

NYSCHP Proposed Changes to the Constitutional & Bylaws April 2019

| <p>Proposal: Add student delegates as voting members of the House of Delegates</p> <p>Rationale: Per recommendation at the April 2018 HOD and August 2018 BOD</p> <p>Comment: Adding student delegates and granting students voting privileges in the HOD. This process will not change student membership status. Apportionment of chapter delegates will be unaffected. It will add two delegates overall, but should not have an effect on overall quorum. Maximizing student delegates to 2 delegates will mirror small chapters.</p> |   |  |
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| Page  | Article/Section   | Proposed language Change   |
| <b>Constitution</b>   |   |  |
| 2 of 17   | Article VI. House of Delegates  | <p>Add "Student Delegates,"</p> <p>Comment: Recognizes student delegates as delegates</p>  |
| <b>Bylaws</b>   |   |  |
| 3 of 17   | <p>Chapter I. Membership</p> <p>Article I. Members</p> <p>Section B. Associate Members</p> <p>Subsection 2. Student Members</p> | <p>Add " Student Delegates will have voting privileges as described in the House of Delegates Chapter VI, Article IV of the Bylaws</p> <p>Comment: Only grants student delegates voting privileges at the HOD.</p>   |
| 12 of 17  | <p>Chapter VI. House of Delegates</p> <p>Article I. Composition</p>   | <p>Add "Student Delegates,"</p> <p>Comment: Recognizes student delegates as delegates</p>  |
| 12 of 17  | <p>Chapter VI. House of Delegates</p> <p>Article II. Apportionment</p>  | <p>Add "The student delegation will be limited to two delegates"</p> <p>Comment: Mirrors delegate apportionment of small chapters.</p>   |
| 12 of 17  | <p>Chapter VI. House of Delegates</p> <p>Article III. Election</p>  | <p>Add "Chapter"</p> <p>Comment: Accounts for student delegate voting.</p>   |
| 14 of 17  | <p>Chapter VI. House of Delegates</p> <p>Article IV. Student Delegates</p>  | <p>Add " Student Delegates: Student delegates will be identified from the Student Committee. The Selection shall be certified by the Director Chapter Services and approved by the Board of Directors of the Council. Student Delegates shall continue as delegates until the following the next session of the House of Delegates."</p> |

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|          |   | Comment: Proposed identification of student delegates.  |
| 14 of 17 | Chapter VI. House of Delegates<br>Article V. Quorum | Add ", Student Delegates"<br>Add ", Student Delegates"<br><br>Comment: Defines student delegates in quorum. |
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Proposal: Define Meetings and Committees of House of Delegates in the Regulations of the HOD

Rationale: Defining meetings of the House of Delegates is consistent with Regulations of the HOD.

**Bylaws**

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| 14 of 17 | Chapter VI. House of Delegates<br>Article IV. Meetings  | <p>Strike: Meetings: The House of Delegates shall meet during the Annual Meetings of the Council and at such other times and places as it may determine. Meetings of the House of Delegates may also be called by the Chairperson of the House of Delegates or upon written request of a majority of the members of the House of Delegates. At least thirty days notice of the time and place for holding meetings of the House of Delegates shall be given. When it is not possible to physically hold a meeting of the House of Delegates, such meetings may be held by telephone conference call, provided that each member of the House of Delegates shall receive notice of such meeting, either in writing, by electronic transmission or by telephone no less than seven days prior to the meeting. Written minutes of such telephone conference call shall be distributed to the entire House of Delegates and shall be subject to review and adoption at the next regular meeting of the House of Delegates.</p> <p>Comment: Meeting specifications should be in Regulations of the House of Delegates.</p> |
| 16 of 17 | Chapter VI. House of Delegates<br>Article IX. Committees of the House of Delegates<br>Section A. Committee on Nominations | <p>Strike "The Committee on Nominations shall consist of at least five members whose duty it shall be to nominate candidates for the offices of President-Elect, Directors and Chairperson of the House of Delegates. The report of the Committee on Nominations shall be presented to the House of Delegates."</p> <p>Comment: Committee functions should be in Regulations of the House of Delegates.</p>  |
| 16 of 17 | Chapter VI. House of Delegates<br>Article IX. Committees of the House of Delegates<br>Section A. Committee on Resolutions | <p>Strike "The Committee on Resolutions shall consist of a Chairperson and one representative from each Affiliated Chapter. The Committee shall be responsible for drafting statements in resolution form which shall reflect the official policy of the Council and for reviewing resolutions submitted to it from the Affiliated Chapters and from individual members of the Council. The report of the Committee on</p>   |

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|  |  | Resolutions shall be presented to the House of Delegates."<br><br>Comment: Committee functions should be in Regulations of the House of Delegates. |
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Proposal: Clarify length of term of Delegate

Rationale: Delegates are confused regarding length of term and meeting they are delegates

**Bylaws**

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| 14 of 17 | Chapter VI. House of Delegates<br>Article III. Election | Strike: "the next election and certification"<br>Add: "following the next session of the House of Delegates"<br><br>Comment: Defines length of term of elected delegates. |
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| <p>Proposal: Clean up language regarding Affiliations</p> <p>Rationale: Recommended by ASHP</p> |                           |  |
| <p><b>Constitution</b></p>  |                           |  |
| 2 of 17   | Article VIII. Affiliation | <p>Strike "as provided in the Bylaws"</p> <p>Comment: Chapter XII in Bylaws is duplicative of Constitution.</p>  |
| <p><b>Bylaws</b></p>  |                           |  |
| 19 of 17  | Chapter XII. Affiliation  | <p>Strike " CHAPTER XII. AFFILIATION The Council shall be affiliated with the American Society of Health-System Pharmacists as provided in Article VIII of the Constitution. Affiliation agreements with other groups or organizations as provided in the Constitution shall be considered addenda to these Bylaws when approved by the House of Delegates."</p> <p>Comment: Chapter XII in Bylaws is duplicative of Constitution.</p> |
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Proposal: Create common process for nomination and election of all Board of Directors

Rationale: Standardize the nominations and election process to allow the entire membership

**Bylaws**

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| 5 of 17  | Chapter II. Officers<br>Article V. Election of the Vice President of Public Policy and Treasurer | Strike "Board of Directors and elected by a majority vote of the members present at a meeting of the House of Delegates"<br>Add "Nominations Committee"<br>Add "Election shall be in the manner described for the election of the President-Elect, Chapter II, Article III of these Bylaws."<br><br>Comment: Per ASHP recommendation. Will allow membership input on election of the VPPP and Treasurer and standardize process. |
| 16 of 17 | Chapter VI. House of Delegates<br>Article VIII. Responsibilities                                 | Strike " Vice President of Public Policy and the Treasurer of the Council as provided in Chapter II, Article V of the Bylaws and for election of the "<br><br>Comment: Per ASHP recommendation. Will allow membership input on election of the VPPP and Treasurer and standardize process.   |
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Proposal: Retitle the Director of Education and Workforce Development

Rationale: Retitle to make consistent with title of Education and Professional Development Committee and the functions of the director as per recommendation at 2018 HOD.

**Bylaws**

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| 7 of 17 | Chapter III. Directors<br>Article IV. Duties<br>Section A. Education and Workforce Development | Strike "Workforce"<br>Add "Professional"<br>Strike "Workforce"<br>Add "Professional"<br><br>Comment: As per Recommendation 2017 HOD.<br>Approved by BOD 2018. |
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Proposal: Definition of Fiscal Year

Rationale: The fiscal year should be determined by the Executive Director in conjunction with the Committee on Finance to best reflect the financial needs of the Council.

**Bylaws**

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| 10 of 17 | Chapter IV. Board of Directors<br>Article III. Committees of the Board<br>Section B. Committee on Finance | Strike "for the period of January 1 to December 31 of the succeeding year"<br><br>Comment: Definition of fiscal year should be defined by Executive Director in conjunction with Committee on Finance to best reflect financial needs of the Council. |
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Proposal: Clean up language regarding recording of Committee Meetings

Rationale: Language belongs in Policy on Committee structure, functions and responsibilities.

**Bylaws**

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| 10 of 17 | Chapter IV. Board of Directors<br>Article V. Recording of Committee Meetings              | <p>Strike " ARTICLE V. Recording of Committee Meetings: If a matter is presented at a committee meeting merely for informational purposes, it shall be acknowledged in the form of an informal statement or suggestion in the records of the meeting. If a matter is considered at a committee meeting which requires no action from higher Council authority, the action shall be expressed as "Voted" in the records of the meeting. If a matter is considered at a committee meeting which requires action from higher Council authority, the action shall be recorded as "Voted to Recommend" in the records of the meeting. It shall be the responsibility of the respective Director or Officer of the Board of Directors to bring the attention of the Board of Directors all "Votes to Recommend," along with an explanation of the sentiment expressed at the committee meeting. It shall be further responsibility of the Director or officer of the Board of Directors to convey back to the committee the resultant action of the Board of Directors with appropriate explanation."</p> <p>Renumber Articles: VII, VIII, IX</p> <p>Comment: Best fits in policy.</p> |
| 18 of 17 | Chapter IX. Affiliated Chapters<br>Article VII. Reports                                   | <p>Strike " ARTICLE VII. Reports: A copy of the minutes of every meeting of Affiliated Chapters should be sent to the Executive Director of the Council and the Director of Chapter Services immediately following such meeting, and not later than ten days following a meeting date. Additions to and changes in the membership and officers of the Chapter are to be included therein."</p> <p>Comment: Best fits in policy.</p>  |
| 18 of 17 | Chapter IX. Affiliated Chapters<br>Article VIII. Representation in the House of Delegates | <p>Strike " ARTICLE VIII. Representation in the House of Delegates: Affiliated Chapters will be entitled to delegates to the House of Delegates of the Council in the number prescribed in</p>   |

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|  |  | <p>Chapter VI, Article II of these Bylaws. The methods of selecting delegates shall be provided for in the Bylaws of Affiliated Chapters."</p> <p>Comment: Best fits in policy.</p> |
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Proposal: Add title to Chapter VI. House of Delegates, Article VI

Rationale: Consistency in Bylaws

**Bylaws**

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| 14 of 17 | Chapter VI. House of Delegates<br>Article VI. Presiding Officers of the<br>House of Delegates | Add: " Presiding Officers of the House of<br>Delegates: The following will be the presiding<br>officers of the House of Delegates."<br><br>Comment: Provides consistency with Chapters in<br>Bylaws |
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Proposal: Make Bylaws consistent with single session of the House of Delegates

Rationale: Make Bylaws consistent with single session of the House of Delegates

**Bylaws**

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| 18 of 17 | Chapter X. Annual Meeting | Add "a "<br>Strike "s"<br><br>Comment: Grammatical clarification for consistency with single session of HOD. |
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Proposal: Redefine Official Insignia

Rationale: redefine Official Insignia as per ASHP Recommendation

**Bylaws**

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| 19 of 17 | Chapter XII. Official Insignia | Strike "Board of Directors will establish an official insignia."<br>Add " Council may use and adopt trade names, trademarks, service names, and service marks as, in its judgment, are necessary or appropriate it or designate its products and services and to carry out its business."<br><br>Comment: Recommended language |
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Proposed changes to Regulations of HOD

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| <p>Proposal: Define Meetings and Committees of House of Delegates in the Regulations of the HOD</p> <p>Rationale: Defining meetings of the House of Delegates is consistent with Regulations of the HOD.</p> |                          |   |
| 1 of 5   | Meetings                 | <p>Add: Meetings: The House of Delegates shall meet during the Annual Meetings of the Council and at such other times and places as it may determine. Meetings of the House of Delegates may also be called by the Chairperson of the House of Delegates or upon written request of a majority of the members of the House of Delegates. At least thirty days notice of the time and place for holding meetings of the House of Delegates shall be given. When it is not possible to physically hold a meeting of the House of Delegates, such meetings may be held by telephone conference call, provided that each member of the House of Delegates shall receive notice of such meeting, either in writing, by electronic transmission or by telephone no less than seven days prior to the meeting. Written minutes of such telephone conference call shall be distributed to the entire House of Delegates and shall be subject to review and adoption at the next regular meeting of the House of Delegates.</p> <p>Comment: Meeting specifications should be in Regulations of the House of Delegates.</p> |
| <p>Proposal: Define Committees of House of Delegates in the Regulations of the HOD</p> <p>Rationale: Defining Committees of the House of Delegates is consistent with Regulations of the HOD.</p>            |                          |   |
| 3 of 4   | Committee on Nominations | <p>Strike: 10. Nominations</p> <p>Nominations for officers may not be made from the floor.</p> <p>Add: Committee on Nominations</p> <p>A. The Committee on Nominations shall consist of at least five members whose duty is shall be to nominate candidates for the offices of President-Elect, Treasurer, Vice-President of Public Policy, Directors and Chairman of the House of Delegates.</p> <p>B. The Chair of the Committee on Nominations is the Immediate Past President</p> <p>C. The report of the Committee on Nominations shall be presented to the House of Delegates</p> <p>D. Nominations for officers, Directors or Chairman of the House of Delegates may not be made from the floor.</p> <p>Comment: Committee functions should be in Regulations of the House of Delegates.</p>   |





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| 3 of 4 | Committee on Resolutions | <p>Add: Committee on Resolutions</p> <p>A. The Committee on Resolutions shall consist of a Chairperson and one representative from each Affiliated Chapter.</p> <p>A.B. The Chair of the Committee on Resolutions is the Past President immediately completing the Presidential offices.</p> <p>C. The Committee shall be responsible for drafting statements in resolution form which shall reflect the official policy of the Council and for reviewing resolutions submitted by Affiliated Chapters and from individual members of the Council.</p> <p>D. The report of the Committee on Resolutions shall be presented to the House of Delegates.</p> <p>Comment: Committee functions should be in Regulations of the House of Delegates.</p> |
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