

KAPPA PSI PHARMACEUTICAL FRATERNITY, INC.
BY LAW XVII
LOCAL CHAPTER ORDINANCES
Delta Xi Chapter
Bernard J. Dunn School of Pharmacy
Shenandoah University

ORDINANCE 1
TITLE

Sec 1. This Chapter shall be known as Delta Xi 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 September 13, 1997.

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

ORDINANCE 2
MEMBERSHIP

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

ORDINANCE 3
ELECTION OF MEMBERS

Sec 1. All persons may be proposed for membership who are presently enrolled in the Bernard J. Dunn School of Pharmacy or are professors thereof, and who fulfill the requirements for remaining in the School of Pharmacy as established by the before mentioned university. All persons known to be eligible for membership and in good standing with the School of Pharmacy may be proposed for membership. There may be one Formal Rush period each spring semester, and one in the fall semester if decided by three-fourths (3/4) of the Members and with approval of the Dean of Student Affairs. All official rush and pledge activities shall comply with the Fraternity's and Shenandoah University's alcohol policy. The initiation of the pledge class shall take place the semester of pledging. During the period of Formal Rush, the rushee shall be considered by the Brotherhood for an invitation to pledge the Fraternity. After each Formal Rush Activity, records will be made of attendance and of any other pertinent information on the rushee or rushes. After the final Rush Activity, a bid session will be conducted to select to whom a bid will be sent. Each Member in good standing shall have equal vote. In order for a rushee to receive a bid, he/she must attend at least one (1) rush function and be approved by a three-fourths (3/4) vote. It is each Member's responsibility to meet each candidate so that they may reach a definitive decision by the last night of Formal Rush. The Regent has the right to limit discussion of a rushee to three (3) pro and three (3) con comments. All voting in the bid process shall be conducted by secret ballot. The Chapter will not discriminate on the basis of gender, race color, religion, nationality, or ethnic origin, age, or physical disability.

Sec 2. 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. At any time during the pledge period, a pledge may be brought up for discussion. The Chapter will then vote on whether that pledge will be allowed to continue pledging. The pledge must receive not less than a three-fourths (3/4) positive vote to be allowed to continue. Pledges voted to be removed will be informed by the pledge master. Voting will be conducted by secret ballot. Pledges will be given a reason for their dismissal by the pledgemaster. At the conclusion of the Initiation proceedings, pledges shall be declared to be Members.

ORDINANCE 4 OFFICER AND ORDER OF ELECTIONS

Sec 1. The Officers of the Chapter, the Order of Nomination, and the Order of Election shall be: Regent, Vice Regent, Secretary, Treasurer, Historian, Chaplain, Sergeant-at-Arms, Professional Projects-elect, Pledgemaster-elect, Fundraising Chair, Ashburn Liaison, Webmaster, Inter Fraternity Council (IFC) Liaisons (2), and Grand Council Deputy.

ORDINANCE 5 QUALIFICATION, ELECTION, AND INSTALLATION OF OFFICERS

Sec 1. The nominations for all Officers shall occur during the last Chapter meeting in March or first meeting in April. The elections shall occur during the next Chapter meeting following nominations. The installation of Officers shall occur in April. Investigation of all nominees to determine good standing shall be performed prior to voting and their status made known to the Chapter.

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

Sec 3. No addition to By-Law V, Section 3 of the Uniform Collegiate Chapter By-Laws.

Sec 4. If a Member who has been duly elected to an office fails to present themselves for installation, unless prevented by illness or other unforeseen circumstances, the office to which he/she was elected may be declared vacant by the installing Officer and another election shall be held to fill the vacancy. The vacancy shall be filled within three (3) weeks.

Sec 5. A Member holding an office may be elected to another higher office, according to the Order of Election in Ordinance 4, if the office becomes vacant. In such an event, the Chapter shall elect a Member to fill the newly vacant office. In the case of resignation of any Officer, a written statement of resignation must be submitted to and accepted by the Chapter before the office may be declared vacant.

Sec 6. No additions to By-Law V, Section 6 of the Uniform Collegiate Chapter By-Laws.

Sec 7. No addition to By-Law V, Section 7 of the Uniform Collegiate Chapter By-Laws.

ORDINANCE 6

DUTIES OF OFFICERS

Sec 1. The Regent shall possess general knowledge of *Robert's Rules or Order, Newly Revised*, maintain a professional relationship with pharmacy school and academic campus administration, meet regularly with the Grand Council Deputy to report on the progress of the Chapter, meet with Organizational Leaders (OL), must be an upcoming third year professional student, must be a Member of the Executive Committee during their second professional year (Ordinance effective for spring elections). The Regent and the Executive Committee shall reserve the right to assign individual projects to each Officer as they see fit which may increase their duties and responsibilities.

Sec 2. The Vice Regent shall maintain close ties with faculty Members by keeping them aware of and inviting them to appropriate Chapter activities. The Vice Regent also shall meet regularly with the regent and Grand Council Deputy to report on the progress of the Chapter and act as a liaison between Collegiate Members and faculty Members. The Vice Regent shall be in charge of sending birthday cards or giving birthday wishes to faculty Members.

Sec 3. The Secretary shall mail a letter to all first-year students to inform them of the Fraternity, compile two yearly directories for fall and summer containing phone numbers and school and home addresses, and compile a new phone directory of all Members to be used by pledges.

Sec 4. No additions to By-Law VI, Section 4 of the Uniform Collegiate Chapter By-Laws.

Sec 5. No additions to By-Law VI, Section 5 of the Uniform Collegiate Chapter By-Laws.

Sec 6. No additions to By-Law VI, Section 6 of the Uniform Collegiate Chapter By-Laws.

Sec 7. The Historian shall serve as Chairperson of the Graduate Relations Committee, be the guardian of the Chapter history, maintain the Chapter Scrapbook including both photographic and written history of the Chapter, maintain a complete list of all Members of the Chapter since the Charter was given, and keep a current copy of *The Mask* on reserve in the Health Professions Building Library for Fraternity Members.

Sec 8. The Chaplain shall serve as the Chapter's representative in the Student Government Association, attend all Student Government Association meetings, serve on the Executive Committee, report on all proceedings of Student Government Association meetings at the Executive Committee meetings, and serve as a Member of the Judiciary Committee. The Chaplain shall also serve as Chairperson of the Legislative Committee.

Sec 9. The Sergeant-at-Arms shall serve as Chairperson of the Judiciary Committee, maintain order and secrecy at Chapter meetings, possess a general knowledge of *Robert's Rules of Order, Newly Revised*, and enforce attendance policies.

Sec 10. No additions to By-Law VI, Section 10 of the Uniform Collegiate Chapter By-Laws.

Sec 11. No additions to By-Law VI, Section 11 of the Uniform Collegiate Chapter By-Laws.

Sec 12. No additions to By-Law VI, Section 12 of the Uniform Collegiate Chapter By-Laws.

Sec 13. No additions to By-Law VI, Section 13 of the Uniform Collegiate Chapter By-Laws.

Sec 14. The Professional Projects Chairman-elect shall assist the Professional Projects Chairman, accept appointment as Professional Projects Chairman for the following year, and be responsible for coordinating National and Province community service events. The Professional Projects Chairman shall serve as the Chairman of the Professional Projects/Service committee, coordinate all professional projects instituted by the Chapter, cooperate with other pharmacy organizations to coordinate school wide professional functions, and may appoint a Chairman to an individual project.

Sec 15. The Pledgemaster-elect shall assist the Pledgemaster, accept appointment as the Pledgemaster for the following year, and serve as a Member of the Membership Committee. There shall be one Pledgemaster and Pledgemaster-elect for each campus, Winchester and Ashburn. Their authority and responsibilities shall cover both campuses. Any disputes between them shall be settled by the Regent. Each Pledge Class shall be considered a unified Pledge Class, regardless of campus, and the Pledgemasters shall coordinate to make the pledging process a unified experience between the campuses. The Pledgemasters shall be responsible for the organization of the rush and pledge programs; be co-chairmen of the Rush/Pledge Committee, act as a liaison between the Chapter, pledge, and rushes; instruct pledges as to the history of the Fraternity and the Chapter; instruct pledges regarding information found in the Pledge Manual, and instruct pledges as to their training duties as the Chapter imposes and their requirements.

Sec 16. The Fundraising chair shall be responsible for managing all Chapter fundraising activities with the exception of the pledge fundraiser and serve as Chairperson of the Fundraising Committee.

Sec. 17. The Ashburn Liaison shall serve as the Chapter representative and the collective voice of the Brothers at the Ashburn campus. The Liaison shall direct communication between the Ashburn and Winchester campuses and assist in development of the Chapter and growth at the Ashburn campus. The Ashburn Liaison will be responsible for completing tasks as delegated by the Executive Committee that help to increase unity between the Ashburn and Winchester campuses.

Sec 18. The Webmaster shall maintain the Chapter webpage, integrate photography and biographies from the Historian into the webpage, and coordinate with the Secretary to post event schedules.

Sec 19. The Inter Fraternity Council (IFC) Liaisons, composed of one Brother from each campus, shall be responsible for representing the Delta Xi Chapter on the Fraternal Council Board. The IFC Liaisons shall have a working knowledge of Chapter views and policies to best convey opinions on matters relating to the three Fraternities at the Shenandoah University School

of Pharmacy. The Liaisons will also be responsible for reporting back to the chapter on changes, expectations, and topics discussed by the Fraternal Council.

ORDINANCE 7 COMMITTEES AND THEIR DUTIES

Sec 1. The Chapter shall have the following standing committees: Executive, Judiciary, Legislative, Scholarship and Awards, Graduate Relations, Social and Risk Management.

Sec 2. The Chapter shall also have the following standing committees: Finance, Professional Projects/Service, Rush/Pledge, and Fundraising.

Sec 3. The Chapter may also have any special committees that are required from time to time by three-fourths (3/4) vote of the Chapter.

Sec 4. Five (5) Judiciary Committee members shall be nominated and elected, with nominations occurring at the end of Officer nominations and elections occurring at the end of Officer elections.

Sec 5. The duties of committees listed in Section 1 shall be:

Sub-Sec A. Executive Committee meetings are mandatory for all Officers. If an Officer cannot be present, they must present an excuse to the Judiciary Committee. Unexcused absences will be treated like an unexcused absence to a Chapter meeting as described in Ordinance 10, Sec 2.

Sub-Sec B. The Judiciary Committee shall be responsible for the collection of excuse for absences from meetings and mandatory functions. The Sergeant-at-Arms shall be the Chairman.

Sub-Sec C. The Legislative Committee shall be responsible for reviewing the By-Laws and Ordinances of the Chapter annually to determine whether modifications are necessary. Brothers may submit new or modified By-Laws or Ordinances to the Legislative Committee prior to presentation of the By-Laws to the Brotherhood. Proposed new or modified By-Laws or Ordinances are reviewed and brought to the Chapter by the Legislative Committee to be approved by the Brotherhood. It is the duty and responsibility of the committee to supply new Members a copy of the By-Laws and Ordinances and provide a revised copy of the By-Laws and Ordinances when appropriate to all the Members of the Chapter.

Sub-Sec D. The Scholarship and Awards Committee shall promote scholarship in the Chapter and grant annual and/or biannual awards to criteria deemed by the Executive Committee and/or three-fourths (¾) vote by the Chapter.

Sub-Sec E. The Graduate Relations Committee shall be responsible for communications with alumni of the Chapter and the Virginia Graduate Chapter. This committee shall publish an alumni newsletter at least once a semester (at least twice a year) to all Chapter Alumni and coordinate at least one alumni activity a year. The committee may nominate a Graduate Member of the Chapter for the “Alumni of the Year Award”.

Sub-Sec F. The Social Committee shall be responsible for coordinating social functions within the Chapter and with other professional organizations. The Social Chairs shall plan and conduct all Chapter social activities and serve as Chairpersons of the Social Committee.

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

Sub-Sec H. The Finance Committee shall be responsible for formulation a budget covering all operations of the Chapter. The Chair of the committee is the Treasurer.

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

Sub-Sec J. The Professional Relations Committee shall also be known as the Professional Projects/Service Committee shall be responsible for establishing and carrying out projects to promote professionalism by the Chapter and the advancement of the profession of pharmacy. The committee shall be responsible for service to the community and encouraging interaction between the Chapter and the community. Service projects may be performed annually to assist Chapter philanthropy.

Sub-Sec K. No additions to By-Law VII, Section 2, Sub-Sec K.

Sub-Sec L. No additions to By-Law VII, Section 2, Sub-Sec L.

Sub-Sec M. No additions to By-Law VII, Section 2, Sub-Sec M.

Sub-Sec N. The Rush/Pledge Committee shall be responsible for establishing and carrying out rush and pledging activities. The committee shall keep the records necessary for the decision of to whom bids will be given after rush. The committee shall oversee the rush and pledging programs and make sure all Members of the Chapter comply with the Fraternity’s and Shenandoah University’s anti-hazing policy. The committee shall also formulate a descriptive outline of the rush and pledge programs, while upholding the secrecy of the Fraternity, for submission to the Associate Dean for Student Affairs Office for Shenandoah University (Academic Campus) and submit any changes when necessary. The Co-Chairs of the committee are the Pledgemaster(s).

Sub-Sec O. The Fundraising Committee shall be responsible for activities pertaining to raising funds for the Chapter, for setting individuals fundraising goals and penalties for each fundraising event to be approved by the Fraternity. The Chair of the committee is the Fundraising Chair. This committee should work with the Treasurer when setting goals for fundraising.

Sub-Sec P. The Tutorial Committee shall be responsible for coordinating study-tables for Members and pledges of the Chapter. The committee shall promote scholastic achievement.

Sec 6. Each committee shall be responsible for keeping accurate records of all activities and other pertinent information pertaining to that committee and shall pass that information to the new Chairman. Committee meetings are mandatory for Committee Chairmen. If a Committee Chairman cannot be present, they should have the Co-Chairman or another committee member represent the committee at the meeting. If no one can represent the Chairman and or committee, an excuse must be given from the Chairman to the Judiciary Committee. Unexcused absences will be treated like an unexcused absence to a Chapter meeting.

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

ORDINANCE 8 RECORDS

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

ORDINANCE 9 UNETHICAL CONDUCT

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

Sec 1. No additions to By-Law IX, Section 2 of the Uniform Collegiate Chapter By-Laws.

Sec 1. No additions to By-Law IX, Section 3 of the Uniform Collegiate Chapter By-Laws.

ORDINANCE 10 MEETINGS

Sec 1. The Chapter shall establish a meeting day and time each semester after the schedule of classes for the upcoming semester have been developed by the Shenandoah University School of Pharmacy. Events will be made mandatory at the discretion of the Executive Committee. All Members shall be notified in writing of mandatory events at the beginning of the school year to avoid confusion. The Executive Committee and the Chapter will meet at least but not limited to once a month.

Sec 2. Fines shall be established at the beginning of each fall semester by the Judiciary Committee and shall be approved and or amended by the Executive Committee. Excuses shall be submitted to the Judiciary Committee at least two (2) business days in advance of the missed mandatory meeting for approval or disapproval. The Judiciary Committee shall review the excuse and respond prior to the mandatory meeting. In the event that a Member misses a mandatory event, the Member must inform the Sergeant-at-Arms five (5) business days, if possible, before the event is missed in order to be granted an excused absence. Excused absences include work that cannot be rescheduled, family emergencies, illness, and other excuses

at the discretion of the Executive Committee. The Sergeant-at-Arms will inform the Member if the missed event is excused or unexcused prior to the event, and will inform the Executive Committee of unexcused absences. If there is one (1) unexcused absence per semester, notification will be given by the Sergeant-at-Arms. If two (2) unexcused absences per semester, a verbal warning will be given by the Sergeant-at-Arms and the offending Member will make a donation to the Society for the Prevention of Cruelty to Animals deemed to be sufficient worth by the Sergeant-at-Arms and Judiciary Committee. If three (3) unexcused absences per semester, the offending Member will be brought before the Executive Committee and is eligible for expulsion per the procedure outlined in Constitution and By-Laws III, Discipline. Notifications and verbal warnings shall be documented and reported to the Executive Committee.

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

Sec 4. No additions to By-Law X, Section 4 of the Uniform Collegiate Chapter By-Laws.

ORDINANCE 11

DUES

Sec 1. Dues for pledging are one hundred dollars (\$100.00) with forty-five dollars (\$45.00) to be paid up front and fifty-five dollars (\$55.00) to be paid once they have become initiated. These dues shall be assessed prior to the start of pledging each spring.

Sec 2. Dues will be announced at the next to last meeting of the spring semester for the upcoming school year. Dues will be paid in one lump sum or by special arrangement with the Treasurer. The dues for members in their first through third professional year are seventy-five dollars (\$75.00) per year, while the dues for members in their fourth professional year are forty dollars (\$40.00) per year and to be paid prior to the end of their third professional year. Each Member will also be responsible for paying a standardized amount relating to the Annual Risk Management Fee. The total Risk Management fee assessed to the Chapter will be divided among the current number of active Members.

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

Sec 4. Any Member of the Chapter who fails to pay their dues on or before the second regularly scheduled Chapter meeting of the fall semester and/or spring semester shall be summarily deemed not to be in good standing and shall lose voting privileges until such dues are paid. Any Member of the Chapter not in good standing by the end of the second regularly scheduled Chapter meeting of the fall semester and/or spring semester will be brought before the Judiciary Committee to have their status reviewed and appropriate action will be taken.

Sec 5. When a Member of the Chapter is in arrears to the Chapter, the Treasurer shall inform the Member of the amount of his/her arrears by Registered Mail. The Member shall, then, have thirty (30) days to make arrangements for payment of his debts. If arrangements are not made within the thirty (30) day period, the case shall be brought before the Judiciary Committee for review of the Member's status.

ORDINANCE 12
SECRECY

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

Sec. 1. No additions to By-Law XII, Section 2 of the Uniform Collegiate Chapter By-Laws.

ORDINANCE 13
RITUAL OF INITIATION

Sec. 1. The Chapter shall comply with the anti-hazing policy of Shenandoah University as stated in the Shenandoah University Student Handbook.

ORDINANCE 14
QUORUM

Sec. 1. Students on clinical rotations (APPEs) shall be permitted to vote as part of any required quorum, if in good standing, but their absence will not count against quorum.

ORDINANCE 15
PARLIAMENTARY PROCEDURE

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

ORDINANCE 16
AMENDMENTS TO LOCAL CHAPTER ORDINANCES

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

Sec. 1. No additions to By-Law XVI, Sec. 2 of the Uniform Collegiate Chapter By-Laws.

Sec. 1. No additions to By-Law XVI, Sec. 3 of the Uniform Collegiate Chapter By-Laws.

Sec. 1. No additions to By-Law XVI, Sec. 4 of the Uniform Collegiate Chapter By-Laws.

Approved by the Delta Xi Chapter on 4/7/2014

Approved by the Legislative Committee of Kappa Psi Pharmaceutical Fraternity on September 19th, 2014.