Constitution and Bylaws
THE ROCHESTER AREA SOCIETY OF HEALTH-SYSTEM PHARMACISTS

CONSTITUTION AND BYLAWS
(Revised: October, 2015; March 2026)

CONSTITUTION

ARTICLE I. NAME AND OBJECTIVES
(a) Name
The name of the organization shall be " The Rochester Area Society of Health-system Pharmacists" hereafter referred to in the Constitution and Bylaws as the "Society".
(b) Objectives
The objectives of the Society shall be:
1. To promote rational, patient-orientated drug therapy and drug use.
2. To provide leadership to pharmacists, students, residents and pharmacy technicians in organized health-care settings.
3. To provide continuing professional education programs designed to promote pharmaceutical care and positive patient outcomes.
4. To promote the profession of pharmacy as an essential component of the health-care team.
5. To provide community service and educational programs that emphasize the health needs of the public and the prevention of disease.
6. To promote research and education in health-systems pharmacy practices with the goal of contributing to the development of future clinicians and leaders in pharmacy
7. In addition to the above objectives, the Society will uphold the objectives of the New York State Council of Health-system Pharmacists.

ARTICLE II. MEMBERSHIP
The membership of the Society shall consist of active, associate and honorary members as provided in the Bylaws.

ARTICLE III. BOARD OF DIRECTORS
The Board of Directors shall be comprised of the following Officers: President, Immediate Past President, President Elect, Secretary, Treasurer, Legislative Liaison, Education/Program Chair(s), Membership Chair, Pharmacy Technician Liaison, Student Liaison, and Resident Liaison.

ARTICLE V. AFFILIATIONS
The New York State Council of Health-system Pharmacists.
(a) The Society shall be affiliated with the New York State Council of Health-system Pharmacists and shall support the aims and objectives of that organization. The Council shall represent and speak for the Society and its members as a matter of state concern.
(b) The Society shall be represented in the New York State Council of Health-system Pharmacists as prescribed in the Constitution and Bylaws of the New York State Council of Health-system Pharmacists.

ARTICLE VI. AMENDMENTS
Every proposition to alter or amend the Constitution shall be submitted in writing to the President of the Society Board of Directors by two or more active members. The proposed changes will be brought to the next available Board meeting for discussion and vote. If the majority of the Society Board approves the proposition, it shall be submitted to the Board of Directors of the New York State Council of Health-system Pharmacists for approval. After receiving such approval, it shall be submitted to all active members of the Society by electronic ballot. Such ballots shall be completed within fourteen (14) days from the date on the ballot. A majority of such votes cast shall be required to amend the constitution.

BYLAWS

CHAPTER I MEMBERSHIP
ARTICLE I. MEMBERS
As defined by the New York State Council of Health-system Pharmacists Bylaws, Chapter I, Article I.

ARTICLE II. DUES
As defined by the New York State Council of Health-system Pharmacists Bylaws, Chapter I, Article III.

ARTICLE III. APPLICATIONS
As defined by the New York State Council of Health-system Pharmacists Bylaws, Chapter I, Article IV.

ARTICLE IV. PERIOD OF MEMBERSHIP
As defined by the New York State Council of Health-system Pharmacists Bylaws, Chapter I, Article V.

CHAPTER II BOARD OFFICERS
ARTICLE I. COMPOSITION
The officers of the Society shall be President, Immediate Past President, President Elect, Secretary, Treasurer, Legislative Chair, Programming Chair(s), Membership Chair, Pharmacy Technician Liaison, Student Liaison, and Resident Liason.

ARTICLE II. TERM
The President Elect shall be elected in March for a term of twelve (12) months. The President Elect shall ascend successively to the office of President and Immediate Past President, serving twelve (12) months in each position. The positions of Secretary, Treasurer, Legislative Liaison, Education/Program Chair, and Membship Chair shall be elected every 24 months. The Student and Resident Liaisons will be Board appointed positions, serving a term of twelve (12) months.

ARTICLE III. NOMINATIONS

The President Elect shall appoint a Nominating Committee comprised of at least 2 active members no later than January 1st. The Nominating Committee will be Chaired by the President-Elect. Members of the Nominating Committee may not include those members that are nominees for any office of the Society. The Nominating Committee shall solicit, from the active membership, names of nominees for each office of the Society no later than February meeting for March elections, at which time additional nominations may be electronically made from the membership.

ARTICLE IV. BALLOTS

The Secretary shall send electronic ballots to all active members by March 1st. The electronic votes will be received within fourteen (14) days to be counted. The Nominations Committee will be responsible for tallying the votes. Candidates with a plurality of votes cast shall be considered as having been elected. The Nominations Committee Chairperson will certify to the President and the Society Board the results of the election. The President shall then notify all candidates of the results of the election, and the results of the election shall be announced to the Chapter members. In the event of a tie, the Society Board shall vote by secret ballot to decide the election.

ARTICLE V. INSTALLATION OF BOARD MEMBERS

The President-Elect shall be installed at the NYSCHP Annual Assembly. All other board members will be installed at the next Society Meeting. If the President-Elect is unable to attend the NYSCHP Annual Assembly, they shall be installed with the remainder of the Board.

ARTICLE VI. DUTIES

(a) President

The President shall be the principal elected official of the Society, and shall be so recognized at all Society affairs, programs and activities. They shall preside at all meetings of the Society Board. They shall seek recommendations from the Board Officers for the appointment of the chairperson and committee members. The President shall be a non-voting ex officio member of each committee. They shall have the usual administrative powers of the office except as otherwise stated. They shall make an annual report to the members in the month of April.

(b) President-Elect

The President-Elect shall perform the duties of the President when the President is unable to do so. They shall chair the Nominations Committee. They shall assume other responsibilities as directed by the President. They shall automatically be a delegate to the next meeting of the New York State Council of Health-system Pharmacists House of Delegates.

(c) Secretary

The Secretary shall keep the minutes of the meetings of the Society Board. They shall notify members of the time and place of all meetings, notify individuals of their recommendation for appointment to committees, and conduct correspondence of the Society. They shall send ballots at the time of election. They shall submit copy of meeting minutes and special programs to the Council Office

(d) Treasurer

The Treasurer shall serve as custodian of the Society's funds. They shall maintain those funds in a bank selected and approved by the Society Board and disburse them at the direction of the Society

Board upon request. They shall summarize financial standings to the Society Board at each regular meeting. The accounts shall be audited at least annually by the President and a statement of finances shall be submitted to the Society Board. The Treasurer will file appropriate tax documents each year for the chapter.

(e) Immediate Past President

In the absence of both the President and President elect, they shall assume the responsibilities of the President. They shall coordinate the installation meeting of the incoming officers.

(f) Membership Chairperson

The Membership Chairperson will organize and carry out all recruitment and retention programs as specified by the Society Board. They shall review membership lists from the Council office, maintain the roster, and provide a monthly status report to the Board. They shall ensure a current roster is provided to the Treasurer monthly. They shall be a member of the New York State Council of Health-system Pharmacists Membership Committee.

(g) Programming Chairperson(s)

The Program Chairperson will organize and plan the continuing education (CE) programs or other educational events for the Society. They will be responsible for submitting the required documents to the office of the New York State Council of Health-system Pharmacists to obtain ACPE continuing education credits. They will ensure completed continuing education registration forms from the membership as required, collect, review evaluations for the CE programs and send them to the appropriate party as required.

(h) Legislative Chairperson

The Legislative Chairperson will be a member of the New York State Council of Health-system Pharmacists Advocacy Committee. As required, legislative materials and briefs will be circulated to the Society Board for review. A status report will be provided to the Society Board quarterly. This position will also serve as a delegate to the State Council House of Delegates.

(i)Technician Liaison

The Technician Liaison will be employed as a Pharmacy Technician at a local health care system. They will be responsible for providing insight on the needs and roles of Pharmacy Technicians within the Society.

(j) Student Liaison

The Student Liaison will be enrolled at an ACPE Accredited College of Pharmacy. They will be responsible for providing insight on the needs and roles of Pharmacy students within the Society.

(k) Resident Liaison

The Resident Liaison will be a current resident in one of the Rochester area residency programs. They will be responsible for providing insight on the needs and roles of Pharmacy residents within the Society

ARTICLE VII. VACANCIES

The Society Board shall fill all vacancies, which may occur in offices after the election and prior to the issuance of ballots.

(a) If the office of the President becomes vacant during the year, the President Elect shall succeed to that office and serve for the remainder of the term of office. If both the President and President-elect are unable to perform the duties of their offices, the Society Board shall appoint from its membership a President to serve for the balance of the unexpired term.

At the next election, nominations shall be presented for the offices of President and President-Elect.
(b) If the other Board Offices become vacant during the term of office, the President shall appoint, with approval of the Society Board, an active member to fill that office for the remainder of the term of office.

CHAPTER III SOCIETY BOARD

ARTICLE I. Meetings

The Board Members shall meet at the call of the President and a minimum of 4 times per year.
The meeting may be virtual or in-person.
At a frequency to be determined (minimum of once per year), all Society members will be invited to attend a scheduled Board Meeting.

ARTICLE II. ORDER OF THE MEETING

The regular meeting of the Society shall proceed in the following order of business:

1) Call to order
2) Reading and adoption of minutes
3) Reading and adoption of Treasurer's report
4) Report of Board Members and committees
5) Reading of communications to the Society
6) Announcements
7) Unfinished business
8) New Business
9) Special program of the evening (if applicable)
10) Adjournment

The above order of business serves only as a guideline and may be changed at the discretion of the Society Board.

ARTICLE III. Quorum

A majority of the elected members of the Board Officers shall constitute a quorum.

ARTICLE IV. Involuntary Resignation

In the event of an officer or committee chairperson's failure to perform the responsibilities and duties of his/her position, the President, in consultation with the President-Elect and Past-President as deemed appropriate, will develop a plan of action such that the officer or chairperson is able to perform his/her responsibilities and duties. If a plan of action cannot be agreed upon, the President, with a majority vote of the Society Board Members, shall ask for the resignation of the officer or chairperson. In the event the officer or chairperson is not willing to resign, the President with a two thirds (2/3) majority vote of the Society Board Members, may tender the resignation of the officer or chairperson in the best interest of the Society. This vote will be conducted by a secret ballot and counted by the Immediate Past President, who shall inform the Board Members of the results. In the event the officer failing to perform his/her responsibilities and duties is the President, the Immediate Past President or President-elect may initiate the aforementioned actions.

CHAPTER IV DELEGATES TO THE NEW YORK STATE COUNCIL OF HEALTH-SYSTEM PHARMACISTS HOUSE OF DELEGATES

ARTICLE I. Number
As defined by the New York State Council of Health-system Pharmacists Bylaws, Chapter VI, Article II. Only active members are eligible to be delegates.

ARTICLE II. Nominations
For open delegate positions (above the assigned delegate positions to the President-Elect and Legislative Chair Board Member), the Nominating Committee shall present to the active members of the Society, nominees for delegates to the House of Delegates of the New York State Council of Health-system Pharmacists. Additional nominations may be made from the floor. The Society Board may also appoint positions for alternate delegates that shall follow the same process of election.

ARTICLE III. Elections, Term
The election of both the delegates and alternates shall be carried out by ballot. The Secretary shall certify the results of the election to the New York State Council of Health-system Pharmacists. Delegates and their alternates, once approved by the Board of Directors of the Council, shall continue in office until the next election and certification and until their successors are elected or appointed and qualified.

ARTICLE IV. Stipend
Each elected delegate of the Society to the house of Delegates of the Council will be offered a stipend in an amount to be determined by the Society Board.

CHAPTER V COMMITTEES
There shall be five standing committees of the Society, each consisting of a chairperson as elected by the membership. The Chairperson can further delegate or request volunteers from active members to serve on the committee. The term of each committee chairperson shall coincide with the term of their elected office.

(a) Nominations Committee
The Nominations Committee shall be chaired by the President-Elect. At the February meeting of the Society, the committee shall present its nominees for elected offices and at the November meeting, delegates and alternates to the House of Delegates of the New York State Council of Health-system Pharmacists.

(b) Membership Committee
The Membership Committee shall be chaired by the Membership Chairperson and keep a roll of members and shall have the responsibility for seeking desirable members and developing, initiating, and conducting the necessary plans and programs for achieving this goal.

(c) Program Committee
The Program Committee shall be chaired by the Programming Chairperson and arrange for the programs of the Society subject to the approval of the Society Board.

(d) Finance Committee
The Finance Committee shall consist of three members: the President, the Secretary, and the Treasurer. They may, without further action, pass on all expenditure on accounts or appropriations not exceeding seven hundred and fifty dollars ($750). Expenses in excess of $750 will require approval by the Society Board. All expenditures shall be contained in the Treasurer's financial reports for examination by the Society Board.

(e) Legislative Committee
The Legislative Committee shall be chaired by the Legislative Chairperson and prepare a report for membership informing them of proposed or current local, state or federal legislation affecting the practice of pharmacy. This Committee shall act as liaison between the Advocacy Committee of the Council and the membership of the Society. The Legislative Committee will be responsible for maintaining the official copy of the Society's Constitution and Bylaws. It will review, at the Society Board's request, the organization of the Society and make recommendations for improvements.

In addition to the Standing Committees, there shall be special (or ad hoc) committees appointed by the President to fulfill particular roles in the Society. These committees shall remain active for the duration of the term of the office of the President or shall be disbanded when the purpose for their existence has been achieved.

CHAPTER VI PARLIAMENTARY PROCEDURE

In the absence of any Bylaw or standing rule of the Society to the contrary, the practices described in "Robert's Rules of Order," latest revised edition, shall apply at all meetings of the Society and its committees. The rules of parliamentary procedure may be waived where deemed unnecessary.

CHAPTER VII AMENDMENTS

Any proposition to alter or amend these Bylaws shall be submitted in writing to the Legislative Committee Chairperson by two active members. The Committee shall submit the amendments with its recommendations for approval or disapproval to the Society Board at its next regular meeting. If the majority of the Society Board approves the proposition, it shall be submitted to the Board of Directors of the New York State Council of Health-system Pharmacists for approval. After receiving such approval, it shall be submitted to all active members by mail or electronic ballot. Such ballot shall be returned within fourteen (14) days from date on the ballot. A majority of such votes cast, which shall not be less than one-tenth of the total number of eligible voters, shall be required to amend the Bylaws.

CHAPTER IX. LIQUIDATION

In the event of the liquidation and dissolution of the Society and in compliance with the Not-for-profit Corporation Law of New York, any properties, funds, monies, securities, or other assets remaining in the treasury of, or the account 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 provision shall be made thereof.
(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 All remaining assets held by the Society shall be transferred or conveyed to the New York State Council of Health-system Pharmacists to be used in whatever manner it shall deem appropriate.