

NEW MEXICO SOCIETY OF HEALTH-SYSTEM PHARMACISTS BYLAWS

CHAPTER I. MEMBERSHIP

The membership of the Society consists of individuals supporting the objectives and vision of the Society. All members of the Society are supportive of the American Society of Health-System Pharmacists (ASHP) in their mission to support and educate pharmacists, technicians, and students.

Article I. TERM OF MEMBERSHIP

Term of membership coincides with the dues year.

Article II. MEMBERSHIP CATEGORIES

1. Pharmacist Member

Pharmacists licensed by any state, district, or territory of the United States, who support the objectives of the Society and have paid dues established by the Society. The privileges of pharmacist members shall include but are not limited to: receipt of Society publications and communications, voting on all matters submitted to them, holding elective or appointive positions (after meeting any other qualifications that may be stipulated for a position), and may be granted the privilege of the floor at Society meetings.

2. Honorary Member

Honorary members are lifetime members, elected by unanimous vote of the Board of Directors, who have made outstanding contributions to pharmacy practice. Honorary members receive Society publications and communications, may attend meetings, may be granted the privilege of the floor, but are not entitled to vote or hold elected office. No dues shall be required of honorary members.

3. Student Member

Student members are individuals enrolled in a professional or graduate degree program in an accredited college of pharmacy or pre-pharmacy students who have paid dues established for this member category by the Board. They will receive Society publications and communications, may attend meetings, may be granted the privilege of the floor, but are not entitled to vote or hold elective office.

4. Pharmacy Technician Member

Pharmacy technician members are individuals engaged in technical pharmacy functions, who have paid dues established for this member category by the Society. They will receive Society publications and communications, may attend meetings, and may be granted the privilege of the floor, but are not entitled to vote or hold office. Members in this category shall have the same privileges of Active Members, except pharmacy technician members may 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 Secretary, Treasurer-Elect, or Treasurer office. Only one office may be held by a technician member at any given time.

5. Life Member

Life members are pharmacist members who have previously paid dues established for this member category. The category is no longer available, following adoption of these bylaws. No additional dues are required from current Life Members, and they retain the benefits of pharmacist membership for life.

6. Associate Member

Anyone other than pharmacists, students, or technicians who have paid dues established by the Society and who by virtue of their vocation, training, education, and interest wish to further the objectives of the Society are eligible for associate membership. Associate Members receive Society publications and communications, may attend meetings, may be granted the privilege of the floor, but are not entitled to vote or hold elected office.

Article III. DUES

The Board of Directors establishes the number of annual dues for the members of the New Mexico Society of Health-System Pharmacists. The dues year is July 1st through June 30th of each year.

CHAPTER II. OFFICERS

The officers of the Society are as follows:

President	one-year term
President-Elect	one-year term
Secretary	two-year term (elected in odd years)
Treasurer	two-year term (elected in even years)
Treasurer-Elect	one-year term (elected in odd years)
Immediate Past-President	one-year term

The terms of office begin at the time of installation at the Annual Meeting and runs through the term of the office.

Article I. NOMINATIONS, ELECTION, INSTALLATION

1. Nominations

Nominations for President-Elect, Secretary, and Treasurer are solicited from the membership. Candidates for officers must be pharmacist members of NMSHP and must have their primary place of practice located within the State of New Mexico. Only pharmacist members are eligible to be nominated. Pharmacist members are encouraged to nominate themselves. The nominees for each office will be reviewed and approved by the Board for the purposes of creating a final slate of candidates. Candidates for Secretary, Treasurer, and Treasurer-Elect may be pharmacist or pharmacy technician members of NMSHP and must have their primary place of practice located within the State of New Mexico.

2. Election

After the slate of candidates is approved by the Board, a ballot is prepared. The ballot, which includes a brief review of each candidate's professional background and a return date deadline, is distributed no later than 6 weeks before the Annual Meeting to all eligible voting members. A simple majority vote of the returned ballots determines the elected officers. If a majority is not achieved by any one candidate, a run-off election will be conducted between the two candidates who receive the most votes. In case of a tie on any ballot, another ballot is prepared listing the candidates and distributed as per a regular election. Notification of results to all candidates is made as results are known.

3. **Installation**
Installation of officers takes place during the Annual Meeting.

Article II. OFFICER DUTIES

1. **President**
The President presides at all meetings, coordinates activities of all committees and recommends committee additions. Authority is also granted the President, to nominate an active member to fill the vacant offices of Secretary, Treasurer or Regional Board Representative for an unexpired term with the approval of the Board of Directors. The President serves as Chairman of the Board of Directors and as a non-voting ex-officio member of all committees
2. **President-Elect**
The President-Elect acts as President in the absence of the President, and when so acting has the power and authority of the President. The President-Elect assumes the position of President upon completion of the term of President-Elect. The President-Elect serves as Vice-Chairman of the Board of Directors and as a non-voting ex-officio member of all committees.
3. **Immediate Past-President**
The Immediate Past-President is a member of the Board of Directors and serves as its chairman in the absence of the President and President-Elect.
4. **Secretary**
The Secretary keeps minutes of all meetings and prepares official correspondence for the Board.
5. **Treasurer**
The Treasurer is responsible for oversight of all funds received and dispersed by the Society.
6. **Treasurer-Elect**
The Treasurer-Elect acts as Treasurer in the absence of the Treasurer, and when so acting has the power and authority of the Treasurer. The Treasurer-Elect assumes the position of Treasurer upon completion of the term of Treasurer-Elect.

Article III. OFFICER VACANCIES

A vacancy in the office of President is filled by automatic succession of the President-Elect who serves the remainder of the unexpired term and a full term as President. In the case of a vacancy in the office of President-Elect, the Board of Directors shall serve as a Committee on Nominations to present at least two names of pharmacist members to fill the vacancy and submit them to the eligible voting members by ballot in a special election. An acting President-Elect may be appointed by the President, with the approval of the Board of Directors, until the election is held. Authority is granted to the President, with the approval of the Board of Directors, to appoint an active member to fill the vacant offices of Secretary and Treasurer for an unexpired term. Authority is granted to the President, with the approval of the Board of Directors, to appoint an active member to fill the vacant offices of Past-President, Secretary, Treasurer, and Treasurer-Elect for an unexpired term.

CHAPTER III. THE BOARD OF DIRECTORS

Article I. COMPOSITION

The Board of Directors, hereafter referred to as the Board, consists of the officers and the Regional Board members of the Society, one New Mexico Pharmacists Association (NMPhA) representative, one student representative, one faculty representative from the University of New Mexico College of Pharmacy (if no other member of the Board is a member of the UNM faculty), and one pharmacy technician representative. The President serves as Chairman of the Board of Directors. The President-Elect acts as Vice-Chairman and the Secretary as Secretary of the Board.

Article II. MEETINGS

The Board meets at least four times annually or at the call of the Chairman or by majority decision of the Board. Meetings of the Board are open to any member of the Society, unless the Board by 2/3 vote decides to go into Executive Session. When in Executive Session only members of the Board shall be admitted to the room. Any others must be specifically authorized by a majority vote of the Board.

Article III. QUORUM

A majority of the Board of Directors constitutes a quorum.

Article IV. DUTIES

The Board has charge of the property of the Society and authority to control and manage the affairs and funds of the Society, to supervise all publications of the Society and to select editors for Society publications, to make decisions regarding the acts of committees and officers on professional matters as well as administrative, to employ individuals necessary to manage the affairs of the Society, to accept on behalf of the Society grants, contributions, gifts, bequests or devices to further the purpose of the Society, and to do and perform all acts and functions not inconsistent with these Bylaws.

Except to the extent specifically authorized by the Board of Directors, no officer or other member of the Board shall be entitled to any compensation for services. In accordance with policies established by the Board of Directors, officers may be reimbursed for reasonable expenses incurred in discharging the functions of the office.

NMSHP may indemnify each Director, officer, former Director, and former officer of NMSHP against expenses (including attorneys' fees), judgments, fines, penalties, and settlements actually and necessarily incurred by that person in connection with or arising out of any proceeding in which that person may be involved as a party or otherwise by reason of being or having been such Director or officer. No indemnification shall be made until the Board of Directors shall have determined that indemnification is proper.

The procedure and standard for indemnification shall be governed by the applicable sections of the New Mexico state law.

CHAPTER IV. REGIONAL BOARD MEMBERS

Article I. ESTABLISHMENT OF REGIONS

The Board of Directors shall establish Regions of the Society. The number and location of each Region shall be determined by the Board and is based upon the New Mexico Board of Pharmacy Districts.

Article II. REPRESENTATION ON THE BOARD

Each region shall have one representative on the Board of Directors. The Regional Board members will be elected by the pharmacist members who reside in the region.

Article III. NOMINATIONS, ELECTION, INSTALLATION

1. Nominations

Nominations are solicited from the membership via the newsletter prior to the Annual Meeting. Only pharmacist members within the Region are eligible for election, and members are encouraged to nominate themselves. After contacting the nominees to ensure each person will agree to serve if elected, the nominees for each Region will be reviewed and approved by the Board for the purposes of creating a final slate of candidates.

2. Election

After the Board approves the nominees, a ballot is drawn up. The ballot, which includes a brief review of each candidate's professional background and a return date deadline, is distributed no later than 6 weeks before the Annual Meeting to all eligible voting members. A regional representative is elected by the NMSHP pharmacist members within that region. A simple majority vote of the returned ballots determines the elected Regional Board members. In case of a tie, another ballot is prepared listing the candidates and distributed as per a regular election. Notification of results to all candidates is made as results are known.

3. Installation

Installation of Regional Board members takes place during the Annual Meeting.

Article IV. TERM

All Regional Board members will be elected for a two-year term on a staggered rotational basis established by the Board of Directors.

Article V. REGIONAL BOARD MEMBER VACANCIES

In the case of a vacancy of a Regional Board member, the President will nominate another active member from the same region to fill the vacant position with the approval of the Board of Directors until the next official election.

CHAPTER V. OTHER BOARD REPRESENTATIVES

Article I. NMPH A REPRESENTATIVE

1. The President will appoint a New Mexico Pharmacists Association (NMPHA) representative to serve as a voting member on the NMSHP Board, with the approval of the Board of Directors.
2. The NMPHA representative will serve for a term of one year.
3. NMSHP will solicit nominations for the NMPHA representative position from NMPHA for appointment by the NMSHP President

Article II. UNIVERSITY OF NEW MEXICO (UNM) COLLEGE OF PHARMACY REPRESENTATIVE

1. In the event that no other member of the Board of Directors is a faculty member of the University of New Mexico (UNM) College of Pharmacy, a representative will be nominated by the President to serve as a voting member of the NSMSHP Board of Directors, with the approval of the Board of Directors.
2. The UNM representative will serve for a term of one year.
3. NMSHP will solicit nominations for the UNM representative position from the Dean of the College of Pharmacy for appointment by the NMSHP President

Article III. STUDENT REPRESENTATIVE

1. The President will nominate a student representative to serve as a voting member on the NMSHP Board, with the approval of the Board of Directors. The representative must be a Student Member of the Society.
2. The student representative will serve for a term of one year.
3. NMSHP will solicit nominations for the UNM representative position from the UNM Student Society of Health-System Pharmacy for appointment by the NMSHP President.

Article IV. TECHNICIAN REPRESENTATIVE

1. The President will appoint a technician representative to serve as a voting member on the NMSHP Board, with the approval of the Board of Directors. The representative must be a Technician Member of the Society.
2. The representative will serve for a term of one year.
3. NMSHP will solicit nominations from NMSHP members for appointment by the NMSHP President

CHAPTER VI. COMMITTEES

With the approval of the Board, the President appoints the chair for each standing committee or ad hoc committee deemed necessary to carry out certain functions of Society business. A Board liaison is identified for each committee.

Each committee shall serve in an advisory capacity, working toward the achievement of NMSHP's goals to which it is assigned. The committees have no authority to expend NMSHP funds, establish policy, or to enter into any agreements with outside parties without the express approval of the Board.

CHAPTER VII. AFFILIATIONS

Article I. AFFILIATIONS

NMSHP is an affiliate of the American Society of Health-System Pharmacists and subject to such rules and regulations as are set forth in the Bylaws of ASHP.

The UNM College of Pharmacy Student Society of Health-System Pharmacists shall be an affiliate of NMSHP

Article II. ASHP DELEGATE APPORTIONMENT

ASHP members residing in the State of New Mexico will be represented at the ASHP's House of Delegates by as many delegates and/or alternates as is apportioned to the State of New Mexico by the ASHP Board of Directors

Article III. ASHP DELEGATES

The Society annually nominates ASHP Active Members residing in New Mexico as delegates to the ASHP House of Delegates, following the procedure described in Chapter II Article I of the Bylaws for officers. The nominees must be pharmacist members of the American Society of Health-System Pharmacists. The individuals with the majority of votes cast are the delegates; the alternate(s) is the individual(s) receiving the next highest number of votes cast. If a delegate is unable to serve in the capacity, and in the absence of alternate delegates, the President shall appoint another qualified ASHP member to serve as a delegate.

Article IV. TERM OF OFFICE

The term of office for the elected delegate(s) and alternate(s) is two years and will start as soon as selected in the month of October. Delegate(s) will be elected annually on a staggered rotational basis established by the NMSHP Board of Directors.

Article V. CERTIFICATION

The Secretary, or their designee, will transmit to the Executive Vice President of ASHP the names and addresses of the elected delegates and alternate(s) to the ASHP House of Delegates.

Article VI. VACANCY

If a delegate is unable to complete the term of office the next prioritized alternate delegate will serve the unexpired portion of the term. Vacancies for the New Mexico delegates to the ASHP House of Delegates may be appointed by the Board from among a list of ASHP active members in the state, to serve the unexpired term.

CHAPTER VIII. MEETINGS

Article I. ANNUAL MEETING

An Annual Membership Meeting and Seminar is held during the fall of each year. Additional meetings may be held as authorized by the Board of Directors.

Article II. QUORUM

Ten percent of the current pharmacist members constitute a quorum for a general membership meeting.

CHAPTER IX. AMENDMENTS

Any proposed amendment to these Bylaws must first be submitted in writing to the Board. Following the approval of the Board, the amending proposal is submitted to the American Society of Health-System Pharmacists for review and approval prior to submission to the general membership. The proposed amendment(s) is then submitted by ballot to all voting members of the Society. This will be coordinated by the Board of Directors and all ballots shall be returned within a specified time period. Upon approval by the majority of ballots received, the amendment(s) becomes effective.

CHAPTER X. PUBLICATIONS

The New Mexico Society of Health-System Pharmacists publishes an official newsletter and maintains a website (www.nmshp.org) for the membership.

CHAPTER XI. LIQUIDATION

Liquidation shall be defined as a vote by 80% or more of the NMSHP Board of Directors to disband or terminate the New Mexico Society of Health-System Pharmacists, ratified by a majority of the voting members. Reorganization or restructuring shall not be considered liquidation of NMSHP. In the event of the liquidation and dissolution of the Society, any properties, funds or moneys, securities, or other assets remaining in the treasury of, or to the account of, or otherwise belonging to the Society, shall be disposed of as follows:

- 1. Liabilities and Obligations**

All liabilities and obligations of NMSHP shall be paid and discharged or adequate provisions shall be made therefor.

- 2. Assets**

Assets subject of legally valid requirements for their return, transfer or conveyance, upon dissolution and liquidation, shall be returned, transferred or conveyed, in accordance with such requirements.

3. **All Remaining Assets**

All remaining assets held by NMSHP shall be transferred or conveyed, without obligation or restriction, at the discretion of the Board to the UNM Foundation for support of student scholarships at the UNM College of Pharmacy and/or the American Society of Health-System Pharmacists Research and Education Foundation to be used in whatever manner it shall deem appropriate.