Wyoming Pharmacy Association

By Laws

# Revised 11/15/2020

Article I

Membership

Section 1. The non-profit corporation named Wyoming Pharmacy Association shall consist of active, associate and student members.

Section 2. Active Members

Those persons eligible for active membership shall include: Any pharmacist or technician registered in the State of Wyoming or employed by the state of Wyoming or Federal government. Active members shall be eligible to vote, hold office and shall be entitled to all the rights, privileges and benefits of the Association.

Section 3. Associate Members

Those persons eligible for associate membership shall include: any person not a registered pharmacist in the State who is of good moral character, is interested in advancing the profession of pharmacy, and subscribes to the purposes and objectives of the Association. Any pharmacist who is eligible for active membership, but who is retired or inactive may become an associate member. Associate members shall be entitled to chair and serve on committees and shall be entitled to all the rights, privileges and benefits of the Association, except the right to vote, make motions and hold office.

Section 4. Student Members

Student Members shall include any student enrolled in a preprofessional or professional Pharmacy or Technician program. Student members shall have the right to serve on committees and shall be entitled to all the rights privileges and benefits of the Association, except the right to vote, make motions and hold office.

Article II

Dues

Section 1. Application for membership may be made in writing to the Executive Director or a member of the membership committee and will be accepted upon payment of dues after qualification has been ascertained by the executive director.

Section 2. Payment of dues. Each member shall pay in advance the annual dues determined by the Board of Directors for the class of membership to which he or she belongs.

Section 3. Dues shall be payable at time of membership application and be good for a rolling 12 months.

Section 4. Membership discounts are available for businesses that have a majority of their employees (pharmacists and technicians) as WPhA members. All memberships must be submitted for processing at the same time to ensure the discount. The discount will be determined by the board of directors.

Article III

Expulsion of Members—Removal from Office

Section 1. Revocation of a member’s license to practice pharmacy shall automatically terminate membership in the Association. Default in the payment of dues shall also automatically terminate membership.

Section 2. Membership may be terminated by a majority vote of the Board of Directors for improper conduct or for violating the articles of incorporation or bylaws. Before a membership may be terminated the member shall have the right to a hearing before the Board after 30 days written notice of the charges to the embers.

Section 3. Any active member may charge that an officer or board member should be removed from office for improper conduct or for violating the articles of incorporation or bylaws. If the Board determines that such charge is warranted, the board member shall be provided a hearing after 30 days written notice of the charges. The removal shall require a majority vote of the Board of Directors or the majority of all active members of the Association.

Article IV

Officers

The officers of the Association shall consist of a president, president-elect, vice president, immediate past president, secretary, and treasurer. All officers shall be elected by ballot and hold office until their successors shall have been elected and qualified. All officers shall be a voting member of the Board of Directors of the Association. No member of the Wyoming State Board of Pharmacy shall hold office in the Association. All officers except the secretary and treasurer shall serve a term of one year, although any officer may be elected to additional terms. If the president serves an extra term, all other members will hold their position and no vice president will be elected. Vacancies may be temporarily filled for the remainder of the term by the Board or by majority vote of the active members present at a special or regular meeting of the Association.

Section 1. President. The president shall: preside at all general sessions of the annual and interim meetings for the Association; call special meetings whenever he may deem it necessary; serve as an ex-officio member of all committees; appoint with the consent of the Board the members of the standing and special committees; present at each annual meeting a report of the operations of the Association; perform such other and further duties as are usually required of the office.

Section 2. President-elect. The president-elect shall; assume all of the powers and duties of the president in the absence of the president; assume any authority which the president may legally delegate to him; and, become president of the Association at the next annual meeting following his election as president-elect.

Section 3. Vice-president. The Vice-president shall assume all the powers and duties of the president in the absence of the president and president-elect; assume all the powers of the president-elect; assume any authority which the president or vice-president may legally delegate to him; and become president-elect of the Association at the next annual meeting following his election as vice-president.

Section 4. Immediate Past President. The immediate past president shall assist the president as requested.

Section 5. Secretary. The elected secretary shall act in an advisory role to the Board and Executive Director for the Association newsletter, communications and membership lists.

Section 6. Treasurer. The elected treasurer shall act in an advisory role to the Board and Executive Director for all Association funds. The Treasurer shall work collaboratively with the Executive Director on rendering a full treasury report at each annual meeting, and when the Board, or president requests.

Article V

Executive Director

Section 1. The Board of Directors shall employ an executive director of the Association. If the Board determines that the executive director position should not be full time, it may contract with an individual to serve in a consultant capacity for the Association.

Section 2. The executive director shall:

1. Be responsible for membership recruiting.
2. Represent the Association before the legislature and other

Government agencies: federal, state and local.

1. Represent the Association at state and national pharmacy meetings.
2. Manage the daily affairs of the Association.
3. Be subject to direction only by the president between Board meetings
4. Be an ex-officio member of all committees
5. Represent the Association to any other groups as needed,(example Nursing organizations, third party payors etc.)

Article VI

Board of Directors

Section 1. The Board of Directors shall be composed of the president, immediate past president, president-elect, vice-president, secretary, treasurer, technician representation, president of Wyoming Society of Health-System Pharmacy, at least four additional active members of WPhA elected by ballot plus any other board members as approved by the Board. The president shall serve as chairman of the board. A student pharmacist and the Dean of the School of Pharmacy at the University of Wyoming shall hold an ex-officio position. Other ex-officio members may be determined by the Board or active membership. Any dues paying pharmacy specialty group with at least 20 members can petition the board to have a voting Board member.

Section 2. The six directors and technician members who are not officers shall serve staggered three year terms.

Section 3. At least one of the Board members shall be a hospital pharmacist.

Section 4. The composition of the Board of Directors shall be increased to an appropriate number to allow for purposeful selection of regionally located Director positions. There will be six regions within the State and every effort will be made to have at least one Director elected from each region. In the absences of a qualified/willing candidate, the position responsibilities shall be assumed by a representative from another region. The Director of each regions primary responsibilities shall be the advertisement for Association activities, recruitment of membership and nominations, gathering regional pharmaceutical representative and grant processing information, dissemination of urgent association information, and participation in Board meetings.

Section 5. The Board shall:

1. Conduct, manage and control the affairs and business of the Association in accordance with the provision of the Articles of Incorporation and the bylaws.
2. Hold at least two meetings between the Annual Meetings of the Association.
3. Call special meetings if necessary. The exact time and place of meetings shall be determined by the President.
4. Make a prompt report in writing to the membership after each meeting and shall make an oral report at the Annual Meeting of the Association.
5. Have the authority to solicit funds, incur debts, borrow money, pledge the credit of the Association and have full powers to take any actions which they deem to be in the best financial interests of the Association.
6. Have the authority to purchase, hold, sell, lease, mortgage, or exchange real estate or personal property required for the conduct of the affairs of the Association.
7. Have the authority to expel members and remove officers and board members from office pursuant to Article IV of the bylaws.
8. Have the authority to divide the state into districts.
9. Have the authority to create ad hoc committees.

Section 6. At all meetings of the Board, a majority of the total number of directors shall constitute a quorum for the transaction of business. A vote of the majority of those present shall prevail, if a quorum is present.

Article VII

Association Meetings

Section 1. The Association shall hold an annual meeting during each fiscal year, the location and time to be selected by the Board.

Section 2. The Association shall hold other meetings during the year which it may deem necessary by the board or a majority vote of the active members.

Section 3. Special meetings may be held when requested by the President, the Board, or 15% of the active members in writing.

Section 4. All meetings shall follow parliamentary procedures with Roberts Rules of Order being the basis for the procedure.

Section 5. A majority of the active members present, together with the president and the executive director, present in person or by proxy, at any meeting shall constitute a quorum.

Article VIII

Committees

Section 1.The President shall, in consultation with the board appoint Ad Hoc Committees as the Board deems necessary.

Section 2. All committees shall be advisory to the Board.

Section 3. All committees shall give oral and/or written reports to the Association at the Annual Meeting.

Section 4. Legislative Committee - is chaired by the Past President or designee. The committee will be comprised of at least one representative from retail (independent and/or chain), health system, and academic pharmacy practice. The committee will recommend positions on current legislative issues to the WPhA Board, keep membership informed of potential legislative issues, and actively participate in the legislative process.

Article IX

Amendment of Bylaws

These bylaws may not be amended without such amendments presented in writing, and read before the Association and laid over to a second reading which may be held at the same meeting, when, upon receiving the votes of two-thirds of the active members present, such amendments shall become a part of the bylaws.

Article X

Resolutions

All resolutions shall be presented to the Board prior to the Annual Meeting, and shall, after the Board’s consent be read at the Annual Meeting.

Section 1. A call for resolutions shall be issued through the newsletter before the Annual meeting. If a resolution has not been received in writing before the Annual Meeting it will be tabled until the next meeting of the Board.

Section 2. The first meeting of the Association at the annual meeting will include

written reports, nominations for officers and board members, and written resolutions.

Section 3. The second meeting of the Association at the annual meeting will occur after the Board has met and will include actions on any resolutions and voting and installation of new officers and board members.

Mission

Advocating, educating, and connecting to improve the health of Wyoming citizens through the advancement of pharmacy

Vision

Pharmacists and technicians in Wyoming will be recognized as caring and competent providers, as part of the greater health care team, who improve the use of medications, assure the safety of drug therapy, and enhance health-related quality of life.