

# **TSHP Bylaws**

## **CHAPTER VIII - Pharmacy Management Section**

### **ARTICLE I**

#### **MEMBERSHIP**

The TSHP Practice Management Section shall consist of TSHP members who practice in management or supervisory positions, and who have common and/or unique interests, goals, or practice settings.

### **ARTICLE II**

#### **A. OFFICERS**

The Officers of the Section shall be members of the Section.

The elected officers of the Section shall be Chair, Chair-Elect, Immediate Past Chair, Secretary and Member-At-Large. The Chair-Elect shall be elected annually and shall ascend successively to the offices of Chair and Immediate Past Chair, serving one (1) year in each of these positions. The Secretary and the Member-At-Large shall be elected every two (2) years, in alternating years.

#### **B. DUTIES OF THE OFFICERS**

1. Chair: The Chair shall be the principal elected official of the Section. With approval of the Section Executive Committee, the Chair shall appoint committees as needed; shall be a member of the Section Executive Committee and shall serve as its Chair; shall be a member of the Board of Directors and shall report on the Section activities to the Board of Directors.

2. Chair-Elect: The Chair-Elect shall be a member of the Section Executive Committee and shall perform the duties of the Office of the Chair whenever the Chair is unable to do so.

3. Immediate Past Chair: The Immediate Past Chair shall be a member of the Section Executive Committee and shall serve as Chair of the Executive Committee in the absence of both the Chair and the Chair-Elect.

4. Secretary: The Secretary shall be a member of the Section Executive Committee and shall serve as Secretary of the Section Executive Committee. The Secretary shall record and maintain minutes of all meetings of the Section and the Section Executive Committee and forward copies to the Society Secretary within thirty (30) days of the meeting. In

cooperation with the Section Chair, the Secretary shall prepare an annual report of Section activities.

5. Member-At-Large: The Member-At-Large shall be a member of the Section Executive Committee and shall serve as Member-At-Large of the Section Executive Committee. The Member-At-Large shall assist in advancing the goals and objectives of the Section and perform other duties as assigned by the Section Executive Committee.

### **C. ELECTIONS**

A Committee of Nominations, appointed by the Chair, shall present to the Section Secretary at the annual business meeting at least two (2) candidates for the office of:

1. Chair-Elect, annually;
2. Secretary, in every odd-numbered year;
3. Member-At-Large, in every even-numbered year.

The ballots shall be distributed to all Section members in accordance with established election procedures for Society officers. The results of the election shall be certified by the Society's Canvassing Group. The Society's Secretary shall notify all candidates of the results of the election.

The officers thus elected by a majority of votes cast shall be installed at the Section's Annual Business Meeting.

### **D. VACANCIES**

If the office of an elected member of the Section Executive Committee becomes vacant, the Executive Committee shall fill such vacancy until such time as a duly elected replacement is installed. During the next annual nomination cycle, the Committee on Nominations of the Section shall present candidates for election to serve the remaining portion of the unexpired term.

## **ARTICLE III**

### **COMMITTEES**

#### **A. EXECUTIVE COMMITTEE**

The Section Executive Committee shall consist of the Chair, the Chair-Elect, the Immediate Past-Chair, the Secretary, the Member-at-Large and a member of the TSHP Board of Directors, who shall serve as liaison to the Board of Directors. The liaison member shall be a voting member of the Section Executive Committee.

#### **B. OTHER COMMITTEES**

1. The Chair shall appoint members to committees as deemed necessary to carry out the responsibilities and programs of the Section.

## **ARTICLE IV**

### **MEETINGS**

**A.** The Section shall meet at least once a year at the TSHP Annual Seminar. It may meet at other times at the call of the Chair or upon application, in writing, to the secretary, by ten members of the Section. Other than the meeting during the TSHP Annual Seminar, meetings may be conducted through phone conferences or other means.

**B.** The Section Executive Committee shall meet at least two times per year.

**C.** Five percent (5%) of the active members shall constitute a quorum for the annual business meeting. A majority of the elected members will constitute a quorum for the Section Executive Committee.

## **ARTICLE V**

### **RESPONSIBILITIES**

Subject to the approval of the Board of Directors, the Section shall:

**A.** Plan, recommend and coordinate continuing education programs for its members.

**B.** In cooperation with the Council on Communication Affairs, expand and maintain membership recruitment services aimed at its members as well as prospective members.

**C.** Provide guidance, and make proposals to the Board of Directors on policy issues involving the Section's area of interest or expertise.

**D.** Assist with the development of guidelines and practice standards for pharmacy practice management.

**E.** Promote and foster the standards and objectives of the Society.

**F.** Coordinate activities related to information sharing on issues affecting pharmacy management.

**G.** Report, consolidate, and delineate problems, issues and programs of general importance to the profession of pharmacy through its representation on the Board of Directors.

**H.** Refrain from engaging in acts that commit or bind the Society.

## **ARTICLE VI**

### **AUTHORITY**

**A.** The Section may not adopt, publicize, promote, or otherwise convey any policy or principle in the name of the Society that has not been approved by the Board of Directors.

**B.** The Section may pursue any activity that is authorized by the Society.

**C.** Any matter presented for consideration directly to the Board of Directors may, prior to action by the Board of Directors, be referred for consideration and recommendation to the Section.

**E.** The Board of Directors shall approve an annual Section budget and have authority to establish guidelines for the expenditure of Section funds.

**F.** The Board of Directors shall have final authority over the proposals of the Section.

**G.** The Section shall not secure nor attempt to secure funds independently from sources outside the Society without prior approval from the Board of Directors.

**H.** The Section shall not independently contact other organizations unless authorized by the Board of Directors.

**I.** If a matter is presented to the Section in a called meeting merely for the information of the Section, only acknowledgment of the information in the form of informal statements or suggestions shall be required in the records of the meeting.

**J.** If a matter considered by the Section in a called meeting requires no action from the Board of Directors or its designee, the action taken by the Section shall be expressed as "Voted" in the records of the meeting.

**K.** If a matter considered by the Section in a called meeting requires action from the Board of Directors or its designee, the action taken by the Section shall be recorded, dependent upon the extent of authority required for final action, as "Voted to Propose." Such action must be taken by the Section when making a proposal to the Board of Directors.