

## **By-laws of The Ohio State University Student Society of Health-System Pharmacists**

### **I. Name.**

The organization shall be known as “The Ohio State University Student Society of Health-System Pharmacists,” hereinafter referred to as “SSHP.”

### **II. Mission.**

A. To make students aware of the areas in pharmacy practice in health care settings.

1. Provide information on career alternatives, specialized training, and credentials needed for pharmacy practice.
2. Foster professional standards of pharmaceutical care.
3. Improve communication between students, other members of the healthcare industry and the public.
4. Promote research in the pharmaceutical sciences and care.
5. Prepare students for residency programs.

B. Encourage proper use of medicines in the general public.

C. Encourage members to participate in the activities of the local, state, and national organizations of health-system pharmacists both while in pharmacy school and beyond graduation.

D. Promote participation in service activities throughout the community and encourage student participation in professional development activities.

### **III. Membership.**

A. The membership of the SSHP shall consist of students enrolled in the Doctor of Pharmacy program at The Ohio State University and in good academic standing.

B. The applicant must submit an application, pay the required dues, and support the mission of SSHP.

C. Membership in SSHP shall include student membership in the Ohio Society of Health-System Pharmacists (OSHP) and the American Society of Health-System Pharmacists (ASHP) and may include the Central Ohio Society of Health-System Pharmacists (COSHP).

D. Eligibility for renewal of membership shall terminate upon the member’s graduation or withdrawal from the College of Pharmacy.

E. The member removal process will proceed as follows:

1. Two members will submit in writing a formal complaint to the Secretary or the President if the Secretary is involved in the situation. A copy of the letter will be distributed immediately to the executive board for review.
2. At the next scheduled executive meeting, the general body member in question will be allowed a defense before the executive board.
3. A vote will be taken at the executive board meeting on the impeachment. A two-thirds vote by the executive board is required to remove the officer in question. A quorum of six members is required for voting on impeachment.

### **IV. Executive Committee.**

A. The members of the Executive Committee shall consist of:

1. President
2. President-Elect
3. Vice President
4. Treasurer
5. Treasurer-Elect
6. Secretary
7. P1 Class Liaison(s)
8. Other ex officio members as appointed by the Executive Committee.
  - a. Programming Director(s)
  - b. OSHP/COSHP Representative
  - c. Advocacy Chair(s)
  - d. Professional Development Director
  - e. Columbus Free Clinic Coordinator, Coordinator-Elect, and Co-Chair(s)
  - f. Workforce Wellbeing and Resilience Chair
  - g. Fundraising Chair
  - h. Ohio State Wexner Medical Center Mentorship Chair
9. Faculty Advisor(s)

B. General Duties of the Executive Committee Members:

- a. The Executive Committee shall act as a Board, wherein each full Member shall have one equal vote.
- b. The Executive Committee shall oversee the operations and governance of SSHP.
- c. The Executive Committee maintains parliamentary procedures of SSHP. Voting shall be carried out by a majority vote defined as greater than 50% of voting members.
- d. The Executive Committee shall be responsible for preparing their incumbent successors, once elected, for assuming the duties of their respective offices.
- e. The Executive Committee shall be responsible for developing a budget and overseeing SSHP finances.
- f. The Executive Committee shall be responsible for sending appropriate documentation for reimbursement for the events of the chapter on the condition of: a copy of the receipt must be sent to the treasurer email.
  - i. If a copy of the receipt is not sent to the treasure within 90 days of purchase, your reimbursement may not be approved.
- g. The Executive Committee shall be responsible for making their best effort to come to SSHP EBM, GBMs, and events.
  - i. Executive board members are required to attend 50% of EBMs.
  - ii. Issues with attendance will be handled at the discretion of the President, President-Elect, Secretary and Faculty Advisors.

### C. Duties of the Executive Committee Members.

#### 1. President.

- a. The President shall act as the principal office of the Executive Committee. He/She shall preside over all business meetings.
- b. The President shall be the elected representative for SSHP, the Student Liaison recognized by the ASHP Student Forum, the organization's representative to the Pharmacy Council, and the legislative representative to COSHP, OSHP and ASHP as needed.
- c. The President shall attend training through The Ohio State University as required after assuming office in the fall.
- d. The President, in concert with the Executive Committee, shall be responsible for setting organizational goals, directions, and policy.
- e. The President is responsible for organizing the Clinical Skills Competition in addition to overseeing all chapter events and meetings.

#### 2. President-Elect.

- a. The President-Elect shall be elected by SSHP members from rising P2 members.
- b. The President-Elect shall assist the President in SSHP-related activities.
- c. The President-Elect, at the end of their term during their P2 year, shall assume the duties of the President for their P3 year.
- d. The President-Elect is responsible for organizing the Practice Clinical Skills Competition, running the P1 Liaison and executive board elections, overseeing PAI week in February, and annual review of organizational by-laws.

#### 3. Vice-President.

- a. The Vice-President shall be elected by SSHP members.
- b. The Vice-President shall maintain accurate membership records, oversee recruitment and record participation for graduation cords.
- c. The Vice-President is responsible for organizing the Spring and Fall Membership Drives, as well as assisting with Mock Residency Interviews and Residency 101 events.

#### 4. Treasurer.

- a. The Treasurer shall maintain an accurate record of the SSHP income and expenditures, including a budget proposal for all SSHP expenses and fundraisers
- b. Signatures of the Treasurer and the Treasurer-elect are required on the SSHP bank account.
- c. The Treasurer shall submit the necessary materials to the College of Pharmacy to receive organization reimbursement for subsidizing member registration fees for the ASHP Midyear Clinical Meeting. This includes tracking the completion of requirements for reimbursement by all SSHP members throughout the year.
- d. The Treasurer shall apply for funding through The Ohio State University or other resources as needed or available.
- e. The Treasurer shall attend training through The Ohio State University as required after assuming office in the fall.

f. The Treasurer shall assist in all fundraisers organized by the Treasurer-Elect and Fundraising Chair.

5. Treasurer-Elect.

a. The Treasurer-Elect shall be elected by SSHP members from rising P2 members.

b. The Treasurer-Elect shall assist the Treasurer with financial activities related to SSHP.

c. Signatures of the Treasurer and the Treasurer-elect are required on the SSHP bank account.

d. The Treasurer-Elect, at the end of their term during their P2 year, shall assume the duties of the Treasurer for their P3 year.

e. The Treasurer-Elect is responsible for organizing a minimum of 3 fundraisers each year, including but not limited to: a fall fundraiser, a spring fundraiser, and an additional charitable fundraiser.

6. Secretary.

a. The Secretary shall be elected by SSHP members.

b. The Secretary shall maintain the SSHP website, Facebook page, and Instagram as well as the weekly PharmD and monthly SSHP newsletter communications.

c. The Secretary is responsible for planning and advertising the Welcome Back Social in the fall and the PAI Social in February in accordance with the Workforce Wellbeing and Resilience Chair.

d. The Secretary is responsible for constructing an Alumni Newsletter that will be sent out annually in January.

e. The Secretary is responsible for recording attendance at EBMs and notifying the President and/or President-Elect of any potential attendance issues.

7. P1 Class Liaison(s).

a. The P1 Class Liaison(s) shall be elected by the Executive Committee to serve as a liaison between SSHP and the P1 class. The Executive Committee will make this appointment by October 15th.

b. The P1 Liaison(s) is responsible for organizing the PAI Roundtable Event in February, in addition to any additional programming geared toward P1s and P2s, if desired.

8. Ex Officio Members.

a. . Programming Director(s).

i. The Directors of Programming shall be elected by SSHP members.

ii. The Programming Director(s), working in concert with the Executive Committee, shall be responsible for contacting and scheduling speakers at all general body meetings, including ordering food and gifting thank-you card(s) to all speakers.

iii. The Programming Director(s) are also responsible for coordinating SSHP's representation at the Chili Cook-off.

b. OSHP/COSHP Representative.

- i. The OSHP/COSHP Representative shall be elected by SSHP members.
- ii. The OSHP/COSHP Representative shall serve as the representative for SSHP at all OSHP and COSHP meetings, including serving as the student liaison between SSHP and OSHP and COSHP.
- iii. The OSHP/COSHP Representative is responsible for updating the Executive Committee on OSHP/COSHP business including current legislative and professional issues, promoting OSHP/COSHP events to the SSHP chapter, and attending the OSHP annual retreat and OSHP residency showcase.

c. Advocacy Chair

- i. The Advocacy Chair shall be elected by SSHP members.
- ii. The Advocacy Chair shall be responsible for all aspects of SSHP legislative education and advocacy efforts to achieve the goal of informing the student body about the legislative process and the importance of being an advocate for the profession.
- iii. Responsibilities of the Advocacy Chair include organizing one event per semester and an additional event during PAI Week.
- iv. The Advocacy Chair shall be responsible for participating in student legislative day.

d. Professional Development Director

- i. The Profession Development Director shall be elected by SSHP members.
- ii. The Professional Development Director shall be responsible for organizing the Mock Residency Interviews and Residency 101 events, as well as the informal resources related to Navigating Midyear and P4 Scramble Support, in addition to any professional development opportunities if desired.

e. Columbus Free Clinic Coordinator, Coordinator-Elect, and Chair(s)

- i. The Columbus Free Clinic Coordinator, Coordinator-Elect, and Chair(s) shall be elected by SSHP members.
- ii. The Columbus Free Clinic Coordinator, Coordinator-Elect, and Chair(s) are responsible for scheduling volunteers and communicating necessary information to volunteers.
- iii. The Columbus Free Clinic Coordinator, Coordinator-Elect, and Chair(s) shall attend all meetings set forth by the Columbus Free Clinic.
- iv. The Columbus Free Clinic Coordinator, Coordinator-Elect, and Chair(s) shall ensure that there is a representative from the position at all volunteer dates.
- v. It is the responsibility of the Columbus Free Clinic Coordinator, Coordinator-Elect, and Chair(s) to organize representation at the Columbus Free Clinic meetings and volunteer dates if they are unable to attend themselves.
- vi. It is the responsibility of the Columbus Free Clinic

Coordinator and Coordinator-Elect to create a Quality Improvement project and present this project at a future conference with the co-chairs.

vii. It is the responsibility of the Columbus Free Clinic Coordinator and Coordinator-Elect to set up meetings with advisors to help guide projects/goals/time frames.

Ex. Refrigerator/vaccines/EMRs

iii. The Columbus Free Clinic Coordinator and Coordinator-Elect are responsible for helping with transitioning and training the Columbus Free Clinic Chair(s).

g. Workforce Wellbeing and Resilience Chair

i. The Workforce Wellbeing and Resilience Chair shall be elected by SSHP members.

ii. The Workforce Wellbeing and Resilience Chair shall organize monthly wellness events open to the College of Pharmacy.

iii. The Workforce Wellbeing and Resilience Chair is responsible for planning the annual Welcome Back Social in the fall and the PAI Social in February in accordance with the Secretary.

iv. The Workforce Wellbeing and Resilience Chair shall communicate and advertise for all coordinated events.

h. Fundraising Chair

i. The Fundraising Chair shall be elected by the Executive Committee.

ii. The Fundraising Chair is responsible for assisting the Treasurer-Elect in all SSHP fundraisers throughout the year including the Fall, Spring, and Charitable fundraiser.

i. Ohio State Wexner Medical Center Mentorship Chair

i. The Ohio State Wexner Medical Center Mentorship Chair shall be elected by SSHP members.

ii. The Ohio State Wexner Medical Center Mentorship Chair is responsible for overseeing the mentorship program.

iii. The Ohio State Wexner Medical Center Mentorship Chair is responsible for setting up quarterly events for the participants in the mentorship program.

9. Faculty Advisor

a. The Advisor shall serve as a resource to the Executive Committee, and meet monthly with the President and President-Elect.

b. The Faculty Advisor shall attend training through The Ohio State University every two years as required.

c. The advisor shall be a Pharmacy Practice and Administration faculty member who actively teaches institutional or clinical pharmacy classes or rotations.

d. The advisor will be active in local, state, and national institutional pharmacy organizations.

e. His/her responsibilities include the provision of advice and guidance to SSHP regarding progress, activities, and general operation; serving as an interface

between SSHP, college administration, and other faculty members; and a willingness to attend and participate in both Executive Committee and general body meetings.

#### V. Election of Executive Committee Members.

- A. Elections shall be held during the months of March or April, prior to the end of the academic year.
- B. Any active SSHP member is eligible for elected office and may nominate any active member or nominate themselves prior to or during the meeting in which the election is held. Members are considered active if they will be paid SSHP members during the academic year in which they are running for office.
- C. Candidates are strongly urged to be present at elections.
- D. A majority vote is needed for elections from active members. For an election to be valid, at least ten active members must be present and participate in the elections. In the event of a tie, the top two candidates will participate in a run-off.
- E. Candidates should not physically influence the outcome of elections to non-active members, and the honor code is in effect according to the OSU College of Pharmacy's policy.
- F. Elections may be held either by paper ballot or by electronic voting means.
- G. All votes, whether by paper or electronic means, must be confirmed valid (only active SSHP members) according to the executive board members running the election.
- G. Term of office shall begin on the last day of the Spring semester and run through the last day of the following Spring semester.
- H. Should an elected officer be unable to carry out his or her duty regardless of circumstances, or if a position is filled vacant after elections, the President shall select a replacement, with his or her permission, to fill the vacant office and present the candidate to the current eBoard for approval. A two-thirds vote by the eBoard is necessary to approve the appointment. This appointment shall be communicated to the membership at once.
- I. The impeachment process will proceed as follows:
  - 1. Two members will submit in writing a formal complaint to the Secretary or the President if the Secretary is involved in the situation. A copy of the letter will be distributed immediately to the general membership for review.
  - 2. At the next scheduled general meeting, the Executive Committee member in question will be allowed a defense before the general membership.
  - 3. A vote will be taken at the following general body meeting on the impeachment. A two-thirds vote by the membership is required to remove the officer in question. A quorum of ten members is required for voting on impeachment.

#### VI. Dues.

- A. The Executive Committee, in concert with OSHP and ASHP, shall establish dues.
- B. The Vice President shall oversee the dues collection process.
- C. Dues shall be payable upon application for membership and renewable annually on the anniversary date of membership.
- D. The Vice President, in concert with the Executive Committee, reserves the right to observe and negotiate special circumstances.

## VII. ASHP Midyear Reimbursement Requirements

1. Members are eligible for Midyear Reimbursement only if they meet all of the following requirements during the calendar year in which they attended ASHP Midyear.
  1. Must be a paid member of SSHP.
  2. Must participate in annual CV Review during the Fall Semester.
  3. Must participate in at least one of the following events:
    1. Residency 101 in the Spring Semester of the previous academic year
    2. Clinical Skills Competition in the Fall Semester
    3. Mock Residency Interviews in the Fall Semester
2. The SSHP Executive Committee will communicate the requirements and deadlines for Midyear Reimbursement with all chapter members.
3. It is the responsibility of the chapter member to meet all requirements and deadlines set forth by the SSHP to qualify for reimbursement.
4. An SSHP member may appeal any extenuating circumstances that prevented them from meeting the above requirements to The Executive Committee. The President and Faculty Advisor will then determine if the member will receive reimbursement and may set forth additional requirements to replace those that were not previously completed.

## VIII. Meetings.

- A. SSHP shall hold a general body meeting every two weeks while the college is in session.
- B. The Executive Committee shall meet at least twice a month.
- C. Special meetings and joint meetings with other professional organizations may be called at the discretion of the Executive Committee.
- D. Meetings may be cancelled at the discretion of the Executive Committee, but every effort must be made to notify members of the cancellation in advance.
- E. An “open-door” policy for all meetings and events shall be enforced.

## IX. Affiliations.

- A. SSHP shall be a Local Affiliated Chapter of the Ohio Society of Health-System Pharmacists.
- B. SSHP officials shall meet routinely with the appropriate officials of OSHP to review affiliation issues and conduct business as deemed necessary.
- C. SSHP shall be a Local Affiliated Chapter of the American Society of Health-System Pharmacists.

## X. Amendments.

- A. The President and the President-Elect will review the by-laws annually and present any changes to the Executive Committee before the academic year.
- B. Additionally, two or more members may present any proposed by-laws changes at any time to the President and Secretary. The President and Secretary shall disseminate the proposed changes to the executive board, and schedule the changes as new business at a regularly scheduled meeting.
- C. A quorum of at least five members is necessary to vote on proposed by-laws changes. A two-thirds vote is necessary to approve the changes.

D. Once approved by the vote, the amendment shall be adopted and take effect immediately.

XI. Statement of Nondiscrimination.

1. Statement of nondiscrimination prohibiting discrimination on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status or any other basis in accordance with [Student Organization Registration and Funding Guidelines](#).

XI. Parliamentary Authority.

Roberts Rules of Order, latest revision, shall be the parliamentary authority with respect to all procedures not specified in the Bylaws of SSHP.

XII. Dissolution.

If SSHP should dissolve, following the settlement of all outstanding debts, any remaining funds in the treasury shall be transferred to the treasury of the Ohio Society of Health-System Pharmacists. If there is no Ohio Society of Health-System Pharmacists, such remaining funds shall be transferred to the Research and Education Foundation of the American Society of Health-System Pharmacists.