

## **The Austin Area Society of Health-System Pharmacists Constitution**

### **Article I. Name and Objectives**

- A. Name: The society shall be known as the “Austin Area Society of Health System Pharmacists”
- B. Objectives  
The objectives of the society shall be to:
  - 1. Provide the benefits and protection of a qualified institutional pharmacist to the patient, to the institution, which he/she serves, to the members of allied health professions with whom he/she is associated, and to the profession of pharmacy.
  - 2. Assist in providing an adequate supply of qualified institutional pharmacists.
  - 3. Assure a high quality of professional practice through the establishment and maintenance of standards for professional ethics, education, and through the promotion of economic welfare.
  - 4. Promote research in institutional pharmacy practices and in the pharmaceutical sciences in general.
  - 5. Disseminate pharmaceutical knowledge by providing for interchange of information among institutional pharmacists and members of allied specialties and professions.
  - 6. Develop professional communications between institutional pharmacists and nursing home or small hospital consulting pharmacists, as well as with the other allied health professions.
  - 7. Promote fellowship among members of the pharmacy profession.

### **Article II. Affiliation**

- A. The Society shall be affiliated with the Texas Society of Health-System Pharmacists and shall support the aims and objectives of that organization.
- B. The Texas Society of Health-System Pharmacists shall represent and speak for the Society and its members in matters of state concern.

- C. The Society shall be represented in the Texas Society of Health-System Pharmacists as prescribed in the constitution and Bylaws of the Texas Society of Health-System Pharmacists.

### **Article III. Membership**

The membership of the Society shall consist of active, associate, supportive personnel, student, and honorary members as provided in the Bylaws. The membership of the Society shall consist of the individuals interested in the objectives of the society. All members of the Society should be supportive of the Texas Society of Health-System Pharmacists.

### **Article IV. Officers**

The officers of the society shall consist of 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 offices of President and Immediate Past-President, serving for one year in each position. The Secretary and treasurer shall be elected every two years.

### **Article V. Board of Directors**

There shall be a board of directors of the Society consisting of Society officers and a Director-at-Large. In addition, the Board shall include one Supportive Personnel Director-at-Large as a non-voting member. Except for the President-Elect, President, and Immediate Past-President members shall be elected every two years for a term of two years.

### **Article VI. Amendments**

Every proposition to alter or amend this Constitution shall be submitted in writing by two or more active members at a meeting of the Society and shall be approved by a majority of votes cast at the following meeting. Approval must be given by the Texas Society of Health-System Pharmacists, before it is submitted to the entire active membership for vote, by mail ballot, within 60 days following receipt of approval by the Texas Society of Health-System Pharmacists. The amendment shall be approved by a majority of votes returned within 90 days of receipt of approval by the Texas Society of Health-System Pharmacists, with deadline date being printed on the ballot.

## **Article VII. Approval**

This Constitution has been approved by vote of the board of Directors of the Texas Society of Health-System Pharmacist on the 6<sup>th</sup> day of February in 1993.

Changes approved by vote January 2006 by the TSHP board of directors. AASHP members approved by mail ballot Spring 2006.

# BYLAWS

## Chapter I. Membership

### Article 1. Members

#### A. Active Members

Active members shall be pharmacists licensed by any state, district, or territory of the United States who have paid dues and support the purposes of the Austin Area Society of Health-System Pharmacists as presented in Article III of the Austin Area Society of Health-System Pharmacists Constitution. Only active members may vote or hold office (except as otherwise provided in these by-laws).

#### B. Associate Members

Associate membership shall consist of supporting members, student members, and pharmacy supportive personnel members. Associate members shall receive publications and general communication of the Society, may attend meetings, and may be granted the privilege of the floor, serve on committees, but shall not be entitled to vote or hold elected office (except as otherwise provided in these bylaws).

1. Supporting Members may be individuals other than hospital pharmacists who by their work in health services, the teaching of prospective hospital pharmacists, or otherwise contributing to hospital pharmacy, make themselves eligible for membership. They may vote for and hold the elective office of Director-at-Large.
2. Student Members may be individuals enrolled full time in a pharmacy practice degree program (graduate or undergraduate) in an accredited college of pharmacy. The President-elect of UTSSHP will serve as organizational liaison between UTSSHP and AASHP.
3. Pharmacy Supportive Personnel Members may be individuals who are employed as pharmacy supportive personnel (i.e., technicians) in an organized health care setting, work under the supervision of a licensed pharmacist, and assist in the nonprofessional (i.e., non-judgmental) aspects of preparing, distributing, or administering medication. They may vote for and hold the elective office of Supportive Personnel Director-at Large.

#### C. Honorary Members

Honorary members may be elected from those individuals who are, or have been, especially interested in, or who have made outstanding contributions to, hospital pharmacy practice. Honorary

members shall not pay dues but may vote or hold office, if otherwise eligible for active membership.

D. Retired Members

Retired Members shall be retired pharmacists, retired supporting members, or retired supportive personnel who have paid dues and support the purposes of the Austin Area Society of Health-System Pharmacists as presented in Article II of the Austin Area Society of Health-System Pharmacists Constitution.

Article II. Procedure for Membership

All prospective members shall have their applications reviewed approved or disapproved and processed accordingly by the Secretary or through TSHP if members join or renew through TSHP. Prompt payment of annual dues for active or associate members shall renew membership.

Article III. Dues

Dues for active and associate members shall be \$35 per year, payable in advance. Dues for supportive personnel shall be \$20 per year, payable in advance. Dues for students shall be \$15 per year, payable in advance. Dues shall be collected by the Treasurer. Honorary members shall pay no dues.

Article IV. Period of Membership

The period of membership shall be from January 1 through December 31. Any members in arrears for dues more than three months shall cease to be a member of the Society. Such persons may be reinstated as members provided payment of current dues is made.

**Chapter II. Officers**

Article I. Composition

The officers of the Society shall be the President, Immediate Past-President, President-Elect, Secretary and Treasurer.

Article II. Nomination

The committee on Nominations shall present to the membership candidates for the office of President-Elect, Secretary, Treasurer, Director-at-Large, Supportive Personnel Director-at-Large, Reporter and Pharmacy Student Member-at-Large at the February Meeting. Nominations from the floor will be accepted at the February meeting.

Article III. Election

1. A written and/or electronic ballot shall be prepared by the Nominations Committee and mailed or otherwise distributed to eligible voting members within one week of the February nominations and be returned within 2 weeks.

2. Ballots of the dues paid members postmarked and/or electronically cast by a date designated by the Board of Directors, shall be counted and results announced at the March meeting.

Article IV. Installation of Officers

Newly elected officers shall be installed at the April or May meeting and assume duties at the close of the May meeting.

Article V. Duties of Officers

1. President

The president shall preside at all meetings. He/she shall appoint all committees and shall be a non-voting ex-officio member of each. The President may call special meetings and call for election upon vacancy of any elective office. He/she must be a member of the Texas Society of Health-System Pharmacists and will serve on the Board of Directors of the Texas Society of Health-System Pharmacists.

2. Immediate Past-President

The Immediate Past-President shall be a member of the Board of Directors and serve as its chairman in the absence of the President and President-Elect and shall serve as consultant to the President and other officers.

3. President-Elect

The President-Elect shall perform the duties of the President whenever the president is unable to do so. He/she shall be a member of the Board of Directors and serve as its vice-Chairman, and shall assume other responsibilities as directed by the President. He/she shall chair the Annual Seminar Planning Committee. He/she must be a member of the Texas Society of Health-System Pharmacists and shall serve on the Board of Directors of the Texas Society of Health-System Pharmacists.

4. Secretary

The Secretary shall be a member of the Board of Directors and shall serve as its Secretary. He/she shall keep the minutes of the meetings, maintain a roll of members, and receive, prepare and mail all correspondence including continuing education documents of the Society. An up-to-date copy of the constitution and By-laws of the Society will be maintained.

5. Treasurer

The Treasurer shall handle and keep all financial transactions, collect dues, and prepare all financial reports. He/she shall be a member of the Board of Directors of the Society.

Article VI. Duties of Directors-at-Large

1. Director-at-large

The Director-at-large shall serve as a representative of the membership on the Board and will assist with member feedback.

The Director-at-Large will be coordinate staffing of the volunteer clinic.

2. Reporter

The Reporter shall gather information from the membership and report on important member activities and announcements to the Board of Directors. A summary of activities and announcements of AASHP members that may be of interest to other pharmacy organizations, such as but not limited to TSHP and ASHP, as well as local news and media as appropriate, shall be communicated when approved by the Board of Directors.

3. Supportive Personnel Director-at-Large

The Supportive Personnel Director-at-large shall serve as a representative of the supportive personnel members on the Board of Directors.

4. The Student Member-at-Large

The Student Member-at-Large shall serve as a representative of the pharmacy student members on the Board of Directors

Article VII. Vacancies

The President-Elect shall assume the office of President should it become vacant.

**Chapter III. Committees**

Article I. Standing Committees of the Society

A. Committee on Education and Programs

This committee shall consist of at least two active members and shall plan and promote all programs and educational efforts.

B. Committee on Professional Affairs, Service Projects, and Membership

This committee, consisting of at least two active members, shall review and select one service project to be presented to the Society for approval and action. Members of this committee shall be co-chairmen of the approved project. The committee shall seek eligible members and handle matters relating to professional affairs.

C. Committee on Nominations

The committee on nominations shall consist of at least three active members and shall nominate candidates for all elective offices in regular elections or in the event of vacancies and shall prepare all election ballots.

D. Canvassing Committee

The Canvassing Committee shall consist of at least two active members and shall be responsible for counting and recording all mail ballots. This committee shall announce the results of the mail ballots to the society at the next appropriate meeting.

## Article II. Other Committees

The president shall appoint ad hoc committees as deemed necessary to carry out the responsibilities and programs of the Society.

## Chapter IV. Meetings of the Society

Regular meetings of the Society shall be conducted on a monthly basis and on call of the President from September through May. During June, July and August meetings will be held only on call of the President.

## Chapter V. Rules of Order

Rules of order for the Society shall follow the most recent revised edition of Roberts Rules of Order.

## Chapter VI. Amendments

Any proposition to alter or amend these bylaws shall be submitted in writing to the membership at a regular meeting by two or more active members. The membership shall be notified in writing of the proposed changes, which will be voted on at the following meeting. A majority of votes by voting members who are present is required for approval.

## Chapter VII. Quorum

A quorum is necessary to conduct official business. A quorum shall consist of 10 voting members present.

## Chapter VIII. 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 to the account of, 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. 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, without obligation or restriction, to the Texas society of Health-System Pharmacists to be used in whatever manner it shall deem appropriate.

## Chapter IX. Approval

These Bylaws have by approved by vote of the board of Directors of the Texas Society of Health-System Pharmacists on the 6<sup>th</sup> day of February in 1993.



Updates approved January 2006 by vote of the TSHP board of directors.  
AASHP members approved updates by mail ballot Spring 2006.  
Changes approved by voice vote October 2007 meeting.