

THE OHIO SOCIETY OF HEALTH-SYSTEM PHARMACISTS

BYLAWS

CHAPTER I. MEMBERSHIP

Article I. Members

The membership of the Society shall consist of individuals interested in the purposes of the Society. All active members of the Society should also be members of the American Society of Health-System Pharmacists. Only active members may hold office and vote except as otherwise provided in the Bylaws.

Active Members

Active members shall be pharmacists as defined in Article II of the Constitution.

Associate Members

Associate members shall consist of supporting members, student pharmacists, pharmacy technicians, and associated pharmacy personnel.

a) Supporting members shall consist of individuals other than licensed pharmacists, who by their work in health services, teaching of prospective pharmacists, or otherwise contributing to pharmacy services provided in organized health-care settings, make themselves eligible for membership. Supporting members shall receive publications and general communications of the Society, may attend meetings and may be granted the privilege of the floor, but shall not be entitled to vote or hold elected office.

b) Student pharmacists shall consist of individuals enrolled full-time in an undergraduate or graduate degree program in an accredited college of pharmacy. Student pharmacists shall receive publications and general communications of the Society, may attend meetings, may be granted privilege of the floor, and may serve on Society committees, but shall not be entitled to vote or hold elected office except as otherwise provided in the Bylaws.

c) Pharmacy technicians as defined by Ohio Revised Code shall consist of individuals who are employed as pharmacy support personnel in an organized health-care setting, work under the supervision of a licensed pharmacist, and assist in preparing, distributing, or administering medications. Pharmacy technicians shall receive publications and general communications of the Society, may attend meetings, may be granted privilege of the floor, and may serve on Society committees, but shall not be entitled to vote or hold elected office except as otherwise provided in the Bylaws.

d) Associated pharmacy personnel shall consist of individuals who are employed as pharmacy support personnel in an organized health-care setting and work under the supervision of a licensed pharmacist. Associated pharmacy personnel shall receive publications and general communications of the Society, may attend meetings, may be granted privilege of the floor, and may serve on Society committees, but shall not be entitled to vote or hold elected office except as otherwise provided in the Bylaws.

Honorary Members

Honorary members may be elected from those individuals who are, or have been especially interested in, or who have made outstanding contributions to hospital pharmacy practice. Honorary members shall not pay dues but may vote or hold office if otherwise eligible for active membership.

Article II. Dues

Dues shall be collected by the Society at a rate established and periodically reviewed by the Board of Directors, subject to limitations which may be established by the House of Delegates. Dues notices shall be submitted to members not less than thirty days prior to the end of their membership year.

A retired active member dues option shall be available at a reduced rate to declared retirees who have reached the age of 65 and who have held previous active membership in the Society.

Article III. Applications

Active and Associate Members

Applications for active and associate membership shall be prepared on a standard form and mailed to OSHP or may be completed at OhioSHP.org. Dues must accompany the applications for membership. When an individual changes his vocation so as to no longer fit the definition of an active member, he shall automatically become an associate member with the rights and privileges of associate membership.

Article IV. Period of Membership

Active and Associate Members

The period of membership shall extend for 12 months. Membership in the Society and the obligation for dues shall continue unless a member's resignation is received in writing by the Executive Vice President prior to the end of the year for which dues have been paid.

Any member in arrears for dues for 30 days shall cease to be a member of the Society.

Honorary Members

Honorary members shall be elected for life.

CHAPTER II. OFFICERS

Article I. Composition

The officers of the Society shall be President, the Immediate Past President, the President Elect, and the Treasurer.

Article II. Nominations

Nominations will be sought each year by an email to all active members. Nominations will be forwarded to the Immediate Past President. At least one and preferably two candidates for office of President Elect and for each Board of Directors position completing a two-year term will be sought to comprise the ballot. The Immediate Past President will submit the ballot the Board of Director for approval.

The Board of Directors shall, every three years, select one candidate for the office of Treasurer not later than thirty days prior to the meeting of the House of Delegates. The House of Delegates may submit additional selections for the office of Treasurer by vote of the House.

Article III. Voting Eligibility

A member shall be considered eligible vote if holding an active membership at least 60 days prior to the election. One considered ineligible to vote may petition the case for review by the Board of Directors.

Article IV. Election

Within 60 days after the Board of Directors is notified of the ballot, the Executive Vice President shall distribute to every voting member of the Society, the names of the candidates for President Elect, together with a brief review of the professional background of these candidates. The members shall indicate on this ballot their choice of candidates and return it within thirty days of the date on the ballot. In the event of a tie, the Executive Vice President shall distribute, within sixty days of the date on the original ballot, a new ballot for the office(s) requiring the tie resolution. The new ballot shall be returned within thirty days of the date on the new ballot.

Article V. Ballots

The ballots of voting members in good standing which are returned by the stated deadline will be counted and submitted to the Executive Vice President. The results will be confirmed by the President and Immediate Past President. The President, or if unable, the Executive Vice President, shall notify the candidates of the results of the election.

Article VI. Installation of Officers

The Treasurer shall be installed at the close of the House of Delegates session at the Annual Meeting and assume the duties of office at the beginning of the fiscal year immediately following the election. All other officers will be installed at the Annual Meeting following their election.

Article VII. Duties

President

The President shall be the principal elected official of the Society and shall be so recognized at all Society programs and activities. With approval of the Board of Directors, the incoming President shall assign each Director at Large to coordinate a Division. The President will confirm the election of the Board of Directors representative from the Pharmacy Technician Division.

The President shall appoint all Chairmen and members of Committees pursuant to the recommendations of the Division Directors.

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, shall serve as Chairman of the Board. The Immediate Past President shall chair the House of Delegates and the Committee on Nominations.

President Elect

The President Elect shall perform the duties of the President when the President is unable to do so. The President Elect shall be a member of the Board of Directors, serving as its Vice-Chairman, and shall assume other responsibilities as directed by the President. The President Elect shall serve as a member of the Committee on Nominations.

Treasurer

The Treasurer shall serve as custodian of the Society's funds, shall invest and disburse funds at the direction of the Board of Directors, and shall receive all monies. The Treasurer shall be a member of the Board of Directors, shall serve as Chairman of the Committee on Finance, shall prepare periodic statements on the financial condition of the organization, and shall present a report at each meeting of the Board of Directors.

Article VIII. Vacancies

The Board of Directors shall fill all vacancies in the list of candidates which may occur by death or resignation after the adjournment of the Annual Meeting of the Society and prior to the issuance of ballots.

If a vacancy occurs in the position of President, the President Elect shall assume the duties of the President. If a vacancy occurs in the position of President Elect, the Board of Directors will convene within 30 days to determine if a special election is necessary.

If the Treasurer becomes unable to perform the duties of the office, the Board of Directors is empowered to fill such a vacancy from the active membership for the balance of the unexpired term.

CHAPER III. EXECUTIVE VICE PRESIDENT

The Board of Directors shall appoint an Executive Vice President. The Executive Vice President will serve as the secretary of the Board of Directors and the House of Delegates and shall maintain the records of both. The Executive Vice President shall conduct the correspondence of the Society and perform other managerial and administrative duties as assigned by the Board.

CHAPTER IV. BOARD OF DIRECTORS

Article I. Composition

The Board of Directors shall consist of the President, the Immediate Past President, the President Elect, the Treasurer, six Directors at Large, the Local Affiliated Chapter representatives, and the Director of the Pharmacy Technician Division.

Article II. Committees of the Board

The Board of Directors shall designate the following committees to report directly to the Board:

Committee on Finance

The Committee on Finance shall consist of the President, the President Elect, the Immediate Past President, the Executive Vice President, and the Treasurer who shall serve as Chairman. The Committee on Finance shall prepare a budget for each fiscal year and submit it to the Board of Directors for approval prior to the beginning of the budget year. The Committee on Finance shall call for an internal audit of the financial records of the Society every three years and upon change of Treasurers.

Article III. Other Committees

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

Article IV. Meetings

The Board of Directors shall meet not less than four times annually. It shall meet at the call of the President, or upon application, in writing, or at least 25% of its members. All general meetings of the Board shall be open to any member of the Society. By majority roll call vote of the Board, an executive, closed session may be called. Only members of the Board and requested guests shall attend executive sessions.

Article V. Quorum, Voting

A majority of the Board of Directors shall constitute a quorum. Each member of the Board, including student pharmacists and the Director of the Pharmacy Technician Division, shall be allowed an equal vote. No voting shall be performed during executive, closed sessions.

Article VI. Responsibilities

The Board of Directors shall represent the Society as the official voice for health-system pharmacists in Ohio. The Board of Directors shall have charge of the property of the Society and shall establish regulations for expenditure and investment of funds, and the signing of checks. They shall also control and manage the affairs and funds of the Society as well as administrative, fiscal and other matters. They shall also have authority to make contributions of Society funds

and properties to foundations or other organizations for research and educational activities of benefit to the health-system pharmacy field; supervise and select the editor of the Society publications; make recommendations to the House of Delegates regarding the acts of divisions, committees, and officers on professional policy matters; oversee the election of delegates to the American Society of Health-System Pharmacists House of Delegates, and in the event of a tie, shall make the final selection by a vote of the Board; accept on behalf of the Society, grants, contributions, gifts, bequests or devices to further the purpose of the Society; and do and perform all acts and functions not inconsistent with the Bylaws.

Article VII. Directors at Large

Nomination

Directors at Large shall serve for a term of two years, with three to be elected each year. Nomination of at least three candidates will be sought per Chapter II, Article II. Candidates shall be required to submit a CV or resume and 250 word or less statement on why the candidates are seeking office and/or why the candidates feel they are qualified to serve

Election

Within sixty days after the Board of Directors is notified of the ballot, the Executive Vice President shall distribute, to every voting member of the Society, the names of the candidates for Directors at Large, together with a brief review of the professional backgrounds of each candidate.

The members shall indicate on this ballot their choice of candidates and return it within thirty days of the date on the ballot. In the event of a tie, the Executive Vice President shall distribute, within sixty days of the date on the original ballot, a new ballot. The new ballot must be returned within thirty days of the date on the new ballot.

Ballots

The ballots of voting members in good standing which are returned by the stated deadline will be counted and submitted to the Executive Vice President. The results will be confirmed by the President and Immediate Past President. The three candidates receiving the highest number of votes shall be declared the winners. The President, or if unable, the Executive Vice President, shall notify all candidates of the results of the election.

Installation

Directors at Large shall be installed at the Annual Meeting following their election.

Responsibilities

Each Director at Large shall represent the full membership of the Society. Each Director at Large shall be assigned by the President to coordinate the activities of one of the six Divisions as defined in Chapter VI of these Bylaws, reporting their activities and recommendations to the Board.

Vacancies

If a Director at Large becomes unable to perform the duties of his office, the Board of Directors is empowered to fill such vacancy from the active membership for the balance of the unexpired term.

Article VIII. Local Affiliated Chapter representatives

Each Local Affiliated Chapter (LAC), including student chapters, shall select one representative to be a voting member of the Board of Directors. Each representative of an active chapter shall be an active member of OSHP. Each representative of a student chapter shall be a student pharmacist member of OSHP.

Each Local Affiliated Chapter representative shall be an officer or a member of the governing board of the chapter represented, but preferably not the president of that Chapter. Representatives of active chapters shall serve a term of two years, with their selection such that one-half are replaced each year. Representatives of student chapters shall serve a term of one year. Representatives shall begin their terms of office at the annual OSHP Planning Retreat following their selection.

Local Affiliated Chapter representatives shall be responsible for communicating the Chapter's actions and issues to the Board of Directors, and for communicating the Board of Directors' actions and issues to the membership of the Chapter.

If a Local Affiliated Chapter representative is unable to attend a meeting of the Board of Directors, the president of that Chapter may designate an alternate from within the membership of that Chapter to attend with full voting privileges. The Executive Vice President of OSHP must be notified of the designation of that alternate no less than five (5) days prior to the meeting.

Article IX. Pharmacy Technician Division Representative

The Pharmacy Technician Division shall be comprised of all associate members who are pharmacy technicians as defined by the Ohio Revised Code. The Pharmacy Technician Division will elect one representative to be a voting member of the Board of Directors. The representative shall serve a term of two years. The Committee on Nominations of the House of Delegates shall submit to the Board of Directors the names of at least two candidates. These submissions shall not be subject to amendment and shall be the exclusive source of nominations of these positions.

Election

The election of the Division representative to the Board of Directors will occur every other year.

Within 60 days after the Board of Directors is notified of the ballot, the Secretary shall distribute, to every voting member of the Pharmacy Technician Division, the names of the candidates for the Division representative together with a brief review of the professional background of these candidates. The Division members shall indicate on this ballot their choice of candidates and return it within thirty days of the date on the ballot. In the event of a tie, the Executive Vice President shall distribute, within sixty days of the date on the original ballot, a new ballot. The new ballot shall be returned within thirty days of the date on the new ballot.

Ballots

The ballots of Division voting members in good standing which are returned within thirty days of the date on the ballot will be counted. The Executive Vice President will communicate the results of the Pharmacy Technician Division representative. The President, or if unable, the Executive Vice President, shall notify all candidates of the results of the election.

Installation

The Division representative to the Board of Directors shall be installed at the Annual Meeting following the election.

Responsibilities

The Pharmacy Technician Division representative shall be responsible for communicating the Division's actions and issues to the Board of Directors and for communicating the Board of Directors' actions and issues to the membership of the Division.

Vacancies

If Division representative becomes unable to perform the duties of the office, the Board of Directors is empowered to fill such vacancy from the membership of the Pharmacy Technician Division for the balance of the unexpired term.

CHAPTER V. HOUSE OF DELEGATES

Article I. Composition

There shall be a House of Delegates consisting of a Chairman (as defined in Article VI of this Chapter), Local Affiliated Chapter delegates, the Directors at Large, the Director of the Pharmacy Technician Division, and the officers of the Society. Local Affiliated Chapter delegates shall be elected as provided in Article III of this chapter. As provided in the Constitution, the Chairman shall procure the services of a Parliamentarian who shall serve during all sessions of the House.

Article II. Apportionment

At its January meeting of each year, the Board of Directors shall apportion delegates among the Local Affiliated Chapters according to their Society membership. For the purpose of computing the reapportionment, the total number of Society members as of December 31 of the preceding year shall be utilized. Each active Local Affiliated Chapter shall be apportioned one delegate for every twenty-five active Society members or any portion thereof, with no less than two nor more than ten delegates apportioned. Each student Local Affiliated Chapter shall be apportioned one delegate for every fifty student pharmacist Society members or any portion thereof, with no less than two nor more than ten delegates apportioned.

If a new chapter becomes affiliated with the Society between reapportionments it shall be entitled to two (2) delegates.

Article III. Election

Each Local Affiliated Chapter, including student chapters, shall be represented in the House of Delegates by elected delegates as apportioned. The election of delegates (and their alternates) from each Local Affiliated Chapter shall be conducted in accordance with the procedures set forth in the governing documents of each Local Affiliated Chapter.

Only active members of the Society or pharmacy technician members of the LAC shall be eligible to be elected to the House of Delegates from active chapters. The LAC may elect a pharmacy technician to fulfill the responsibilities of one of its apportioned delegates. Only student pharmacist members of the Society shall be eligible to be elected to the House of Delegates from student chapters. The results of the election shall be certified by the Local Affiliated Chapter, and submitted to the Board of Directors of the Society. Delegates shall continue in office until the next election and certification.

Article IV. Meetings

The House of Delegates shall meet during the Annual meeting of the Society. Meetings of the House of Delegates may also be called by the Board of Directors of the Society or upon majority vote of the members of the House of Delegates.

Article V. Quorum

A majority of the members of the House of Delegates registered and in attendance shall constitute a quorum at any meeting duly convened. Matters submitted to vote shall be determined by a majority of the votes cast, except as otherwise provided herein.

Article VI. Officers

The Immediate Past President of the Society shall be Chairman of the House of Delegates and shall preside at all of its meetings. If the Immediate Past President is unable to preside, the President, or at his direction, the President Elect, shall assume the responsibility. The Executive Vice President of the Society shall serve as Secretary of the House of Delegates.

Article VII. Voting

Members of the House of Delegates, including student pharmacist delegates and pharmacy technician delegates, shall have one vote; no member shall have more than one vote by virtue of any dual capacity.

Article VIII. Responsibilities

Authority to make Society professional policy decisions shall be vested in the House of Delegates. The House of Delegates shall have authority to establish its own rules and procedures, and to approve, modify, or disapprove such recommendations, reports, actions or resolutions as may be placed before the House by the Officers and/or the Board of Directors. If the House of Delegates modifies a recommendation, report, action or resolution of the Officers and/or the Board of Directors, such recommendation, report, action or resolution shall be returned to the Board of

Directors who shall have authority to postpone the effectiveness of the action of the House pending study and, if necessary, to resubmit it to the House.

All resolutions or recommendations of the House of Delegates pertaining to the expenditure of monies shall be approved by the Board of Directors before the same shall become effective.

The House of Delegates shall have and may exercise all the powers, rights, and privileges that are, or may lawfully be, vested in the members of the Society, except as otherwise specifically provided in these Bylaws.

CHAPTER VI. SOCIETY DIVISIONS

Article I. Function

In working toward the achievement of goals of the society, each Division shall function in an advisory capacity, developing and implementing programs and policies authorized by the Board of Directors in the major areas of the interest to which it is assigned. Each Division shall encompass a number of committees which may be activated to whatever degree is necessary to accomplish the objectives assigned to that Division.

Article II. Areas of Responsibility

Professional Affairs Division

The Professional Affairs Division shall be responsible for professional and scientific matters including: the development and improvement of the professional practice of pharmacy in health systems; the development of standards, guides and related materials; cooperating with allied organizations and agencies; and the encouragement of research in health-system pharmacy practice.

The Director may activate and utilize committees as necessary to accomplish the goals of the Division.

Educational Affairs Division

The Educational Affairs Division shall be responsible for coordinating all continuing education functions sponsored or conducted by the Society. It shall also be responsible for guidance and assistance in programming the Society's educational and training activities, including institutes or seminar programs.

The Director may activate and utilize committees as necessary to accomplish the goals of the Division.

Organizational Affairs Division

The Organizational Affairs Division shall be responsible for development of member services, establishment of Local Affiliated Chapters, evaluation of Society activities and structures, and for review and maintenance of the Society's governing documents.

The Director may activate and utilize committees as necessary to accomplish the goals of the Division.

Legal Affairs Division

The Legal Affairs Division shall be responsible for review and interpretation of proposed legislation and actual changes in laws, rules, and regulations affecting public health and pharmacy practice and for interpretation and application of Society principles and ethics.

The Director may activate and utilize committees as necessary to accomplish the goals of the Division.

Communications Division

The Communications Division shall be responsible for the dissemination of information to the membership and to the general public through regular Society publications and other media.

The Director may activate and utilize committees as necessary to accomplish the goals of the Division.

Membership/Marketing Division

The Membership/Marketing Division shall be responsible for membership recruitment and retention, and the marketing of the Society.

Pharmacy Technician Division

The Pharmacy Technician Division shall be responsible for advising other divisions regarding the needs of its members, contributing to the development and improvement of the professional practice of pharmacy in health systems and contributing to the advancement of pharmacy technician roles in health-system pharmacy.

Article III. Composition

Each Director at Large shall be assigned by the President to coordinate the activities of one of the six divisions, utilizing committees within the division to whatever degree is necessary to accomplish the objectives of the division.

The President, with the approval of the Board of Directors, shall appoint committee chairmen and members as is deemed necessary, pursuant to the recommendations of the Division Director.

Article IV. Authority of Divisions

The Board of Directors shall have authority to assign a specific matter to a Division for its consideration. In the event the Board of Directors does not act favorably on the recommendation from a division committee, the matter shall be returned with explanation to the committee for its further consideration.

The Board of Directors shall have final authority over any project requiring the expenditure of Society funds, and the determination of which proposals require approval by the House of Delegates or of the membership as a whole.

Division committees shall not secure or attempt to secure funds without prior approval from the Board of Directors.

Article V. Records of Division Activities

Each Division committee shall maintain records of its activities and prepare an annual report for submission to the House of Delegates at the Annual Meeting.

If a matter is presented at a meeting of a committee merely for informational purposes, it shall be acknowledged in the form of an informal statement or suggestion in the records of the meeting.

If a matter is considered at a meeting of a committee requires no action from higher Society authority, the action shall be expressed as "Voted" in the records of the meeting.

If a matter considered at a meeting of a committee requires action from a higher authority, the action taken shall be recorded as "Voted to Recommend" in the records of the meeting. It shall be the responsibility of the Director of each Division and the Chairman of the Committee, if present at the Board meeting, to bring to the attention of the Board each "Voted to Recommend," along with an explanation of the sentiment expressed at the meeting. It shall be the further responsibility of the Director to convey the resultant action of the Board, with an explanation, to the originating committee.

Article VI. Division Reports

The Director of each Division shall present an Annual Report, covering all pertinent activities within the Division, including those actions approved and authorized by the Board of Directors. These reports shall be presented at the House of Delegates during the Annual Meeting of the Society.

Article VII. Policies and Procedures

Each division will develop and maintain a policy and procedure manual. A policy and procedure manual for each ongoing responsibility or activity of the division using the standard OSHP template shall be developed and submitted to the Board of Directors for approval. The division will determine when a policy and procedure is needed and the Board of Directors may direct the division to develop a policy and procedure.

Each division will revise its policies and procedures as needed and all policies and procedures shall be reviewed and approved by the Board of Directors whenever changes are made by the division or at least every three years.

Each division policy and procedure manual will be available to the membership on the OSHP webpages under "Governing Documents."

CHAPTER VII. LIAISON WITH OTHER ORGANIZATION

Article I. Representation

A member of the Society appointed as a representative to another organization shall not be authorized to commit the Society without prior approval by the Board of Directors.

Article II. Committees

Appointment of representatives of the Society to liaison committees with other organizations shall be subject to approval by the Board of Directors. The purpose of a liaison committee shall be to act as a service agency to its parent organization, and to discuss, and recommend solutions to, problems of mutual interest. All recommendations of a liaison committee shall be subject to approval by its parent organization. Each liaison committee shall adopt administrative regulations, subject to approval by its parent organization. The Society's continuing participation in each respective liaison committee shall be subject to review by the Board of Directors. This review will take place at least annually but may also occur at the discretion of the Board of Directors.

CHAPTER VIII. LOCAL AFFILIATED CHAPTERS

Article I. Definition

Any local organization of health-system pharmacists located in Ohio may be affiliated with the Society, under a constitution as described in the Bylaws, and on approval from the Board of Directors. This organization shall be known as a "Local Affiliated Chapter" or "Chapter".

An organization of students from a college of pharmacy located in Ohio may be affiliated with the Society, under a constitution as described in the Bylaws, and on approval from the Board of Directors. This organization shall be known as a "Local Affiliated Student Chapter" or "Student Chapter".

Article II. Membership

Membership in Local Affiliated Chapters shall be restricted to active, associate and honorary members as defined in Chapter I, Article I of these Bylaws. Persons not so classified may attend meetings of the Local Affiliated Chapter upon invitation. All active members of Local Affiliated Chapters, who practice pharmacy in Ohio, shall be members of the Society.

Article III. Responsibilities

Local affiliated chapters shall foster the objectives of the Society.

Members of the Local Affiliated Chapters shall strive to implement the professional policies of the Society among themselves and in the health-systems which they serve.

Local Affiliated Chapters are privileged to adopt official professional policies of the Society.

Local Affiliated Chapters may not adopt, publicize, promote, or otherwise convey any policy or principle in the name of the Society which has not been officially adopted by the Society.

Acts of Local Affiliated Chapters shall in no way commit or bind the Society.

Article IV. Organization

Each Local Affiliated Chapter shall adopt governing documents consistent with the requirements of these Bylaws. The governing documents of local chapters shall be approved by the Board of Directors of the Society.

CHAPTER IX. MEETINGS

The Society shall hold an Annual Meeting which may include meetings of the Board of Directors and of committees authorized by the Board of Directors. Additional meetings, institutes, seminars, etc. may be held at the discretion of the Board of Directors.

CHAPTER X. PUBLICATIONS

Article I. Official Publication

The Society shall maintain an official publication.

Article II. Editor

The Editor of the Society's official publication shall be appointed by the Board of Directors for a period of one year. Such appointment is renewable.

CHAPTER XI. AFFILIATION

The Society shall be affiliated with the American Society of Health-System Pharmacists.

CHAPTER XII. OFFICIAL INSIGNIA

There shall be an official insignia of the Society as approved by the Board of Directors.

CHAPTER XIII. LIQUIDATION

In the event of the liquidation and dissolution of the 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 Society shall be disposed of as follows:

- all liabilities and obligations of the Society shall be paid and discharged, or adequate provisions shall be made therefore;

- assets held by the Society subject to legally valid requirements for their return, transfer or conveyance, upon dissolution and liquidation, shall be returned, transferred or conveyed in accordance with such requirements; and

- all remaining assets held by the Society shall be transferred or conveyed, without obligations or restriction, and equally dispensed among the then legally recognized Local Affiliated Chapters within Ohio or in the event there are no Local Affiliated Chapters within Ohio or in the event there are no Local Affiliated Chapters, the remaining assets shall be forwarded to the American Society of Health-System Pharmacists Research and Education Foundation.

CHAPTER XIV. PARLIAMENTARY PROCEDURE

Robert's Rules of Order, latest revised edition, shall prevail at all meetings of the Society except were contrary to this Constitution and Bylaws or any standing rule.

CHAPTER XV. AMENDMENTS

Every proposition to alter or amend these Bylaws shall be submitted in writing by two or more active members or by action of the Board of Directors, to the House of Delegates. All Local Affiliated Chapters shall be notified of each proposition not less than forty-five (45) days prior to a session of the House of Delegates at which it will be voted upon. An affirmative majority of votes cast by the House of Delegates shall constitute adoption of the amendment after subsequent approval by ASHP.

ADOPTED	October 24, 1981		
AMENDED	April 29, 1984	March 5, 1993	May 19, 2006
	May 26, 1985	May 12, 1995	May 11, 2007
	May 24, 1987	May 7, 1999	April 24, 2015
	May 29, 1988	May 11, 2001	April 21, 2016
	April 29, 1989	May 9, 2003	May 1, 2017
	April 30, 1990	May 14, 2004	April 30, 2018
	March 6, 1992	May 13, 2005	