

Kappa Psi Pharmaceutical Fraternity, Inc.

Montana Graduate Chapter

By-Law XVII

Local Chapter Ordinances

Ordinance 1: Title

Sec. 1. This Chapter shall be known as Montana Graduate 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 May 18th, 1997.

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

Ordinance 2: Membership

Sec. 1. No additions to By-Law II.

Ordinance 3: Election of Members

Sec. 1. All eligible graduate non-members may receive a recommendation for membership in written form by the Graduate Chapter Newsletter, personal letter or verbally from one or more members.

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

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, Chaplain, Historian, Social/Project Coordinator, Scholarship Chairperson and GCC Chapter Delegate.

Ordinance 5: Qualification, Election and Installation of Officers

Sec. 1. Nominations of Officers will occur at the meeting prior to the elections or in writing to the current Regent of the Chapter within one week prior to elections. An announcement concerning the call for nominations will go out at least fourteen (14) days from the time that the nominations are to take place. Officers shall hold office for a two year period. Elections shall take place at the second meeting of the calendar year.

Sec. 2. The Regent may, at his discretion, allow for mail based voting in accordance with Robert's Rules of Order Newly Revised (10th Edition) provided no more than two (2) candidates are standing for election to the same office to prevent need for run-off elections in situations where the secret ballot cannot be maintained due to utilization of a teleconference meeting.

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

Sec. 4. Officers-elect shall be installed, preferably, at the conclusions of the elections during the same meeting as the elections. The election meeting shall be scheduled at such a place where the installation of officers may take place according to the Ritual, privately, without compromising the secrecy of the Ritual.

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 attend all Chapter functions as well as as many Collegiate and Fraternity events as possible. The Regent is also responsible for notifying all graduating Collegiate Members as well as any interested Graduate Members by letter to inform them of the purpose, activities and responsibilities of the Chapter, and to invite them to become members. The Regent will also arrange the times and agenda and lead the meetings of the Chapter.

Sec. 2. The Vice Regent is responsible for the production and distribution of the semiannual newsletter of the Chapter. The Vice Regent will also assume the duties of the Regent as needed.

Sec. 3. The Secretary-Treasurer shall provide the Chapter with membership and financial information at all meetings and take and distribute minutes to the membership of all meetings. In addition, the Secretary-Treasurer will receive and distribute all communications to and from The Central Office, and will supply the Regent with the names, addresses and phone numbers of all the dues-paying members twice a year. The Secretary-Treasurer shall supply all pertinent information to the Regent within 48 hours of a meeting if unable to attend. Any and all information normally presented by the Secretary-Treasurer will be forwarded to the Regent.

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. No additions to By-Law VI, Sec. 8.

Sec. 9. No additions to By-Law VI, Sec. 9.

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

Sec. 11. The Social/Project Coordinator shall coordinate group social activities of the Chapter as well as plan Chapter Professional Projects. This can include activities and events surrounding the bi-annual meetings of the Chapter. Duties will consist of location, event and food

planning/arrangements as needed. This officer shall also assist the Regent and Secretary/Treasurer, when requested, with mailings and/or phone calls for upcoming meetings and events.

Sec. 12. The Scholarship Chairperson shall maintain a record of available scholarships and their criteria for eligibility; maintain a record of recipients of each scholarship within the Graduate and Collegiate Chapter; keep accurate record of monies available in all Chapter accounts used to fund scholarships; notify The Central Office and THE MASK of all winners of scholarships, maintain correspondence with the Office of Student Affairs in the School of Pharmacy on all matters pertaining to Kappa Psi Scholarships; obtain a list of all eligible Kappa Psi collegiate member's scholarships and awards selected by the School of Pharmacy's Scholarship Committee; notify eligible students of scholarships which are awarded by the Kappa Psi Scholarship Committee; acknowledge all recipients of scholarships/awards as described in each, and inform Graduate Members of the scholarship/award opportunities and recipients.

Ordinance 7: Committees and Their Duties

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

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

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, Sec. 5., Sub-Sec. A.

Sub-Sec. B. The Judicial Committee shall be appointed by the Regent at the second meeting of every other calendar year coinciding with elections. The committee shall consist of the Vice Regent and two (2) other Members, who may or may not be Members of the Chapter Executive Committee.

Sub-Sec. C. The Legislative Committee shall be appointed by the Regent at the second meeting of the calendar year every other year coinciding with the election meeting. The committee shall consist of three (3) Members whose primary responsibility will be to review the Chapter Ordinances biannually and handle any legislative issues of the Chapter.

Sub-Sec. D. Members of the Scholarship Committee shall consist of the Executive Committee with the elected Scholarship Chairperson overseeing the Committee.

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

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

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

Sub-Sec. H. The Auditing Committee shall be appointed by the Regent at the second meeting of the calendar year every other year coinciding with the election meeting. The

committee shall consist of the Secretary-Treasurer (as a non-voting member) and three (3) other voting Members.

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

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

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

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

Ordinance 8: Records

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

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. Meetings, at least twice a year, will be officially set by the Regent, with approval by the Chapter, at the last meeting of the calendar year, for the next year. Meetings will generally occur in the months of May and October, although there may be others as needed or along with other social/service functions. In the event that members can not make a meeting in person. The Regent may, at his discretion, allow for teleconference meetings to take the place of a regular meeting, provided that this allows all members to hear each other simultaneously in accordance with *Robert's Rules of Order Newly Revised*.

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

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

Ordinance 11: Dues

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

Sec. 2. Dues for Graduate members of the chapter shall be \$30 (thirty dollars) annually and \$10 (ten dollars) for any P4 brothers who wish to join before they graduate.

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

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

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.

Ordinance 14: Quorum

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

Ordinance 15: Parliamentary Procedures

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

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 on April 15th, 2015.

Approved by the Legislative Committee on April 28th, 2015.