**CSHP - PEI Branch**

**OPERATING GUIDELINES**

**ARTICLE 1. NAME:**

The name of the organization shall be "**Canadian Society of Hospital Pharmacists (CSHP) – PEI Branch**" and as such shall function according to the By‑laws of the Canadian Society of Hospital Pharmacists.

**ARTICLE 2. DEFINITIONS**

2.1 Annual General Meeting (AGM) means the Annual General Meeting of the CSHP - PEI Branch.

2.2 Branch means the CSHP – PEI Branch established by Article 7 of National CSHP By‑laws.

2.3 Delegate means the CSHP – PEI Branch Delegate elected under Article 6 of the National CSHP By‑laws.

2.4 Executive Committee means the Executive Committee of the CSHP – PEI Branch.

2.5 Society means the Canadian Society of Hospital Pharmacists.

2.6 Active members include the following: active, active in‑training and honorary life as defined by CSHP

 **ARTICLE 3. FEES**

3.1 Branch Fees

 The Branch Executive may set such annual fees as required. Notice of intent to change the Branch Fee will be distributed to members with notice of a general meeting.

3.2 Method of Payment

All fees of members shall be paid to the National Office of the CSHP. Branch fees shall be forwarded to the Branch by National.

**ARTICLE 4. EXECUTIVE COMMITTEE**

4.1 Composition

The Executive Committee shall consist of: President, President-Elect, Past President, Secretary, Treasurer, Branch Delegate. In addition, the following shall be non-voting ex-officio member(s):

 1) CSHP – PEI Branch National Advocacy Representative

 4.2 Quorum

A majority of the members of the Executive Committee shall constitute a quorum at any meeting thereof.

4.3 Voting

Every member of the Executive Committee shall have a vote. Voting rights of all members shall be equal.

4.4 Meetings

The Executive Committee shall hold a meeting at any time called by the president or by a majority of the members of the Executive Committee. The meeting may be conducted by teleconference or videoconference.

The Executive Committee shall make available the minutes of all Executive meetings and report at each Branch meeting. At the AGM, the Executive Committee shall ask for confirmation for their acts and proceedings since the last Branch AGM. In default of such confirmation, such acts and proceedings from time to time cease to have further effect except to the extent they have already been carried out.

4.5 Vacancies

Any vacancy in the Executive Committee by reason of death, resignation, or any other circumstances, may be filled by the Executive Committee at any meeting thereof, and such member shall hold office for all or part of the unexpired term of the member being replaced.

4.6 Duties and Responsibilities

4.6.1 The Executive Committee shall manage, operate and govern the Branch, and may do all things not otherwise prohibited, which in their opinion will best carry out the objectives of the Branch.

4.6.2 Members of the Executive Committee are designated as officers of the Branch and shall perform the duties as defined in the position descriptions including:

The President shall:

a) Preside at all meetings of the Branch.

b) Supervise the affairs of the Branch.

c) Be ex‑officio, a member of all committees

d) As required, conduct meetings according to the current edition of Robert's Rules of Order.

 The President-Elect shall:

1. In the absence of the President, carry out the duties of the President.
2. Assist the President in the performance of duties.

 The Past President shall:

1. In the absence of the President and President-Elect, carry out the duties of the President.
2. Assist the President and President-Elect in all Branch functions.

 The Secretary shall:

a) Call all meetings of the Branch on the authority of the President.

b) Make and retain full and accurate minutes of all meetings.

c) Conduct and be responsible for all correspondence of the

 Branch.

d) Keep a current list of the members of the Branch.

e) On the request of a member, provide a copy of the minutes of a specific meeting(s).

 The Branch Delegate shall:

a) Represent the Branch on the Board of the Society.

b) Keep the Branch fully informed as to the activities, goals and objectives of the Society.

c) Prepare and submit reports to the Board of the Society as requested.

 The Treasurer shall:

a) Keep full and accurate accounts of receipts and disbursements.

b) Prepare and present current financial status at each General and Executive meeting of the Branch.

The PEI Branch Advocacy Representative shall: a) Facilitate the flow of information between the National Advocacy Committee and the Branch

 4.7 Term of Office

4.7.1 The President shall hold office for a one-year term.

4.7.2 The President-Elect shall be elected and hold office for a one-year term and shall succeed the President at the completion of the President’s Term.

4.7.3 The Past President shall hold office for a one-year term.

4.7.4 The Secretary and Treasurer shall be elected and hold office for a two‑year term and may be re-elected for one consecutive additional two‑year term.

4.7.5 The Branch Delegate shall be elected and hold office for a three-year term and may be re-elected for one consecutive additional three-year term.

**ARTICLE 5.BRANCH MEETINGS**

5.1 General Meeting

At least one general meeting shall be held annually. Additional meetings may be held at the discretion of the President of the Branch. A general meeting may be conducted via videoconference or teleconference. The President shall instruct the Secretary to notify all members of the Branch, via Email and/or in writing, as appropriate, of all general meetings no less than fourteen (14) days prior to the meeting date.

The time and place of meetings shall, if not decided on the previous meeting, be specified by the President.

5.2 Annual General Meeting (AGM)

The Branch shall convene a meeting of its members annually, and this meeting shall be called the Annual General Meeting. The President shall designate the date, time and place and shall instruct the Secretary to so notify all members via Email and/or in writing no less than fourteen (14) days prior to the meeting date.

5.3 Special Meeting

The President shall be empowered to call special meetings at any time and shall instruct the Secretary to notify all members of the Branch, no less than seven (7) days prior to the meeting date, informing them of time and place.

On receipt of a written demand by three (3) active members stating the business to be transacted, special meetings of the Branch may be called at any time by the President, with the approval of the Executive. Notice of special meetings shall state the purpose of the meeting and shall be sent via Email and/or in writing to all voting members no less than seven (7) days prior to the meeting.

5.4 Voting

Voting shall be conducted according to the By‑laws of the Society.

5.5 Quorum

At any meeting of the Branch, eight (8) active members shall constitute quorum. Where no quorum is present, no less than fourteen (14) days notice of a future meeting shall be given to all active members, and no quorum shall be necessary.

**ARTICLE 6. NOMINATION AND ELECTION PROCEDURES**

 6.1. Nomination and election procedure

 6.1.1 The nomination and election of the executive shall be conducted at the AGM.

 6.1.2 The President shall conduct the nomination and election.

 6.1.3 Nominations shall be in written form on a secret ballot. Members who are absent who wish to be nominated shall do so in writing, forwarded to the Secretary before the AGM.

 6.1.4 The names of the nominees who have agreed to have their names on the ballot shall be written on a chart or board so that all members can clearly see the choices. Two (2) members, not on the ballot, shall be selected by the president to count the ballots.

 6.1.5 A secret vote shall then take place. The candidate who obtains a simple majority shall be declared elected.

 6.1.6 The ballots shall be destroyed after the elected candidate is announced.

 6.1.7 The President-Elect shall be elected first, then the Branch Delegate, followed by the Secretary, and then the Treasurer.

**ARTICLE 7. FINANCES**

7.1 Fiscal Year

The fiscal year of the Branch shall be May 1st – April 30th.

7.2 Signing Authority

Contracts and documents requiring execution by the Branch shall be signed by the President or by such persons as may from time to time be designated by the Executive Committee.

**ARTICLE 8. AMENDMENTS TO OPERATING GUIDELINES**

 8.1. The Executive of the Branch may repeal, amend or re‑enact the Operating Guidelines of the Branch, but such repeal, amendment or re‑enactment shall remain in force only until a general meeting is called for the purpose of considering the same. If the said change is not then adopted and confirmed by a vote of a quorum of Active Members present, it shall cease to be in force from the date of such meeting.

8.2. Notice in writing of any proposed change in the Operating Guidelines of

the Branch at any regular, special or AGM must be circulated to the members of the Branch with the Notice of no less than seven (7) days in advance.

**ARTICLE 9. COMMITTEES OF THE BRANCH**

 9.1 The President shall assign an executive committee member to sit on any Branch Committee to ensure a liaison between the Branch Committee and the Executive Committee.

**CSHP – PEI Branch**

**Position Descriptions for Executive Committee**

**PRESIDENT**

The following are the duties and responsibilities of the President.

The President shall:

1. Receive from the out‑going President all files and binders pertaining to the office of the President.

2. Orient the incoming President-Elect to the Branch Operating Guidelines and the Policies and Procedures of the Branch.

3. Enforce the Branch Operating Guidelines.

4. Call all meetings of the CSHP – PEI Branch and Executive Committee Meetings in consultation with the members of the Executive and in accordance with the Branch Operating Guidelines.

5. Prepare an agenda for all General Membership Meetings to be passed on to the Secretary no later than twenty one (21) days prior to the date of such meetings.

6. Preside at meetings of the Executive and of the General Membership.

7. Ascertain that the duties of Executive Officers and Chapter Chairpersons, if applicable, as well as the objectives of the Executive Committee are carried out in accordance with their respective terms of reference.

8. Ensure that there is a Chairperson for each standing and special Committee of the Branch at the first Executive Meeting following the AGM in consultation with the members of the Executive.

9. Appoint Executive Committee liaisons for each standing and special Committee of the Branch at the first Executive Meeting.

10. Ensure that each Committee Chairperson receives a copy of and understands the Branch Operating Guidelines for the Committee before the first General Meeting following the AGM.

11. Maintain a strong liaison with chapters of the Branch if applicable, and other professional organizations such as the PEI College of Pharmacists, the PEI Pharmacists Association, the CSHP – Nova Scotia Branch, and the CSHP - New Brunswick Branch.

12. Prepare and submit an annual President’s Report no later than three (3) weeks prior to the date of the AGM.

13. Represent the CSHP - PEI Branch on all occasions when asked to do so by other organizations.

14. Submit all files, binders pertaining to the office of the President to the incoming President and review and discuss all pertinent data with the incoming President upon termination of the duties of office.

15. Forward a copy of all significant correspondence to the Secretary.

16. With the approval of the Executive, set the goals and objectives of the Branch, at the first Executive meeting of the year. These goals and objectives will take into consideration the national strategic plan.

17. Ensure that yearly objectives are established for each Committee of the Branch, as applicable.

18. Encourage participation of all Branch members in Branch committee activities as well as General Meetings.

19. Prepare a budget for the Executive Committee with the assistance of the Treasurer and President-Electfor submission to the Executive Committee.

20. Organize a strategic planning session involving all incoming, current and outgoing Executive Officers if deemed appropriate by Executive for the year following the National Strategic Planning Session that occurs every 3 years.

21. Review current President Position Description in the Branch Operating Guidelines and suggest revisions to the Past President. This should occur with each changeover of the position.

**PRESIDENT-ELECT**

The following are the duties and responsibilities of the President-Elect.

The President-Elect shall:

* 1. Assist the President in the performance of duties and shall perform all the duties of the President in the case of absence of the President.
* 2. Attend Branch General and Executive Committee Meetings.
* 3. Co-ordinate a welcome to new members of the Branch, supply them with information on current activities and objectives of the Branch and of CSHP.
* 4. Plan for upcoming term as President.
* 5. Assume the position of Branch President following the President’s resignation of office.
* 6. Act as an Executive Committee liaison as assigned by the President.
* 7. Prepare a budget for the Executive Committee with the assistance of the President and Treasurer.
* 8. Review current President-Elect Position Description in the Branch Operating Guidelines and suggest revisions to the Past President. This should occur with each changeover of the position.
* 9. When possible, attend the Annual General Meeting of CSHP National. **PAST PRESIDENT**

The following are the duties and responsibilities of the **Past President.**

The Past President shall:

* 1. Assist the President and President-Elect in all Branch functions.
* 2. Attend Branch General and Executive Committee Meetings.
* 3. Provide a historical context to discussions as needed.
* 4. In the absence of the President and President-Elect, carry out the duties of the President.
* 5. Assist the current President in continuing and completing the projects initiated as President.
* 6. Chair the Nominating Committee (if applicable).
* 7. Review the Branch Operating Guidelines on a yearly basis, and update when necessary.
* 8. Review current Past President Position Description in the Branch Operating Guidelines and make revisions. This should occur with each changeover of the position.
* 9. Encourage participation of all Branch members in Branch committee activities as well as General Meetings.

10. Perform other duties as may be assigned by the President or Executive Committee.

**BRANCH DELEGATE**

The following are the duties and responsibilities of the Branch Delegate to the Board of Delegates of CSHP.

The Branch Delegate shall:

 1. Be elected by the voting membership of the Branch for a three‑year term and may be re‑elected for one additional three-year term. (Any incomplete term of office may be filled by the Branch by submitting the name of an alternate representative to the National Executive Committee of CSHP. This submission shall be endorsed by the Branch Executive.)

2. Serve as a member of the Branch Executive; and attend Executive Committee and General Meetings.

3. Report to the Branch Executive Committee and at General Meetings on the activities of CSHP and prepare and submit an Annual Report no later than three (3) weeks prior to the date of the AGM.

4. Interpret CSHP policies and By‑laws to the Branch membership.

5. Keep the Branch fully informed as to the mission, action plan, strategic goals and objectives of the National Organization as well as all Society programs, projects, activities and endeavors.

6. Represent the Branch at the National level of the organization.

7. Be prepared to serve on or chair National Committees or Task Forces.

8. Be prepared to carry out all duties and responsibilities of CSHP National Board as assigned.

9. Prepare and submit responses to CSHP National as requested.

10. Prepare and submit reports, on behalf of the Branch, prior to the Midterm Meeting and the National AGM to meet deadlines established by the National Office.

11. Correspond with National CSHP Committee and Task Force Chairpersons as requested.

12. Attend meetings of the Board of CSHP. The Branch is responsible for a portion of the total cost to send all delegates to National’s Midyear Board and the Annual General Meeting. This amount is calculated by National, and is reported to the Branch by invoice.

13. Provide copies of all correspondence written on behalf of CSHP to the Branch President, the National Office, and any other persons who out of courtesy should be informed.

14. Submit a copy of all relevant correspondence to the Secretary to make a complete Branch file.

15. Brief the incoming Delegate concerning these duties and responsibilities, passing on written materials as necessary.

16. Act as an Executive Committee liaison to one or two Branch committees as assigned by the President.

17. Review current Branch Delegate Position Description in the Branch Operating Guidelines and suggest revisions to the Past President. This should occur with each changeover of the position.

**TREASURER**

The following are the duties and responsibilities of the Treasurer.

The Treasurer shall:

1. Keep full and accurate accounts of receipts and disbursements of the Branch.

2. Submit monthly packages of all documents for Expense and deposit processing, appropriately coded to CSHP National on the last day of each month.

3. Maintain the Branch petty cash as outlined in the Branch Procedure Manual.

4. Submit Branch deposits to CSHP National .

5. Request cheques from National for expense payments and honorariums.

6. Review Branch financial statements from CSHP National when received.

8. Prepare and present a current financial status report for each Branch and Executive Meeting.

9. Prepare and submit the annual financial statement of income and disbursements for the AGM no later than three (3) weeks prior to the date of the AGM.

10. Prepare a budget for the Executive Committee with the assistance of the President and President-Elect for submission to the Executive Committee.

11. Act as an Executive Committee liaison to one or two Branch committee if assigned by the President.

12. Attend Branch Executive Committee and General Meetings.

13. Review current Treasurer Position Description in the Branch Operating Guidelines and suggest revisions to the Past President. This should occur with each changeover of the position.

**SECRETARY**

The following are the duties and responsibilities of the Secretary.

The Secretary shall:

1. Issue notice of all Executive, General, and Annual General Meetings and inform Website coordinator (if applicable).

2. Obtain monthly membership list from National (or from CSHP – PEI Branch Representative on the Membership Committee) to ensure that the most up‑to‑date member list and addresses are utilized.

3. Arrange any necessary typing and photocopying for mailing notices of meetings.

4. Attend and record the minutes of General, Executive, and Annual General Meetings.

5. Maintain a record of attendance of all meetings.

6. Assist the President with the preparation of agendas.

7. Distribute the minutes of the General and Executive Meetings with the agenda of the next upcoming General and Executive Meeting respectively.

8. For each General Meeting, request from each Executive Officer, Committee Chairperson and National Committee Representatives, an electronic copy of his/her report, as appropriate.

9. Request from the President, Delegate and Treasurer, and each Committee Chairperson and National Committee Representatives an electronic Annual Report, to be submitted not later than three (3) weeks prior to the date of the AGM.

10. Distribute to the membership, along with the notice of the next AGM, copies of the previous AGM minutes and the current annual reports of each Executive Officer, Committee Chairperson and National Committee Representatives not later than fourteen (14) days prior to the meeting date.

11. Forward the minutes of all Executive Committee and General Meetings as well as minutes and reports of the AGM to the Executive Director of CSHP National and the Branch Website coordinator (if applicable).

12. Receive copies of correspondence and reports from Executive Officers and Committee Chairpersons to maintain complete Branch correspondence files.

13. Maintain the CSHP – PEIBranch Operating Guidelines as necessary and ensure all members of Executive have the most recent electronic copies.

14. Send copies of all Branch correspondence directed to CSHP National to the Branch Delegate.

15. When requested, correspond with the membership on behalf of the CSHP-PEI Branch Executive, National Committee Representatives and Committee Chairpersons.

16.

17. Act as an Executive Committee liaison to one or two Branch committees if assigned by the President.

18. Distribute the CSHP Conflict of Interest Policy to all CSHP – PEI Branch Executive, Board and Committee/Task Force Chairs yearly after the AGM. Obtain the completed Conflict of Interest Disclosure Form from all persons listed above and retain in the Branch’s official files.

19. Act as branch historian by ensuring that a copy of all General and Executive Meeting minutes, correspondence, member lists and financial reports are kept in a master binder and/or on an appropriate media storage device. These files should be kept for 7 years, and then discarded or submitted to the Prince Edward Island Public Archives, if deemed suitable.

20. Maintain a current list of Executive members including start of term and year term expires.

21. Review Secretary Position Description in the Branch Operating Guidelines and suggest revisions to the Past President. This should occur with each changeover of the position.