THE CONSTITUTION AND BYLAWS
OF
THE DELAWARE VALLEY SOCIETY OF
HEALTH-SYSTEM PHARMACISTS

Adopted April 16, 1960
Revised March 2016

MISSION

The mission of the Delaware Valley Society of Health System Pharmacists (DVSHP) is to advance public health through support of professional interests of pharmacists practicing in hospital pharmacy by promoting advancement of health-system pharmacists in their practice through education, promotion of research and distribution of information. DVSHP will serve as the vehicle to bring hospital pharmacy personnel and pharmacy school students together to discuss issues/concerns and learn methods to solve these issues/concerns which will ultimately improve their practice of hospital pharmacy. This mission is to support the development of an adequate supply of well-trained pharmacists and pharmacy personnel to encourage the rational use of drug therapy applying professional standards for drug utilization and pharmacy services.

CONSTITUTION

CHAPTER I - NAME, AFFILIATION AND OBJECTIVES

A. NAME & AFFILIATION

The name of this organization shall be the Delaware Valley Society of Health System Pharmacists (DVSHP), hereeto referred to as “the Society”. It shall serve as a non-profit chapter of the Pennsylvania Society of Health System Pharmacists (PSHP) in the geographical location of Pennsylvania known as the “Delaware Valley”.

Affiliation with the PSHP requires that there be at least 10 active members and be located in a specific geographic area. Changes in officers and in meeting times must be forwarded to the Executive Vice President of the PSHP.
The DVSHP Constitution and Bylaws and any changes to this must be approved by the PSHP Board of Directors. A copy of each monthly meeting minutes and a report on the chapters activities must be presented at the PSHP Board Meeting prior to each PSHP Board meeting by the PSHP representative from DVSHP (this is traditionally the DVSHP President).

BYLAWS

CHAPTER I. MEMBERSHIP

ARTICLE 1. MEMBERS

The membership of the Society shall consist of individuals interested in the mission of the Society. They must be a PSHP member and designate DVSHP as their chapter of choice. They must abide by the requirements of membership as defined by PSHP.

ARTICLE 2. MEMBERS RIGHTS

Members at a meeting of the Society shall have authority to approve, modify, or disapprove recommendations, reports actions or resolutions as may be placed before them by the Officers and the Board of Directors. If the members at a meeting of the Society modify a recommendation, report, action or resolution of the Officers and the Board of Directors, the action of the members shall be returned to the Officers and the Board of Directors. The Officers and the Board of Directors shall have the authority to postpone the effectiveness of the action of the members pending study, and, if necessary, to resubmit it to the members at a meeting of the Society.

All resolutions or recommendations of the members at a meeting of the Society pertaining to the expenditure of monies shall be approved by the Board of Directors before the same shall become effective. The members at a meeting of the Society shall have and may exercise all the powers, rights and privileges that are or may lawfully be, vested in the members of the society, except as otherwise specifically provided in these Bylaws.
ARTICLE 3. MEMBERSHIP TERMINATION

A. TERMINATION

A person may have membership in the Society terminated if he/she no longer meets the requirements and qualifications of membership.

B. EXPULSION

Any member may be expelled from the Society for improper professional conduct or for violation of the Constitution and Bylaws of the DVSHP. No person shall be expelled unless they have been given notice of at least 30 days of the charges and has had an opportunity to be heard by the Board of Directors. Charges must be made in writing to the Board of Directors by at least 2 active members. The Board of Directors shall take such actions as necessary and fair to the accused to establish the accuracy of the charges. No members may be expelled unless they have received an expulsion vote of two-thirds of the Board of Directors at a meeting. If a member is expelled he/she may appeal to the PSHP Board of Directors in which their decision is binding.

CHAPTER II. OFFICERS

ARTICLE 1. COMPOSITION OF OFFICERS

The Officers of the DVSHP shall consist of:
  President
  President-elect
  Past President
  Secretary
  Treasurer

ARTICLE 2. DUTIES
A. PRESIDENT

The President of the Society shall preside at meetings of the Board of Directors and the General Membership, and shall have administrative duties to:

1. Appoint the Chairperson of each standing Committee and direct each to choose Committee members.
2. Direct each Committee as to its duties.
3. Serve as an ex-officio member of all Committees except the Nominating Committee.
4. Appoint any special Committee deemed necessary to carry out the activities of the President’s term of office.
5. Prepare a President’s Address in writing for Presentation at the May meeting before installation of the new President. This address should summarize the activities of the tenure of office, and the President’s address should become part of the archives of the Society.
6. Serve as the PSHP Representative for any meeting of the Board of Directors of the PSHP.

B. PRESIDENT-ELECT

The President-Elect shall assume the duties of the President in the absence or incapacity of the President, and shall:

1. Serve as Chairperson of the Nominating Committee. This includes receiving all nominations for the Jonathan Roberts Award, Anthony Sorrentino Award, and all nominations related to elections of DVSHP officers.
2. Serve as Chairperson of the Annual Banquet. This includes updating of the event program and working collaboratively with the Programming Committee chair to plan the banquet.
3. Procure plaques for the Jonathan Roberts Award recipient (October), a plaque of recognition presented to the outgoing President (October) and the Anthony Sorrentino Award recipient (May).

C. PAST PRESIDENT

The Past President of the Society shall be the counselor to the Board, and shall preside at meetings of the Board of Directors in the absence of the President.

D. SECRETARY

The Secretary of the Society shall have the following duties and responsibilities:

1. Keep the minutes of the regular meetings of the Society.
3. Keep the President informed on all activities and forward to the President copies of all pertinent correspondence.
4. Notify members of the time and place of all meetings.
5. Conduct the correspondence of the Society.
6. Provide to PSHP the DVSHP Board of Directors’ Meeting monthly meeting notes.

E. TREASURER

The Treasurer of the Society shall have the following duties and responsibilities:
1. Establish a bank account and other necessary accounts in the name of the DVSHP, co-signed by the President and President-elect.
2. Receive, disburse and account for all monies received from the membership and from all other sources.
3. Disburse all payment by check only upon receipt of invoices for the amount due. The Treasurer shall retain receipted invoices and canceled checks for a period of 5 years.
4. Present a year to date report on all accounts at each Board Meeting. Upon election of a new treasurer, all ledgers, checkbooks, account information and archives accounts should be transferred to the new treasurer. This shall occur in September after the close of the fiscal year.
5. Present an End of the Year report at the first monthly meeting of the new fiscal year.
6. Serve as an ex-officio member of the Budget Committee.
7. Arrange for an annual review of financial records and prepare any tax documents with the assistance of a financial consultant when necessary.

ARTICLE 3. TERM OF OFFICE

The President-elect shall be elected annually for a term of one year and shall ascend successively to the offices of President and Past President, serving for one year in each position. The Treasurer and Secretary shall be elected every two years (alternating).

ARTICLE 4. ELECTION OF OFFICERS

As the term of President-elect, Secretary, and Treasurer are about to expire, the Chairperson of the Nominations Committee shall put forth a call to the membership for names of candidates for each position with the final call at least 2 months before the election, and the names of the candidates submitted to the Board of Directors for approval.

The ballot shall be distributed at least three weeks prior to the deadline of the election. The ballot, which consists of the names of the candidates together with a brief review...
of their professional background, shall be submitted by the Nominations Committee to every active member. The members shall return their cast ballots to the Chairperson of the Nominations Committee online before the deadline as specified.

The ballots of voting members, obtained on or before the deadline specified, are to be submitted by the Chairperson of the Nominations Committee to count the votes. The Chairperson of the Nominations Committee shall notify all candidates of the results of the election. The result will be announced to the members at the April meeting of the Society.

The officers thus elected by a plurality of votes shall be installed at the May meeting of the Society by a representative of PSHP.

ARTICLE 5. VACANCIES

If the Past President shall become unable to perform the duties of the Office, the Board of Directors shall appoint a replacement from among Past Presidents. If the President shall become unable to perform the duties of the Office, the Past President shall return to the Office of President. If the President-Elect shall become unable to perform the duties of office, an emergency election will be conducted to elect a new President-Elect. If the Secretary or the Treasurer becomes unable to perform the duties of the Office, the Board of Directors is empowered and directed to fill the vacancy. At the next annual election, the Nominating Committee shall present candidates for election for the remaining portion of the unexpired term.

CHAPTER III. BOARD OF DIRECTORS

ARTICLE 1. COMPOSITION

The Board of the Directors shall consist of the Officers, 6 Board Members at Large, and a Student Representative to the Board from each area school of pharmacy where a PSHP Chapter exists.

ARTICLE 2. VOTING PRIVILEGES

Voting members of the Board of Directors include the Officers, and 6 Board Members at Large.
ARTICLE 3. RESPONSIBILITIES

The Board of Directors shall:

A. Be present at the Board of Directors meetings. Any Board Member who shall be absent for 2 successive meetings of the Board of Directors may be declared vacant by the Board of Directors after written notification to the member(s) following the second absence by the Chairperson of the Board and/or President.

B. Serve as the advisory body of the Society.

C. Have other specific duties and responsibilities as enumerated throughout the Constitution.

D. Be responsible for the activities of each Committee.

E. Have charge of the property of the Society.

F. Be dues-paying members of PSHP.

ARTICLE 4. BOARD MEMBERS AT LARGE

A. ELECTION

As the terms of Board Members At Large are about to expire the Chairperson of the Nominations Committee shall put forth a call to the membership for names of candidates, and the names of the candidates submitted to the Board of Directors for approval. Election will proceed as prescribed in Chapter II, Article 4 of these Bylaws.

B. TERM

The term of office for Board Member at Large shall be two years.

C. VACANCIES

If the office of a member of the Board of Directors shall become vacant before their term has expired, the Board of Directors shall appoint a replacement to serve for the remaining portion of the unexpired term. The office of any Board member may be declared vacant by the Board of Directors after written notification to the member following the second consecutive absence.

ARTICLE 5. STUDENT REPRESENTATIVE TO THE BOARD

A Student Representative from each school of pharmacy will attend the Board Meetings, update the Society on student activities, and voice student concerns and opinions on Society affairs. The student representative from each school will be that year’s President of their school’s Student Society. Due to the ever changing membership within the schools of pharmacies, it is also the responsibility of these individuals to relay all information about upcoming meetings, events, and other
important information relevant to the society. The student board members shall also be part of the DVSHP Student Workgroup, whose function is to plan student-based events in accordance with the initiatives of the Board of Directors, as well as serve as the conduit for membership initiatives at each school of pharmacy. Membership in the Workgroup is not limited to the three student board members.

CHAPTER IV. MEETINGS

ARTICLE 1. MEMBERSHIP MEETINGS

A. DATE AND LOCATION

The Society shall meet at least 4 times per year. The President, or his/her designee, shall call a meeting if necessary and is responsible for establishment of the date and location of all meetings.

B. SPECIAL MEETINGS

Special meetings of the general membership may be called by the President at any time. Notices shall be sent to all Active Members at least 2 weeks in advance.

ARTICLE 2. BOARD OF DIRECTORS MEETINGS

A. DATE AND LOCATION

The Board of Directors shall meet during the same months as the Membership meetings, the time and place determined by the President who shall notify each member at least 1 week in advance.

B. QUORUM

A quorum shall be considered present if a majority of members of the Board are in attendance.

C. SPECIAL MEETINGS

Special meetings of the Board of Directors may be called by the President at any time.

D. RULES OF ORDER

Robert’s Rules of Order, current revision, shall apply to the Parliamentary procedures of meetings, unless modified by actions of members at a meeting of the Society.
CHAPTER V. COMMITTEES

There shall be 4 standing Committees of the Society.

1. Constitution and Bylaws Committee
2. Membership Committee
3. Programming Committee
4. Nominations Committee
ARTICLE 1. STANDING COMMITTEES

A. CONSTITUTION AND BYLAWS COMMITTEE

This Committee shall thoroughly review this Constitution each year and make appropriate recommendations to the membership. The Committee shall receive in writing all recommendations for amendments to the Constitution, which may originate from the various Committee reports or form the general membership. The Committee shall carry out the procedure for amending the Constitution as outlined in Article VII.

B. MEMBERSHIP COMMITTEE

This Committee shall seek qualified members, make available application forms from membership to all persons eligible for membership in the Society and maintain a roster of all dues-paid members of the Society. The Secretary shall be a member of this Committee, ex-officio.

C. PROGRAMMING COMMITTEE

This Committee shall plan and arrange programs for all regular monthly meetings held during each year and shall be involved in any special meetings of the membership. Programs and activities should provide a broad range of interest and be commensurate with the needs of the membership. The Committee shall also assist in sponsoring programs for local, state and national conventions of medical, dental, hospital, and pharmaceutical organizations.

D. NOMINATING COMMITTEE

This Committee shall perform all functions as stated in Chapter II, Article 5 of these Bylaws. The Chairperson of the Committee shall prepare the voting forms and check the eligibility of all ballots when they are presented.

ARTICLE 2. COMPOSITION

The Chairperson of each Committee shall be appointed by the President of the Society from the Active membership. Each Committee shall consist of three or more Active members chosen by the Chairperson.

ARTICLE 3. REPORTS

Reports on Committee activities shall be presented by the Chairperson a minimum of three times per year at the Board of Directors meetings. Monthly Committee reports are encouraged and may be requested by the Board of Directors. A report of each
Committee’s planned activities for the year shall be presented at the first meeting of the year. The Committee’s estimate of expenditures for the year shall be presented at the final meeting of the year.
ARTICLE 4.  POWER LIMITATION

The Board of Directors shall have the authority to assign a specific matter to a Committee for its consideration. The Board of Directors shall have final authority over any project requiring the expenditure of Society funds, the recommendations of Committees and the determination of which proposals require approval by the membership. Final approval of all projects requiring funds must be given by the Board of Directors prior to initiation of the project. Committees shall not secure or attempt to secure funds independently from sources outside the Society without prior approval of the Board of Directors. Committees shall not independently contact other organizations unless authorized by the Board of Directors or the President. No Committee shall have the power to enter into contracts or financial obligations beyond the budgetary commitments, without the prior consent of a majority of the Board of Directors.

CHAPTER VI: WORKGROUPS AND SPECIALTY ADVISORY GROUPS

The Board of Directors shall have the authority to empower workgroups or specialist advisory groups in accordance with changing needs and demographics of the membership. These groups shall perform the following duties:

1. Be dues-paying members of PSHP.
2. Work under the budgetary structure of the Board of Directors.
3. Arrange for programming if deemed appropriate by the Board of Directors and the Programming Committee.
4. Engage in membership initiatives to enhance the number of members of DVSHP.

CHAPTER VII. AWARDS AND NOMINATIONS

Members of the DVSHP are eligible for nomination and to receive awards of the PSHP. Members of the Society are eligible for selection and may have their names submitted individually or by the local chapter.

All nominations for PSHP awards and elections will be submitted by the Nominations Committee of DVSHP.

ARTICLE 1. JONATHAN ROBERTS AWARDS OF THE DVSHP

The Board of Directors of the DVSHP created the Jonathan Roberts Award on February 16, 1965. The Award is given annually to a DVSHP member pharmacist of high moral character, good citizenship, and high professional ideals, who has made contributions to hospital pharmacy. These contributions should include accomplishments,
achievements, or outstanding performance in hospital pharmacy practice or related disciplines. The Award shall be presented to the recipient at the Annual Banquet of the Society.

ARTICLE 2. ANTHONY SORRENTINO MEMORIAL COMMENCEMENT AWARD

Purpose of the Award
The Delaware Valley Society of Health System Pharmacists (DVSHP) would like to acknowledge students in their fourth professional year that has made sustained contributions to health-system pharmacy. The purpose of this award is to recognize individuals who have shown themselves as leaders within their academic and professional performance and have contributed to the mission of the DVSHP.

Number of Awards
There will be one award presented during commencement activities or school awards ceremonies to a qualified candidate that meets or exceeds the selection criteria. If there are no nominees that meet these criteria, the selection committee can choose to not give the award out that year.

Selection Criteria
Nominees should meet the following requirements:
- Maintain a GPA 3.0
- Have work-related experience in a health-system-related setting
- Demonstrate exceptional service and commitment to the profession of pharmacy through involvement in professional organizations and other extracurricular learning opportunities;
- Display leadership through their involvement with the PSHP/ ASHP student chapter at their school
- Develop, organize and implement at least one professional project during their time as a pharmacy student
- Serve as an active member within the chapter and board of the DVSHP
- Provide a reference letter from a pharmacist for whom they have had significant interactions

Selection Committee
The Board of Directors of the Delaware Valley Society of Health System Pharmacists will serve as the selection committee.

Award
The monetary award will be in the amount of $500 accompanied by a plaque.

ARTICLE 3. STUDENT SEED GRANT PROGRAM
The purpose of this program is to stimulate and encourage the development of student societies of health-system pharmacy in schools of pharmacy to provide assistance for initiatives to benefit the practice of health-system pharmacy in the Delaware Valley community and beyond.

The total amount of grant funding available each academic year is approved annually by the Society’s Board of Directors. This money will be distributed annually to one or more projects to applications approved by the DVSHP board. The full criteria for grant submission can be found within the grant submission form.

ARTICLE 4. PAST PRESIDENT AWARD

At the May meeting, a recognition plaque shall be presented to the outgoing President by the incoming President after the Installation of Officers.

CHAPTER VII. AMENDMENTS

Any proposal to alter or amend this Constitution shall be presented to the President. The Constitution and Bylaws Committee shall present any proposed amendments or changes to the membership at 2 consecutive meetings of the Society. The proposed amendments or changes shall be voted upon by an online ballot at the same time and in the same manner as for the election of officers (Chapter II, Article 5). A two-thirds vote of the returned ballots is required for approval of any amendment or change to the Constitution. The results shall be counted and announced at the next meeting of the Society.

CHAPTER VIII. LIQUIDATION STATEMENT

In the event of the liquidation and dissolution of the Society, any properties, funds or monies, securities or other assets remaining in the treasury 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.
C. All remaining assets held by the Society shall be transferred or conveyed, without obligation or restriction, to the PSHP.