

NYSCHP CONSTITUTION & BYLAWS COMMITTEE

HOW A THOUGHT BECOMES PART OF YOUR CHAPTER'S CONSTITUTION & BYLAWS

- Council member(s) has a thought to improve the functionality of a chapter of the New York State Council of Health-system Pharmacists (NYSCHP).
- Template for the Constitution & Bylaws (C&B) format is downloaded from the NYSCHP.org site.
- Two [2] active members of NYSCHP sign the proposed C&B revision and submit the document to their local chapter Board of Directors.
- Local chapter Board of Directors reviews the proposed revision to their C&B. This Board of Directors can approve/reject/or send the proposal back to the signers for revision and resubmission.
- Upon approval by the local chapter Board of Directors, the revision to the chapter's C&B is forwarded to the NYSCHP Director of Pharmacy Management.
- NOTE: The local chapter must designate a contact person who will act as a liaison between the Council and the local chapter's Board of Directors.
- NYSCHP Director of Pharmacy Management forwards the revision to the chapter's C&B to the chairperson of the NYSCHP Constitution & Bylaws Committee.
- Revision to the chapter's C&B is forwarded to the members of the Constitution & Bylaws committee for review and comment. The committee members are given a fixed time period to respond to the chairperson with their suggestions/recommendations for this document.
- Chairperson of the Constitution & Bylaws committee collates the input from their committee into one document indicating current and revision status of the document using the tracking feature in Microsoft Office. This information will be

forwarded to the chapter contact person for presentation to the chapter's Board of Directors.

- Chapter's Board of Directors makes appropriate changes to the document. Chapter's Board of Directors approves the revised document. The revised document is resubmitted to the chairperson of the Constitution & Bylaws committee.
- If the revision[s] is acceptable and there is no conflict with the NYSCHP C&B, the chairperson of the Constitution & Bylaws committee will poll the committee for a recommendation of approval to the NYSCHP Board of Directors.
- Constitution & Bylaws committee chairperson forwards the revised document which contains both the original status of the chapter's C&B as well as the revisions to the document to the Executive Director, NYSCHP and NYSCHP Director of Pharmacy Management. Chapter's proposed revision to their C&B will be presented at a NYSCHP Board of Directors' meeting for discussion and approval.
- The NYSCHP Board of Directors may approve/reject/send back for revision the submitted document.
- If approved by the NYSCHP Board of Directors, the document is sent back to the chapter contact person. Note is made of the date of approval by the NYSCHP Board of Directors.
- If the revision to the chapter's C&B is rejected or sent back for revision, the chapter's Board of Directors may either amend or revise the document based on information received from the NYSCHP Board of Directors. Chapter Board of Directors can, at its discretion, drop the revision of its C&B.
- The proposed revision to a chapter's C&B, approved by the NYSCHP Board of Directors is mailed to the chapter's authorized members to vote YES or NO on approval of the revisions to their C&B. Chapter's current C&B with notations for the revisions to the C&B is mailed to authorized chapter members.
- Chapter members are given a specific amount of time to respond based on the time noted in their C&B.

- Upon approval by the chapter members of the revisions to their C&B, the cover page of the chapter's C&B will reflect the date of approval by the NYSCHP Board of Directors and by the chapter's membership. The approved document is modified to incorporate the revisions to their C&B as a single document. The final approved document is mailed to the chapter's members. A copy of the final document is sent to the NYSCHP Executive Director.
- NYSCHP Executive Director should have a copy of each chapter's C&B in the files of the Council office