

Hematology/Oncology Pharmacy Association (HOPA)

BYLAWS

ARTICLE I. NAME

The official name of this organization shall be the Hematology/Oncology Pharmacy Association (HOPA).

ARTICLE II. PURPOSE

The Hematology/Oncology Pharmacy Association was formed to promote and advance hematology/oncology pharmacy to optimize the care of individuals affected by cancer.

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 seven categories of membership:

1. **Full Members** – Pharmacists who are interested in or who support hematology/oncology pharmacy practice and have paid dues. Full 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 Members**– Student members are individuals enrolled in an accredited school or college of pharmacy who are progressing toward a Doctor of Pharmacy degree. Student members may not vote nor serve as an elected Board of Directors member.
5. **Trainee Members** – Trainee members are pharmacists participating in a post-doctoral educational program (PGY1, PGY2 residency, or fellowship). Trainee members have paid dues. Trainee members may vote but they may not serve as an elected member of the Board of Directors.
6. **Emeritus Members** – Members will be eligible for Emeritus Membership at age 65 (or older) and fully retired and have been a member of HOPA in good standing for at least ten years. HOPA Members who are permanently disabled and fully retired are eligible for Emeritus Membership if they have been a member of HOPA in good standing for at least one year. Emeritus Members are eligible to vote but cannot run for office or serve on the Board of Directors. They are not required to pay annual dues.

7. **Lifetime Members** – Members are eligible for Lifetime Membership if they are a Past President of HOPA or if they have received an Award of Excellence. Lifetime members receive all the privileges and benefits of full membership, including the right to vote.

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 form available from the HOPA Executive Office. Dues, or arrangement for payment (e.g., billed to a corporate account) must accompany application for membership. The Board of Directors shall reject any application from an individual who fails to meet membership criteria.

Section 4. Period of Membership

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

Section 5. Expulsion

Persons may be expelled or otherwise disciplined from active membership for unprofessional conduct, for violation of the obligations of these Bylaws or for other good cause determined by the Board of Directors. 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 or other discipline.

ARTICLE IV. BOARD OF DIRECTORS

Section 1. Composition

The Board of Directors shall consist of five officer and four At-Large members:

1. President
2. President Elect
3. Immediate Past President
4. Secretary
5. Treasurer
6. Four (4) At-Large Board Members

All board members shall be elected by voting membership, or appointed by the Board as allowed in Article IV, Section 4. Vacancies, of the Bylaws.

Section 2. Terms

Newly elected board members shall be installed at the HOPA Annual Business Meeting,

defined in Article VI of the Bylaws, and assume their responsibilities at the conclusion of the Annual Meeting.

1. At-Large members of the Board of Directors, Secretary, and Treasurer shall be elected to a three (3)-year term.
2. The President Elect will serve one (1) year, and then assume the role of President.
3. The President will serve one (1) year, and then assume the role of Immediate Past President.
4. The Immediate Past President term is one (1) year.

No Board of Directors member may serve more than two (2) consecutive terms for each defined position or more than nine (9) consecutive years on the Board.

Appointments by the Board to complete the term of vacated positions do not count towards consecutive terms or year limits.

Section 3. Elections

The Board of Directors shall appoint a committee to oversee elections. The committee will select the final slate of candidates. The Board will approve the final ballot prior to conducting the election. 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.

Section 4. Vacancies

1. Should a Board position become vacated prior to assuming the position, the Board shall conduct a special election to fill the position. The Board may delegate the special election to the committee responsible for Board elections.
2. If the office of an elected member of the Board of Directors shall become vacant, the responsibilities of such office may be delegated to remaining Board members for the unexpired term. The vacancy may be filled for the unexpired term by the Board at its option.
3. Should the President become 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.
4. If the President-elect position becomes vacant, the position will be filled in the next election cycle.

Section 5. Meetings

The Board of Directors shall meet annually and at the call of the Executive Committee or President. Meetings can be conducted in person or virtually.

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. Board Responsibilities

The affairs of the association will be managed by or under the direction of the Board of Directors.

Section 8. Conflict of Interest

The Board shall maintain a conflict of interest (COI) policy that applies to all Board, Council, Committee, Subcommittee, and Task Force members, and any member that is working on behalf of HOPA.

Section 9. Removal of a Board Member or Officer

Per Georgia law, members may remove a board member or officer with or without cause. In addition, the Board may remove any officer at any time with or without cause.

ARTICLE V. COMMITTEES**Section 1. Function**

HOPA will establish committees to support and facilitate the achievement of the business and goals of the organization. Except for the Executive Committee, each committee shall make recommendations to the Board within their scope of work. Committees can be added or discontinued at the discretion of the Board of Directors, except for standing committees.

Section 2. Appointment of Committee Leaders

The Board shall approve committee Chair, Vice Chair, and members deemed necessary to carry forward the work of the association as outlined by policy. Committee leaders will serve a term as defined by the Board of Directors.

Section 3. Authority of the Committees

The Board of Directors shall have the authority to determine or modify the scope of any committee and to assign specific matters to a committee for its consideration. All Councils, Committees, Subcommittees, and Task Forces are responsible to and subject to the authority of the Board of Directors.

Section 4. Standing Committees

The following committees will be formed by the Board each year. The Board of Directors may establish additional committees, subcommittees, councils and/or task forces and define their operation in their respective charters.

1. Executive

- a. The Executive Committee shall represent the Board in situations that require immediate responses or between Board meetings.
- b. The Executive Committee shall be comprised of the President (Chair), President-Elect, Immediate Past President, Secretary and Treasurer.
- c. Except for the power to amend the Articles of Incorporation and the Bylaws, the Executive Committee shall have all the powers and authority of the Board in the intervals between meetings of the Board.

d. All decisions of the Executive Committee will be reported to the Board.

2. Finance

a. The Finance Committee is responsible for developing and reviewing fiscal procedures, financial plans, and the annual budget with staff and other board members.

b. The fiscal year shall be the calendar year. Annual reports are required to be submitted to the Board showing income, expenditures, and pending income.

3. Membership

a. The committee develops member-facing projects and processes, in addition to documenting the history of the association.

ARTICLE VI. 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. The quorum will consist of 10% of the voting members.

ARTICLE VII. USE OF NAME AND ACRONYM

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 curriculum vitae. No member, and no other person or entity, shall use the name or acronym for any other purpose without the expressed approval of the Board of Directors.

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.

ARTICLE IX. AMENDMENTS

1. Amendments to these Bylaws can be proposed by a voting member in good standing. Their proposal should be sent to the Secretary for presentation to the Board of Directors.
2. The Board of Directors will review all proposed amendments and consider whether to send the amendment for a member vote.
3. For voting conducted at a membership meeting, the proposed amendment(s) must be announced at least thirty (30) days prior to the membership meeting.
4. 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.
5. 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 and employees 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 and employee 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 or employee may be entitled. As used in this Article, the terms "Board of Directors," "Member," "Committee Member" and "employee" include their respective heirs, executors, administrators, and legal representatives.

ARTICLE XI. DISSOLUTION

To dissolve this association, the President must present a resolution to the voting 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 voting membership or by mail ballot. Upon adoption of the resolution for dissolution, this association shall wind up its affairs and settle debts to creditors as required by 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, preferably one that focuses on pharmacy, 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.