

KAPPA PSI PHARMACEUTICAL FRATERNITY, INC.
DELTA NU CHAPTER
UNIFORM COLLEGIATE CHAPTER BY-LAWS
BY-LAW XVII
LOCAL CHAPTER ORDINANCES

Ordinance I – Title:

CO2. *Sec. 1.* This chapter shall be known as Delta Nu 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 March 12, 1994.

CO3. *Sec. 2.* No additions to By-Law I, Section 2.

Ordinance 2 – Membership:

CO4. *Sec. 1.* Every member of the Chapter is required to complete one (1) volunteer event each quarter during the school year. An acceptable volunteer event must be a Kappa Psi created event approved by the Vice Regent. Members are responsible for contacting the Vice Regent of the Chapter to document the volunteer event. In the event that a member does not complete the volunteer requirement for the quarter, the member will be fined fifteen dollars (\$15.00). Fines, for not completing the volunteer requirements, will be dealt with according to BY-LAW XI.

In addition to being fined, members will be required to complete an additional volunteer event to make up for the one that was missed in the previous quarter. The member will be fined a minimum of fifteen dollars (\$15.00) for EACH volunteer event that has not been completed, including ones from previous quarters if they were not made up. If a member has not completed a volunteer event for 2 consecutive quarters, the member will be deemed as not in good standing with the Chapter. The information will be passed onto the Judiciary Committee of the Chapter for further review, which can result in fines, suspension, or other disciplinary action. A decision will be made and communicated to the member within seven (7) days of the 2nd quarter of non-participation. If the 2nd offending quarter is in the spring, the fine and punishment will carry over to the following school year. Initiation is a mandatory event for all pledges and active brothers, excluding APPE students. Should a member not attend, member will immediately be considered not in good standing and will pay a minimum fine of \$75.00. The fine must be paid before a member can be considered in good standing. Excused absences will be approved at the discretion of the Judiciary Committee. No additions to By-Law II, Section 1.

Ordinance 3 – Election of Members:

CO5. *Sec. 1.* In order to gain membership in Delta Nu, every prospective Brother must fully participate in the training dictated during the 10-week pledge process and the final Initiation Ceremony. Pledges must attain a grade of ($\geq 59.5\%$) on the Midterm Exam in order to continue in the pledge process. Pledges must attain a grade of ($\geq 89.5\%$) on the Final Exam in order to be considered for initiation. Failure to participate warrants exclusion (if not a pre-approved absence

by the Regent and Judiciary Committee) from the brotherhood of Kappa Psi. Pledge Masters are the initial pledge contact to begin the decision process. The deciding members of the penalty for non-participation will be the members of the Judiciary Committee. Any decisions made by the committee regarding dismissal or exclusion must be made prior to the start of the next pledge meeting. For example: unexcused absence from any required pledging event, or failure to complete any required assignments.

C06. Sec. 2. Election of members shall occur during the fall semester. the event a pledge fails to receive an affirmative vote from at least three-fourths of the active members eligible to vote and is denied election to membership in Delta Nu Chapter, a motion passed by the majority of members is required to allow said pledge to appeal for membership in a future pledge class. No re-voting of any pledges following the initial vote will be allowed.

Ordinance 4 – Officers and Order of Elections

CO8. *Sec 1.* The Officers of the Chapter shall be: Regent, Vice Regent, Secretary, Treasurer, Historian, Chaplain, Sergeant-at-Arms, Parliamentarian, Pledge Trainers (Two), Member-at-Large, Webmaster, Social Chair, and Grand Council Deputy.

Ordinance 5 – Qualification, Election and Installation of Officers:

CO9. Sec 1. Nominations for new officers will be held during the last meeting of Winter Quarter in the month of February. Elections for new officers will be held during the first meeting of Spring Quarter in the month of March.

C10. Sec 2. No additions to By-Law V, Section 2.

C11. Sec 3. No additions to By-Law V, Section 3.

C12. Sec 4. Officers-elect shall be installed during the general body meeting in the month of April following elections.

C13. Sec 5. No additions to By-Law V, Section 5.

C14. Sec 6. No additions to By-Law V, Section 6.

C14. Sec 7. No additions to By-Law V, Section 7.

Ordinance 6 – Duties of Officers:

C15. *Sec. 1.* No additions to By-Law VI, Section 1.

C16. Sec 2. The Vice Regent is responsible for the Chapter's Community Service projects (one per month) as well as documenting individual brothers' requirements, and conducting a minimum of one philanthropy event per quarter.

C17. Sec 3. Chapter Secretary is required to submit the Kappa Psi Chapter Progress Report Form before the Early Submission Deadline (see Ordinance: Records). The Secretary is responsible for submitting all proceedings to The Central Office or the Grand Council on the approved forms. It is also the duty of Secretary to complete Fall and Spring Packets as well as every Delegate registrant form. Finally, the Secretary will work in coordination with the Sergeant-at-Arms to maintain accurate records regarding dues, fines and suspensions.

C18. Sec 4. No additions to By-Law VI, Section 4.

C19. Sec 5. The Treasurer shall be chair of the Fundraising Committee and assist the Member at Large in planning the annual spring formal.

C20. Sec 6. No additions to By-Law VI, Section 4.

C21. Sec 7. The Historian is responsible for publishing a quarterly Chapter Newsletter (at the end of spring, summer, fall, and winter quarters).

C22. Sec 8. The Chaplain is in charge of the initiation ceremony that occurs at the end of the pledge process for those who are accepted into the Fraternity. The Chaplain also heads the Initiation Committee. The Chaplain will be responsible for the new initiate Kappa Psi apparel.

C23. Sec 9. The Sergeant-at-Arms shall be the chair of the Judiciary Committee. The Brother that holds this position shall guard all meetings according to the Ritual. Additionally, the Sergeant-at-Arms is responsible for notifying brothers who are not in good standing with the Chapter, and is in charge of administering fines to members who have not met various requirements. Communications regarding dues, fines and suspensions shall be communicated to the active member within a period of seven (7) days following the general body meeting missed by the member.

C24. Sec 10. No additions to By-Law VI, Section 10.

C25. Sec 11. No additions to By-Law VI, Section 11.

C26. Sec 12. No additions to By-Law VI, Section 12.

C26. Sec 13. No additions to By-Law VI, Section 13.

C27. Sec 14. The Parliamentarian shall oversee all voting and legislative procedures as required by the By-Laws. The Parliamentarian shall be the chair of the Legislative Committee and shall review the Chapter's By-Laws and Ordinances as according to the Constitution and Uniform By-Laws.

C28. Sec 15. The Pledge Masters (two) shall participate in recruiting pledges, organization of pledging events, serve as the Co-Chairs of the Pledging Committee and preparing for and running all pledge meetings. Meeting preparation includes slide show presentations, group

organization, copying and updating of all necessary documents, room reservations, and updating brothers and pledges on times and locations of events. Pledge Masters must also keep updated information on all pledges, big/little pairings, write, organize, and give the Midterm and Final exams, assist with initiation, and serve on the Executive Board. Pledge Masters will be in charge of ordering pledge materials including pledge books, pledge pins, and all other materials regarding the pledge process. Ordering paddles will also be the responsibility of the Pledge Masters.

C29. Sec 16. The Member-at-Large shall serve in any position vacated by an officer, or if an officer is unable to perform their duties. The Member-at-Large shall also organize a Founder's Day event for the Chapter. The Member-At-Large will review and edit the general body meeting minutes as appropriate prior to being disseminated to the chapter. The Member-At-Large will work with the Treasurer to plan the spring formal event.

C30. Sec 17. The Webmaster shall maintain the Chapter's website, post important dates and information, and post pictures from Chapter events. Webmaster will be responsible for the Chapter of the Year forms, keep an updated calendar, and maintain the chapter email account throughout the year.

C31. Sec 18. The Social Chair shall serve as the Chair to the Social Committee and oversee all duties of the Social Committee. The Social Chair will plan Rush week in coordination with the Rush Chair who shall be appointed by the Executive Board. All apparel, excluding initiation shirts, shall be the responsibility of the Social Chair.

Ordinance 7 – COMMITTEES AND THEIR DUTIES

C32. Sec 1. No additions to By-Law VII, Section 1.

C33. Sec 2. The Chapter may also have the following as standing committees when required; Finance/Fundraising, Professional Relations, Inter-fraternity, Rush, Pledge, Initiation, and Volunteer.

C34. Sec 3. No additions to By-Law VII, Section 3.

C35. Sec 4. No additions to By-Law VII, Section 4.

C36. Sec 5. No additions to By-Law VII, Section 5.

C37. Sub-Sec. A. No additions to By-Law VII, Section 5, Sub-Sec A.

C38. Sub-Sec. B. The Judiciary Committee will consist of active brothers chosen by the Regent, at random, to represent the chapter in making a decision to best serve the interest of the chapter without bias. The committee shall consist of six (6) members in total. The Regent shall serve as the sixth and final member and advisor to this committee, but is not eligible to cast vote.

The majority of these members chosen to serve shall be general body members and deemed in good standing. The Chairperson of this committee shall be the Chapter Sergeant-at-Arms.

C39. Sub-Sec. C. The Legislative Committee may work in conjunction with the Judiciary Committee for investigation and evaluation of any charges against a member of the Chapter. Both committees will follow protocol as stated under Ordinance IX.

C40. Sub-Sec. D. The Scholarship Committee shall provide the Chapter with a list of scholarship opportunities every quarter to allow members of the Chapter an opportunity to pursue and apply to said scholarship(s). A compilation of the achievements must be electronically sent to the Historian to include into the Chapter Newsletter as well as the Regional Newsletters. The Chairperson of the Scholarship Committee will be appointed by the Executive Board.

C41. Sub-Sec. E. The Graduate Relations Committee shall ensure that each Chapter Newsletter must be sent to the Active members of the Chapter, the Graduate Brothers of the Chapter, and the Province. The Chairperson of this Committee shall be the Historian.

C42. Sub-Sec. F. The Social Committee shall develop at least one (1) social event every quarter to allow fellowship amongst the members of the Chapter. The Social Committee shall plan and organize a monthly "Brother Hour," event. The Social Chair will be in charge of contacting the Central Office for their approval prior to ordering any and all apparel, excluding initiation shirts.

C43. Sub-Sec. G. The Committee shall review and implement the Chapter's Risk Management Policy on a yearly basis. The Chairperson of this Committee shall be the Parliamentarian and work in conjunction with the Sergeant-at-Arms. Each Officer of the Executive Committee will be involved in overseeing risk management, and each active member must view the risk management presentation and sign the risk management form individually.

C44. Sub-Sec. H. The Finance/Fundraising Committee shall create fundraising projects to increase the Chapter funds. The Committee may create the projects, which shall be executed by Brothers of the Chapter. Yearly Fundraising goals must be included in the yearly budget proposal. The Finance Committee will also be known as the Fundraising Committee. Their duties will be to raise funds for the Chapter through various activities. The Chairperson of this Committee shall be the Treasurer.

C45. Sub-Sec. I. No additions to By-Law VII, Section 5, Sub-Sec I.

C46. Sub-Sec. J. The Professional Relations Committee shall create educational opportunities (i.e. residency panel) for the members of the Chapter twice yearly. The chapter will complete volunteer projects as outlined in Ordinance 2. The Chairperson of this committee shall be the Member-at-Large.

C47. Sub-Sec. K. The Inter-fraternity Committee shall organize at least two (2) events during the school year. The Inter-fraternity Committee shall also develop a program of inter-

chapter, and where possible, all athletic activities. The Chairperson shall represent the Chapter on all athletic councils to which the Chapter is an interested party. The Chairperson of this Committee shall be the Secretary.

C48. Sub-Sec. L. No additions to By-Law VII, Section 5, Sub-Sec L.

Sub-Sec. M. The Rush Committee shall schedule and develop all Rush related activities for the chapter and potential new members. They shall coordinate such activities and details with the other professional fraternities. All such advertising and event promotion shall be executed prior to each event. This committee shall also be responsible for any and all materials needed at such events and shall keep attendance at every event. The Chairperson of this Committee shall be the Rush Chair and will be elected by Executive Committee members with majority vote.

Sub-Sec. N. The Pledging Committee shall develop and ensure completion of the pledge calendar of events. They shall ensure that all events are made aware to brothers of the Chapter as well as other Chapters that wish to attend such events. It is the responsibility of the Committee to carry out all acts surrounding the midterm and the final exam, including but not limited to, creating, answering questions, grading, etc. The Committee should be available to the Pledgemasters and Regent for all matters concerning the pledging and the education of the pledges throughout the entire 10 week process. The Chairpersons of this committee shall be the Pledgemasters.

Sub-Sec. O. The Initiation Committee shall assist the Chaplain in all dealings related to preparation for initiation. This can include but is not limited to: ordering apparel, manuals, pins and any planning regarding necessary reservations for the occasion. The committee shall serve to see that all necessary rituals are performed and executed appropriately during the time of initiation. The Chairperson of this Committee shall be the Chaplain.

Sub-Sec. P. The Volunteer Committee shall plan a minimum of one Kappa Psi volunteering event each month while the college is in session for Chapter members. This Committee shall also serve to create and develop new events each year tailored to the interest of the Chapter. The Committee shall document and keep record of attendance at each event and provide this information to the Executive Committee at any time. The Chairperson of this Committee shall be the Vice Regent.

C49. Sec. 6. All Committees must meet once per month prior to the Chapter monthly meeting or at the call of the Chairperson to review any old or new agenda. Committee meeting minutes must be recorded with information of the activity. The minutes must be sent electronically or in writing to the Secretary within seven (7) days of said meeting to include in Chapter records.

C50. Sec. 7. No additions to By-Law VII, Section 7.

Ordinance 8-Records

C51. Sec. 1. No additions to By-Law VIII, Section 1.

Ordinance 9 – Unethical Conduct:

C52. Sec. 1. Any member(s) in question will be informed within 24 hours by the Regent (including the Sergeant-At Arms in the communication) regarding the incident. The Judiciary Committee shall hold a meeting with the member in question within three (3) ‘in session’ school days. The hearing, if granted, will be conducted during the next available general body meeting.

C53. Sec 2. No additions to By-Law IX, Section 1.

C54. Sec 3. No additions to By-Law IX, Section 1.

Ordinance 10 – Meetings

C55. Sec 1. The Chapter will hold mandatory regular meetings monthly during the school year and every member will be notified of the meeting at least 2 weeks in advance to that meeting. The Secretary will notify members of any change in the regular meeting at least forty-eight (48) hours prior to the change. The next Chapter meeting will be decided and/or announced at the preceding meeting.

C56. Sec 2. Each brother is allowed one absence from a Chapter meeting per quarter. Notice of absence should be provided to the Secretary, in writing, no later than one week prior to the meeting (exceptions will be made for extenuating circumstances). A brother that has been absent from more than one Chapter meeting per quarter, will be considered not in good standing, and will have to complete a pre-approved community service project in addition to the required service project for that quarter. If the brother cannot fulfill both of the requirements as stated above, a fine of a \$15 minimum will be levied. Active members on rotations will be deemed in good standing regardless of attendance at Chapter meetings.

C57. Sec 3. No additions to By-Law X, Section 3.

C58. Sec 4. No additions to By-Law X, Section 4.

Ordinance 11 – Dues:

C59. Sec 1. No additions to By-Law XI, Section 1.

C60. Sec 2. Dues per year will be as determined by the Chapter. Individual chapter member payments are decided upon totaled costs from smaller fees such as, Fall Dues (in the amount of \$20.00 per brother), Risk Management fees (in the amount of \$6.00 per brother), Mid-America Province fees (in the amount of \$6.50 per brother), Spring Dues (in the amount of \$20.00 per brother), New Initiate fees (in the amount of \$45.00 per brother) and all remaining miscellaneous fees shall cover the needs of the general chapter and amounts are subject to change on an annual basis. Individual membership costs shall be adjusted as necessary to meet requests from the Central Office after approval from the Chapter. Each Member shall pay to the Treasurer the dues that are determined by the Chapter from the process described above.

C61. Sec 3. No additions to By-Law XI, Section 3.

C62. Sec 4. No additions to By-Law XI, Section 4.

C63. Sec 5. If a Member owes dues, fines, or assessments to the Chapter must pay by or at the time of the next regular Chapter Meeting, in order for the Member to be permitted to enter the meeting. If not granted access to the meeting, the said member will be marked as absent, and may be subject to additional fines mentioned in Ordinance 10.

Ordinance 12 – Secrecy

C64. Sec 1. No additions to By-Law XII, Section 1.

C65. Sec. 2. No additions to By-Law XII, Section 2.

Ordinance 13 – Ritual of Initiation

C66. Sec 1. No additions to By-Law XIII, Section 1.

Ordinance 14 – Quorum

C67. Sec 1. Members 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

C66. Sec. 1. No additions to By-Law XV, Section 1.

Ordinance 16 – Amendments (Local Chapter Ordinances)

C67. Sec 1. No additions to By-Law XVI, Section 1.

C68. Sec 2. No additions to By-Law XVI, Section 2.

C69. Sec 3. No additions to By-Law XVI, Section 3.

C70 Sec 4. No additions to By-Law XVI, Section 4.

Reviewed and approved by the Chapter on: April 7th, 2014

Reviewed and approved by the Legislative Committee of Kappa Psi on: June 5th, 2014.