Hematology/Oncology Pharmacy Association (HOPA)
BY-LAWS

ARTICLE I. NAME

The official name of this organization shall be the Hematology/Oncology Pharmacy Association (HOPA). The name of the association and its acronym, HOPA, are trademarks of HOPA and may only be used by a member for professional identification or in a curriculum vitae. No member, and no other person or entity, shall use the name or acronym for any commercial purpose or to advertise services without the expressed approval of the Board of Directors.

ARTICLE II. PURPOSE

The Hematology/Oncology Pharmacy Association was formed to empower hematology/oncology pharmacy practitioners to optimize the provision of cancer care by:

1. Developing and supporting hematology/oncology educational and informational activities.
2. Providing research and information that promotes the safe and cost-effective use of cancer-related treatments.
3. Promoting and supporting excellence in hematology/oncology pharmacy clinical practice.
4. Acting as an advocate to policy makers on behalf of patients, the pharmacy profession and the oncology specialty.
5. Increasing public and professional awareness of the value of oncology pharmacists and other pharmacy practitioners through partnerships with other organizations.

ARTICLE III. MEMBERSHIP

Section 1. Members
The membership of the association shall consist of individuals who wish to further the objectives of the association. There shall be four categories of membership:

1. Members - Members are those pharmacists who are interested in or who support hematology/oncology pharmacy practice and have paid dues. Members may vote and serve as an elected Board of Directors member.
2. Technician Members - Technician members are pharmacy technicians who are interested in or who support hematology/oncology pharmacy practice and have paid dues. Technician members may vote and serve as an elected Board of Directors member.
3. Associate Members - Associate members are individuals other than pharmacists or technicians who are involved with the care of individuals affected...
by cancer and who support the mission and goals of the association and have
paid dues. Associate members may not vote nor serve as an elected Board of
Directors member.

4. **Student/Trainee Members** - Student members are individuals enrolled in an
accredited school or college of pharmacy who are progressing toward a Doctor of
Pharmacy degree. Trainee members are pharmacists participating in a post-
doctoral educational program (PGY1, PGY2 residency, or fellowship).
Student/Trainee members must pay dues. Student/Trainee members may not
vote nor serve as an elected Board of Directors member; however, Trainee
members may choose to join as a Member or Technician Member provided that
they are a pharmacist or technician, respectively.

**Section 2. Dues**

Dues shall be established by the Board of Directors and shall be collected by the
Treasurer of HOPA or an appointed designee.

**Section 3. Applications**

Applications for membership shall be submitted on a standard form. Dues, or
arrangement for payment (e.g., billed to a corporate account) must accompany
application for membership. The Board of Directors reserves the right to refuse any
application.

**Section 4. Period of Membership**

1. The period of membership shall be determined by the Membership Committee,
with approval from the Board of Directors. **Multiple renewal dates within each year can be established.**
2. Membership dues become due on the established renewal date of each year and
delinquent one (1) month following the expiration date. Membership is not
renewed until dues are paid.

**Section 5. Expulsion**

Persons may be expelled from active membership for unprofessional conduct, for
violation of the obligations of these By-Laws or for other cause determined by the Board
of Directors. Submission of charges against any member shall be made in writing to the
President by at least two (2) active members in good standing. No person shall be
expelled unless that person shall have been given notice of the charges in writing and
shall have an opportunity to reply in writing to the Board of Directors. A majority vote of
the Board of Directors shall be final as to the question of expulsion.

**ARTICLE IV. BOARD OF DIRECTORS**

**Section 1. Composition**
The Board of Directors shall consist of the President, President-Elect, Immediate Past
President, Secretary, Treasurer, and, four At-Large Board Members elected by the
members.
Section 2. Election

Members of the Board of Directors are elected as described in Article V, Section 2 of the By-Laws.

Section 3. Term

At-Large members of the Board of Directors, Secretary, and Treasurer shall be elected to a three (3)-year term beginning immediately following the Board of Directors meeting that is held in conjunction with the Annual Meeting each year and shall serve staggered terms. Officer terms are described in Article V, Section 5 of the By-Laws. No Board of Directors member may serve more than two (2) terms for each defined position.

Section 4. Vacancies

If the office of an elected member of the Board of Directors shall become vacant, the responsibilities of such office will may be delegated to remaining Board members for the unexpired term in accordance with Article V, Section 4 of the By-Laws or the vacancy may be filled for the unexpired term by the Board at its option.

Section 5. Meetings

The Board of Directors shall meet in person at least once annually and at the call of the President. Other meetings can be conducted via telephone or other electronic means whereby all parties can hear each other or in person.

Section 6. Quorum

A quorum of the Board of Directors shall consist of a simple majority of the total elected Board of Directors members.

Section 7. Responsibilities

The Board of Directors or the President shall represent the association as the official voice of all members. The Board of Directors shall have charge of the property and shall have authority to control and manage the affairs and funds of the association, to supervise all publications, and to select editors for the publications. The Board of Directors will perform all acts and functions not inconsistent with these By-Laws, including but not limited to approval of official policy and positions statements, use of the HOPA name and logo, and solicitation of support and funding.

ARTICLE V. OFFICERS AND ELECTIONS

Section 1. Composition

The officers of this association shall be the President, Immediate Past President, President-Elect, Secretary, Treasurer, and At-Large Board Members. The President-Elect shall automatically succeed to President and the President shall automatically become the Immediate Past President at the conclusion of their terms.
Section 2. Nomination, Election, Counting of Ballots, Installation of Officers and Directors
The Board of Directors shall appoint a Nominations Subcommittee to make nominations for Board of Director vacancies due to expired terms. The committee will be comprised of a past HOPA president, along with other members approved by the Board of Directors. After soliciting nominations from the membership and acquiring the approval of the Board of Directors, the Nominations & Leadership Development Subcommittee shall announce no more than two (2) candidates for each open position. President-Elect, Secretary, and Treasurer candidates receiving a simple majority of the ballots returned shall be considered elected; and the two (2) At-Large Board Member candidates with the most votes will be considered elected. Elections may be conducted by mail or electronic ballot. Dues must be paid as a prerequisite to running for office and casting one’s ballot in an election. The newly elected officers shall be installed at the HOPA Annual Business Meeting, defined in Article VII. of the By-Laws.

Section 3. Duties of the Officers
1. President The President shall serve as Chair of the Board of Directors and preside at all meetings of the Board as well as at the Annual Business Meeting. The President shall recommend to the Board of Directors, the establishment or dissolution of all standing committees and committee duties. The President shall be an ex-officio member of each committee. The President will serve as the Board Liaison to a one or more committees as appointed by the Board of Directors.

2. Immediate Past President The Immediate Past President shall act as an advisor to the Board of Directors and preside at meetings in the absence of the President and President-Elect. The duties shall include assisting the association in transitioning when new officers are seated. The Immediate Past President will serve as the Board Liaison to a one or more committees as appointed by the Board of Directors.

3. President-Elect The President-Elect shall perform the duties of the President in the President’s absence. The President-Elect shall serve as Vice-Chair. The President-Elect shall make plans for the implementation of programs when he/she assumes the office of President. The President-Elect, in collaboration with the President, shall make recommendations for Committee Chair and Vice-Chair appointments. The President-Elect will serve as the Board Liaison to a one or more committees as appointed by the Board of Directors.

4. Secretary The Secretary shall ensure that minutes of all meetings are kept, a roll of members is maintained, all correspondence is responded to, and all membership applications processed. The Secretary is responsible to ensure that the HOPA Strategic Plan is updated with the Board of Directors’ decisions and policies, and as such is a current and dynamic document. The Secretary is responsible for maintaining current disclosure forms for all Board of Directors members and committee chairs and vice-chairs. The Secretary will serve as the Board Liaison to a one or more committees as appointed by the Board of Directors.
5. **Treasurer** The Treasurer shall serve as custodian of all funds. The Treasurer shall see that all monies are received and disbursed properly by the association; shall see that a detailed record of all receipts and an audit is prepared by an independent Certified Public Accountant; shall prepare a report to be presented at the Annual Meeting of all receipts and disbursements for preceding fiscal year taken from a report of a Certified Public Accountant; and shall, at the expiration of this term of office, deliver to his/her successor, or to such person as the association may designate, all funds, books, records and property of the association then in his/her custody or under his/her control. The Treasurer will serve as the Board Liaison to the Finance Committee and other committees.

6. **At-Large Board Members** The At-Large Board Members assist the other Board of Directors members in carrying out the duties of the Board. At-Large Board members will serve as Board Liaison to a committee as appointed by the Board of Directors.

**Section 4. Vacancies**

1. The responsibilities of the vacant office position will may be delegated to the remaining Board members for the unexpired term or the vacancy may be filled for the unexpired term by the Board at its option. The exception is the position of the office of President-Elect.

2. To fill a vacancy for President-Elect after the annual election, the Board of Directors shall present two nominations to the active membership for a special election.

3. If the President becomes unable to perform the duties of office, the President-Elect shall immediately ascend to the office of President to complete the vacated President’s term, followed by their own term the following year.

**Section 5. Terms of Office**

The term of office for the officers begins immediately following the Board of Directors meeting that is held in conjunction with the Annual Meeting each year. The President-Elect, President, and Immediate Past President shall each serve a one-year term. The Secretary, Treasurer, and At-Large Board Members shall serve a three (3)-year term and will be elected on alternate years.

**ARTICLE VI. COMMITTEES**

**Section 1. Function**

HOPA will establish committees to support and facilitate the achievement of the business and goals of the organization. Each committee shall develop, update, and implement short-term and long-term committee plans. They shall establish programs, and policies authorized by the Board of Directors in the major areas of interest to which they are assigned. Committees can be added or discontinued at the discretion of the Board of Directors. The Board of Directors or committees may establish task and work groups and define their operation.
Section 2. Appointment of Committees and Committee Chairs

The President-Elect, in collaboration with the President, Nominations & Leadership Development Subcommittee and committee leadership, shall make recommendations for Committee Chairs and Vice-Chairs for committees deemed necessary to carry forward the work of the association. The Board of Directors must approve these appointments. The Committee Chair will serve one (1) year or as appointed by the Board of Directors. The Committee Vice-Chair will serve for one (1) year, or as appointed by the Board of Directors, and then be eligible to serve as Chair based on approval of the Board of Directors. The new committee Chair, Vice-Chair, and Board Liaison will recommend a slate of committee members for the Board of Directors to approve. Additional members, if needed, will be approved by the Board.

Section 3. Authority of the Committees

1. The Board of Directors shall have the authority to assign specific matters to a committee for its consideration. Any matter presented for consideration directly to the Board of Directors may, prior to action by the Board of Directors, be referred for consideration and recommendation to the committee within whose area of responsibility the matter falls. All committees, task and work groups are responsible to and subject to the authority of the Board of Directors.

2. The Board of Directors shall have final authority over any project requiring the expenditure of funds not approved in the annual budget.

ARTICLE VII. BUSINESS MEETINGS

There shall be an Annual Business Meeting of the association conducted by the Board of Directors and open to all members for reporting the business of the association and soliciting input. This meeting may be included as part of an educational program and may be scheduled by the association at the Annual Conference. The overall purpose of the Annual Business Meeting is to provide members with updates on HOPA activities and bring issues to the members for discussion.

ARTICLE VIII. LOCATION OF OFFICES

1. The principal location of the office of the association shall be specified by the Board of Directors.

2. The association shall have the authority to adopt a seal and to maintain custody and use thereof at the association office.

3. Members may request access to HOPA records in accordance with applicable law.
ARTICLE IX. AMENDMENTS

1. Amendments to these By-Laws may be initiated by a proposal signed by at least two (2) members in good standing with voting rights. This proposal should be sent to the Secretary for presentation to the Board of Directors.

2. Amendments may be voted upon at any membership meeting or through a mail or electronic ballot sent to all members with voting rights.

3. A comment period of not less than forty-five (45) days will be allowed for any proposed amendment.

4. The Board of Directors will consider all comments and then decide whether to send the amendment out for a vote or to revise the amendment and send it out for further membership comment.

5. For voting conducted at a membership meeting, the proposed amendment(s) must be announced at least thirty (30) days prior to the membership meeting.

6. For voting conducted by mail or electronic ballot, a deadline for ballot receipt will be established and be no sooner than thirty (30) days after the vote announcement.

7. Amendments shall be approved by a simple majority of votes cast; provided that at least 10% of the voting members have cast votes.

ARTICLE X. INDEMNIFICATION

HOPA shall have the power to indemnify to the extent legally permissible, each of its Board of Directors Members, Committee Members, employees, or agents against all costs, liabilities, and expenses (including counsel fees) reasonably incurred by him/her in connection with the defense or disposition of any action, suit, or other proceeding, asserted or threatened against him/her while in office or thereafter, by reason of his/her being or having been such a Board of Directors Member, Committee Member, employee, or agent with respect to any matters as to which he/she acted in good faith in the reasonable belief that his/her action was in the best interests of HOPA. The right of indemnification hereby provided shall not be exclusive of or affect any other right to which any Board of Directors Member, Committee Member, employee, or agent may be entitled. As used in this Article, the terms “Board of Directors Member,” “Committee Member,” “employee,” and “agent” include their respective heirs, executors, administrators, and legal representatives.

ARTICLE XI. DISSOLUTION

In order to dissolve this association, the President must present a resolution to the active membership recommending that the association be dissolved. A proposal for dissolution may be considered at a regular or special membership meeting only after thirty (30) days notice is given to the membership. The resolution to dissolve shall be adopted after 67% of the membership has cast a vote for dissolution. Upon adoption of
the resolution for dissolution, this association shall cease to conduct its affairs and settle all debts to creditors following due process for the Internal Revenue Service Code organization type and as defined by current law.

Upon the dissolution of the corporation, the Board of Directors shall, after paying or making provision for the payment of all of the liabilities of the corporation, distribute all the remaining assets of the corporation to an organization then qualified under section 501(c) (3) of the Internal Revenue Code of 1986, as amended (or the corresponding provision of any future United States Internal Revenue Law), or to a State or local government, for a public purpose. Any of such assets not so disposed of shall be disposed of by the Court of the city or county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.