



**AFFILIATION AGREEMENT  
BETWEEN  
THE CALIFORNIA SOCIETY OF HEALTH-SYSTEM PHARMACISTS AND  
ITS AFFILIATED REGIONAL CHAPTERS**  
*Revised by the Board of Directors April 2007*

The California Society of Health-System Pharmacists (CSHP) is a nonprofit mutual benefit corporation organized under the Nonprofit Mutual Benefit Law of the State of California. CSHP functions as a statewide organization dedicated to the promotion of the profession and the representation of its members throughout the state. The purpose of CSHP's affiliate & Regional Chapters is to facilitate the promotion of the goals and objectives of CSHP in geographical areas close to members' residences and/or places of practice.

CSHP has determined that it is highly desirable to maintain uniformity between and among the affiliated Regional Chapters of CSHP. In order to maintain such uniformity, CSHP and Regional Chapters have developed this Affiliation Agreement that delineates the various requirements for a Regional Chapter to be affiliated with CSHP and is intended to facilitate a cooperative relationship between CSHP and its affiliates. A Regional Chapter seeking to become or maintain its affiliation with CSHP must conduct its business in compliance with the following policies and procedures.

**REGIONAL CHAPTER RESPONSIBILITIES**

**A. INCORPORATION AND TAX-EXEMPT STATUS**

Each affiliated Regional Chapter must be independently incorporated as a tax—exempt, nonprofit mutual benefit corporation- pursuant to California law. The affiliated Regional Chapter shall have its Articles of Incorporation and Bylaws, and any subsequent amendments thereto, approved by the CSHP Board of Directors. Sample Regional Chapter Articles of Incorporation and Bylaws that have been approved by the CSHP Board of Directors are available from the CSHP office. A Regional Chapter that utilizes these samples can expect to have the resulting Regional Chapter documents readily approved by the CSHP Board of Directors.

**B. MEMBERSHIP REQUIREMENTS**

In order to qualify as an affiliated Regional Chapter of CSHP, a Regional Chapter must have a minimum of ten (10) active members of CSHP in good standing. All active members, associate members, and honorary members of CSHP shall be assigned membership to an

affiliated Regional Chapter in accordance with the CSHP Bylaws. Such members are assigned membership to the affiliated Regional Chapter whose geographic boundaries include that member's residence or place of practice, as determined by the member. If a member so requests, s/he may be assigned to another affiliated Regional Chapter of the member's choice.

#### C. APPLICATION FOR REGIONAL CHAPTER AFFILIATION

The President and Secretary of the Regional Chapter desiring an affiliation with CSHP should initiate a formal application for such affiliation. The application should be forwarded through CSHP staff to the CSHP Board of Directors for approval. The application must include: a list of officers and membership; minutes of the meeting at which the request for affiliation was approved by the Regional Chapter; and a description of the proposed geographic boundaries for the affiliated Regional Chapter.

#### D. LEGAL RESPONSIBILITIES

As explained above, a Regional Chapter desiring to become affiliated with CSHP is required to incorporate under California law in order to protect CSHP and its members from liability due to criminal/tort actions committed by affiliates. (CSHP maintains incorporation for the same reasons.)

In addition, an affiliated Regional Chapter must notify CSHP immediately when any legal problems or claims are identified so that CSHP can protect its interests with respect to such legal matters and claims.

#### E. FISCAL RESPONSIBILITIES

An affiliated Regional Chapter shall maintain responsible fiscal management policies and practices that must include the following:

- (1) Develop and establish a budget for yearly fiscal operations.
- (2) Conduct a yearly audit of fiscal operations.
- (3) Establish procedures to maintain responsibility for any debts incurred by the Regional Chapter.
- (4) Establish and maintain its own tax preparation and tax payment procedures.
- (5) Properly notify CSHP of any financial problems immediately upon identification.
- (6) Comply with fiscal responsibility provisions of the Regional chapter Bylaws.

## F. REPRESENTATION RESPONSIBILITIES

All affiliated Regional Chapters are required to promote and foster the specific goals and objectives of CSHP at the regional level. Each affiliated Regional Chapter shall be responsible for selecting its own delegates to serve in the CSHP House of Delegates. Delegates of affiliated Regional Chapters shall be responsible to report, consolidate, and delineate issues at the regional level and shall participate in the formulation of CSHP policies at meetings of the House of Delegates. All affiliated Regional Chapters must adopt the official professional policies of CSHP and shall not adopt, publicize, promote or otherwise convey any policy or principle in the name of CSHP that has not been officially adopted by CSHP. No affiliated Regional Chapter shall adopt, publicize, promote or otherwise convey any policy or principle in the name of the affiliated Regional Chapter that is contradictory to, or in conflict with, official policies of CSHP. Affiliated Regional Chapters in good standing shall have the privilege of using the CSHP insignia in accordance with any specific guidelines or directions established by the CSHP Board of Directors.

Affiliated Regional Chapters are expected to, upon request by CSHP, identify any members willing to serve in the capacity as elected and appointed officials for CSHP and to maintain candidacy for such positions. It is the responsibility of each affiliated Regional Chapter to assure that its requested representatives, delegates and officials attend CSHP leadership conferences, presidential officer meetings, and ASHP and/or CSHP regional delegate conferences. Further each chapter shall insure that at least one (1) delegate attends in full all meetings of the CSHP House of Delegates. The Board of Directors of each affiliated Regional Chapter is responsible for facilitating communications between CSHP and the members of the Regional Chapter.

In addition, Regional Chapters, when requested, should support and assist CSHP efforts to communicate with legislators and other public officials. Affiliated Regional Chapters should not, however, support and assist legislators or other public officials independent of CSHP. In this regard, affiliated Regional Chapters shall not make any financial or political contributions of any kind to federal, state, or local candidates or campaigns independent of CSHP.

## G. OPERATIONAL RESPONSIBILITIES

In operating as an affiliated Regional chapter of CSHP, the Regional Chapter shall provide: timely information to CSHP of its membership informational changes; continuing education functions to its members; Regional Chapter Board of Directors and general membership meetings; and shall submit any newsletters and meeting minutes in a timely manner to the CSHP Board of Directors.

Each affiliated Regional Chapter is encouraged to offer four (4) hours of education events per year. Programs that are acceptable for purposes of pharmacist re-licensure in the State of California are desired.

In addition, each affiliated Regional Chapter shall provide for its members: a minimum of one newsletter quarterly; a minimum of four general membership meetings (may be included with educational programming); an annual meeting at which new officers are installed (may be included with above meetings); a regional delegates conference prior to the meeting of the CSHP House of Delegates in order to inform and prepare its delegates; open access to affiliated Regional Chapter leadership through open Board of Directors meetings or "general" Board meetings; and, timely acknowledgement of new members, including invitations to Regional Chapter activities and timely addition of new members to Regional Chapter mailing lists.

Affiliated Regional Chapters, in order to assure that CSHP has knowledge of its activities, shall provide each of the following to the CSHP office and to the CSHP Board Liaison assigned to the Regional Chapter:

- (1) Copies of minutes of Board of Directors meetings and general membership meetings
- (2) Copies of any periodic Treasurer's reports and the annual audit
- (3) Proposed and approved budgets

It is important that CSHP maintain accurate records of the pharmacy directors at hospitals throughout the state. To facilitate this process, each affiliated Regional Chapter shall, on an annual basis, provide CSHP with the names and mailing addresses of each hospital and its pharmacy director(s) within the affiliated Regional Chapter's geographic area.

## H. SANCTIONS

The failure of an affiliated Regional Chapter to abide by the responsibilities, policies and procedures set forth herein, in the CSHP governing documents, and in the affiliated Regional Chapter's governing documents, may result in the CSHP Board of Directors initiating remedial activities as follows:

- (1) The CSHP Board of Directors shall notify the leadership of the affiliated Regional Chapter in writing that the Regional Chapter is considered deficient in respect to its affiliation responsibilities.
- (2) The President or Board of Directors of the affiliated Regional Chapter shall respond to the CSHP Board of Directors in writing within 90 day, describing both the corrective actions planned to assure requisite compliance and the timetable for their completion.
- (3) The CSHP Board of Directors shall review the submitted plans and timetable and shall work with the affected Regional Chapter to facilitate successful completion of the remedial plan.

- (4) The CSHP Board of Directors shall assure that a reasonably appropriate amount of time is allowed for affiliated Regional Chapter to affect its remedial plan.
- (4) Upon majority vote of the CSHP Board of Directors, CSHP may disaffiliate a Regional Chapter for failure to ultimately bring its activities into compliance with affiliation requirements.

## GENERAL CSHP ORGANIZATIONAL RESPONSIBILITIES

### A. LEGAL RESPONSIBILITIES

The following are the responsibility of CSHP:

- (1) Incorporating CSHP as a tax-exempt, nonprofit mutual benefit corporation in accordance with California law.
- (2) Securing and maintaining such insurance coverage (or similar appropriate action) determined appropriate by the CSHP Board of Directors to cover CSHP and members of its Boards, committees, councils, etc., from liability in a tort action against CSHP.

### B. FISCAL RESPONSIBILITIES

CSHP shall be responsible for all CSHP fiscal operations. CSHP shall be responsible for collecting CSHP and affiliated Regional Chapter dues from members, maintaining the CSHP treasury, and distributing affiliated Regional Chapter dues back to the chapter. CSHP shall be responsible for providing funds and other start-up assistance for a newly affiliated Regional Chapter and for new affiliated Regional Chapters formed by division of existing chapters. The amount of funds and other assistance provided by CSHP will be at the sole discretion of the CSHP Board of Directors and will be determined on a case-by-case basis. CSHP shall be responsible for providing advice to financially troubled affiliated Regional Chapters. Any other assistance provided will be at the sole discretion of the CSHP Board of Directors.

### C. REPRESENTATION RESPONSIBILITIES

As permitted by organizational needs, the CSHP Board of Directors shall be responsible for soliciting input from membership in a timely fashion prior to making professional policy decisions.

### D. OPERATIONS RESPONSIBILITIES

CSHP shall be responsible for providing the following:

- (1) Development of membership recruitment and retention programs to insure the growth and stability of the organization. CSHP will share these programs with affiliated Regional Chapters for their use as needed
- (2) Development of public relations programs to improve the image of the profession and of CSHP with other healthcare professionals and organizations, legislative and regulatory bodies and agencies, and the general public. CSHP will share these programs with affiliated Regional Chapters for their use as needed
- (3) At least one annual, statewide continuing education program (e.g. Seminar, the annual meeting of CSHP)
- (4) Preparation and distribution of a monthly CSHP publication to all members, as well as other statewide correspondence
- (5) Operations of the CSHP office and for the duties of the CSHP staff
- (6) Administering meetings of the CSHP Board of Directors and of CSHP committees, councils, and House of Delegates
- (7) Maintaining affiliated Regional Chapter membership lists from information received through new memberships, renewals, and information from the Regional Chapters. CSHP will provide to each affiliated Regional Chapter updates on the chapter's membership changes monthly and a complete membership list for the chapter quarterly, or as determined by the CSHP Board of Directors
- (8) Obtaining and maintaining continuing education provider status for CSHP in accordance with the regulations of the California State Board of Pharmacy
- (9) Notification of all affiliated Regional Chapters prior to committing and scheduling any statewide continuing education programs other than Seminar for the purpose of discussing and coordinating these programs with the affiliated Regional Chapters.

#### CHANGES TO THE AFFILIATION AGREEMENT

Any changes to this Affiliation Agreement may be proposed by any affiliated Regional Chapter Board of Directors or by CSHP through its Board of Directors. Any amendments must be approved by majority vote of the CSHP Board of Directors.