

# Utah Society of Health-System Pharmacists

Organized: May 13, 1953

Constitution and Bylaws: Revised January 2007

## CONSTITUTION

### ARTICLE ONE: Name, Objectives and Definitions

Section 1. This organization shall be known as "The Utah Society of Health-System Pharmacists", or "USHP".

Section 2. The Objectives of the Society shall be:

A. To advance public health by promoting the professional interest of pharmacists practicing in hospitals and other organized health care settings through:

- 1) Fostering pharmaceutical care aimed at drug-use control and rational drug therapy.
- 2) Developing professional standards for pharmaceutical care.
- 3) Fostering an adequate supply of well-trained, competent pharmacists and associated personnel.
- 4) Developing and conducting programs for maintaining and improving the competence of pharmacists and associated personnel.
- 5) Disseminating information about pharmaceutical care and rational drug use.
- 6) Improving communication among pharmacists, other members of the health-care industry, and the public.
- 7) Promoting research in the health and pharmaceutical sciences and pharmaceutical care.
- 8) Promoting the economic welfare of pharmacists and associated personnel.
- 9) Advocating safe medication use with health systems and the community.

B. To foster rational drug use in society such as through advocating appropriate public policies toward that end.

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

Section 3. The Utah Society of Health-System Pharmacists is a non-profit organization.

### ARTICLE TWO: Membership

The membership of USHP shall consist of active members, associate members, and honorary members as established in the Bylaws. Active members shall be licensed pharmacists and technicians who support the purposes and objectives of USHP and ASHP. Only active members may vote in USHP elections. Only active members who are licensed pharmacists may serve as state delegates to the ASHP House of Delegates, and be elected an officer or a Director-at-Large of USHP. Active members who are licensed technicians may be elected to the Director-at-Large-Technician position on the Board of Directors.

### ARTICLE THREE: 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 successively to the office of the President and Immediate Past President, serving one year in each position.

The Treasurer shall be elected on alternate odd-numbered years for a term of two years and the Secretary shall be elected on alternate even-numbered years for a two year term of office. These elected officers shall be installed into office at the Annual Meeting.

#### ARTICLE FOUR: Board of Directors

There shall be a Board of Directors of the Society consisting of Officers, elected Directors-at-Large, elected Director-at-Large Technicians, and a Representative of the Student Chapter as provided in the Bylaws.

#### ARTICLE FIVE: Amendments

Every proposition to alter or amend this constitution shall be submitted, in writing, by an active member, to the Society and shall be approved by a two-thirds majority of the voting members. Constitutional Amendments shall be processed as provided in the Bylaws, CHAPTER FIVE, ARTICLE VII and CHAPTER FOURTEEN and shall include submission of all proposed amendments to the American Society of Health-System Pharmacists Commission on Affiliate Relations, in accordance with Article 8 of the ASHP Bylaws and as defined in the ASHP Administrative Regulations for Affiliated State Chapters, for Council approval of proposed amendments prior to submission of these final amendments to the Society membership for approval.

## BYLAWS

### CHAPTER ONE: ELECTION OF OFFICERS AND DIRECTORS-AT-LARGE

#### ARTICLE I. Definition of Officers of the Society

The Officers of the Society shall consist of the President, President-Elect, Immediate Past President, Secretary and Treasurer.

#### ARTICLE II. Definition of Executive Committee

The executive Committee of the Society shall consist of the Officers of the Society as set forth in CHAPTER ONE, ARTICLE I of the Bylaws.

#### ARTICLE III. Definition of the Board of Directors

The Board of Directors of the Society shall consist of the Officers and FOUR elected Directors-at-Large, ONE elected Director –at-Large for Technicians, and ONE representative from the Student Chapter of USHP who shall have voice and vote.

#### ARTICLE IV. Election of Officers

Election of Officers will be conducted through a mailed ballot via first class mail at least four (4) months prior to the Annual Meeting and returned by mail within 30 days of the date of the ballot. Candidates for offices shall be nominated through a Nominating Committee chaired by the Immediate Past President. There shall be a minimum of TWO candidates for each office with ballot provision for write in candidates. The officer to be elected annually shall be the President-Elect. The Secretary and Treasurer shall be elected on alternating years for two year terms of office.

#### ARTICLE V. Election of Directors-At-Large and Director for Technicians

Election of Directors-at-Large will be conducted each year through a ballot mailed via first class mail at

least four (4) months prior to the Annual Meeting and returned by mail within 30 days of the date of the ballot. The Nominating Committee shall present FOUR candidates, TWO of whom shall be elected to the Board of Directors of the Society. Directors-At-Large shall serve a term of TWO years beginning with their installation at the Annual Meeting of the Society following their election. Directors-At-Large may not serve more than TWO consecutive terms.

Election of Director-at-Large for Technicians will be conducted every other year through a ballot mailed via first class mail at least four (4) months prior to the Annual Meeting and returned by mail within 30 days of the date of the ballot. The Nominating Committee shall present TWO candidates, ONE of whom shall be elected to the Board of Directors of the Society. Director for Technicians shall serve a term of TWO years beginning with their installation at the Annual Meeting of the Society following their election. Director for Technicians may not serve more than TWO consecutive terms.

#### ARTICLE VI. Student Chapter Representative

The Student Chapters will be entitled to ONE representative to sit on the Board of Directors. This representative will have voice and vote. The representative will be selected as outlined in the Student Chapter's Bylaws.

#### ARTICLE VII. Ballots

The ballots shall be counted by the Nominating Committee. The Chair of the Nominating Committee shall submit in writing the results of the election to the Executive committee at their next scheduled meeting.

#### ARTICLE VIII. Installation of Board of Directors

The Officers and Directors thus elected by a PLURALITY OF VOTERS shall be installed at the Annual Meeting of the Society.

### CHAPTER TWO: DUTIES OF OFFICERS, DIRECTORS, AND BOARD OF DIRECTORS

#### ARTICLE I. Duties

**President** - The President shall be the principal elected official of the Society and shall be so recognized at all Society 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 the Society's activities during the preceding year shall be presented at the Annual Meeting.

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

**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. 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 Annual Meeting after election to this office.

**Treasurer** - The Treasurer shall serve as custodian of the Society'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 monthly statements on the financial condition of the

organization, and shall present a report and financial statement at the Annual Meeting. The Treasurer shall serve a TWO year term of office in this capacity.

**Secretary** - The Secretary shall be a member of the Board of Directors, shall serve as its Secretary, shall record and maintain minutes of meetings of the Board of Directors, and other meetings when directed by the President. The Secretary shall conduct the Society's correspondence as directed by the President and shall mail all Board meeting notices and shall maintain, through the Membership Committee, an up-to-date roster of all Society members. Minutes from the Annual Business Meeting of the preceding year shall be presented at the Annual Meeting. The Secretary shall serve a TWO year term of office in this capacity.

**Directors-At-Large** - The Directors-At-Large shall serve as members of the Board of Directors of the Society. 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 office in this Society in any constituted election. The Directors-At-Large shall attend all meetings of the Board of Directors.

**Director for Technicians** - The Director for Technicians shall serve as a member of the Board of Directors of the Society and shall assume responsibility as a liaison to the active member Technicians. The Director for Technicians 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 office (as stated in Article II of the Constitution) in this Society in any constituted election. The Director for Technicians shall attend all meetings of the Board of Directors.

**Board of Directors:** The Board of Directors is responsible for the operations of the USHP. The Board may address any issue not otherwise specifically addressed in the Constitution and By-Laws. Board of Directors may develop policy statements to address issues key to the health-system pharmacists and the Society. These serve to advance the objectives of the Society.

#### ARTICLE II. Vacancies

The Board of Directors shall fill all vacancies in the list of Officers or Directors which may occur by death or resignation after the adjournment of the Annual Meeting of the Society and prior to the issuance of the ballots for the next annual election. If the President becomes unable to perform the duties of the office, the President-Elect shall immediately ascend to 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. Prior to the next Annual Meeting of the Society, nomination shall be presented by the Nominating Committee for the offices of the President and President-Elect.

They shall be elected according to the provisions of these Bylaws. If the Secretary or Treasurer or any Director-At-Large becomes unable to perform the duties of the office, the Board of Directors is empowered to fill such vacancy until the next annual election when nominations will be made according to the provisions of these bylaws.

#### CHAPTER THREE: ACCOMPLISHMENT OF OBJECTIVES, AFFILIATION WITH AMERICAN SOCIETY OF HEALTH-SYSTEM PHARMACISTS

The objectives of the Society as outlined in ARTICLE I. Section 2, of the Constitution shall be accomplished through active cooperation and affiliation with the American Society of Health-System Pharmacists.

#### CHAPTER FOUR: MEMBERSHIP

##### ARTICLE I. Members

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

(a) **Active Members**

Active members shall be pharmacists or technicians as defined in ARTICLE TWO of the Constitution.

(b) **Honorary Members** Honorary members may be elected from among individuals who are or have been especially interested in, or who have made outstanding contributions to, the practice of pharmacy. Honorary members shall not pay dues nor shall be eligible to vote or hold office unless otherwise qualified for active membership.

(c) **Associate Members** Associate membership may be approved for those who, by virtue of vocation, training, education, and interest, wish to further the purpose of USHP. Associate members shall pay dues as established by the Board of Directors and may not vote or hold office. Associate members shall consist of the following categories.

(1) **Supporting:** Individuals, other than those who qualify as active members, who, by working in the health services, teaching prospective hospital pharmacists, or otherwise contributing to pharmacy services provided in organized health-care settings, make themselves eligible for membership.

(2) **Pharmacy Support Personnel:** Individuals who are employed as pharmacy support personnel in an organized health-care setting, work under the supervision of a licensed pharmacist, and assist in preparing, distributing, or administering medication.

(d) **Student Members:** Members of the USHP Student Chapter shall also be considered members of the USHP. These individuals will be encouraged to participate in Society functions and will receive publications but may not vote or hold office, except the

Student Chapter Representative, as defined in CHAPTER ONE, ARTICLE VI.

ARTICLE II. Dues The Board of Directors shall establish dues and membership periods for active members.

The Board of Directors shall, consistent with other provisions of these Bylaws, also establish dues and membership periods for other categories of members.

ARTICLE III. Membership Applications

(a) Active and Associate Members. Applications for active and associate membership shall be prepared on a standard form and forwarded to the Membership Committee. Dues must accompany the application for membership. The Membership Committee may approve all applications for membership. When there is doubt as to the qualifications of the applicant, the application may require approval from the Board of Directors.

(b) Honorary Members.

Nominations for honorary membership shall be approved by majority vote of the Board of Directors.

ARTICLE IV. Period of Membership

The period of membership and renewal shall be set by the board. Two (2) months prior to the member's membership renewal date, a renewal notice will be sent. If dues have not been received within one (1) month of the first renewal notice, the Chair shall send a second renewal notice to the member.

If dues have not been received within one (1) month after the second renewal notice, the member's name shall be removed from the list of members.

ARTICLE V. Certificate.

All members will receive an appropriate certificate attesting to membership in the Society.

## CHAPTER FIVE: STANDING COMMITTEES

The following shall be standing committees of the Society, each consisting of members appointed by the President of the Society.

The President shall appoint one member of the Board of Directors to serve as a liaison on each of the

standing committees. The Board Liaisons or the chair of the committees shall present monthly reports of the activities of their respective committee at the Board of Directors Meeting.

**ARTICLE I. Program Committee** The Program Committee shall assume responsibility for all aspects of the planning of continuing education programs of the Society. The Chair of the committee is responsible for the selection of timely topics, quality speakers, meeting facilities and meals, as well as soliciting sponsorship from industry sources. The Board Liaison for the Committee shall appoint and work closely with the Administrator of Continuing Education and with the Committee Chair in meeting all requirements to maintain accreditation status.

**ARTICLE II. Membership Committee** The Membership Committee is responsible for maintaining and recruiting USHP and ASHP members. The Chair of the Committee shall conduct recruitment campaigns for new members in conjunction with the ASHP membership drives. The Committee Chair is charged with maintaining an accurate and up-to-date listing of USHP members and the preparation of a Membership Directory to be issued to all members at the Annual Meeting each year. The Chair also ensures that membership renewals are prepared and sent to all members as described in CHAPTER FOUR, ARTICLE IV of the Bylaws.

**ARTICLE III. Nominating Committee** The Nominating Committee shall consist of at least three active members, appointed annually by the President at least five (5) months prior to the Annual Meeting. The Immediate Past President shall act as Chair of the Committee. Each committee member shall represent a different hospital, chain of hospitals, or other health care setting. Committee members shall contact all hospitals and other health care settings in the state during their search for candidates for office. Committee members shall prepare a ballot which contains a brief biographical sketch of each candidate. The ballots shall be mailed to all active members as described in CHAPTER ONE, ARTICLE IV and ARTICLE V of the Bylaws. The ballots shall be counted after allowing 30-days for the membership to vote. The Chair of the Committee shall disclose the results of the election in writing to the President who will notify the newly elected members of the Board. These elected officers shall be installed into office at the Annual Meeting.

**ARTICLE IV. Budget and Finance Committee**

The Executive Committee of the Board of Directors shall constitute the Budget and Finance Committee. This Committee shall prepare an annual budget for the Society's activities and shall be responsible for directing the financing of all budgeted activities.

They shall approve all budget amendments during the year. The Committee shall consider all program goals and planning, including regular reports from other standing committees, in development and implementation of Society's annual and on going activities.

**ARTICLE V. Communications Committee** The Communications Committee is charged with the publication of the Newsletter of the Utah Society of Health-System Pharmacists as well as all printed materials of the organization. They are also responsible for the information posted on the Society's website. The Chair of the Committee shall recruit USHP members who are familiar with or interested in desk top publishing using available computer software. The Chair, acting as the managing editor shall solicit contributions from the membership. The Committee is responsible for the accuracy and appropriateness of all information published.

The Committee shall ensure that the Newsletter is published in a timely manner and on a schedule determined by the Board.

**ARTICLE VI. Advocacy Committee** The Advocacy Committee is responsible to monitor legislative trends and to bring to the attention of the Board upcoming legislative activities occurring in the State and US Legislature that will impact on the practice of hospital pharmacy. The committee is also responsible for advocating for the Society in the community to promote the current issues, news, and positive perceptions of Pharmacy that will have an impact on the practice of hospital pharmacy to the community, news media, and government leaders. The Chair of the Committee shall actively seek

pertinent information from the Utah State Legislature, American Society of Health-System Pharmacists, Utah Pharmaceutical Association, Utah Association of HealthCare Providers and the State Board of Pharmacy. In the event Society resources are needed to indicate the USHP's stand on a legislative issue, the Chair of the Committee shall request, obtain board approval and co-ordinate the use of such resources and report to the Board in a timely manner.

**ARTICLE VII. Constitution and Bylaws Committee** This committee shall be appointed by the Executive Committee who shall appoint one of their members to serve as a member of the Committee. The Executive Committee shall appoint a Past President of the Society to Chair this Committee. Considerations for amendments to either the Constitution or Bylaws, coming from the Board of Directors or any active Society member, shall be directed to the Chair of this Committee for consideration and recommendations. The Chair, working through the executive committee, shall submit all proposed amendments to the ASHP Commission on Affiliate Relations, in accordance with Article 8 of the ASHP Bylaws, for the Council approval of proposed amendments prior to submitting the final amendments to the Society membership for approval.

**ARTICLE VIII. Awards Committee** The Immediate Past President shall chair the Awards Committee. This Committee shall prepare and distribute annually the nomination forms for standing and special awards to be presented to members and officers of the Society. The Committee shall constitute the judging group for all awards requiring special nominations. Awards to be given shall be determined by the Awards Committee and approved by the Board of Directors.

**ARTICLE IX. Technician Committee** The Technician Committee is responsible to promote issues related to Pharmacy Technicians in USHP. The Board Liaison for the Committee shall appoint and work closely with the Committee Chair in promoting technicians issues to the USHP board.

#### CHAPTER SIX: SPECIAL COMMITTEES

The President may appoint such special committees as are required.

#### CHAPTER SEVEN: ELECTION OF ASHP DELEGATES

The delegates to ASHP House of Delegates from Utah represent all ASHP members in the State of Utah. All ASHP active members residing in Utah will receive a ballot each year and will thereby be given the opportunity to nominate and vote in the election of Utah's ASHP Delegates. Alternate delegates shall be selected from Utah ASHP active members who express interest.

#### CHAPTER EIGHT: USHP STUDENT CHAPTER

**ARTICLE I. Definition-** The USHP Student Chapter shall be a local organization of the students of the College of Pharmacy at the University of Utah interested or involved in organized health care settings and shall be affiliated with the Society.

**ARTICLE II. Membership-** Membership in the Student Chapter shall be restricted to pharmacy students as defined in the Student Chapter's Bylaws. Student members shall be members of the USHP as defined in CHAPTER FOUR, ARTICLE I of these Bylaws.

**ARTICLE III. Responsibilities-** The Student Chapter shall foster the objectives of the Utah Society of Health-System Pharmacists. Members shall strive to implement the professional policies of the Society among themselves and in the pharmacies in which they work.

The Student Chapter may not adopt, publicize, promote or otherwise convey any policy or principle in the name of the Society which has not been officially adopted by the Society. Acts of the Student Chapter shall in no way commit or bind the Society.

ARTICLE IV. Representation- The Student Chapter shall be entitled to one representative to sit with the Board of Directors of the Society as described in CHAPTER ONE, ARTICLE SIX of these Bylaws.

#### CHAPTER NINE: ORDER OF BUSINESS

At Society meetings, business shall proceed in the following order:

1. Call to order
2. Review and adoption of minutes
3. Treasurer's report
4. Special reports and committee reports
5. Unfinished Business
6. New Business
7. Adjournment

#### CHAPTER TEN: ANNUAL MEETING

The Annual Meeting of the Society shall be held at a date and place to be determined by the Board of Directors in conjunction with the Program Committee.

#### CHAPTER ELEVEN: QUORUM

Attendance of twelve (12) active members of the Society shall constitute a quorum for the Annual business meeting.

#### CHAPTER TWELVE: MEETING PLACE

The Executive Committee of the Society, in conjunction with the Program Committee, shall select the time and place for the Annual Meeting and other scheduled meetings as required.

#### CHAPTER THIRTEEN: HISTORY

The President shall appoint a historian to assemble all pertinent information regarding the Society and surrender such records to the succeeding historian.

#### CHAPTER FOURTEEN: AMENDMENTS

- A. Any proposition to alter or amend these Bylaws must be submitted in writing by an active member in good standing in the Society.

The Board of Directors shall review all proposed amendments and shall then submit all propositions to the Constitution and Bylaws Committee. This Committee shall review all propositions for continuity and applicability to the present Bylaws statements and shall submit a properly worded and constituted Bylaws amendment(s) back to the Board of Directors.

- B. In accordance with CHAPTER FIVE, ARTICLE VII of these Bylaws, the Board of Directors shall submit all proposed Bylaws amendments to the ASHP Commission for Affiliate Relations for general approval.

- C. Once approved by ASHP, the Board of Directors shall direct the Secretary to mail all proposed Constitution and Bylaws amendments to the voting membership, in proper ballot format. Balloting shall be conducted by first class mail. Amendments to the Constitution and Bylaws shall be approved by a two-thirds majority of the members voting.

- D. Dates of previous amendments:  
May, 1964  
April, 1975

April 1978  
April, 1979  
April 1982,  
March, 1989  
February, 1993.  
November, 1995.

CHAPTER FIFTEEN: LIQUIDATION In the event of the liquidation and dissolution of the Society, any properties, funds or monies, securities or other assets remaining in the treasury of, or in the accounts 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 provisions shall be made therefore.
- B. All surplus funds remaining after meeting any liabilities and obligations shall be donated to the ASHP Research and Education Foundation.

CHAPTER SIXTEEN: ACKNOWLEDGMENT OF CHARTER MEMBERS OF THE SOCIETY

The charter members of the Utah Society of Health-System Pharmacists on May 13, 1953, were and are to be known as the following individuals:

Mr. Charles Anderson  
Mr. James S. Palmgrem  
Mr. Wilford L. Anderson  
Sister M. Rebecca Schmidt  
Miss Sharon Crook (Wells)  
Mr. D. Wallace Thorup  
Mr. George F. Flashman  
Mrs. Nellie Vanderlinden  
Mr. Charles E. Johnson  
Mr. John D. West  
Mr. Thomas Marshall