

ALABAMA SOCIETY OF HEALTH-SYSTEMS PHARMACISTS
POLICY AND PROCEDURE MANUAL

PURPOSE:

The purpose of this Alabama Society of Health-Systems Pharmacists (ASHP) Policy and Procedure Manual is to become better organized by more clearly defining the responsibilities of officers, committees, and members.

Revised: December 2006

TABLE OF CONTENTS

SECTION I. GOVERNING DOCUMENTS

Mission Statement.....	5
Goals and Objectives	5
Constitution.....	6
Bylaws.....	8

SECTION II. OFFICERS' DUTIES

Executive Committee.....	23
Board of Directors.....	23
ALSHP Description and General Expectations List - Board of Directors.....	23
President.....	24
President-Elect.....	24
Immediate Past President.....	25
Secretary	25
Treasurer	25
Authority of Councils	26

DUTIES OF OTHERS

ASHP Delegates.....	27
Executive Director	28
Consultant	28

SECTION III. COMMITTEE DUTIES

ALSHP General Expectations List - Committee Chairmen	30
Committee Appointments.....	30
Constitution and Bylaws Committee	31
Nominations Committee	32
Canvassing Committee	34
Finance Committee	35
Professional Affairs	
Performance Improvement	36
Pharmacy Practice.....	37
Research and Scholarship	38
Residency Training.....	39
Legal Affairs.....	
Legislative.....	40
Organizational Affairs	
Membership	41
Student Affairs.....	42
Technician Affairs	43
Educational Affairs.....	

Program	44
Regional Coordinators	46
Communicational Affairs.....	
Newsletter Editor	47
Information Systems	48
Professional and Public Relations.....	49

SECTION IV. ADMINISTRATIVE POLICIES

Membership Dues	51
Expense Reimbursement.....	51
Board of Directors Reimbursement	52
ASHP Delegate Reimbursement.....	52
Password Protected Information on the Website	52

SECTION I

GOVERNING DOCUMENTS

Alabama Society of Health-System Pharmacists Mission Statement

The Mission of the Alabama Society of Health-System Pharmacists is to represent its members by providing leadership in developing and promoting the highest quality of pharmacy practice.

Alabama Society of Health-System Pharmacists Goals/Objectives

1. Establish proactive stances on issues affecting the profession at the state level in order to develop a system to provide timely responses to public professional concerns/inquiries.
2. Provide informative, timely and accessible continuing education that addresses the needs and interests of the members.
3. Provide opportunities for AISHP members to "network" ideas related to pharmacy practice issues and the profession.
4. Accurately represent and advance the interest of the membership.
5. Provide the AISHP membership with a unified voice on professional practice issues which are the subject of legislative/regulatory actions.
6. Build effective liaisons/associations which will allow AISHP to access to/input into the decision making process for pertinent legislative and regulatory actions.
7. Perpetuate high quality membership service and representation through effective leadership promotion within AISHP.
8. Maintain a reserve fund for contingency purposes.
9. Promote the profession of pharmacy to grade school and college students and mentor those in pharmacy schools to become active in professional societies.

*Specific AISHP and council goals and objectives will be determined annually.

**ALABAMA SOCIETY OF HEALTH-SYSTEM
PHARMACISTS, INC.
CONSTITUTION
Revised 2006**

ARTICLE I NAME AND OBJECTIVES

Name

This organization shall be known as the “Alabama Society of Health-System Pharmacists, Inc.,” hereinafter referred to as the Alabama Society.

Objectives

The objectives of the Alabama Society shall be:

1. To advance public health by promoting the professional interests of pharmacists practicing in hospitals and other organized health-care settings through:
 - a. Fostering pharmaceutical services aimed at drug-use control and rational drug therapy.
 - b. Developing professional standards for pharmaceutical services.
 - c. Fostering an adequate supply of well-trained, competent pharmacists and associated personnel.
 - d. Developing and conducting programs for maintaining and improving the competency of pharmacists and associated personnel.
 - e. Disseminating information about pharmaceutical services and rational drug use.
 - f. Improving communication among pharmacists, other members of the health-care industry, and the public.
 - g. Promoting research in health and pharmaceutical sciences and in pharmaceutical services.
 - h. Promoting the economic welfare of pharmacists and associated personnel.
2. To foster rational drug use in society such as through advocating appropriate public policies toward that end.
3. To pursue any other lawful activity that may be authorized by the Alabama Society’s Board of Directors.

ARTICLE II MEMBERSHIP

The membership of the Alabama Society shall consist of active, associate and honorary members as provided in the Bylaws.

ARTICLE III OFFICERS

The officers of the Alabama Society shall be a President, an Immediate Past President, a President-Elect, a Secretary and a Treasurer. The President-Elect shall be elected annually for a term of one (1) year, and shall ascend successively to the office of President and Immediate Past President, serving one (1) year in each position. The Secretary and Treasurer shall be elected on alternate years for a two (2) year term of office.

ARTICLE IV BOARD OF DIRECTORS

There shall be a Board of Directors of the Alabama Society consisting of Officers and elected Directors as provided by the Bylaws.

ARTICLE V AMENDMENTS

Any proposition to alter or amend this Constitution shall be submitted in writing by two (2) or more voting members at any business meeting and shall be approved by a majority of votes cast. Approval must be given by the American Society of Health-System Pharmacists before it is submitted to the entire membership for vote by mail ballots.

**ALABAMA SOCIETY OF HEALTH-SYSTEM
PHARMACISTS, INC.
BYLAWS
Revised 2006**

ARTICLE I MEMBERSHIP

The membership of this corporation, hereinafter referred to as the Alabama Society, shall consist of individuals interested in the objectives of the Alabama Society. All active members of the Alabama Society should also be members of the American Society of Health-System Pharmacists, hereinafter referred to as ASHP. The categories of members are described below:

Active Members

Active members shall be pharmacists licensed by any state who support the objectives of the society as stated in Article I of the Constitution and have paid dues for the current membership period.

Associate Members

Associate members shall consist of supporting members, student members, and technician members. Associate members shall receive the publications and general communications of the Alabama Society, may attend meetings and may be granted the privilege of the floor, but they shall not be entitled to vote or hold elected office, except as otherwise provided in these Bylaws.

1. Supporting members may be individuals other than hospital & health system pharmacists who work in the health services, teach in prospective hospital & health system pharmacists, or otherwise contribute to the practice of hospital & health system pharmacy.
2. Student members may be individuals enrolled in accredited colleges of pharmacy, or be pharmacy graduates who are registered interns.
3. Technician members may be individuals who work as pharmacy technicians in hospitals & health system pharmacies.

Honorary Members

Those individuals who have been especially interested in hospital & health system pharmacy practice, or who have made outstanding contributions to hospital & health system pharmacy practice, or who have been active members of the Alabama Society for twenty-five (25) consecutive years may be considered for honorary membership in the Alabama Society. Honorary members shall not pay dues, but may vote or hold office if otherwise qualified for active membership.

ARTICLE II DUES

The Board of Directors shall establish dues and membership periods for active and associate members. Dues shall be collected by the Alabama Society through its Treasurer.

ARTICLE III APPLICATIONS

Section 1. Active and Associate Members

Applications for active and associate membership shall be submitted on a standard form and forwarded to the Secretary of the Alabama Society. Dues appropriated for the membership class must accompany the application. The Secretary may approve all applications for membership or, when there is doubt as to the qualifications; concurrence of the Board of Directors may be requested by the Secretary. When an active member changes vocations so as to no longer be eligible for active membership, the member shall automatically become an associate member with all the rights and privileges of associate membership.

Section 2. Honorary Members

Nominations for honorary membership must be submitted to the Board of Directors by two (2) or more active members of the Alabama Society. Nominees must be approved by a majority vote of the Board of Directors in order to become honorary members of the Alabama Society.

ARTICLE IV PERIOD OF MEMBERSHIP

Section 1. Active and Associate Members

The period of membership shall coincide with the calendar year and extend from January through December. Membership in the Alabama Society and the obligation of dues shall continue unless a member's resignation is received in writing by the Secretary or until the member is officially notified in writing that membership has been terminated due to nonpayment of dues. Any member with outstanding dues for ninety (90) days shall cease to be a member of the Alabama Society, provided that at least thirty (30) days before the member's name is removed from the rolls the Secretary has sent to the member's last known address written notice of the member's delinquency together with a copy of the Bylaws pertaining to the subject.

Section 2. Honorary Members

Honorary members shall be elected for life.

ARTICLE V. OFFICERS

Section 1. Composition

The officers of the Alabama Society shall be the President, Immediate Past President, President-Elect, Secretary, and Treasurer. The term of the office for the President, Immediate Past President, and President-Elect shall be one (1) year. The Secretary and Treasurer shall be elected on alternate years for a two (2) year term of office. Terms begin and end on the dates of annual meetings.

Section 2. Nominations

The Nominations Committee shall forward candidates for the office of President-Elect, Secretary, and Treasurer to the Secretary at least ninety (90) days prior to the annual meeting

Section 3. Election

Within thirty (30) days after receiving nominations from the Nominations Committee, the Secretary shall submit by mail to every active member of the Alabama Society the official election ballot along with a brief review of the candidates' professional backgrounds. The active members shall indicate on the ballot their choice of candidates for the offices to be filled and shall return it to the Secretary by mail within thirty (30) days of the original distribution date, which shall be printed on the ballot.

The Canvassing Committee shall count the votes on all valid ballots and shall certify the winners to the President within fourteen (14) days of the end of the election. Any tie vote shall be broken by a majority vote of the Board of Directors. The Secretary shall notify all candidates of the results of the election in a timely manner.

Section 4. Installation

Officers shall be installed at the annual meeting following the above set out election.

ARTICLE VI DUTIES OF OFFICERS

Section 1. President

The President shall be the principal executive officer of the Alabama Society and shall be so recognized in all Alabama Society programs and activities. With approval of the Board of Directors, the President shall appoint all chairs and members of the councils and committees as needed. The President shall serve as chair of the Board of Directors.

Section 2. Immediate Past President

The Immediate Past President shall be a member of the Board of Directors. In the absence of both the President and the President-Elect, the Immediate Past President shall serve as chair of the Board of Directors. The Immediate Past President shall serve as chair of the Constitution & Bylaws Committee.

Section 3. President-Elect

The President-Elect shall be the Vice-President of the Alabama Society and shall perform the duties of the President when the President is unable to do so. The President-Elect shall serve as vice-chair of the Board of Directors. The President-Elect shall serve as chair of the Nominations Committee. The President-Elect shall assume other responsibilities as directed by the President. After serving a one (1) year term as President-Elect, he/she shall become the President of the Alabama Society and shall serve as such for one (1) year.

Section 4. Secretary

The Secretary shall serve as secretary of the Board of Directors. The Secretary shall record and maintain minutes of meetings of the Board of Directors and of all other meetings of the Alabama Society. The Secretary shall conduct the Alabama Society's correspondence as directed by the President and shall mail all meeting notices and all ballots. The Secretary shall serve as chair of the Canvassing Committee. The Secretary shall prepare a standard form for membership and maintain an up-to-date roster of all Alabama Society members. A Secretary's report describing the Alabama Society activities during the previous year shall be presented at the annual meeting.

The Secretary shall, twenty (20) days prior to any meeting of the members of the Alabama Society or of the Board of Directors, send notice in writing of such meeting to the members or Board of Directors as appropriate. Said notice must state the place, the day, and the hours of the meeting and, in the case of special meetings, the purpose of the meeting.

Section 5. Treasurer

The Treasurer shall serve as custodian of the funds of the Alabama Society. The Treasurer shall invest and disburse any funds of the organization at the direction of the Board of Directors. The Treasurer shall serve as a member of the Board of Directors. The Treasurer shall serve as chair of the Finance Committee. The Treasurer shall send dues notices and shall receive all monies. The Treasurer shall present written statements on the financial conditions of the Alabama Society and a budget for the next fiscal year at the annual meeting. The Treasurer shall file annual reports to the Internal Revenue Service.

Section 6. Vacancies

If the office of Immediate Past President becomes vacant, then it shall remain vacant until the President ascends to that office according to the usual schedule. During the vacancy, the President shall assume the position of chair of the Constitution & Bylaws Committee.

If the office of President becomes vacant, then the President-Elect shall immediately ascend to the office of President, and he/she shall remain in that office throughout the unexpired term as well as the one (1) year term according to the usual schedule.

If the office of President-Elect becomes vacant, then it shall remain vacant until the next election cycle produces a President-Elect. In such a case, the President shall remain in the office of President until the next President-Elect ascends to the office of President according to the usual schedule. During the vacancy, the President shall assume the position of chair of the Nominations Committee.

If both the office of President and President-Elect become vacant, then the Board of Directors shall, at any meeting and by a majority vote, appoint from the membership of the Board of Directors a President to fill the unexpired term of that office. In such a case, the next duly elected President-Elect immediately ascends to the office of President as set forth above in Article VI, section 6, paragraph 2.

If the office of Secretary or Treasurer becomes vacant, then the Board of Directors shall, at any meeting and by a majority vote, fill the vacancy from the active membership of the Alabama Society. The next election cycle shall be used to fill the unexpired term of the vacant position, if applicable.

ARTICLE VII BOARD OF DIRECTORS

Section 1. Composition

The Board of Directors shall consist of officers of the Alabama Society along with five (5) elected Directors. The President shall serve as chair, the President-Elect shall serve as vice-chair, and the Secretary shall serve as secretary of the Board of Directors. The other two (2) officers and the five (5) Directors shall serve as members of the Board of Directors. No person shall serve in any dual capacity on the Board of Directors. Each member of the Board of Directors shall have one (1) vote.

Section 2. Election of Directors

Elections of the five (5) Directors shall be staggered such that two (2) are elected in even-numbered years and three (3) are elected in odd-numbered years. The process of nominations, elections, and installation of Directors shall be identical to that of Alabama Society officers, as described above in article V, sections 2-4.

Section 3. Term of Directors

Directors shall serve for a term of two (2) years. Terms begin and end on the dates of annual meetings. Directors may not serve more than two (2) consecutive terms.

Section 4. Duties of Directors

Each Director shall assume the responsibility as chair of a Council of the Alabama Society as herein set out.

Section 5. Vacancies of Directors

If the office of a Director becomes vacant, then the Board of Directors shall, at any meeting and by a majority vote, fill the vacancy from the active membership of the Alabama Society. The next election cycle shall be used to fill the unexpired term of the vacant position, if applicable.

Section 6. Committees and Officials

The Board of Directors shall designate the following committees and officials to report directly to the Board of Directors.

A. Constitution & Bylaws Committee

The Constitution & Bylaws Committee shall be responsible for ensuring that the Alabama Society abides by its Constitution and Bylaws. Also, the Constitution & Bylaws Committee shall be responsible for conducting periodic reviews of the Constitution and Bylaws for assessment of needed revisions. The Immediate Past President shall serve as the chair of the Constitution & Bylaws Committee.

B. Nominations Committee

The Nominations Committee shall be responsible for soliciting, identifying, verifying, and forwarding candidates for awards and elections. The President-Elect shall serve as chair of the Nominations Committee.

C. Canvassing Committee

The Canvassing Committee shall be responsible for counting votes and certifying results of Alabama Society elections. The Secretary shall serve as chair of the Canvassing Committee. At least one additional active member must serve on the Canvassing Committee and assist in counting votes and certifying results. In the event that the Secretary is a candidate on the ballot, the President shall assume the position of chair of the committee.

D. Finance Committee

The Finance Committee shall be responsible for monitoring the financial status of the Alabama Society and making recommendations to the Board of Directors concerning financial matters. The Treasurer shall be the chair of the Finance Committee.

E. Other Committees

The President shall appoint such additional committees as are deemed necessary to carry out the responsibilities and programs of the Alabama Society.

F. Officials

The Board of Directors may appoint and set a salary for an Executive Director, who shall serve as the executive secretary and program coordinator. The description of this position and the salary shall be reviewed annually. The Executive Director shall attend all meetings of the Board of Directors, annual meetings, and other official Alabama Society meetings.

Section 7. Meetings

The Board of Directors shall meet at least quarterly. Additionally, it shall meet at the call of the chair or upon application, in writing to the Secretary, by any two members of the Board of Directors.

Section 8. Quorum

A majority of the Board of Directors shall constitute a quorum for conducting business at any meeting.

Section 9. Responsibilities

The Board of Directors shall represent the Alabama Society as the official voice for the hospital & health system pharmacists in Alabama. The Board of Directors shall have charge of the property of the Alabama Society and shall establish regulations and procedures for the expenditure and investment of funds and the signing of checks including the delegation of the power and authority of the Board as the Board finds necessary. The Board of Directors shall also control and manage the affairs and funds of the Alabama Society. They shall also have the authority to make contributions of Alabama Society funds and properties to foundations or other organizations for research and educational activities of benefit to the hospital & health system field. On behalf of the Alabama Society they may accept grants, gifts, bequests, contributions, or devices to further the purposes of the Alabama Society. Minutes of the Board of Directors meetings, reporting all actions, budgets, and expenditures, shall be made available to members of the Alabama Society at the annual meeting. The Board of Directors is vested with the power and authority to do and perform all acts and functions not inconsistent with these Bylaws.

ARTICLE VIII SOCIETY COUNCILS & COMMITTEES

Section 1. Function

In working toward the achievement of the goals of the Alabama Society, each Council shall function in an advisory capacity, developing and implementing programs and policies authorized by the Board of Directors in the major areas of interest to which it is assigned. Each Council may be comprised of one or more committees in order to accomplish the assigned goals.

Section 2. Areas of Interest

A. Council on Professional Affairs

The Council on Professional Affairs shall be responsible for: the development and improvement of the professional practice of pharmacy in hospitals & health systems; the encouragement of research and scholarship in hospital & health system pharmacy practice; and the promotion and development of residency training in hospitals & health systems.

B. Council on Educational Affairs

The Council on Educational Affairs shall be responsible for: guidance and assistance on planning the Alabama Society's educational and training activities including institutes and seminar programs; and development of standards and teaching guides.

C. Council on Organizational Affairs

The Council on Organizational Affairs shall be responsible for: encouragement of Alabama Society membership; promotion of student activities; and promotion of technician activities.

D. Council on Legal Affairs

The Council on Legal Affairs shall be responsible for: review and interpretation of proposed legislation and actual changes in laws, rules and regulations affecting public health, pharmacy, and hospital & health system pharmacy practice; interpretation and application of Alabama Society principles and ethics; and review of the Alabama Society's Constitution and Bylaws.

E. Council on Communicational Affairs

The Council on Communicational Affairs shall be responsible for: communicating important Alabama Society information to the membership; developing and promoting methods of communication among the membership; fostering

communication with other health care professionals, organizations, and the public; and serving as a resource for updated information systems.

Section 3. Composition

- A. The chair of each Council shall be a Director appointed by the President with the approval of the Board of Directors. The Council chair shall coordinate the activities of the Council and report activities and recommendations to the Board of Directors. The Council chair shall recommend members to be appointed to the Council on which he/she serves.
- B. Members of the Councils shall be appointed by the President with the approval of the Board of Directors. There shall be as many members as may be deemed necessary by the President to carry forward the work of each Council. Each member of a council shall serve for a term of one year. Appointments are to be made each year at the annual meeting. Such appointments are renewable.

Council members who are appointed as committee chairs shall coordinate the activities of the committee and report activities and recommendations to the Council chair.

Section 4. Vacancies

The Council chair shall be authorized to fill vacancies on a Council subject to approval by the Board of Directors.

Section 5. Authority of Councils

The Board of Directors shall have the authority to assign a specific matter to a Council for its consideration and recommendation. In addition, Councils may make recommendations and proposals directly to the Board of Directors for its consideration.

Council recommendations and proposals shall be accompanied by: objectives; description of the overall effects on the Alabama Society and the profession; estimated cost and manpower requirements; and recommended means by which to meet cost and manpower requirements. Final approval of such recommendations and proposals shall be subject to their practicability, budgetary and manpower constraints, and priority of needs of the Alabama Society.

In the event that the Board of Directors does not approve a recommendation received from a Council, the matter shall be returned to the Council, with explanation. The Board of Directors shall have final authority over any recommendation or proposal of a Council. The actions and decisions of the Board of Directors regarding recommendations or proposals of a Council shall be made available to the membership.

Councils shall not independently secure, or attempt to secure, funds outside of the Alabama Society without prior approval of the Board of Directors. Councils shall not independently contact other organizations unless authorized by the Board of Directors or the President.

Section 6. Council Reports

The chair of each Council shall prepare an annual report covering the period between annual meetings, which shall record all pertinent activities of the Council including those actions approved and authorized by the Board of Directors. These reports shall be presented to the membership at the annual meeting of the Alabama Society.

ARTICLE IX LIAISON WITH OTHER ORGANIZATIONS

The Board of Directors may, at its discretion, appoint members of the Alabama Society as representatives to another organization. A member of the Alabama Society appointed as representative to another organization shall not be authorized to commit the Alabama Society in any manner without prior approval of the Board of Directors.

ARTICLE X ANNUAL MEETING

Section 1. Date of Meeting

The Alabama Society shall hold an annual meeting of the membership which shall include the annual business session for the transaction of all business required by these Bylaws and such meetings of the Board of Directors and Councils as may be authorized by the Board of Directors. The annual meeting of the Alabama Society shall be the Fall Meeting.

Section 2. Quorum

At the annual meeting and any other meetings of the membership of the Alabama Society duly called under the procedures set out in these Bylaws, five (5) percent of the active membership shall constitute a quorum for the transaction of business.

Section 3. Resolutions

Resolutions may be submitted by active members for consideration at the annual business meeting of the Alabama Society. Such resolutions must be submitted in writing by two (2) or more active members to the Alabama Society's President at least ninety (90) days prior to the opening of the annual business meeting. The resolution must be clearly written in the form of a motion (i.e., to study, to support) and be accompanied by a brief background statement. Resolutions submitted in this manner shall be formally read by the Secretary to the assembled business meeting membership and, following debate, the motion must be passed by a three-fourths majority of the active members present during a

quorum session before being adopted. Resolutions requiring amendments to the Alabama Society's Bylaws must also meet the requirements set forth in Article XVII.

ARTICLE XI PUBLICATIONS

Section 1. Official Publications

Official publications of the Alabama Society shall include a newsletter and a web site.

Section 2. Newsletter Editor

The Editor of the Alabama Society's newsletter shall be appointed by the Board of Directors for a period of two years. Such appointment is renewable.

Section 3. Advertising

The Board of Directors shall approve an advertising policy for the newsletter and/or web site, including standards and fee schedules.

ARTICLE XII AFFILIATIONS

Section 1. American Society of Health-System Pharmacists

The Alabama Society shall be affiliated with ASHP.

Section 2. Delegates to ASHP

Elections of delegates shall be staggered in different years such that terms will overlap. The process of nominations and elections of delegates shall be identical to that of Alabama Society officers, as described above in article V, sections 2-3. Delegates shall serve for a term of two (2) years. Terms begin and end on the dates of annual meetings. Individuals must be current members of ASHP in order to be eligible to serve as delegates.

In the event that a delegate is unable to represent the Alabama Society at an ASHP meeting, then the Board of Directors shall, at any meeting and by a majority vote, fill the vacancy from members of the Board of Directors.

Delegates are responsible for attending appropriate meetings of ASHP, representing the Alabama Society's interests at these meetings, and communicating important issues from these meetings to the membership of the Alabama Society.

Section 3. Student Society Affiliations

The Auburn University Student Society of Health-System Pharmacists and the Samford University Student Society of Health-System Pharmacists are affiliated with the Alabama Society.

These student societies are invited to participate in the Alabama Society activities. The Alabama Society shall promote health-system pharmacy to the student societies. Student societies shall promote and foster the standards and purposes of the Alabama Society.

Student societies may not adopt, publicize, promote or otherwise convey any policy or principle in the name of the Alabama Society that has not been officially adopted by the Alabama Society. Furthermore, student societies may not adopt, publicize, promote or otherwise convey any policy or principle that is contradictory to, or in conflict with, any official policy or principle of the Alabama Society.

ARTICLE XIII OFFICIAL SEAL

The official seal of the Alabama Society shall consist of the inscription “Alabama Society of Health-System Pharmacists, Inc.” encircling a bowl of hygeia with the founding date placed beneath the bowl of hygeia. All of the above being enclosed in a wreath which shall be circular in form.

ARTICLE XIV USE OF FUNDS

Section 1. Guidelines

No part of the net earnings of the Corporation shall inure to the benefit of its Members, Directors, Officers, or other individuals within the Corporation, except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in the furtherance of the purposes set out herein. No substantial part of the activities of the Corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate in, or intervene in (including the publishing and distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these Articles, the Corporation shall not carry on other activities not permitted to be carried on both by a corporation exempt from Federal income tax under Section 501 (c) (3) or 501 (e) of the Internal Revenue Code of 1954 (or the corresponding provision of any subsequent United States Internal Revenue Law) and by a corporation, contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code of 1954 (or the corresponding provision of any subsequent United States Internal Revenue Law).

If at any time the corporation is a private foundation as defined in Section 509 (a) of the Internal Revenue Code of 1954 (or the corresponding provision of any subsequent United States Internal Revenue code Law), then for taxable year or years in which the corporation is such a private foundation, the Corporation shall:

- A. distribute its income for each year at such time and in such manner as not to become subject to the tax on undistributed income imposed by Section 492 of the Internal Revenue Code of 1954 (or the corresponding provision of any subsequent United States Internal Revenue Law);
- B. not engage in any act of self-dealing as defined in Section 494 (d) of the Internal Revenue Code of 1954 (or the corresponding provision of any subsequent United States Internal Revenue Law);
- C. not retain any excess business holdings as defined in Section 4943 (c) of the Internal Revenue Code of 1954 (or the corresponding provision of any subsequent United States Internal Revenue Law);
- D. not make any investments in such manner as to subject it to tax under Section 4944 of the Internal Revenue Code of 1954 (or the corresponding provision of any subsequent United States Internal Revenue Law);
- E. not make any taxable expenditures as defined in Section 4954 (d) of the Internal Revenue Code of 1954 (or the corresponding provision of any subsequent United States Internal Revenue Law);

Section 2. Compensation

The Board of Directors of the Alabama Society shall serve without compensation.

ARTICLE XV PARLIAMENTARY PROCEDURE

Except where contrary to the Articles of Incorporation, Bylaws, or standing rules of the Alabama Society, Robert's Rules of Order, latest revised edition, shall prevail at all meetings of the organization. The President shall appoint a parliamentarian to serve for all meetings.

ARTICLE XVI LIQUIDATION

Section 1. Dissolution

The Alabama Society may be dissolved upon an affirmative vote to dissolve by two-thirds (2/3) of the active members entitled to vote at any meeting of the membership, provided, however, that notice that the subject of dissolution would be an agenda item at such meeting must have been given in writing to the membership at least thirty (30) days prior to such meetings. Following such affirmative vote to dissolve the Alabama Society, the next item of business shall be the approval for a plan for dissolution, satisfaction of existing debts and obligations, and distribution of any assets of the organization.

Section 2. Distribution of Assets

In the event of an affirmative vote of the membership to dissolve the Alabama Society; any properties, funds or monies, securities or other assets remaining in the treasury of, or to the account of, or otherwise belonging to the Alabama Society shall be disposed of as follows:

- A. All liabilities and obligations of the Alabama Society shall be paid and discharged of adequate provision made therefore;
- B. Assets held by the Alabama Society subject to legally valid requirements for their return, transfer or conveyance, upon dissolution, shall be returned, transferred or conveyed in accordance with such requirements; and
- C. All remaining assets held by the Alabama Society shall be transferred or conveyed, without obligation or restriction, to the ASHP Research and Education Foundation, a non-profit corporation, to be used in whatever manner it shall deem appropriate; or, should that corporation, at the time of such dissolution no longer exist or not be classified as a corporation exempt from Federal income tax under Section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any subsequent United States Internal Revenue Law) then to some other organization, elected by the Board of Directors, having such tax exempt status and having goals and purposes consistent with those of the Alabama Society.

ARTICLE XVII AMENDMENTS

Any proposition to alter or amend these Bylaws shall be submitted in writing to the Secretary of the Alabama Society by two or more active members. Approval shall be given by ASHP. The membership shall be notified of these proposals not less than sixty (60) days prior to the annual meeting. At that meeting, a majority of votes cast is required for approval of any amendment.

SECTION II

OFFICERS' DUTIES

EXECUTIVE COMMITTEE:

The executive committee shall consist of the President, President-Elect, Immediate Past President, Secretary, and Treasurer. The executive committee shall meet at least quarterly. This may occur at times of the Board of Director's meetings.

BOARD OF DIRECTORS:

The Board of Directors is the governing body of the AISHP and reports to the membership. It is ultimately responsible for the administrative management of the Society. The Board will consist of the ten (10) elected officials including: The President, President-Elect, Immediate Past President, Secretary, Treasurer, and five (5) Council Directors. The Board of Directors shall meet at least quarterly. At each meeting the following written reports will be reviewed:

- (1) Minutes of the previous meeting
- (2) Report of the Treasurer
- (3) Review of the next newsletter
- (4) Summary of each Council's activity

An agenda, along with the information to be reviewed, will be circulated to each member at least one week prior to the meeting.

The Board of Directors will make an annual report to the membership at the annual meeting. This report will consist of a yearly summary of (1) Board Minutes, (2) Financial Statement, and (3) Council activities.

The Board shall promote, influence, and foster the growth of the profession statewide and nationwide.

AISHP GENERAL EXPECTATIONS LIST: BOARD OF DIRECTORS

1. Read and familiarize yourself with Constitution, Bylaws, and administrative policies of AISHP.
2. Submit first draft of budget for next fiscal year to Treasurer by August 31th.
3. Submit written annual report to the President and Executive Director by September 30th.
4. Outgoing committee chairmen, review and update standing committee information and submit to President by September 30th.
5. Submit final budget for next fiscal year to Treasurer by September 30th.
6. Plan and schedule committee 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, please inform the executive director.

7. Keep the Secretary, President, and the executive director informed of changes in committee chairs. Send a copy of any written committee minutes to the Secretary and executive director before the next board meeting.

8. Expenditures outside the committee's approved budget must be authorized by the Treasurer (<\$50) or the President (\$50-500).

9. Assist in the recruitment of members to AISHP.

PRESIDENT:

The President shall be the principal executive officer of the AISHP and shall be so recognized at all programs and activities. He/she shall serve as a member of the Board of Directors and shall serve as its Chairperson. The President shall schedule meetings of the Board. The President shall represent the Society at programs, activities, or affairs of the Society and other professional organizations

He/she will be responsible for assigning directors to councils and approval of all committee appointments. A final review of the appointments of directors and committee members will be evaluated and voted upon by the Board of Directors. At the Strategic Planning Retreat, a list of all committee appointments and a list of current committee's objectives should be prepared and presented by the President.

The President is elected to serve and report to the membership. He/she may report during his/her one-year term through the meetings, newsletter, list serve or web site. He/she will be responsible for a final written report at the Annual Business Meeting in October. He/she will also be responsible for conducting the Annual Business Meeting and appointing a Parliamentarian.

The President shall assist the newsletter editor in determining content and may assign articles of interest to members of the board.

The President shall attend the ASHP Presidential Officers Retreat in November. Travel expenses will be supported by AISHP.

The President will be responsible for submitting the recommended names (3) for the hospital representative position on the Alabama Board of Pharmacy to the Governor. This occurs every 5 years. The next year shall be 2011.

PRESIDENT-ELECT:

The President-Elect shall be the Vice President of the AISHP and shall perform the duties of the President when he/she is unable to do so. The President-Elect shall be a member of the Board of

Directors. The President-Elect shall attend all meeting of the Board of Directors The President-Elect is responsible for appointing the Nominations Committee and serving as its Chairperson.

The President-Elect shall develop a knowledge and understanding of the duties and responsibilities of the President during his/her term as President-Elect. The President-Elect shall identify potential committee members for appointment to Society Committees during the term of President. Appointments should be made by October 1st. The President-Elect organizes the Strategic Planning/ Annual Goals Retreat every November of their President year.

The President-Elect shall attend the ASHP Presidential Officers Retreat in November. Travel expenses will be supported by AISHP.

IMMEDIATE PAST PRESIDENT:

The Immediate Past President shall serve in the absence of both the President and President-Elect. The Immediate Past President shall be a member of the Board of Directors. The Immediate Past President shall serve as the Chairperson of the Constitution and Bylaws Committee.

The Past President 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 will be supported by AISHP.

SECRETARY:

The Secretary shall serves as a member and Secretary of the Board of Directors. He/she shall be responsible for maintaining all Board Minutes. He/she will prepare agendas, take minutes, and distribute materials for the Board meetings. He/she is responsible for providing the minutes to the designated person for uploading to the website within 10 days of the meeting. An annual report of the Board's accomplishments through policy updates and recommendations from committees will be recorded by the Secretary.

The Secretary is responsible for the coordination of the orientation of new Board members. After the results of the annual elections, the Secretary will mail a schedule of Board meetings to each newly elected officer along with an ASHP Policy and Procedure Manual. These new officers will receive a letter from the current President inviting them to meetings.

The secretary shall maintain the current Constitution and Bylaws of the Society and be responsible for the annual review of the policy and procedure manual.

TREASURER:

The Treasurer shall be responsible for filing and payment of all local, state, and federal taxes. With the assistance of the Executive Director, the Treasurer will be responsible for collection

and disbursements of AISHP funds. In addition, he/she will be responsible for maintaining an up-to-date roster of dues-paying members and billing these members yearly. The Treasurer shall serve as Chairperson of the Finance Committee.

The Treasurer, in conjunction with Council of Directors, will be responsible for the preparation of the budget. Both the projected revenue and expense for the fiscal year will be presented in this budget. After Board approval, the budget will be used in reporting expense and income to the Board.

The Treasurer will be responsible for investment of funds. Funds will be invested by the Board with advisement from the Finance Committee. In addition, the Treasurer will be responsible for preparing a monthly financial statement, with the assistance of the Executive Director.

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.

The Finance Committee will consist of:

Treasurer-Chairperson
President-Vice Chairperson
3 additional members

(A) Financial Audits:

The Finance Committee is responsible for a continuous audit of AISHP funds. This shall occur at each scheduled meeting and a report sent to the Board. At the end of the Treasurer's two-year tenure, a joint committee made up of the incoming and outgoing finance committees shall audit the records. At this time, the books, monies, and records will officially change hands.

(B) Fiscal Year:

The Society's fiscal year will run from January 1 through December 31 of each year. The annual financial statements will reflect this date.

AUTHORITY OF COUNCILS:

The Board shall have authority to assign specific matters and responsibilities to a Council for consideration. The Council Director will appoint committees to be responsible for performing certain duties and making recommendations through the Council Director to the Board. A written Council Report will be submitted by each Council Director to the Board at each meeting.

Each Council Director has a specific area of interest to be responsible for, and these areas are set forth in the Bylaws of the AISHP. The areas are: Professional Affairs, Organizational Affairs, Legal Affairs, Educational Affairs, and Communicational Affairs.

DUTIES OF OTHERS

ASHP DELEGATES:

1. Each year the Nominations Committee shall call for nominations for ASHP Delegate(s). ASHP sets the number of delegates from Alabama and AISHP conducts the elections per the ASHP bylaws. I ASHP membership in Alabama will vote for (staggered terms) on one (1) or two (2) for a total of three (3) delegates each year. The responsibilities of the three elected delegates are listed specifically below.

If an ASHP delegate is not able to attend the ASHP annual meeting, the alternate delegate will be the AISHP President or designee of the AISHP President.

ASHP DELEGATE

REPORTS TO: Board of Directors

PURPOSE:

The ASHP delegates are ASHP members who represent AISHP at the House of Delegate Session of the ASHP Summer Meeting. ASHP delegates are elected by the ASHP members in Alabama. The delegates represent AISHP motions and positions on motions at the ASHP Summer Meeting.

RESPONSIBILITIES:

1. Develop an understanding of the issues on the House of Delegates agenda.
 2. Learn the perspectives of ASHP members in the state on those issues.
 3. Participate in the Regional Delegate Conference (RDC) in May.
 4. Participate in the House of Delegates (HOD) session in June at the ASHP Summer Meeting.
 5. Report back to ASHP members in the state on the outcome of the House session at the June board meeting.
 6. Experienced delegates are expected to mentor new delegates.
- *AISHP assists financially for the delegates to attend the RDC and Summer Meeting.

ACTIVITY LIST:

November

December- Executive Director sends names to ASHP

January

February

March/April- Complete ASHP RDC paperwork

May- Attend the RDC; Attend the Board meeting to report and obtain AISHP views on agenda items of the HOD.

June- Attend the ASHP Summer meeting and HOD sessions; Report to the AISHP board

July

August

September

October- Prepare and present report of HOD proceedings to AISHP at annual meeting.

EXECUTIVE DIRECTOR:

The Executive Director shall help prepare and maintain AISHP correspondence. In addition, the Executive Director will be responsible for maintaining the mailing lists. This will include, but will not be limited to, the following:

1. Active members, associate members, and student members
2. Mailing lists to be used for committee activity
3. Prospective member mailing list
4. Mailing list of all CE attendees
5. List of all Alabama Hospitals and Directors of Pharmacy

“Welcome” letters will be sent to new members and will include:

1. Introductory letter
2. Current Newsletter
3. Information on how to access the AISHP Constitution and Bylaws, Membership Directory, list serve and website
4. Encouragement to become involved on a committee

The Executive Director shall be hired by the Board of Directors. If deemed necessary, the Board of Directors may fire the Executive Director. If there is a tie on the vote, the executive committee may have the deciding vote.

For additional information, see attached job description (addendum A).

CONSULTANT

A consultant may be hired by vote of the Board of Directors for various activities deemed necessary by the Board of Directors.

SECTION III

COMMITTEE DUTIES

AISHP GENERAL EXPECTATIONS LIST: Committee Chairman

1. Read and familiarize yourself with Constitution, Bylaws, and administrative policies of AISHP.
2. Submit first draft of budget for next fiscal year to Treasurer by August 31th.
3. Submit written annual report to the Council Director by September 30th.
4. Outgoing committee chairmen, review and update committee information and submit to President-Elect by September 30th.
5. Submit final budget for next fiscal year to Treasurer by September 30th.
6. Committee chairmen should provide information to their respective council director for each board meeting. Committee chairmen are invited to all board meetings as ex-officio members. Written progress reports should be submitted to the council director at least two weeks prior to the board meeting for distribution.
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 committee; and
 - d. establish a meeting schedule for the year.
8. Attend the Strategic Planning Retreat in November.
9. Keep the Council Director, President, and the AISHP office informed of who is on your committee. Send a copy of any written minutes to your council director and executive director before the next board meeting.
10. Assist in the recruitment of new members to AISHP. Encourage all committee members to assist in membership recruitment.

COMMITTEE APPOINTMENTS:

All members of committees (except standing committees set forth by this manual) are selected and replaced by the Council Director with the approval of the Board. This must be done according to the calendar.

Committees shall have a chairperson appointed by the Council Director responsible. Each chairperson is responsible to see that the committees function and report as set forth by the Policy and Procedure Manual. Any policy change in committee function or responsibility must be submitted to the Council Director for approval by the Board. All committees should strive to have at least a Chairperson and three active AISHP members.

CONSTITUTION & BYLAWS COMMITTEE

REPORTS TO:

Board of Directors

PURPOSE:

Solely concerns the Constitution and Bylaws.

RESPONSIBILITIES:

1. Ensure that the Alabama Society abides by its Constitution and Bylaws.
2. Conduct periodic reviews of the Constitution and Bylaws for assessment of needed revisions.

ACTIVITY LIST:

November

December

January

February

March- review Constitution and Bylaws for any changes needed for Annual Meeting vote

April

May

June

July

August

September

October

NOMINATIONS COMMITTEE

REPORTS TO:

Board of Directors

PURPOSE:

The Nominations Committee shall be responsible for the election process of officers and nomination and selection of award recipients. The committee should utilize the list serve, summer meeting, newsletter and web site to solicit nominations.

RESPONSIBILITIES:

1. Soliciting nominations from the membership and presenting to the membership the slate of nominees prior to each officer election. The Committee shall attempt to provide at least 2 nominees for each office to be filled.
2. Coordinate the election of the delegates to the ASHP House of Delegates.
3. Soliciting a slate of nominees for the Pharmacist of the Year, Outstanding Health-System Pharmacist and Technician of the Year Award each year.
4. Soliciting a slate of nominees for the Service Awards (5) from the Board of Directors

ACTIVITY LIST:

November

December

January

February

March- Organize this committee and appoint at least four (4) active AISHP members.

April

May- Identify officer positions to be filled.

June- Solicit nominations from the membership via newsletter, list serve and/or web page to create the slate of candidates for officer positions and awards (not service award).

July- Provide the slate of candidates for officers to the secretary at least 90 days prior to the annual meeting to create officer ballots.

August- Officer ballots will be distributed to the AISHP members at least 60 days prior to the annual meeting with a request of ballots be returned by 30 days prior to the annual meeting. Last request for award nominations from membership. Request nominees for Service Awards (5) from Board.

September- Canvassing Committee counts votes. President notifies new officers and invite to Annual Meeting for induction. Board votes for all award recipients (including service).

October- Induct new officers and announce award recipients at Annual Meeting. Notify Information Systems Chair to update the website.

See next page for award criteria

Awards criteria:

Health-System Pharmacist of the Year Award

This is the highest award AISHP can bestow on any member and is presented to an AISHP active member to honor outstanding service and accomplishments to AISHP and to health-system pharmacy practice.

Outstanding Pharmacy Practitioner Award

Presented to an AISHP health-system pharmacist member employed in a staff position. The award recognizes outstanding service to the profession in a non-administrative, non-managerial position. Nominees should have shown self-improvement efforts through attendance at educational programs, seminars, workshops, etc; participation in professional societies. Participation on advisory councils, committees, and/or board activities; creativeness, adaptability to surroundings; and ability to get along with others.

Pharmacy Technician of the Year

Awarded to an Alabama health-system technician who is recognized for demonstrating practice excellence and leadership in the support of implementing pharmaceutical care. Nominees should have shown self-improvement efforts through attendance at educational programs, seminars, workshops, etc; participation in technical and/or professional societies. Creativeness, adaptability to surroundings; and ability to get along with others.

* Nominees: All nominees must be active AISHP members, currently practicing pharmacy in Alabama. ASHP delegate nominees must be active ASHP members. All nominees should be interviewed by one or all of the committee members and made aware of the responsibilities of the office. Nominees selected by the Committee should prepare a 100-word or less biographical sketch. This sketch shall be submitted to the chairperson for publication in the newsletter, list serve, web page and/or ballot. The sketch should contain a brief account of professional accomplishments with a detail of areas of interest to be pursued if elected.

CANVASSING COMMITTEE

REPORTS TO:

Board of Directors

PURPOSE:

The Canvassing Committee shall be responsible for counting votes and certifying results of Alabama Society elections. The Secretary shall serve as chair of the Canvassing Committee. In the event that the Secretary is a candidate on the ballot, the President shall assume the position of chair of the committee.

RESPONSIBILITIES:

1. The Secretary shall form the committee. At least one additional active member must serve on the Canvassing Committee and assist in counting votes and certifying results.

ACTIVITY LIST:

November

December

January

February

March

April

May

June

July- Create Canvassing committee

August

September- Count and certify officer ballots

October

FINANCE COMMITTEE

REPORTS TO:

Treasurer

PURPOSE:

To promote the financial stability and growth of the organization by ensuring responsible use of resources.

RESPONSIBILITIES:

1. Prepare annual budget
2. Audit all AISHP accounts
3. Provide recommendations to the board for investment of funds
4. Assist in filing of all local, state, and federal tax documents

ACTIVITY LIST:

November- Attend annual goals planning retreat

December-obtain forms for tax filings

January-W-2, 1099s, federal unemployment report, quarterly state unemployment, quarterly federal tax reports due

February

March

April-quarterly state unemployment, quarterly federal tax reports due

May-annual tax return due

June

July-quarterly state unemployment, quarterly federal tax reports due

August

September

October -quarterly state unemployment, quarterly federal tax reports due

PERFORMANCE IMPROVEMENT COMMITTEE

REPORTS TO:

Council on Professional Affairs

PURPOSE:

Provide current information to members on continuous quality improvement, JCAHO issues, medication error prevention (ISMP reports), Medication Safety and Quality Improvement initiatives, and other related topics, and to facilitate communication/ networking among members on these topics.

RESPONSIBILITIES:

1. Publish educational articles in the AISHP Newsletter and post this information on the website. Topics should include performance improvement, quality management, medication safety, etc.
2. The committee promotes networking among members on quality issues/projects by identifying examples of successful quality improvement efforts and facilitating membership contact on these efforts through the AISHP newsletter and website.

ACTIVITY LIST:

November- Attend annual goals planning retreat

December

January

February

March

April

May

June

July

August

September

October

PHARMACY PRACTICE COMMITTEE

REPORTS TO:

Council on Professional Affairs

PURPOSE:

Develop, foster, and promote the concept of pharmaceutical care to members of AISHP.
Development of standards and teaching guides for the profession of pharmacy in Alabama.

RESPONSIBILITIES:

1. Develop and improve the professional practice of pharmacy in hospitals and health-systems.

ACTIVITY LIST:

November- Attend annual goals planning retreat

December

January

February- Update website resource links on AISHP website

March

April

May

June

July

August

September- Develop list of updated guidelines for distribution to AISHP members at the Annual meeting

October

RESEARCH AND SCHOLARSHIP COMMITTEE

REPORTS TO:

Council on Professional Affairs

PURPOSE:

Stimulate and encourage the development and promotion of research among the membership of the ALSHP chapter.

RESPONSIBILITIES:

1. Organize the poster session at the ALSHP summer meeting.
2. Work to engage AL pharmacy residents to submit a poster

ACTIVITY LIST:

November- Attend annual goals planning retreat

December

January- 1st Call for abstracts for poster session in newsletter, on website and on listserv

February

March- 2nd Call for abstracts for poster session in newsletter, on website and on listserv

April- 3rd call for for abstracts on listserv

May- Inform poster presenters of day/time of poster session; identify and confirm judges for poster session (usually President, Imm. Past Pres., Pres-Elect and Committee Chair)

June- ALSHP Poster Session; Send poster winner's information to be posted on website and in ALSHP newsletter.

July

August

September

October

RESIDENCY TRAINING COMMITTEE

REPORTS TO:

Council on Professional Affairs

PURPOSE:

Foster relationships among the residents within the state and effectively disseminate the residency opportunities within the State of Alabama to pharmacy students.

RESPONSIBILITIES:

1. Organize a resident presentation day prior to the yearly Southeastern Residency Conference (SERC) in Athens for all Alabama residents.
2. Organize a seminar for all Alabama pharmacy residents to attend.
3. Update the residency database on the AISHP website by sending information to the AISHP website coordinator.

ACTIVITY LIST:

November- Attend annual goals planning retreat

December

January- Organize the Resident Presentation Day: Confirm program participation/ attendance for Research Project Presentation Day

February

March

April- Research Project Presentation Day

May- Spring Trip: Organize Spring trip where AL residents visit other AI programs.

June

July

August- Hosts communication seminar for the pharmacy residents in Alabama.

September- Update AISHP on-line residency database; Notify programs with available dates for 'Pre-SERC' Research Project Presentation Day; Meet with student chapters at AU/Samford to discuss residency training.

October

LEGISLATIVE COMMITTEE

REPORTS TO:

Council on Legal Affairs

PURPOSE:

The Committee serves in an advisory capacity to the Board of Directors of the Society. The Committee monitors proposed Federal and State legislation and all proposed rules, changes, or additions by the State Board of Pharmacy.

RESPONSIBILITIES:

1. Review and interpretation of proposed legislation and actual changes in law, rules and regulation affecting public health, pharmacy and hospital pharmacy practice
2. Interpretation and application of Alabama Society principles and ethics
3. Review of the Articles of Incorporation and the Bylaws

ACTIVITY LIST:

Formal meetings of the Legislative Committee are conducted approximately four times per year; however Committee activity may vary based on the status of pharmacy-related legislation in Alabama and the State Legislature. Activities will most likely increase as the Committee pursues an amendment to the Pharmacy Practice Act to include a new definition of pharmacy practice and CDTM. Support of such legislative efforts will likely involve additional meetings with members of the Alabama Legislature and appropriate executive agencies with healthcare oversight, other state pharmacy organizations and healthcare-related organizations, as well as other key influencers of the legislative process. Attend AISHP annual goals planning retreat in November.

MEMBERSHIP COMMITTEE

REPORTS TO:

Council on Organizational Affairs

PURPOSE:

Responsible for developing and implementing strategies to recruit and maintain members for our organization.

RESPONSIBILITIES:

1. Attend society meetings as available.
2. Foster ideas for membership drives and disseminate to fellow board members.
3. Promote membership at all society functions (ie. annual, summer and regional meetings).
4. Organize effort to contact non-renewing members yearly to encourage continuing membership.
5. Update membership renewal letters as needed and send out personalized letters when appropriate.
6. Identify key non-members to target for letters promoting membership.
7. Develop materials for membership promotion.
8. Track membership yearly and set goals for increases of all membership categories.
9. Submit monthly report to Council director.
10. Submit annual report to president and council director.

ACTIVITY LIST:

All year – Promote membership and retention at society meetings

November – Attend annual goals planning retreat

December – Membership renewals sent by Executive Director, Board members to identify key non-members for target membership letters.

February – Send letters out to non-renewers

June/July – Promote membership at summer meeting

August – Submit budget requests

September – Membership drives at schools of pharmacy; Submit annual report to president and council director

October – Promote membership at fall meeting

STUDENT AFFAIRS COMMITTEE

REPORTS TO:

Council on Organizational Affairs

PURPOSE:

To facilitate activities between AISHP and the student chapters at the Harrison School of Pharmacy (Auburn) and McWhorter School of Pharmacy (Samford). The faculty advisor(s) from each student chapter shall serve as co-chairs of this committee. The student chapter presidents shall serve as advisors to this committee.

RESPONSIBILITIES:

1. To promote student membership in AISHP.
2. Organize annual board meetings with each school's chapter and provide lunch.
3. Organize residency conference dates with school and conference coordinator.
4.
 - a. Promote attendance at society meetings, particularly ones with student programming.
 - b. Work with programming committee and students to provide student programming at fall meeting.
 - c. Announce student activities at fall meeting to all interested students (via newsletter, website and school wide announcements)
5. Submit names of students to receive annual awards from each school to executive director each year near graduation.
6. Send names of winners of Clinical Skills Competition to executive director.
7. Gather information from student chapters to put in newsletters.
8. Submit a monthly report to the Council director.
9. Submit annual report to president and council director.

ACTIVITY LIST:

November – Attend annual goals retreat

April/May – Submit name(s) of student awards for graduation to Exec. director

August – Plan board visits with each student chapter for September and submit budget requests. Plan date for residency conference with schools and conference coordinator.

September – Visit each schools chapter to promote society and provide lunch

October – Encourage student attendance at fall meeting; Relay names of winners of Clinical Skills competition to executive director; Submit Annual report

TECHNICIAN COMMITTEE

REPORTS TO:

Council on Organizational Affairs

PURPOSE:

To facilitate activities between AISHP and technician members of the society including promoting membership of technicians and facilitating continuing education of technicians. This committee shall be comprised of at least one technician.

RESPONSIBILITIES:

1. Promote membership of technicians in the society.
2. Periodically poll technicians to determine education need.
3. Facilitate technician education sessions as needed.
4. Assist in naming persons to be nominated for Technician of the year.
5. Foster ideas for technician educational opportunities at the summer and fall meetings.
6. Submit monthly report to Council Director.
7. Submit annual report to president and council director.

ACTIVITIES LIST:

All year – Consider technician specific educational programs.

November – Attend annual goals planning retreat

December-April - Work with programming committee to foster technician specific ideas for the summer meeting

July-September – Work with programming committee to foster technician specific ideas for the fall meeting

August – Submit budget requests and names for nominations for tech awards.

PROGRAM COMMITTEE

Reports to:

Council on Educational Affairs

Purpose:

The program committee is charged with the responsibilities of promoting and organizing educational and training programs for the Alabama Society of Health-System Pharmacists. Yearly educational programs and seminars include AISHP's Annual Meeting, AISHP's Summer Meeting and Exhibits Show, and Preceptor's Conference.

Responsibilities:

1. Solicit speakers for meetings and seminars
2. Solicit grants/funding for meetings and seminars
3. Coordinate programs' layouts
4. Promote meetings with the assistance of the Executive Director, Newsletter Editor, and AISHP's website Editor
5. Coordinate with AISHP Board Members and Executive Director vision and goals of each meeting and seminars

Activity List:

November

Preceptor's Conference; Attend annual goals planning retreat

December

Contact Executive Director for any profit information from Preceptor's Conference

January/February

Preliminary outline of Summer Meeting and Exhibit Show, gather ideas and recommendations for topics and speakers

March/April

Start contacting speakers for availability and sponsorship (already sponsored, who's sponsored them in the past, etc). Contact exhibitors for exhibitor's theaters and exhibits (coordinate with Executive Director).

May

Confirm speakers, sponsorships, and exhibitors. Provide Executive Director with outline of Summer Program. Mailers should be mailed out by end of May.

June

Plans for the Summer Meeting and Exhibit's Show finalized. Summer Meeting typically scheduled for late June – early July. (cont.)

(Program Committee continued)

July

Contact Executive Director for any preliminary profit information from Summer Meeting. In addition, will need to follow-up with any outstanding sponsorship that have not come through. Start plans for AISHP's Annual Meeting. Start contacting speakers for availability and sponsorship (already sponsored, who's sponsored them in the past, etc). Solicit sponsorship for President's Breakfast and Award's Luncheon.

August/September

Plans for the Fall Meeting should be finalized. Start plans for Preceptor's Conference (speakers and location).

October

AISHP's Fall Meeting registration flyer mailed out early October. Fall program posted on Website. Notification of Preceptor's Conference sent in October via flyers and Website.

REGIONAL PROGRAMS COMMITTEE

Reports to:

Council on Educational Affairs

Purpose:

The purpose of this committee is to promote and organize educational and pharmaceutical care development for Alabama Society Health-System Pharmacists with regional educational programs and seminars. In addition to providing continuing education for members for the Alabama Society of Health-System Pharmacists, regional programs will promote growth, participation, and ownership among current and new members throughout the State of Alabama.

Responsibilities:

1. Coordinate educational CE dinners/programs for designated regions (Huntsville, Birmingham, Auburn/Montgomery/Mobile) on a bi-monthly or quarterly basis
2. Solicit new members for the Alabama Society of Health-System Pharmacists
3. Promote Alabama Society of Health-System Pharmacists
4. Discuss current ALSHP business at the regional meeting prior to the speaker.
5. Decide upon maximum member attendance, if needed.

Activity List:

November -October

Schedule CE dinner and solicit sponsorship for each region on a bi-monthly to quarterly basis. Coordinate with the Board, Executive Director, and Website Editor. Will need assistance from Executive Director for CE portion and paperwork. Disseminate information to members of Alabama Society Health-System.

Attend annual goals planning retreat in November.

January-February

Schedule CE dinner

April-May

Schedule CE Dinner

NEWSLETTER EDITOR:

The Editor will be responsible for the publication of 4 newsletters per year. The newsletter will be provided on the ALSHP website after mail distribution.

NEWSLETTER COMMITTEE

REPORTS TO:

Council on Communicational Affairs

PURPOSE:

Serve as a source of information from the board to the ALSHP Membership

RESPONSIBILITIES:

1. Inform of upcoming ALSHP events, editorials, elections and election results
2. Publish 4 yearly issues

ACTIVITY LIST:

***Deadlines 1 month prior to publication, actual months may vary**

November – newsletter – information from annual meeting, information on dues, new organizational chart; Attend annual goals planning retreat

December

January - newsletter

February

March

April – newsletter – information on summer meeting

May

June

July – newsletter – information on annual meeting

August

September

October

INFORMATION SYSTEMS COMMITTEE

REPORTS TO:

Council on Communicational Affairs

PURPOSE:

Serve as a constant and updated source of information for the membership through the website and listserv.

RESPONSIBILITIES:

1. Post regional and annual CE meetings, remove in timely manner
2. Post and update calendar of events
3. Post ALSHP Membership (starting 01/07)
4. List useful Web Links
5. List residency sites and update with Residency Training Committee
6. Post past Board Minutes / Newsletters. Obtain from secretary.
7. Work with the Newsletter Committee to list upcoming articles
8. Update website as requested by Board or Executive Director in a timely manner.
9. Monitor listserv and communicate with Alaha if assistance is needed.

ACTIVITY LIST:

November- Provide detailed information on website for Preceptor Conference; Update new officers on website; Attend annual goals planning retreat

December- List Summer Meeting information

January- Post membership directory

February

March

April- Post call for research poster abstracts

May- Provide detailed information on website for Summer Meeting

June- Provide detailed information on website for Summer Meeting/ Remove after meeting

July- List Annual Meeting information

August

September- Provide detailed information on website for Annual Meeting; Provide information on website for Preceptor Conference

October- Provide detailed information on website for Annual Meeting/ Remove after meeting; Update residency database

PROFESSIONAL AND PUBLIC RELATIONS COMMITTEE

REPORTS TO:

Council on Communicational Affairs

PURPOSE:

1. Foster communication with other health care professionals, organizations, and the public.
2. To communicate pharmacy related activities and specific information to the public, health-system pharmacists and other health care professionals.

RESPONSIBILITIES:

1. Plan and distribute information for National Poison Prevention Week and National Pharmacy Week
2. Work with the program and regional program committee on CE programs topics.

ACTIVITY LIST:

November- Attend annual goals planning retreat

December

January

February

March – National Poison Prevention Week

April

May

June

July

August

September

October – National Pharmacy Week

SECTION IV

ADMINISTRATIVE POLICIES

MEMBERSHIP DUES

Membership dues will be billed according to the calendar year. However, new membership received after October 1 will not be re-billed until the January of the second new year.

Active Member dues will be \$75 per year.

Associate Member dues will be \$75 per year.

Joint Member dues (married active pharmacist members) will be \$ 125 per year per couple.

Retired Members dues will be \$50 per year.

Resident dues will be \$50 per year. When a resident joins after June of a year, he/she will not be re-billed until January of the second year.

Pharmacy student dues will be \$10 per year. Student members who join in the fall of the year shall be considered a member through the close of the next calendar year.

Pharmacy Technician dues will be \$30 per year.

Dues Notice:

- (a) Notice in newsletter and on webpage in November
- (b) Individual invoices via mail in December (return envelope enclosed)
- (c) Second notice- invoice in February
- (d) Third and final notice-invoice in March with statement regarding removal from membership roster for non-payment, as provided for in Bylaws.

EXPENSE REIMBURSEMENT:

Payment of expenses accrued in the normal activities of the AISHP must either be budgeted or have prior Board approval. Payment of expenses which exceed the budgeted amount or for non-budgeted expenses shall only be paid by prior authorization by the Board. It shall be incumbent on the AISHP officer or Council Director responsible to gain prior approval of the Board.

The Board has authorized the Treasurer to pay budgeted amounts when reasonable receipts are submitted through the responsible officer or director. The officer or director shall authorize payment by the Treasurer by signing and dating the invoices. The Treasurer may make payments not to exceed the following guidelines:

- (1) Mileage at current state reimbursement per mile.
- (2) Meals not to exceed \$20.00 per diem
- (3) Telephone calls for AISHP business only

BOARD MEMBERS EXPENSE REIMBURSEMENT:

Any expense incurred by members of the Board shall have prior approval unless otherwise set forth in the budget. The Board shall review and approve at each fiscal year a President's travel expense. This expense will be estimated by the President-Elect when compiling the budget and used for the performance of AISHP duties.

ASHP DELEGATE EXPENSE REIMBURSEMENT:

Expense reimbursement for delegates will be budgeted and approved by the Board. Expense for the RDC will be budgeted and not exceed one night's lodging or specified mileage or meal allowance. (approximately \$250)
Expense for the ASHP annual meeting will be budgeted and reimbursement shall be for at least the meeting registration fee, hotel and travel but not limited to that amount (approximately \$1500).

PASSWORD PROTECTED INFORMATION ON WEBSITE

The following information shall be located on a password protected area on the society web site: Membership Directory, AISHP Newsletters, and Board of Director Minutes.