



***CPFI Student Chapter Bylaws***  
**Campbell University College of Pharmacy & Health Sciences**

**Purpose**

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

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

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



## **Officers**

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

## **Code of Conduct of Chapter Officers**

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

## **Officer Positions**

### *President*

- Oversees all events, teams, and committees
- Organizes Executive Board meetings at least once per semester
- Organizes and leads general body meetings
- Provides Secretary with general body meeting information and agenda
- Seeks to stimulate spiritual growth and regularly commits to prayer for the chapter
- Communicates with administration, student organizations, and other CPFI student chapters
- Prays at PSEB meetings and represents CPFI at PSEB meetings
- Is the Campbell CPFI National Student Representative for the CPFI National Student Representative Council
- Completes the CPFI Chapter Update at [www.CPFI.org](http://www.CPFI.org)
- Ensures all officers are National CPFI members and sign the National CPFI Code of Conduct
- Updates chapter advisor(s) regularly
- Organizes officer elections to take place in March
- Submits the application for National Chapter of the Year

### *Vice President of Spiritual Growth*

- Assists the President in coordination of Bible studies (topic, leaders, resources)
- Assists the President in creation of general body meeting programming (speakers, theme, message)
- Responsible for planning on one worship night per semester
- Assumes the President's role in his/her absence
- Encourages prayer in the chapter and in the student body (ex. collection of prayer requests, prayer cards, etc)

### *Vice President of Events*

- Responsible for planning one fellowship event per semester
- Assist President in application and verification of event approval through Student Affairs
- Assists President in planning and organizing monthly general body meetings and events (room reservation, food and beverages, etc)
- Purchases, writes, and delivers thank you cards to guest speakers
  - (Thank you card purchase will be re-imbursed from CPFI's account)



- Assumes the President's role in his/her absence

#### *Treasurer*

- Manages chapter funds
- Reimburses officers as needed
- Deposits fundraiser money into account
- Obtain updated account balance for all Executive Board meetings
- Ensures a quorum of members in good standing is present at elections

#### *Secretary*

- Records and distributes meeting minutes following Executive Board meetings
- Sends emails and announcements to members
- Create and submit slides, flyers, and announcements regarding events and meetings to the CPHS Weekly Newsletter
- Maintains communication with P4 students
- Complete and submit monthly PSEB reports
- Assist in creating and distributing election ballots for officer elections

#### *Service and Missions Chair*

- Apply for annual CPFI Hands & Feet Grant for the chapter
- Organize service events (at least 1 per semester)
- Organize annual missions trip, as desired by members of the chapter
- Optional (at the discretion of the Executive Board): Organize Operation Christmas Child Donation Collection/Packing event annually and deliver to local drop of location

#### *Fundraising Chair*

- Organize fundraisers (at least 1 per semester)
- Organize Annual Grilled Cheese & Soup Sale
- Organize bake sales/jeans day each semester
- Obtain fundraiser payment links, as needed
- Assist Treasurer in submitting fundraiser money

#### *Social Media Chair*

- Post on Facebook and Instagram
- Compile pictures in google drive from meetings/events
- Assist secretary to submit event summaries/pictures to CPFI in monthly reports
  - Ensure submission for quarterly national reports

#### *P4 Liaison*

- P4 Liaison must be a rising P4 student who was a member of the Executive Board the previous year
  - President, Vice President for Spiritual Growth, Vice President for Events, Secretary, or Treasurer
- Keeps open communication between P4s and the chapter
- Provides guidance and mentorship to the current Executive Board
- Encourages P4 involvement with the chapter



## **Election of Officers**

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

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

## **Membership**

To become a **chapter member**, you must be a current pharmacy student at CPHS, complete a Membership Form, and submit dues of \$10 per year.

To become a **chapter associate member**, you must be a current graduate student at CPHS enrolled in one of the following programs; MS in Public Health, MS in Clinical Research, or MS in Pharmaceutical Sciences OR you must be a current graduate student at CPHS as a dual MS/PharmD student, complete a Membership Form, and submit dues of \$7 per year.

## **Amending Bylaws**

Bylaws can be amended by presenting (email communication is acceptable) the proposed amendment in writing to the chapter membership at least two weeks prior to the meeting in which the bylaw amendment will be discussed. Bylaw changes must be presented to the general body in writing and in a general body meeting. The general body will have a minimum of two weeks to communicate questions, concerns, or petitions against the proposed bylaw changes. If no feedback from the general body is given or a petition against the proposed bylaw changes is not submitted, then the Executive Board will vote on the proposed bylaw changes. 70% approval from the Executive Board is needed through a vote on the proposed bylaw change to be approved. If the general body exercises their right to petition the bylaw change, then it is the responsibility of the Executive Board to consider the views of the general body and prayerfully, fairly, and thoughtfully consider concerns of the petition. If the petition is supported by 50% of the general body, then the proposed amendment cannot be voted on by the Executive Board.

If the proposed amendment is passed, then the amended bylaws will be effective immediately.