

National Community Oncology Dispensing Association, Inc.

Professional Student Organization Chapter Application & Bylaws



National Community Oncology
Dispensing Association, Inc.
PASSION FOR PATIENTS

National Community Oncology Dispensing Association, Inc.
P.O. Box 468 Cazenovia NY 13035
a 501(c)(3) organization

National Community Oncology Dispensing Association, Inc.

Thank you for your interest in becoming a National Community Oncology Dispensing Association, Inc. (NCODA) Professional Student Organization (PSO) chapter. Please see the **Student Chapter Checklist** below and complete the all items indicated **before** submitting this pdf document to the Senior Manager of Stakeholder Engagement, Stephen Ziter (Stephen.Ziter@ncoda.org).

Student Chapter Checklist

- ☐ **Student Chapter Application**
- ☐ **Student Chapter Bylaws**
- ☐ **Signed Faculty Advisor Agreement**
- ☐ **Signed E-board Member Agreement**
- ☐ **Institution Agreement**
- ☐ **All documents/forms in this packet should be signed and dated**

Prospective PSO chapters are strongly recommended to have the support of their respective school/college of pharmacy administration and/or pharmacy student government council, based upon university policies.



National Community Oncology
Dispensing Association, Inc.
PASSION FOR PATIENTS

National Community Oncology Dispensing Association, Inc.
P.O. Box 468 Cazenovia NY 13035
a 501(c)(3) organization

Table of Contents

1. STUDENT CHAPTER APPLICATION.....4

2. NEW CHAPTER INFORMATION.....6

3. STUDENT CHAPTER BYLAWS.....7

4. FACULTY ADVISOR AGREEMENT.....12

5. E-BOARD MEMBER AGREEMENT.....13

6. INSTITUTION AGREEMENT.....14



National Community Oncology
Dispensing Association, Inc.
PASSION FOR PATIENTS

Student Chapter Application

Prospective PSO chapters must establish an Executive Board (E-Board) of officers. Please note that all E-Board officers of the prospective NCODA Professional Student Organization chapters are required to be national NCODA members prior to submission of this application. Please note that NCODA now requires that all incoming new chapters maintain a minimum of four E-board officers.

Required E-board Positions

President

Responsibilities:

- Organize and coordinate all Chapter meetings and ensure the Chapter mission is fulfilled
- Oversee the actions of the E-Board Officers to ensure that they fulfill their individual and collective roles
- Responsible for the actions of the Chapter and acts as the Chapter representative

President-Elect

Responsibilities:

- Responsible for learning and assisting with all the duties of the President
- Act as President if the current President is absent or unable to fulfill his/her duties
- Oversee committees/committee chairs

Director, Professional Programming, Social Media, Marketing, and Communications

Responsibilities:

- Lead identification and development of professional development activities.
- Recruit speakers for general body meetings and other creative events.
- Maintain relationships with alumni and industry professionals.
- Responsible for sharing/re-posting all NCODA National Facebook posts.
- Encourage members to follow National NCODA social media outlets.
- Create and lead the development and posting of key chapter activities via your local chapter Facebook Page.
- Assist in registering ALL local members and creating an account for each member on the NCODA website.
- Record and distribute information for all Chapter activities
- Collect pertinent activities documents throughout the year for the annual reporting submission
- Develop and distribute e-mail, social media, and or print communications to chapter members and institution upon request



National Community Oncology
Dispensing Association, Inc.
PASSION FOR PATIENTS

National Community Oncology Dispensing Association, Inc.

Director, Professional Programming, Social Media, Marketing, and Communications Responsibilities (continued):

- Set-up and maintain a chapter email account if available and or desired
- Chapters can split position into up to 3 positions and/or create a committee to assist with responsibilities

Director, Finances and Fundraising Responsibilities:

- Maintain a budget and updated and accurate ledgers of all financial matters
- Coordinate distribution of yearly stipend
- Lead all chapter fundraising initiatives
- Chapters can split position into up to 2 positions and/or create a committee to assist with responsibilities



National Community Oncology
Dispensing Association, Inc.
PASSION FOR PATIENTS

National Community Oncology Dispensing Association, Inc.
P.O. Box 468 Cazenovia NY 13035
a 501(c)(3) organization

New Chapter Information

Please fill out the contact information for your chapter.

School/College of Pharmacy Information	
Name	
Address	
City, State	
Length of Pharmacy Program (years)	
Undergraduate Degree Required (yes/no)	
Quarters/Trimesters/Semesters	
Chapter Faculty Advisor Contact Information	
Name	
Position	
Email	
LinkedIn URL	
Chapter President	
Name	
Graduation Year	
School Email	
Personal Email	
Chapter President-Elect	
Name	
Graduation Year	
School Email	
Personal Email	
Chapter Director – Professional Programming, Social Media, Marketing, and Communications	
Name	
Graduation Year	
School Email	
Personal Email	
Chapter Director- Finances and Fundraising	
Name	
Graduation Year	
School Email	
Personal Email	



Student Chapter Bylaws

NCODA STUDENT CHAPTER BYLAWS

Please fill in the blanks below, according to your chapter's preferences and/or university policies.

NCODA reserves the right to revoke any Student Chapter's charter if, in the opinion of NCODA, the Chapter disregards the mission of NCODA or violates the policies set forth in the Chapter Bylaws approved by NCODA.

ARTICLE I - NAME AND MISSION

Section 1

This organization shall be known as the _____ (***Institution Name***) National Community Oncology Association, Inc. (NCODA) Professional Student Organization chapter, hereinafter referred to as, "the Chapter."

Section 2

NCODA Professional Student Organization chapters are dedicated to enhancing students' understanding of oncology by:

- Raising awareness of the roles that oncology pharmacists play in medically integrated dispensing (MID) organizations
- Working with NCODA National and local pharmacy school faculty/administration to promote awareness to industry-focused internship and other opportunities
- Creating networking opportunities with clinical & industry professionals
- Creating new educational materials that will help cancer patients nationwide
- Participating in community service events through NCODA-led initiatives/partnerships
- Offering students the opportunity to participate at NCODA international meetings and present research
- Facilitating site-visits and shadowing opportunities at membership practices

ARTICLE II - MEMBERSHIP AND ELIGIBILITY

Section 1

All full-time _____ (***Institution Name***) students are eligible to become Chapter members.

Section 2

All Chapter members must abide by the Chapter Bylaws and associated rules, regulations and policies, as well as those of _____ (***Institution Name***).

Section 3

The Chapter will admit all eligible students regardless of race, religion, color, gender, age, sexual orientation, or national or ethnic origin. Each Chapter member will be afforded all of the rights, privileges, programs and other activities available through the Chapter.



National Community Oncology
Dispensing Association, Inc.
PASSION FOR PATIENTS

National Community Oncology Dispensing Association, Inc.

Section 4:

All Executive Board members, as defined in Article III-Section 1, must be full NCODA National Members in order to be nominated and hold office for an executive board position AND during the duration of their elected term.

Section 5:

The Chapter percentage of NCODA National Members to local chapter members will be evaluated annually.

Section 6:

National NCODA membership dues are complimentary for eligible _____ (***Institution Name***) students. Local Chapter dues may be determined by the local Executive Board Officers.

Section 7:

NCODA Professional Student Organizations will host two (2) Be The Match Donor Drives per academic year.

ARTICLE III - CHAPTER GOVERNMENT

Section 1

The Chapter Executive Board Officers (E-Board) shall consist of, at a minimum of (4) E-board officers, President, President-Elect, Director of Professional Programming, Social Media, Marketing, and Communications, and Director of Finances and Fundraising.

The Chapter may decide to create other officer positions as needed and will notify NCODA of these additional officer positions and their functions.

Required E-board Positions

President

Responsibilities:

- Organize and coordinate all Chapter meetings and ensure the Chapter mission is fulfilled
- Oversee the actions of the Executive Board Officers to ensure that they fulfill their individual and collective roles
- Responsible for the actions of the Chapter and acts as the Chapter representative

President-Elect

Responsibilities:

- Responsible for learning and assisting with all the duties of the President
- Act as President if the current President is absent or unable to fulfill his/her duties
- Oversee committees/committee chairs



National Community Oncology
Dispensing Association, Inc.
PASSION FOR PATIENTS

National Community Oncology Dispensing Association, Inc.

ARTICLE III - CHAPTER GOVERNMENT (CONTINUED)

Director, Professional Programming, Social Media, Marketing, and Communications Responsibilities:

- Lead identification and development of professional development activities.
- Recruit speakers for general body meetings and other creative events.
- Maintain relationships with alumni and industry professionals.
- Responsible for sharing/re-posting all NCODA National Facebook posts.
- Encourage members to follow National NCODA social media outlets.
- Create and lead the development and posting of key chapter activities via your local chapter Facebook Page.
- Assist in registering ALL local members and creating an account for each member on the NCODA website.
- Record and distribute information for all Chapter activities
- Collect pertinent activities documents throughout the year for the annual reporting submission
- Develop and distribute e-mail, social media, and or print communications to chapter members and institution upon request
- Set-up and maintain a chapter email account if available and or desired

Director, Finances and Fundraising Responsibilities:

- Maintain a budget and updated and accurate ledgers of all financial matters
- Coordinate distribution of yearly stipend
- Lead all chapter fundraising initiatives
- Chapters can split position into up to 2 positions and/or create a committee to assist with responsibilities

Section 3

The Executive Board Officers will be elected by the conclusion of the academic year. The annual elections will take place _____ (***specify which month***).

Section 4

To become a Chapter Executive Board Officer, eligible students must be in good academic standing, be a full-time student at _____ (***Institution Name***), must have attended a majority of NCODA meetings and/or events, and be a national NCODA member in good standing.



National Community Oncology
Dispensing Association, Inc.
PASSION FOR PATIENTS

National Community Oncology Dispensing Association, Inc.
P.O. Box 468 Cazenovia NY 13035
a 501(c)(3) organization

National Community Oncology Dispensing Association, Inc.

ARTICLE III - CHAPTER GOVERNMENT (CONTINUED)

Section 5

Elections will be held under the direction of the Executive Board Officers. Candidates will be nominated and voted into Office in the following order: President, President-elect, Director of Finances and Fundraising, Director of Professional Programming, Social Media, Marketing, and Communications. Each nominee will have the opportunity to provide a brief presentation and respond to questions from Chapter members. The Executive Board Officers, excluding any officer(s) nominated for Office, will tabulate and communicate the results of the elections. Elections shall be decided by a simple majority vote, only if a quorum of 80% of active chapter members is in attendance. In the event of a tie, the current e-board shall conduct a separate binding vote.

Section 5a

If there is no valid candidate for a specific position, the Executive Board Officers shall nominate one or more candidates and hold a separate e-board election. Please note that newly elected e-boards are required to have a minimum of 4 officers. If vacant e-board positions remain open past 30 days post-election, the chapter will not comply and be in jeopardy of losing its NCODA Professional Student Organization chapter charter.

ARTICLE IV - CHAPTER OPERATIONS

Section 1

Attendance will be taken at each meeting and event. All Executive Board Officers are required to attend and actively participate in every meeting and event, unless excused by the President due to an outstanding circumstance.

Section 1a

Attendance and active participation at all events and meetings is strongly encouraged for all Chapter members.

Section 1b

Only Chapter members attending the majority of meetings and events shall be eligible to be nominated for an E-Board position.

Section 2

The Chapter's Faculty Advisor will be selected by the Executive Board.

Section 2a

The Chapter Faculty Advisor should preferably be a full-time employee or adjunct faculty member at _____ (***Institution Name***).

Section 2b

The responsibilities of the Chapter Faculty Advisor may include, but are not limited to, actively participating in meetings and events and providing advice on chapter operations, promotion, activities and procedures. The primary duty of the Chapter Faculty Advisor will be to actively liaise with and provide guidance to the Chapter.



National Community Oncology
Dispensing Association, Inc.
PASSION FOR PATIENTS

National Community Oncology Dispensing Association, Inc.

ARTICLE IV - CHAPTER OPERATIONS (CONTINUED)

Section 3

The Chapter shall abide by the laws of _____ (**State**) and the policies outlined by _____ (**Institution Name**) regarding hazing. NCODA defines hazing as any degrading or dangerous activity or situation that puts anyone at risk of physical or mental harm. There are no eligibility criteria or further actions required for Chapter membership other than those defined in Article II of this document.

ARTICLE V - AMENDMENTS

Section 1

Any National and Local Chapter member may suggest an amendment to the Chapter Bylaws through a written proposal presented to the Executive Board or through a discussion at a regularly scheduled meeting. If the proposed amendment is considered valid and beneficial, then its inclusion into the Chapter Bylaws shall be voted on by all Chapter members. The amendment requires a majority vote, only if a quorum of 80% of active chapter members is in attendance, to be included in the Bylaws.

Section 1B

If the E-Board suggests an amendment to the Chapter Bylaws, no vote of local members is required, all E-Board members must agree unanimously.

Section 2

Any amendments made by the Chapter to its Bylaws must be submitted to NCODA within 14 days of the amendment change, the chapter will not comply and be in jeopardy of losing its NCODA Professional Student Organization chapter charter. NCODA is required to provide approval of all amendments to make sure they meet the vision, mission, and objectives of NCODA.

Be sure to review your school's requirements for Bylaws development, as there may be required phrases or sections that must be included within the Bylaws document.



National Community Oncology
Dispensing Association, Inc.
PASSION FOR PATIENTS

Faculty Advisor Agreement

By signing this form, the advisor agrees to:

- Be able to advise and mentor based upon your academic or professional expertise
- Work with the student chapter to attain pre-determined goals and objectives
- Notify the national organization whenever you become aware of the chapter being non-compliant with national organization policies and procedures and assist the chapter in resolving non-compliant issues as they occur in a timely manner

_____ (***First and Last Name***), agree to act as the faculty advisor for the

_____ (***Institution Name***) NCODA Chapter. I understand my role and responsibilities as an advisor.

Faculty Advisor Signature: _____

Date: _____



National Community Oncology
Dispensing Association, Inc.
PASSION FOR PATIENTS

E-board Member Agreement

By signing this form, all E-board members attest and agree to:

- Be a national NCODA member in good standing
- Have met one of the following academic program completion requirements
 - For those enrolled in a 4-year academic program, a minimum of **one year** must be completed before assuming duties
 - For those enrolled in a 2/3-year accelerated academic program, a minimum of **one semester, 2 trimesters, or 3 quarters** must be completed before assuming duties
- Have a current minimum grade point average of 3.0

All E-board members acknowledge, understand, and agree that any NCODA Confidential Information it receives is to be solely and exclusively used for carrying out duties requested by NCODA National and may not be shared with and other organizations unless the national organization provide prior approval.

I agree to become a chapter E-board member in good standing for the _____ **(Institution Name)** NCODA Chapter. I understand my role and responsibilities and make accept the commitment necessary to fulfill my duty as an E-board member. I agree to the _____ **(Institution Name)** NCODA Chapter Bylaws.

Name: _____
Signature: _____
Position _____
Date: _____

Name: _____
Signature: _____
Position _____
Date: _____

Name: _____
Signature: _____
Position _____
Date: _____

Name: _____
Signature: _____
Position _____
Date: _____



National Community Oncology
Dispensing Association, Inc.
PASSION FOR PATIENTS

Institution Agreement

The Institution agrees to the following:

- Recognize the National Community Oncology Dispensing Association, Inc. (NCODA) Professional Student Organization chapter at _____(Institution Name)
- Provide support to the _____(Institution Name) NCODA chapter as needed
- Notify the national organization if the chapter becomes non-compliant to _____(Institution Name) rules and policies

Associate Dean:

Print Name: _____

Signature: _____ Date: _____

Dean of College of Pharmacy:

Print Name: _____

Signature: _____ Date: _____



National Community Oncology
Dispensing Association, Inc.
PASSION FOR PATIENTS