

NORTHEASTERN NEW YORK SOCIETY OF HEALTH-SYSTEMS PHARMACISTS
BYLAWS

CHAPTER I. MEMBERSHIP

- Article I. Members: The membership of the Society shall consist of Active Members (including active member, joint, pledge, retired), Associate Members (including supporting, student, support personnel) and honorary members as provided in the Bylaws of NYSCHP.
- Article II. Dues: Dues must be paid directly to NYSCHP.
- Article III. Application: All application for membership will be made directly to NYSCHP as defined in the NYSCHP Bylaws

CHAPTER II. OFFICERS

- Article I. Composition: The officers of the Society shall be the President, Immediate Past President, President-Elect, Secretary and Treasurer.
- Article II. Nominations:
- A. The Nominations Committee shall present to the Executive Committee the name(s) of the candidate(s) together with a brief review of their professional background for the officers by February 15 of each year.
- B. Nominations for any office may also be made by petition when said petition is signed by five or more active members, and filed with the Secretary no later than five days prior to the ballot mailing. Names so proposed shall be presented to the membership in addition to the regular nominations and shall be voted on for the offices for which they are proposed.
- C. Only active members as per NYSCHP standards may be nominated for office.
- Article III. Election: The secretary will shall submit by mail with the March business meeting notice, to every active member of the Society, the names of the candidates, together with a brief review of their professional background. The member shall indicate on the ballot his/her choice of candidate and return the ballot to the secretary within thirty days of the date printed on the ballot. The secretary shall count the votes and submit a report of the results to the President, who shall notify the candidates of the results of the election. The results of the election shall be published in May business meeting notice of the Society.
- Article IV. Term of Office: Secretary and Treasurer shall be elected annually for a one-year term. The President-Elect shall be elected annually for a term of one year and shall ascend to the office of President the next year and then to the Immediate Past President the following year.
- Article V. Installation: Installation of officers will occur at the June monthly business meeting of each year.

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Article VI. Duties of Officers

- 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. He/she shall preside at all meetings of the Society and its Executive Committee. He/she shall appoint chairmen and members of all standing committees and specially appointed committees, shall be a voting member of the Executive Committee and shall be a non-voting ex-officio member of each committee. He/she is encouraged to make an annual report to members either in writing as part of the June business meeting notice, or verbally at the June business meeting.
- B. President-Elect: The President-Elect shall perform the duties of the President when the President is unable to do so. He/she will preside over the creation, decisions, and approval of monthly meetings. He/she will also be the liaison to the Continuing Competency Committee of the NYSCHP regarding continuing education.
- C. Secretary: The Secretary shall keep the minutes of the meetings of the Executive Committee. He/she shall conduct the correspondence of the Society. He/she shall maintain an up-to-date roster of all Society members. He/she shall mail ballots at the time of election. He/she shall submit copies of meeting minutes and special programs to the Council Office, Director of Chapter Services, and the Editor of Council Publications.
- D. Treasurer: The Treasurer shall serve as custodian of the Society's funds. He/she shall maintain those funds in a bank selected and approved by the Executive Committee and shall disburse them at the discretion of the Executive Committee upon written request. He/she shall submit a financial report to the Executive Committee at least twice yearly to include a statement of finances and independent audit of expenses and funding received. He/she shall file appropriate income tax paperwork as per state and federal law.
- E. Immediate Past President: The Immediate Past President shall be a member of the Executive Committee and unless otherwise stipulated, he/she shall serve as Chairman of the Nominations Committee.

Article VIII. Vacancies:

- A. Officers who resign for whatever reason shall be replaced by the President by an active member in good standing, for the remainder of his/her term. No officer shall assume more than one office.
- B. If the President shall become unable to perform his/her duties, the President-Elect shall succeed to the office of President for the balance of the term of office, and the term to which he/she was elected.
- C. If both the President and President-Elect shall become unable to perform their duties, the Executive Committee shall appoint a President and a President-Elect with an active member for the balance of the term of office.

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CHAPTER III. COMMITTEES

- Article I. Nominations Committee: The Nominations Committee shall consist of the Immediate Past President as chairperson, and a recommended four additional members to be designated by the Immediate Past President. The term of the Nominations Committee shall coincide with the term of office.
- Article II. Membership Committee: The membership committee shall consist of a chairperson appointed by the Executive Committee and a group of active members selected by the chairperson. The chairperson shall serve on the membership committee of the NYSCHP.
- Article III. Ad-Hoc Committees: Ad-hoc committees shall be appointed by the President to fulfill particular roles with the Society. These committees shall remain active for the duration of the term of office of the President or shall be disbanded when their purpose has been achieved.
- Article IV. Public Policy: A Public Policy representative shall be appointed by the President to serve as the Society representative to the Public Policy Committee of the Council.
- Article V. Public Relations Committee: A Public Relations representative shall be appointed by the President to serve as the Society representative to the Public Relations Committee of the Council.

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CHAPTER IV. THE EXECUTIVE COMMITTEE

- Article I. The Executive Committee shall consist of the Officers, and NYSCHP Board Liaison as defined by the NYSCHP Board of Directors (ex-officio). Others members of the Executive Committee will be chosen by the President for that term, with a recommendation of a total of 8 members, as diversified in the workplace as practical.

The Executive Committee may specify duties, election, terms of office of other members of the Executive Committee, meetings, quorum, etc.
- Article II. Order of Business: The order of business at Executive Committee meetings shall be as follows unless otherwise stated:
 - a. call to order
 - b. reading and adoption of the minutes
 - c. receipt of reports and other communications of the Society
 - d. the report of committees
 - e. unfinished business
 - f. new business
 - g. adjournment
- Article III. Agenda: A written agenda shall be prepared by the President and distributed to Executive Committee members at least two weeks prior to the meeting.

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CHAPTER V. HOUSE OF DELEGATES

Article I. By selecting and sending delegates to the NYSCHP House of Delegates, the Society may report, consolidate and delineate problems, issues, and programs which are of general importance to the profession and otherwise participate in formulating NYSCHP policies at meetings of the House of Delegates as described in the NYSCHP bylaws.

Article II. The number of Affiliated Chapter Delegates to the NYSCHP from the Society shall be determined each year as provided in the NYSCHP bylaws. Affiliated Chapter Delegates must be active members of the Society.

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Article III. The Executive Committee of the Society may specify nomination, election or term of delegates as well as via election.

CHAPTER VI. MEETINGS

Article I. The Society shall hold meetings as needed with the exclusion of July, August and December.

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Article II. 10 of the active members shall constitute a quorum at a meeting of the Society.

CHAPTER VII. PUBLICATIONS

Article I. The monthly business meeting notice may also contain other information at the discretion of the President-Elect, President, or the Executive Committee.

Article II. The President shall review all monthly meeting notices, and any enclosures, before mailing.

Article III. The official bulletin of NENYSHP is "The Bulletin of the Northeastern New York Society of Health-systems Pharmacists.

Article IV. The Newsletter of the NENYSHP will be prepared and distributed up to twice yearly when there is sufficient content to warrant its distribution.

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CHAPTER VIII. INDEMNIFICATION

Article I. The Society may indemnify each Director, Officer, former Director and former Officer against expenses actually and necessarily incurred by that person in connection with or arising out of any proceeding in which that person may be involved as a party or otherwise by reason of being or having been such Director or Officer.

Article II: No indemnification shall be made until the Executive Committee of the Society shall have determined that indemnification is proper.

Article III: The procedure and standard for indemnification shall be governed by the applicable sections of the Corporations and Associations CHAPTER and the Annotated Code of New York.

Article IV. If any provision of these bylaws should, for any reason, be held to be invalid, the validity of any other provision is not thereby affected.

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CHAPTER IX. MISCELLANEOUS

Article I. The rules contained in the current edition of Robert's Rules of Order shall govern the Society in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Society may adopt.

Article II. The fiscal year of the Society shall be January 1 to December 31.

CHAPTER X. SCHOLARSHIP FUND

Article I. Membership scholarships shall be awarded annually to P2, P3, or P4 pharmacy students at the Albany College of Pharmacy and Health Sciences in memory of Lucy M. Marvel.

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Article II. The recipients of this award shall be recommended by the faculty of the Albany College of Pharmacy and Health Sciences.

Article III. The recipients of the award must be presently employed in a Health-system Pharmacy.

Article IV. Fund Account:

- A. The fund shall be kept in a "special" account.
- B. This account must retain sufficient funding to support the award each year.
- C. Interest accrued in excess of the annual award may be transferred to the Chapter's business account.
- D. In the event that no student qualifies for the award, the annual presentation will not be given.

CHAPTER XI. LIQUIDATION

Article I. Upon termination, dissolution, or winding up of the Society, any assets that remain after payment or provision for payment of all its liabilities, debts, and obligations, shall be transferred or conveyed without obligation or restriction to the New York State Council of Health-systems Pharmacists, a not-for-profit organization incorporated in the State of New York exempt under Section 501 8 (3) of the Internal Revenue Code as may be in effect at the time of termination, dissolution, or winding up of the Society. Under no circumstances shall any assets be distributed to any member of the Society.

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