

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 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.

#### **(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.
3. Providing Assistance to New York State Council of Health-system Pharmacists affiliated chapters in keeping with the Council's goals and objectives.

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4. 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. All active and associate members must be members of 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**

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

#### **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 biannually on alternating years.

### **ARTICLE III, Nominations**

- (a) The President shall appoint a nominating committee of no less than three members no later than March 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 April meeting, at which time additional nominations may be made from the floor.

### **ARTICLE IV, Ballots**

The Corresponding Secretary shall have the option to mail ballots to all dues paid active members OR to use an on-line Balloting system if approved by the Executive Committee at a scheduled Board Meeting. Ballots received within twenty-one (21) days of date printed on the ballot shall be submitted to a Presidentially appointed Board of Pollers who shall count the votes. The Board of Pollers shall certify to the President the election results.

Ballot notification shall be sent out at least fourteen (14) days prior to the date specified on the ballot.

### **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. In the absence of the President, the President-Elect shall preside over the Executive Committee.

**(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.

**(d) Recording Secretary**

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 present a written annual report to the President no later than June 1<sup>st</sup>.

**(e) Corresponding Secretary**

The Corresponding Secretary shall notify members, local Directors of Pharmacy, other Chapter Presidents, officers of the New York State Council of Health-system Pharmacists, Director of Chapter Services, and news media, as recommended by the Executive Committee, of the time and place of all meetings, notify individuals of their



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appointment to committees, 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, Treasurers, or Program Director 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.

### ***CHAPTER III, DIRECTOR OF CHAPTER SERVICES***

The Existence, Election, Term, Duties, Committee, Authority, Vacancies is defined by the New York State Council of Health-system Pharmacists Bylaws, Chapter III, Directors, Article I through VII.

### ***CHAPTER IV, EXECUTIVE COMMITTEE***

#### ***Article I, Composition***

The Executive Committee shall consist of the President, President-Elect, Immediate Past-President, Corresponding Secretary, Recording Secretary and Treasurers. Ex Officio members are all other Past-Presidents of the Society, the New York State Council of Health-system Pharmacists Director of Chapter Services, 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.

## ***CHAPTER V, 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 January meeting, the Executive Committee shall present to the active members of the Society nominees for delegates and alternates to the House of Delegates of the New York State Council of Health-system Pharmacists. Additional nominations may be made from the floor.

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

The election of both delegates and alternates shall be held at the February meeting. Only active members are eligible to vote. The Corresponding Secretary, of the Society, shall certify the results of the election to the Executive Secretary of 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.

### **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 VI, 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 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.

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

The Nominations Committee shall be chaired by the immediate Past-President. The committee shall present its nominees for elected offices at the January meeting of the Society and shall be responsible for selecting nominees for 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 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.

#### **(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 consist of three members: the President, the Recording Secretary, and the 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' 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 calendar 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 prepare reports for the membership informing them of proposed or current local, state or federal legislation affecting the practice of Pharmacy. This Committee's Chairman shall act as liaison with and be a member of the New York State Council's Government Affairs Committee. This Committee shall be responsible for maintaining the official, complete, and updated copy of the Society's Constitution and Bylaws. This Committee shall be an advisory body to the Executive Committee. It shall review the organization of the Society, analyze its effectiveness, and make recommendations for improvements. It shall recommend broad goals for hospital and organized health care pharmacy practice in New York and outline plans for achieving such goals. It shall be the Committee's special responsibility to maintain an official up-to-date copy of the Constitution and Bylaws of the New York State Council of Health-system Pharmacists.

**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.

**CHAPTER VII, MEETINGS**

**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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## **Article II, 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 III, 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 include:
  - a. Reading and adoption of the Treasurers' report
  - b. Report of the Committees
- 3) Reading of communications to the Society
- 4) Announcements
- 5) Unfinished business
- 6) New business
- 7) Educational Program
- 8) Adjournment

## **CHAPTER VIII, 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 IX, 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 contain the inscription "WESTCHESTER COUNTY SOCIETY OF HEALTH-SYSTEM PHARMACISTS, INC." in upper case black, block letters encircling a Bowl of Hygeia with an RX in the upper left-hand top portion of the bowl.

### **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.