

Hospital Pharmacists' Association, Ireland. Constitution and Rules

1. The name of this Association shall be the Hospital Pharmacists' Association of Ireland, to be also known as the HPAI.
2. The HPAI is a non-profit-making voluntary group, that exists to promote the role of the Hospital Pharmacist.

The objectives (HPAI AGM Amendment 20.11.2001) of the group are:

- a) To further the development of hospital pharmacy practices.
 - b) To assist in the provision of continuing pharmaceutical education.
 - c) To represent the views of the Hospital Pharmacist on issues of relevance to hospital pharmacy.
 - d) To advance the professional welfare of our members
3. Full membership of the HPAI is restricted to a Registered Pharmacist with the Pharmaceutical Society of Ireland, currently employed in a Hospital/ Residential Care setting in Ireland.
 4. This Association is a Vocational Group within the Irish Municipal, Public and Civil Trade Union (IMPACT), and membership of the Union is required of all full members of the Association.
 - 5.1. The Association shall have an Executive Committee membership of fifteen members consisting of four Regional Representatives and eleven National Representatives (HPAI AGM Amendment 2006).
 - 5.2. Regional Representatives shall be elected at the Annual General Meeting. Members who work in the region concerned shall elect each Regional Representative. The HPAI Constitution adopts the HSE area structure as the regional representative structure for the HPAI Executive Committee (HPAI AGM Amendment 2006).

The HSE is divided into four areas:

- 1) HSE West
- 2) HSE South
- 3) HSE Dublin North East

4) HSE Dublin Mid Leinster

- 5.3. A full member from the region in question must nominate a member seeking a place as a Regional Representative. Nominations shall be submitted at the Annual General Meeting. Should there be more than one nominee for a position as regional Representative the position shall be filled by majority vote among the members of that region.
- 5.4. All full members of the Association at the Annual General Meeting shall elect national representatives of the Executive Committee.
- 5.5. Nominations for national representative membership of the Executive Committee together with the name of the proposer and seconder, shall be delivered to the Honorary Secretary in writing, not less than seven days before the date of the Annual General Meeting.
Should the number of nominees exceed the number of available places, nominees shall be elected by majority vote in a secret ballot at the Annual General Meeting.
- 5.6. The term upon election to the committee shall be three years.
- 5.7. Members of the Executive Committee may offer themselves for re-election at the end of each term of office.
- 6.1. The Executive Committee shall elect the following officers:
1 President
1 Vice-President
1 Vice-President with responsibility for I.M.P.A.C.T. affairs
1 Honorary Secretary
1 Honorary Treasurer
1 Honorary AGM Secretary.
1 Immediate Past President
- 6.2. The Executive Committee at its first meeting following the Annual General Meeting shall elect the Honorary Officers.
- 6.3. No person may hold the Office of President for more than four consecutive years.
- 6.4. A vacancy arising in the Executive Committee in between two consecutive AGMs shall be filled by co-option.
- 6.5. Executive Committee members failing to attend Committee meetings without just cause on three consecutive occasions shall be removed from the Committee.
- 6.6. The Executive Committee shall meet at least three times each year.

- 6.7. The Executive Committee following receipt of an application form shall consider applications for membership of the Association.
- 6.8. The Executive Committee shall be empowered to remove from membership of the Association:
 - a) Any member who fails to pay the annual subscription.
 - b) Any member whose conduct shall be deemed prejudicial to the Association.
7. The Association is a member of the European Association of Hospital Pharmacists.
- 8.1 Any of these rules may be changed by majority vote at the Annual General Meeting, provided a motion to change them has been given in writing to the AGM Secretary of the Association
- 8.2 Twenty one days notice in writing must be given to the AGM Secretary of the Association of any motions to be voted on at the AGM; however the National Executive may submit Emergency motions to be voted on at AGM to the AGM Secretary up to three days before the proposed date.
- 9.1. Associate membership shall be considered by the membership secretary in the following circumstances:
 - a) To a Registered Pharmacist with the Pharmaceutical Society of Ireland previously working as a hospital pharmacist who is now retired.
 - b) To a Registered Pharmacist with the Pharmaceutical Society of Ireland working in the defence forces, as membership of a union is prohibited.
 - c) To a Registered Pharmacist with the Pharmaceutical Society of Ireland jointly working in hospital and academia, who is prevented from full membership by articles of this constitution.
 - d) Free Associate Membership shall be open to Pre-registration pharmacists who are undertaking their training year in a hospital and to former members of the association who have reached retirement age.

All other applications for associate membership must have their application forwarded to the HPAI executive committee

- 9.2. Associate members shall be eligible to attend the Annual General Meeting and contribute to the discussion, but shall not be entitled to vote on issues raised at the Annual General Meeting.

- 9.3. The Executive Committee, following receipt of an application form, shall consider application for Associate Membership.

10. Electronic dissemination of information for the AGM is permitted (HPAI AGM Amendment 2009).