#### CPFI Student Chapter Bylaws

**(*Your School Name)* School of Pharmacy**

**Purpose**

The purpose of CPFI student chapters is to motivate and equip pharmacy students to practice faith in Jesus Christ in their personal and professional lives. The purpose is also to encourage and develop an active Christian witness and evangelism through prayer, Bible study, outreach and fellowship. The chapter should be evangelical in outlook and purpose; and activities consistent with this biblical view are encouraged and promoted. Student chapters are an opportunity for Christian students to have a common affiliation with like-minded students of their school of pharmacy and also with those of other schools of pharmacy throughout the United States and abroad.

**Articles of Faith: Members of CPFI adhere to the following beliefs**

* We believe the Bible, in its original languages to be the inspired, inerrant Word of God, the only infallible and authoritative rule of faith and conduct.
* We believe in one God, maker of all things, eternally existent as: Father, Son, and Holy Spirit - the Holy Trinity.
* We believe in the deity of our Lord Jesus Christ, true man and true God; conceived of the Holy Spirit, born of the virgin Mary.
* We believe that the Lord Jesus lived a sinless life, performed miracles, was crucified for our sins, was buried, bodily resurrected, and ascended to the right hand of the Father.
* We believe that man is made in the image of God and that since the fall, all men are born as sinners unable to save themselves.
* We believe in the personal salvation of believers through the substitutionary sacrificial death and shed blood of Jesus Christ - being justified by faith alone.
* We believe in the future return of the Lord Jesus in power and glory.
* We believe in the presence and power of the Holy Spirit, indwelling each believer, transforming us and enabling us to live a Godly life.
* We believe in the bodily resurrection of the just and the unjust; those who are saved to everlasting blessedness and those who are lost unto the resurrection of damnation.
* We believe in the spiritual unity of believers in our Lord Jesus Christ.

**History of the CPFI Student Chapter of the \_\_\_\_\_\_\_\_\_\_\_\_ School of Pharmacy**

*(Write a brief history of your chapter)*

**Officers**

While all students, faculty and staff are invited to attend our chapter activities, it is required that all chapter officers of our chapter be registered members of Christian Pharmacists Fellowship International.

**Code of Conduct of Chapter Officers**

It is required the chapter officers uphold the policies and ethical statements of Christian Pharmacists Fellowship International.

**Officer Positions**

*(Individual chapters are encouraged to determine the officer positions needed for their chapter. The following list is suggestions only, although CPFI strongly recommends having at minimum a President, Vice President, Treasurer, and National Student Council Representative.)*

President

* Oversees all events, teams, and committees
* Prepares for and leads meetings, provides Secretary with information for the meeting agenda
* Seeks to stimulate spiritual growth and regularly commits to prayer for chapter
* Completes the CPFI Student Chapter Application/Update Information Form
* Communicates with administration, student organizations/fraternities, and other CPFI student chapters within the area
* Represents CPFI at university leadership meetings

Vice President

* + - Assists President; Assume the role when needed
    - Oversees/coordinates devotionals and Bible studies
* Leads recruitment of new members and attempts to increase retention rate
  + - Order annual chapter t-shirts

Treasurer

* + Manages chapter funds: keeps a log of chapter accounts, procures money from petty cash, handles receipt of refund checks, and assists in distributing any chapter funds raised for mission trips
  + Collects student membership applications (assures accuracy) and dues. After collection, mails applications and dues to the CPFI office
  + Collects and deposits chapter dues and maintains records
  + Assists with election meeting by providing records to assure a quorum is present and members in good standing are allowed to vote

National Student Council Representative

* + Responds to email communication from NSC chairperson and communicates NSC announcements to the chapter
  + Encourages chapter involvement in national student outreach with Operation Christmas Child
  + Updates chapter on events such as CPFI Annual Meeting, CPFI Annual Student Retreat, regional student retreats, and prayer breakfasts.
  + Notifies NSC chairperson and the CPFI office of any substantial changes within your chapter (i.e. new advisor)

Secretary

* + - * Types and distributes meeting agendas prior to meetings
      * Records and distributes meeting minutes following meetings
      * Coordinates food and beverages for meetings
      * Creates and updates a chapter member information sheet
      * Distributes cards for birthdays and to welcome visitors
      * Maintains an alumni book and communicates with chapter alumni

Events Coordinator

* + Plans and organizes fellowship activities
  + Creates, distributes, and posts monthly calendars of chapter activities
  + Prepares flyers to publicize important events
  + Announces meetings and events to the school of pharmacy and pre-pharmacy students

Outreach Coordinator

* + Plans and organizes community outreach events, including assisting NSC representative with Operation Christmas Child
  + Chairs Prayer Team by promoting prayer cards to student body and leading chapter in prayer over the requests

Missions Promoter

* + Maintains a record of members planning missions trips (act as an encouragement and resource)
  + Organize missions fundraisers to raise funds for chapter members participating in missions trips
  + Research and announce missions opportunities to the chapter
  + Encourage attendance at the Global Health Missions Conference in November

Historian/Publicist

* + Updates and maintains chapter promotional materials
  + Organizes and maintains chapter records (photographs, files, etc.)
  + Maintains an electronic forum to exchange chapter photographs, such as Kodak, Snapfish, etc.
  + Assists Events Coordinator in announcing events and meetings to all pharmacy and pre-pharmacy students

Webmaster

* + Updates and maintains chapter website
  + Establishes chapter email listserv at the start of each semester
  + Assists Historian/Publicist in maintaining chapter records

P4 Liaison

* + Keeps open communication between P4s and the chapter
  + Provides guidance to chapter, if needed
  + Encourages P4 involvement with the chapter

**Election of Officers**

Officers will be elected annually during the month of (*name of month*). Prior to this time, the current officers, advisor, and members will be prayerfully preparing for the election meeting and future leadership.

An election meeting can be held during any regularly scheduled meeting, with the condition that the chapter membership is notified at least two weeks prior to the meeting that elections will be held during the meeting. Nominations for a position can be made by anyone prior to or during an election meeting. In order for election results to be validated, a quorum (50% of members in good standing) must be present at the election meeting. After all nominations have been submitted, voting will proceed via a secret ballot and only members in good standing will be allowed to vote. The candidates receiving the majority of votes will serve in the position to which they were nominated. The advisor and current president will count the votes and notify the chapter membership of the results.

**Membership**

To become a chapter member, a student must first become a CPFI student member through completion of the membership application and payment of annual student dues.

To become a chapter member, *(Will your chapter have requirements or charge dues? If so the requirements should be no more stringent than CPFI’s requirements nor should chapter dues exceed CPFI student member dues)*

**Amending Bylaws**

Bylaws can be amended by presenting the proposed amendment in writing to the chapter membership at least two weeks prior to the meeting in which the bylaw amendment will be discussed. During the meeting the bylaws will be amended by a two-thirds (2/3) vote of the student members in good standing. The amended bylaws will be sent to the CPFI office by the president and sent to the chapter membership via email. The amended bylaws will be effective immediately.

**Submission of Bylaws**

We submitted a copy of these Bylaws to the Dean of *(name of school)* and to the CPFI office on *(day) of (month & year)*.

Respectfully,

*(name)*

*Campus Advisor*

*(name)*

*(Title of officer position)*

*(name)*

(Title of officer position no. 2)