

**TENNESSEE SOCIETY OF HEALTH-SYSTEM PHARMACISTS**

**BY-LAWS**

Chapter I. Membership

Article I. Members

The membership of the Tennessee Society of Health-System Pharmacists [TSHP] shall consist of active, associate, and honorary members.

- A. Active Members — Active members shall be as defined in the Constitution. Active members shall have all rights and privileges of TSHP including the right to vote and hold office.
- B. Associate Members — Associate members shall be as defined in the Constitution. Associate members may attend meetings and may be granted the privilege of the floor, but shall not be entitled to vote or hold office.
- C. Honorary Members — Honorary members shall be as defined in the Constitution. Honorary members shall not pay dues but may vote and hold office if otherwise eligible for active membership.

Article II. Dues

Annual dues shall be established by the Executive Committee. Any member whose dues are in arrears more than ninety (90) days shall cease to be a member of TSHP.

Article III. Applications

A. Active and Associate

Any person may be admitted to membership in TSHP who qualifies pursuant to the Constitution and makes application together with payment of the annual dues appropriate for that membership category.

B. Honorary

Upon nomination by the Executive Committee, honorary members shall be approved by unanimous vote of the members present at the Winter Meeting Business Session. Honorary members shall be elected for life.

Chapter II. Officers

Article I. Composition

The officers of TSHP shall be as stated in the Constitution.

Article II. Nomination

The Nominating Committee shall present two candidates for each of the offices of President-Elect and Secretary/Treasurer-Elect at the Winter Meeting Business Session.

### Article III. Election

No later than seventy-five (75) days prior to the first day of the Summer Meeting, the Executive Director of the Tennessee Pharmacists Association [TPA], under the direction of the TSHP Executive Committee shall submit to every active member and every voting honorary member of TSHP, a ballot with the names of the candidates and a brief review of their professional background.

### Article IV. Ballots

The members shall indicate on their ballot their choice(s) of candidates for the offices to be filled and return it to TPA no later than forty-five (45) days prior to the first day of the Summer Meeting. The ballots shall be retained for review until the next election. In the event of a tie, the Executive Committee shall decide the election. The Executive Director of TPA, under the direction of the TSHP Executive Committee, shall notify all candidates and the membership of the outcome of the election.

### Article V. Assumption of Office

The President-Elect and Secretary/Treasurer-Elect shall assume their offices upon installation at the Summer Meeting following their election. They shall ascend to the offices of President and Secretary/Treasurer at the next Summer Meeting.

### Article VI. Duties

**President** — The President shall be the principal elected official of TSHP and shall be so recognized at all TSHP programs and activities. The President shall appoint all members and Chairs of all standing committees and other committees. Except as otherwise provided, the President shall fill all committee vacancies by appointment. The President shall be a member of the Executive Committee and serve as its Chairman.

**President-Elect** — The President-Elect shall perform the duties of the President when the President is unable to do so. The President-Elect shall be a member of the Executive Committee and serve as its Vice-Chairman. The President-Elect shall assume other duties as directed by the President.

**Secretary/Treasurer** — The Secretary/Treasurer shall keep minutes of all sessions of TSHP and maintain a roster of its members and their status. The Secretary/Treasurer shall notify members of the time and place of meetings, dues payable, and conduct the correspondence of TSHP. The Secretary/Treasurer shall assist, where possible, with the secretarial activities of all standing and special committees. The Secretary/ Treasurer shall keep the President informed of all activities by forwarding to the President copies of all pertinent correspondence. The Secretary/Treasurer shall be a member of the Executive Committee. The Secretary /Treasurer shall present a financial statement at the Summer Meeting Business Session. All persons directly responsible for the receipt and disbursement of funds shall be properly bonded. The Secretary /Treasurer will be responsible for insuring that audits and financial records are properly maintained and reported to the membership. With the concurrence of the Executive Committee, the above responsibilities of the Secretary/Treasurer may be delegated as appropriate.

**Secretary/Treasurer-Elect** — The Secretary/Treasurer-Elect shall be a member of the Executive Committee.

## Article VII. Vacancies

The Executive Committee shall fill all vacancies which may occur by death or resignation, except as provided for elsewhere in the Constitution and By-Laws. If the President becomes unable to perform the duties of the office, the President-Elect shall immediately ascend to the office of President. If the President-Elect becomes unable to perform the duties of President-Elect, the Executive Committee shall appoint a President-Elect with first consideration given to the opposing candidate for President-Elect during the previous election. If both the President and President-Elect become unable to perform the duties of the office of President, the Executive Committee shall appoint, from its membership, a President to serve for the balance of the unexpired term. At the next Summer Meeting Business Session, nominations shall be presented by the Nominating Committee for all vacant offices.

## Chapter III. Committees

### Article I. Standing Committees

#### A. Executive Committee

The Executive Committee shall consist of the President, President-Elect, Secretary/Treasurer, Secretary/Treasurer-Elect, and the Immediate Past President. Meetings shall be called at least quarterly to make whatever decisions are necessary.

#### B. Membership Committee

The Membership Committee shall obtain the names of persons eligible for membership, but who are not members, and invite and encourage them to join TSHP. It shall determine the eligibility and category of membership.

#### C. Nominating Committee

The Nominating Committee shall consist of at least three active members, two of whom shall be Past Presidents of TSHP. Duties shall be as defined in Chapter II, Articles II and VII of these By-Laws.

#### D. Strategic Planning Committee

The Strategic Planning Committee shall be responsible for working with the Executive Committee to develop and assess TSHP long range goals.

#### E. Awards Committee

The Awards Committee shall assess the need for awards, develop criteria for each award, seek sponsorship for awards, solicit nominations, and select the recipients for each award. The addition or deletion of awards requires approval of the Executive Committee.

#### F. Programming and Education Committee

The Programming and Education Committee shall assess the need for education programming of TSHP during the Summer and Winter Meetings, develop program

agendas, and secure qualified speakers for presentation of educational programs in accordance with TSHP policy.

#### G. Residency Committee

The Residency Committee shall promote the need for residency training and advocate for residency program expansion state-wide. The Committee shall ensure educational programming with respect to residency program development; recruitment; preceptor and resident development; as well as student preparation to enter residency programs. The Committee shall develop and execute plans that fulfill those needs in accordance with TSHP policy.

#### Article II. Special Committees

Special committees may be established by the President with the approval of the Executive Committee. Such committees shall receive a specific charge and duration.

### Chapter IV. Affiliation

#### Article I. Affiliation with the Tennessee Pharmacists Association

TSHP shall be affiliated with TPA. TSHP delegates to the TPA House of Delegates shall be appointed by the President of TSHP with approval of the TSHP Executive Committee. Appointments shall be representative of all segments of TSHP membership.

#### Article II. Affiliation with the American Society of Health-System Pharmacists

TSHP shall be affiliated with the American Society of Health-System Pharmacists (ASHP). Tennessee delegates to the ASHP House of Delegates shall be elected in accordance with ASHP Election Procedure By-laws.

#### Article III. Local Chapters

TSHP shall encourage and recognize the existence of local societies.

### Chapter V. Meetings

#### Article I. Annual Meetings

The TSHP shall conduct Business Sessions during Summer and Winter Meetings at a time and place which shall be determined by the Executive Committee.

#### Article II. Special Meetings

The Executive Committee may call a meeting of the entire membership for the purpose of conducting special business provided notice is received by the membership at least fourteen (14) days in advance of the date of such meeting. The agenda for special meetings is limited to business items identified in the notice.

### Chapter VI. Liquidation

In the event of the liquidation and dissolution of TSHP, any properties, funds or monies, securities or other assets remaining in the treasury of, or to the account of, or otherwise belonging to, TSHP shall be disposed of as follows:

- A. All liabilities and obligations of TSHP shall be paid and discharged or adequate provision shall be made therefore;
- B. Assets held by TSHP subject to legally valid requirements for their return, transfer and conveyance, upon dissolution and liquidation, shall be returned, transferred or conveyed in accordance with such requirements; and,
- C. All remaining assets held by TSHP shall be transferred or conveyed, without obligation or restriction, to the Tennessee Pharmacists Association to be used in whatever manner it shall deem appropriate.

#### Chapter VII. Parliamentary Procedure

Robert's Rules of Order, latest revised edition, shall prevail at all meetings except where contrary to this Constitution and By-Laws or any standing rule.

#### Chapter VIII. Quorum

A quorum for the purpose of conducting business shall be 25 active members.

#### Chapter IX. Amendments

Every proposition to alter or amend these By-Laws shall be submitted in writing by two or more active members at any duly constituted meeting. Approval by two-thirds of the votes cast is required to amend these By-Laws.

Adopted March 11, 1989  
Amended March 4, 1995  
Amended July 15, 2003  
Amended July 18, 2005  
Amended February 24, 2019