

**SOUTH CAROLINA SOCIETY OF
HEALTH-SYSTEM PHARMACISTS**

POLICY & PROCEDURE MANUAL

Updated 7.8.09

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CHAPTER I.

GOVERNING DOCUMENTS

**South Carolina Society of Health-System Pharmacists
Mission Statement**

The mission of the South Carolina Society of Health-System Pharmacists is to advance public health, safety, patient care and patient outcomes through enhancing the role of health-system pharmacists by promoting education, communication, research and legislation.

SOUTH CAROLINA SOCIETY OF HEALTH-SYSTEM PHARMACISTS CONSTITUTION

Article I. Name, Objectives and Definitions

Section 1.

This organization shall be known as the South Carolina Society of Health-System Pharmacists, Inc.

Section 2.

The purpose of the Society shall be:

1. To improve public health by promoting the professional knowledge, skills, and interests of pharmacists and pharmacy technicians participating in hospitals and other organized healthcare settings through:
 - a. Fostering pharmaceutical services that have as their goal drug use control and rational drug therapy.
 - b. Fostering responsible provision of drug therapy for the purpose of achieving specific outcomes that improve a patient's quality of life.
 - c. Developing and promoting the highest standard of professional practice for pharmaceutical services.
 - d. Fostering an adequate supply of competent, practicing pharmacists and pharmacy technicians.
 - e. Developing and conducting programs for maintaining and improving the competencies of pharmacists and pharmacy technicians.
 - f. Disseminating information about pharmaceutical services and rational drug use.
 - g. Facilitating communications among pharmacists, other components of the health care industry and the public.
 - h. Promoting research in pharmaceutical services, health sciences, and the pharmaceutical sciences in general.
 - i. Promoting the economic welfare of pharmacists and pharmacy technicians.
2. To foster rational drug use in society through advocating appropriate public policies toward that end.
3. To pursue any other lawful activity that may be authorized by the SCSHP Board of Directors.

Article II: Membership

The Membership of the Society shall consist of active, associate, and honorary members as provided by Chapter V of the By-laws.

Article III: Officers

The Officers of the Society shall consist of the following: President, Immediate Past President, President-Elect, Secretary and Treasurer. The President, Immediate Past-President and President-Elect shall be a one year term; the President-Elect moving into the office of President at the end of the term, the President moving to the Immediate Past President. The offices of Secretary and Treasurer shall be elected for a term of two years.

Article IV: Amendments

Every proposition to alter or amend this constitution shall be submitted in writing by two active members at any Board meeting. The active members shall be notified of any proposed amendments to the Constitution by email, fax or hard copy mail. Proposed changes shall be approved by a two-thirds majority of the active membership casting votes. The American Society of Health-System Pharmacists must approve any amendments.

Article V: Affiliation

The South Carolina Society of Health-System Pharmacists shall be an affiliated state society of the American Society of Health-System Pharmacists.

Article VI: Dissolution

In the event the South Carolina Society of Health-System Pharmacists, Inc. is dissolved, all assets will be given to another eleemosynary corporation.

**SOUTH CAROLINA SOCIETY OF HEALTH-SYSTEM PHARMACISTS
BY-LAWS**

Chapter I. Election

Article I: Nominations and Elections

The nominations of Officers, Regional Board Members, ASHP Delegates, and Pharmacy Technician member should be made each year by September 1. Results of the elections will be made known at the Annual Meeting and in the newsletter.

Article II: Installation of Officers

The Officers, Regional Board Members, ASHP Delegates, and Pharmacy Technician member elected by a majority of votes cast, shall assume office and be installed at the next SCSHP Annual Meeting following elections.

Article III: Vacant Offices

If the President becomes unable to perform the duties of this office, the President-Elect shall immediately ascend to the office of President. If both the President and President-Elect become unable to perform the duties of their offices, the Board of Directors shall appoint from the SCSHP active membership, a President to serve for the balance of the unexpired term. If the Secretary or Treasurer becomes unable to perform the duties of their offices, the Board of Directors shall fill the vacancies for the balance of the unexpired term, appointing officers from the SCSHP active membership.

Chapter II: Duties of Officers

Article I: President

The President shall preside at all meetings. The President shall be the principal elected official of the SCSHP, and shall communicate to the members the actions of the Board and other activities and policies of SCSHP. The President shall appoint all committees not otherwise provided for and shall be an ex-officio member of all committees. The President shall be a member of the Board of Directors and shall serve as Chairman of the Board of Directors.

Article II: Immediate Past President

The Immediate Past President shall be a member of the Board of Directors.

Article III: 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 Chairman. The President-Elect should begin to develop preliminary goals and objectives for the following year.

Article IV: Secretary

The Secretary shall keep minutes of the sessions of the Society. The Secretary shall notify all members of the Board of all Board Meetings, and conduct the correspondence of the Society. The Secretary shall be a member of the Board of Directors.

Article V: Treasurer

The Treasurer shall establish financial accounts in the name of the Society to receive, disburse, and account for all funds received from membership dues and other resources. The Treasurer shall prepare a statement on the financial condition of the organization and present a report at each regularly scheduled meeting of the Society. The Treasurer’s records shall be subject to inspection by any member. The Treasurer shall be a member of the Board of Directors.

Article VI: Administrator

The Board of Directors may contract with an Administrator to conduct the business of the organization.

Chapter III: Board of Directors

Article 1: Composition

The Board of Directors shall consist of Immediate Past President, President, President-Elect, Secretary, Treasurer, five (5) Regional Board Members and one Pharmacy Technician member. The elected Delegates to ASHP shall be ex-officio non-voting members of the Board.

The five Regional Board Members will be an elected member of the Board by their region. Their role is to represent their region at the Board Meeting and to represent the Board in their region. The five regions are:

Upstate I

Cherokee
Greenville
Oconee
Pickens
Spartanburg
Union
York
Chester
Lancaster

Piedmont II

Anderson
Greenwood
Aiken
Abbeville
McCormick
Laurens
Edgefield
Barnwell
Saluda

Midlands III

Richland
Lexington
Kershaw
Fairfield
Newberry
Orangeburg
Sumter
Lee

Pee Dee IV

Chesterfield
Clarendon
Darlington
Dillon
Florence
Williamsburg
Marion
Horry
Marlboro
Georgetown

Low Country V

Charleston
Bamberg
Allendale
Jasper
Hampton
Berkeley
Beaufort
Calhoun
Dorchester
Colleton

Article II. Term of Office

The Officers of the Society shall serve on the Board of Directors during their term of office.

The five Regional Board Members shall serve a two-year term, with alternating elections of 3 Board Members on the even years and 2 Board Members on the odd years for continuity.

The Pharmacy Technician member shall serve a two-year term.

Article III. Officers of the Board

The President shall serve as the Chairman of the Board of Directors. The President-Elect shall serve as Vice-Chairman, and the Secretary shall serve as Secretary of the Board of Directors.

Article IV. Meetings

The Board of Directors shall meet quarterly as determined by the Chairman of the Board, and at any other time deemed necessary by the Board or the Chairman of the Board.

Article V. Quorum

A majority of the Board of Directors shall constitute a quorum.

Article VI. Responsibilities

The Board of Directors shall have charge of the property of the Society and shall establish regulations for expenditures and investment of funds and the signing of checks. They shall also control and manage the affairs and funds of the Society as well as administrative, fiscal, and other matters. The Board of Directors is empowered to perform all acts and functions consistent with the By-Laws and shall report actions taken on policy matters.

Chapter IV: Accomplishment of Purposes

The purposes of the organization as outlined in Article I, Section 2, of the Constitution shall be accomplished through active cooperation with the American Society of Health-System Pharmacists.

Chapter V. Membership

Article I. Members

A. Active Members: Active Members shall be pharmacists licensed by any state, district or territory of the United States who have paid dues as established by SCSHP and who support the purposes of the Society as in Article I of the SCSHP Constitution. Only active members may vote on amendments to the Constitution and By-laws and elect or serve as an officer or regional board member of the Society.

B. Associate Members. Associate members shall consist of supporting members, student members, and pharmacy technicians. Associate members of the Society shall receive publications and general communications of the Society, may attend meetings and may be granted the privilege of the floor, but shall not be entitled to vote or to hold elective offices except as otherwise provided in these By-laws.

1. Supporting members are individuals other than those who qualify as active members, who by their work in health services, the teaching of prospective pharmacists who will practice in health care settings, or otherwise contributing to pharmacy services in health care settings.

2. Student members are individuals enrolled in an accredited or ACPE recognized College of Pharmacy, pharmacy residents and fellows.
3. Pharmacy Technicians are individuals other than pharmacists or pharmacy students who help provide pharmacy services in organized health care settings and who work under supervision of a licensed pharmacist. Pharmacy technicians are entitled to vote for and hold elective office only for the Pharmacy Technician member of the Board.

C. Honorary Members. Honorary members may be elected from among individuals who are or who have been especially interested in, or who have made outstanding contributions to pharmacy practice. Honorary members shall not pay dues but may vote or hold office if otherwise eligible for active membership.

Article II. Dues

Dues for all members shall be established by the Board of Directors.

Article III. Application

A. Active and Associate Members: Applications shall be prepared on a standard form and forwarded to the Central Office. The Central Office is responsible for processing all applicants for membership. When there is doubt as to the qualifications of an applicant, the Central Office may require concurrence of the Board of Directors.

B. Honorary Members. Nominations to honorary membership must be submitted by two or more active members of the Society to the Board of Directors and must be approved by unanimous vote of the Board of Directors.

Article IV. Period of Membership

A. Active and Associate Members: The period of membership shall coincide with the calendar year and extend from January through December.

B. Honorary Member: Honorary members shall be elected for life.

Chapter VI. Standing Committees

The President of the Society shall appoint standing committees of the Society consisting of a chairman and as many members as is deemed necessary.

Chapter VII. Special Committees

The President may appoint such special committees as are required for the activities during his term of office.

Chapter VIII. Order of Business

At stated or called meetings, business shall proceed in the following order:

1. Call to order
2. Reading and adoption of the minutes
3. Officer and Board Member Reports
4. Committee reports
5. Unfinished business
6. New business
7. Adjournment

Chapter IX. Delegates

The Delegates shall be responsible for representing all ASHP Active Members in South Carolina in all matters at the House of Delegates at the Summer Meeting of the American Society of Health-System Pharmacists. Delegates shall be elected from among the active ASHP members residing in the state for a term of four-years.

Chapter X. Meetings

The Society will hold a minimum of two (2) meetings yearly.

Chapter XI. Quorum

A quorum shall consist of those active members present at any regular meeting.

Chapter XII. Meeting Place

The Board of Directors shall select and approve the meeting place for the next meeting.

Chapter XIII. Affiliation

The Society shall be affiliated with the American Society of Health-System Pharmacists.

Chapter XIV. Amendments

Every proposition to alter or amend these By-Laws shall be submitted in writing by two active members at any Board meeting. The active members shall be notified of any proposed amendments to the Bylaws by email, fax or hard copy mail. Proposed changes shall be approved by a two-thirds (2/3) majority of the active membership casting votes. Any amendments must be reviewed and approved by the American Society of Health-System Pharmacists before the final action of SCSHP.

CHAPTER II.

OFFICERS' DUTIES

SCSHP GENERAL EXPECTATIONS LIST - BOARD OF DIRECTORS/COMMITTEE CHAIRS

1. Read and familiarize yourself with Constitution, Bylaws, and administrative policies of SCSHP.
2. Submit written annual report of committee actions to the President prior to the annual meeting.
3. Outgoing committee chairmen, review and update standing committee information and submit to the President by March 1.
4. The Finance Committee will submit the final budget for the following fiscal year to the Board for review and approval by December 1.
5. Committee chairmen should attend all board meetings as ex-officio members. Written progress reports should be submitted to the SCSHP office at least two weeks prior to the board meeting for distribution.
6. Plan and schedule your assignments to allow worthwhile reports to be made at the board meetings. The time between these meetings is where the real work is accomplished, not at the board meetings where approvals are received for actions to be taken. If you are unable to attend a board meeting, send a member of your committee.
7. Organize the committee as soon as possible (within the first six weeks) by:
 - a. selecting the members in conjunction with the President;
 - b. set goals/objectives with the endorsement of the President and the Board of Directors;
 - c. inform committee members of their responsibilities to the committee; and
 - d. establish a meeting schedule for the year.
8. Keep the Secretary, President, and the SCSHP office informed of who is on your committee. Send a copy of any written minutes to the Secretary and SCSHP office before the next board meeting.

RESPONSIBILITIES OF SCSHP PRESIDENT

1. Preside at all SCSHP meetings.
2. Serve as chairperson of the Board of Directors. Schedule meetings of the Board and report the activities, actions, or recommendations of the Board at membership meetings and/or in the newsletter. Responsible for assuring notices are sent with current agenda to Board members at least one week prior to Board meetings.
3. Work closely with the management services/executive director on behalf of the Board of Directors.
4. Assist Board members in defining responsibilities and timetables for projects.
5. Implement goals and objectives for the year which have been approved by the Board.
6. Develop a calendar of events for the year, by the officers' transition meeting. This is to be ready for the officers' transition meeting typically held the last day of the Spring Annual Meeting.
7. Assist in preparation of a budget, with the assistance of the President-Elect and the Treasurer, for approval of the Board of Directors. The approval of the Board must occur in sufficient time for the proposed budget to be finally approved by November.
8. May serve as an ex officio member of all SCSHP committees.
9. Serve as the major contact person for the ASHP and other professional organizations; communicates with Board members and officers of other organizations to advise and establish dialogue.
11. Assist editor of newsletter in determining content. Writes a column for the SCSHP quarterly newsletter.
12. Authorize disbursement of funds from the treasury for items up to \$500.00, which are not covered by the current budget and report all such disbursements to the Board at the next meeting.
13. Represent the Society at programs, activities, or affairs of the Society and other professional organizations.
14. Work closely with administrative firm to monitor legislative and regulatory initiatives.
15. Attend the ASHP regional Presidential Officers Retreat in November and ASHP Midyear Meeting. Travel and lodging expenses will be supported by SCSHP.
16. Officially install new officers and Board members at Annual Meeting/Spring Symposium (an ASHP officer may officiate at the installation instead of the SCSHP president if desired).
17. Present an address on goals and objectives for SCSHP at the Annual Fall Seminar.
18. Promote, influence, and foster the growth of the profession statewide and nationwide.

19. Prepare an outgoing annual report of the Society's activities over the past year for presentation at the officer's transition meeting. This report is to be available to the general membership through the Newsletter.

TERM OF OFFICE: One year (this position ascends from the Office of President-Elect and ascends to the Office of Immediate Past President)

RESPONSIBILITIES OF THE SCSHP PRESIDENT-ELECT

1. Establish goals and objectives for the term of President and present these to the Board within 60 days of the assumption of office at the March Board meeting.
2. Perform the duties of the office of President whenever the President shall be unable to do so. In the event that the President terminates from the office of the President, the President-Elect will assume the Presidency.
3. Attend all meetings of the Board of Directors.
4. Serves as an ex-officio member of all committees.
5. Develops a knowledge and understanding of the duties and responsibilities of the President.
6. Identify potential committee members for appointment to Society Committees during the term of President. Appointments should be made by the end of the Annual Meeting.
7. Serves on the Finance Committee.
8. At the transition meeting, a list of all committee appointments and a list of each committee's objectives should be prepared.
9. Develops knowledge of the Constitution and Bylaws, SCSHP Strategic Plan and the mission and objectives of the SCSHP.
10. Attend the ASHP regional Presidential Officers Retreat in November. Travel and lodging expenses will be supported by SCSHP.
11. Serves as member of SCSHP Continuing Education Committee.

TERM OF OFFICE: Three years (elected from the membership; ascends to the Office of President and Immediate Past President after one year)

RESPONSIBILITIES OF THE SCSHP IMMEDIATE PAST PRESIDENT

1. Serves as a member of the Board of Directors; in the absence of both the President and President-elect, he shall serve as Chairman of the Board.
2. Fosters good will with officers and members of the regional chapters.
3. Serves as chairperson of the Strategic Planning Committee.
 - a. Appoint committee members including President and President-Elect.
 - b. Reviews the Strategic Plan/Mission of SCSHP and makes recommendations to the Board of Directors.
 - c. Reports to the Board of Directors at least annually.
4. May attend the ASHP Presidential Officers Retreat as an alternate, if the President or president-elect is unable to attend, in November. Financial support for travel and lodging will be supported by SCSHP.
5. Performs special assignments or projects as requested by the President.

TERM OF OFFICE: One year (this position ascends from the Office of President)

RESPONSIBILITIES OF THE SCSHP TREASURER

GENERAL RESPONSIBILITIES

1. Coordinate with the executive management to maintain custody of all funds, property and securities of the Society.
2. Reallocate funds among the Society's accounts, as determined by Board of action, to meet the current and long-range financial planning of the Society.
3. Coordinate with the executive management to maintain current signature cards and addresses for all bank accounts. The Treasurer and President shall have authorization to disburse funds from these accounts.
4. Serve as a member of the Audit and Finance Committee and provide information needed to perform its functions, including the yearly audit.
5. At the beginning of the term of office, meet with the outgoing Treasurer to become familiar with the records and files. At the end of the term of office, meet with the incoming Treasurer to convey the necessary financial information.

FINANCIAL PROCEDURES

1. Debits

- A. All invoices will be processed by the Management Service. Checks will be generated by computer as needed and mailed to the Treasurer for review, approval, and signature.
- B. Authorize requests for unbudgeted monies under \$500.00, obtain authorization from the President for any unbudgeted expenses over \$500.00.
- C. Upon approval, the treasurer will ensure contribution to ASHP foundation.

2. Deposits

- A. The Management Service will deposit all income into the checking account (currently at NBSC Bank).
- B. Records of deposit will be mailed to the Treasurer monthly.

BUDGET RESPONSIBILITIES

1. Prepare and revise the budget proposal for the fiscal year (January-December) to assist the Board in approving a yearly financial plan.
2. Study, advise and report on the feasibility of special committee or council activities which require the expenditure of funds beyond the budget capabilities.

RECORD KEEPING

1. An ongoing register of the checking and money market accounts will be maintained by the executive management.
2. A ledger of income and expenses will be kept on a monthly basis.
3. Bank statements from the checking and money market accounts will be reconciled monthly.
4. Monthly financial statements will be prepared summarizing cumulative income and expenses for the year.
5. Interest statements from certificates of deposit or other investments will be reviewed quarterly or at renewal.

REPORTS

1. A current financial report will be prepared and presented at each Board of Directors meeting.
2. An annual financial report will be prepared summarizing the previous year's financial performance for review by the Board at the June meeting.
4. A summary of the annual financial report will be submitted for publication in the newsletter as information to the membership.
5. Annual federal income tax forms will be completed by an accountant and reviewed by the treasurer, if income exceeds \$25,000 per year.

TERM OF OFFICE

Two years elected by the membership in odd numbered years.

RESPONSIBILITIES OF THE SCSHP SECRETARY

1. Serves as a member and Secretary of the Board of Directors.
2. Attends and records the minutes of each Board of Directors meeting in conjunction with the Executive Management firm.
 - A. Minutes should follow the guidelines in the ASHP Chapter Officer's manual including:
 1. Type of meeting
 2. date and place of meeting
 3. List of members present
 4. Presiding officer
 5. Approval of previous minutes
 6. All reports and action taken
 7. All main motions carried or lost
 8. All motions which are tabled or postponed
 9. Adjournment (time)
 10. Signature of recorder
3. Serves as the custodian of the official documents of the Society. The files should be purged annually and archived information sent to the historian. Files and records should include:
 - A. Information about the Board, e.g., members, minutes
 - B. Information on each task force, committee or liaison, e.g., members, minutes, correspondence
 - C. SCSHP Procedure Manual
 - D. ASHP affiliate information
 - E. ASHP correspondence, e.g., chapter network, news releases, notices
 - F. SCSHP Correspondence, Newsletters, News releases
 - G. Current governing documents, e.g., constitution, bylaws, articles of incorporation
 - H. Other files as necessary.
4. At the beginning of the term of office, meet with the outgoing Secretary to become familiar with the records and files. At the end of the term of office, meet with the incoming Secretary to convey the necessary information concerning the records and files.
5. Represents SCSHP through written correspondence as directed by the President and the Board of Directors.
6. Works with the Past-president on the election of delegates to the ASHP annual meeting and makes sure the delegates and alternates are certified to ASHP.
7. Maintain the current Constitution and Bylaws of the Society.
8. Be responsible for the annual review of the procedure manual.
9. Assures that the current procedure manual is distributed to newly elected officers and board members at the annual retreat.

10. Serves as a liaison with the registered agent for incorporation and prepares any necessary documents related to incorporation.

TERM OF OFFICE: Two years (elected from the membership in even numbered years.)

RESPONSIBILITIES OF REGIONAL BOARD MEMBER RESPONSIBILITIES

The overall purpose and mission of the Regional Board Members is to provide an increased representation of health-system members to the SCSHP Board of Directors. Key activities include communication between members and Board, feedback to Board, input in all Board issues, development of society membership, membership regulation and input and recommendations based on member needs, desires and requests.

Specific Duties and Responsibilities

1. Attend 50% of scheduled Board Meetings. If absent, a summary report of Regional SCSHP activities shall be reported to the Board.
2. Represent interests of regional pharmacists, technicians and health-system members to the Board.
3. Provide feedback, input and insight into all Board matters
 - a. Facilitate public relations, feedback and communications to and from membership.
 - b. Facilitate transition into office for newly elected Regional Board Members
4. Statewide member recognition activities to include nominations (as a group) of at least two pharmacists and two technicians for annual society awards (due annually in December)
5. Develop and maintain list of practice sites and key contact members in each regional area
 - a. Regional Board Members will contact members periodically by any means necessary
 - b. Regional Board Members will maintain an active list of all Directors of Pharmacy and Hospitals/Health Systems in their regions
 - c. Regional Board Members are encouraged to actively contact the various Directors of Pharmacy in their regions quarterly by any means necessary.
6. Nominate regional members for Board of Director officers, committees and Society roles to increase membership participation in society activities and broaden SCSHP representation.
7. Participate, perform and coordinate ASHP.SCSHP grassroots public relations in assigned region.
8. Increase membership in assigned region. Identify strategies to increase membership. Contact and recruit potential new members. Perform follow-up contacts to non-renewing members to determine reasons for non-renewals and contribute to strategies to decrease non-renewals.
 - a. Regional Board Members will be acting persons of the Membership Committee
 - b. An active list of members will be in their possession
 - c. Renewal membership forms will always be available from the Regional Board Member
9. Provide support for education
 - a. Regional Board Members must have at least two regional meeting annually (ACPE accreditation preferred)
 - b. Regional Board Members will promote the statewide meetings to all members
 - c. Regional Board Members are encouraged to conduct regional meetings with other regions
 - d. Teleconferences with an educational focus are encouraged.

10. Contribute or collect at least one additional topical article from assigned region to the society newsletter
 - a. A rotating schedule for every fifth printing of the society newsletter will be maintained by the Regional Board Members in which only one Regional Board Member will submit in writing all the events occurring in various regions.
 - b. Regional Board Members are encouraged to contribute articles of interest to the SCHSP newsletter.
11. Report activities to Board of Directors meeting
12. Contact local legislators, introduce self and develop liaison/contact for future interactions

Each Regional Board Member may be provided stationery, membership applications, stamps (or reimbursement for mailings) or phone expense, etc. for use in the performance of these duties.

REPONSIBILITIES OF THE ASHP DELEGATES

1. Acts as a liaison between the Board and ASHP House of Delegates
 - A. Communicates between the Board and ASHP House of Delegates
 - B. Communicates between the membership and ASHP House of Delegates
 - C. Serves as an information resource concerning House of Delegate issues
 - D. Provides input to the Board at Board meetings

2. Attends the summer meeting of the ASHP House of Delegates
 - A. Participates in House of Delegates discussions
 - B. Votes on House of Delegate policy recommendations, resolutions, etc

3. Attends the annual Regional Delegate Conference
 - A. Participates in House of Delegates discussions
 - B. Represents the Board's position on resolutions, policy recommendations, etc.
 - C. Reads materials supplied for the RDC and becomes knowledgeable concerning issues to be discussed

TERM OF OFFICE: Four years (1st year will serve as alternate delegate and then 3 years as delegate)

CHAPTER III.

COMMITTEES

The President of the Society shall appoint standing committees of the Society consisting of a chairman and as many members as is deemed necessary.

1. Continuing Education

The Continuing Education Committee (CE) shall assume responsibility for the CE programs at all meetings of the Society. The Committee will establish a calendar for each year for all CE programs. The President-Elect will be the Board Liaison to the CE Committee.

2. Professional Affairs Committee

The Professional Affairs Committee shall assume the duties of Public Relations and Newsletter. The Professional Affairs Committee has responsibilities of disseminating information about pharmacy services and rational drug use, facilitating communications among pharmacists, and other components of the health care industry and the public. The Secretary will be the Board Liaison for the Professional Affairs Committee.

3. Membership Committee

The Membership Committee shall assume the responsibility of maintaining and promoting membership in the Society. The Committee is responsible for planning and conducting membership campaigns and contacting prospective members and former members to encourage their membership in the Society. The President will be the Board Liaison to the Membership Committee.

4. Regulatory Affairs Committee

The Legal and Regulatory Affairs Committee is responsible for studying, reviewing, and commenting on legislation and regulations either pending or active, which affect the practice of pharmacy. The Committee shall monitor the development of new legislation, both federal and state, and disseminate this information to the membership. The Immediate Past President will be the Board Liaison to the Legal and Regulatory Affairs Committee.

5. Finance Committee

The Finance Committee shall assume the duties of periodic review of Society's financial accounts. The Finance Committee will provide recommendations for financial management of the Society's funds. The Treasurer shall serve as the Board Liaison for the Finance Committee. The President Elect is a member of the Finance Committee.

6. Committee on Nominations

The purpose of the Nominations Committee of the South Carolina Society of Health-System Pharmacists (SCSHP) is to bring to the Board a slate of candidates for the review and approval of the Board for the annual election. The Board will have final approval of the candidates, and may request nominees be deleted or added to the slate of potential candidates.

Nominations Committee Composition

- A. Chair
The chair of the Nominations Committee will be appointed each year by the President.
- B. Committee members
Committee members will be recruited if possible from each of the five Regions in the state by the committee chair.

Positions to be Nominated

The following are the officers of the Board of the SCSHP and will be nominated for election by the Nominations Committee as indicated on the list:

PRESIDENT ELECT (3 year term) Rotation up each year:

IMMEDIATE PAST PRESIDENT

PRESIDENT

RESIDENT-ELECT (Elected each year for the 3-year term, rotating up each year)

TREASURER (2 YEAR TERM--EVERY ODD YEAR):

SECRETARY (2 YEAR TERM—EVERY EVEN YEAR):

REGIONAL DELEGATES (2 YEAR TERMS)

REGION 1: (EVERY EVEN YEAR)

REGION 2: (EVERY ODD YEAR)

REGION 3: (EVERY EVEN YEAR)

REGION 4: (EVERY ODD YEAR)

REGION 5: (EVERY EVEN YEAR)

ASHP DELEGATE—FRESHMAN (4 YEAR TERM)

SENIOR DELEGATE:

JUNIOR DELEGATE:

SOPHOMORE DELEGATE:

FRESHMAN (ALTERNATE) DELEGATE (Delegate is elected for a 4-year term, being the alternate delegate for the first year, then rotating up each year and serving as delegate to ASHP meeting for a total of 3 years.)

WRITE-IN BALLOTS

No write in names are allowed on the ballots.

TIMELINE OF EVENTS

- A. March-May
Once the new committee chair is chosen, he/she will begin to gather committee members to help gather nominations.
- B. June-September
The committee members will talk with the SCSHP membership and begin to identify names of interested persons to run for election for each office needed.
- C. October 20th
Names of the interested candidates will be presented to the Board for approval at the October meeting (or by the 20th of October if no meeting is close).
- D. November 10th
Nominees approved by the Board will be presented to the Executive Management Team.
Candidate Profile forms will be presented with each name.
- E. November 17th
Ballots will be mailed or submitted electronically as available to the membership for them to place their vote.
- F. December 15th
Ballots must be returned to the Executive Management Team to be counted.
- G. January 15th
The Executive Management Team will provide to the President the slate of chosen Board members. The President will approve and validate the election process and will announce to the Board the new Board members. Then the President will personally contact all those whose names were present on the ballot to inform them of the election results.
- F. February 15th
The new officers will be announced to the membership by the Executive Management Team as instructed by the President.
- G. March
The new Board members will be installed at the Annual Spring Meeting.

- F. April
Website updated to reflect the newly elected Board members.

ELECTION PROCESS

- A. Candidates will be chosen by either committee members seeking out candidates, or by members or other Board members recommending them to the Committee members.
- B. Candidates will fill out a “Candidate Profile Form”. This form will be turned in to the Executive Management Team to be sent along with the ballots for the election. It contains the following information request:
 - Name
 - Address
 - Title/ Place of Employment
 - Current Role (s)
 - Other Pharmacy Experience
 - Experience with SCSHP
- C. The nomination committee will present at least two nominees for each position being elected if possible. Board members may run again for their same office if they are interested in serving in that capacity again.
- D. Ballots will be prepared by the Executive Management team and mailed to all eligible members for voting. The ballot will include the Candidate Profile for each candidate. If a secured, electronic method of balloting becomes available, that will be suitable for the election.
- E. Ballots will be returned to the Executive Management team to be counted and the results presented to the President.
- F. The President will personally contact each of the elected candidates to welcome them to the Board, and will personally contact each of the non-elected candidates to thank them for participating, and encourage them to be active in the society through another method.
- G. Election results will be made available to the membership either through the Website, by the upcoming Newsletter, or e-mail as most appropriate and timely.
- H. The Executive Management Team will be responsible for changing the names of the Board members on the website within a month after the installation of officers at the Annual meeting.

CHAPTER IV.

ADMINISTRATIVE POLICIES

Policy: GEOGRAPHICAL REGIONS

The State is divided into 5 geographical regions:

Region I - Upstate

Region II - Piedmont

Region III - Midlands

Region IV - Pee Dee

Region V - Low Country

Members may choose to be included in the chapter of their residence or place of practice. Please see the SCHSP Bylaws for the county distribution.

Policy: MEMBERSHIP DUES

ANNUAL FEES:

For active/supporting associate members	\$75.00/year
For pharmacy technicians	\$25.00/year
For pharmacy residents/fellows	\$25.00/year
For students members	\$15.00/year

BILLING CYCLE: Once a year in December

Dues were increased in 2008 from \$65 to \$75 and prior to that in 2001 from \$55 to \$65. A note was made for the dues structure to be evaluated every 2 years.

Policy: BOARD MEETINGS

The Board of the South Carolina Society of Health-System Pharmacists will meet at the discretion of the President, but at least four times per year. The tentative dates for those meetings will be set at the officer's transitional meeting.

Policy: WRITTEN REPORTS TO THE BOARD OF DIRECTORS

All Officer, Regional, Delegates and Committee Reports should be submitted in writing prior to the Board Meeting.

Policy: REIMBURSEMENT

The Board adopted the following reimbursement policy at the October 19, 2005 Board Meeting.

1. Board members are volunteers and have historically received no compensations for travel and registration expenses for meetings.
2. A policy for waiving or covering some expenses may be a good reward for service to the Society.
3. Benefits discussed included registrations, travel and hotel expenses.

4. The Board agreed to the following:

- a) Compensation or waiving of expenses must be dependent upon the board member being active in their duties and participation in the Society and upon attendance of 75% of board meetings.
- b) Qualifying Board members may have their registration fee waived for both meetings (fall and annual). The Board member must have attended 75% of meetings in the last 12 months prior to the meeting for which their registration fee is waived.
- c) If the Society conducts a scheduled Board meeting on the night prior to the fall or annual meeting, one night hotel expense shall be provided for qualifying Board members.
- d) Board members shall be defined as per the Society's Constitution and Bylaws (currently ten members).
- e) The CE coordinator, with the President's concurrence, may waive registration fees for a Society member that has provided exceptional assistance to the coordinator in preparation for the CE program.
- f) The CE coordinators shall be included in the group of Board members eligible for compensation. Program speakers may have their registration waived for the day of their presentation.
- g) Alternatively, the list of eligible members for compensation shall be limited to Presidential officers (3), CE Coordinators and program speakers.
- h) President may authorize expense reimbursement for non-board members at his/her discretion. (*this was approved June 10, 2004, but was not listed on the reimbursement document as discussed and changed on 10/19/05.)

Policy: UPDATING POLICY & PROCEDURE MANUAL

The policy and procedure manuals will be updated twice a year at the officers' transition meeting/board retreat and in the winter. These changes will encompass actions authorized by the Board of Directors since the last revision.

Policy: POLITICAL CONTRIBUTIONS (adopted 8/26/04)

SCSHP will not make monetary contributions to political candidates.

Policy: FINANCIAL SUPPORT OF STUDENT CHAPTERS (adopted 8/26/04)

SCSHP will provide \$500 to both SHP Student Chapters at the USC and MUSC campuses per year for a total of \$1,000 to be included in the budget as a line item.

Policy: SCSHP MAILING LIST CHARGES/RENTAL (APPROVED 8/13/02)

The SCSHP will rent the membership mailing list for a charge of \$100. SC State Colleges and corporate sponsors are exempt from this charge.

Policy: SPEAKER HONORARIUMS

SCSHP members who speak or present for more than a 45 minute presentation would be given as an honorarium a free membership for the next year, travel reimbursement, one night accommodations and the registration fee to the meeting.

Policy: REGIONAL CE MEETING EXPENSES

Regional directors have the discretion to use the \$500 allotted to them for their meetings as they see necessary.

Procedure: NEWSLETTER

The SCSHP will produce a quarterly newsletter for distribution. Officers, Board members and Committee chairs are encouraged to submit industry-specific articles and news items. The Executive Management will design, layout, edit and prepare the newsletter for distribution. An “editor” should be found for the newsletter to encourage article submission, review articles for content and suggest specific topics for each issue. There has been some discussion to include a monthly, emailed, one-page “SCSHP” update.

Procedure: MEMBERSHIP

Membership renewals will be mailed to current membership roster by November 15 for the following year. A reminder email will be sent mid-December followed by a postcard reminder stating that their membership will expire in January. For those who have not renewed by February, personal contact should be made by the Regional Board Member to encourage renewals.

Procedure: College of Pharmacy, Student Chapter Donations

The amount that will be given to the student society is the following:

Clinical Skills - \$2000 - \$1000 per campus

Scholarships - \$4000 total – 4 \$500 scholarships per campus

Support - \$1000 total - \$500 per campus