



Student Chapter Operations Manual 2009-2010

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 800-544-7447, access our website at: www.ncpanet.org, or write to:

NCPA Student Affairs
100 Daingerfield Road
Alexandria, VA 22314

TABLE OF CONTENTS



Student Resources and Opportunities

- What is NCPA? 3
- Mission Statement and Independent Pharmacy Today 4
- Student Chapter Expectations 5
- Student Membership Benefits 6
- Scholarships, Loans and Grants 7
- Experiential Programs and Executive Residency 8
- Student Leadership 9
- Conventions Overview 10

NCPA Student Chapter Development

- Making it Happen! 12
- Development of Governing Documents 16
- Sample Governing Documents 17

NCPA Student Chapter Management

- Chapter Meetings 23
- Introduction to Robert's Rules of Order 24
- Fundraising Committee 26
- Community Service Committee 27
- Programming Committee 28
- Conventions Committee 29
- Public Relations Committee 30
- Membership Committee 31

2009-2010 Resources

- NCPA Student Chapter Forms 33
- Chapter Recognition and Awards 34
- 2009-2010 Student Leadership 35
- Calendar of Events & Deadlines 36

Student Resources and Opportunities

WHAT IS NCPA?



The National Community Pharmacist Association represents independent 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.

Today's independent pharmacists provide sophisticated pharmacy care services and information to millions of patients who pass through their doors each day. Because of their accessibility, dedication to the profession and desire to serve the needs of the community, independent 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 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.

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, 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: \$88 billion marketplace

- Up 5% since 2007

Independent pharmacy prescription sales: \$82.3 billion yearly

- The average pharmacy dispensed 62,379 prescription drugs in 2008.

There are 22,728 single-store independent pharmacies, independent chains, independent franchises, independent long-term care and home I.V. pharmacies, and independent pharmacist-owned supermarket pharmacies

- 38.2% of the nation's 59,549 community drugstores

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

- Up 0.5 percentage points since 2007.

Average independent pharmacy sales: \$3.881 million

- Up 7.6% since 2007

Average prescription sales: \$3.619 million

- Up 8% since 2007

Staffing in independent pharmacies

- Average independent employs 2.8 FTE pharmacists (including owner)
- Average independent employs 3.8 FTE technicians

Generic drug utilization

- 64.5% of drugs dispensed by independent pharmacies are generics

STUDENT CHAPTER EXPECTATIONS

Neighborhood Community Service

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.

Creating Members

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.

Promoting Independent Pharmacy

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.

Advocating Legislative Action

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.

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 \$25. 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
 - NCPA Pruitt-Schutte Student Business Plan Competition
 - Political Advocacy Challenge
 - MTM/Wellness Challenge
- Periodic Publications
 - *America's Pharmacist*: NCPA's monthly magazine
 - *The New Independent*: NCPA's student column appears bimonthly in *America's Pharmacist*
 - *Independent Voice*: Student Member Monthly Newsletter
 - NCPA eNews Weekly (every Tuesday via e-mail)
- Access to the members-only section of website, <http://www.ncpanet.org/members/index.php>
- Awards, Scholarships and Loans
 - Chapter of the Year
 - Outstanding Chapter Member of the Year Award
 - \$17,500 in loans during the last three and one-half years of school*
 - Scholarships totaling \$57,500 per year*
- Experiences at the NCPA National Office
 - Summer Internship program
 - Experiential Clerkship in Association Management
 - Executive Residency in Association Management
- Regional and National Leadership positions*
 - Student Leadership Council (eight positions)*
 - Student Regional Council (eight positions)*
- Conferences: discounted registration to NCPA Student Members
 - Annual Convention and Trade Exposition
 - NHIA (National Home Infusion Association) Annual Conference
 - National Legislation and Government Affairs Conference
- Professional Development
 - NIPCO (National Institute for Pharmacist Care Outcome) and other certificate programs
 - Pharmacy Ownership Workshop
 - Surescripts: an e-prescribing program for healthcare professionals
 - Independent Pharmacy Matching Service (IPMS) *coming soon!*
 - Listings to buy/sell a pharmacy, and find a job or hire a pharmacist
 - Free registration for student members
 - Prescription Disposal Program
 - Community Pharmacy Ownership Program: assists future pharmacy owners with loans and start-up inventory

*Eligible students only

SCHOLARSHIPS, LOANS AND GRANTS



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 currently awarded by the NCPA Foundation. Applications are included in the Student Chapter Operations CD. Detailed information can also 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 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 Experiential Rotation– 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 include management institute, government affairs, conventions and the executive office.

Details and program protocol information for the Experiential Rotation, Summer Internship and Executive Residency can be found on the NCPA website under Students > Internships.

For more information regarding these experiential programs, please contact your school's NCPA Faculty Liaison, or 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

STUDENT LEADERSHIP

The NCPA Pharmacy Student Entrepreneur Section Leadership is comprised of NCPA student members. The NCPA PSES Leadership, 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 be a member of the Student Regional Council (SRC) and a member of the Student Leadership Council (SLC) the second year. Members of the SLC also serve on an NCPA Steering Committee. A list of detailed information on how to apply for the SRC can be found on: <http://www.ncpanet.org/studentsvcs/regcouncilapp.php>.

The following individuals of active NCPA chapters are eligible to apply for a NCPA-PSES leadership position:

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

The NCPA Steering Committees available for students include:

- Communications
- Compounding
- Home Health Care Pharmacy Services
- Innovation and Technology
- Long Term Care Pharmacy Services
- Management
- Multiple Locations
- National Legislative and Public Affairs
- Patient-Focused Pharmacist Care
- Third Party Payment Programs

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 2.0 on a 4.0 scale)
- Resume/CV denoting accomplishments within the chapter, school, and state
- Provide two letters of recommendation, one from a current NCPA member (preferably a pharmacy owner) and a pharmacy school official endorsing the student's interest and ability to effectively participate in a dynamic environment.

Responsibilities (SRC and SLC) include:

- Serving a two-year term: the first year on the SRC, and the second year as SLC member
- Serving on an NCPA Steering Committee
- Attending the Annual Convention and Steering Committee Forum
- Traveling to schools/colleges of pharmacy to present information about NCPA to pharmacy students
- Communicating with the schools in each region
- Reporting pertinent chapter information to the SLC and NCPA Department of Student Affairs
- Selecting students to serve on the Student Regional Council for the following year
- Reviewing annual student reports

Details and program protocol information can be found on the NCPA website under Students > Leadership.

CONVENTIONS OVERVIEW



Below are descriptions of all NCPA meetings. Registration is reduced 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 educational program's purpose is to empower future 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.

NCPA Annual Convention

The NCPA Annual Convention features high-quality educational programming, professional networking opportunities, independent retail pharmacy's largest trade show and three days of student-specific programs and a student social. The chapter with the most student members in attendance at the Annual Convention will receive a cash reward.

The student program customarily includes a business/financial program, clinical community pharmacy program and the career roundtable. Student members are welcome at all educational programs and are encouraged to visit the 400 booths in the exhibit hall. The Opening General Sessions at NCPA are famous for their renowned keynote speakers which have included General Colin Powell, Senator Bob Dole, Rudolph Giuliani, and Mike Wallace from 60 Minutes. The NCPA Foundation Awards Ceremony, which recognizes exceptional faculty members, students and student chapters, concludes the student programming.

NHIA Annual Conference

The NHIA (National Home Infusion Association) Annual Conference is a growing national meeting for infusion therapy professionals, providing a wide range of high-quality, in-depth programs addressing the critical issues in alternate site health care. NHIA Annual Conference attendees are the decision-makers in today's alternate site infusion therapy marketplace—owners, pharmacists, nurses, clinical and operations managers, and reimbursement specialists. A variety of affiliated services include community pharmacy, durable medical equipment, and home health nursing services. In addition to home infusion, services to long-term care facilities, ambulatory infusion centers, physicians' offices and outpatient surgery centers are highlighted.

NCPA National Conference on Legislative and Government Affairs

The NCPA National Conference on Legislative 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 STUDENT CHAPTER DEVELOPMENT

The following section is dedicated to the establishment and development of new student chapters. The material was developed to give the founding members of a student chapter helpful hints and guidance, and to share information with students from other schools who do not have an NCPA Student Chapter.

The founding of an NCPA Student Chapter will be a unique. 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 chapter, 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 are always available to help you.

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

NCPA Student Chapter Development Subsections



• Making it Happen!	12
• Development of Governing Documents	16
• Sample Governing Documents	17

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; Caitly 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.

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 pharmacy students, NCPA Student Affairs Department, NCPA Faculty Liaison, and your NCPA Student Regional Committee member 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 responsive 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-SEC members are also available to answer questions. One student is 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 a chapter and keeping it strong.

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.

Independent Practitioners

Valuable resources to get to know are your local NCPA Pharmacist Members. Independent pharmacists

can help student chapters by sharing career experiences, providing insight on issues facing the pharmacy profession, and supporting the chapter in many other exciting and creative ways.

Step Two: The First Meetings

The students starting the NCPA Student Chapter and your 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. Notify all involved at least a week prior to the meeting. Since there are many points of discussion, 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
4. Committee Reports
 - Committee positions must be filled
5. Old Business
6. New Business
 - Campus recognition (see below)
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 imagination. 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
 - Assessing local chapter dues in addition to national dues
 - Donations are the quickest easiest way to gain large amounts of capital
 - Be sure ideas do not conflict with other organizations fundraisers
 - Open a chapter checking account and 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 to all conventions should be stressed!
 - Plan travel and lodging for all students to the conventions
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 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 university student government.

Be sure to extend invitations to the following:

- Dean of your school of pharmacy
- President of the university
- State pharmacy association executive and officers
- NCPA local area pharmacists
- NCPA Director of Student Affairs
- NCPA Student Affairs Liaisons
- 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, but do not expect this individual to do everything. Clearly inform everyone who is in charge. 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 *The New Independent*.

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 care, documentation is critical to inform future chapter officers of what was done. This can be as simple as keeping a copy of the chapter activity reports in a binder. 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 NCPA Student Affairs Department at NCPA Headquarters (800-544-7447), stay organized, and don't get discouraged.

A Few Last Words of Advice

Maintaining clear and frequent communication with your NCPA Student Chapter Members, NCPA Faculty Liaison, Student Leadership, and NCPA 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 people who get 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 some form 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.

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, by phone at (800) 544-7447, or write to:

NCPA Student Affairs Department
100 Daingerfield Road
Alexandria, VA 22314

SAMPLE GOVERNING DOCUMENTS

Revised July 2009



ARTICLE I - NAME

SECTION 1

The name of this organization shall be "[Name of School] NCPA Student Chapter".

SECTION 2

The [Name of School] NCPA Student Chapter is a non-profit organization.

ARTICLE II - PURPOSE & OBJECTIVES

SECTION 1

The purpose of the [Name of School] NCPA Student Chapter is to provide a forum for pharmacy students to learn about the many career opportunities available in independent pharmacy practice.

SECTION 2

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.

ARTICLE III - MEMBERSHIP QUALIFICATIONS

SECTION 1

1. Active members are pharmacy students who are currently enrolled and in good standing in an accredited or candidate status college of pharmacy. Only active members are allowed to hold an elected office for the student chapter.
2. Associate members, e.g. pre-pharmacy students, are entitled to all of the benefits of active membership; however, an associate member may not hold an elected office in the student chapter.
3. NCPA Student Chapter members must pay the required student chapter dues and support the purpose and objectives of the student chapter. All student chapter members must also be student members of NCPA.

SECTION 2

1. NCPA Student Chapters may choose to offer an Honorary Membership. This membership category provides each chapter the opportunity to recognize faculty members, practitioners, or any other individuals who have been extremely supportive and helpful with the chapter.
2. The process for attaining Honorary Membership shall include;
 - a. A student member of the NCPA Student Chapter will submit an individual for nomination to the NCPA Student Chapter Executive Committee. The nomination must describe the reasoning for the nomination.
 - b. After full agreement by the Executive Committee, the nomination will be presented at the next chapter meeting for a vote by the membership.
 - c. A unanimous vote of the members present is required to award the nominee honorary membership.
 - d. The chapter secretary will contact the NCPA Student Affairs Department immediately following an approved nomination.
 - e. A mutually agreed upon meeting will be established for the chapter to formally recognize the approved nominee.

SECTION 3

Members may be subject to disciplinary review by the executive committee for:

1. Nonpayment of association dues or assessments.
2. Conviction of a felony.
3. Suspension from the college of pharmacy, placement on academic probation, or poor academic standing.

ARTICLE IV - OFFICERS

SECTION 1

The officers of the student chapter shall be:

1. President
2. President-elect
3. Secretary
4. Treasurer
5. Student government representative (if applicable)

This collection of officers shall constitute the executive committee of the student chapter.

There shall be a non-voting faculty advisor (e.g. NCPA Faculty Liaison) appointed by the dean, to oversee student chapter operations.

ARTICLE V - DUTIES OF THE OFFICERS

SECTION 1

1. **PRESIDENT**

It shall be the duty of the president to preside at all meetings, to call special meetings, to appoint, with the approval of the executive committee, and oversee the standing committees, and to perform other duties as the chapter shall direct or as customarily pertain to the office of President.

2. **PRESIDENT-ELECT**

It shall be the duty of the president-elect to assist the president in all of the activities and duties previously listed, and to assume the duties of the president in his or her absence, dismissal, or resignation from the chapter or college of pharmacy. In addition, the president-elect shall chair the conventions committee.

3. **SECRETARY**

The secretary shall conduct all official correspondence under the direction of the President. The Secretary shall keep a record of the minutes of each meeting of the organization to be read and approved by its members at the next scheduled meeting of the body. The secretary must submit the biennial reports and chapter of the year application on time to NCPA, Attention Student Affairs Department. In addition, the secretary shall maintain a readily retrievable record of all programs, projects, and other related activities of the organization and chair public relations committee.

4. **TREASURER**

The treasurer shall maintain all financial records for the organization in readily retrievable form and shall be accountable for all financial transactions within the organization. In addition, it shall also be the responsibility of the treasurer to provide reports on the status of the treasury when called upon to do so by the membership and/or president and chair the fundraising committee.

SECTION 2

The faculty advisor, usually the NCPA Faculty Liaison, shall be present and participate at all meetings of the NCPA Student Chapter, if possible.

SECTION 3

A vacancy in any of the previously mentioned offices, excluding the president, shall be filled within two weeks, by executive committee appointment. The appointed individual shall complete the designee's term of office. In case of a vacancy of the president, the president-elect will preside and the new president-elect will be appointed by the executive committee and/or elected during annual elections.

SECTION 4

The term of office shall be one year, coinciding with the student chapter year as defined in Article XI Section 3 of the By-Laws.

ARTICLE VI - ELECTION OF OFFICERS

SECTION 1

The chapter officers shall be elected annually. The election procedure shall be as follows:

1. The current president shall call an elections meeting three weeks before the new officers are to be installed. At which time president-elect, secretary, treasurer and student government representative (if applicable) will be nominated.
2. At a second meeting a ballot will be distributed to those members in attendance. The faculty advisor (NCPA Faculty Liaison) will be present at this meeting to collect and tally the ballots. He or she will tabulate the ballots and announce the results.
3. A plurality vote of the members present will be required to elect an officer.
4. In the case of a tie, a run-off vote will be held. If another tie occurs, an emergency meeting of the membership will be held, no later than 7 days following the original election meeting.

ARTICLE VII – CHAPTER OFFICER INSTALLATION

SECTION 1

NCPA Student Chapter officer installation ceremony-to be read by a designated NCPA member

“At this time, I would like to formally induct the student chapter officers at [Name of Pharmacy School or College]. 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 the NCPA Chapter Program. 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 NCPA Student Chapter at [Name of School] officially installed.“

ARTICLE VIII - COMMITTEES

SECTION 1

Standing and special committees of the chapter may be created by action of any regular or special meeting, or at the action of the executive committee between meetings.

SECTION 2

The president shall appoint, with the approval of the executive committee, the following standing committees, and such other committees as he or she may deem necessary. Members shall serve for one calendar year in this capacity or until their successors are appointed by the new President. The chairs of the conventions, public relations, and the fundraising committees will be the president-elect, the secretary, and the treasurer respectively. Chairpersons for all other committees shall be appointed by the president, with the approval of the executive committee. An example list of committees is as follows:

1. Fundraising Committee
2. Community Service Committee
3. Program Committee
4. Conventions Committee
5. Public Relations Committee
6. Membership Committee

SECTION 3

The recommended areas of interest covered by these committees are as follows:

1. **Fundraising Committee** is responsible for organizing new programs to raise money for the chapter.
2. **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 knowledge of health issues.

3. **Program Committee** is responsible for scheduling speakers, panels, and programs for the students on campus to enhance knowledge of pharmacy issues.
4. **Conventions Committee** is responsible for promoting the NCPA Annual Convention, NHIA Conference, and NCPA Legislative and Government Affairs Conference to students and faculty and for working with the fundraising committee to organize fundraisers for expenses
5. **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, compiling a report for the student chapter awards program, and promoting the student chapter projects.
6. **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.

ARTICLE IX - DUES

SECTION 1

Annual dues for NCPA Student Membership shall be \$25 paid to the national office. Student chapter dues may be assessed generally between \$5.00 and \$15.00. Dues shall be kept in a competitive range with other organizations and may be adjusted upon the election of new officers if the new executive committee warrants this change. There is a tiered dues schedule for students who would like to pay for multiple years of their membership in one payment. This application can be printed from the website or the CDROM.

ARTICLE X - AMENDMENTS

SECTION 1

1. Amendments to the chapter constitution may be presented at any meeting of the body for reading. Amendments shall be proposed and discussed at one meeting and voted on by the body at a subsequent meeting. Amendments are passed by a two-thirds (2/3) majority vote of those present.
2. Amendments so adopted shall become effective immediately and these changes shall be added to the chapter's constitution. A list of all amendments will be found in Article IX, Section 2, following Article IX, Section 1.

ARTICLE XI - GENERAL GUIDELINES

SECTION 1

The business of the chapter shall be conducted by members who have met the qualifications for membership defined in Article III, Section 1 of the bylaws.

SECTION 2

All committee appointments provided for in the bylaws, whose members are not designated by vote of the chapter, shall be made by the president.

SECTION 3

The student chapter year is from June 1 to May 31. A year-end report must be completed and sent from each chapter by the specified deadline, and will be used in determining the NCPA Student Chapter of the Year Award.

SECTION 4

The chapter shall meet monthly at such time and place as the executive committee determines. The president shall call special meetings at such time and place as the majority of the executive committee shall direct or upon request of 20% of the membership.

SECTION 5

The President, subject to approval by the executive committee and standing committee chairpersons, shall determine the order of business at any meeting.

SECTION 6

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

SECTION 7

A chapter may speak or issue statements for NCPA with the written approval of the NCPA executive committee.

SECTION 8

The constitution and bylaws of NCPA are binding on the chapter.

SECTION 9

All student chapters must adhere to the NCPA Student Chapter Bylaws, but may adopt reasonable amendments to meet individual needs and requirements. All amendments must be consistent with those presented here in the operations manual.

SECTION 10

An NCPA student chapter shall be identified by the school of pharmacy and college or university where it is located.

SECTION 11

In all meetings, whether of the chapter, the executive committee or any other committees of this chapter, Robert's Rules of Order, Revised, shall be the authority on Parliamentary Law & Procedure by which every meeting shall be governed.

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



• Chapter Meetings.....	23
• Introduction to Robert's Rules of Order	24
• Fundraising Committee	26
• Community Service Committee	27
• Programming Committee	28
• Conventions Committee.....	29
• Public Relations Committee	30
• Membership Committee	31

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		R		
		2/3			
Limit debate	S	A		R	
			2/3		
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, Valentines 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

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

Other Programs

- Site visits to pharmacies
- Networking dinners
- Career roundtable discussion
- Independent pharmacy day

CONVENTIONS COMMITTEE

Conventions Committee is responsible for promoting the NCPA Annual Convention, NHIA Annual Conference, and NCPA National Conference on Legislative 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.

NCPA provides support and welcomes students to the annual convention by offering reduced registration to student members, multiple free meals, lots of student programming, one of the largest exhibit halls, and plenty of entertainment. NCPA also hosts a theme party 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:

- Reduced registration
- Chapter travel reimbursement from a specific fundraiser
- Promote the reduced cost of attendance

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 revision, 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. NCPA, the National Community Pharmacists Association, represents the nation's community pharmacists, including the owners of over 22, 728 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 and 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 on the computer for more readable applications, more consistent reporting to NCPA Student Affairs Department, and more options for the chapter (see below).

- Fill out application online, print and submit to NCPA via mail
- Fill out application online and submit to NCPA via e-mail
- Print applications, fill out and submit to NCPA via mail
- E-mail application to entire school to have members join online

To keep a record of all applications, have members email their completed application to the membership chairperson. If e-mailing applications to NCPA, send a combined check for membership dues to:

NCPA Student Affairs Department
100 Daingerfield Road
Alexandria, VA 22314

2009-2010 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

2009-2010 Resources Subsections



• NCPA Chapter Forms	33
• Chapter Recognition and Awards	34
• 2009-2010 NCPA Student Leadership.....	35
• Calendar of Events & Deadlines	36

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
 - Student Political Advocacy Challenge Award Application
 - Faculty Liaison of the Year Nomination
 - Incoming Student Officers Report Form
 - Outstanding Student Member of the Year Award Nomination Form

- Scholarships & Loans
 - 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 Experiential Clerkship Rotation Application
 - NCPA Summer Internship Application
 - NCPA Student Regional Council Application
 - NCPA Executive Residency Application

You may also contact NCPA Student Affairs for forms to be mailed to your chapter president at (800) 544-7447.

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 plaque.

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. \$250 will be given to the recipient of the Most Improved Chapter of the Year Award. These awards are based on activities during the previous chapter year.

Criteria include:

- **N**eighborhood community services -15%
- **C**reating members -15%
- **P**romoting independent pharmacy -25%
- **A**dvocating legislative action -25%
- Fundraising/Misc. -5%
- **B**usiness Plan Submission -5%
- **M**TM Challenge Report Submission -2.5%
- **P**olitical Action Challenge Report Submission -2.5%

2009-2010 STUDENT LEADERSHIP



Student Leadership Council Members

Kal Dorji, *President*
University of Southern California
Email: Dorji@usc.edu

Cassandra Shields (Cassie)
University of Missouri-Kansas City
Email: Cludkd@umkc.edu

Danielle Bailey, *Secretary*
University of Texas at Austin
Email: drb965@mail.utexas.edu

Regina Scott
University of New Mexico
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Chris Alvarado
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Manpreet S. Chahal
Washington State University
Email: mschahal@wsu.edu

Mary Anne Yam
University of California, San Francisco
Email: MaryAnne.yam@ucsf.edu

Student Regional Council Members

Region 1

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Region 5

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Region 7

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Region 4

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Region 8

John Rose
University of California at San Francisco
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CALENDAR OF EVENTS & DEADLINES



August 21-23rd, 2009

Pharmacy Ownership Workshop: Seattle, WA

October 17-21st, 2009

NCPA's 111th Annual Convention and Trade Exposition: New Orleans, LA

November 30th, 2009

Student Regional Council (SRC) Application deadline

January 16th, 2010

Executive Residency Application deadline

Summer Internship Application deadline

February 17-21st, 2010

Multiple Locations Conference: St. Thomas, VI (invitation only)

March 1st, 2010

Chapter Outstanding Member of the Year Award deadline

March 15th, 2010

Scholarship Applications deadline

March 31st, 2010

Student Loan Application deadline

April 12-15th, 2010

National Home Infusion Association (NHIA) Annual Conference & Exposition: Dallas, TX

May 1st, 2010

Pruitt-Schutte Student Business Plan Competition deadline, sponsored by NCPA Foundation

May 10-12th, 2010

National Legislation and Government Affairs Conference: Washington, DC

May 31st, 2010

Chapter of the Year Application deadline

Political Advocacy Challenge deadline

MTM Challenge deadline

October 8th – 12th 2010

NCPA 112th Annual Convention and Trade Exposition: Philadelphia, PA