

UNIFORM COLLEGIATE CHAPTER BY-LAWS

C01. The Constitution and By-Laws of Kappa Psi Pharmaceutical Fraternity, Incorporated shall be the Constitution for this Chapter of Kappa Psi Pharmaceutical Fraternity, Incorporated; all constitutions, by-laws, and standing laws by which this Chapter was formerly governed are revoked.

BY-LAW 1 TITLE

C02. Sec. 1. This Chapter shall be known as Theta 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 original date of March 19, 1904; re-chartered July 30, 1921.

C03. Sec. 2. The Chapter may elect to incorporate under the laws of its State, Province, or other legal jurisdiction. However, any application for incorporation must receive the approval of the Grand Counselor and/or the Legislative Committee of the Grand Council prior to submission to the appropriate office of legal jurisdiction. Further, the Chapter may elect to form additional corporations, if needed, subject to the aforesaid provisions of this section.

BY-LAW II MEMBERSHIP

C04. Sec. 1. Membership in the Chapter is subject to the conditions stipulated in the Constitution, Article III, the Charter of the Chapter, and those additional stipulations (if any) in By-Law XVII, Ordinance 2, of these By-Laws.

BY-LAW III ELECTION OF MEMBERS

C05. Sec. 1. Only persons known to be eligible for membership shall be proposed for membership. Persons proposed for membership, who enter into pledge training for membership, shall be presented with a copy of the Constitution and By-Laws of the Fraternity, these By-Laws and Ordinances, the Handbook and Pledge Manual; read same; be instructed in the same; be tested in the same; and declare to uphold same, prior to election to membership. The procedure to be followed in proposing persons for membership is that procedure outlined in By-Law XVII, Ordinance 3.

C06. Sec. 2. The Election of Members may occur at any time the Chapter deems desirable; however, all elections to membership shall be by secret ballot. The procedure for election is that provided in the Ritual, with those additional requirements and clarification as stipulated in By-Law XVII, Ordinance 3; however, at no time may a person be elected to membership without having an affirmative vote from at least three-fourths (3/4) of the Members eligible to vote.

BY-LAW IV OFFICERS AND ORDER OF ELECTIONS

C07. Sec. 1. The Officers of the Chapter and the Order of Election shall be: Regent, Vice Regent (more than one [1] Vice regent allowable if indicated in By-Law XVII, Ordinance 4, if specific duties are indicated for each Vice Regent in By-Law XVII, Ordinance 6), Secretary (or Recording and Corresponding Secretaries if indicated in By-Law XVII, Ordinance 4), Treasurer, Chaplain, Historian, Sergeant-at-Arms, and such Officers as may be indicated in By-Law XVII, Ordinance 4, and Grand Council Deputy. Officers of the Ritual shall be appointed by the Regent and shall serve at the pleasure of the Regent.

BY-LAW V QUALIFICATION, ELECTION, AND INSTALLATION OF OFFICERS

C08. Sec.1. The nomination and election of Officers shall occur annually, stipulated in By-Law XVII, Ordinance 5; these officers shall serve until their successors are duly installed, unless removed from office as stipulated in these By-Laws. All Officers shall be selected from the Collegiate Membership of the Chapter, with the exception of the Grand Council Deputy (Chapter Counselor), who shall be a Graduate Member of the fraternity. No Member shall be elected or installed unless in good academic standing with the Chapter. No member shall retain an office if placed on academic probation, or suspended. A member in arrears may discharge his obligation any time prior to election, thus, becoming eligible to vote and hold office. Officers shall be chosen by secret ballot except in the case where there is only one (1) candidate nominated in which instance the Regent may declare the candidate elected by consent.

C09. Sec. 2. Any meeting at which there will be an election of officers shall require two-thirds (2/3) of the Members of the Chapter in good standing to constitute an electoral quorum. Election of Officers shall be by a simple majority of the members voting. In the case of more than two (2) candidates standing for election to the same office, and if no candidate receives a majority of the first ballot, a second ballot shall be held with the candidate receiving the least number of votes on the first ballot being eliminated for the consideration on the second

ballot; if the second ballot does not produce a candidate who has received a majority of the votes cast, this procedure of elimination shall continue until a candidate receives a majority of the votes cast.

C10. Sec. 3. Ballots shall be distributed and collected by tellers appointed by the Regent. The tellers shall determine the number of votes for each candidate, report same to the Regent, who shall then report same and announce the results to the Chapter. Any question of eligibility of a Member shall be referred by the Regent to the Chapter for discussion. A majority vote shall determine the Member's eligibility.

C11. Sec. 4. Officers-elect shall be installed, within thirty (30) days of election, according to the Ritual, at the meeting and time indicated in By-Law XVII, Ordinance 5. The Regent shall install all Officers-elect unless an objection is raised; objections must be made for each Officer-elect individually. The Chapter must decide all objections prior to installation. If the objection is overruled, the Officer-elect in question shall be installed, immediately. If the objection is sustained, the Regent shall declare the office vacant and call a new election for that office, either at the same or the next meeting.

C12. Sec. 5. No Officer shall assume the duties of office until properly installed. If, at any time, it is discovered that an Officer elected and installed was ineligible at the time of election, said election shall be declared void and a new election held. If an Officer is suspended, said office becomes vacant as of the moment of suspension, and a new election shall be held. The nomination, election, and installation of Officers to fill a vacancy may occur at the same meeting.

C13. Sec. 6. If an Officer is unable, refuses, or neglects to perform his duties, the Regent shall appoint a Member in good standing to perform said duties until (pursuant to Section 7) an election can be held to fill the Office. An Officer unable to perform the suited of said office shall deliver all records, money, and property held to the Member appointed or elected to assume said Office.

C14. Sec. 7. Any Officer may be removed for misfeasance, malfeasance, and/or nonfeasance by two-thirds (2/3) vote of the Chapter; any Officer so charged is entitled to a trial by the Chapter according to the Procedure of "Discipline" found in the Constitution and By-Laws, By-Law III. The accused shall retain said Office until the charges are tried and sustained; however, if the Regent is accused, the Vice Regent shall conduct the trial.

BY-LAW VI DUTIES OF OFFICERS

C15. Sec. 1. The Regent, as principal Officer of the Chapter, shall preside at all meetings of the Chapter; enforce rigid adherence to the Constitution and By-Laws of the Fraternity; cast the deciding vote if the Chapter is equally divided upon any question before it; appoint all committees, unless otherwise provided for; convene special meetings, as provided for; attend to the keeping of the Rituals of the Fraternity under lock and key; and perform all such other acts and duties as are required by virtue of said office, the Constitution and By-Laws of the Fraternity, the By-Laws and Ordinances of the Chapter, the Ritual of the Fraternity, a vote of the Chapter, or common usage in parliamentary bodies.

C16. Sec. 2. The (First) Vice Regent shall, in all respects, act and have all the powers of the Regent, in case of the latter's absence, inability, refusal, or neglect to perform the duties of said office. In the event of death, resignation, or removal of the Regent, the (First) Vice Regent shall assume the Office of Regent for the remainder of the term of office. If the Chapter has more than one (1) Vice Regent, the Second Vice Regent shall assume the office of First Vice Regent, should a vacancy occur in the office of First Vice Regent, etc. The (First) Vice Regent shall, also, be a member of all committees of the Chapter.

C17. Sec. 3. The Secretary shall keep a record of the names and addresses of all Members of the Chapter, all Members of the Province Executive Committee (in which the Chapter is located), and all Members of the Chapter; keep accurate record of the proceedings of all Chapter Meetings; receive and preserve for the record the written reports of all Officers and committee chairmen; incorporate into the record all data generated by the Fraternity Ritual of Initiation; attend to all correspondence of the Chapter; submit to The Central Office, on time, all reports required by the Executive Director; report all newly elected Members to The Central Office within seven (7) days after initiation; report all newly elected Chapter Officers to The Central Office, giving: name, office, e-mail address, home and school addresses, and home and school telephone numbers, within seven (7) days after election, indicating the effective date of installation; and perform all such other duties as are required by virtue of said office, the Constitution and By-Laws of the Fraternity, the By-Laws and Ordinances of the Chapter, or customs may attach to the Office.

C18. Sec. 4. The Recording Secretary and Corresponding Secretary (if the Chapter elects to replace the Office of Secretary with these two [2] Offices) shall assume all duties outlined in Section 3 of this By-Law as custom would attach to these two (2) Offices; additionally, the Corresponding Secretary shall assist the Historian in the preparation of all Chapter newsletters.

C19. Sec. 5. The Treasurer shall receive all monies due to the Chapter and/or the Grand Council, and disburse all monies necessary to satisfy the obligations of the Chapter; keep an accurate record, following sound accounting practices, of all receipts and disbursements; promptly collect all dues, initiation fees, special assessments, and any other monies due to the Chapter; transmit all fees due to the

Grand Council, on time, to The Central Office as provided for in the Constitution and By-Laws of the Fraternity; report the financial condition of the Chapter at each meeting, including the names of all Members in arrears and the dollar amounts thereof; and upon completion or removal from the term in office, transfer to either the successor of a committee appointed to audit all books, records, monies, and property belonging to or in custody of the Chapter.

C20. Sec. 6. The Assistant Secretary and Assistant Treasurer (if the Chapter elects to have these Offices) shall assist their Superior Officers in the discharge of the duties of the respective Offices.

C21. Sec. 7. The Historian shall submit a Chapter Newsletter for each issue of THE MASK and each issue of the Province Newsletter; report to The Central Office significant and/or historical activities and/or events on the official forms provided, and maintain the permanent Chapter Record of the same; maintain the permanent Chapter file of issues of THE MASK; see that each Member of the Chapter is receiving THE MASK; on occasion, encourage the Chapter's recognition of its history; and be the Chapter's official representative to assist the Grand Historian or the Editor of THE MASK in the performance of their official duties.

C22. Sec. 8. The Chaplain shall supervise the institution and work of the Ritual; conduct all appropriate services designated by the Chapter or Regent; and be the Chapter's official representative to assist the Grand Ritualist in the performance of official Ritualist duties.

C23. Sec. 9. The Sergeant-at-Arms shall, at the direction of the Regent, enforce the Constitution and By-Laws of the Fraternity, the By-Laws and Ordinances of the Chapter, and the commands of the Chapter; preserve order; and perform all such duties as custom attaches to the office.

C24. Sec. 10. The Grand Council Deputy (Chapter Counselor) as the personal representative of the Grand Regent, shall be the advisory and supervising Officer of the Chapter. Through visitations and/or consultations, at least once per month during the school year, to the Chapter and/or with the Executive Committee of the Chapter, the Grand Council Deputy shall see that the Chapter is carrying out all provisions of the Constitution and By-Laws and Ordinances of the Chapter; is properly conducting the work of the Ritual; that officers and committees are functioning properly; that Chapter records are being preserved and properly kept; and that the conduct of the Chapter will insure its continuation. Further, the Grand Council Deputy, as the official representative and/or deputy of the Grand Regent, shall conduct investigations and make reports concerning the Chapter as may be directed by the Grand Regent.

C25. Sec. 11. The Chapter Co-GCD(s) (if the Chapter elects to have this [these] position[s]) shall not be an officer(s) or member(s) of the Executive Committee of the Chapter, except when acting for the Grand Council Deputy during the latter's absence or inability; and shall assist the Grand Council Deputy in the discharge of the duties of that Office.

C26. Sec. 12. Officers of the Ritual shall have an understanding and working knowledge of the Ritual, such that the conduct of the Ritual Work shall demonstrate the exemplification of propriety; preserve the decorum and dignity of the Ritual, the most sacred of Fraternal Traditions; render assistance and service to the Regent in the discharge of said officer's official duties; and strive to insure that all Brothers may participate and partake of the Fellowship, Industry, Sobriety, and High Ideals of the Order.

C27. Sec. 13. The Chapter, at least one (1) month preceding the Grand Council Convention or Province Assembly, shall elect Delegates and Alternate Delegate(s), who if unable to attend, shall, also, notify the Regent. If neither the Delegate nor Alternate Delegate(s) are able to attend, the Regent shall appoint a qualified member(s) of the Chapter to serve as Delegates(s). If it is not possible to send any Member, the Chapter or Regent may confer representation of the Delegate(s) to another Chapter, or Province by proxy. All proxies must be in writing and certified as required by the rules of the Grand Council or Province.

BY-LAW VII COMMITTEES AND THEIR DUTIES

C28. Sec. 1. The Chapter shall have the following standing committees: Executive, Judiciary, Legislative, Scholarship, Graduate Relations, Social, and Risk Management.

C29. Sec. 2. The Chapter may also have the following as standing committees, when required: Finance, Auditing, Professional Relations, Interfraternity, Chapter House, and Athletic.

C30. Sec. 3. The Chapter may also have any special committees that are required from time to time.

C31. Sec. 4. The Executive Committee shall consist of the Elected Officers of the Chapter and Immediate Past Regent of the Chapter, providing that said Immediate Past Regent was not removed from office for cause by the Chapter, and providing that said Immediate Past Regent is still a Collegiate Member of the Chapter. All other committees of the Chapter shall consist of at least three (3) Members, appointed by the Regent to serve at their pleasure or the Regent, unless otherwise

indicated in these By-Laws or Ordinances; Graduate Members may serve on any of these committees.

C32. Sec. 5. The duties of the committees listed in Section 1 and 2 of this By-Law shall be:

C33. Sub-Sec. A. The Executive Committee shall act for the Chapter when it is not in session and shall have all the powers of the Chapter except the election and removal of officers, the election of members, the disciplining of members, and the amending of these By-Laws. All actions of the Executive Committee are subject to the review and approval of the Chapter. The Regent shall be the Chairman of this Committee.

C34. Sub-Sec. B. The Judiciary Committee shall assist the Grand Council Deputy (Chapter Counselor) in supervision of the workings of the Chapter. Any citation for misfeasance, malfeasance, or nonfeasance in office: violations of the Constitution and By-Laws of the Fraternity, By-Laws and Ordinances of the Chapter, or other Fraternity, rules and regulations shall be made by the Judiciary Committee at its recognizance. The Committee shall receive charges against any Member of the Chapter, such charges must be placed before the Committee in writing and be signed by the complaint(s). After investigation and evaluation of the charges, if the Committee finds reasonable cause to sustain them, it shall proceed as provided in the Constitution and By-Laws of the Fraternity. The Committee has no power to adjudge the guilt of any Member, nor can it determine the punishment; however, it can recommend a course of action. The Sergeant-at-Arms shall be a Member of this Committee.

C35. Sub-Sec C. The Legislative Committee shall from time to time review the By-Laws and Ordinances of the Chapter. The Committee shall prepare proposed amendments to the Ordinances of By-Law XVII, which it feels are necessary for the proper conduct of the Chapter, for submission to the Chapter. The Committee shall also receive from any Member of the Chapter, recommendations for amendments to the Ordinances of By-Law XVII, which it shall place in proper form for submission to the Chapter. The Committee shall interpret the meaning and intent of these By-Laws and Ordinances when so requested by any Member. The Chairman of this Committee shall be the Chapter Parliamentarian.

C36. Sub-Sec D. 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.

C37. Sub-Sec E. The Graduate Relations Committee shall whenever and wherever possible emphasize the fact: “That Membership in Kappa Psi is for life!” The Committee shall develop a program to strengthen the ties between the Chapter and its Graduate Members. Where a Graduate Chapter exists, the Committee will work with the Graduate Chapter in mutual association for the advancement of the Fraternity. The Committee shall maintain a file of the Chapter’s Graduate Members including names and addresses, and where feasible, publish a Chapter Newsletter. The Committee shall also assist The Central Office in developing and expanding the Graduate activities of the Fraternity. The Chairman of this Committee shall be the Editor of the Chapter’s Newsletter.

C38. Sub-Sec F. The Social Committee shall develop a balanced program of activities for the Chapter. The Committee shall plan, promote, and supervise all social activities of the Chapter and plan an appropriate event celebrating the Fraternity’s “Founders Day”. The Committee should include in its program selection of a “Chapter Sweetheart” and should encourage the use of the Fraternity’s songs at all social functions.

C39. Sub-Sec G. The Risk Management Committee shall review the International Kappa Psi Risk Management policy and manual. The Committee shall review and implement the Chapter’s Risk Management Policy. The Committee shall educate the Members about the risk management policy and ensure all Chapter functions are in compliance.

C40. Sub-Sec H. The Finance committee committee shall develop a financial budget fort the chapter, and from time to time, suitable investment program for chapter funds. The committee shall monitor the fiscal operations of the chapter, and may at its discretion, require reports of the Treasurer regarding income and expenditures. The committee shall report on the fiscal operations of the chapter in relation to the budget at a regular meeting at least every sixty (60) days. The treasurer shall be a member of this committee.

C41. Sub-Sec. I. The Auditing Committee shall examine and verify when accurate, the records of the Secretary, Treasurer, and/or other Chapter Officers holding Chapter property. Examinations of records may be at any time the Committee feels desirable or when the Chapter or Regent may direct. The Committee shall present a written report at the next regular meeting of the Chapter stating its findings. The Auditing Committee shall have the power to require, at any time, presentation of all books, papers, vouchers, and documents relating to the account they are to examine, which may be necessary to determine their correctness, and the actual cash in the hands of the Officers.

C42. Sub-Sec J. The Professional Relations Committee shall develop a program of professional activities and public relations 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.

C43. 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.

C44. Sub-Sec L. The Chapter House Committee shall have charge of the Chapter House including the formation and enforcement of House Rules. In the event that the Chapter establishes a fund for building or purchasing a Chapter House, the Committee shall develop a proposed program for collecting and investing such funds. The Chairman of this Committee shall be the House Manager.

C45. Sub-Sec M. The Athletic Committee shall develop a program of inter-chapter, and where possible, interfraternity activities. The Chairman shall represent the Chapter on all athletic councils to which the Chapter is an interested party.

C46. Sec. 6. All Committees shall meet at least once a month, during the school year, 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 Committees, and a written copy, of the Chairman's reports will be delivered to the Chapter Secretary for inclusion in the Chapter's records.

C47. Sec. 7. No program or activity developed by any Committee may commence until such program or activity has been approved and adopted by the Chapter.

BY-LAW VIII RECORDS

C48. Sec. 1. All Chapter proceedings will be recorded on, and all Chapter reports will be submitted on, forms approved by The Central Office or the Grand Council.

BY-LAW IX UNETHICAL CONDUCT

C49. Sec. 1. Any Member of the Chapter found guilty of unethical conduct may be punished by a fine and/ or suspension, or expulsion, after trial and conviction as provided in the Constitution and By-Laws of the Fraternity.

C50. Sec. 2. Any Member of the Chapter who files a complaint with the Judiciary Committee that shall prove to be unfounded and malicious may be charged with unethical conduct.

C51. Sec. 3. Any Member of the Chapter who improperly uses the name of the Fraternity, the Chapter, the Fraternity emblem(s) or secrets; or who utilizes Fraternity Membership for strict personal gain may be charged with unethical conduct.

BY-LAW X MEETINGS

C52. Sec. 1. The regular meetings of the Chapter will be held as provided for in By-Law XVII, Ordinance 10. The Secretary (or Corresponding Secretary) shall notify the Members of any change in the regular meeting at least forty-eight (48) hours prior to the change.

C53. Sec. 2. A fine, as stipulated in By-Law XVII, Ordinance 10, may be levied for absence from any regular meeting.

C54. Sec. 3. The usual order of business shall be that order as prescribed in the Ritual.

C55. Sec. 4. Special meetings may be called at any time by the Regent or by the Regent upon the written demand of five (5) Members of the Chapter. No business other than that stated in the call may be conducted at the special meeting. All Members shall be notified by the Secretary (or Corresponding Secretary) at least forty-eight (48) hours prior to the special meeting.

BY-LAWS XI DUES

C56. Sec. 1. Each newly elected Member shall pay to the Treasurer the Grand Council Membership Fee as stipulated in the Constitution and By-Laws of the Fraternity, and any additional fee as stipulated in By-Law XVII, Ordinance 11; such funds as are due to the Grand Council shall be transmitted to The Central Office within seven (7) days of initiation.

C57. Sec. 2. Each Member shall pay to the Treasurer such dues as stipulated in By-Law XVII, Ordinance 11.

C58. Sec. 3. Special assessments may be imposed by a two-thirds (2/3) vote of the Chapter at any time.

C59. Sec. 4. Any Member who has not paid said dues on or before the first regular scheduled meeting day of the month, or who is in arrears for fines or assessments shall be summarily deemed not to be in good standing.

C60. Sec. 5. If a Member is in arrears for dues, fines, or assessments, the Regent must make this fact known to the Chapter in open meeting. Any Member in arrears shall not be entitled to hold office or vote, and have only one (1) meeting to make up such arrears, or shall be summarily suspended from all benefits and privileges of the Fraternity and the Chapter. Such suspension shall remain in force until payment is made in full, or other disciplinary action is taken by the Chapter.

BY-LAW XII SECRECY

C61. Sec. 1. All proceedings, Ritual and ceremonies of the Fraternity, and all matters pertaining to the management or conduct of the Chapter shall be kept secret.

C62. Sec. 2. The names of the Chapter Officers and Members, and the general object and scope of the Fraternity may be published. The names of the Officers of the Ritual shall never be published. Any Member who reveals any of the secrets of the Fraternity shall be subject to expulsion.

BY-LAW XIII RITUAL OF INITIATION

C63. The Ritual of Initiation while secret, shall be considered to be part of these By-Laws, and shall be conducted at all times with proper dignity and decorum. Hazing, as defined by the Grand Council and/or the Executive Committee of the Grand Council, is prohibited; any Member found guilty of hazing shall be subject to expulsion.

BY-LAW XIV QUORUM

C64. Unless a greater number is stipulated in By-Law XVII, Ordinance 14, the quorum necessary for the transaction of business at any meetings of the Chapter shall be not less than one-half (1/2) of the Chapter Membership in good standing.

BY-LAW XV PARLIAMENTARY PROCEDURE

C65. Parliamentary conduct at all meetings shall be closely adhered to, and shall be governed by the current edition of *Roberts Rules of Order – Newly Revised*.

BY-LAW XVI AMENDMENTS (LOCAL CHAPTER ORDINANCES)

C66. Sec. 1. Any motion to amend these By-Laws must be made in writing; signed by at least two (2) Members of the Chapter, and presented to the Legislative Committee of the Chapter. The Legislative Committee shall, within ten (10) days, prepare the proposed amendment in appropriate form and present it to the Chapter, without comment, at the next regular meeting of the Chapter. A motion to amend may not be voted upon until the next regular meeting of the Chapter following its presentation to the Chapter, at which time the Legislative Committee may make a recommendation; such motion shall require a two-thirds (2/3) vote of the Members in good standing, present at the meeting, for adoption.

C67. Sec. 2. Any amendments to these By-Laws shall be in the form of Local Chapter Ordinances to be a part of By-Law XVII. All Local Chapter Ordinances shall be subordinate to and consistent with these By-Laws and the Constitution and By-Laws of the Fraternity. Organization of Local Chapter Ordinances shall be such that the Arabic numeral of each Ordinance shall indicate content corresponding to and in modification of the numerically equivalent Roman numeral By-Law. Local Chapter Ordinances may consist of more than one (1) section, in which case, the order of sequence shall be similar to the order of sequence in the respectively modified By-Law.

C68. Sec. 3. Duly adopted Local Chapter Ordinances of By-Law XVII shall be deemed to be in force upon adoption by the Chapter, unless disapproved by the Grand Counselor and/or the Legislative Committee of the Grand Council. Enforcement of any newly adopted Local Chapter Ordinance may be delayed for a decision of legality from the Grand Counselor and/or the Legislative Committee of the Grand Council upon a motion approved by a simple majority of the Members in good standing at any regular or special meeting of the Chapter.

C69. Sec. 4. Should formal charges be brought against any Member of the Chapter for an alleged violation of any Local Chapter Ordinance, less than one-

hundred twenty (120) days old, that had not received written approval of the Grand Counselor or the Legislative Committee of the Grand Council, said Member shall be entitled to demand a continuance of all proceedings, pending a written decision concerning the legality of such Ordinance from the Grand Counselor or the Legislative Committee of the Grand Council; such decision shall be transmitted by Certified Mail; the request for such decision shall also be transmitted by Certified Mail by the Chairman of the Legislative Committee of the Chapter.

**BY-LAW XVII
LOCAL CHAPTER ORDINANCES**

**ORDINANCE 1
TITLE**

Sec. 1. This Chapter shall be known as Theta 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 July 30, 1921.

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

ORDINANCE 2

MEMBERSHIP

Sec. 1. No additions to Section 1, By-Law II 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 Virginia Commonwealth University (VCU) School of Pharmacy, or who are professors thereof, and who fulfill the requirements for remaining in the School of Pharmacy as established by VCU. All persons known to be eligible for membership and in good standing with the School of Pharmacy as certified by the Dean of Student Affairs may be proposed for membership. All official rush and pledge activities shall comply with the Fraternity's and VCU's alcohol policy. There may be one Formal Rush period each spring semester. During the period of Formal Rush, the rushee shall be considered by the Brotherhood for pledgeship. After each Formal Rush Activity, records will be made of attendance and of any other pertinent information on the rushee or rushees. 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 must attend at least one (1) Rush function and receive at least three-fourths (3/4) approval of the Brotherhood. 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 initiation of the pledge class shall take place the semester of pledging. 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 their obligations by the pledge trainer at the beginning of the pledge program.

Sec. 2. 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 pledgemaster. 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 NOMINATIONS AND ELECTIONS

Sec. 1. The Officers of the Chapter, the order of nominations, and the order of election shall be: Regent, Vice Regent(s) (need to explicitly define how many Vice Regents in this section, cannot leave ambiguity, so state First Vice Regent, Second Vice Regent, if this is what the Chapter has), Secretary, Treasurer, Chaplain, Historian, Sergeant-at-Arms, Pledgemaster, and Grand Council Deputy.

ORDINANCE 5

QUALIFICATION, ELECTION, AND INSTALLATION OF OFFICERS

Sec. 1. The nominations for all Officers shall occur during the second Chapter meeting of the spring semester. The elections of Officers shall occur during the third Chapter meeting of the spring semester. A Member must be nominated for each Office for which he wishes to run. Only a Member in good standing (both with the Chapter and with VCU) shall be considered for nomination to office. Investigation of all nominees to determine good standing shall be performed prior to voting and their status made known to the Chapter. Nominations can also be made at the third Chapter meeting of the spring semester prior to the elections. Newly elected Officers will undergo a training period not to exceed ninety (90) days duration. Newly elected Officers will assume elected positions at the conclusion of their training period will serve in office for a one-year term. Suspensions will be defined as stipulated by the VCU School of Pharmacy policies.

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

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

Sec. 4. Officers shall be installed the same day as election

Sec. 5. 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 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. A Member holding an office may be elected to a higher office if the office becomes vacant. In such an event, the Chapter shall elect a Member to fill the newly vacant office.

Sec. 6. 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. An office may also become vacant if the Officer fails to maintain good academic standing as stipulated by the VCU School of Pharmacy policies.

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

ORDINANCE 6 DUTIES OF OFFICERS

Sec. 1. The Regent must possess a general knowledge of *Robert's Rules of Orders* and maintain a professional relationship with the School of Pharmacy Administration and meet regularly with the Grand Council Deputy to report on the progress of the Chapter. The remaining duties are outlined in section 1, By-Law VI of the Uniform Collegiate Chapter By-Laws.

Sec. 2. The Vice Regent shall maintain close ties with the faculty brothers, keeping them abreast of and inviting them to appropriate chapter activities. He shall meet regularly with the Regent and Grand Council Deputy to report on the progress of the Chapter. If there is a vacancy in the Regent position, the Vice Regent shall fill the vacancy within three (3) weeks. (Moved down from UCCB By-Law VI, Sec 3 since did not belong there. We were not sure if this applied for Vice Regent to Regent or "First Vice Regent to Vice Regent". Generally if there is more than one Vice Regent then it needs to be explicitly spelled out in Ord 4, Sec 1 and also the standard terminology for multiple Vice Regents would be First

Vice Regent and Second Vice Regent). The remaining duties are outlined in section 2, By-Law VI of the Uniform Collegiate Chapter By-Laws.

Sec. 3. The Secretary shall be responsible for mailing a letter to all first-year students informing them of the Fraternity; and compile two yearly directories for fall and summer containing phone numbers, address (school and home); compile a new phone directory of all members to be used by pledges; be responsible for all mailings. The remaining duties are outlined in section 3, By-Law VI of the Uniform Collegiate Chapter By-Laws.

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

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

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

Sec. 7. The Historian shall act as the guardian of Chapter history. He shall be responsible for maintaining a Chapter scrapbook including both photographic and written history of the Chapter; and maintain a complete list of all Members of the Chapter since the Charter was given. He shall submit articles and/or photographs to each issue of THE MASK in order to keep the Fraternity aware of the activities of this Chapter. The remaining duties are outlined in section 7, By-Law VI of the Uniform Collegiate Chapter By-Laws.

Sec. 8. No additions to Section 8, By-Law VI of the Uniform Collegiate Chapter By-Laws.

Sec. 9. The Sergeant-at-Arms shall maintain order and secrecy at Chapter meetings and must possess a general knowledge of *Robert's Rules of Orders*. The Sergeant-at-Arms shall be responsible for the collection of excuses for absences from meetings and mandatory functions. The remaining duties are outlined in section 9, By-Law VI of the Uniform Collegiate Chapter By-Laws.

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

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

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

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

Sec. 14. The Pledgemaster shall be responsible for the organization of the rush and pledge programs and be the chairman of the Rush/Pledge Committee. He will act as a liaison between the Chapter, the pledges and the rushees. He shall instruct the pledges to the history of the Fraternity and the Chapter and also any other information found in the Pledge Manual. He shall instruct the pledges as to their training duties as the Chapter imposes and their requirements. He shall encourage the pledges to choose Big Brothers. The requirements must include but are not limited to: one (1) service project, one (1) fundraiser, and obtaining Member's signatures at least once in compliance with the Fraternity's and VCU's anti-hazing policy.

ORDINANCE 7

COMMITTEES AND THEIR DUTIES

Sec. 1. No additions to Section 1, By-Law VII of the Uniform Collegiate Chapter By-Laws.(The LC prefers "no additions" language since standing committees are by definition necessary and you cannot eliminate them. You can only add to this list if the Chapter deems other committees as necessary).

Sec. 2. The Chapter may also activate any of the following standing committees as needed: Finance/Fund Raising, Professional Project/Service, Awards, Rush/Pledge, and Tutorial.

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

Sec. 5. The duties of the committees shall be:

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

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

Sub-Sec. C. The Sergeant-at-Arms shall be the chairman. The remaining duties are outlined in Sub-Section C, By-Law VII of the Uniform Collegiate Chapter By-Laws.

Sub-Sec. D. The Scholarship committee shall be known as the Scholarship & Awards committee.

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

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

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

Sub-Sec. H. The Finance Committee shall also be known as the Finance/Fundraising Committee.

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

Sub-Sec. J. The Professional Relations Committee will also be known as the Professional Project/Service Committee.

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

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

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

Sub-Sec. N. (Need to define the Rush/Pledge Committee here).

Sub-Sec. O. (Need to define the Tutorial Committee here).

Sec. 6. All Committees shall meet as Committee objectives state, and also at the discretion of the Chairman. A record, in writing, of the proceedings of all the meetings shall be kept, and a written report of all meetings shall be turned into the Secretary by the end of the month (within two [2] weeks of meeting). 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. Officer/ Chair Meetings are mandatory for Officers and Committee Chairman. If an Officer cannot be present, he must present an excuse to the Executive and/or Judiciary Committee. If a Committee Chairman cannot be present he should have the co-chairman or other 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 Executive and/or Judiciary Committee. Unexcused absences will be treated like an unexcused absence to a Chapter meeting.

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

ORDINANCE 8 RECORDS

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

ORDINANCE 9 UNETHICAL CONDUCT

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

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

Sec. 3. No additions to Section 3, By-Law IX 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 VCU School of Pharmacy.

Sec. 2. Excuses shall be submitted to the Executive and/or Judiciary Committee within two (2) business days of the missed mandatory meeting for approval or disapproval. Within the first seven (7) days of the semester anyone who knows that he will miss three (3) or more mandatory meetings will be given an opportunity to submit an excuse for said meetings. By doing so, the Member will not be required to submit an excuse for each individual meeting. The Executive and/or Judiciary Committee shall be responsible for approving or disapproving the excuse. Fines shall be established at the beginning of the Officer's terms in office by a vote of the Chapter.

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

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

ORDINANCE 11

DUES

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

Sec. 2. Dues will be announced and voted upon by the Chapter at the next to last meeting of the spring semester for the upcoming school year. Dues may be paid in one lump sum or on a semester or monthly basis, or by arrangement with the Treasurer.

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

Sec. 5. 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 Executive and/or Judiciary Committee to have their status reviewed and appropriate action will be taken. When a member of the Chapter is in arrears to the Chapter, the Treasurer shall inform the member of the amount of his arrears by Registered (Certified) 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 Executive and/or Judiciary Committee for review according to By-Law III Discipline.

ORDINANCE 12

SECRECY

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

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

ORDINANCE 13

RITUAL OF INITIATION

Sec. 1. The Chapter shall also comply to the anti-hazing policy of VCU as stated in the VCU Student Handbook.

ORDINANCE 14
QUORUM

Sec. 1. Fourth-year professional members shall not be counted again the quorum.

ORDINANCE 15
PARLIAMENTARY PROCEDURE

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

ORDINANCE 16
AMENDMENTS TO LOCAL CHAPTER ORDINANCES

Sec. 1. Any motion to amend the Local Chapter Ordinances must be made in writing, signed by at least two (2) members of the chapter, and presented to the Executive and/or Legislative Committee of the Chapter. The Executive and/or Legislative Committee shall, within ten (10) days, prepare the proposed amendment in appropriate form and present it to the Chapter, without discussion at the next regularly scheduled Chapter meeting. A motion to amend may not be proposed until the next regularly scheduled meeting of the Chapter after presentation of the amendment at which time the Executive and/or Legislative Committee and/or members of the Chapter may make recommendations. The motion shall require a three-fourths (3/4) vote of the members in good standing for adoption.

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

Sec. 3. Duly adopted Local Chapter Ordinances of By-Law XVII shall be deemed to be in force upon adoption by the Chapter and VCU, unless disapproved by the Grand Counselor and/or the Legislative Committee of the Grand Council. Enforcement of any newly adopted Local Chapter Ordinance may be delayed for a decision of legality from the Grand Counselor and/or the Legislative Committee of the Grand Council upon motion, approved by three-fourths (3/4) of the members in good standing.

Sec. 4. Should formal charges be brought against any member of the Chapter for an alleged violation of any of these Ordinance, less than one hundred twenty-five (125) days old, that has not received written approval of the Grand Counselor or the Legislative Committee of the Grand Council; such decision shall be transmitted by Certified Mail; the request for such decision shall also be

transmitted by Certified Mail by the chairman of the Legislative Committee of the Chapter.

APPROVED by the Legislative Committee of Kappa Psi January 31st, 2011.

APPENDIX A DEFINITIONS

Henceforth the term “brother” or “member” shall denote any person who has completed the Initiation Ceremony as set forth in the Ritual of Kappa Psi Pharmaceutical Fraternity Incorporated, which hereinafter shall be referred to as the Fraternity.

Henceforth the term “Rushee” shall denote any individual who shall be considered by the brotherhood for pledgeship.

Henceforth the term “Pledge” shall denote any rushee who has been accepted by the Brotherhood for training to become a Brother.