



Student Chapter Operations Manual 2014-2015

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Student Resources and Opportunities

INTRODUCTION



We are pleased to provide you with the National Community Pharmacists Association Student Chapter Operations Manual, a publication that will answer the majority of questions that you, the student chapter officers, might have throughout the year.

This manual has been prepared to help student chapter officers orient student chapter members to NCPA and its divisions, and the benefits and opportunities that exist from belonging to NCPA. The enclosed information will also acquaint you with the NCPA Student Affairs Department and offer suggestions that can help in conducting chapter meetings and programs. It contains important deadlines for scholarships, and awards, and helps to identify programs that the chapter may undertake. Several of the following sections will be updated regularly, so continually updating this manual is very important.

The Student Chapter Operations Manual will serve each student chapter and should be used as the ongoing chapter record. This document can be printed and placed in the chapter's notebook to pass on to the next year's officers to help them continue to develop your NCPA student chapter. It can also serve as the chapter's record of communications with the NCPA national office and with other student chapters.

If you have any suggestions regarding the material enclosed, please contact the NCPA Student Affairs Department at studentaffairs@ncpanet.org, access our website at: www.ncpanet.org, or write to:

NCPA Student Affairs
100 Daingerfield Road
Alexandria, VA 22314

WHAT IS NCPA?



The National Community Pharmacist Association represents independent community pharmacy practice. If an individual wants the opportunity to practice pharmacy his or her own way, provide valuable services to a community, and continue the time honored tradition of helping others, independent pharmacy practice with NCPA is the way to go. NCPA strives to prepare tomorrow's entrepreneurs for a successful future.

Today's independent pharmacists are small business entrepreneurs and multifaceted health care providers. They provide sophisticated pharmacy care services and information to millions of patients who pass through their doors each day. Independent community pharmacists are also community leaders actively involved in community-oriented public health, civic, and volunteer projects. Given their accessibility, dedication to the profession and desire to serve the needs of the community, independent community pharmacists are a vital part of the United States health care delivery system.

The ability to quickly adjust to market demands is one of the greatest advantages of being an independent pharmacist. Providing services essential to patients such as home infusion, patient-specific compounding, and long-term care consultation, among others, establishes independent pharmacists as vital members of a community's health care team. Services such as emergency prescription services, daily home delivery, and—most important—face-to-face interaction with patients further engrain independent pharmacists into the fabric of their community. Independent pharmacy owners have the opportunity to practice pharmacy the way they choose, with the care of the patient being the top priority. Pharmacists are trained to serve their patients, which develops into a loyal and longstanding relationship between the pharmacist and the patient.

A monumental event took place in the pharmacy profession in 1898. NCPA (formerly known as the National Association of Retail Druggists or NARD) was founded and charged with the duty of representing the professional and proprietary interests of independent pharmacists. NCPA has provided a legacy of service and benefits, not only for its members, but for the members' patients as well. With longstanding recognition for its political clout and involvement in contemporary issues, NCPA has brought the issues important to owners, managers, and employees of over 23,000 independent pharmacies to the forefront of the federal government and its agencies. The nation's independent pharmacies, independent pharmacy franchises, and independent chains dispense nearly half of the nation's retail prescription medications.

NCPA continues to offer its members valuable information on the business and practice of independent pharmacy, latest developments in legislation and regulations affecting pharmacy practice, practical tools that can be used in everyday practice, advanced business skills to assist owners in identifying business challenges and enhancing their business operations, and an expanding network of pharmacy colleagues. NCPA also works with other pharmacy organizations in an effort to present a unified voice for pharmacy on issues facing the entire profession.

MISSION STATEMENT

- We are dedicated to the continuing growth and prosperity of independent retail pharmacy in the United States.
- We are the national pharmacy association representing the professional and proprietary interests of independent retail pharmacists and will vigorously promote and defend those interests.
- We are committed to high-quality pharmacist care and to restoring, maintaining, and promoting the health and well-being of the public we serve.
- We believe in the inherent virtues of the American free enterprise system and will do all we can to ensure the ability of independent retail pharmacists to compete in a free and fair marketplace.
- We value the right to petition the appropriate legislative and regulatory bodies to serve the needs of those we represent.
- We will utilize our resources to achieve these ends in an ethical and socially responsible manner.

INDEPENDENT PHARMACY TODAY

Independent pharmacy: \$93.1 billion marketplace

- Up 5% since 2008

Independent pharmacy prescription sales: \$86.8 billion

- The average pharmacy dispensed 64,635 prescription drugs in 2008

Prescription medicines are our business: 93.3% of annual sales are Rx medicines

- The average price of a prescription drug was \$58.11

Average independent pharmacy sales: \$4.026 million

- Pharmacies are dispensing more prescriptions, and providing valuable services to patients

Average prescription sales: \$3.756 million

- Up 4% since 2008

Independent pharmacies offer a wide range of patient services

- The top services offered in 2009 were: immunizations (76%), delivery (76%), durable medical goods (71%), diabetes training (69%), patient charge accounts (68%), blood pressure monitoring (67%), and compounding (67%)

Independents utilize technology

Point of Sale System: 73%

Integrated Voice Response System: 39%

Automated Dispensing Counter: 31%

Staffing in independent pharmacies

- Average independent employs 2.7 FTE pharmacists (including owner)
- Average independent employs 3.9 FTE technicians
- Employ over 315,000 workers.

Generic drug utilization

- 69% of drugs dispensed by independent pharmacies are generics

STUDENT CHAPTER EXPECTATIONS

Each year, NCPA recognizes the top four student chapters at our annual convention. The winner of Chapter of the Year receives a cash award of **\$2,000**. First runner-up, second runner-up, and the most improved chapter will receive **\$1,000, \$500, and \$250** respectively. Below are the categories in which chapters are evaluated to receive points for their Chapter of the Year application.

N eighborhood Community Service(15%)

NCPA Student Chapters give back to their communities. Independent pharmacists have a tradition of community service, as helping people in the community is a key element of a good NCPA student chapter. Chapters will be evaluated on participation in community service.

C reating Members (15%)

NCPA Student Chapters create new members. Encouraging membership and participation in NCPA on the local, state, and national level is the cornerstone of a successful NCPA student chapter. Chapters will be evaluated on efforts and successes in recruiting and retaining members.

P romoting Independent Pharmacy (25%)

NCPA Student Chapters promote independent pharmacy and stimulate interest in independent pharmacy ownership. Without this component, a student chapter cannot thrive. The strength of a chapter is measured by its promotion of independent pharmacy, from guest speakers to special projects. Chapters will be evaluated on the various ways they promote independent pharmacy.

A dvocating Legislative Action (25%)

NCPA Student Chapters are politically active. The NCPA PAC (Political Action Committee) motto rings true especially for our student chapters: “Get into politics or get out of pharmacy.” Chapters will be evaluated on participation in legislative activities, both on the state and national levels.

The remaining 15% is graded on the following: Fundraising, Business Plan Submission, and the C Challenge and Legislative Advocacy Challenge report Submission.

STUDENT MEMBERSHIP BENEFITS

NCPA Student Membership offers countless networking opportunities and access to multiple services and benefits. In addition, student publications, conference discounts, and other professional services reserved for active members are available.

Listed below are many of the services that NCPA Student Members receive for the low annual membership fee of \$35. Questions about the benefits and services of NCPA Student Membership may be directed to NCPA through its website at www.ncpanet.org or by phone 800-544-7447.

NCPA Student Member Benefits and Services:

- **Student Competitions**
 - Good Neighbor Pharmacy NCPA Pruitt-Schutte Student Business Plan Competition
 - Legislative Advocacy Challenge
 - Community Health Challenge
- **Periodic Publications**
 - *America's Pharmacist*: NCPA's monthly magazine
 - *The New Independent*: NCPA's student column appears bimonthly in America's Pharmacist
 - *NCPA Student Affairs eNewsletter*: Student Member Monthly Newsletter
 - *NCPA eNews Weekly* (every Tuesday via e-mail)
- **Access to the Members-Only Section of the Website:** <http://www.ncpanet.org/members/index.php>
- **Awards, Scholarships and Loans**
 - Chapter of the Year
 - Most Improved Chapter of the Year
 - Outstanding Chapter Member of the Year Award
 - NCPA Foundation Educational Loans*
 - NCPA Foundation Scholarships*
- **Experiences at NCPA National Headquarters**
 - Summer Internship program
 - Advanced Pharmacy Practice Experience (APPE) in Association Management
 - Executive Residency in Association Management
- **National Student Leadership Positions***
 - Student Leadership Council (SLC)
 - Two year commitment
 - Eight positions are available each calendar year for a total of 16 SLC Members
- **Conferences: Discounted Registration for NCPA Student Members**
 - NCPA Annual Convention and Trade Exposition
 - NCPA Annual Conference on National Legislation and Government Affairs
- **Professional Development**
 - Pharmacy Ownership Workshop
 - Independent Pharmacy Matching Service (IPMS)
 - Listings to buy/sell a pharmacy, and find a job or hire a pharmacist
 - Free employment ads for student members
 - Prescription Disposal Program: Dispose My Meds
 - Medication Synchronization Program: Simply My Meds
- **NCPA Ambassador Program****
 - Invite a pharmacy owner to your chapter meeting to discuss the benefits of pharmacy ownership, their unique experience, and their advice on how to navigate the process
- **NCPA Student Affairs and Student Leadership Visits****
 - Invite the NCPA Student Affairs Director or a Student Leadership Council Member to speak to your chapter about pharmacy ownership and NCPA benefits

*Eligible students only

** Based on Availability, Contact NCPA Student Affairs Department to schedule

The NCPA Foundation offers NCPA student members an excellent opportunity to secure financial assistance in the form of scholarships and loans. Schools of pharmacy are also eligible for funding by pursuing research in areas that highlight independent community pharmacy practice.

Below are descriptions of the different loans and scholarships that have been awarded by the NCPA Foundation. Detailed information on the availability of 2015 scholarships and loans can be found at <http://www.ncpafoundation.org/>.

NCPA Foundation Student Loan Program - All NCPA Student Members in their final three and one-half years (last seven semesters) of pharmacy school are eligible for an NCPA Foundation Student Loan. A student may apply annually for up to \$2,500 per semester for a maximum of \$17,500. The applicant must have a minimum cumulative grade point average of 2.50 and a minimum 2.50 GPA for the term immediately preceding the loan request.

J.C. and Rheba Cobb Memorial Scholarship – All NCPA Student Members have the opportunity to apply for apply for this \$2,500 scholarship for the upcoming academic year. Eligible candidates must be enrolled in an accredited U.S. school of pharmacy and will be evaluated on the basis of interest and understanding of independent community pharmacy practice, academic achievement, leadership qualities and a demonstrated interest in **civic and government affairs**.

Neil Pruitt Sr. Memorial Scholarship - All NCPA Student Members have the opportunity to apply for this \$2,500 scholarship for the upcoming academic year. Eligible candidates must be enrolled in an accredited U.S. school of pharmacy and will be evaluated on the basis of understanding of independent community pharmacy practice, academic achievement, demonstration of leadership qualities, and interest in **entrepreneurism**.

Willard B. Simmons Sr. Memorial Scholarship - All NCPA Student Members have the opportunity to apply for this \$2,500 scholarship for the upcoming academic year. Eligible candidates must be enrolled in an accredited U.S. school of pharmacy and will be evaluated on the basis of interest in and understanding of independent community pharmacy practice, academic achievement, demonstration of leadership qualities, and interest in **independent pharmacy management**.

Partners in Pharmacy Scholarship - All NCPA Student Members have the opportunity to apply for one of ten \$2,000 scholarships for the upcoming academic year. Eligible candidates must be enrolled in an accredited U.S. school of pharmacy and will be evaluated on the basis of interest in and understanding of independent community pharmacy practice, academic achievement, **financial need, and career goals**.

Presidential Scholarship - All NCPA Student Members have the opportunity to apply for one of fifteen \$2,000 scholarships for the upcoming academic year. Eligible candidates must be enrolled in an accredited U.S. school of pharmacy and will be evaluated on the basis of interest in and understanding of independent community pharmacy practice and academic achievement.

NCPA Foundation Research Grant Program – Since 1991, the NCPA Foundation has provided funding for cutting-edge research that advances independent community pharmacy. The NCPA Foundation will announce when this funding is available through a Request for Proposal (RFP) process. Typically, select subject areas or research questions are established prior to the distribution of a RFP.

EXPERIENTIAL PROGRAMS



NCPA is pleased to offer pharmacy students opportunities to gain experience in unique practice settings. The programs offered are:

NCPA Advanced Pharmacy Practice Experience (APPE) – This is a 4-week, 5-week, or 6-week elective rotation in national association management at NCPA headquarters in Alexandria, Virginia. Students will be exposed to life in pharmacy association management and the vast number of opportunities available in independent community pharmacy practice.

NCPA Summer Internship – A 10-week summer internship at NCPA headquarters in Alexandria, Virginia. During the internship, the student will acquire an in-depth understanding of the issues and opportunities facing independent community pharmacy practice and the importance of national pharmacy associations to the profession.

EXECUTIVE RESIDENCY



NCPA is pleased to offer an executive residency in association management. The resident will work on short- and long-term projects determined by the residency director and developed to gain an understanding of the different departments in NCPA. These departments may include management institute, government affairs, communications, conventions and the executive office.

Details and program protocol information for the Experiential Rotation, Summer Internship and Executive Residency can be found in the student section of the NCPA Website.

For more information regarding these experiential programs, please contact your school's NCPA Faculty Liaison, NCPA Student Affairs at studentaffairs@ncpanet.org, visit the NCPA website at www.ncpanet.org, or call or write to:

NCPA Student Affairs
100 Daingerfield Road
Alexandria, VA 22314
(800) 544-7447

The NCPA National Student Leadership Council (SLC) is comprised of NCPA student members. The SLC, a two-year commitment, is charged with assisting the NCPA Student Affairs Department to carry out the mission of NCPA. In the first year of service the student will serve as a junior member of the SLC and will serve as a senior member of the Student Leadership Council (SLC) the second year. Members of the SLC also serve on an NCPA Steering Committee in their second year as senior SLC members. A list of detailed information on how to apply to the SLC can be found in the student section of the NCPA website.

The following individuals of active NCPA chapters are eligible to apply for a NCPA SLC position:

- President
- President-elect
- Vice President
- Secretary
- Treasurer
- Committee chair
- Past Chapter President

The NCPA Steering Committees that second year senior SLC members may serve on include:

- Compounding
- Long Term Care
- Management /Multiple Locations
- National Legislation
- Pharmacy Payment Plans
- Professional and Practice
- State Legislative and Regulatory
- Technology & Communications

Applications may be found on the NCPA website and must include:

- A letter of intent describing your career goals
- Official copy of pharmacy school transcripts (minimum GPA 2.5 on a 4.0 scale)
- Resume/CV denoting accomplishments within the chapter, school, and state
- Two letters of recommendation, one from a pharmacy owner (preferably an NCPA member) and a pharmacy school faculty member endorsing the student's interest and ability to effectively participate in a dynamic environment.

Responsibilities include:

- Serving a two-year term: the first year as a junior member and the second as a senior member
- Serving on an NCPA Steering Committee as a second year senior member
- Attending the Annual Convention (junior and senior members) and Steering Committee Forum (second year members only)
- Traveling to schools/colleges of pharmacy as determined by the NCPA Department of Student Affairs to present information about pharmacy ownership and NCPA to pharmacy students
- Communicating with the schools in one selected region
- Reporting pertinent chapter information to the NCPA Department of Student Affairs
- Selecting students to serve as SLC junior members for the following year
- Reviewing annual student reports

CONVENTIONS OVERVIEW

Below are descriptions of all NCPA meetings. Reduced registration for the NCPA Annual Convention and the NCPA Annual Conference on National Legislation and Government Affairs is available for all active NCPA student members. See the calendar of events for specific places and dates of the meetings.

Pharmacy Ownership Workshop

This two and a half day educational program is designed to empower future pharmacy owners with knowledge of buying and managing a pharmacy. NCPA has offered this ownership workshop for over 11 years, and 50% of the 500+ attendees now own pharmacies. This is a must-attend if you are looking to open or purchase a pharmacy in the next three to four years.

Topics Include: How to Write a Successful Business Plan, Purchasing an Established Pharmacy Practice, Financial Planning for a Successful Practice, Basic Legal Concepts in Pharmacy Ownership, Ownership Transfer Agreements, Legal Issues in Managed Care, Introduction to Employee Motivation, Effective Use of Human Resource Tools, Managing Performance Problems with Situational Leadership, Shaping Your Pharmacy Identity and Image, Niche Marketing: Revisiting Your Mission Statement, and Patient Care Services in a Community Pharmacy. In addition to these topics, a graduate of the workshop and subsequent current pharmacy owner will be on hand to share his or her personal wisdom and experiences about becoming a pharmacy owner. Reduced student registration is not available; however, registration does include lodging and meals for the duration of the workshop. In the past, students have been able to secure scholarships from their employers to attend this meeting; however, it is up to the student to secure this funding on their own.

NCPA Annual Convention

The NCPA Annual Convention features high-quality educational programming, professional networking opportunities, and independent community pharmacy's largest trade show. Future Pharmacist Programming usually takes place on Saturday of the Convention and includes a Chapter Officers Breakfast, student-specific educational programming, a residency showcase, the Good Neighbor Pharmacy NCPA Pruitt-Schutte Live Business Plan Competition, and a student social. .

Student members are welcome at all educational programs and are encouraged to visit the booths in the exhibit hall. The Opening General Sessions at NCPA are famous for their renowned keynote speakers which have included General Colin Powell, President Bill Clinton, Geena Davis, Lou Holtz, and Mike Wallace from 60 Minutes. The NCPA Foundation Awards Ceremony, which recognizes exceptional faculty members, Business Plan Competition finalists, students and student chapters, concludes the student programming on the Sunday of the Convention.

NCPA Annual Conference on National Legislation and Government Affairs

The NCPA Annual Conference on National Legislation and Government Affairs provides a forum for the discussion of independent pharmacy's most important issues. Lawmakers and key government officials will be available to discuss current healthcare issues. Representatives from the nation's pharmacy associations share their insights and positions on important legislation. The NCPA Congressional Reception offers members the opportunity to discuss issues one-on-one with the nation's lawmakers in an informal setting. NCPA offers discounted registration for students and, upon request, will pair students with NCPA members to visit their Representatives and discuss pertinent pharmacy issues affecting community pharmacy.

NCPA STUDENT CHAPTER DEVELOPMENT

The following section is dedicated to the establishment and development of new or reactivated student chapters. The material was developed to provide the founding members of a student chapter with helpful hints and guidance, and to share information with students from other schools and colleges of pharmacy who are looking to develop or reactivate an NCPA Student Chapter.

The founding of an NCPA Student Chapter is a unique experience. As founding members of any organization, you are the individuals who are setting the framework for the future. All of your effort will carry on to the next group of students as long as you establish your organization with some long-range, broad-based goals in mind and think about the coming years. Several NCPA Student Chapters established their chapters with the intent to hold an annual event, fundraiser, or service project that is unique unto itself and will continue to develop and evolve year to year.

After reviewing this section, please contact the NCPA Student Affairs Department for additional guidance and to inform NCPA of your intent to form a student chapter. The NCPA staff and Student Leadership Council are always available to help you.

NCPA Student Affairs Department
100 Daingerfield Road
Alexandria, VA 22314
Phone: (800) 544-7447
Fax: (703) 683-3619
Email: studentaffairs@ncpanet.org
Website: www.ncpanet.org

NCPA Student Chapter Development Subsections



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MAKING IT HAPPEN!

Beginning an NCPA Student Chapter

Written by: Virginia Clay, NCPA Summer Intern

Revised by: Christopher Helmke, NCPA 2003 Summer Intern; Laura Mazur, NCPA 2009 Summer Intern; Caity Frail, NCPA 2009-2010 Resident

Beginning

Campus Recognition

NCPA student chapters must be aware of the policies that exist on campus concerning the establishment of a student organization. On most college or university campuses, student organizations must establish formal recognition on campus in order to host fundraisers, utilize campus meeting rooms, and apply for student funding through the school. Check with your NCPA Faculty Liaison or Dean of Student Affairs to determine the steps a new student organization must follow to gain recognition on your campus. You must be recognized on campus to be considered an active NCPA Student Chapter. If your School or College of Pharmacy runs individual organizations through an umbrella organization and individual recognition is not possible, please contact the NCPA Student Affairs Department.

Step One: Searching for Success

A strong core group of students interested in independent community pharmacy practice is important to organize and charter your school's new NCPA Student Chapter. Be sure to include all interested student pharmacists, the NCPA Student Affairs Department, NCPA Faculty Liaison, and the NCPA Student Leadership Council members assigned to your region on all communications from the start.

Students

Inform individuals about the contributions that an NCPA Student Chapter can make to your school and community. For instance, an NCPA Student Chapter will:

- Provide a forum for students to learn about the vast number of career opportunities that exist in independent pharmacy.
- Raise student awareness about the clinical, pharmacist care, and entrepreneurial opportunities available in independent pharmacy.
- Provide leadership roles and experiences by becoming a chapter officer or committee chair.
- Provide a forum for students to network with practicing independent pharmacists.
- Bring opportunities to attend multiple conferences and conventions, providing professional development and an expanded network of contacts in independent pharmacy.

This is just the short list, so prepare yourself to provide additional examples similar to these when you are asked about the benefits of an NCPA student chapter. Refer to the Student Membership Benefits section of this manual for more information.

NCPA Student Affairs Department

The NCPA Student Affairs Department has a staff member dedicated to the needs of student chapters. Communication between students and the Director of Student Affairs is strongly encouraged and welcomed. Do not hesitate to call (800) 544-7447 with any questions or comments. The sixteen NCPA-SLC members are also available to answer questions. Two students are assigned to each of the eight regions in the US to act as liaisons and communicate with student NCPA chapters. Your student liaisons can provide assistance with starting and sustaining your chapter.

NCPA Faculty Liaison

After discussing the NCPA Student Chapter program, the Student Affairs Department at NCPA can provide you with your school's NCPA Faculty Liaison contact information. The NCPA Faculty Liaison is a faculty member at each school of pharmacy who acts as a communication link between NCPA and the school. The NCPA Faculty Liaison often becomes the NCPA Student Chapter Advisor. It is imperative that you work closely with the faculty liaison to make sure that your proposed new student chapter meets all the requirements for the university. This person is ideally someone who is a strong advocate of independent pharmacy.

Local Independent Pharmacy Owners

Local NCPA pharmacist members can be valuable resources to your NCPA Student Chapter. Get to know your neighborhood pharmacist and create an opportunity to collaborate on future chapter projects such as health screenings, drug disposal, etc. NCPA developed an Ambassador Program to bring students and successful community pharmacy owners together to discuss the benefits of ownership and offer advice on how to navigate the process. If you would like an Ambassador to visit your chapter, contact the NCPA Student Affairs Department to schedule a visit. NCPA will reach out to Ambassadors who are in your general vicinity and then put them in touch with you and your chapter to determine the details of the visit. NCPA can also provide Ambassadors with a slide set of topics for discussion, if preferred by the speaker.

Step Two: The First Meetings

The students starting the NCPA Student Chapter and the NCPA Faculty Liaison must attend the first organizational meeting. If appropriate, an invitation may be extended to your local NCPA pharmacist members who want to be involved. NCPA can provide you with a list of NCPA members in your area upon request, at least 30 days in advance. Notify all involved at least a week prior to the meeting although a 2-3 week notice is preferable. Since there are many points of discussion for a new chapter, this information may be broken into several meetings or take place with one long meeting. Be sure to have the meeting in a comfortable place where everyone can discuss plans easily.

These meetings do not have to be formal, but should be organized and planned. Prepare an agenda that lists discussion points, and contact NCPA to discuss chapter by-laws (rules of government for the chapter), officer elections, and more strategies for success. In the meantime, continue to discuss the progress your group has made with other students. Below is a sample meeting agenda, providing an outline of how a typical NCPA meeting is conducted:

Sample Meeting Agenda

1. Call to order
2. Approval of minutes from previous meeting (if applicable)
 - During the first meeting, review and approve the constitution & by-laws
3. Officers Reports - activities and responsibility
 - Elections need to be held as soon as possible for Executive Committee
4. Committee Reports
 - Committee positions should be filled for those already established
 - Your chapter may decide to add new committee positions as it develops each year
 - These positions may be filled by P1 or P2 students to grow them as leaders and ensure the sustainability of your student chapter
5. Old Business (if applicable)
6. New Business
 - Campus recognition (see below)
 - Membership recruitment ideas
7. Brainstorming/Discussions
 - Set goals for the chapter (see below)
8. Next Meeting Date
 - Executive committee meeting
 - General membership meeting
 - Formal induction/charter ceremony (see Step Three)
9. Adjournment

Goals

The chapter should establish several goals, and determine three or four projects to achieve these goals. Be careful not to become over-ambitious when choosing projects, but do not limit your creativity and innovation. The Chapter Management Section of this manual also contains several ideas. Initially try to focus on one project per committee. Below is a sample list of committees and a brief description of duties.

Committees

1. Executive Committee (President, President-elect, Secretary, Treasurer)
2. Formal induction/charter ceremony
3. Fundraising Committee
 - Check with your college of pharmacy and see if they provide funds for any of the activities.
 - Assess local chapter dues in addition to national dues
 - Seek donations which are the quickest easiest way to gain large amounts of capital
 - Be sure ideas do not conflict with other organizations fundraisers
 - Speak with the College or University's Student Activities Office about options for opening a chapter checking account and then establish a checking account
 - Keep in close communication with the chapter's treasurer
4. Community Service Committee
 - See the chapter management section of the operations manual
5. Program Committee
 - Implement your chapter goals and projects
6. Conventions Committee
 - REDUCED registration and attendance to all conventions should be stressed!
 - Plan travel and lodging for all students to the conventions
 - Keep in communications with the treasurer and fundraising committees
7. Public Relations Committee
 - **Get the word out about the new chapter!!**
 - Press releases in local and school papers help announce to the community about the new NCPA Student Chapter
 - Flyers, announcements, e-mails, etc. are important for informing students and faculty about opportunities in independent community pharmacy practice
8. Membership Committee
 - No organization can exist without members, so increasing the interest in NCPA should be the top priority
 - This goal will initially coincide with program goals
 - Consider offering a special member benefit (i.e. business cards, lunch at meetings, etc.)

Step Three: The Official Chapter Induction/Charter Ceremony

The NCPA Student Chapter induction ceremony and chartering helps establish and publicize a newly formed NCPA Student Chapter. The ceremony officially announces the formation of a new student chapter and allows for a program to be developed. A formal chartering ceremony is not mandatory, but will help establish a firm foundation on which a chapter can build and attract the participation of school officials and your state's pharmacy leadership. A student chapter can use this program to help encourage student membership, bring a lot of attention to the new chapter, and help establish the chapter as a viable organization on campus. The charter (founding) members and officers should be officially inducted during the chartering ceremony. In many instances, the dean of the school of pharmacy reads the induction ceremony script. The student members involved in developing the program can determine who officially inducts the NCPA Student Chapter. See the model constitution for the officer induction ceremony.

Planning the chartering program requires considerable decision-making:

1. Begin by determining the format and style of the program, noting that a formal chartering attracts more student participation and publicity.
2. Choose a date that will allow extensive student body participation, including pre-pharmacy students.
3. Invite a speaker and offer food and beverages.

Subsequent to determining the type of chartering program, explore possible financial resources. These may include your school of pharmacy, state pharmacy association, local pharmacists and college or university student government.

Be sure to extend invitations to the following:

- Dean of your School or College of Pharmacy
- President of the University
- State pharmacy association executive and officers
- Local NCPA pharmacists and pharmacy owners
- NCPA Director of Student Affairs
- NCPA Student Leadership Council region representatives
- Student body (pharmacy, pre-pharmacy and others)

The organization of your chartering program, whether formal or informal, is essential. Appoint one person in charge of the overall program and have them delegate tasks accordingly. Clearly inform everyone who is responsible for each specific task. Next, divide responsibilities among other students. For example, ask one individual to coordinate the meal and another to locate and invite speakers. Make sure you continually follow-up on the progress of these individuals.

You will need to ensure that university, local, and state pharmacy associations receive a press release about your chartering within 48 hours after the chartering. See the sample press release in the chapter management section of the Chapter Student Operations Manual. Take pictures and submit to the NCPA Student Affairs Department for possible publication in *America's Pharmacist*.

Step Four: Chapter Management

The last step in chapter development is to manage and expand upon what you've built. See the chapter management section of the Student Chapter Operations Manual for more information. As with pharmacist-provided care, documentation is critical to inform future chapter officers of what was done and how it was completed. This can be as simple as keeping a copy of the chapter activity reports in a binder or as a word document on a flash drive. Although starting a student chapter is a crucial step in promoting community independent pharmacy, managing the chapter correctly will ensure the longevity of your efforts.

Communicate with the NCPA Student Affairs Department at NCPA Headquarters (800-544-7447), stay organized, and try not to be discouraged if your efforts do not go as planned the first time around.

A Few Last Words of Advice

Maintaining clear and frequent communication with the NCPA Student Affairs Director your NCPA Student Chapter Members, NCPA Faculty Liaison, Student Leadership, will greatly enhance the success of your NCPA Student Chapter. This will include regular chapter meetings, officer meetings between chapter meetings, flyers to announce meetings at least several days in advance, and a willingness to talk to others as well as listen. Remember, starting an NCPA Student Chapter provides an invaluable learning experience. You will not lose if you are willing to take action and be persistent. There are not many students who have the opportunity to become a founding (charter) member of an organization that will continue to grow on your campus. Now, ***go make it happen!***

DEVELOPMENT OF GOVERNING DOCUMENTS

Upon the formation of any organization, the development of formal governance is essential. The governing document most often representing the governance of the organization is a constitution and bylaws.

This document establishes the basic premise of an organization by defining the purpose of the organization and developing the policies and procedures that the organization will use to conduct business. The following is a model of a governing document that can be used for this new organization.

As a newly formed organization, it is imperative that the governing documents give some direction and a firm foundation to the organization and its founding members.

Please review the enclosed model bylaws. As a chapter, determine other specifics that are not covered in the model bylaws that may improve the organization and add those recommendations accordingly.

Upon completion of initial chapter governing documents and upon any updates to the governing documents, **NCPA student chapters must provide the governing documents to the NCPA Student Affairs Department to keep on file at NCPA Headquarters.**

Any comments or suggestions about improving the model governing documents are much appreciated. Feel free to contact NCPA through our website at www.ncpanet.org, via email at studentaffairs@ncpanet.org, by phone at (800) 544-7447, or write to:

NCPA Student Affairs Department
100 Daingerfield Road
Alexandria, VA 22314

ARTICLE I – NAME

Section 1 – Name

The name of this organization shall be “[name] NCPA Student Chapter” (“Student Chapter”). [name] is a student chapter of the National Community Pharmacists Association (“NCPA”). [name] is a non-profit organization.

Section 2 – Compliance with Laws

All policies and activities of the Student Chapter are consistent with:

1. All applicable federal, state and local laws, regulations and rules including, but not limited to antitrust, trade regulation or other requirements; and
2. All applicable tax-exemption requirements imposed on the Student Chapter, including the requirements that the Student Chapter not be organized for profit and that no part of its net earnings inure to the benefit of any private individual.

Section 3 – School

The Student Chapter shall operate and serve student members at the [name] (“Student Members”). The Student Chapter shall be the NCPA chapter operating associated with [name].

ARTICLE II - PURPOSE & OBJECTIVES

Section 1 - Purpose

The purpose of the Student Chapter is to provide a forum for pharmacy students to learn about and support the mission and objectives of NCPA, including the many career opportunities available in independent pharmacy practice through an affiliation with NCPA.

Section 2 – Objectives

The objectives of the Student Chapter are:

1. To promote the pharmacy profession and the role of independent pharmacy in the health care system.
2. To maintain and expand educational programs, to strengthen Student Members' professional, business, and leadership abilities, and to encourage schools of pharmacy to place emphasis on the practical realities of modern community pharmacy practice.
3. To provide effective support and sponsorship of programs which encourage careers in independent pharmacy practice.
4. To promote communication and mutual understanding among health professionals in areas affecting the practice and education of these disciplines.
5. To educate the public on the proper use of prescription and non-prescription medication and on the pharmacist's role in providing patient care.
6. To promote innovation in pharmacy and to strengthen Student Members' knowledge of innovative pharmacy practices.

ARTICLE III - MEMBERSHIP QUALIFICATIONS

Section 1 – Membership Eligibility

1. Membership is limited to pharmacy students currently enrolled in and in good standing at **[name]**.
2. All Student Members must be student members of NCPA and in compliance with applicable NCPA rules and regulations. Revocation or suspension of membership by NCPA may constitute revocation or suspension of membership in the Student Chapter.
3. Regular voting membership is limited to qualified students who are active members of NCPA and who pay applicable dues to Student Chapter, as may be established by the Student Chapter Board of Directors.
4. Only Student Members eligible for voting are allowed to hold an elected office for the student chapter.

Section 2 – Membership Resignation and Expulsion

1. A Student Member may resign by submitting a written resignation to the Student Chapter Board of Directors; resignation does not relieve a Student Member from liability for the full annual dues or other obligations accrued and unpaid as of the date of resignation.
2. A Student Member is automatically expelled without action of the Board of Directors for failure to meet the eligibility requirements for membership. A Student Member may be expelled by the Board of Directors for other reasons if the Student Member is provided with advance written notice including the reason for the proposed expulsion, an opportunity to contest the proposed expulsion in writing or in person before the Board of Directors, and final written notice of the Board's decision.

Section 3 – Honorary Membership

1. The Student Chapter may choose to offer Honorary Membership to recognize faculty members, practitioners, or any other individuals who have been supportive and helpful with Student Chapter operations.
2. The process for attaining Honorary Membership shall include:
 - a. A member of the Student Chapter will submit an individual for nomination to the Student Chapter Board of Directors. The nomination must describe the reasoning for the nomination.
 - b. After full agreement by the Board of Directors, the nomination will be presented at the next Student Chapter meeting for a vote by Student Members.
 - c. A unanimous vote of the Student Members present is required to award the nominee Honorary Membership.
 - d. A mutually agreed upon meeting will be established for the Student Chapter to formally recognize the approved nominee.

Section 4 –Faculty Liaison

There shall be a non-voting faculty advisor, the NCPA Faculty Liaison, appointed by the Dean of the college of pharmacy, to oversee the Student Chapter operations.

ARTICLE IV – OFFICERS

Section 1 - Officers

The officers of the Student Chapter shall be a President, President-Elect, Secretary, Treasurer, and any other Officers as determined by the Board of Directors. The Board of Directors shall define the roles and obligations of each Officer. The offices of the Secretary and Treasurer may be combined and held by the same person at the direction of the Board of Directors. The Office of President shall not be held by the same person who holds the office of Secretary or Treasurer (or both). This group of Officers shall constitute the Board of Directors of [name] Student Chapter.

Section 2 – Election

Officers must be Student Members who are eligible voters as defined in Article III, Section 1. Officers are elected by a majority of the Student Members voting where a quorum is present. The Board of Directors sets forth the procedures for how candidates are nominated and elected.

Section 3 – Terms

Officer terms shall be either one or two years in duration, as determined by the Board of Directors in advance of such terms being served. An Officer may not serve a successive term in the same office unless the Officer served a partial-year term in that office in the prior year. Terms coincide with the fiscal year.

Section 4 – Vacancies

Vacancies among the Officers are filled, for the balance of the term of office, by the Board of Directors.

Section 5 – Removal or Resignation

An Officer may be removed by (a) two-thirds of the Student Members voting where a quorum is present, or (b) three-quarters of the full Board of Directors, with the Officer proposed to be removed not voting. If the Officer proposed to be removed is provided with advance written notice, including the reason for the proposed removal, the Officer must have an opportunity to contest the proposed removal in writing or in person, and be given final written notice of the removal decision. An Officer may resign at any time by providing written notice to the Board of Directors. Any removal or resignation of a person as an Officer automatically results in that person's removal or resignation from the Board of Directors.

Section 6 – Compensation

Officers do not receive compensation for their services but may be reimbursed for expenses.

Section 7 - Oath

The following statement shall be read by a designated NCPA member, and the oath shall be recited by the incoming officer, at the time that Officers are installed:

“At this time, I would like to formally induct the officers for the NCPA Student Chapter at [name]. I now ask prospective NCPA chapter officers to raise their right hands as I read the NCPA Student Chapter oath:

I hereby pledge to uphold the highest standards of ethics and principles of the profession of pharmacy, both during my education and in my practice, and to take an active role in the stewardship of my profession. I pledge to fulfill with enthusiasm and prudence all responsibilities of office as a leader of an NCPA Student Chapter, and to uphold the Bylaws of this NCPA Student Chapter. I further pledge to encourage others to seek a career in independent pharmacy, and that I will not, by my action or inaction, bring dishonor on myself, my colleagues, my chapter, or my profession.

If you are willing to accept this pledge without reservation, please signify by saying, ‘I will.’

By the authority granted to me by the National Community Pharmacy Association, and by virtue of my unequivocal belief that the individuals gathered here today seek induction of a new NCPA Student Chapter with the most noble and appropriate motivations, I hereby declare the officers of the NCPA Student Chapter at **[name]** officially installed.”

ARTICLE V – BOARD OF DIRECTORS

Section 1 – Directors

The affairs of the Student Chapter are managed by its Board of Directors. It is the Board of Directors’ duty to carry out the objectives and purposes of the Student Chapter, and to this end, the Board of Directors may exercise all powers of the Student Chapter. The Board of Directors is subject to the restrictions and obligations set forth in these Bylaws.

Section 2 – Composition and Election

The Board of Directors is composed of the elected Officers of the Student Chapter and any additional Directors elected by the membership. Directors are elected by a majority of the Student Members voting where a quorum is present; the Board of Directors sets forth the procedures for how candidates are nominated and elected.

Section 3 – Director Terms

Director terms shall be one year in duration. Directors may serve successive terms. Terms coincide with the fiscal year.

Section 4 – Director Vacancies

Vacancies among Directors are filled, for the balance of the terms, by the Board of Directors.

Section 5 – Meetings and Voting

Whenever the Directors must vote on a matter under these Bylaws or otherwise, this section will apply:

1. Meetings of the Board of Directors are called by the Chairman of the Board. Meetings may be held telephonically or electronically as long as each Director can hear the other Directors.
2. A majority of Directors forms a quorum; a majority of votes is required to carry a matter where a quorum is present. Proxy voting by Directors is not permitted.
3. Directors may vote without a meeting on any matter where a quorum participates and the votes are submitted in writing by postal or other delivery, facsimile, e-mail or any other electronic means. An action taken by such a vote is memorialized by a written consent, which is signed by all Directors who voted in support of the action, and describes the action taken and authorized.

Section 6 – Director Removal

A Director may be removed by (a) two-thirds of the Student Members voting where a quorum is present, or (b) three-quarters of the full Board of Directors, with the Director proposed to be removed not voting. If the Director proposed to be removed is provided with advance written notice including the reason for the proposed removal, the Director must have an opportunity to contest the proposed removal in writing or in person, and final written notice of the removal decision. A Director may resign at any time by providing written notice to the Board of Directors. Any removal or resignation of a person as a Director, where such person is also an Officer of the Chapter, automatically results in that person’s removal or resignation as an Officer.

Section 7 – Director Compensation

Directors do not receive compensation for their services but may be reimbursed for expenses.

ARTICLE VI – MEMBERSHIP MEETINGS AND VOTING

Section 1 – Membership Meetings

Meetings of the Student Members of the Student Chapter are held at least **[insert number]** times per year, at such times and places as determined by the Board of Directors.

Section 2 – Notice

Notice of membership meetings is provided to voting Student Members at least 10 days before the meetings by postal or other delivery, facsimile, e-mail, or any other electronic means.

Section 3 – Voting

Whenever the Student Members must vote on a matter under these Bylaws or otherwise, this section will apply. Voting at membership meetings may be in person or by proxy with each voting Student Member having a single vote. A majority of the Student Members voting in person or by proxy where a quorum is present carries an action. Student Members may vote without a meeting in elections or on any matter presented by the Board of Directors where a quorum participates and the votes are submitted in writing by postal or other delivery, facsimile, e-mail or any other electronic means.

Section 4 – Quorum

The presence of a majority of Student Members shall constitute a quorum.

Section 5 – Faculty Advisor

The NCPA Faculty Liaison shall be present and participate at all meetings of the NCPA Student Chapter to the extent possible.

ARTICLE VII - COMMITTEES

The Board of Directors may establish various committees to carry on the affairs of the Student Chapter. The creation of a committee shall be approved by a majority of the Directors voting where a quorum is present. The composition of each committee and manner of election of its Student Members shall be determined by the Board of Directors. The rules in these Bylaws governing the Board of Directors also apply to committees of the Board of Directors. A committee may be given the authority of the Board of Directors.

ARTICLE VIII - GENERAL GUIDELINES

Section 1 - Requirements

The Student Chapter, its Officers, Directors and Student Members must conform with and maintain all Chapter affiliation requirements imposed by NCPA at its sole discretion, which may be changed or updated from time to time. A copy of the **[name]** Student Chapter Affiliation Agreement is attached as Exhibit A.

Section 2 – Books and Records

The Student Chapter shall maintain books and records of its financial accounts, meeting minutes, and membership list (with names and addresses). The Student Chapter shall make these books and records available to NCPA upon request at any time. In addition, the Student Chapter shall provide to NCPA its Annual Report and midterm reports, and upon request, other documentation, including but not limited to tax filings.

Section 3 – Fiscal Year

The Student Chapter fiscal year shall begin at the start of fall quarter and end at the conclusion of summer quarter unless otherwise approved by NCPA in advance. A year-end report must be completed and sent from each Student Chapter by the specified deadline, and will be used in determining the NCPA Student Chapter of the Year Award.

Section 4 – Contracts

The Board of Directors may authorize any Director, Officer or Student Member to enter into or execute any contract on behalf of the Student Chapter. However, without such authorization, no person has the power or authority to bind the Student Chapter under any contract or agreement, to pledge the Student Chapter's credit, or to render the Student Chapter liable for any purpose or amount.

Section 5 – Conflict of Interest Policy

The Board of Directors shall adopt a conflict-of-interest policy and annual disclosure process that applies to all Officers and Directors of the Student Chapter.

Section 6 - Dues

A Student Chapter may assess additional chapter dues from its Student Members within reasonable limits to cover expenses of operation and activities. NCPA is not liable for any expense incurred by a local Student Chapter.

Section 7 – NCPA Bylaws

The constitution and Bylaws of NCPA (attached as Exhibit B) are binding on the Student Chapter.

Section 8 – Amendments

Amendments to these Bylaws are made by (a) a majority of the Student Members voting where a quorum is present, or (b) three-quarters of the full Board of Directors.

Section 9 – Assets of the Student Chapter and Dissolution

No Student Member of the Student Chapter has any right, title or interest in or to the Student Chapter's assets. In no event may any assets inure to the benefit of or be distributed to any Student Member, Director, Officer or agent of the Student Chapter.

NCPA STUDENT CHAPTER MANAGEMENT

Once an NCPA student chapter has been formed and the governing documents have been established, management of all that has been developed ensures the continued success and growth of the student chapter. The ideas listed in the following section are an informal compilation of ideas from active NCPA student chapters. Most chapters have developed projects, fundraising activities or other relevant programs over the years that have been very successful.

This guide is divided into committees, as described in the Sample Government Documents. Committees help distribute the work from the officers and involve chapter members.

NCPA Student Chapter Management Subsections



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CHAPTER MEETINGS

Meetings are an integral part of any organization because they provide a forum for member communication and participation. The student chapter schedules a meeting to conduct any business activities, invite speakers, plan programs, and enjoy social activities. Each student chapter will determine the number and types of meetings to be held. For all meetings, accurate minutes must be kept by the secretary to reflect the actions taken and decisions made during the meeting. Generally, organizations conduct three types of meetings; executive committee meetings, committee meetings, and general membership meetings. The following are brief descriptions of the three types of meetings, each with a basic agenda format.

Executive Committee Meetings should be held as often as needed by the elected officers of the chapter to discuss future programs, develop general meeting agendas, and discuss decisions and policy concerning the student chapter. The general rule is for every general membership meeting, there should be at least one executive committee meeting held prior to facilitate planning. This meeting is usually chaired by the president and attended by the executive committee. A typical agenda may include:

1. Call to order
2. Approval of minutes from previous meeting
3. Officers reports - activities and responsibility
4. Committee reports
5. Old business/ new business
6. Brainstorming/discussions
7. Next meeting date
8. Adjournment

Committee Meetings - Frequency of meetings depends upon the activity of each committee. A committee chair will be appointed by nomination or volunteering and will determine the number of meetings necessary to achieve the committee's purpose. The committee chair may be asked to give reports to the executive committee and the general membership meeting in order to keep everyone apprised of the activities of the committee. Although there may be no formal agenda, the chair should have a plan developed for the priorities of the committee. The members of the committee should make a report to the rest of the committee about their specific responsibilities.

General Membership Meeting - The meeting frequency depends on the executive committee, the committees, and the activities of the student chapter. This forum allows membership the opportunity to participate in the decision-making process, provide input, and become more involved in the organization. Programs are conducted and speakers are invited to these meetings to further strengthen the student chapter. A typical agenda for a general membership meeting may include:

1. Call to order
2. Roll call (if Quorum is needed for business decisions)
3. Announcements
4. Old business/ new business
5. Program (e.g. speaker, etc.)
6. Questions and answers
7. Adjournment

Plan general membership meetings far in advance to ensure fewer scheduling conflicts. Continued reminders of the meeting in the school newspaper, announcement boards, bulletin boards, etc., are beneficial. If there is a major program or speaker, invite the entire student body to the meeting. This will increase the student chapter's campus visibility and increase student awareness to the opportunities available in independent pharmacy.

INTRODUCTION TO ROBERT'S RULES OF ORDER

Parliamentary procedure is a set of rules for conduct at meetings that allows everyone to be heard and to make decisions without confusion. Parliamentary Procedure is important because it's a time-tested method of conducting business at meetings and public gatherings. Today, Robert's Rules of Order newly revised is the basic handbook of operation for most clubs, organizations and other groups.

The method used by members to express themselves is in the form of moving motions. A motion is a proposal that the entire membership take action or a stand on an issue. Individual members can:

- 1) Call to order.
- 2) Second motions.
- 3) Debate motions.
- 4) Vote on motions.

There are four basic types of motions:

- 1) **Main Motions:** The purpose of a main motion is to introduce items to the membership for their consideration. They cannot be made when any other motion is on the floor and yield to privileged, subsidiary, and incidental motions.
- 2) **Subsidiary Motions:** Their purpose is to change or affect how a main motion is handled and is voted on before a main motion.
- 3) **Privileged Motions:** Their purpose is to bring up items that are urgent or important matters unrelated to pending business.
- 4) **Incidental Motions:** Their purpose is to provide a means of questioning procedure concerning other motions and must be considered before the other motion.

How are Motions Presented?

- 1) Obtaining the floor
 - a) Wait until the last speaker has finished.
 - b) Rise and address the chairman by saying, "Mr. Chairman, or Mr. President."
 - c) Wait until the chairman recognizes you.
- 2) Make your motion
 - a) Speak in a clear and concise manner.
 - b) Always state a motion affirmatively. Say, "I move that we ..." rather than, "I move that we do not ...".
 - c) Avoid personalities and stay on your subject.
- 3) Wait for someone to second your motion
- 4) Another member will second your motion or the Chairman will call for a second.
- 5) If there is no second to your motion it is lost.
- 6) The chairman states your motion
 - a) The chairman will say, "It has been moved and seconded that we ..." Thus placing your motion before the membership for consideration and action.
 - b) The membership then either debates your motion, or may move directly to a vote.
 - c) Once your motion is presented to the membership by the chairman it becomes "assembly property" and cannot be changed by you without the consent of the members.
- 7) Expanding on your motion
 - a) The time for you to speak in favor of your motion is at this point in time, rather than at the time you present it.
 - b) The mover is always allowed to speak first.
 - c) All comments and debate must be directed to the chairman.
 - d) Keep to the time limit for speaking that has been established.
 - e) The mover may speak again only after other speakers are finished, unless called upon by the chairman.

- 8) Putting the Question to the Membership
 - a) The chairman asks, "Are you ready to vote on the question?"
 - b) If there is no more discussion, a vote is taken.
 - c) On a motion to move the previous question may be adapted.

Voting on a motion:

The method of vote on any motion depends on the situation and the by-laws of policy of your organization. There are five methods used to vote by most organizations, they are:

- 1) Voice - The Chairman asks those in favor to say, "aye." those opposed to say "no." Any member may move for an exact count.
- 2) Roll call - Each member answers "yes" or "no" as his name is called. This method is used when a record of each person's vote is required.
- 3) General consent - When a motion is not likely to be opposed, the Chairman says, "if there is no objection ..." The membership shows agreement by their silence, however if one member says, "I object," the item must be put to a vote.
- 4) Division - This is a slight verification of a voice vote. It does not require a count unless the chairman so desires. Members raise their hands or stand.
- 5) Ballot - Members write their vote on a slip of paper. This method is used when secrecy is desired.

There are two other motions that are commonly used that relate to voting.

- 1) Motion to table - This motion is often used in the attempt to "kill" a motion. The membership may reconsider a motion later by "taking it from the table."
- 2) Motion to postpone indefinitely - This is often used as a means of parliamentary strategy and allows opponents of motion to test their strength without an actual vote being taken. Also, debate is once again open on the main motion.

Parliamentary Procedure Motions Chart

Adjourn	S	M			
Recess	S	A	M		
Table	S	M			
Close debate	S	2/3	R		
Limit debate	S	A	2/3	R	
Postpone to later time	S	D	A	M	R
Refer to committee	S	D	A	M	R
Amend amendment	S	D	M	R	
Postpone indefinitely	S	D	A	M	R
Main motion	S	D	A	M	R

S = must be seconded

D = debatable

A = amendable

M = requires majority vote

2/3 = requires a 2/3 vote

R = may be reconsidered or rescinded

Adapted from Case Western Reserve Graduate Student Senate; changes in []

<http://www.cwru.edu/orgs/gradsenate/rules/handbook.html>

FUNDRAISING COMMITTEE

Fundraising Committee is responsible for organizing new programs to raise money for the chapter.

The establishment and maintenance of an organization's finances is one of the most important facets of a chapter. Finding income sources is an ongoing process and should be handled with the guidance of your NCPA faculty liaison, NCPA Student Affairs Department, and the commitment and creativity of your chapter members. Each NCPA student chapter will need to find sources of income to take care of the expenses created by forming and running a student chapter. The chapter might also consider developing an income and expense budget. A specific fundraiser to reimburse student members for travel to NCPA conventions is a great way to increase convention attendance and chapter members.

Income

The following represent suggested areas of income for the student chapter:

- **Dues revenue:** The primary source of income for the NCPA student chapter is dues revenue. This is very true in the beginning stages of a chapter. It's important for the chapter to keep accurate records of the number of individuals who have paid the chapter dues. Accurate records will prevent confusion and help the chapter to maximize their funds.
- **Fundraisers:** Fundraisers are always good programs for student chapters because while increasing the income of the chapter, the chapter members begin working together and the chapter begins to develop and grow.
 - Clothing sales: embroidered baseball caps, t-shirts, sweatshirts, jackets
 - Food sales: candy sale, bake sale, holiday-themed sales, concession stands at local stadiums
 - Raffles/drawings
 - Class notes/study materials
 - Direct donations & sponsorships
 - Other: sale of coupon books, "Free Intern for a Day," sale of pharmacy pins, car wash, Valentine's Day flower sales
 - Contributions from the state association and/or practitioners
 - College/school of pharmacy contributions/sponsorship
 - Local pharmaceutical representative and wholesaler sponsorship

Expenses

Keep track of all chapter expenses and detailed records. Several examples of chapter expenses are:

- Administrative (printing, postage, etc.)
- Student dues for NCPA student membership*
- Meeting travel (state associations, NCPA Annual Convention)
- Programs and activities materials
- Refreshments at meetings
- Speakers for programs

*When students become NCPA student chapter members, only one check is necessary to become a student member of NCPA. The chapter treasurer will forward a check to NCPA Student Affairs Department for national dues, minus the amount allotted for local chapter dues collected.

COMMUNITY SERVICE COMMITTEE

Community Service Committee is responsible for organizing health care events for the school and the surrounding community. This committee should consider any project that provides information to the public and enhances their knowledge of health issues.

Project Ideas for Community Service

1. Health awareness programs at schools and in the community
 - a. Drug abuse
 - b. Poison prevention
 - c. AIDS awareness
 - d. Steroid abuse
2. Educational programs
 - a. Career day programs
 - b. Pharmacy month (October) programs
 - c. Residence halls workshops for college students
 - d. Exhibit at state pharmacy meetings
 - e. Brown bags
3. Volunteer opportunities
 - a. Food drives/meals on wheels
 - b. Red Cross blood drive volunteers
 - c. Local area free clinics
 - d. Nursing homes
 - e. Participate in community health fairs
4. Community opportunities
 - a. Prepare dinner for families at Ronald McDonald House
 - b. Clothing drive for the Salvation Army
 - c. Race for the Cure (Breast Cancer Awareness)
 - d. Canned food drive
5. Health fairs
 - a. Independent community pharmacies
 - b. Grocery stores
 - c. Long term care facility
 - d. Malls
 - e. On campus
6. Pharmacist services
 - a. Prescription disposal program
 - b. "Ask Your Pharmacist" booths
 - c. Importance of compliance
 - d. Health screenings: glucose, blood pressure, lipid panels, etc.
 - e. OTC review programs
 - f. Proper medication use programs

PROGRAMMING COMMITTEE

Programming Committee is responsible for setting up speakers, panels, and programs for the students on campus to enhance their knowledge of pharmacy issues.

Guest Speakers

1. NCPA pharmacist members and independent owners (NCPA Ambassador Program)
2. Pharmacists practicing pharmacist care in:
 - AIDS
 - Alternative medicine
 - Asthma
 - Compounding
 - Diabetes
 - DME/home health care
 - Home infusion
 - Hypertension
 - Hyperlipidemia
 - Immunization programs
 - Pharmacogenomics
 - Smoking cessation
 - Stress management
 - Veterinary pharmacy
 - Weight loss
3. NCPA Student Leadership Council Members
4. NCPA Director of Student Affairs

Other Programs

- Site visits to local independent pharmacies
- Networking dinners
- Career roundtable discussion
- Independent pharmacy day
- Legislative Action Day

CONVENTIONS COMMITTEE

Conventions Committee is responsible for promoting the NCPA Annual Convention, NHIA Annual Conference, and NCPA Annual Conference on National Legislation and Government Affairs to students and faculty and working with the fundraising committee to organize an event.

A complete description of all NCPA Conventions can be found in the Member Benefits section of this Student Chapter Operations Manual and on the NCPA website at www.ncpanet.org.

NCPA provides support and welcomes students to the annual convention by offering reduced registration to student members, multiple free meals, future pharmacist programming, one of the largest exhibit halls, and plenty of entertainment. NCPA also hosts a student social at every annual convention to allow pharmacists and students to network. See the website for details about programming.

The conventions committee should start sending out several flyers, e-mails and announcements about the conventions two to three months before the convention, with frequent follow-up. These should include details on approximate cost (i.e. airfare, hotel, food, etc.), ideas about recreational activities in the area, and student programming information.

The conventions committee should also work with faculty and staff to ensure exam schedules do not conflict with travel to the conventions.

Promotion ideas:

- Promote the reduced registration
- Chapter travel reimbursement from a specific fundraiser
- Networking opportunities
- Opportunity to view the live Good Neighbor Pharmacy NCPA Pruitt-Schutte LIVE Business Plan Competition

PUBLIC RELATIONS COMMITTEE



Public Relations Committee is responsible for submitting quarterly reports to the NCPA Student Affairs Department for use in *The New Independent* and any other student publications, for compiling a report for the student chapter awards program, and for promoting the NCPA student chapter projects.

News Releases

News releases are very important for NCPA Student Chapters to use because a news release generates attention for the chapter. Student chapters can develop news releases concerning the new formation of an NCPA student chapter, newly elected officers, programs taking place, or just providing information about the student chapter itself. The following sample press releases relate to the formation of a new chapter and newly elected officers. The release must first be sent to NCPA for review, and then can be sent to the chapter's school paper and state association for publication.

If there are any questions regarding news releases, do not hesitate to contact the NCPA Student Affairs Department through www.ncpanet.org or by phone at (800) 544-7447 for any additional help.

Sample News Release

FOR IMMEDIATE RELEASE

CONTACT TELEPHONE _____

NEW NCPA STUDENT CHAPTER OFFICERS

[Date- City, State]- The [School Name] Student Chapter of NCPA, the National Community Pharmacists Association which represents independent pharmacy, elected new chapter officers [date].

The new officers are:

President: _____

President-Elect: _____

Secretary: _____

Treasurer: _____

The outgoing officers are:

President: _____

President-Elect: _____

Secretary: _____

Treasurer: _____

Under the new leadership, the chapter intends to increase membership, gain more recognition on campus, and expand their knowledge of independent pharmacy [or other chapter goals]. NCPA student chapter members are pharmacy students who are interested in pursuing a career in independent community pharmacy upon graduation. The [School Name] chapter, which was formed in 19__, has [number] active members who participate in a wide variety of community service, fundraising, and social activities. The National Community Pharmacists Association (NCPA), represents the nation's community pharmacists, including the owners of over 23,000 pharmacies.

MEMBERSHIP COMMITTEE

Membership Committee is responsible for organizing and promoting the membership drive for the student chapter. This committee, working with the treasurer, shall also submit the completed membership forms to the NCPA Student Affairs Department (in bulk) to expedite the listing of students on the NCPA student membership roster.

The membership of any organization is critical to its growth and prosperity. Without individuals who believe in a particular issue and work towards a certain goal, there can be no foundation for an organization. Active membership, eagerness to participate in programs and projects, while also learning more about the opportunities that exist in independent pharmacy is essential for each NCPA Student Chapter.

Membership is addressed in the sample by-laws of this handbook, which identifies an NCPA Student Member as a student "currently enrolled and in good standing in an accredited or candidate status college of pharmacy." Once a membership category has been created and established, it is now time to develop membership recruitment and retention techniques. The organization can only grow and develop if there is a continued effort to ensure the recruitment of interested individuals. Student chapters face this dilemma constantly because of the rapid and continuous turnover of the student members.

For the student chapter, a membership drive is an ideal way to attract new students while also using the drive to engage current members. The following are suggestions concerning membership drives for use by the student chapters:

- Membership drives should be held near the beginning of the school year in order to raise awareness of your organization to new students.
- Develop a program, featuring a speaker, refreshments and membership information; invite all students to attend.
- Set-up a table with student membership recruitment material and have student members there to talk to interested students between classes.
- Make announcements in class, on bulletin boards, in school papers, etc. about the organization, and activities and programs, following-up with informational recruitment meetings.
- Volunteer to make a presentation about NCPA and Independent Pharmacy at your pharmacy school's orientation. Contact NCPA for suggestions on presentation development.

The new student chapter membership application may be completed by paper or online for more readable applications and more consistent reporting to NCPA Student Affairs Department. Options for the chapter to collect dues follow:

- Fill out application and pay dues online. Contact the NCPA Student Affairs Department to receive a listing of all online memberships that were processed during your membership campaign. By signing up online, students also have the option to sign up for multiple years of membership at a discounted price. This option is not available via paper form.
- Print PDF applications, fill out and submit to NCPA via mail with check for national dues of \$35 per member.
- Chapters may design their own paper registration forms but must submit to the NCPA Student Affairs Department for review before utilization.

To keep a record of all applications, have members email their completed application to the membership chairperson. Chapters may either mail the forms to NCPA or scan and e-mail the forms to the NCPA Student Affairs Director. If e-mailing applications to NCPA, send a combined check for membership dues to:

NCPA Student Affairs Department
100 Daingerfield Road
Alexandria, VA 22314

2014-2015 RESOURCES

All chapter forms and student resources may also be found on the NCPA website at www.ncpanet.org, or by contacting student affairs at:

NCPA Student Affairs Department
100 Daingerfield Road
Alexandria, VA 22314
Phone: (800) 544-7447
Fax: (703) 683-3619
Website:

www.ncpanet.org

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NCPA STUDENT CHAPTER FORMS

All forms and applications may be downloaded from the internet at www.ncpanet.org

The following downloadable files must be printed, completed and returned to NCPA.

- **NCPA Student Chapter Forms & Applications**
 - Chapter of the Year Application
 - Student Chapter Membership Application
 - Lapel Pin Order Form
 - Legislative Advocacy Challenge Award Application
 - Community Health Challenge Award Application
 - Faculty Liaison of the Year Nomination
 - Incoming Student Chapter Officer Roster Form
 - Outstanding Student Member of the Year Award Nomination Form

- **Scholarships & Loans** (Found on the NCPA Foundation Website at www.ncpafoundation.org)
 - NCPA Foundation Presidential Scholarship Application
 - J.C. and Rheba Cobb Memorial Scholarship Application
 - Willard B. Simmons Sr. Memorial Scholarship Application
 - Partners in Pharmacy Scholarship Application
 - NCPA Foundation Student Loan Application

- **Student Professional Development**
 - NCPA Advanced Pharmacy Practice Experience (APPE) Rotation Application
 - NCPA Summer Internship Application
 - NCPA Student Leadership Council Application
 - NCPA Executive Residency Application

CHAPTER RECOGNITION & AWARDS

NCPA Pins

The National Community Pharmacists Association Student Affairs Committee understands the time, effort and commitment involved in becoming a chapter officer. That is why we are honored to present the new NCPA chapter officer pins. Each chapter officer can receive a lapel pin that signifies his or her support and dedication to independent community pharmacy and NCPA. These pins are excellent tokens to distribute at your chapter officer installation ceremony. At \$7.50 each, there is minimal cost to the chapter. Plus for \$5 each, ALL your members can show their support of independent community pharmacy by wearing the NCPA lapel pin.

Outstanding Chapter Member of the Year Award

Each active NCPA chapter can nominate one member to receive the Outstanding Chapter Member of the Year Award. The winner must be a current student member in good standing and will receive a certificate of recognition.

Annual Chapter Awards

Hard work pays off and NCPA's Student Annual Chapter Awards competition is the place to display all the effort that goes into building a top-notch student organization. NCPA recognizes four chapters each year at our annual convention. The winner of Chapter of the Year receives a cash award of \$2,000. First and second runners-up receive \$1,000 and \$500 respectively. The Most Improved Chapter of the Year will also receive a \$250 award. These awards are based on activities during the previous chapter year.

Criteria include:

- **N**eighborhood community services
- **C**reating members
- **P**romoting independent pharmacy
- **A**dvocating legislative action
- Fundraising/Misc.
- Business Plan Submission
- Community Health Challenge Report Submission
- Political Action Challenge Report Submission

Student Leadership Council

Region 1 – CT, ME, MA, NY, RI

2014-2015 Senior SLC Member
Jason Wang *2010-2011 National SLC
Secretary*
St. Louis College of Pharmacy
E-mail: jwang@stlscop.edu
NCPA Steering Committee: Technology

2014-2015 Junior SLC Member
John Kong
University of California – San Francisco
E-Mail: john.kong@ucsf.edu

Region 2 – MD, NJ, PA

2014-2015 Senior SLC Member
Chibuzor Okoro
Howard University
E-mail: c.okoro1@gmail.com
NCPA Steering Committee: Management

2014-2015 Junior SLC Member
Gilbert Sarmiento
University of the Incarnate Word
E-mail: sarmient@student.uiwtx.edu

Region 3 – DC, NC, OH, VA, WV

2014-2015 Senior SLC Member
David Jacobson
University of Arizona
E-mail: Jacobson@pharmacy.arizona.edu
NCPA Steering Committee: Third Party Payment

2014-2015 Junior SLC Member
Lauren Anderson
Ohio Northern University
E-mail: L-anderson.1@onu.edu

Region 4 – IL, IN, KY, MI, MO

2014-2015 Senior SLC Member
Scott Halvorson
University of Missouri - Kansas City
E-mail: scotthalvorson@gmail.com
Steering Committee: Communications

2014-2015 Junior SLC Member
Andrea Santoro
University of Missouri – Kansas City
E-mail: amsz9f@umkc.edu

Region 5 – AL, FL, GA, PR, SC, TN

2014-2015 Senior SLC Member
Bob Harshbarger
Mercer University
E-mail: pestlemortar@gmail.com
NCPA Steering Committee: Multiple Locations

2014-2015 Junior SLC Member
Ashley Sweaney
University of Arizona
E-mail: Sweaney@pharmacy.arizona.edu

Region 6 – AR, LA, MS, NM, OK, TX

2014-2015 Senior SLC Member
Whitney Brace
University of Texas
E-mail: WhitneyBrace@gmail.com
NCPA Steering Committee: Long Term Care

2014-2015 Junior SLC Member
Heath Goins
University of Houston
E-mail: ahgoins@uh.edu

Region 7 – CO, IA, KS, MN, MT, NE, ND, SD, WI, WY

2014-2015 Senior SLC Member
Nicole Dimaano *2014-2015 SLC Secretary*
University of Colorado
E-mail: mary.dimaano@ucdenver.edu
NCPA Steering Committee: Pharmacy Payment

2014-2015 Junior SLC Member
Andrew Heinz
2010-2011 National SLC President-Elect
University of Washington
E-mail: heinz3457@gmail.com

Region 8 – AZ, CA, HI, ID, NV, OR, UT, WA

2014-2015 Senior SLC Member
Mac Ovenell
Oregon State University
E-mail: ovenellm@onid.orst.edu
NCPA Steering Committee: Nat'l Legislation

2014-2015 Junior SLC Member
Patrick Stolz
Washington State University
E-mail: patrick.stolz@mail.wsu.edu
NCPA Steering Committee: Pharmacy Payment

2014-2015 CALENDAR OF EVENTS & DEADLINES

August / September 2014

- ✓ NCPA Pharmacy Ownership Workshop, Atlanta, GA; August 8-10th, 2014
- ✓ Fall membership drive
- ✓ Plan travel for [NCPA Annual Convention in Austin, Texas](#)
- ✓ Plan advocacy activities
- ✓ Plan community health outreach activities
- ✓ Schedule pharmacy owner speakers for chapter meetings

October 2014

- ✓ Attend NCPA Annual Convention, Austin, TX; October 18-22
- ✓ Review application for [2015 Good Neighbor Pharmacy NCPA Pruitt-Schutte Student Business Plan Competition](#)

November 2014

- ✓ Review application materials for [2015-2016 NCPA Student Leadership Council](#)
- ✓ Review application materials for [2015-2016 NCPA Executive Residency](#)
- ✓ Review application materials for [2015 NCPA Summer Intern](#)

December 31, 2014

- ✓ Chapter Midterm Report Deadline

January 2015

- ✓ **January 15** NCPA 2014-2015 Executive Residency Application deadline
NCPA 2014 Summer Internship Application deadline
- ✓ **January 31** NCPA National Student Leadership Council Application Deadline
Review application for [NCPA Foundation Scholarships](#)

February 2015

- ✓ NCPA Multiple Locations Conference, Marriott Hotel St. Kitts; February 11-15, 2015
- ✓ NCPA Pharmacy Ownership Workshop: 2015 Dates and Locations TBD
- ✓ Submit Nomination for [NCPA Student Chapter Outstanding Member of the Year](#)
** Note: one nominee from each active chapter

March, 2015

- ✓ NCPA Foundation Scholarship Application Deadline
- ✓ **March 1, 2015** NCPA Student Chapter Outstanding Member of the Year Award deadline
- ✓ **March 30, 2015** NCPA Foundation Faculty Liaison of the Year Award Deadline

May 2015

- ✓ NCPA Annual Conference on National Legislation & Government Affairs: Washington D.C.
- ✓ NCPA Pharmacy Ownership Workshop: 2015 Dates and Locations TBD
- ✓ **May, 15 2015**
Good Neighbor Pharmacy NCPA Pruitt-Schutte Student Business Plan Competition Deadline
- ✓ **May 31, 2015**
 - ✓ Chapter End of Year Report Deadline
 - ✓ Legislative Advocacy Challenge Report Deadline
 - ✓ Community Health Challenge Report Deadline

August 2015

- ✓ NCPA Pharmacy Ownership Workshop: 2015 Dates and Locations TBD

October 2015

- ✓ NCPA Annual Convention, Gaylord National Harbor, Washington, D.C.; October 10-14, 2015

