

BYLAWS OF THE KANSAS COUNCIL OF HEALTH-SYSTEM PHARMACY (KCHP)

~~September 26, 2016~~~~October 30, 2013~~~~September 16th~~~~February 21, 2016~~

RULE I. Name and Objectives

Article 1. Name

The organization's legal business entity name is "Kansas Society of Health-System Pharmacy" doing business as the Kansas Council of Health-System Pharmacy (KCHP).

Article 2. Mission

The Kansas Council of Health-System Pharmacy is committed to advancing public health by promoting the safe and appropriate use of medications through advocacy and education.

Article 3. Vision

Medication use will be safe and effective for all people in Kansas.

Article 4. The objectives of KCHP shall be:

A. ~~Determined by the Board of Directors~~

~~To advance public health by promoting the professional interests of pharmacists practicing in health systems hospitals and other organized health care settings, through;~~

- ~~1. Supporting pharmacists in the delivery of pharmaceutical care.~~
- ~~2. Fostering pharmaceutical services aimed at drug use control and rational drug therapy.~~
- ~~3. Developing professional standards for pharmaceutical services.~~
- ~~4. Fostering an adequate supply of well-trained, competent pharmacists and associated personnel.~~
- ~~5. Developing and conducting programs for maintaining and improving the competence of pharmacists and associated personnel.~~
- ~~6. Disseminating information about pharmaceutical services and rational and safe use of medication.~~
- ~~7. Improving communication among pharmacists, other members of the health care industry, and the public.~~
- ~~8. Promoting research in the health and pharmaceutical sciences and in pharmaceutical services.~~

~~B. To foster rational and safe use of medication in society such as through advocating appropriate public policies toward that end.~~

~~C. To pursue any other lawful activity that may be authorized by the KCHP Board of Directors.~~

Article 5. The Kansas Society of Health-System Pharmacy is a not-for-profit organization doing business as the Kansas Council of Health-System Pharmacy, registered as a 501(c)6 corporation with the Internal Revenue Service.

RULE II. Membership

Article 1. Eligibility

A. Categories of Membership

- 1. The membership of KCHP shall consist of active, student, technician, associate, industry and retired members.

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2. *Active members* shall be licensed pharmacists who work in the area of health-system pharmacy and actively support the objectives of KCHP. The privileges of Active Members shall include, but are not limited to: voting on all matters submitted to them; holding elective or appointive positions after meeting all other qualifications.

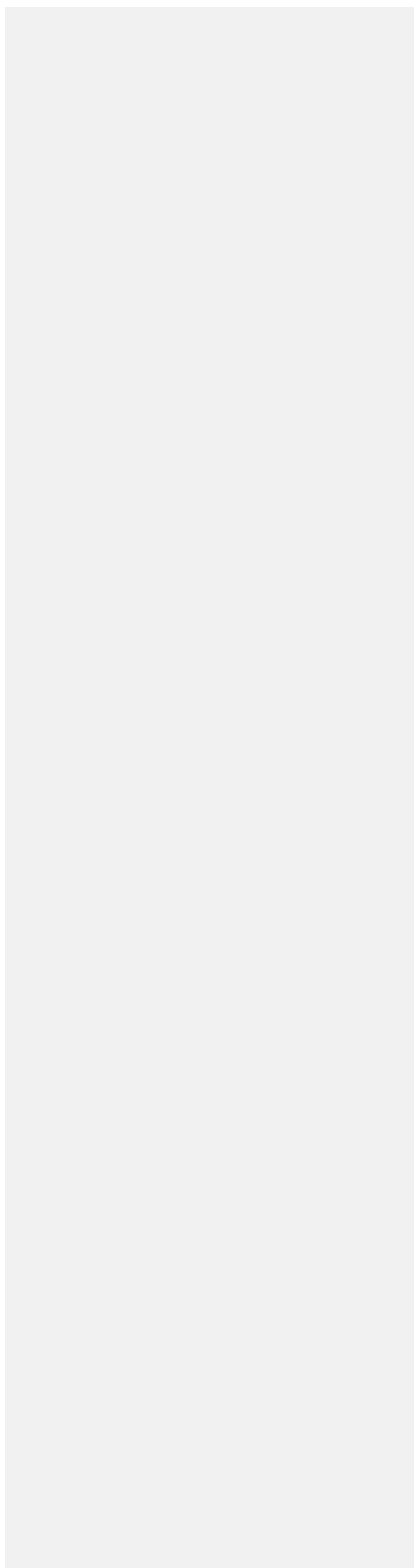
The Active Membership category also includes:

- a. *Joint Members.* Joint Membership shall be open to pharmacist spouses who are both members of KCHP. All rights and privileges of Active Membership are available to this category; however, mailings will be sent to one address carrying both names.
 - b. *New Graduates.* New Graduate Members are licensed pharmacists who have graduated from an accredited school of pharmacy within the last calendar year. New Graduate members shall have the same rights and privileges as Active Members. This membership is effective for one calendar year.
 - c. *Resident Member.* Resident Members are licensed pharmacists who have graduated from an accredited school of pharmacy and are employed as a PGY1 or PGY2 resident. Resident members shall have the same rights and privileges as Active Members. This membership is effective for one calendar year, the fiscal year(s) for which the resident is a member.
 - d. *Honorary Members.* Honorary Members are individuals who are, or have been especially interested in and who have made outstanding contributions to pharmacy practice, and who support the objectives of KCHP. Nominations for honorary membership must be submitted by two or more active members of the Council to the Board of Directors and must be approved by unanimous vote of the Board. Honorary members shall not pay dues, but may vote or hold office, if otherwise eligible for active membership.
3. *Student Membership* shall be open to any student attending an accredited school of pharmacy and actively supporting the objectives of KCHP. Student Members shall have all the privileges of Active Members except to vote or hold office.
 4. *Pharmacy Technician Membership* shall be open to any registered pharmacy technician who works in the area of health-system pharmacy and actively supports the objectives of KCHP. Members in this category shall have the same privileges of Active Members, except pharmacy technician members may only vote in general elections for officers and other Board members and technician-related matters as determined by the Board of Directors. Further, technicians shall be able to hold only technician offices.
 5. Associate Membership shall be open to any allied health personnel who does not meet another category of membership, interested in advancing the objectives of health-system pharmacy in the State of Kansas. Associate member shall have all the privileges of Active Member except to vote or hold office.
 6. Industry membership shall be open to any industry and educational liaison interested in advancing the objectives of health-system pharmacy in the state of Kansas. Industry members shall have all privileges of an active member except to vote or hold office.
 7. Retired membership shall be open to pharmacists age 65 years or older and supporting the objectives of KCHP. Retired members shall have all the privileges of Active Members.

Article 2. Dues

- A. KCHP shall collect dues, and the Board of Directors shall annually assess and approve dues. Dues increases in excess of 20% from the prior year shall require a majority approval of the voting membership.
- B. Membership will cease if dues are not paid within ninety (90) days of the due date.
 - a. Delinquent members will receive an email reminder to renew at thirty (30) and sixty (60) days.
- C. A member in good standing may withdraw from KCHP by giving written notice. However, in such case, no dues or fees shall be refunded.

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Article 3. Period of Membership

The period of membership shall be ~~up to~~ 12 months with the billing cycle based on the previous year joining or renewal payment date, calendar year.

RULE III. Officers

Article 1. Composition

- A. KCHP Officers shall consist of a President, an Immediate Past President, a President-Elect, and a Treasurer.
 1. The President-Elect shall be elected for a term of one year then will become President; serving one year in each office.
 2. The Immediate Past President shall serve as a member of the Board of Directors for one year upon completion of term in office as President-Elect and President.
 3. The Treasurer shall be elected to a two year term of office.
- B. The KCHP Executive Committee shall consist of the Officers of KCHP as set forth in Rule III, Article 1, A of the Bylaws.

Article 2. Nomination, Elections, Installation of Officers

- A. A call for nominations for candidates shall be disseminated to allow members to suggest qualified candidates for nomination. Members are encouraged to nominate themselves if they have a desire to serve. Nomination forms shall not require the identification of the person submitting the form.
- B. Candidates for Officers must be *Active* members of the KCHP and must reside in or have their primary place of employment located within the state of Kansas.
- C. Nominees will be contacted to accept or decline their nomination. Those accepting will provide a biography and curriculum vitae to the Nominations Committee.
- D. The President shall annually establish a Nominations Committee slate up to two candidates for each office. The Immediate Past President shall chair the committee. The President shall appoint KCHP members to serve on the Committee.

Article 3. Elections

- A. The President-Elect shall be elected annually.
- B. The Treasurer shall be elected in even-numbered years to a two (2) year term of office. The Treasurer may not serve more than two consecutive terms.
- C. The winner of any election will be the individual who receives greater than 50% of the votes cast.
- D. The newly elected officers shall be installed at the Spring meeting and will hold office beginning on May 1 of the same year and ending on April 30 of the following year/year the term is completed.

Article 4. Ballots

- A. Ballots may be distributed to the voting membership either electronically or by paper and will be distributed to the location or address on file with the organization at the time.
- B. Ballots shall be counted by the Nominating Committee or management company staff. The Chair of the Committee must submit in writing, the results of the election to the Board of Directors.

Article 5. Duties of Officers

President - The President shall act as the official spokesperson of KCHP. The President shall be the principal elected official of KCHP and shall be so recognized at all KCHP programs and activities. ~~With approval of the Board of Directors,~~ The President shall appoint all chairs and members of task forces and committees. The President shall appoint additional task forces and committees as needed. Except as otherwise provided, the President shall fill all vacancies by appointment. The President shall be a member of the Board of Directors and shall serve as its Chair.

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 Board of Directors and serve as its Vice Chair. The President-Elect shall assume other responsibilities as directed by the President.

Immediate Past President - The Immediate Past President shall be a member of the Board of Directors and in the absence of both the President and President-Elect, shall serve as Chair of the Board. The Immediate Past President will also chair the Nominations Committee.

Treasurer - The Treasurer shall be a member of the Board of Directors and serve as custodian of KCHP's funds and documents and shall review monthly statements on the financial condition of the organization prepared by the management staff.

In the absence of management staff, the Treasurer shall be responsible for the recording, preparation and presentation of the Board of Director's meeting minutes and be responsible for the review and distribution of information received from ASHP and other sources.

Article 6. Vacancies

A. If the President is unable to perform the duties of the office, the President-Elect shall immediately assume the office of President. If both the President and President-Elect become unable to perform the duties of the office of President, the Board of Directors shall appoint, from its membership, a President to serve for the balance of the unexpired term.

B. With the exception of President-Elect, authority is granted to the President to appoint an active member to fill any vacant office for its unexpired term.

C. To fill a vacancy for President-Elect, the Board of Directors shall nominate two candidates from the active membership and conduct an election.

RULE IV. Districts

A. Kansas will be divided into ~~five (5)~~three (3) geographical districts for KCHP. ~~based on United States Congressional Districts.~~ The districts are designed to support geographical representation while maintaining similar membership numbers in each district. Each district will include the following Kansas counties:

District 1 ~~(includes First and Fourth United States Congressional Districts):~~
Barber, Barton, Butler, Chase, Chautauqua, Cheyenne, Clark, Clay, Cloud, Comanche, Cowley, Decatur, Dickinson, Edwards, Elk, Ellis, Ellsworth, Finney, Ford, Geary, Gove, Graham, Grant, Gray, Greeley, Greenwood, Hamilton, Harper, Harvey, Haskell, Hodgeman, Jewell, Kearny, Kingman, Kiowa, Lane, Lincoln, Logan, Lyon, Marion, Marshall, McPherson, Meade, Mitchell, Morris, Morton, Ness, Norton, Osborne, Ottawa, Pawnee, ~~Pawnee~~, Phillips, Pottawatomie, Pratt, Rawlins, Reno, Republic, Rice, Riley, Rooks, Rush, Russell, Saline, Scott, Sedgwick, Seward, Sheridan, Sherman, Smith, Stafford, Stanton, Stevens, Sumner, Thomas, Trego, Wabaunsee, Wallace, Washington, and Wichita counties
~~Cheyenne, Rawlins, Decatur, Norton, Phillips, Smith, Sherman, Thomas, Sheridan, Graham, Rooks, Osborne, Wallace, Logan, Gove, Trego, Ellis, Russell, Greeley, Wichita, Scott, Lane, Ness, Rush, Barton, Hamilton, Kearney, Finney, Hodgeman, Pawnee, Stafford, Stanton, Grant, Haskell, Gray, Ford, Edwards, Pratt, Reno, Morton, Stevens, Seward, Meade, Clark, Kiowa, Comanche, Pratt, Barber, Kingman, and Harper counties.~~

District 2 ~~:- (Second United States Congressional District):~~
Allen, Anderson, Atchison, Bourbon, Brown, Cherokee, Coffey, Crawford, Doniphan, Douglas, Franklin, Jackson, Jefferson, Labette, ~~Leavenworth~~, Linn, Marshall, Miami, Montgomery, Nemaha, Neosho, Osage, Shawnee, Wilson, and Woodson ~~Jewell, Republic, Washington,~~

~~Mitchell, Cloud, Clay, Lincoln, Ottawa, Dickinson, Ellsworth, Saline, Rice, McPherson, and Marion counties.~~

District 3 (~~Fourth United States Congressional District~~):
~~Johnson, Leavenworth, Miami, and Wyandotte counties Marshall, Nemaha, Brown, Riley,
Pottawatomie, Jackson, Jefferson, Geary, Wabaunsee, Shawnee, Douglas, Morris, Chase, Lyon,
Osage, Franklin, Coffey, and Anderson counties.~~

~~District 4: Doniphan, Atchison, Leavenworth, Wyandotte, Johnson, Miami, and Linn counties.~~

~~District 5: Harvey, Butler, Greenwood, Woodson, Allen, Bourbon, Sedgwick, Sumner, Cowley,
Elk, Chautauqua, Wilson, Montgomery, Neosho, Labette, Crawford, and Cherokee counties.~~

- B. Members will be assigned to a District based on their professional or personal address on file with the organization.
- C. Each district will be represented by a District Director elected from the district's members.

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RULE V. Board of Directors

Article 1. Composition

- A. The Board of Directors shall consist of the KCHP officers, ~~five (5)~~three (3) District Directors, a Kansas-Student Society of Health-System Pharmacy (KU-SSHP) liaison, a University of Kansas Faculty Liaison, one pharmacy technician member, one ~~Member at Large~~Director of Education, one Director of Government Affairs, and other organization liaisons as designated by the Board. No person shall serve in any dual capacity on the Board of Directors.
- B. The University of Kansas Faculty Liaison must be a member of KCHP and will be appointed by the Board of Directors.
- C. The KU-SSHP liaison must be a member of KCHP. If KU-SSHP is affiliated with KCHP, the student chapter President will act as the KU-SSHP liaison.
- D. Voting members of the Board include the officers, District Directors, technician, ~~and Member at Large~~Director of Education, and Director of Government Affairs. The KU-SSHP President and KU Faculty Liaison will serve in an advisory capacity.
- E. The Dean of the University of Kansas, or the Dean's designee, shall be an ex-officio member of the Board of Directors.

Article 2. Election

- A. Officers of KCHP elected as described in Rule III, Article 1, or in Rule III, Article 2, of the Bylaws shall serve as members of the Board of Directors.
- B. The Nominations Committee shall present at most two candidates for each Director ~~and, the Technician position, and Member at Large position~~, one of each shall be elected to the Board of Directors.
- C. Candidates for District Directors must be *active* members of KCHP and have their personal address or primary place of employment located in the district which they represent.
- D. Candidates for the ~~Member at Large position~~Director of Education and Director of Government Affairs must be *active* members of KCHP.
- E. Directors from Districts 1 ~~and 3, 3 and 5~~ will be elected in odd-numbered years. The Directors from Districts 2 ~~and 4~~ will be elected in even-numbered years.
- ~~F.~~ The Technician and Member at Large will be elected in even-numbered years by the KCHP membership.
- ~~G.~~ The Director of Education will be elected in even-numbered years by the KCHP membership.
- ~~H.~~ The Director of Government Affairs will be elected in even-numbered years by the KCHP membership.
- ~~F.I.~~

Article 3. Term

Elected ~~District Directors and Technician~~Board members, as provided in Rule V, Article 2, shall serve for a term of two years. No elected ~~board member~~District Director or Technician shall serve for more than two consecutive 2-year terms.

Article 4. Vacancies

If the office of an elected member of the Board of Directors shall become vacant during the term of office, such office shall be filled by presidential appointment as indicated in Rule III, Article 6.

Article 5. Meetings

- A. The Board of Directors shall meet at least quarterly, otherwise at the call of the Board President.

- B. The presence of a simple majority of the Board of Directors shall constitute a quorum. Matters will be decided by majority vote of the Directors in attendance except for matters specifically calling for a higher vote by the Bylaws.
- C. The Board of Pharmacy shall be invited to attend all meetings of the Board of Directors.
- D. Any member of KCHP may attend the open session of meetings of the Board of Directors.

Article 6. Annual Meeting

KCHP shall conduct an Annual Meeting at a time and place which shall be determined by the Board of Directors.

Article 7. Responsibilities

- A. The Board of Directors shall represent KCHP as the official voice for health-system ~~pharmacists~~ pharmacy in Kansas and serve as the managing body of KCHP that shall manage affairs and shall establish priorities within the KCHP Bylaws.
- B. The Board of Directors shall have charge of the property of KCHP and shall establish regulations for expenditure and investment of funds. They shall also control and manage the affairs and funds of the State Council as well as administrative, fiscal, and other matters. The BOD shall authorize an annual operating budget and determine the dues rate.
- C. The Board of Directors shall have authority: to make contributions of KCHP funds and properties to foundations or other activities; to foster KCHP's stated objectives (Article 2); to accept on behalf of KCHP, grants, contributions, gifts, bequests or other devices to further the purpose of KCHP, to do and perform all acts and functions consistent with the Rules of Procedure.
- D. The Board of Directors shall plan and prepare the annual calendar for KCHP including dates of the Annual Meeting, any special meetings, committee meetings, special events and the Board of Directors meetings.
- E. The Board of Directors shall facilitate and organize fundraising and community service activities and will work concurrently with the Treasurer to ensure monies earned are reported appropriately.
- F. Members of the Board shall serve as Board Liaison to a KCHP standing committee/task force as appointed by the President.

Rules of Order for the State Council shall follow the most recent revised edition of Robert's Rules of Order.

RULE VI. Committees and Task Forces

Article 1. Function

Each committee/~~task force~~ ~~shall~~ force shall function in an advisory capacity, working toward the achievement of KCHP's goals to which it is assigned. The Board of Directors shall have final authority in all such matters. The committees/task forces have no authority to expend KCHP funds, establish policy, or to enter into any agreements with outside parties without the express approval of the Board.

Article 2. Composition

- A. The President, with the approval of the Board of Directors, shall appoint committee/task force chairs and members as deemed necessary to carry out the responsibilities and programs of KCHP.
- B. All KCHP members, regardless of their membership category, are eligible to be appointed as a voting member of a committee or task force.

Article 3. Committees

KCHP will have standing committees and ad hoc committees as defined by the Board.

RULE VII. Awards

- A. A call for nominations shall be disseminated to allow members to suggest qualified award candidates.
- B. The President shall appoint a committee, consisting of past award recipients, to review the candidates nominated for awards.
- C. The committee shall determine the winner of each award.

RULE VIII. Affiliation

Article 1. American Society of Health-System Pharmacists

KCHP shall be affiliated with the American Society of Health-System Pharmacists. The Board of Directors shall coordinate the nomination and election of delegates and alternates to the ASHP House of Delegates.

Article 2. Other organizations

- A. There may be other organizations where there is a mutual desire to affiliate with the Council. The Council is supportive of such affiliations, which have the underlying goal to promote and improve health-system pharmacy practice.
- B. All affiliations with the Council shall be with the approval of the Board of Directors. Affiliation with the Council may be denied, suspended, or revoked by the Board of Directors.

Rule IX. Dissolution

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

- A. All liabilities and obligations of the Council shall be paid and discharged, or adequate provision shall be made therefore;
- B. Assets held by the Council 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 Council shall be transferred or conveyed, without obligation or restriction, to the American Society of Health-System Pharmacists Research and Education Foundation to be used in whatever manner it shall deem appropriate.

Dissolution shall be defined as a vote by 80% or more of the KCHP Board of Directors to disband or terminate the Kansas Council of Health-System Pharmacy, ratified by a majority of the voting members. Reorganization, restructuring, or disaffiliation from the American Society of Health-System Pharmacy shall not be considered dissolution of KCHP.

RULE XI. Amendments

Proposals to alter or amend the Bylaws shall be submitted in writing by two or more active members of the KCHP Board of Directors. If a 2/3 majority of the KCHP Board of Directors approves, the proposed amendment shall be submitted to the active membership for a vote. The ballots may be distributed by standard or electronic mail. An affirmative vote of 2/3 of the returned ballots is necessary to adopt the amendment into the Bylaws.

RULE XII. Approval of KCHP Bylaws.

These Bylaws have been approved by vote of the Board of Directors of Kansas Council of Health-System Pharmacy on 11/20/09. These Bylaws have been approved by vote of the membership of Kansas Council of Health-System Pharmacy on 9/25/12 and 10/30/13.