

Christian Pharmacists Fellowship International

National Student Council Policies and Procedures

Adopted: 05/18/2025

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 understands 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.

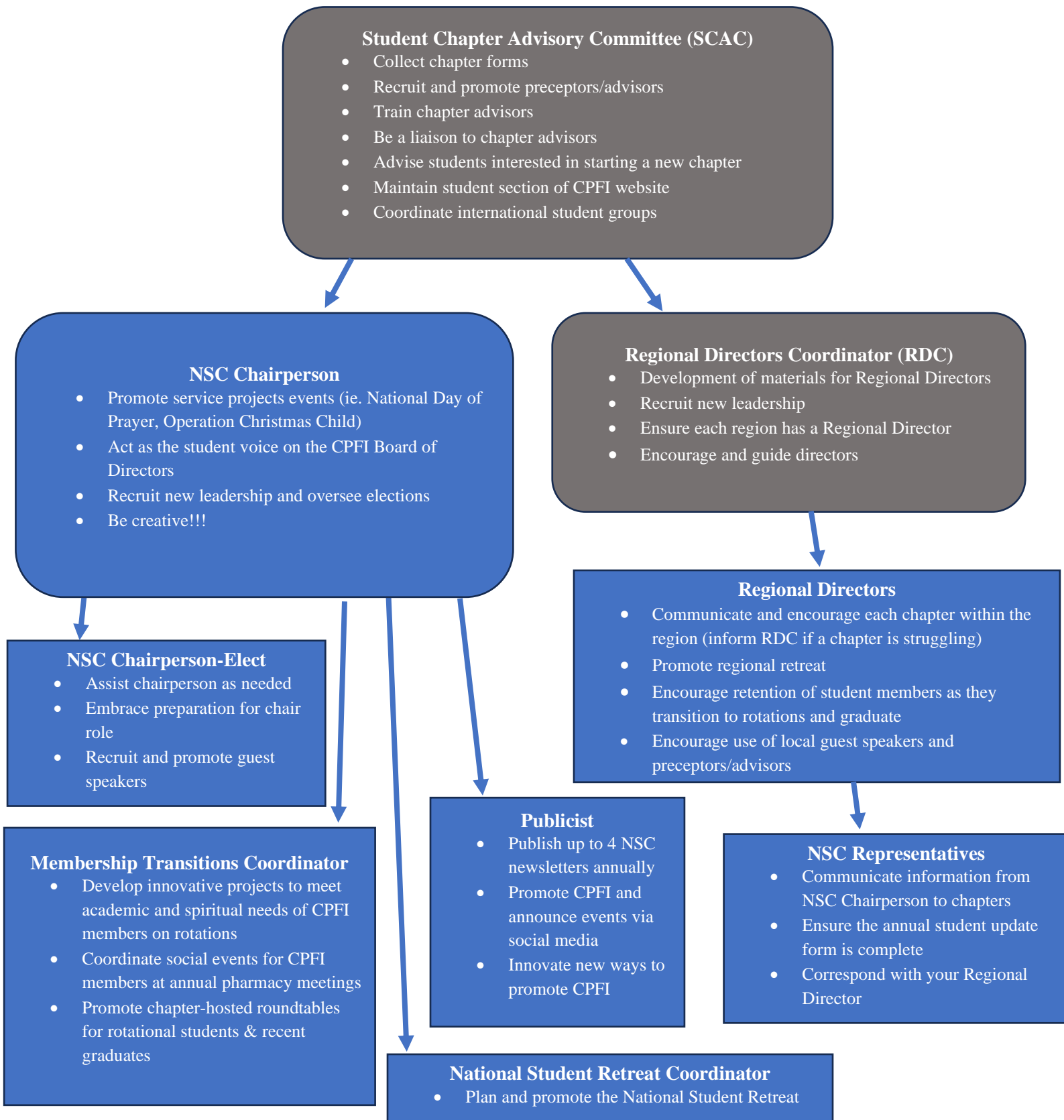
II. Purpose and Structure

Primary Purpose: The 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 national CPFI Board of Directors (BOD). The NSC will strive to keep the students informed on national events and other innovative chapter ideas as related through CPFI through newsletters published throughout the year.

The NSC is subject to the Student Chapter Advisory Committee (SCAC) and will work under this committee to ensure the NSC functions within the CPFI Bylaws.

Structure - The NSC has the following positions; One (1) Advisor Liaison, two (2) SCAC Co-Chairs, one (1) Regional Director Coordinator (RDC), one (1) NSC Chair, one (1) NSC Chair-Elect, one (1) Membership Transitions Coordinator, one (1) National Student Retreat Coordinator, one (1) Publicist, and up to nine (9) Regional Directors (RDs).

The NSC functions under the following flowchart:



III. Officers and Responsibilities

All students serving in positions outlined in these policies and procedures must be active, registered members of CPFI, affirm the CPFI Articles of Faith, adhere to the CPFI Code of Conduct, and represent CPFI and glorify God in all aspects of their life, including their role on the NSC. 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 the NSC meetings.

- A. NSC Chair: 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. Attend and participate CPFI Board of Directors meetings, maintain an understanding of current organizational issues, and vote in the best interest of the students and CPFI at large
 - 2. With the help of the CPFI Administrative Director and Publicist, publish up to 4 NSC Newsletters throughout the year
 - 3. Encourage participation in national projects (see Specific Programs)
 - 4. Oversee annual online elections prior to and during 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. Organize NSC meetings monthly throughout the year
 - 8. Work with NSC Chair-Elect to coordinate meeting minutes and send out calendar invitations in advance of meetings
- B. NSC Chair-Elect: As the future NSC Chair, this individual should serve as the NSC Chair's assistant in any of their tasks while developing an understanding of the responsibilities of the NSC Chair. The NSC Chair-Elect will
 - 1. Stand in for the NSC Chair in their absence
 - 2. Will assist the NSC Chair in the annual online elections prior to and during the National Student Retreat
 - 3. Maintain and promote the use of the guest speaker database
 - 4. Managing and marketing the annual CPFI Mentorship Program carried out between student pharmacists and professional CPFI members
 - 5. Assist with minute-taking during any scheduled CPFI NSC meetings
- C. National Student Retreat Coordinator: This individual plans 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. This individual will be responsible for recruiting speakers, purchasing necessary items such as snacks, etc, 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. The focus should be on increasing membership retention into the final academic year and beyond graduation into an individual's professional career. They should work closely with the SCAC. The individual should also work closely with the Publicist to create promotional materials (social media graphics, short-form video content, longer-form informational videos, etc.) to be posted online in order to encourage retention within student and new

practitioner CPFI members.

- E. Publicist: The publicist is responsible for promoting CPFI and the NSC activities to enhance awareness of the benefits of membership in CPFI. Additionally, this individual will help promote announcements and manage online elections of the NSC in conjunction with NSC Chair and NSC Chair-Elect. This individual will create up to 4 newsletters annually which will be sent out to students and chapter advisors and posted on the CPFI website and any social media outlets. This individual will help coordinate social media content to increase awareness of CPFI and its activities.
- F. Regional Director: There are up to nine Regional Directors, one for each region. In the event that a Regional Director is not identified for a given area, another Regional Director may cover multiple territories. These individuals will communicate and encourage each chapter within the region as directed by the RDC, promote regional retreats as applicable, encourage retention of student members as they transition to professionals and encourage the use of local guest speakers and preceptors. The regions are as follows:
 - 1. Northeast (Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont, New York)
 - 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. Officer Eligibility

All candidates are required to be active, registered CPFI student members, affirm the CPFI Articles of Faith, and commit to follow the CPFI Code of Conduct.

The NSC Chair and NSC Chair-Elect will undergo the same approval process required of professional CPFI Board of Director members as they will serve on the Board of Directors. Students must submit: a signed copy of the Code of Conduct, a personal statement detailing their faith journey, previous and current involvement in CPFI, and their aspirations while serving in the NSC position. The materials will be reviewed by the Nominations Committee and SCAC Co-Chair prior to a student appearing on the online student election ballot.

V. Election of Officers

- A. NSC Chair, NSC Chair-Elect, National Student Retreat Coordinator, Publicist and Membership Transitions Coordinator

Elections for the positions of NSC Chair-Elect, National Student Retreat Coordinator, Publicist, and Membership Transitions Coordinator are held annually, prior to or during the national student retreat and annual meeting. It is the responsibility of the members of the NSC to promote the available positions in advance of the meeting.

Online electronic voting will be used and the NSC chair, NSC Chair-Elect and publicist will make all arrangements to ensure 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. The nominations window will be communicated to student members. Active CPFI student members may either nominate themselves or be nominated by other active members. The person nominated can choose to accept or decline the nomination. Once the nominations window is closed, all materials will be reviewed and prepared for distribution.

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 SCAC Co-chairs for review.

The voting window will be communicated to student members. Active student members will be eligible to vote. Voting may open prior to the student retreat and annual meeting and close no later than 4:00pm before the final student meeting at the Annual Conference. Officers will be elected by a simple majority vote.

Positions will be held for one year. One additional term is allowed for all positions except for NSC Chair-Elect. The NSC Chair-Elect will become NSC Chair when a new NSC Chair-Elect is elected.

B. Regional Directors

The positions for Regional Directors are chosen from an online application. The RDC will review and select the Regional Directors. The SCAC can assist the RDC in reviewing applications and voting in the case of multiple applications as deemed necessary by the RDC. The position will be held for one year from the nearest (past or future) national student retreat and annual meeting to the following national student retreat and annual meeting. One additional year is allowed. Additional terms may be granted at the discretion of the RDC and SCAC.

C. Position Vacancy

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

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 and the CPFI BOD President to discuss and vote on the removal of the individual from office. Other National CPFI BOD members and other pertinent non-student members (i.e., chapter advisors) may be invited to the meeting as appropriate for guidance at the invitation of the SCAC Chair(s). National CPFI BOD members and other pertinent non-student members (i.e., chapter advisors) 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.

VI. Student Awards and Grants

CPFI provides awards and grants to student chapters. The NSC encourages all student chapters to apply.

- A. 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) Applications need to be submitted by April 20th yearly. This award is presented to the winning chapter advisor at the annual meeting.
- B. 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. Applications need to be submitted by April 20th yearly. This award is presented to the winning chapter at the annual meeting.
- C. Hands and Feet Grant: This grant is to provide financial support to CPFI student chapters to enable them to serve others in need through giving back to the communities while sharing the Good News of Jesus. Applications are submitted in the fall semester yearly. Recipients of the grant will be notified via email no later than November 1st yearly.

VII. Use of Funds

CPFI provides funds to be used for the National Student Retreat and the promotion of student activities each calendar year. The availability and use of these funds is contingent on continued designation of the funds by the CPFI BOD in the annual budget. NSC and RDs will need to present a budget proposal request to the CPFI BOD for approval prior to any retreat, event, or promotional student activities requiring funding. This proposal should include a description of the event/activity, desired/expected outcomes, and a general plan for execution. After approval, the method of payment for these expenses will be determined by the CPFI Administrative Director and Treasurer, paid either directly by CPFI or paid on a reimbursement basis after the event/activity.

VIII. Amending the Policies and Procedures

These policies and procedures may be amended at any regular meeting of the NSC in conjunction with SCAC by a majority vote, provided that the amendment has been submitted at least 24 hours in advance and is discussed in the meeting. All NSC officers and all SCAC members must vote. If they are not present, the NSC Chair must obtain their vote within a week after meeting. Then, after NSC and SCAC approval, the amendment(s) will go up to the CPFI Executive Committee for final review.