

BY-LAW XVII

**LOCAL CHAPTER ORDINANCES
OF
KAPPA PSI PHARMACEUTICAL FRATERNITY
BETA GAMMA COLLEGIATE CHAPTER**

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Ordinance 1

TITLE

Section 1. This Chapter shall be known as Kappa Psi Pharmaceutical Fraternity Beta Gamma 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 23, 1910.

Section 2. The Beta Gamma Chapter of Kappa Psi Pharmaceutical Fraternity, Incorporated shall be known as Kappa Psi Pharmaceutical Fraternity, Beta Gamma Collegiate Chapter, (hereinafter referred to as the “Chapter”), a Mutual Benefit Corporation according to California Corporations Code.

Ordinance 2

MEMBERSHIP

Section 1. Chapter members are required to pay dues as outlined in Ordinance 11. For the fall and winter quarters, attendance is required of all second and third year brothers to at least two chapter events. For the spring quarter, attendance is required of all first and second year brothers to attend at least one chapter event. Inability to complete these requirements may result in inactive membership. Fourth year brothers are strongly encouraged to attend as many chapter events as possible throughout the academic year.

Ordinance 3

ELECTION OF MEMBERS

Section 1. No additions to By-Law III, Section 1.

Section 2. Pledging will take place in the fall and winter quarters during the period to last no less than eighteen (18) weeks and at a time designated by the Chapter.

Ordinance 4

OFFICERS AND ORDER OF ELECTION

Section 1. The Officers of the Chapter shall be Regent (President), Vice Regent Academic (Vice-President), Vice-Regent Social (Vice-President), Recording Secretary, Corresponding Secretary, Treasurer (Chief Financial Officer), Chaplain, Historian/Webmaster, Sergeant at Arms/Parliamentarian, Rush Coordinator (2), Risk Management Officer, Community Affairs Officer, Province Liaison and Grand Council Deputies (Chapter Counselors-2).

Ordinance 5

QUALIFICATION, ELECTION, AND INSTILLATION OF OFFICERS

Section 1. The nomination and election of Officers shall occur annually within 60 days of Initiation, which occurs in the Winter Quarter.

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

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

Section 4. Officer-elect shall be installed at the Spring Banquet.

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

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

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

Ordinance 6

DUTIES OF OFFICERS

Section 1. The Regent additional duties include attend all ASSP executive meeting, attend all province meetings if no unavoidable scheduling conflicts occur, keep good communications with central office and province officers and always keep in mind the prosperity of the chapter.

Section 2. This Chapter shall have two Vice-Regent positions with duties delineated as follows:

Sub-Sec. A. The Vice Regent - Academic shall, in addition to the duties indicated in By-Law VI, Section 2 and By-law VII, Section 5, subsection D, promote scholarship by the Chapter's members; keep accurate records of Members of the Chapter who excel scholastically and report such Members to the Grand Council Deputy for official recognition of scholastic achievement, oversee the maintenance and distribution of academic resources sponsored by the fraternity; coordinate events that promote the academic image of the fraternity, including Internship Lunch Talk, OSCE prep and CP Cram Night.

Sub-Sec. B. The Vice Regent - Social shall coordinate the planning, promotion, and supervision of the social activities of the Chapter. The Vice Regent - Social will also act as chair of the Social Committee as outlined in By-law VII, section 5, subsection F.

Section 3. The recording secretary shall record all minutes of every General/Officer meeting and assist Regent with completion of Fall and Spring packet.

Section 4. The corresponding secretary shall submit a chapter newsletter for each issue of the Mask, Province Newsletter, the UCSF Therapeutic Window, and any other local chapter or school related newsletter or publication requiring a submission (Beta Gamma Alumni newsletter and 'Frat Friday' updates); see that each member of the chapter is receiving the Mask; and be the chapters official representative to assist the Grand Historian/Webmaster or Editor of the Mask and the performance of their official duties.

Section 5. The treasure will act as the chairman to the Finance committee as outlined in By-law VII, section 5, subsection H.

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

Section 7. In addition the Historian/Webmaster will oversee the local chapter website, maintaining that it is up to date and in good condition. The officer is in charge of organizing the yearly chapter composite, conducting business with a composite

creating body, and handling all matters associated with the composite. The Historian/Webmaster is also in charge of photography at all chapter events and creating an annual slideshow to be presented at Serenade. The Historian/Webmaster shall assist the Regent in creating the chapter reports for twice a year Province meetings.

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

Section 9. The Sergeant at Arms/Parliamentarian, shall at the direction of the Regent and in collaboration with the Risk Management Officer, 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. The Sergeant at Arms/Parliamentarian is also responsible for maintaining the Alumni listserv, maintaining adequate relations with graduate and alumni brothers, and obtaining all contact information for graduating fourth year brothers.

Section 10. The Grand Council Deputy shall represent the Chapter in any major business contract or execute any instrument in the name of and on behalf of the Chapter.

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

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

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

Section 14. The Rush Coordinators (2) shall coordinate and plan all rush related activities for the academic year.

Section 15. The Risk Management Officer shall perform all responsibilities listed under By-law VII, section 5, subsection B, C and G and as outlined in the local chapter document entitled "House Socials." The officer shall also take appropriate measures to minimize risk to ensure the safety and well being of members and non-members interacting with the Chapter. He/she shall achieve this through analyzing risks involved in actions before they are taken; minimizing exposure to liability during event planning; removing any risks associated with hazing and alcohol by preventing situations that facilitate illegal drinking, alcohol or substance abuse; and conducting an "Activity Risk Assessment" prior to all functions held by the Chapter to anticipate any problems that may arise and be prepared to maintain control over the event.

Section 16. The Community Affairs Officer shall be responsible for planning and organizing all community related events.

Section 17. The Province Liaison shall be the chapter's contact person and committee representative with the Province Development Chair and Committee. He or she shall communicate to the chapter the activities and goals of the Province, upcoming Province meetings and events, encourage attendance of chapter members at Province Assemblies and any other business forwarded through the Province Development Chair. The officer

is also in charge of conducting inter-chapter and/or inter-province business regarding the sale of chapter apparel and other transactions. The officer shall also act as the main contact person regarding these matters.

Ordinance 7

COMMITTEES AND THEIR DUTIES

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

Section 2. The Chapter shall also have the following committees when needed: Academic, Finance, Rush/Pledge, and Province.

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

Section 4. Officers of the Chapter shall serve as Committee chairs and may appoint co-chairs at their discretion. The Committee Chairs may select committee members and decide how many members will be on the committee. All committees and their members must be approved by the Regent. The number of committee members may change based on the number and type of events the chapter hosts. Use of the committees in Section 2 is not required and is not limited in their composition or responsibilities. After their tenure in office, previous officers may serve in the capacity of an advisor to future committees.

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

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

Sub-Section B. Members shall assist the Regent, Risk Management Officer and GCD(s) in the responsibilities of this committee. The Regent shall choose the committee members, except where the Regent's actions are in question. In that situation, the GCD shall preside over this committee. The Sergeant at Arms/Parliamentarian shall be a member of this Committee.

Sub-Section C. The Chairmen of this Committee shall be the Chapter Risk Management Officer and Sergeant at Arms/Parliamentarian.

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

Sub-Section E. Members shall assist the committee chair, the Parliamentarian, in building and maintaining the chapter's relationship with the graduate chapter and alumni of Kappa Psi.

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

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

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

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

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

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

Sub-Section L. In the event that the Chapter desires to borrow funds for building, purchasing, or refurbishing a Chapter House, the Chapter House Committee shall obtain approval of such plans from the Grand Council Deputy, wherein the Grand Council Deputy shall represent the Chapter in such transactions. The Committee shall develop a program for collecting and transmitting funds due to the lending institution. The Chairman of this Committee shall be the House Manager.

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

Sub-Section N. Academic Committee: Members shall assist the committee chair, the Vice Regent-Academic, in planning academic events, maintaining academic materials, and promoting fraternity scholarships.

Sub-Section O. Rush/Pledge Committee(s): Members shall assist the committee chairs, the Rush Coordinators/pledge masters, in events and aspects involved with the rush and pledge process.

Sub-Section P. Province committee: Members shall assist the committee chair, the Province Liaison, in preparing the chapter for province, encouraging brother attendance, fundraising, and completing all province requests and chapter reports.

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

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

Ordinance 8

RECORDS

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

Ordinance 9

UNETHICAL CONDUCT

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

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

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

Ordinance 10

MEETINGS

Section 1. Regular meetings (also known as General Body Meetings) will be held at least once each academic year that school is in session, preferably in the fall quarter. Officer meetings should be held at least every three months and at the discretion of the Regent.

Section 2. A fine of \$10.00 will be levied, at the discretion of the Regent, by the Chapter Treasurer for any unexcused or unaccounted absence from a regular chapter meeting, with the exception of Brothers on rotations.

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

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

Ordinance 11

DUES

Section 1. Each new Brother shall pay to the Treasurer the Grand Council Membership Fee as well as the yearly Chapter dues by Initiation. The dues will be set by the Executive Committee and approved by the Chapter and will cover what is needed to fund the entire cost of the Chapter's activities. The dues for all three years will be set prior to Initiation and a contract must be signed by all interested persons prior to becoming a Brother.

Section 2. Each current Brother shall pay to the Treasurer the Grand Council Membership Fee as well as the yearly Chapter dues by the first Wednesday of October. Members are expected to pay dues for a total of three years according to the contract signed in Year 1. Any changes to the established chapter dues must be voted upon by the Chapter.

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

Section 4. Brothers unable to pay dues in full at the time they are due may arrange a payment plan at the discretion of the Treasurer.

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

Ordinance 12

SECURITY

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

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

Ordinance 13
RITUAL OF INITIATION

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

Ordinance 14
QUORUM

Section 1. Students on clinical rotations (APPEs) shall not count against quorum, but shall be permitted to vote as part of any quorum, if present.

Ordinance 15
PARLIAMENTARY PROCEDURE

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

Ordinance 16
AMENDMENTS (LOCAL CHAPTER ORDINANCES)

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

Section 2. Unless the context otherwise requires, the general provisions, rules of the construction and definitions contained in the laws of the STATE of California shall govern the construction of these By-Laws. Without limiting the generality of the foregoing, the masculine gender includes the feminine and neuter, the singular number includes the plural and the plural number includes the singular, and the term “person” includes a corporation as well as a natural person.

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

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

Reviewed and Approved by the Legislative Committee on: April 1, 2014

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