

Uniform Collegiate Chapter By-Laws
By-Law XVII
Local Chapter Ordinances
April 22, 2014

Ordinance 1. Title

Sec 1. This chapter shall be known as Epsilon 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 as chartered in April 30, 1928.

Sec 2. Epsilon Chapter incorporated on April 24, 1970 under laws of the State of Minnesota. This chapter shall operate as a non-profit organization.

Ordinance 2. Membership

Sec 1. Members in their first through third professional year must attend or give at least one STI talk in their tenure as a collegiate Member. Each member must participate in ten (10) hours of qualifying fundraising events or raise \$110 for the Fraternity each academic year. Qualifying fundraising events will be determined by the Executive Committee. The Chapter and its members shall abide by applicable policies and procedures of University of Minnesota pertaining to student organizations, as well as local, state, and federal laws and regulations.

Ordinance 3. Election of Members

Sec 1. To be eligible to pledge Epsilon Chapter of Kappa Psi, a person must fulfill the following requirements: be registered as a full time pharmacy student at the University of Minnesota College of Pharmacy, be at the minimum a first semester Pharm.D. student, and have an overall grade point average of 2.0 or better. Any person fulfilling the above requirements can voluntarily choose to pledge the fraternity. Eligibility for membership includes successfully completing the following: two questionings pertaining to information provided in the pledge manual and any other information deemed appropriate by the chapter, attending all mandatory weekly pledge meetings (unless extenuating circumstances give cause for special provisions to be made with the Regent in advance of an absence), individual meetings with the Regent and the pledge's big brother if appropriate, informal initiation and formal initiation in accordance with the ritual. In addition, pledges may be required to participate in professional and social projects throughout the training period as well as performing other such activities at the discretion of the Regent.

Sec 2. Eligible students who actively participate in and complete the pledging process, as stated in Ordinance 3 Sec 1, shall be inducted as members of the Chapter at the vote of current chapter membership.

Ordinance 4. Officers and Order of Election

The Officers of the Chapter and Order of Election shall be: Regent, Vice Regent, Secretary, Treasurer, Historian, Chaplain/Social Chair, Sergeant-at-Arms, a Pledge Educator from the second-year professional class if necessary (refer to Ord 6 Sec 14), a Pledge Educator from the first-year professional class, and a Grand Council Deputy (Chapter Counselor). Both Pledge Educators will act as non-voting members of the Executive Board.

Ordinance 5. Qualification, Election and Installation of Officers

Sec 1. All officers must be currently enrolled students at the University of Minnesota – Twin Cities, registered for at least six (6) credits, and free of any sanctions defined within the Board of regents Policy-Student Conduct Code administered by the Office for Student Conduct and Academic Integrity. An announcement stating the date, time, and place when nominations are to be held will be announced at least thirty (30) days prior to the meeting when nominations take place. Candidates for offices will be nominated verbally the week prior to elections until immediately before the elections take place. Elections will occur between the second week of April and the second week of May each year. In the event that an office is vacated, elections may be held outside of this timeframe to fill the vacated position(s).

Sec 2. An electoral quorum shall require two-thirds of Members in good standing as determined by the Executive Committee. Members absent from the election meeting without permission from the Executive Board may be considered in violation of the objectives of the Fraternity as stated during the pledging process. In the event of a tie vote, the current Regent may cast the deciding ballot provided this will not cause them to cast two votes.

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

Sec 4. All officers shall be installed during the meeting following the elections.

Sec 5. No additions to Sec 5 of By-Law V.

Sec 6. No additions to Sec 6 of By-Law V.

Sec 7. No additions to Sec 7 of By-Law V.

Ordinance 6. Duties of the Officers

Sec 1. The Regent of the Chapter shall be the Chairperson of the Professional Relations Committee. The Regent and Vice Regent shall share oversight over community outreach projects.

Sec 2. The Vice Regent shall serve as Chairperson of the Judiciary Committee, be in charge of coordinating and running informal initiations, and coordinating conclave attendance.

Sec 3. The Secretary shall compile a list of names and addresses of all graduating members of the Chapter, and forward this information to the Northern Plains Province Secretary or other designated person to be used for tracking of these graduate members. The Secretary shall maintain the chapter email account in a timely fashion and be designated co-chairperson of the Communications Committee.

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

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

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

Sec 7. The Historian shall also be designated co-chairperson of the Communications Committee. The Historian shall submit the chapter newsletter to the Graduate Chapter when requested.

Sec 8. The Chaplain shall also be designated Chairperson of the Social Committee and shall oversee the arrangements of all social activities deemed appropriate by the committee.

Sec 9. The Sergeant-at-Arms shall serve as Chairperson of the Legislative Committee. The Sergeant-at-Arms shall oversee the review of the By-Laws and Ordinances and Chapter Risk Management Policy on an annual basis.

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

Sec 11. No additions to Sec 11 of By-Law VI.

Sec 12. These officers are expected to be present at all events the Ritual is performed and if unable to attend, must find a replacement in an appropriate amount of time prior to the event.

Sec 13. Grand Council Convention delegates may receive reimbursement from the Chapter to finance some or all of registration, lodging and/or travel expenses. The reimbursement

amount must be predetermined by the executive committee before the given trip and will be evenly distributed among delegates.

Sec 14. The Pledge Educators will consist of one (1) second-year professional and one (1) third-year professional Member. The second-year professional Member will be elected by the Chapter at the end of the spring semester of his/her 1st year, with an automatic advancement to the third-year professional position, if deemed appropriate by the Executive Committee. This second-year professional Member will not be allowed to hold an Executive Committee position due to his/her already elected status. The third-year professional position, however, will not constitute an elected position, unless deemed necessary by the Executive Committee. The duties of both Members include those necessary for each pledging process. These duties include but are not limited to being an informational resource for the pledges, arranging questionings, and ordering pledge books and pledge pins. The third-year professional Member will act in an advisory capacity for the second-year professional Member. In the case a Pledge Educator is elected to a voting Executive Board member position, they shall immediately step down as Pledge Educator and a replacement from the current PDII class will be elected.

Ordinance 7. **Committees and their Duties**

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

Sec 2. The Chapter shall also have a Technology committee.

Sec 3. No additions to Sec 3 of By-Law VII.

Sec 4. All committees will consist of at least the Vice Regent, the Committee Chairperson and one other collegiate Member as appointed by the Regent after installation.

Sec 5.

Sub-Sec A. The Executive Committee shall meet at least once per month during the academic school year, which is determined by the University of Minnesota.

Sub-Sec B. No additions to Sub-Sec B of Sec 5 of By-Law VII.

Sub-Sec C. No additions to Sub-Sec C of Sec 5 of By-Law VII.

Sub-Sec D. The Committee shall also coordinate the nomination and distribution of other such awards as deemed appropriate by the chapter.

Sub-Sec E. The Chairperson shall also be the Collegiate Liaison to the Graduate Chapter meetings when appropriate, and shall submit a chapter report for inclusion in the Graduate Chapter newsletter when requested. They will also be responsible for communications with fourth-year professional Members when necessary.

Sub-Sec F. The Chairperson of this committee shall be the Chaplain.

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

Sub-Sec H. The Committee shall advise and assist the Chapter in any fund-raising endeavors.

Sub-Sec I. Examination of the records should take place a minimum of once per year by the Auditing Committee. The chairperson of the committee shall be the Sergeant-at-Arms.

Sub-Sec J. The Professional Relations Committee shall consist of all Chairpersons for each professional activity, the Regent and the Vice Regent, with the Regent as Chairperson. Each Committee Member is responsible for informing members of, and adequately staffing all professional projects.

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

Sub-Sec L. No additions to Sub-Sec K of Sec 5 of By-Law VII.

Sub-Sec M. The Chairperson of this committee shall be the Sports Coordinator.

Sub-Sec N. The Technology Committee shall maintain the Chapter website and other internet resources as needed by the Chapter.

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

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

Ordinance 8 **Records**

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

Ordinance 9. **Unethical Conduct**

Sec 1. No changes to Sec 1 of By-Law IX.

Sec 2. No changes to Sec 2 of By-Law IX.

Sec 3. No changes to Sec 3 of By-Law IX.

Ordinance 10. **Meetings**

Sec 1. Business meetings of the Chapter will be conducted weekly during the academic school year, which is determined by the University of Minnesota's College of Pharmacy.

Sec 2. Fines (not to exceed 10% of the event cost or amount due) can be imposed on Members for specific event costs or due to lack of fulfillment of required activities as referred to in Ordinance 2.

Sec 3. No changes to Sec 3 of By-Law X.

Sec 4. No changes to Sec 4 of By-Law X.

Ordinance 11. **Dues and Finances**

Sec 1. No changes to Sec 1 of By-Law XI.

Sec 2. Each Member of the Chapter in their first through third professional year shall pay to the Treasurer a dues assessment of \$72.00 for Fall Semester and and \$60.00 plus the risk management fee set by the Central Office the year prior for Spring Semester by the first meeting in the months of November and March. Fourth-year professional Members will pay a reduced dues assessment of \$41.00 both Fall Semester and Spring Semester. A \$10.00 discount will be given to any member willing to pay his/her annual dues by October 31st. Any member completing an additional ten (10) hours of qualifying fundraising events above those required by Ordinance 2 in a given academic year will be exempt from paying his/her dues for the following year.

Sec 3. Additional fees may be imposed by a two-thirds (2/3) vote of the Executive Committee at any time. An announcement will be made at a weekly Chapter meeting at least 30 days prior to any such vote by the Executive Committee.

Sec 4. Fines (not to exceed 10%) can be imposed on brothers for failing to pay dues by established deadlines as stated in Ordinance 11, Sec. 2.

Sec 5. No additions to Sec 5 of By-Law XI.

Sec 6. All Dissolution procedures set forth by the University of Minnesota's Student Unions & Activities shall be followed, in the event that this Chapter is to be dissolved. In addition, any remaining funds in any accounts opened on behalf of this organization should be paid to Kappa Psi Pharmaceutical Fraternity Incorporated's Central Office.

Ordinance 12. **Secrecy**

Sec 1. Special emphasis will be paid to all proceedings, rituals, and ceremonies when they are performed at Weaver-Densford Hall of the University of Minnesota and elsewhere to ensure that no non-Member in the building will be privileged to these proceedings.

Sec 2. No additions to Sec 2 of By-Law XII.

Ordinance 13. **Ritual of Initiation**

Sec 1. No additions to Sec 1 of By-Law XIII.

Ordinance 14. **Quorum**

Sec 1. Members on clinical rotations 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**

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

Ordinance 16. **Amendments (Local Chapter Ordinances)**

Sec. 1. No additions to Sec. 1 of By-Law XVI.

Sec. 2. No additions to Sec. 2 of By-Law XVI.

Sec. 3. No additions to Sec. 3 of By-Law XVI.

Sec. 4. No additions to Sec. 4 of By-Law XVI.

Reviewed and approved by the Chapter on: 4/22/14

Reviewed and approved by the Legislative Committee of Kappa Psi on: 4/29/14