

KAPPA PSI – DELTA PHI CHAPTER
UNIFORM COLLEGIATE CHAPTER BY-LAWS

BY-LAW XVII

LOCAL CHAPTER ORDINANCES

ORDINANCE 1

TITLE

Sec. 1. This Chapter shall be known as Delta Phi Chapter, hereinafter referred to as the Chapter, according to the Charter granted by Alpha Chapter of Kappa Psi Pharmaceutical Fraternity, Incorporated, hereinafter referred to as the Fraternity, under the date of August 6, 2003.

ORDINANCE 2

MEMBERSHIP

Sec. 1. In order to retain good standing with the chapter, members are required to pay dues and attend all required meetings of the Chapter, unless excused as defined in Ordinance 10, Section 2. To resume good standing, members may use the following quarter to contribute to the fraternity by paying their missing dues or fees and/or aid the Executive Committee in planning and executing a fraternity event. Members of the Chapter are required to attend at least one Province or National Fraternity meeting prior to their graduation from University of California, San Diego Skaggs School of Pharmacy & Pharmaceutical Sciences. The penalty for not fulfilling this requirement will be required self-payment for the Chapter Banquet for their fourth year, regardless of standing. This shall be enforced for all Brothers beginning with those graduating in the Class of 2012.

ORDINANCE 3

ELECTION OF MEMBERS

Sec. 1. Any person interested in pledging the Fraternity will be required to attend sixty percent (60%) or more of the rush events to receive a bid and all individuals will be informed of these requirements before the first rush event takes place. All pledges enrolled in the pharmacy program must be in good academic standing with the college and shall be eligible for membership after successfully completing the pledge-training period, which includes education on history, organization, awards, and opportunities pertaining to Kappa Psi. Attendance at three-fourths ($\frac{3}{4}$) of all chapter activities during the pledge period is required.

Sec. 2. Pledging will take place in the Winter quarter during the period to last no less than four weeks and at a time designated by the Chapter. Pledges who enter into pledge training for membership shall be presented with a copy of the Constitution and By-Laws of the Fraternity, the Chapter Local Ordinances, and the Handbook and Pledge Manual.

ORDINANCE 4
OFFICERS AND ORDER OF ELECTION

Sec. 1. The Officers of the Chapter and Order of Election shall be: Regent, Vice Regent, Secretary, Treasurer, Historian, Chaplain, Sergeant-at-Arms, Rush Chair, Social Chair(s), Philanthropist, Intercollegiate Affairs Chair, Old Man and Grand Council Deputy.

ORDINANCE 5
QUALIFICATION, ELECTION AND INSTALLATION OF OFFICERS

Sec. 1. The nomination of officers shall start at the meeting immediately preceding the election in the spring quarter, continuing up to the day of elections via email, and nominations may be reopened on the day of elections. On the election day, nominations and elections for all offices shall be closed separately, and there will be no limit to the amount of nominations for an individual member. The annual election of officers shall take place at the second to last general meeting of the spring quarter.

Sec. 2. The elections must never proceed onto the next office without proper conclusion of the previous office's election. If elected to an office, the member's name shall be removed from nomination to any other office.

Sec. 3. No additions to By-Law V, Sec. 3.

Sec. 4. Installation of officers will be held during the last general meeting of the spring quarter. Newly installed officers will then conduct the remainder of the general meeting.

Sec. 5. No additions to By-Law V, Sec. 5.

Sec. 6. No additions to By-Law V, Sec. 6.

Sec. 7. No additions to By-Law V, Sec. 7.

ORDINANCE 6
DUTIES OF OFFICERS

Sec. 1. The Regent shall be one of the co-signers of the chapter's financial account.

Sec. 2. The Vice Regent shall serve as the chairperson of the Legislative Committee; and serve as a member of the Judiciary Committee. In addition, the Vice Regent shall perform all duties as decided upon by the newly elected Regent and Vice Regent immediately after the election in the spring quarter.

Sec. 3. The Secretary shall submit appropriate records to the Historian; and serve as a member of the Judiciary Committee.

Sec. 4. No additions to By-Law VI, Sec. 4.

Sec. 5. The Treasurer shall be the Chairperson of the Fundraising Committee. In addition, the Treasurer shall be one of the co-signers of the chapter's financial account & the sole officer that may conduct the ordering of all things Kappa Psi from the Central Office.

Sec. 6. No additions to By-Law VI, Sec. 6.

Sec. 7. The Historian shall be responsible for designing and maintaining a Chapter Website.

Sec. 8. The Chaplain shall serve as Pledge Master for the corresponding pledge classes, which shall include informing the Pledge class as to the expectations of the General Body, overseeing the conduct and activities of the pledge class, acquainting and testing the pledges with the contents of the Handbook and History of Kappa Psi, and enforcing such activities and directions as the Chapter may see fit to prescribe in developing and conducting an adequate pledge program.

Sec. 9. The Sergeant-at-Arms shall uphold Robert's Rules of Order during all Chapter meetings.

Sec. 10. No additions to By-Law VI, Sec. 10.

Sec. 11. No additions to By-Law VI, Sec. 11.

Sec. 12. No additions to By-Law VI, Sec. 12.

Sec. 13. No additions to By-Law VI, Sec. 13.

Sec. 14. The Rush Chair shall serve as chairperson of the Rush Committee and serve as a member of the Executive Committee.

Sec. 15. The Social Chair shall oversee all social events; serve as the chair of the Social Committee; and serve on the Executive Committee. The Social Chair shall begin event planning early as to secure locations for events, and shall appoint sub-committees, as needed, for planning an event. At minimum, one social event shall be held each quarter.

Sec. 16. The Philanthropist shall be responsible for maintaining the integrity of the Chapter, coordinating community service events for the Chapter, and serve as a member of the Executive Committee.

Sec. 17. The Intercollegiate Affairs Chair shall be responsible for maintaining relations between the Chapter and chapters of other fraternities and between the Chapter and local brothers of

Kappa Psi; and serve as a member of the Executive Committee. In addition, the Intercollegiate Affairs Chair shall serve as a member of the Province Development Committee acting as Province Liaison; hence, the Intercollegiate Affairs Chair shall be required to attend at least one Province IX Meeting, and shall report on that meeting to the chapter.

Sec.18. The Old Man shall serve as an assistant to the chaplain and as a voting member of the Executive Committee. The Old Man shall participate in the same activities of the incoming pledge class as if he/she is a pledge. The Old Man shall provide guidance to the incoming pledge class, and he/she shall serve as the liaison between the pledges and the active brothers during the pledge process. The Old Man shall remain part of the class he/she was initiated in.

ORDINANCE 7

COMMITTEES AND THEIR DUTIES

Sec. 1. No additions to By-Law VII, Sec. 1.

Sec. 2. The Chapter shall also have a Rush Committee.

Sec. 3. No additions to By-Law VII, Sec. 3.

Sec. 4. No additions to By-Law VII, Sec. 4.

Sec. 5. No additions to By-Law VII, Sec. 5.

Sub-Sec. A. Executive Committee meetings of the Chapter shall be held prior to the General Body Meeting of that month at a time and place to be determined by the Regent. All Executive Committee members will be expected to attend. Other brothers shall be encouraged to attend.

Sub-Sec. B. The Judiciary Committee shall consist of the Vice Regent, Secretary, Sergeant-at-Arms, and Chaplain. The Sergeant-at-Arms will serve as the chairperson of this committee.

Sub-Sec. C. The Vice Regent shall serve as chairperson of this committee.

Sub-Sec. D. No additions to By-Law VII, Sec. 5., Sub-Sec. D.

Sub-Sec. E. No additions to By-Law VII, Sec. 5., Sub-Sec. E.

Sub-Sec. F. The Social Chair shall serve as chair of this committee.

Sub-Sec. G. No additions to By-Law VII, Sec. 5., Sub-Sec. G.

Sub-Sec. H. The Finance Committee will also be known as the Fundraising Committee. The total balance of the Chapter's bank accounts is not to decrease below \$3000, as insurance should the Chapter incur any liabilities; exception will be taken only when the Executive Committee considers it necessary by a two-thirds vote of the Executive Committee. In addition to the \$3000 minimum required for insurance purposes, the Fundraising Committee shall set aside at least \$500 per year (per election term) for the Grand Council Convention funds (GCC funds). Since GCC occurs every two years, this totals at least an available \$1000 per GCC cycle. The Treasurer shall keep track of the GCC funds and pass the records to the succeeding Treasurer. To meet the minimum of \$500 per year, 5% of dues shall automatically be added to the fund, and it is the responsibility of the Fundraising committee to reach \$500. The GCC funds are to be divided equally between "non-school sponsored" attendees as reimbursement for registration and travel expenses. Only registered GCC attendees that are collegiate brothers in good standing are eligible to receive reimbursement. The maximum reimbursement for an eligible brother shall be for both registration and transportation to GCC (only airfare or gas reimbursements). If extra funds remain after a GCC cycle, they shall be added to the following cycle's GCC funds, but the yearly Fundraising committee must still raise another \$500. The GCC funds shall remain separate from any funding requirements if the Pacific West region is hosting.

Sub-Sec. I. The Auditing Committee, headed by the Secretary, shall meet at least once a year to audit the Treasurer's books.

Sub-Sec. J. No additions to By-Law VII, Sec. 5., Sub-Sec. J.

Sub-Sec. K. The Intercollegiate Affairs Chair shall serve as chairperson of this committee.

Sub-Sec. L. No additions to By-Law VII, Sec. 5., Sub-Sec. L.

Sub-Sec. M. No additions to By-Law VII, Sec. 5., Sub-Sec. M.

Sub-Sec. N. The Rush Committee shall promote the Fraternity's name on campus and introduce the Fraternity to pharmacy students. This committee shall be appointed by the Rush Chair and work in conjunction with the Rush Chair to create, organize, and coordinate rush events and encourage participation of pharmacy students, Chapter actives, as well as Chapter faculty. The Rush Chair shall serve as chairperson of this committee.

Sec. 6. All committees shall meet as necessary and at the call of the chairperson. A record, in writing, of the proceedings of all meetings shall be kept by the chairperson or a member designated by the chairperson.

Sec. 7. No additions to By-Law VII, Sec. 7.

ORDINANCE 8
RECORDS

Sec. 1. No additions to By-Law VIII, Sec. 1.

ORDINANCE 9
UNETHICAL CONDUCT

Sec. 1. No additions to By-Law IX, Sec. 1.

Sec. 2. No additions to By-Law IX, Sec. 2.

Sec. 3. No additions to By-Law IX, Sec. 3.

ORDINANCE 10
MEETINGS

Sec. 1. General Body Meetings of the Chapter shall be held twice a quarter during the academic year at a time and place to be determined at the beginning of each quarter by the Executive Committee, while class is in session unless the said date falls during an official vacation. Any decision to change this meeting time must be made and approved by the Chapter by the second meeting of the quarter. The Regent can call for additional meetings at any time when approved by the Chapter. In the absence of the Regent and the Vice Regent, any member who is in good standing may be chosen to preside over the general meeting by the Regent.

Sec. 2. For an absence to be excused, it must be reported to either the Regent or Vice Regent in person, via phone call, or via email 24 hours prior to the start time of the meeting. Participation in school related activities (i.e. free clinic, rotations, etc.) or severe illness are acceptable reasons for not attending a meeting. All other excuses will be up to the discretion of the Regent. At any time, if a member is not granted an excused absence, but feels they deserve one, they may appeal to the Chapter. The fine for an unexcused absence at a regular Chapter meeting shall be determined by the Chapter at the beginning of each academic year.

Sec. 3. No additions to By-Law X, Sec. 3.

Sec. 4. No additions to By-Law X, Sec. 4.

ORDINANCE 11
DUES

Sec. 1. Each newly elected Member shall pay to the Treasurer a sum of one-hundred and ten dollars (\$110.00).

Sec. 2. Each Member shall pay to the Treasurer annual dues of ninety dollars (\$90.00). Students in their fourth-professional year will have their dues collected by the Immediate Past Regent.

Sec. 3. No additions to By-Law XI, Sec. 3.

Sec. 4. This amount is to be paid by the time of the second General Meeting of each quarter.

Sec. 5. No additions to By-Law XI, Sec. 5.

ORDINANCE 12 ***SECRECY***

Sec. 1. No additions to By-Law XII, Sec. 1.

Sec. 2. No additions to By-Law XII, Sec. 2.

ORDINANCE 13 ***RITUAL OF INITIATION***

Sec. 1. No additions to By-Law XIII, Sec. 1.

ORDINANCE 14 ***QUORUM***

Sec. 1. No additions to By-Law XIV, Sec. 1.

ORDINANCE 15 ***PARLIAMENTARY PROCEDURE***

Sec. 1. No additions to By-Law XV, Sec. 1.

ORDINANCE 16 ***AMENDMENTS (LOCAL CHAPTER ORDINANCES)***

Sec. 1. No additions to By-Law XVI, Sec. 1.

Sec. 2. No additions to By-Law XVI, Sec. 2.

Sec. 3. No additions to By-Law XVI, Sec. 3.

Sec. 4. No additions to By-Law XVI, Sec. 4.

Reviewed and approved by Grand Counselor, Robert Mancini on 1/26/15.