

THE  
WESTCHESTER COUNTY SOCIETY  
OF  
HEALTH-SYSTEM PHARMACISTS, INC.  
CONSTITUTION AND BYLAWS



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## CONSTITUTION

### ***ARTICLE I, Name and Objectives***

#### **(a) Name**

The official name of this organization shall be "The Westchester County Society of Health-system Pharmacists. Inc.," hereafter referred to in the Constitution and Bylaws as the Society. The Society may also be referred to by the abbreviated name "WCSHP" for use in social media platforms, emails, and other forms of communications.

#### **(b) Objectives**

The Objectives for which the Society is formed are:

1. To Advance public health by promoting the professional interests of pharmacists practicing in hospitals and other organized healthcare settings through:
  - a. fostering pharmaceutical services aimed at drug use control and rational drug therapy;
  - b. developing professional standards for pharmaceutical services;
  - c. fostering an adequate supply of well-trained, competent pharmacists and associated personnel;
  - d. developing and conducting programs for maintaining and improving the competence of pharmacists and associated personnel;
  - e. disseminating information about pharmaceutical services and rational drug use;
  - f. improving communication among pharmacists, other members of the health care, industry, and the public;
  - g. promoting research in the health and pharmaceutical sciences and in pharmaceutical services;
  - h. promoting the economic welfare of pharmacists and associated personnel;
2. To Foster rational drug use in society through advocating appropriate public policies toward that end.

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3. To Pursue any other lawful activity that may be authorized by the Society's Executive Committee.

## ***ARTICLE II, Membership***

The membership of the Society shall consist of active members as provided in the Bylaws. Active members shall be pharmacists licensed in any state, district or territory of the United States who have paid dues as established by the New York State Council of Health-system Pharmacists and who support the objectives of the Society and the New York State Council of Health-system Pharmacists. Active members should be members of the American Society of Health-System Pharmacists. Active members shall be pharmacists that:

- (a) are engaged in the administration, planning or supervision of a hospital pharmacy or organized health care setting, or
- (b) are primarily faculty teaching health-system pharmacy classes in college of pharmacy, or
- (c) are primarily engaged in health-system organizational work, or
- (d) are retired from active practice, or
- (e) are approved as active members by action of the Executive Committee.

## ***ARTICLE III, Officers***

The officers of the Society shall be President, the Immediate Past-President, President-Elect, Corresponding Secretary, Recording Secretary, and the Treasurers. Elections of the officers shall be held annually as provided in the Bylaws.

## ***ARTICLE IV, Executive Committee***

There shall be an Executive Committee of the Society consisting of all officers. Ex- officio members are Past-Presidents of the Society, active members of the Society who are delegates, officers, or directors of the New York State Council of Health-system Pharmacists or the American Society of Health-system Pharmacists as provided in the Bylaws.

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**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 foster the objectives of that organization. The Council shall represent and speak for the Society and its members in matters of state concern.
- (b) The Society shall be represented in the New York State Council of Health-system Pharmacists as described in the Constitution and Bylaws of the New York State Council of Health-system Pharmacists.

**ARTICLE VI, Amendments**

Every proposition to alter or amend this Constitution shall be submitted in writing to the Legislative - Constitution and Bylaws Committee by two or more active members. This proposition shall be submitted to the Executive Committee for approval, then to the Board of Directors of the New York State Council of Health-system Pharmacists for their recommendations and approval. After receiving such recommendations the Legislative - Constitution and Bylaws Committee shall submit the proposition with its recommendation for approval or disapproval to the members at any regular meeting, no more than three months after receiving the proposition. If approved by a majority of the active officers present at the board meeting, it shall be submitted to the entire active membership by ballot. Such ballots shall be returned within thirty (30) days from the date on the ballot.

## **BYLAWS**

### ***CHAPTER I, MEMBERSHIP***

#### **ARTICLE I, Members**

The members of the Society shall consist of individuals interested in the objectives of the Society and the New York State Council of Health-system Pharmacists.

A. Active Members:

Active members shall be pharmacists as defined in Article II of the Constitution. Only active members shall be eligible to vote and hold elective office. All active members should be members of the American Society of Health-System Pharmacists.

- a. Retired Members: Previous active full members age 65 years and older.

B. Associate Members:

Associate membership shall consist of supporting members, student members and pharmacy technical personnel. Associate members shall receive publications and general communications of the Society, may attend meetings and may be granted the privilege of the floor, but shall not be entitled to vote or hold elective office. Associate members of the Society need not be members of the American Society of Health-System Pharmacists.

- a. Supporting members may be individuals other than those who qualify as active members who by their work in health services, the teaching of prospective hospital pharmacists or otherwise contributing to health-system pharmacy make themselves eligible for membership.
- b. Student members shall be individuals enrolled in a registered program in pharmacy in an accredited college of pharmacy.
- c. Pharmacy technical personnel are individuals who work under the supervision of a licensed pharmacist and assist in the preparation, distribution or administration of medications.

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**ARTICLE II, Dues**

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

**ARTICLE III, Applications**

As defined by the New York State Council of Health-system Pharmacists Bylaws,  
Chapter Membership, Article IV - Applications.

**ARTICLE IV, Period of Membership**

As defined by the New York State Council of Health-system Pharmacists Bylaws,  
Chapter I Membership, Article V - Period of Membership.

**CHAPTER II, OFFICERS**

**ARTICLE I, Composition**

The officers of the Society shall be President, the Immediate Past-President, President-Elect, Corresponding Secretary, Recording Secretary, and the Treasurers. Only these officers may vote at board meetings.

**ARTICLE II, Term**

The President Elect shall be elected annually for a term of one year and shall ascend successively to the office of President and Immediate Past-President, serving one year in

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each position. The Secretaries shall be elected annually. The Treasurer and Co-Treasurer shall be elected biennially on alternating years.

### **ARTICLE III, Nominations**

- (a) The Immediate Past President shall appoint a nominating committee of no less than three members no later than October 1<sup>st</sup>.
- (b) The nominating committee shall submit, from the active membership, names of nominees for each office of the Society no later than the December meeting, at which time additional nominations may be made from the floor.

### **ARTICLE IV, Ballots**

The Corresponding Secretary will use an on-line Balloting system to send ballots to the active membership. Voting will be open for 14 days from the date ballots are distributed. The Corresponding and Recording Secretaries shall certify to the President the election results.

### **ARTICLE V, Installation of Officers**

The President-Elect shall assume a place on the Executive Committee immediately upon certification of the election results.

The newly elected officers shall be installed at the June meeting to serve until the following installation.

### **ARTICLE VI, Duties**

#### **(a) President**

The President shall be the principal elected official of the Society and shall be so



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recognized at all Society affairs, programs, and activities. The President shall preside at all meetings of the Society and its Executive Committee. The President shall appoint all chairpersons and members of all standing committees and specially appointed committees, and shall be ex-officio member of each committee. The President shall appoint additional committees as needed and provided for elsewhere in these Bylaws. Except as otherwise provided, the President shall fill all vacancies by appointment. The President shall have the usual administrative powers of the office except as otherwise stated. The President shall make an annual report to the members at the June meeting. The Dues for the President, in the year of their Presidency, shall be paid by the chapter.

**(b) Immediate Past-President**

The Immediate Past-President shall be a member of the Executive Committee to provide support and advice on Society matters deemed appropriate by the President.

**(c) President- Elect**

The President-Elect shall be a member of the Executive Committee and perform the duties of the President when the President is unable to do so. In conjunction with the Executive Committee, shall arrange for programs of the Society, subject to approval of the Executive Committee. The President-Elect shall assume other responsibilities as directed by the President. In the absence of the President, the President-Elect shall preside over the Executive Committee.

**(d) Recording Secretary**

**(e)** The Recording Secretary shall be a member and Secretary of the Executive Committee and keep the minutes of the meetings of the Society. The Recording Secretary shall submit a copy of the minutes of every meeting to the Executive Director of the Council and the Director of **Resource Development** no later than ten days following a meeting date. **Corresponding Secretary**

The Corresponding Secretary shall notify all members and the New York State Council of Health-system Pharmacists Chapter Liaison, as recommended by the Executive Committee, of the time and place of all meetings. The Corresponding Secretary is responsible to notify individuals of their appointment to committees, associated

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responsibilities, and conduct the correspondence of the Society. The Corresponding Secretary shall maintain an up-to-date roster of all Society members. The Corresponding Secretary shall mail ballots at the time of elections.

**(g) The Treasurers**

The Treasurer and Co-Treasurer shall be members of the Executive Committee, serve as custodians of the Society's funds, and be chairpersons of the Finance Committee. The Treasurers shall maintain those funds in a financial institution selected and approved by the Executive Committee and shall disburse them at the direction of the Finance committee or the Executive Committee upon request. They shall submit a financial report to the Executive Committee upon request. The accounts shall be audited annually by a committee appointed by the president and a statement of finances shall be presented at each regular meeting of the Society or as designated by the Executive Committee. The treasurers are responsible for the annual filing of tax related documents if deemed necessary.

**ARTICLE VII, Vacancies**

The Executive Committee shall fill all vacancies that may occur in offices after the annual election

- (a) If the office of 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 Executive Committee shall appoint, from its membership, a President to serve for the balance of the term. At the next election, nominations shall be presented for the offices of President and President-Elect.
- (b) If the Office of Corresponding Secretary, Recording Secretary, or Treasurers, becomes vacant during the year, the President shall appoint, with approval of the Executive Committee, an active member to fill that office for the remainder of the term of office.
- (c) If the office of President Elect becomes vacant an immediate election will be held to elect a new President-Elect from the active membership. The president-elect will serve the remainder of the term and succeed to President and Immediate Past President

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respectively.

## ***CHAPTER III, EXECUTIVE COMMITTEE***

### **Article I, Composition**

The Executive Committee shall consist of the President, President-Elect, Immediate Past-President, Corresponding Secretary, Recording Secretary and two Treasurers. Ex Officio members are all other Past-Presidents of the Society, the President-Elect of the next term, the Chapter Liaison from the New York State Council of Health-system Pharmacists Board of Directors, and elected delegates to the New York State Council of Health-system Pharmacists House of Delegates.

### **Article II, Officers**

The President shall serve as presiding officer at Executive Committee meetings. In the President's absence, the President-Elect shall act as presiding officer of the Executive Committee. The Recording Secretary shall serve as Secretary of the Executive Committee.

### **Article III, Election and Term of Office**

The members of the Executive Committee shall be elected or appointed as provided for elsewhere in these Bylaws. The term of Office of the Executive Committee shall be one year beginning with the installation of officers.

### **Article IV, Meetings**

The Executive Committee shall meet at the call of the President at least 4 times a year.

### **Article V, Quorum**

A majority of the voting members of the Executive Committee shall constitute a quorum. Fifty percent (4 officer members) of the active seven shall constitute a quorum at a duly convened board meeting of the Society. The Recording Secretary is responsible for determining whether a quorum is present.

### **Article VI, Order of the Meeting**

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

- 1) Call to order
- 2) Reading of the highlights of the previous executive committee minutes, which shall

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include:

- a. Reading and adoption of the Treasurers' report
  - b. Report of the Committees
- 3) Treasurer's Report
  - 4) Committee updates
  - 5) Unfinished business
  - 6) New business
  - 7) Adjournment

## **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 V, House of Delegates, Article II, Apportionment. Only active members are eligible to be delegates.

### **Article II, Nominations**

At the December meeting, the Executive Committee shall present to the active members of the Society nominees for delegates and alternatives to the House of Delegates of the New York State Council of Health-system Pharmacists. Additional nominations may be made from the floor. In the event that there is a vacancy for a delegate position and no elected alternate is available, the Executive Committee will appoint someone from the active membership.

### **Article III, Elections, Term**

The election of both delegates and alternates shall be held in accordance to Chapter II Article IV above. Only active members are eligible to vote. The Corresponding Secretary and Recording Secretary, of the Society, shall certify the results of the election to the President and the Executive Director of the New York State Council of Health-system Pharmacists. Delegates and their alternates, once certified by the Board of Directors of the Council, shall continue in office until the next election and certification.

### **Article IV, Stipend**

Each elected delegate of the Society to the House of Delegates of the Council shall receive a stipend as determined by the Executive Committee.

### **Article V, Duties**

Delegates and alternates shall represent the Society at the New York State Council of Health-system Pharmacists House of Delegates with those responsibilities defined in the Council's Bylaws, Chapter V, House of Delegates, Articles through X, and Chapter VIII, Affiliated Chapters, Article III, Responsibilities.

## **CHAPTER V, COMMITTEES**

### **Article I, Standing Committees**

There shall be five (5) standing committees of the Society, each consisting of a chairperson and one or more members appointed by the President or the chairperson of the committee of the Society with the approval of the Executive Committee. The term of each committee chairperson shall coincide with the term of office of the President. Committee Chairs are expected to report out at each board meeting and submit an annual report no later than June 1st.

#### **(a) Nominations Committee**

The Nominations Committee shall be chaired by the immediate Past-President. The committee shall present its nominees for elected offices, delegates and alternates at the December meeting of the Society.

#### **(b) Membership Committee**

The Membership Committee shall keep a roll of members and shall have the responsibility for recruiting members. Responsibilities shall include: developing, initiating and conducting the necessary plans and programs for achieving this goal. This committee will be chaired by the Corresponding Secretary. The Membership Committee will coordinate activities with the **Program** Committee to achieve its goal.

#### **(c) Program Committee**

The Program Committee shall be chaired by the President-Elect. The Program Committee shall arrange for the programs of the Society subject to the approval of the Executive Committee. It is recommended that all members of the executive committee participate in this committee.

#### **(d) Finance Committee**

The Finance Committee shall be chaired by the more senior treasurer and shall consist of four members: the President, the Recording Secretary, and the two Treasurers. They may without further action pass on all expenditures of accounts or appropriations not exceeding one hundred dollars (\$100). These expenditures shall be contained in the Treasurers'

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financial reports for examination by the



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Executive Committee. The Finance Committee shall prepare the annual budget at the beginning of each fiscal year and submit it to the Executive Committee for approval. There shall be a financial policy developed by this committee and periodically reviewed. This policy must be approved by the membership when changes are made.

**(e) Legislative - Constitution and Bylaws Committee**

The Legislative - Constitution and Bylaws Committee shall disseminate information from the New York State Council of Health-system Pharmacists to the membership informing them of proposed or current local, state or federal legislation affecting the practice of Pharmacy. A representative from this Committee will serve as the liaison to the Advocacy Committee of the New York State Council of Health-system Pharmacists. The liaison will work with other Committee Members in supporting advocacy efforts of the State Council. This Committee shall be responsible for maintaining the official, complete, and updated copy of the Society's Constitution and Bylaws, which should be reviewed biennially. The Society's constitution and bylaws should not in any way contradict that of the New York State Council of Health-system Pharmacists. This Committee shall recommend broad goals, through the development of resolutions and position statements, for hospital and organized health care pharmacy practice in New York.

**Article II, Ad Hoc Committees**

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

**Article III, Committee Expectations**

Committee Chairs are expected to review their responsibilities as outlined in these bylaws at the start of each term. These responsibilities should be shared with the committee members and used to formulate their plans to meet committee objectives.

**CHAPTER VI, MEETINGS**

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**Article I, Frequency**

The Society shall hold monthly meetings September through June except when the Executive Committee shall rule otherwise for any individual month. All members shall be notified of each meeting at least six days prior to the meeting.

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**CHAPTER VII, 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 Committee.

**CHAPTER VIII, AMENDMENTS**

Any proposition to alter or amend these Bylaws shall be submitted in writing to the Chairperson of the Legislative-Constitution and Bylaws Committee by two or more active Society members. The Committee shall submit the amendments with its recommendations for approval or disapproval to the Executive Committee at its next regular meeting. If the majority of the Executive Committee approves the proposition, it

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shall be submitted to the Board of Directors of the New York State Council of Health-system Pharmacists for its recommendation. After receiving such recommendations, it shall be submitted to all active members for a vote by the Corresponding Secretary. The Corresponding Secretary shall notify the membership before the following meeting. An amendment will require a three-fourths affirmative vote of the active members present to be approved.

## **CHAPTER X, OFFICIAL INSIGNIA**

The official insignia of the Society shall be the inscription "WESTCHESTER COUNTY SOCIETY OF HEALTH-SYSTEM PHARMACISTS" in upper case black, block letters encircling a Bowl of Hygeia with an RX in the upper left-hand top portion of the bowl. Variations may include a border that encircles the insignia. Unofficial insignia may contain variations in color based on the product it is transposed on.

## **CHAPTER XI, LIQUIDATION**

In the event of the liquidation and dissolution of the Society, any properties, funds, or moneys, securities or other assets remaining in the treasure of, or to 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 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 to the New York State Council of Health-system Pharmacists to be used in whatever manner it shall deem appropriate.