



CSHP Board and Branch Reference Manual

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TITLE: Honorary Membership	REVISED: April 2017 (Policy) October 2016 (Procedures) April 2018 (Procedures) June 2019 (Procedures)

POLICY

The CSHP Board may elect by two-thirds majority of the entire membership of the Board one Honorary Member annually. If none of the candidates nominated are deemed qualified, the status may not be conferred on a given year.

The status of Honorary Member shall be conferred for life on any Member of CSHP in recognition of outstanding contributions to the advancement of hospital pharmacy or a related healthcare field, and exceptional service directly or indirectly to the mission of CSHP.

Current CSHP Board members and CSHP staff are not eligible for Honorary Membership. Furthermore the status cannot be conferred posthumously.

Honorary Members shall continue to enjoy the rights of CSHP Members and shall be exempt from payment of membership fees. Furthermore Honorary Members will be presented with a certificate of Honorary Membership and will be compensated by CSHP Official for travel, full registration, up to two nights' hotel accommodation, and up to two days' meals (if not included in the registration) to attend the recognition event.

This policy applies to CSHP Official, its branches and CSHP employees.

DEFINITIONS

As per CSHP Bylaw No. 1, **Honorary Members** are Members who have been elected by two thirds-majority of the entire membership of the Board in recognition of an outstanding contribution to the advancement of hospital pharmacy or a related healthcare field. The status of Honorary Member shall be granted for life, subject to the provisions of article 3.6, and shall be exempt from payment of membership fees.

PROCEDURES

1. In May of each year, the Executive Assistant will remind the Branch delegates of the possibility to nominate Branch Members who are deserving of Honorary Membership for their lifetime achievement, with a deadline for nominations of end of June. This Policy and the list of past Honorary Members will be attached to the notification.
2. Nominations will be transmitted electronically and will require the following information:
 - a. Nominee's name;
 - b. Nominee's current professional position and affiliation;
 - c. Current mailing address, e-mail address, and telephone number of the nominee;
 - d. Nominee's curriculum vitae;
 - e. Reasons substantiating the nomination in sufficient detail to enable the final selection, but not exceeding 2 single-spaced, letter-format pages;
 - f. Name, e-mail address and signature of five current CSHP Members nominating the candidate.
3. The Executive Assistant will forward the nominations to the Board in September as background document for the fall Issues Day.
4. The Board shall elect by two-thirds majority of the entire membership of the Board a maximum of one Honorary Member at its fall meeting.
 - a. If only one qualified candidate is nominated in a given year, the Board shall assess the candidate's worthiness by ballot. If the candidate obtains a two-thirds majority in favour, he or she shall be elected to the status of Honorary Member.
 - b. If 2 or more qualified candidates are nominated in a given year, the Board shall assess each candidate's worthiness for the status by separate ballot.
 - i. If a single candidate obtains a two-thirds majority, he or she shall be elected to the status of Honorary Member.
 - ii. If more than one candidate obtain a two-thirds majority, the one with the most votes shall be elected to the status of Honorary Member.
 - iii. If two candidates obtain a two-thirds majority and are tied for the most votes, a run-off ballot shall be held between them. The one who obtains a simple majority shall be elected to the status of Honorary Member.
 - iv. If none of the candidates obtain a two-thirds majority, the status of Honorary Member shall not be conferred that year.
5. The Chief Executive Officer will notify the newly elected Honorary Member in the fall, first by phone, then in writing. The list of past Honorary Members will be attached to the letter.
6. The new Honorary Member will be recognised at her or his discretion either during a Branch event in her or his home province or during the national Awards Ceremony at the Professional Practice Conference (PPC).
7. Whether during the Branch event or PPC, the new Honorary Member will be presented with a certificate of Honorary Membership by one of the CSHP Presidential Officers. The recipient will then be invited to give brief remarks (no longer than 3 minutes).
8. If the presentation is made at PPC, CSHP will provide the new Honorary Member with airfare to Toronto if applicable, full registration, up to two nights' hotel accommodation and up to two days' meals (if not included in the PPC registration).
9. The new Honorary Member's photo and a 350-word biography will be inserted in the Awards Program and then used to announce the bestowed honour in the eBulletin and/or on the CSHP website, along with the complete list of Honorary Members.