serve a two-year term of office and shall be permitted to stand for re-election as Director or to be a candidate for any elective offices in NVSHP in any constituted election.

5.1.8 The Student Representative shall serve as a member of the Board of Directors of NVSHP and shall assume responsibility as a liaison to Student Pharmacist Members.

5.1.9 The Technician Representative shall serve as a member of the Board of Directors of NVSHP and shall assume responsibility as a liaison to Technician and Student Technician Members.

ARTICLE 5 Board of Directors (continued)

5.1.10 No Board member shall serve in a dual capacity.

5.2 Vacancies

5.2.1 The Board of Directors shall fill all vacancies in the list of Officers or Directors-at-Large which may occur by incapacitation, resignation, death or failure to fill the position via election.

5.2.2 If the President is unable to perform the duties of the office, the President-Elect shall immediately ascend into 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, and shall conduct a special election to fill the vacancy of President-Elect.

5.2.3 If the Secretary, Treasurer, Director of Public Relations or any Director-at-Large becomes unable to perform the duties of the office, the Board of Directors is empowered to fill such a vacancy until the next annual election when nominations will be made according to the provisions of these Bylaws.

5.3 Board of Directors Meeting

5.3.1 Board of Directors meetings may be called by the President as often as deemed necessary, or on petition of a majority of the Board of Directors to conduct the affairs of NVSHP. The Board will meet at least quarterly in each calendar year.

5.3.2 It will be the duty of the Board of Directors to meet during the Annual Meeting and no less often than every ninety (90) days. Notice of such a meeting will be communicated to the Board members at least fourteen (14) days before the next meeting.

5.3.3 The attendance of a simple majority of the NVSHP Board of Directors will constitute a quorum for Board of Directors meetings. Matters will be decided by majority vote of the Directors in attendance except for matters specifically calling for a higher vote by these Bylaws.

5.4 Responsibilities

5.4.1 The Board of Directors shall represent NVSHP as the official voice for health-system pharmacy in Nevada and serve as the managing body of NVSHP that shall manage affairs and shall establish priorities within the NVSHP Bylaws.

5.4.2 The Board of Directors shall have charge of the property of NVSHP and shall establish policies for expenditure and investment of funds. They should also control and manage the affairs and funds of the Society as well as the administrative, fiscal and other matters. The Board of Directors shall authorize an annual operating budget and determine the dues rate.

5.4.3 The Board of Directors shall plan and prepare the annual calendar for NVSHP to approve dates of the next Annual Meeting, any special meetings, committee meetings, special events, and the Board of Directors meetings.

5.4.4 The Board of Directors shall approve the recipients of awards presented by or on behalf of the NVSHP Awards and Nominations Committee.

ARTICLE 5 Board of Directors (continued)

5.4.5 The Board of Directors shall facilitate and organize fundraising and community service activities and will work concurrently with the Treasurer to ensure monies earned are reported appropriately.

5.4.6 The Board of Directors shall adopt policies and procedures for the management of NVSHP.

5.4.7 The Board of Directors shall serve as the managing body of NVSHP that shall manage affairs and shall establish priorities within the NVSHP Bylaws.

ARTICLE 6 Nominations

6.1 A nomination form for elected and appointed NVSHP offices 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.

6.1.1 The NVSHP Awards and Nominations Committee shall consider each name suggested by the membership for election or appointment. The Committee shall nominate candidates for each office from the nominations submitted. Prior to reporting the name to any candidate, the Committee shall confirm the candidate is eligible, willing to serve.

6.2 Elections/Appointments

6.2.1 Election of Officers and Directors-at-Large shall be conducted annually through an electronic ballot and submitted within thirty (30) days of the date of the ballot. Candidates for offices shall be nominated through the Awards and Nominations Committee chaired by the Immediate Past President. The Board of Directors shall approve the slated candidates.

- a. The President-Elect shall be elected annually.
- b. The Secretary and Treasurer shall be elected on alternating years for two (2) year terms of office. The Secretary and Treasurer may not serve more than two (2) consecutive terms.
- c. The Director of Public Relations and Directors-at-Large shall be elected on alternating years for two (2) year terms of office.
- d. The Technician Representative shall be appointed for a two (2) year term.
- e. The Student Pharmacist Representative shall be appointed for a one (1) year term.

6.3 Ballots

6.3.1 The ballots shall be tabulated by the Awards and Nominations Committee. The Chair of the Awards and Nominations Committee must submit in writing or electronically send the results of the election to the Board of Directors. Additionally, the results of the election must be sent out electronically or otherwise to all of the members of NVSHP within 10 days after the next board meeting but within 45 days of the last day of the election period.

6.3.2 The candidate who received a simple majority of votes for his/her respective office shall be declared the winner. In the event of a tie, another ballot will be sent out to all voting members for a re-vote.

ARTICLE 7 Committees

7.1 NVSHP shall have standing committees and ad hoc committees as defined by the Board and based upon strategic objectives of the organization.

7.2 The President shall appoint all committee chairs and members. Members may, and are encouraged to, express interest in committee chair or member appointments in written or electronic form to the President for his/her review.

7.3 NVSHP shall promote to all members the opportunity to serve on Committees.

7.4 All NVSHP members, regardless of their membership category, are eligible to be appointed as a member of a committee.

7.5 All business matters passed by a Committee will be referred to the Board of Directors for action. The Board of Directors shall have final authority in all such matters. Committees have no authority to expend NVSHP funds, establish policy, or to enter into any agreements with outside parties without the express approval of the Board.

7.6 Awards and Nominations Committee

7.6.1 The Committee shall be chaired by the Immediate Past President. In the event the Immediate Past President cannot perform his/her duties, the President shall appoint a Chair.

7.6.2 The Committee shall review Awards criteria annually and select Awards candidates based on criteria developed.

7.6.3 The Committee shall discuss all matters pertaining to the Nominations and Elections proceedings, including but not limited to nominations, ballot tabulation, and mailings, and provide qualified candidates to the Board of Directors for approval.

7.7 Public Relations Committee

7.7.1 The Committee shall be chaired by the Director of Public Relations. In the event the Director of Public Relations cannot perform his/her duties, the President shall appoint a Chair.

7.8 Education Committee

7.8.1 The Committee shall be chaired by the Director(s) at Large for Education. In the event the Director(s) cannot perform his/her duties, the President shall appoint a Chair.

7.9 Advocacy Committee

7.9.1 The Committee shall be chaired by the Director(s) at Large for Legislation. In the event the Director(s) cannot perform his/her duties, the President shall appoint a Chair.

ARTICLE 8 Meetings

8.1 Annual Meeting

8.1.1 There shall be an Annual Meeting of NVSHP held at such a time and at such a place as the Board of Directors may select, for the purpose of transacting business as deemed relevant by the Board of Directors. the Education Committee shall be responsible for the programming for the Annual Meeting

8.1.2 Notice of Meeting – Notice of such a meeting shall be communicated to each member at least forty-five (45) days before the meeting.

8.2 Additional Membership Meetings

8.2.1 Additional meetings of NVSHP may be called at any time or place by the President or majority of the Board of Directors. Notice of such a meeting shall be communicated to each member at least ten (10) days before the meeting.

ARTICLE 9 Affiliation

9.1 NVSHP shall be affiliated with the American Society of Health-System Pharmacists (ASHP). The Board of Directors shall coordinate the nomination and election of delegates and alternates to the ASHP House of Delegates.

9.2 There may be other organizations where there is a mutual desire to affiliate with the Society. NVSHP is supportive of such affiliations, which have an underlying goal to promote and improve health-system pharmacy practice.

9.3 All affiliations with NVSHP shall be with the approval of the Board of Directors. Affiliation with NVSHP may be denied, suspended or revoked by the Board of Directors.

ARTICLE 10 **Amendments**

10.1 All proposed changes of these Bylaws must be approved by the Board of Directors and then communicated in writing or electronically to the Membership of NVSHP at least thirty (30) days prior to a vote by the allowed voting members as stated in sections 2.1.2 and 2.2.4 to amend the Bylaws. These members shall approve the proposed amendment(s) of these Bylaws upon a two-thirds (2/3) majority of the written or electronic votes cast.

ARTICLE 11 **Dissolution**

11.1 In the event of liquidation or the dissolution of NVSHP, any properties, funds or monies, securities or other assets in the treasury of or to the account of, or otherwise belonging to NVSHP shall disposed of as follows:

- a. All liabilities and obligations of NVSHP shall be paid and discharged, or adequate provision shall be made thereof;
- b. Assets held by NVSHP 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 NVSHP shall be transferred or conveyed, without obligation or restriction to a nonprofit organization with similar or compatible purposes of NVSHP as outlined in Article 1.2" Dissolution shall be defined by a vote of 80% or more of the NVSHP Board of Directors to disband or to terminate the Nevada Society of Health-System Pharmacists, ratified by a majority of the voting members. Reorganizing, restructuring, or disaffiliation from the American Society of Health-System Pharmacists shall not be considered as dissolution of NVSHP.