

Kappa Psi Pharmaceutical Fraternity, Inc.

Epsilon Beta Chapter

By-Law XVII

Local Chapter Ordinances

Ordinance 1: Title

Sec. 1. This chapter shall be known as **Epsilon Beta Chapter**, hereinafter referred to as the Chapter, of Kappa Psi Pharmaceutical Fraternity, Incorporated, according to the Charter granted by Alpha Chapter of Kappa Psi Pharmaceutical Fraternity, Incorporated, hereinafter referred to as the Fraternity, under the date of **April 12, 2008**.

Ordinance 2: Membership

Sec. 1. All members of the Chapter shall complete 10 (ten) hours of service per school year. It is required that at least 2 hours must be obtained through professional activity, and at least 8 of these hours must be obtained through community service event. Chapter members shall submit their activities to the community service chair or the professional programs chair for approval. All members of the Chapter shall join and participate in at least one committee each year. Attendance is required of all members at all regularly scheduled Chapter meetings and attendance may be required at other activities as deemed necessary by a 2/3 majority of active members. Members involved in P-4 year rotations are exempt from these requirements, but may still join a committee.

Ordinance 3: Election of Members

Sec. 1. Any student enrolled in the professional program in the Feik School of Pharmacy at the University of the Incarnate Word is eligible for membership provided they successfully complete a pledge training period.

Sec. 2. Pledging shall occur in the spring with the option of an additional pledge class in the fall if desired by the Chapter.

Ordinance 4: Officers and Order of Election

Sec. 1. The Officers of the Chapter shall be: Regent, Vice Regent, Vice Regent of Pledging, Recording Secretary, Corresponding Secretary, Treasurer, Historian, Chaplain, Sergeant-at-Arms, Webmaster and Grand Council Deputy. The Chapter shall also have an honorary position of Grand Council Deputy Emeritus whose election and function is outlined in Ordinance 6, Section 15.

Ordinance 5: Qualification, Election and Installation of Officers

Sec. 1. Constitution and By-Laws pertaining to qualification and election of Officers are to be read to the Chapter prior to the time that nominations are to be open. Elections shall take place in March/April. Nominations will remain open until immediately before a vote is cast for a particular office. An announcement about the date when the meeting for elections will be posted at least thirty (30) days before nominations and elections. To be eligible to hold an elected office in the Chapter,

a Member must be a Member of the Chapter in good standing for four months prior to the election. Members who were initiated after the most recent Spring Pledge Class and have not been Members of the Chapter for four months may still run for office, as long as they have remained in good standing with the Chapter. Any candidate running for the position of Regent must be a Member in good standing of the Chapter for at least four months and may not be a Member of the most recent spring pledge class. A Member can only be elected to one position per year. A Member may hold a particular office only once, with the exception of the office of Grand Council Deputy and honorary positions. Members of the Chapter may not hold office or be elected to any office during their fourth professional year. If one person is elected to an office, their name will be removed from any other nominations. If a Member holds an office for a partial term, they may run for a full term of the same office.

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

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

Sec. 4. Installation of Officers is to be held on the last meeting date of the academic school year, or at another time designated by the Chapter.

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

Sec. 2. The Vice Regent will oversee the actions of all the committees. The Vice Regent of pledging shall serve as pledge master in the event of a Spring pledge class. The Regent and He/she shall appoint a pledge master for the Fall pledge class, if needed.

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

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

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

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

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

Sec. 8. The Chaplain shall formally be recognized as the Officer of the Ritual (Ritualist) in this Chapter. He will appoint others as needed on a temporary basis.

Sec. 9. The Sergeant-at-Arms shall act as parliamentarian of this Chapter.

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 addition to By-Law VI, Sec. 13.

Sec. 14. The webmaster will be responsible for maintaining and updating all websites and electronic entities that are officially associated with the Chapter. The webmaster shall have the authority to control the content of the official Chapter website and any other official electronic entities.

Sec 15. An honorary position of Grand Council Deputy Emeritus may be elected by the Members. To be eligible to be elected Grand Council Deputy Emeritus, a Brother must be a GCD for 5 years and be in good standing as a Brother for 10 years. It has a life time term. There are no decision making capabilities with this office. The only responsibility is to advise the GCD if requested to do so.

Ordinance 7: Committees and Their Duties

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

Sec. 2. The Chapter shall also have a Community Service 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. No additions to By-law VII, Sub-Sec. A.

Sub-Sec. B. No additions to By-law VII, Sub-Sec. B.

Sub-Sec. C. No additions to By-law VII, Sub-Sec. C.

Sub-Sec. D. The Scholarship Committee will be renamed to the Scholarship and Awards Committee for this chapter. Along with the duties outlines in By-laws VII, it will complete any Province or National Awards forms (except Scholarship Tray). It will also establish and award any local awards designated by the chapter. The Scholarship Committee shall develop a program for promoting scholarship and research by the Chapter's Members. The Committee shall develop a program of recognition for scholarship achievement by the Chapter's Members (or non-members) in which, if feasible, funds and rewards for achievement may be provided. The Committee shall publish information regarding scholastic achievement and recognition given such achievement.

Sub-Sec. E. No additions to By-law VII, Sub-Sec. E.

Sub-Sec. F. No additions to By-law VII, Sub-Sec. F.

Sub-section G. The Risk Management Committee shall be responsible for an annual review of the International Kappa Psi Risk Management policy and manual. The Risk Management Committee shall review and implement the Chapter's Risk Management Policy and shall recommend changes to the policy if necessary. Modifications to the Chapter Risk Management Policy must be confirmed by a 2/3 (two-thirds) affirmative vote by a quorum of members. In addition, the committee shall conduct an activity risk assessment before Chapter functions. The committee shall educate the members about the risk management policy and ensure all Chapter functions are in compliance.

Sub-Sec. H No additions to By-law VII, Sub-Sec. H.

Sub-Sec. I. No additions to By-law VII, Sub-Sec. I.

Sub-Sec. J. The Professional Relations Committee will be re-named to Professional Programs Committee for this chapter. The Professional Programs Committee shall develop a program of professional activities for the Chapter. The Committee shall create programs which will achieve the objectives and promote the best interests of the Fraternity, while developing the professional character of its members. Public relations will not be a function of the Professional Relations Committee.

Sub-Sec. K. The Interfraternity Committee shall act as an interested party between the Chapter and chapters of other fraternities, on matters of mutual interest to promote friendly and co-operative spirit between Kappa Psi Pharmaceutical Fraternity and other fraternities. The Committee shall act with similar committees or bodies from other fraternities to advance the interest of Greek Letter Societies, and shall act as agent, intermediary, or ambassador between Kappa Psi Pharmaceutical Fraternity and other fraternities. The Committee shall perform any other functions that may be assigned by the Regent or the Chapter. The Intrafraternity Committee will also represent the chapter at Student Government meetings.

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

Sub-Sec. M. No additions to By-law VII, Sub-Sec. M.

Sub-Sec. N. Community Service Committee: This committee shall be responsible for arranging community-service activities for the Chapter and shall be responsible for overseeing that each Brother complies with Ordinance 2 Section 2.

Sec. 6. All committees will meet at least once a semester, however, they will meet more often if needed to meet their charges, and also at the call of the Chairman. A record, in writing, of all proceedings of all meetings shall be kept. The Chairman of each committee will report the activity of the Committee at the regular meeting of the Chapter immediately following the Committee meeting. A written copy of the proceedings of all Committee, and a written copy of the Chairman's reports will be delivered to the Chapter Secretary for inclusion in the Chapter's records.

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. All punishments handed down by the Chapter must be approved by the GCD.

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. Regular meeting of the chapter shall be held twice monthly. The meeting schedule will be announced and approved at the first chapter meeting of the semester.

Sec. 2. The punishment for each unexcused absence under this sub-section shall either be a requirement to perform one additional hour of community/professional service or the sum of \$5.00 dollars to be paid to the Chapter Treasurer before the semester ends. Additional penalties may be suggested by the Legislative/Judicial Committees. An excused absence is one in which a Brother has a valid excuse, preferably in writing, given to the Vice Regent or Sergeant at Arms no later than twenty-four (24) hours prior to the start of the Chapter meeting or activity. The validity of the excuse will be determined by the Vice Regent or Sergeant at Arms. Unexcused absence from three or more total meetings/mandatory activities will result in the loss of privileges as a Brother in good standing. Privileges will not be re-instated until the Brother attends two consecutive meetings.

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 pledge shall, by the completion of pledging, pay the Treasurer dues of one-hundred dollars (\$100.00). This shall include any pledge expenses, initiation fee, and Grand Council Membership fee. The remaining money after these expenses shall be used as Chapter dues.

Sec. 2. Each Brother shall pay the Treasurer fifty dollars (\$50) per semester, as dues for the chapter. This shall include any Grand Council and province dues. Any remaining money after these expenses are paid shall be used for Chapter expenses. The sum of \$50.00 must be paid by the end of the Brother's P3 year, in addition to the determined semester dues. This money will be used to pay the per capita fee. No further dues are then required for a Brother entering their P4 year. It is encouraged to divide this sum over multiple semesters.

Sec. 3. No changes to By-law XI, Sec. 3.

Sec. 4. Dues shall be paid to the Chapter Treasurer by the first Friday of the first full month of the semester. An installment plan can be set up with the Treasurer (approved by the Regent and Grand Council Deputy) if a Brother cannot pay the total at one time, however, the brother must pay the entire balance that is due by the last regular scheduled meeting of the semester or face disciplinary action.. If a Brother is in arrears for failure to pay dues or set up a payment plan with the Treasurer by the end of the first full month of the semester, said Brother must pay \$5.00 fine per week that the dues are not paid or have set up a payment plan.

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. When determining the number of Members in good standing for the purpose of establishing a quorum, members on advanced pharmacy practice experiential rotations will not be counted against the quorum but may vote when present.

Ordinance 15: Parliamentary Procedures

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

Ordinance 16: Amendments

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 the Chapter on March 26th, 2014.

Reviewed and approved by the Legislative Committee of Kappa Psi on April 11th, 2014.