

## ByLaws

# Michigan Society of Community Pharmacists

### **CHAPTER I – ORGANIZATION**

**ARTICLE I - NAME**

Section 1.—NAME -- The name of this organization shall be the Michigan Society of Community Pharmacists.

**ARTICLE II - PURPOSE & OBJECTIVES**

Section 1.—PURPOSE -- The Society is the state professional organization of community pharmacists, representing pharmacists practicing in Michigan, cooperating to advance public health, increase access to pharmacist services and improve patient care.

Section 2.—OBJECTIVES -- The objectives of the Society shall be:

A. To provide an opportunity to share information and increase communication between community pharmacists, other healthcare professionals and the public.

B. To develop and conduct programs for the progression of community pharmacy practice and disseminate information to community pharmacists, pharmacy technicians and other support personnel as appropriate.

C. To assist members of the Society in achieving economic, educational, regulatory and professional goals.

D. To advance the professional image of community pharmacists and promote public awareness of the practice of community pharmacy.

### **CHAPTER II – MEMBERSHIP**

**ARTICLE I - MEMBERSHIP**

Section 1.—MEMBERSHIP CLASSIFICATIONS -- The membership of the Society shall consist of the following members:

A. "PHARMACIST" MEMBER

A pharmacist member shall be an individual who is in active standing with the Michigan Pharmacists Association, has completed the educational requirements to be a pharmacist and provides pharmacy services to patients in community and outpatient practice settings and has identified MSCP as their practice section.

A pharmacist member may vote or hold office.

B. “STUDENT PHARMACIST” MEMBER

A student pharmacist member shall be an individual who is in active standing with the Michigan Pharmacists Association, is a student enrolled in an accredited Doctor of Pharmacy program and identifies with the MSCP practice section.

A student pharmacist member may not vote or hold office.

C. “PHARMACY TECHNICIAN” MEMBER

A pharmacy technician member shall be an individual who is in active standing with the Michigan Pharmacists Association, is licensed or has current PTCB certification and identifies with the MSCP practice section.

Other than the MSPT board representative, a pharmacy technician member may not vote or hold office.

D. "ASSOCIATE" MEMBER

A person not eligible for active membership who is interested in advancing the objectives of the Society is eligible for associate membership.

An associate member may not vote or hold office.

E. “HONORARY” MEMBER

 An honorary member is a person who has achieved exemplary distinction for accomplishments in or for pharmacy or the health sciences and elected as an honorary member by the Michigan Pharmacists Association Executive Board and has identified MSCP as their practice section.

 An honorary member may not vote or hold office.

### **CHAPTER III – THE BOARD OF DIRECTORS**

**ARTICLE I - ORGANIZATION OF THE BOARD**

Section 1.—COMPOSITION -- The Board of Directors is the executive governing division of the Society. The Board shall consist of the Chair, President and President-Elect of the Society, eleven (11) at-large Board members, and one pharmacy technician liaison from the Michigan Society of Pharmacy Technicians (MSPT) Board for a total of fifteen (15) voting members.

Section 2.—RESPONSIBILITIES OF THE BOARD -- The Board of Directors shall be vested with the authority and responsibility of conducting the business, administering the finances, holding annual recognition of MSCP members and adopting the positions of the Society. The Board shall appoint other positions necessary to conduct business meetings and functional activities of the Society. The Board shall approve the committees and task forces of the Board. The Board shall establish an attendance and termination policy for members of the Board. It shall fill all vacancies that may occur on the Board. The Board shall report at each business meeting of the Society the actions of the Board and positions of the Society since its last report.

Section 3.—QUORUM OF THE BOARD -- A majority of the members of the Board of Directors shall constitute a quorum.

**ARTICLE II - OFFICERS & MEMBERS OF THE BOARD**

 Section 1.—OFFICERS -- The officers of the Society shall be the Chair of the Board, President, President-elect and the Secretary/Treasurer.

 Section 2.—RESPONSIBILITIES OF OFFICERS -- The responsibilities of the respective officers shall include:

1. Chair of the Board – The Chairperson of the Board shall preside at the MSCP Board of Directors meetings; attend all scheduled meetings of the Board of Directors; establish the agenda with input from the President, President-elect, and Secretary/Treasurer. The Chair shall appoint, with the consent of the Board, all committees and task forces of the Board. The term of office for the Chairperson of the Board is one (1) year.

B. President - The President shall preside at meetings of the membership and shall present a report of the actions of the Board at meetings of the membership. The President shall assume responsibilities and duties of the Chair in the absence of the Chair; attends all scheduled meetings of the Board of Directors; serves as Chair of the Nominations Committee. The President shall act as liaison with the Michigan Pharmacists Association and other professional organizations. The President shall serve as MSCP's representative on the MPA Budgeting committee. The President shall assume the office of Chair in the next operational year of the Society.

C. President-elect - The President-elect shall assume all responsibilities and duties of the President in the absence of the President. The President-elect shall serve as an MSCP representative to the MPA Education Committee.; attend all scheduled meetings of the Board of Directors. The President-elect is to be elected by the Board of Directors the fall preceding term of office. The President-elect shall assume the office of the President the next operational year of the Society. The President-elect shall serve as MSCP's representative at the MPA Strategic Planning discussions.

D. Secretary/Treasurer - The MPA staff liaison shall serve as the Secretary/Treasurer. The Secretary/Treasurer shall coordinate the activities, communications, records and management of the Board and Society in consultation with the Board officers; attends all scheduled meetings of the Board of Directors. The Secretary/Treasurer shall not be a voting member of the Board of Directors. The Secretary/Treasurer shall also provide the Board with an update related to MSCP budgetary items at each Board meeting.

Section 3.—MEMBERS OF THE BOARD -- There shall be eleven (11) at-large Board member positions and a Michigan Society of Pharmacy Technicians (MSPT) liaison to the Board of Directors. The MSPT liaison shall be a voting member of the Board. Members of the Board shall attend all scheduled meetings of the Board of Directors.

## ARTICLE III - NOMINATIONS, ELECTIONS & TERMS OF OFFICE

Section 1.—NOMINATIONS COMMITTEE -- The President shall appoint, with the consent of the Board of Directors, a Committee on Nominations. The immediate President shall serve as Chair of the Committee on Nominations. It shall be the responsibility of the Nominations Committee to select nominees for each officer and board member position to be voted upon. The membership shall be invited to submit nominees prior to the meeting of the Nominations Committee.

Section 2.—NOMINATIONS -- The Nominations Committee shall submit from the members in good standing nominees for vacant positions on the Board of Directors and two (2) candidates for the officer position of President-elect from the Board members. The Board of Directors shall approve the slate of candidates. The Board of Directors shall elect the office of President-elect.

Section 3.—ELECTIONS -- The Secretary/Treasurer shall distribute ballots to every member of the Society at least sixty (60) days prior to the end of the Society's operational year. The results of the election shall be announced in the next regularly published communication of the Society.

Section 4.—TERM OF OFFICES -- No officer of the Society shall hold the same officer position for more than one term and a partial term if necessary, and no person shall hold two elective offices during the same operational year. Board member positions shall be for three-year terms, with at least three (3) Board vacancies to be filled each year.

CHAPTER IV – GENERAL OPERATIONAL PROVISIONS

**ARTICLE I – OFFICIAL SOCIETY MEMBERSHIP MEETING**

Section 1.—OFFICIAL SOCIETY MEMBERSHIP MEETING -- The Society shall convene an Annual Meeting each year to conduct the business of the Society. Upon written request to the Board by active membership, a special meeting of the Society may be convened. A special meeting may also be convened at the request of a majority of the Board of Directors, providing notification to the membership occurs at least sixty (60) days in advance of the special Society Membership meeting.

**ARTICLE II - VOTING**

Section 1.—VOTING -- Voting members of the Society are entitled to vote at any official Society membership meeting(s) of the Society. Motions receiving the affirmative vote of the majority present and voting shall be considered adopted, except as otherwise defined in these Bylaws.

**ARTICLE III - ORDER OF BUSINESS**

Section 1.—ORDER OF BUSINESS -- The rules of the order for the conduct of the Society's business at an official meeting shall be according to Standing Rules or Robert's Rules of Order, as revised. The presiding officer shall establish the order of business for official Society meetings.

**ARTICLE IV - AMENDMENT**

Section 1.—AMENDMENT -- A proposal to amend the Bylaws by the membership shall be submitted in writing to the Board of Directors by at least two active members at least ninety (90) days in advance of an official Society membership meeting. The membership shall be notified of the proposed amendment via a general correspondence or notice in an official publication of the Society or the Michigan Pharmacists Association not less than 30 days prior to the next official Society membership meeting. The proposed amendment must be presented at an official Society membership meeting and receive a two-thirds vote of the active members voting to be considered approved and adopted.

**Adopted (Feb. 25, 2023)**