

CPFI National Student Council Policies and Procedures

Adopted 06/11/2014

I. Introduction

The National Student Council (NSC) is the official student leadership network of Christian Pharmacists Fellowship International (CPFI). This document is intended to guide the activities of the NSC to assure each officer has an understanding of their responsibilities, that the activities of NSC remain consistent with the vision and goals of CPFI, and that the NSC operates within its authority as outlined in the Bylaws of Christian Pharmacists Fellowship International.

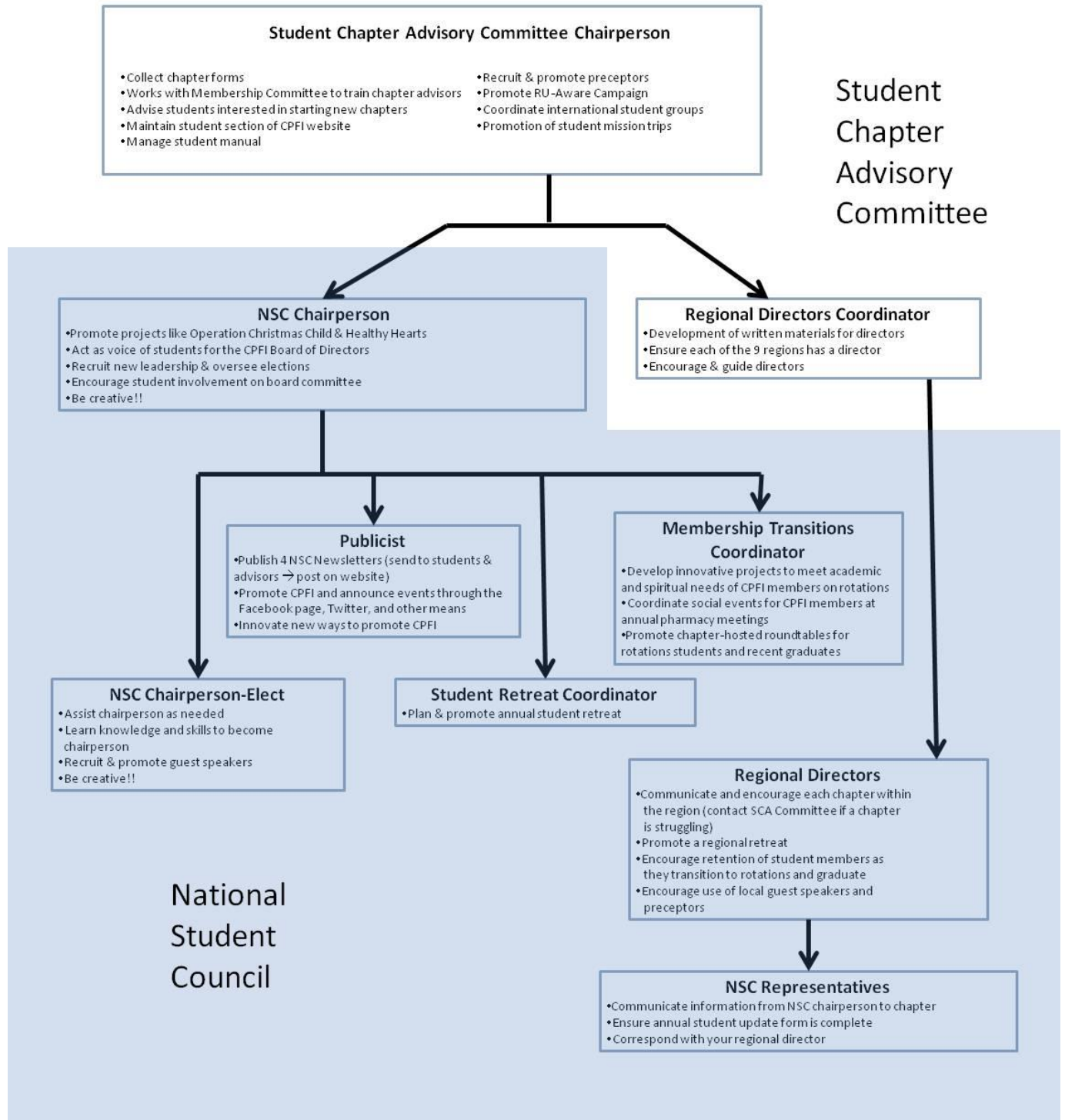
II. Purpose and Structure

Primary Purpose: NSC exists to assure the success of student chapters and facilitate the transition from student to professional membership. The NSC will create a venue for communication from students to the members of the board. The Council will work to keep the students informed on national events as related through CPFI and other innovated chapter ideas through quarterly newsletters.

The NSC is subject to Student Chapter Affairs Committee and will work under this committee to keep our organization within the CPFI bylaws.

Structure - The NSC currently has 17 positions; One (1) Advisor Liaison, Two (2) Student Advisory Committee Co-Chairs, one (1) NSC Chairperson, one (1) NSC Chairperson-Elect, (1) Membership Transitions Coordinator, one (1) National Student Retreat Coordinator, one (1) Publicist, and nine (9) Regional Directors.

The NSC functions under the following diagram:



Officers and Responsibilities

All students serving in positions outlined in these policies and procedures must be active, registered members of CPFI and adhere to the beliefs held by every member. The offices available in the NSC are outlined below. In addition to these responsibilities, members who are holding any of the positions are expected to make every effort to participate in National Student Council meetings.

- A. National Student Council Chairperson: This individual is responsible for developing and advancing student membership and representing students as a voting member on the CPFI Board of Directors. Specifically,
 - 1. Make a reasonable effort to attend meetings of the CPFI Board of Directors, maintain an understanding of current issues, and vote in the best interest of the students
 - 2. With the help of the CPFI Administrative Director, publish 4 NSC Newsletters annually
 - 3. Encourage participation in national projects (see Specific Programs)
 - 4. Oversee annual elections at the National Student Retreat
 - 5. Develop innovative methods to promote national involvement and improve communication
 - 6. Hold other CPFI officers accountable to their responsibilities
 - 7. With the NSC Chairperson-Elect and a member of the Student Chapter Advisory Committee, and the Nominations Committee, select the winner of the Psalm 145 Award and Chapter of the Year Award
 - 8. Organize NSC meetings as necessary
- B. National Student Council Chairperson-Elect: As the future NSC Chairperson, this individual should serve as the NSC Chairperson's assistant in any of their tasks while developing an understanding of the responsibilities of the NSC Chairperson. They will help in the selection of the Psalm 145 Award and Chapter of the Year Award. Additionally, the NSC Chairperson-Elect will stand in for the NSC Chairperson in their absence and maintain and promote use of the guest speaker database.
- C. National Student Retreat Coordinator: This individual plan the National Student Retreat in conjunction with the CPFI Annual Meeting. They will collaborate with the CPFI Administrative Director to arrange the retreat schedule and obtain funds for retreat expenses. They will be responsible for recruiting speakers, purchasing necessary items such as snacks and T-shirts, and arranging activities such as social events or service projects. The retreat should include time for student election and time for chapter reports.
- D. Membership Transitions Coordinator: This person is responsible for exploring and implementing methods of addressing issues surrounding membership during the transition from student to professional. Focus should be on increasing membership retention following the traditional P3/P4 year as members go into rotations and on through graduation into their professional careers. They may form a committee of CPFI members to address these problems. They should work closely with the Student Chapter Advisory Committee.

- E. Publicist: The publicist is responsible for promoting CPFI and the NSC activities to enhance awareness of the benefits of membership in CPFI. Additionally, he or she will help promote announcements and manage online elections of the NSC. This person will create quarterly newsletters and use Facebook, Twitter, and other innovative methods to increase awareness of CPFI and its activities. This person will publish updates, devotionals, and other information in a way that represents CPFI and brings glory to God.
- F. Regional Director: There are nine Regional Directors, one for each region. The Regional Director must attend a college of pharmacy in the region they manage:
 - 1. Northeast (Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont)
 - 2. Mid-Atlantic (Delaware, Pennsylvania, Maryland, New Jersey, Virginia, West Virginia)
 - 3. Southeast (Kentucky, North Carolina, South Carolina, Tennessee)
 - 4. South-Atlantic (Alabama, Florida, Georgia, Mississippi)
 - 5. Great Lakes (Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin)
 - 6. Rocky Mountain (Colorado, Montana, New Mexico, North Dakota, South Dakota, Utah, Wyoming)
 - 7. Central Plains (Iowa, Kansas, Missouri, Nebraska)
 - 8. Southwest (Arkansas, Louisiana, Oklahoma, Texas)
 - 9. North-Pacific (Alaska, Arizona, California, Hawaii, Idaho, Nevada, Oregon, Washington)

IV. Election of Officers

Elections for the positions of NSC Chairperson-Elect, Student Retreat Coordinator, Publicist, and Membership Transitions Coordinator are held each year at the annual meeting. It is the responsibility of the members of the National Student Council to promote the available positions in advance of the meeting.

If online polling is used, the publicist will make all arrangements to ascertain a fair, honest, and timely process. Active student members, those who have paid membership dues and have an active membership, will be able to make nominations beginning no later than April 1st of each year. Candidates may promote themselves through various means provided their message is in alignment with the values of CPFI. Any question of content will be directed to the Student Chapter Advisory Committee chairperson for censorship. Online voting will begin at the end the business day on Thursday of the conference and close on Saturday evening prior to the Student Meeting where the winners will be announced. Any active student member may be nominated or run for a position. For the positions of NSC Chairperson-Elect and National Student Retreat Coordinator, nominees must be present at the conference in order to be elected. Exceptions will be made by the Student Chapter Advisory Committee chairperson on a case-by-case basis and will only be considered if the individual has made an effort to attend the conference (i.e., paid for the conference and was unable to attend due to an emergency). The individual meeting these requirements with the greatest number of votes will be elected to the position.

Active student members of CPFI may either nominate themselves or be nominated by other active members of CPFI. The person nominated can choose to accept their nomination or decline. The voting will be determined by a majority rule of the participating active student members of CPFI. These positions will be held for one year. One additional term is allowed for all positions except for NSC Chairperson-Elect.

During the National Annual meeting, the current NSC Chairperson-Elect should identify student(s) who may be interested in running for NSC Chairperson-Elect. This person should be driven to glorify Christ through their service to CPFI. The current NSC Chairperson-Elect should speak with potential candidates who they believe are qualified before elections, if possible, to allow them to prayerfully consider the nomination. The NSC Chairperson-Elect will become NSC Chairperson when a new NSC Chairperson-Elect is elected.

The positions for Regional Directors is chosen from an online application. In the case of multiple applications, the NSC will vote on who is to be given the position through a majority vote at any regular NSC meeting. When all NSC members cannot be present, an email vote can be given within a week of the meeting. The position will be held for one year from the nearest (past or future) National Annual Meeting to the following National Annual Meeting. One additional year is allowed. Additional terms may be granted at the discretion of the NSC Chairperson and Student Chapters Advisory Committee.

In the event of a vacancy of any NSC position, the Chair(s) of the SCAC may directly appoint a CPFI member to fill the positions. The NSC Chairperson, when available, should actively help the SCAC Chair(s) in recruiting volunteers to be appointed to the positions. During the time that the positions are unfilled, the respective duties are the responsibility of the SCAC and the NSC Chairperson. Qualifications of considered candidates are left to the discretion of the SCAC Chair(s) and NSC Chairperson.

In the event that an officer fails to complete their duties or represent CPFI in an appropriate manner, it should be handled according to Matthew 18:15-17 to correct the issue and avoid escalation of the problem. When an officer is continuously unable to fulfill their duties or represent CPFI in a godly manner, the officer may be considered for removal from office. Such concerns should be addressed to the SCAC Chair(s). The SCAC Chair(s) may decide to hold a meeting with the uninvolved NSC members to discuss and vote on the removal of the individual from office. Non-student members may be invited to the meeting as appropriate for guidance at the invitation of the SCAC Chair(s). Non-student attendees of the meeting may vote as long as the members are identified and non-student voting members make up no more than 50% of the votes.

V. Specific Programs

Below are the national programs that NSC encourages student chapters to participate in:

- A. Operation Christmas Child: The NSC encourages chapters to collect items and fill boxes for the Operation Christmas Child ministry. This ministry provides Christmas gifts to children around the world as people share Christ with them.

- B. Operation Inspiration: The NSC encourages chapters to use Operation Inspiration to be a light in their college of pharmacy. This project consists of testimonials and verses from Christian faculty members, and possibly students, directed to the students to provide encouragement.
- C. RU Aware Campaign: The NSC encourages CPFI chapters to take advantage of the materials provided by the RU Aware Campaign. This campaign is designed to help educate healthcare providers and patients about the truth behind the abortifacient RU-486 as well as ulipristal and similar medications.
- D. Healthy Hearts: Around Valentine's Day, the NSC encourages chapters to participate in the Healthy Hearts campaign. This outreach generally involves blood pressure screening, but chapters are welcome to implement additional screenings.
- E. National Day of Prayer: The National Day of Prayer takes place on the first Thursday of May. The NSC encourages chapters and members to unite in prayer year round, but even more on this day.
- F. Psalm 145 Award: This award is intended to recognize CPFI's outstanding chapter advisors who demonstrate the characteristic of Psalm 145:4, "One generation commends your works to another; they tell of your mighty acts." (NIV)
- G. Chapter of the Year Award: This Award is designed to recognize chapters who have gone above and beyond, demonstrating passion and serving as a model for CPFI chapters

VI. Use of Funds

CPFI has designated \$1000 annually to be used for the National Student Retreat and the promotion of student activities. The use of these funds is contingent on continued designation of the funds by the CPFI Board of Directors. The financial year for the funds used by the NSC resets each year at the end of the National Student Retreat in June. These funds shall be used as follows:

- A. National Student Retreat: No more than \$600.00 may be used by the National Student Retreat Coordinator for the purchase of food, T-shirts, and any other necessary items for the National Student Retreat
- B. Bible Drive Incentive: The CPFI region that reports the most Bibles donated in the Bible drive will be given \$200.00 for use toward a regional retreat. If the leading region does not have a Regional Director to coordinate the retreat, the funds will go to the leading region with a Regional Director. If unused within one year, the funds will be surrendered.
- C. \$200.00 is to be used at the discretion of the NSC.

VII. Amending the Bylaws

These bylaws may be amended at any regular meeting of the NSC by a majority vote, provided that the amendment has been submitted in at least 24 hours in advance and is discussed in the meeting. All five members of the NSC must vote. If they are not present, the NSC Chairperson must obtain their vote within a week after meeting.