

Dear Prospective Student Chapter,

On behalf of the SASP National Executive Committee, I want to thank you for your interest in the Student Association of Specialty Pharmacy (SASP)!

For your student chapter to be considered, please complete all items listed in this document. Items may be emailed to SASP@naspnet.org. Once received, we will review internally and get back to you. Please let me know if you have any questions or concerns regarding your application.

Sincerely,



Lauren Moy
Student President, NASP SASP National Executive Committee
lmoy9@uic.edu

SASP Onboarding Check List

Please complete the following and submit to the National Association of Specialty Pharmacy for review. Items may be emailed to SASP@naspnet.org.

University Guidance on Student Organization Operations

SASP Chapter Funding Items:

- Copy of campus/school's procedure manual/policy for organizational funding
- Copy of Chapter's finance process
- SASP Chapter's account information with school
- SASP Budget Income Statement Excel Spreadsheet

SASP Chapter's annual budget

SASP Advisor Commitment to Serve

SASP Chapter Initial Officer Contact List

SASP Chapter Initial Roster

SASP Chapter Charter

The following are required to have any funding distributed by NASP.

1. SASP Chapter is an officially recognized club/organization at the campus/school level or in the process of achieving such status.
2. All members of SASP Chapter are NASP student members in good standing (membership current).
3. NASP's preference is that the Chapter bank account is held at the campus/school level, with funds designated to SASP chapter.
 - a. All funds must be deposited into the account at the campus/school level.
 - b. All funds for purchases must be distributed from this account.
 - i. In the event that SASP Chapter is required to hold their own bank account to comply with School policy, Chapter must follow all NASP financial processes as outlined within this document. Chapter must notify NASP of this requirement and ensure all of the following conditions are met:
 1. SASP Chapter Treasurer's name is listed on the account along with SASP Faculty Advisor's name.
 2. Detailed contact information is provided to NASP for the Treasurer and Faculty Advisor: Name, Mailing address, email address, phone number.
 3. The account is created using the School's mailing address.
 4. SASP Chapter follows NASP process for updating names on the account as necessary
4. SASP Chapter submits a copy of their campus/school's procedure manual/policy for organization funding to NASP for review/approval.
5. Confirmation that all established accounting /finance processes of the SASP Chapter's school will be adhered to.
6. SASP Chapter submits a copy of the chapter's accounting/finance process including the chapter's budget on an annual basis.
7. SASP Chapter provides bank account information, including:
 - a. account number,
 - b. the name and contact information of the SASP Chapter members with authorized access to the account and funds,
 - c. The name, address, telephone number and email address of the campus/school contact.

This information is kept on file. It is the responsibility of the SASP Chapter to review and update this information annually and whenever changes occur and submit to NASP.

8. SASP Chapters report account information, transactions, and receipt copies to NASP on a quarterly basis (January – March, April – June, July – September, October – December). Reports are due by the end of the month following the end of the quarter. SASP Chapters may use any funds provided by the school, in addition to the start-up funds provided by NASP and including any fundraisers done by the Chapter. If the Chapter is in need of additional funds, they may submit a funding request to NASP using the Additional Funding Application.
9. All Chapter fundraisers are approved in advance by NASP. Any fundraising activities that include the purchase or consumption of alcohol will not be permitted and will not be approved. Chapters shall submit a Fundraiser Request Form to NASP three weeks prior to fundraiser event, if it is not a pre-approved fundraiser.

As per Section 14 of the Student Association of Specialty Pharmacy (SASP) Charter, Finances: Each approved and activated student chapter receives a NASP sponsored grant totaling five-hundred dollars (\$500) to initially assist with chapter start-up expenses. Examples of acceptable uses of the grant funds may include honorariums for external speakers, chapter initiatives, and other programs that support the SASP chapter/NASP goals, mission, or purpose (e.g. to promote student engagement in specialty pharmacy at the school, education, professional development, networking with members of affiliated partners of NASP).

Date:

School Name:

Chapter Contact Name/Role:

Chapter Contact Phone Number:

Chapter Contact Email Address:

Address to Send Check:

SASP Advisor Name:

SASP Advisor Signature:

For NASP Use Only

Approved Declined Additional Information Needed from Chapter

Approved Amount:

Date Approved:

Approved By:

Date Sent for Check Request:

As per Section 14 of the Student Association of Specialty Pharmacy (SASP) Charter, Finances: Each approved and activated student chapter receives a NASP sponsored grant in the amount of five-hundred dollars (\$500) to initially assist with chapter start-up expenses. Additional funds may be requested by submitting a detailed request, including the amount requested, the intended use, organization benefits, and an itemized document outlining expenses to the National Association of Specialty Pharmacy (NASP) for consideration. Examples of acceptable uses of grant funds may include honorariums for external speakers, chapter initiatives, and other programs that support the SASP chapter/NASP goals, mission, or purpose (e.g. to promote student engagement in specialty pharmacy at the school, education, professional development, networking with members or affiliated partners of NASP).

Date:

School Name:

Chapter Contact Name/Role:

Chapter Contact Phone Number:

Chapter Contact Email Address:

Address to Send Check:

SASP Advisor Name:

SASP Advisor Signature:

Amount of funding requested:

Reason for Request

Please specify reason (attach a separate sheet if necessary):

Please explain the benefits NASP/SASP should expect from providing the additional funding to your chapter, you may attach a separate sheet if necessary:

Please include a detailed explanation of expenses and how the funds will be used. Please attach any additional documentation as necessary:

For NASP Use Only

Approved Declined Additional Information Needed from Chapter

Approved Amount:

Date Approved:

Approved By:

Date Sent for Check Request:

I, _____, am volunteering to serve as an advisor for the Student Association of Specialty Pharmacy (SASP) _____ chapter of the National Association of Specialty Pharmacy, Inc. (NASP). I will actively participate in my role as an advisor by:

- Serving as an advisor/resource to the chapter for any inquires or advice on activities, educational programs, etc.
- Acting as the liaison between the chapter, NASP (NASP Education Subcommittee/Committee and the NASP Executive Director and/or NASP staff), and other specialty pharmacy industry professionals.
- Fostering relationships between the chapter members and College/School of Pharmacy and the specialty pharmacy industry.
- Providing oversight of the chapter's finances and budgeting process (in collaboration with the chapter's Treasurer).
- Supporting the execution of the chapter charter by reviewing chapter meeting minutes, supporting chapter initiation and ongoing activities, and ensuring consistency for the chapter from year-to-year.

Advisor Role

- To assist and guide the assigned SASP chapter in their chapter initiatives, such as in chapter activities, educational events, fundraising, and any other needed advice.
- To serve as a liaison between the SASP chapter and NASP, ensuring all student questions are communicated to NASP staff, NASP Education Committee and Student Association Subcommittee and to ensure chapter receipt and understanding of new information from NASP.
- To always act for the good of the SASP chapter and the NASP organization and abide by all NASP policies and processes
- To help ensure chapter compliance with the SASP charter.
- To keep confidential all information in compliance with the NASP Confidentiality Policy.

I understand that the names of NASP SASP Advisors and their company/organization may be published by NASP and/or the SASP Chapter.

If for any reason I find myself unable to meet these commitments or become ineligible to continue to serve, I agree to promptly notify NASP staff.

Any questions or communications should be sent to NASP at SASP@naspnet.org.

Name:

Signature:

Date:

SASP CHAPTER INITIAL OFFICER CONTACT LIST

Date:

Name of School:

Chapter Faculty Advisor:

Advisor Email:

Advisor Phone:

Please list your initial chapter officers. You may add rows as needed.

Name	Officer Title	Email Address	Phone Number

CHARTER

of the

(Name of College/School of Pharmacy)

Student Association of Specialty Pharmacy Chapter

of the National Association of Specialty Pharmacy, Inc.

Effective as of

1. **Name and Affiliation.** The name of the organization is the Student Association of Specialty Pharmacy (SASP) [Click or tap here to enter text.](#) Chapter (“Chapter”) of the National Association of Specialty Pharmacy, Inc. (“NASP”). The Student Chapter is a division of NASP, and is subject to the authority of NASP.
2. **Purpose and Mission.** The purpose of Chapter is to serve as a presence of NASP at [Click or tap here to enter text.](#) (“School”). Chapter shall promote student engagement in specialty pharmacy at the School, through education, professional development, and networking with members and affiliated partners of NASP.
3. **Membership.** Membership in the Chapter is available to full-time students enrolled in the School who are in good academic standing. Applicants for membership must complete and submit the application form as provided by the Chapter. Chapter members must be members of NASP and pay the required student membership dues to NASP. Eligibility for Chapter membership shall be discontinued upon graduation or loss of academic standing at the School. Chapter members are eligible to serve on the Chapter Board or to participate in Chapter committees, as appointed or selected according to the policies of the Chapter and NASP. Chapter members are eligible to receive preferred access to NASP education programs and discounted member fees for NASP meetings. Members may vote on Chapter matters only as provided in this Charter, or when otherwise requested to do so by the Chapter Board with the assent of the NASP-SASP National Executive Committee. Meetings of the membership shall be held at least annually, and may be called by the Chapter Board and held at the time and place specified by the Board.
4. **Chapter Board.** The Chapter Board consists of at least three (3) and not more than seven (7) individuals. Only Chapter members may serve as Chapter Board members. Chapter Board members are elected by the Chapter membership each year at the annual meeting, where a quorum is present and any member interested in running for a Board position shall present a short speech to the Chapter membership. The election shall be conducted via balloting procedures, and the newly elected Chapter Board member shall be announced at the annual meeting and electronically. In the event of a tie, a re-election may occur with or without another speech. Chapter Board members serve one-year terms, and serve until their

successors are elected and qualified; they may be elected for successive terms. If a vacancy occurs on the Chapter Board for any reason, that position may be filled for the unexpired portion of the term by the Chapter Board. A Chapter Board member may be removed by a two-thirds vote of the Chapter Board or by the NASP-SASP National Executive Committee.

5. **Board Duties.** Chapter Board members have obligations regarding confidentiality, conflicts of interest, and non-competition with regard to the Chapter and NASP. Chapter Board members are required to maintain the confidentiality of NASP and Chapter-related materials and information, whether or not the materials and information are marked “confidential,” using the same level and type of security that the Chapter Board members would use for their own most confidential materials and information. Chapter Board members are required to disclose any other interests which might be seen as biasing the Board members in their decision-making capability regarding any Chapter activity. Chapter Board members are required to avoid competing with the Chapter or NASP in any way.
6. **Board Meetings.** The Chapter Board shall meet at least annually at whatever time and place that it selects. Additional meetings may be called by the President, or by 50% or more of the members of the Chapter Board. Chapter Board members must be notified of the time and place of a meeting no less than forty-eight (48) hours and no more than thirty (30) days prior to the date of the meeting by regular or electronic mail. A majority of the Chapter Board forms a quorum. A majority of those voting, where a quorum is present, carries an action. The Chapter Board may meet in person, by telephone conference call or other electronic means where all participating Board members can speak and be heard by the others participating.
7. **Chapter Meetings.** The Chapter shall meet at least six (6) times per academic school year. The President and/or a majority of the Officers must be present to conduct each chapter meeting, and chapter members shall be notified of the time and place of the chapter meetings at least seven (7) days in advance of the meeting by regular or electronic mail.
8. **Officers.** The Chapter Officers shall be elected annually by the general membership. The Officers are a President, President-Elect, Vice President, Secretary, and Treasurer, and each is elected to serve a one-year term with the elections subject to approval by the NASP-SASP National Executive Committee. The President officiates at Chapter meetings and communicates the activities of the Chapter to the School and NASP, the President-elect observes the responsibilities of the President, and may be assigned other duties and responsibilities as determined by the President and the Chapter Board, the Secretary maintains accurate records of the Chapter membership and records minutes of every meeting, and the Treasurer oversees the Chapter’s finances and budgeting process. Officers shall perform other duties as the Chapter Board may designate. If a vacancy occurs among the officers for any reason, that position is filled for the unexpired portion of the term by the Chapter Board. An officer may be removed by a two-thirds vote of the Chapter Board or the NASP-SASP National Executive Committee.
9. **NASP Advisor.** A designated NASP member shall serve as the NASP Advisor to the Chapter. The NASP Advisor shall be appointed by the NASP-SASP National Executive

Committee and/or Executive Director to serve this position and provide support to the student body. The responsibilities of the NASP Advisor are to support execution of the Chapter charter by signing, provide continuity to the organization and its operations from year to year, to be a guide for building relationships within the specialty pharmacy industry, to be available for advice on activities, education programs, etc., to assist in reviewing any needed changes in the Chapter charter to ensure that they are current and appropriate to the needs of the Chapter, and in collaboration with the Treasurer, to oversee the Chapter's finances and budgeting process.

10. **Committees.** The Chapter Board may appoint one or more committees to assist in Chapter's responsibilities; the composition of a committee may include Board members and others; the Chapter Board may not delegate its responsibilities to a committee but may only be assisted by the committee. The Chapter Board shall appoint a Chairperson to head each committee.
11. **Awards.** The Chapter may establish awards to be given to active members of the Chapter at the end of the academic year. The eligibility of the awards and selection process must be established and announced to the membership at the beginning of the academic year and approved by the Chapter Board and by the NASP-SASP National Executive Committee.
12. **Certificate.** The Chapter will receive an official SASP certificate from NASP upon approval of Chapter activation. Each year, the activated Chapter will receive an updated certificate from NASP identifying that it is in good standing with NASP and Chapter requirements. This certificate is to be displayed or kept on file with the School throughout the Chapter's activation period(s).
13. **Indemnification.** Chapter Board members are indemnified by NASP against claims arising from their Chapter-related activities to the extent permitted by law, however in no circumstances shall Chapter Board members be indemnified for activities that are fraudulent, grossly negligent, or beyond their authority under this Charter or otherwise.
14. **Finances.** The Chapter Board shall develop a budget for the Chapter's programs, subject to final approval by the NASP-SASP National Executive Committee, and must assure that the budget is adhered to. All assets of Chapter are the property of NASP, and all Chapter financial matters are subject to disclosure to the NASP-SASP National Executive Committee for its use in preparing audits, tax returns, and other matters. All Chapter-related contracts are entered in the name of NASP, and consistent with the mission and purposes of NASP. Each Student Chapter will receive \$500.00 initially to assist with chapter start-up expenses. Additional funds may be requested by submitting a detailed request including the amount requested, the intended use, organization benefits, and a detailed document outlining expenses to the NASP-SASP National Executive Committee for consideration. The Student Chapter is responsible for managing their finances according to their respective schools' policy; if such policy does not exist, the Chapter is responsible for submitting a quarterly report outlining all account distributions to the NASP-SASP National Executive Committee.
15. **Records and Reporting.** Minutes are prepared and maintained for all Chapter meetings, with copies provided to the NASP Advisor and NASP-SASP National Executive Committee. Minutes are prepared and maintained for all Chapter Board meetings, with copies provided to

the NASP Advisor and NASP-SASP National Executive Committee. Chapter must provide a report to the NASP-SASP National Executive Committee on all activities of the Chapter at least annually, or as requested by NASP.

16. **Amendments.** This Charter may be amended by the Chapter Board, subject to the approval of the NASP-SASP National Executive Committee.
17. **Dissolution.** The Chapter may be dissolved or deactivated by action of the NASP-SASP National Executive Committee in the event that Chapter violates the terms of this Charter or applicable NASP policies and procedures, including failure to maintain a minimum number of Chapter members.

Agreed by:

NASP Signature

Chapter Signature

Printed Name

Printed Name

Title

Title

Date

Date