

Kappa Psi Local Ordinances (Beta Upsilon)
Revised January 2013

Ordinance 1: Title

- Sec. 1 This Chapter shall be known as Beta Upsilon Chapter, hereinafter referred to as the Chapter, according to the Charter granted by the Alpha Chapter of Kappa Psi Pharmaceutical Fraternity, Incorporated, hereinafter referred to as the Fraternity, under the date of 1930.
- Sec. 2 No additions to By-Law I, Sec 2 of the Uniform Collegiate Chapter By-Laws.

Ordinance 2: Membership

- Sec. 1 A member in good standing shall be one who owes no delinquent dues and also has attended, or has been excused from one of the preceding two meetings. A member shall be excused from a meeting by presenting the Regent or Vice Regent with a written note explaining the absence. If the Regent accepts the excuse, they will answer "Excused" for the member during the role call at the meeting. Members may be excused from attendance for bona fide reasons which include, but are not limited to: illness, employment, family emergencies, and university functions. Members are permitted up to a total of three absences from regularly scheduled chapter meetings per year. No more than one of these three absences may be unexcused. Excuses must be submitted directly to the Regent or the Vice Regent prior to the meeting. Excuses may be granted at the discretion of the Regent. Long-term excuses may be attained by submitting a request for approval to the Executive Committee prior to the period of exemption. Exceeding the limit of three absences may lead to the member being expelled through a chapter majority vote. All members must be present for the Initiation Ceremony. Sixth year members will have the option to choose early graduation or stay active and pay dues according to Ordinance 11, Sec 1, assuming the right to vote.

Ordinance 3: Election of Members

- Sec. 1 Prospective members must be enrolled in either the Pre-Pharmacy program or the Pharmacy program at Butler University College of Pharmacy. Pledges will be selected by the Chapter by a vote of fifty per cent plus one (50% +1 vote) of quorum. No pledge shall be initiated into the chapter unless all pledge obligations are completed as outlined by the Chapter. All pledges shall be informed of the obligations by the pledge trainer at the beginning of the pledge program.
- Sec. 2 There may be one pledge class organized each fall semester, and one in the spring semester if decided by a majority of the members. The initiation of a pledge class shall take place the semester of pledging. Prospective members of Chapter shall be voted on by active members at a regularly scheduled meeting. The pledge's name shall be read by the pledge trainer, and the active members may object to any pledge's initiation with a dissenting vote. Discussion may follow, if any pledge receives approval from less than 75% of the active members present. If the pledge does not receive 75% approval after discussion, the pledge shall not be initiated.

Ordinance 4: Officers and Order of Election

- Sec. 1 Officers shall be elected in the following order: Regent, Vice Regent, Recording Secretary, Corresponding Secretary, Treasurer, Historian, Chaplain, Sergeant-at-Arms, Webmaster, and three Pledge Trainers, and Grand Council Deputy.

Ordinance 5: Qualification, Election and Installation of Officers

- Sec. 1 All candidates for office shall have been members for one year prior to elections, excluding candidates for pledge trainer and webmaster. Of the three pledge trainers, one must be a returning member and two must be new initiates. Nominations and election of Chapter Officers shall occur annually during the Spring Semester.
- Sec. 2 No additions to By-Law V, Sec 2 of the Uniform Collegiate Chapter By-Laws.
- Sec. 3 No additions to By-Law V, Sec 3 of the Uniform Collegiate Chapter By-Laws.
- Sec. 4 No additions to By-Law V, Sec 4 of the Uniform Collegiate Chapter By-Laws.
- Sec. 5 No additions to By-Law V, Sec 5 of the Uniform Collegiate Chapter By-Laws.
- Sec. 6 In the event that an officer or a committee head resigns his office, the Regent will be responsible for appointing a replacement until the next regularly scheduled election.

Ordinance 6: Duties of Officers

- Sec. 1 The Regent shall be the presiding officer of the chapter. He shall enforce the Constitution, By-laws, and the Ritual of the Fraternity. He shall keep the Ritual under lock and key. He shall appoint all committee chairmen. He shall be responsible for all Chapter activities and actions. He must endeavor to ensure the duties and responsibilities of all elected officers and appointed committee chairmen are executed at a level acceptable to the Chapter. In addition, he shall act a non-voting member of the Executive Committee, casting a vote only in the event of a tie. He shall represent The Chapter at any function, which may require chapter representation, and perform all duties set forth in the list of Officer Responsibilities. As establishment of the executive position of Immediate Past Regent, he shall remain on the Executive Committee for two years, unless exempt according to section 13.
- Sec. 2 The Vice Regent shall work in concert with the Regent and maintain a working knowledge of all chapter matters. He shall be responsible for the work of all committees, and will be responsible with the Regent in appointing committee chairmen. He shall preside over the chapter in the absence of the Regent. He shall meet regularly with the Regent and Grand Council Deputy to report on the well-being of the Chapter, as well as any and all other duties set forth in the list of Officer Responsibilities.
- Sec. 3 The Recording Secretary shall record accurate minutes of the meetings, maintain addresses and phone numbers of chapter members, and keep other pertinent information on file. He shall keep attendance of all members and a listing of all members in good and poor standing, and present said listing to the Regent prior

to each chapter meeting. The Secretary shall maintain all records related to officer responsibilities and committee descriptions. The Secretary shall maintain other records or provide information as set forth in the list of Officer Responsibilities.

- Sec. 4 The Corresponding Secretary shall be responsible for all correspondence outside of the collegiate chapter and act as the Province Correspondent. He shall initiate and maintain regular correspondence within the Province. He shall keep the Chapter abreast of activities within the Province and inform other chapters of the activities at The Chapter, as well as perform any and all duties set forth in the list of Officer Responsibilities.
- Sec. 5 The Treasurer shall be responsible for receiving all the payments of dues, fines, and miscellaneous items, and also for making payments of all expenditures of the Chapter. He shall keep accurate books on all income and expenditures of the Chapter. He shall be responsible for sending to the Central Office all initiation fees, National and Province dues within a reasonable period of time. He shall prepare a budget annually, and report at least monthly on income and expenses of the Fraternity. He shall also perform any and all duties set forth in the list of Officer Responsibilities.
- Sec. 6 No additions to By-Law VI, Sec 6 of the Uniform Collegiate Chapter By-Laws.
- Sec. 7 The Historian shall act as the guardian of The Chapter history. He shall be responsible for maintaining the chapter scrapbook, which shall include photographic and written history of the Chapter's activities. He shall be responsible for creating current displays for and the timely upkeep of the Kappa Psi bulletin board in the Osco Lounge. He shall perform any and all additional duties set forth in the list of Officer Responsibilities.
- Sec. 8 The Chaplain shall make himself thoroughly knowledgeable of all Ritual ceremonies. He shall be responsible for all the necessary arrangements for each ceremony. He shall be Parliamentarian for all meetings. He shall perform any and all duties set forth in the list of Officer Responsibilities.
- Sec. 9 The Sergeant-at-Arms shall be responsible for maintaining order and secrecy at Chapter meetings. He shall perform any and all duties set forth in the list of Officer Responsibilities.
- Sec. 10 No additions to By-Law VI, Sec 10 of the Uniform Collegiate Chapter By-Laws.
- Sec. 11 No additions to By-Law VI, Sec 11 of the Uniform Collegiate Chapter By-Laws.
- Sec. 12 No additions to By-Law VI, Sec 12 of the Uniform Collegiate Chapter By-Laws.
- Sec. 13 No additions to By-Law VI, Sec 13 of the Uniform Collegiate Chapter By-Laws.
- Sec. 14 The Webmaster shall be responsible for maintaining the Beta Upsilon Chapter website, keeping it professional and current to further promote Kappa Psi. He shall perform any and all duties set forth in the list of Officer Responsibilities.
- Sec. 15 There shall be three Pledge Trainers who work together to coordinate rush events, and pledge education in the history, ideals, and traditions of the

Fraternity. They shall perform any and all duties set forth in the list of Officer Responsibilities.

- Sec. 16 The Immediate Past Regent shall serve on the Executive Committee and provide guidance to the current Executive Committee members. An Immediate Past Regent on rotations is exempt from being present at Executive Committee meetings. An Immediate Past Regent who is elected to hold a different executive position may do so in addition to holding the position of Immediate Past Regent.

Ordinance 7: Committees and Their Duties

- Sec. 1 The standing committees shall be: Executive, Fraternal Relations/ Social/ Risk Management, Philanthropy/Judiciary, Fundraising/Legislative, Graduate and Public Relations, Spirit/Scholarship.
- Sec. 2 The Chapter shall also have the following standing committees: Pledge Pairing and Pledge Selection.
- Sec. 3 The Chapter shall form any temporary committees as deemed necessary by majority vote.
- Sec. 4 Committee heads will change one month following officer elections, and are appointed by the Regent and the Vice Regent, based on executive committee recommendations. Two chairs will be assigned to each committee. Committee sign up shall occur each semester, with a goal of having 4 to 5 members per committee. All members must sign up for one committee; if member does not choose within two weeks of sign up, he shall be assigned to a committee by either the Regent or the Vice Regent.
- Sec. 5 The purpose of each Committee will be summarized below. Specific duties will be listed in the Standing Committees Description kept by the Recording Secretary; said descriptions are amendable by the Executive Committee.
- Sub-Sec A. The Executive Committee shall consist of all of the elected officers of the Chapter, and the Immediate Past Regent. The Grand Council Deputy shall be an ex-officiomember of the Executive Committee. This committee shall be responsible for discussing problems within the Chapter and making policy recommendation to the Chapter for its adoption.
- Sub-Sec B. The Philanthropy/Judiciary Committee will be responsible for organizing the chapters volunteer or donation activities, and incorporating Province wide initiatives into our Chapter. The Judiciary function will occur whenever the Chapter needs to hold a trial for discipline of expulsion of members.
- Sub-Sec C. The Fundraising/ Legislative committee will coordinate fundraising activities for the Chapter. They will hold a fundraising drive each semester. They will review the Bylaws of the Chapter at the beginning of each semester to evaluate the need for changes.
- Sub-Sec D. The Spirit and Scholarship Committee is responsible for coordinating events for spirit days and Founders Day. They provide encouragement for members in academic achievements, and oversee the awarding of the Askelepios Key and the

Grand Regent's Letter of Recognition to encourage and recognize outstanding achievement within the Chapter.

- Sub-Sec E. The Graduate and Public Relations Committee is responsible for publishing a newsletter to be sent to Alumni, and making contact with Alumni. They shall also be responsible for publicity that needs to be made to the college or campus as a whole.
- Sub-Sec F. The Fraternal Relations/Social/Risk Management Committee shall be responsible for planning and carrying out any social functions approved by the Chapter, organizing events with Phi Delta Chi and Lambda Kappa Sigma, and providing Risk Management education to the Chapter every semester.
- Sub-Sec. G No additions to By-Law VII, Sec. 5, Sub-Sec G of the Uniform Collegiate Chapter By-Laws.
- Sub-Sec. H No additions to By-Law VII, Sec. 5, Sub-Sec H of the Uniform Collegiate Chapter By-Laws.
- Sub-Sec. I No additions to By-Law VII, Sec. 5, Sub-Sec I of the Uniform Collegiate Chapter By-Laws.
- Sub-Sec. J No additions to By-Law VII, Sec. 5, Sub-Sec J of the Uniform Collegiate Chapter By-Laws.
- Sub-Sec. K No additions to By-Law VII, Sec. 5, Sub-Sec K of the Uniform Collegiate Chapter By-Laws.
- Sub-Sec. L No additions to By-Law VII, Sec. 5, Sub-Sec L of the Uniform Collegiate Chapter By-Laws.
- Sub-Sec. M No additions to By-Law VII, Sec. 5, Sub-Sec M of the Uniform Collegiate Chapter By-Laws.
- Sub-Sec. N The Pledge Pairing Committee shall assist the Pledge Trainers in pairing active Brothers with Pledges during the Rush process. They shall represent the interests of both the Pledge and the active Brother.
- Sub-Sec. O The Pledge Selection Committee will assist the Pledge Trainers in the selection of Pledges during the Rush process. They shall represent the interests and diversity of the chapter such that pledges may be chosen that reflect the expectations of our members. They shall also assist in Pledge education.

Ordinance 8: Records

- Sec. 1 No additions to By-Law VIII, Sec. 1 of the Uniform Collegiate Chapter By-Laws.

Ordinance 9: Unethical Conduct

- Sec 1 Any member expelled from the University for disciplinary reasons maybe considered guilty of unethical conduct.Any member refusing to pay dues may be construed as

displaying conduct unbecoming a brother and may be subject to discipline or expulsion as outlined in the National Constitution.

Sec. 2 No additions to By-Law IX, Sec 2 of the Uniform Collegiate Chapter By-Laws.

Sec. 3 No additions to By-Law IX, Sec 3 of the Uniform Collegiate Chapter By-Laws.

Ordinance 10: Meetings

Sec. 1 Meetings shall occur every two weeks or as the Executive committee sees fit.

Sec. 2 No additions to Ordinance X, Sec 2 of the Uniform Collegiate Chapter By-Laws.

Sec. 3 No additions to Ordinance X, Sec 3 of the Uniform Collegiate Chapter By-Laws.

Ordinance 11: Dues

Sec. 1 Each newly elected member shall be required to pay a fee of \$90 (ninety, US) at the time of, but not prior to initiation. Required fees will be subtracted from this amount and transmitted directly to the Central Office.

Sec. 2 Each active member shall be required to pay Chapter dues set by the Executive Committee at the end of each academic year for the next year based on the need to pay Local and National dues as well as properly support the Chapter. Changes in dues need to be approved by 2/3 of the membership. Current dues are \$65 per semester for undergraduate members. Sixth Year Students on rotation will pay \$35 per semester as noted in Ordinance 2, Sec. 1.

Sec. 3 No additions to Ordinance XI, Sec 3 of the Uniform Collegiate Chapter By-Laws.

Sec. 4 The Treasurer will set a deadline for dues payment each semester. Members failing to pay dues shall lose voting privileges until such dues are paid.

Sec. 5 Members failing to pay dues for an entire semester will be contacted and brought to before the Chapter for a Trial of Expulsion. A member is not allowed to omit a semester of Chapter dues.

Ordinance 12: Secrecy

Sec. 1 No additions to Ordinance XII, Sec 1 of the Uniform Collegiate Chapter By-Laws.

Ordinance 13: Ritual of Initiation

Sec. 1 No additions to Ordinance XIII, Sec 1 of the Uniform Collegiate Chapter By-Laws.

Ordinance 14: Quorum

Sec. 1 A quorum shall be required for business. For regular business, a quorum shall consist of 50% of the members who are in good standing. In cases where the constitution of by-laws are amended, members expelled, officers are elected, pledges are approved, or a budget approved, a quorum shall require 2/3 of the members in good standing as defined in Ordinance 2.

Ordinance 15: Parliamentary Procedure

Sec. 1 No additions to Ordinance XV, Sec 1 of the Uniform Collegiate Chapter By-Laws.

Ordinance 16: Amendments

Sec. 1 No additions to Ordinance XVI, Sec 1 of the Uniform Collegiate Chapter By-Laws.

Sec. 2 No additions to Ordinance XVI, Sec 2 of the Uniform Collegiate Chapter By-Laws.

Sec. 3 No additions to Ordinance XVI, Sec 3 of the Uniform Collegiate Chapter By-Laws.

Sec. 4 No additions to Ordinance XVI, Sec 4 of the Uniform Collegiate Chapter By-Laws.

**Approved by the Legislative Committee of Kappa Psi
Pharmaceutical Fraternity on January 25, 2013.**