The Society of Veterinary Hospital Pharmacists, Inc.
Constitution and By-Laws

CONSTITUTION

ARTICLE I - Name

The name of this organization shall be The Society of Veterinary Hospital Pharmacists, hereinafter referred to as "The Society" or "SVHP".

ARTICLE II - Incorporation

The Society shall be incorporated under the laws of the state of New York as a not-for- profit educational organization.

ARTICLE III - Purpose and Objectives

Section 1 - The purpose of the Society shall be the furtherance of interests and promotion of education for veterinary hospital pharmacy.

Section 2 - The objectives of the Society are:

a. To enhance the exchange of educational materials and ideas among veterinary hospital pharmacists.

b. To sponsor and conduct workshops, symposia, or other scientific and educational meetings in veterinary hospital pharmacy.

c. To encourage publication in professional journals such articles which will enhance the knowledge and importance of its membership to veterinary medicine and pharmacy.

d. To organize committees of expertise to make recommendations which will encourage the growth and acceptance of veterinary hospital pharmacy.

e. To encourage the introduction of, the continuation of and/or the further advancement of veterinary pharmacy by the colleges or schools of pharmacy and veterinary medicine.

f. To promote research in veterinary and pharmacy practices and the pharmaceutical services in general.

g. To promote the rational use of pharmaceuticals and biologicals in the treatment of animal diseases.

ARTICLE IV - Membership

Section 1 - The types of membership in the Society shall be:

a. Fellow

b. Associate Member

c. Honorary Fellow

d. Student Member

e. Technician/Veterinary Nurse

Section 2 - A Fellow inducted into the Society may carry the title, "Fellow Society Veterinary Hospital Pharmacists" or "FSVHP".

ARTICLE V - Requirements of Membership

Section 1 - The following prerequisites must be met before any candidate may be inducted into the Society.

a. Have satisfactory moral and ethical standing in the profession.

b. Meet the requirements as set forth in Article V, Section 2.

Section 2 - Requirements which must be met to become one of the following types of members are:

a. Fellow – The candidate must be a licensed pharmacist currently practicing in a veterinary institution, 20 or more hours per week, providing professional service, teaching, and/or research.

b. Associate Member - The candidate must be a health professional, educator, or researcher who has an interest in veterinary pharmacy.

c. Honorary Fellow - The candidate must be an individual who has made an outstanding contribution to veterinary pharmacy.

d. Student Member - The candidate must be enrolled in a relevant professional program.

e. Technician/Veterinary Nurse – The candidate must be currently practicing in a veterinary institution 20 or more hours per week providing professional service, teaching and/or research.

Section 3 - Candidates for membership as Fellows, Associate Members and Student Members shall submit to the Council, as defined in Article VI, an application containing all information necessary to enable the Council members to judge the candidate's training, experience, and interest in veterinary pharmacy. All applications must include a curriculum vitae and professional reference. Application for membership for Honorary Fellow must be proposed by a Fellow in good standing. The Fellow proposing the Honorary Fellow candidate shall submit to the Council written support for said proposal containing all the information necessary to enable the Council members to judge the suitability of the applicant's qualifications. Election of an Honorary Fellow shall follow the same protocol as other types of members. Election to all types of membership shall require approval of two- thirds of the Council.

Section 4 - Fellows of the Society shall be granted all voting rights and may hold any office as outlined by the By-Laws of the Society of Veterinary Hospital Pharmacists. Associate Members, Honorary Fellows, and Student Members may participate in all functions of the Society but may not vote nor hold office.

Section 5- Members must notify Council of any changes in employment that would result in a change of membership status within 90 (ninety) days. Failure to do so will require re-application as a new member.

ARTICLE VI - Officers and Administration

Section 1 - The officers of the Society shall consist of the following: President, President-Elect, Treasurer, Recording Secretary, Parliamentarian, ICVP Chair, and immediate past President.

Section 2 - The officers of the Society plus one (1) elected, voting, At-Large Member, plus one (1), appointed by Council, voting, Regulatory Affairs Liaison shall comprise the Council.

Section 3 - The general management and business of the Society shall be vested in the nine (9) member Council. The President-elect, immediate past President, Treasurer, Recording Secretary, Parliamentarian, and At-Large Member make up the voting body of the Council. The President shall have no vote in the council except in cases where a tie vote exists. The ICVP Certification Chair, and-Regulatory Affairs Liaison are appointed advisory positions, who may provide input before Council matters are put to vote, but do not vote.

Section 4 - The method of election of the Council and its duties shall be stated in the By-Laws.

Section 5 - Chairpersons of each committee shall be ex-officio members of the Council.

ARTICLE VII - Amendments

Section 1 - Proposed amendments to this constitution shall be signed by at least three Fellows in good standing and shall be submitted to the Council through the Secretary for recommendation. An affirmative vote of at least two-thirds of the Fellows present at the annual business meeting or voting by mail shall be required for the adoption of an amendment.

BY-LAWS

ARTICLE I - Election of Officers

Section 1 - the President, President Elect, and Immediate Past President follow a progressive schedule. The President Elect shall be a Fellow elected by ballot by a majority of the Fellows voting at the annual business meeting. The President Elect shall serve in this position for two years, at which time they will move into the position of President. The president shall serve in this position for two years, at which time they will move into the position of Immediate Past President. The Immediate Past President shall serve in this position for two years.

Section 2 - the Treasurer, Secretary, Parliamentarian, and one Member at Large shall be elected by a majority of the Fellows voting at the annual business meeting. The term of office shall be two years.

Section 3 - the Regulatory Affairs Liaison shall be appointed by Council, and the term of office shall be two years.

Section 4 - the ICVP Chair shall be appointed by the International College of Veterinary Pharmacy, and the term of office shall be determined as stated in the Bylaws of ICVP.

Section 5 - Nominations for all offices shall be made by a committee of three Fellows designated by the President. Additional nominations may be made on the ballot or from the floor by any Fellow in good standing. Should vacancies in any office occur, the Council shall

appoint a Fellow to fill that office for the unexpired term.

ARTICLE II - Duties of Officers

Section 1 - President. The President shall preside over all meetings of the Society and the Council, shall be an ex-officio member of all committees, and shall perform the duties of such office. The President shall have no vote on committees as an ex-officio member. The President will serve as the point of contact for public requests for information submitted to www.svhp.org or will delegate this responsibility to another member of Council.

Section 2 - President-Elect. The President-Elect shall preside at meetings in the absence of the President, and shall succeed to the duties and office of the President should that office be vacated. The President-Elect shall be the chairman of the program committee for all scientific sessions sponsored by the Society or shall delegate that responsibility.

Section 3 – Immediate Past President. The immediate past president will serve as the website liaison for www.svhp.org or will delegate this responsibility to another member of Council.

Section 4 - Treasurer. The Treasurer shall serve the Society under the general direction of the Council. The Treasurer shall conduct the business affairs of the Society. The Treasurer shall collect dues and fees, issue receipts for said dues and fees, draw vouchers, pay bills and expenses, and arrange for the safe-keeping and audit of the funds of the Society. The Treasurer shall submit a financial statement at each annual meeting and perform such other duties as may be necessary for the conduct of the office.

Section 5 - Recording Secretary. The Recording Secretary shall serve the Society under the general direction of the Council. This office shall record the minutes of all meetings, submit copies of all minutes to the Treasurer for distribution to the membership and shall submit the minutes of the just past annual meeting and any interim meetings at the annual meeting. The Recording Secretary has the authority to delegate the responsibilities of the office as the need might arise. The Recording Secretary will serve to verify the requirements for new member applications, including, but not limited to, current licensure as a pharmacist in good standing. The Recording Secretary will oversee the publication of the Society's newsletter and other member communications or delegate this to another Society member(s).

Section 6 - Parliamentarian. The Parliamentarian shall serve the Society under the general direction of the Council. This office shall advise the President, Council, and committees on proper parliamentary procedure in the conduct of Society business.

ARTICLE III - Duties and Powers of the Council

Section 1 - Council shall have the duties and powers ordinarily delegated to the governing body of a corporation. Those responsibilities are given by the Constitution.

Section 2 - Council shall also have the following additional duties:

a. Council shall judge the qualifications of candidates for membership according to the requirements of the Constitution, as given in Article V.b. Council shall be responsible for organizing workshops, symposia, and other special scientific or educational meetings of the Society.

c. Council shall exercise its Constitutional authority in promoting and attaining the objectives of the Society.

d. Council shall serve as a committee to consider member requests for statements of position. Upon Council agreement to undertake the request, a panel from the membership shall be named by Council and charged with the responsibility of preparing a position paper on the selected issue within 90 days of panel appointment and final minority opinion, if desired, to be submitted within an additional 30 days. The Council will act within 30 days of receipt of the drafts to accept or reject the papers.

ARTICLE IV - Meetings

Section 1 - Regular meetings of the Society and Council shall be held annually. Special meetings may be called by the President and shall be called by the President upon recommendation of a majority of the Council. Such meetings shall be announced to the entire membership or in the publications of the Society not less than 60 days prior to stated time of Annual Meetings or 30 days prior to the stated time of Council Meetings.

ARTICLE V - Dues and Fees

Section 1 - Annual dues for Fellows, Associate Members, and Student Members shall be established by Council; Honorary Fellows, no dues.

Section 2 - Dues shall become payable to the Treasurer at the time of application approval, and renew annually on that date. A member will become delinquent two months after due date and shall thereafter be designated as "not in good standing" with loss of membership privileges. Reinstatement is dependent upon payment of back dues. The following procedure shall be followed by the Treasurer in notifying members of their dues obligation:

a. Reminders should be sent via SVHP website as allowed.

ARTICLE VI - Discipline

Section 1 - Council shall upon presentation of proper cause have authority to recommend censure, suspension, expulsion, or cancellation of membership.

Section 2 - Any Fellow may present to the Council charges against another member of unethical conduct. The accused shall be notified by registered mail of all charges. The accused shall have the opportunity to reply in writing or to appear before the Council. The Council shall consider the evidence and, with concurrence of at least three members, shall recommend suitable action. Disciplinary action shall be taken only after being sustained by an affirmative vote of the majority of Fellows of the Society who are present and voting at the regular Annual Meeting.

ARTICLE VII - Dissolution

Section 1 - In case of dissolution of the Society, the assets of the Society shall be given to the American Veterinary Medical Association Foundation.

ARTICLE VIII - Conduct of Business

Section 1 - A quorum of the Society shall consist of a minimum of one-fifth of the Fellows.

Section 2 - A quorum of the Council shall consist of a simple majority exclusive of the President.

Section 3 - The By-Laws, with the exception of Sections 1 and 2 of this article, may be suspended at any meeting by consent of two-thirds of the Fellows present.
Section 4 - Robert's Rules of Order, Revised, shall govern the conduct of all meetings.

ARTICLE IX - Amendments

Section 1 - Proposed amendments to these By-Laws shall first be submitted to the Council for recommendation. Any proposed amendment with the recommendation of the Council shall be submitted to the membership at the regular meeting. An affirmative vote of two-thirds of the Fellows present shall be required for the adoption of the amendment.
Section 2 - If for any cause an amendment to the By-Laws cannot be voted on at the regular meeting, the Council may authorize the Secretary to conduct a poll on the amendment by mail ballot with a return date stipulated. An affirmative vote of two-thirds of the Fellows shall be required for the adoption of the amendment. Members shall be notified of the results of the poll by the Recording Secretary by mail as directed by Council in the event of any poll or vote taken by mail.

ARTICLE X - Ratification

Section 1 - This Constitution and By-Laws shall be considered to be ratified thirty (30) days after receipt of a three-fourths vote of approval from the Fellows of the Society.