

By-Laws

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# ARTICLE 1 Name and Purpose

* 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:

1. Fostering well-trained, competent pharmacists and pharmacy personnel;
2. Developing and conducting programs for maintaining and improving the competence of pharmacists and pharmacy personnel;
3. Disseminating information on professional development and rational medication use;
4. 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 Membership

2.1 Categories of Membership

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

2.1.2 The term “Active Member” is any member stated in Article 2, Section 2.1.1 of the Bylaws and in good financial standing with NVSHP.

2.2 Eligibility

2.2.1 Any licensed pharmacist shall be eligible for Pharmacy Membership in NVSHP.

2.2.2 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.

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

2.2.4 Any individual qualified to practice as a pharmacy technician shall be eligible for Technician Membership.

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

2.2.6 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.

2.2.7 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.

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

2.3 Dues

2.3.1 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.

2.3.2 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.

2.3.3 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.

2.4 Voting

2.4.1 The following categories of membership shall be entitled to vote on NVSHP business and hold office: Pharmacists, New Pharmacist Practitioners, Technicians, Retired Pharmacists, and Honorary Members who are pharmacists. Student and Associate Members are excluded from voting privileges.

# ARTICLE 3 Officers

3.1 Composition and Definitions

3.1.1 NVSHP Officers shall consist of the President, President-Elect, Immediate Past President, Secretary, Treasurer and Public Relations.

3.1.2 The NVSHP Executive Committee shall consist of the Officers of NVSHP as set forth in Article 3, Section 3.1.1 of the Bylaws.

3.1.3 The NVSHP Board of Directors shall consist of the Officers and four (4) elected Directors-at-Large. Two of the elected Director-at-Large should be from the North and two should be from the South. 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. All elected and appointed Board Members shall have voice and vote.

3.2 Nominations

3.2.1 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.

3.2.2 The NVSHP Awards and Nominations Committee shall consider each name suggested by the membership for election or appointment, but is not required to select candidates from the names submitted. The Committee shall nominate candidates for each office. Prior to reporting the name to any candidate, the Committee shall confirm the candidate is eligible and willing to serve.

3.2.3 The candidate who received the most votes for his/her respective office shall be declared the winner.

3.3 Elections

3.3.1 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.

1. The President-Elect shall be elected annually.
2. 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.
3. The Public Relations and Directors-at-Large shall be elected on alternating years for two (2) year terms of office. Public Relations and Directors-at-Large may not serve more than two (2) consecutive terms.
4. The Technician Representative shall be appointed for a two (2) year term.
5. The Student Pharmacist Representative shall be appointed for a one (1) year term depending on school year standings.

# ARTICLE 3 Officers (continued)

3.4 Ballots

3.4.1 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.

3.5 Duties

3.5.1 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.

3.5.2 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.

3.5.3 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.

3.5.4 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.

3.5.5 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.

3.5.6 Public Relations – The Public Relations officer shall be a member of the Board of Directors and work on managing NVSHPs reputation. The Public Relations officer shall use all forms of media and communications to build, maintain and manage the reputation of NVSHP members. The Public Relations officer will serve a two-year term of office in this capacity.

# ARTICLE 3 Officers (continued)

3.5.7 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.

3.5.8 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.

3.5.9 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.

3.6 Vacancies

3.6.1 The Board of Directors shall fill all vacancies in the list of Officers or Directors-at-Large which may occur by incapacitation or resignation.

3.6.2 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.

3.6.3 If the Secretary, Treasurer, 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.

# ARTICLE 4 Board of Directors

4.1 Board of Directors Meeting

4.1.1 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.

4.1.2 It shall 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 shall be communicated to the Board members at least fourteen (14) days before the next meeting.

4.1.3 The attendance of a majority of the NVSHP Board of Directors shall 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.

4.2 Responsibilities

4.2.1 The Board of Directors shall authorize an annual operating budget and determine the dues rate.

4.2.2 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.

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

4.2.4 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.

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

4.2.6 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 5 Committees

5.1 The following are standing committees of NVSHP: Awards and Nominations, Education (North and South), and Legislative (North and South). Other committees may be formed at the discretion of the President.

5.2 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.

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

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

5.5 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.

5.6 Awards and Nominations Committee

5.6.1 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.

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

5.6.3 The Committee shall confidentially 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.

5.7 Legislative Committee

5.7.1 The President shall appoint the committee chair who may be one of the elected Directors-at-Large.

5.7.2 The Committee will review local, state, and national legislation for matters pertaining to the practice of pharmacy and will report findings to the NVSHP membership as well as the NVSHP Board of Directors.

5.8 Education Committee

5.8.1 The President shall appoint the committee chair who may be one of the elected Directors-at-Large.

5.8.2 The Committee shall coordinate and organize advertising, budgeting, and meeting programming for the Annual Meeting and other educational events.

# ARTICLE 6 Meetings

6.1 Annual Meeting

6.1.1 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 and the Education Committee.

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

6.2 Additional Membership Meetings

6.2.1 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 7 Amendments

7.1 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 to amend the Bylaws. The NVSHP membership shall approve the proposed amendment(s) of these Bylaws upon a two-thirds (2/3) majority of a written or electronic vote.

# ARTICLE 8 Fiscal Year

8.1 The Fiscal Year of NVSHP shall begin on January 1 and end on December 31 of the same calendar year.