

BY-LAWS OF THE NORTHEAST INDIANA PHARMACIST'S ASSOCIATION

ARTICLE I.

Membership

1. Any active pharmacist of good standing and of good moral character residing in the Northeast Indiana area as defined by the following counties: Adams, Allen, DeKalb, Huntington, Kosciusko, Lagrange, Noble, Steuben, Wabash, Wells and Whitley, or practicing the profession of pharmacy in the Northeast Indiana area, and who upholds the Code of Ethics as adopted by this corporation shall be entitled to membership.
2. Lifetime membership shall be granted upon approval by the Board of Directors to members who are 65 or older and have been members for at least 10 years.
3. Associate Membership may be granted to any current member in good standing of the Northeast Indiana Association of Pharmacy Technicians. They could attend all meetings of the corporation, but would not have voting privileges.
4. Honorary membership may be awarded to such persons who shall have made an outstanding contribution on behalf of pharmacy in this community; such membership may be awarded only by unanimous consent by the Board of Directors and is subject to review every 2 years. Honorary members would not have voting privileges.
5. All members of this corporation shall conform to the following Code of Ethics:

Code of Ethics

The pharmacist safeguards the acquisition, storage and handling, compounding and dispensing of drugs and medical supplies. The pharmacist also monitors the patient's medication profile and provides counseling on the patient's medications.

The pharmacist holds the health and safety of patients to be of first consideration and should render to each patient the full measure of professional ability as an essential health practitioner.

The pharmacist recognizes his/her responsibility to the government and the community and fulfills professional obligations honorably.

The pharmacist purchases, compounds, exercises product selection, and dispenses only drugs of good quality.

The pharmacist upholds all laws governing the distribution of drugs.

The pharmacist keeps his/her pharmacy neat, clean and sanitary.

The pharmacist willingly makes available his knowledge to the other health professions.

The pharmacist protects other health professions and the public in advising them regarding the use of certain drugs.

The pharmacist is not a partner in splitting of fees with any practitioner of the health sciences or in the use of coded or secret prescriptions.

The pharmacist strives to perfect and enlarge his/her professional knowledge.

The pharmacist associates with organizations having for their objective the betterment of the pharmaceutical profession and willingly contributes his/her time and money to these organizations.

The pharmacist does not engage in any activity or transaction that will bring discredit to him/herself or the profession.

The pharmacist courteously aids fellow pharmacists when professional aid is requested.

The pharmacist adheres to fair business practices.

The pharmacist should, to the best of his/her ability, serve the community as a member of the public health team.

The pharmacist supports constructive efforts on behalf of public health and welfare.

6. Any member violating the Code of Ethics, as herein set forth, or as such Code may from time to time be amended, may be removed from membership by a two-thirds vote of the Board of Directors. Before such removal shall become final, such member may have an opportunity for a hearing before the Board of Directors.

ARTICLE II.

Board of Directors.

The Board of Directors of this corporation shall consist of the following:

1. The duly elected President and President-Elect of the corporation.
2. Six persons to be installed at the annual meeting of the corporation from its membership, not including honorary or associate members. The term for these elected members shall be for a period of three years. At each annual election, members shall be elected to replace the outgoing members. If a current board member is elected to the office of President-Elect, his/her remaining term will be filled by the person with the next highest number of votes in the Board of Directors election, not including Associate, Technician, or Honorary members.
3. The Secretary and Treasurer will be appointed by the President and shall have voting privileges.
4. The immediate Past President of the Corporation.
5. The Northeast Indiana Association of Pharmacy Technicians representative may attend the Board meetings but will not have voting privileges. They will receive the Minutes of the Board meetings, the Corporation newsletters, and notices of all meetings.

ARTICLE III.

Officers

The officers of this corporation shall be President, President-Elect, immediate Past President, Secretary and Treasurer. The President-Elect shall be elected by ballot for a term of one year and shall be presented at the annual meeting. If a deficient number of nominations for President-Elect position are submitted, then a Nominating Committee will nominate candidates from applicable board members. The remaining Board of Directors will then vote for the candidate of President-Elect. The President and Past President shall each serve a one-year term. The Secretary and Treasurer shall be appointed by the President, with the approval of the Board of Directors, for a period of three years and shall be subject to review and extension by the Board. Such appointed officers shall be ex-officio members of the Board of Directors.

ARTICLE IV.

Nominations

A Nominating Committee shall be appointed each year by the President to present nominations for the office of President-Elect and for members of the Board of Directors. Nominations forms will be sent out in the October newsletter and may be submitted to this committee by any member of this Corporation. A sufficient number of members shall be elected to fill the Board. The President-Elect and Board members shall be elected by ballot. A ballot containing the names of the candidates accepting nomination, along with their qualifications and background shall be sent to each member in good standing in the Association who has voting privileges by October. The ballots shall be returned prior to the November board meeting. If a minimum number of nominations are received then selection of nominated members will be voted for acceptance by the Board of Directors during the November board meeting.

ARTICLE V.

Meetings

The annual meeting of the membership shall be held during the month of January of each year. The officers of the Board of Directors shall be installed at the annual meeting. In addition to the annual meeting, regular meetings of the membership shall be held each month, except the months of May, June, July, August and December. Business shall be transacted at the discretion of the Board.

Special meetings may be called by the President or at the request of at least five members of the Corporation.

The Board of Directors shall meet at least 8 months during the calendar year with the time and place to be designated by the President. A Board of Directors meeting may be called at the request of at least three members of the Board.

Ten members shall constitute a quorum for any meeting of the membership. A majority of the Board of Directors shall constitute a quorum for the Board.

ARTICLE VI.

Dues

Membership dues shall be fixed by the Board of Directors and shall be payable on a calendar year basis and shall be due no later than January 31st of each year. Dues for active pharmacist members shall be \$35.00 annually and associate technician members shall be \$ 20.00 annually, until changed by the Board of Directors. Lifetime and honorary members shall be exempt from paying dues.

ARTICLE VII.

Duties of the President

The President shall preside at all meetings of the Corporation and of the Board of Directors and perform the duties usually pertaining to the office, and pursuant to the instructions of the Board of Directors shall affix his/her signature to any contracts or other documents involving the Corporation. The President shall issue the call for general and special meetings of the Corporation and the Board of Directors, and in general attend to all special duties imposed upon him/her by the Corporation or the Board of Directors, and shall have right, power and authority, together with the Secretary, to convey any and all personal property of the Corporation upon direction by resolution of the Board of Directors. The President shall serve on the Pharmacist of the Year Committee. He/She shall assist the President-Elect in counting the election ballots. The President shall have the responsibility of publishing or assigning someone to publish a newsletter at least four (4) times a year and maintain membership database and mailing list.

ARTICLE VIII.

Duties of the President-Elect

The President-Elect, in the absence of the President or his/her inability to act, shall perform the duties of the President. The President-Elect will succeed the President at the end of his/her term. He/she has the responsibility for compiling the information for the election ballot and assist with the mailing of ballots and dues statements. He/she shall assist the President in counting the election ballots. He/she shall also serve on the Pharmacist of the Year Committee.

ARTICLE IX.

Duties of the Past President

The Past President shall advise the President when necessary. He/she shall serve on the Pharmacist of the Year Committee and serve as chairman of the Special Sessions and Standing Committees.

ARTICLE X.

Duties of the Treasurer

The Treasurer shall develop an annual budget of approval by the Board of Directors, present an annual financial report to the members at the annual meetings, receive the funds of the Corporation, submit monthly treasurer reports at the Board of Directors meetings, keep an accurate account of the funds, and pay them out on approval by the Board of Directors within the budget. It is the duty of the Treasurer to file all corporate tax forms and other legal forms with the State.

ARTICLE XI.

Duties of the Secretary

The Secretary shall attend all meetings of the Corporation and the Board of Directors, keep a true record of the proceedings of all meetings and, with the President, shall sign all legal documents and papers conveying property, real or personal, of the Corporation with the consent of the Board of Directors, and perform other duties of the office.

ARTICLE XII.

Duties of the Board of Directors

The Board of Directors shall:

1. Direct this Corporation in all activities.
2. Uphold the Code of Ethics set forth by this Corporation including the removal of a member in violation as set forth in Article I (7).
3. Award honorary memberships to deserving persons.
4. Accept applications for membership in this Corporation and grant lifetime memberships.

5. Approve the President's appointments of Secretary and Treasurer. The Board shall also review these officers and extend their terms of service.
6. Conduct their own meetings as set forth in Article V.
7. Determine the amount of annual dues.
8. Supervise all appropriations and expenditures of the Corporation.
9. Remove a member of the Board of Directors or committee chairperson from their duties as set forth in Article XIV if such person fails to perform his/her duties.
10. Propose amendments to the By-Laws of this Corporation.

ARTICLE XIII.

Standing Committees

The standing committees of the Corporation shall be the following: Scholarship, Membership, Continuing Education, President-Elect, and Pharmacist of the Year. Each of the said committees shall consist of two or more members of the Corporation appointed by the President. The Pharmacist of the Year Committee shall consist of the President, President-Elect and the immediate Past President. They shall perform such duties as the title of their respective committees implies and as may be directed by the Board of Directors.

ARTICLE XIV.

Removal from Office

If an officer of the Board, Board Member or Committee chairperson fails to attend at least half (i.e. four) of the scheduled Board Meetings in a one year period, then such person shall be subject to removal from the position, by a 2/3 vote of the Board of Directors (not counting the person in question). Before such removal shall become final, such member may have an opportunity for a hearing before the Board of Directors.

ARTICLE XV.

Amendment of By-Laws

These By-Laws may be amended by a majority at any regular meeting of the membership, provided such amendment shall have been proposed by the Board of Directors and distributed at two membership meetings immediately preceding the meeting at which the amendment shall be voted upon.