

Collegiate Chapter Ordinances

By-Law XVII

Gamma Epsilon

Local Chapter Ordinances

Ordinance 1: Title

Sec. 1. This Chapter shall be known as Gamma 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 March 20, 1920.

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

Ordinance 2: Membership

Sec. 1. The Chapter shall also abide by applicable rules and policies of University of Nebraska Medical Center pertaining to student organizations.

Ordinance 3: Election of Members

Sec. 1. To be eligible to pledge the Chapter, a person must fulfill the following requirements: be registered as a full time pharmacy student at the University of Nebraska Medical Center, College of Pharmacy and be at the minimum a first semester Pharm. D. student. Persons may be proposed for membership by any Member of the Chapter. The Pledge Trainer assures the Members of the Fraternity that said persons have been properly instructed in the history and traditions of the Fraternity.

Sec. 2. Election of members shall take place as follows: persons proposed for membership shall be voted on by secret, written ballot; ballots will be collected by tellers appointed by the Regent, tabulated by the tellers, and the results of the balloting reported to the Regent; and those eligible to vote on new Members shall be those individuals who are in good standing with the Chapter.

Ordinance 4: Officers and Order of Election

Sec. 1. The Officers of the Chapter and Order of Election shall be: Regent, First Vice Regent, Second Vice Regent, Secretary, Treasurer, Historian, Chaplain, Sergeant at Arms, and Grand Council Deputy.

Ordinance 5: Qualification, Election and Installation of Officers

Sec. 1. The election of Officers shall occur annually at the second scheduled meeting in March. Nominations will be made at scheduled meeting prior to the elections. Any nomination of a Member for an Office of the Chapter will be null and void if the nominee is on scholastic probation at the time of nomination. The membership, at the designated meeting, and by a secret written ballot shall vote for the candidates of their choice to hold the Offices of the Chapter as stated in the Uniform Collegiate Chapter By-Laws.

Sec. 2. All Officers shall be elected by a simple majority (50% of the chapter members plus one-excluding Members who are on advanced pharmacy practice experiential rotations) during the voting process.

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 Officers

Sec. 1. The **Regent** will possess the knowledge and understanding of the Ritual of Initiation, and he/she will open and close all meetings in the prescribed ritualistic manner. The Regent, immediately upon taking office, shall appoint all committees based on applications taken from the Chapter Members. He/She shall prepare a general program of meetings and other Chapter activities for the entire academic year. The Regent shall prepare an agenda for all regular and special meetings of the Chapter or Executive Committee of the Chapter at least once per semester. At these meetings, he/she should be able to discuss important business and other items. The Regent is responsible to the Members of the Chapter for the satisfactory performance of duties by all Officers and committees. Although the Regent has the responsibility to direct and coordinate the various activities of the Chapter, he has the right to expect the assistance of the Members in performing the various Chapter duties. The most important responsibility of the office of Regent is leadership.

Sec. 2. Vice Regent

Sub-Sec. A. The **First Vice Regent** shall preside at all meetings in the absence of the Regent. The First Vice Regent is also the primary Program Officer having the responsibility for the professional programs of the Chapter. The First Vice Regent works closely with Chairs, of the following committees: Executive, Judiciary/Legislative, Scholarship/Professional Relations, Social, and Philanthropy.

Sub-Sec. B. The **Second Vice Regent** shall be responsible for organizing the entire rush program for the Chapter. This shall include obtaining names of potential members, organizing rush functions, and assisting the Sergeant at Arms with the pledge program. The Second Vice Regent shall also be responsible for ordering all membership and pledge materials for new pledges from The Central Office of the Fraternity.

Sec. 3. The **Secretary** is responsible for recording in a permanent form and in an official manner the minutes of all Chapter meetings. All motions and actions are to be taken exactly as they transpire. He/She is also responsible for the preservation of all records of the office and to make these available on request. Additional responsibilities include the receiving for the record of all communications and reports, making a record of actions taken by the Chapter, and checking the chapter e-mail account and corresponding with the Central Office when needed. The username and password for the e-mail account shall be passed from outgoing secretary to newly elected secretary each year. The Secretary shall also be responsible for reporting the names and addresses of the new initiates to the Central Office of Kappa Psi Pharmaceutical Fraternity, Inc. immediately following their initiation into the fraternity.

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

Sec. 5. The **Treasurer** will send to the Central Office all initiation fees for Members initiated by the Chapter within seven (7) days following the initiation. He/She will send to The Central Office all Per Capita fees due to the National Fraternity within seven (7) days after receipt of the statement of Per Capita fees from The Central Office. He/She will report to the Regent of the Chapter the names of all Members who are delinquent in their financial obligations to the Chapter. The Treasurer will account for and assure the Chapter that all financial requirements are observed in accordance with State and Federal Statutes regulating the Fraternity.

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

Sec. 7. The **Historian** is responsible for submitting a Chapter newsletter which records the names of Officers elected each year, the names of Members initiated each year, and all important activities and services rendered by the Chapter. He/She must present the best possible report for the Chapter. He/She is responsible for preserving at least one copy of the Mask and all other materials, including pictures, articles, etc. which are of historical importance to the Chapter in an appropriate manner for purposes of continuity. He/She is also responsible for all publicity needed for Chapter activities. The Historian is also responsible for filling out an annual history report form and submitting it to The Central Office for review by the Grand Historian.

Sec. 8. The **Chaplain** must be prepared, at all times, to lead the Chapter in its Spiritual exercises. He/She must keep in mind that our Fraternity is composed of Members of all religious faith, and that any devotional exercise must accommodate all faiths. He/She is responsible for the security and preservation of the Ritual of the Fraternity at formal meetings, initiations, and other times the Ritual is to be performed. The Chaplain is directly responsible for Ritual books and paraphernalia with regard to their availability and security. The Chaplain is also responsible for organization and rehearsal of ritual teams for initiation ceremonies. All other aspects of a religious, spiritual, or Ritual nature are under this office.

Sec. 9. The **Sergeant at Arms** is responsible for the pledge training program. This includes educating the pledges with regard to the history and concepts of the Fraternity and the Chapter. The Sergeant at Arms will administer examinations necessary to assure the Chapter that the pledges have learned appropriate Fraternity and Chapter information. He/She is also responsible for the institution and completion of pledge projects. He/She will work closely with the Second Vice Regent in obtaining pledge classes, and with the Chaplain in the planning of initiation ceremonies.

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

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

Sec. 12. No additions to Sec 12 of By-Law VI.

Sec. 13. No additions to Sec 13 of By-Law VI.

Ordinance 7: Committees and Their Duties

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

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

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

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

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

Sub-Sec. A. The Executive Committee will be the governing body of the Chapter.

Meetings of the Executive Committee shall be upon the discretion of the committee. The purpose of such meetings will be to: Formulate and discuss upcoming agenda items for the Chapter meeting, to organize Chapter business and projects, to make an annual budget and to discuss financial matters when and if appropriate and all actions of the Executive Committee are subject to approval by the Chapter.

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

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

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

Sub-Sec. G. The Risk Management Committee shall review the Fraternity Risk Management Policy and Manual. The Committee shall review and implement the Chapter's Risk Management Policy.

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

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

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

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

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

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

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

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

Ordinance 8: Records

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

Ordinance 9: Unethical Conduct

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

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

Sec. 3. A Member may be suspended or expelled from the Chapter for conduct unbecoming a Brother. Included under this heading are such acts that: reflects poorly upon or injures the prestige and reputation of the Fraternity; reflects poorly upon the character or professional integrity of the Members; constitutes a violation of the Vow of Allegiance and Obligations; is a refusal to pay dues; and is not abiding by the College of Pharmacy's Code of Conduct. The provisions for disciplining Members shall also apply to any person or persons desiring membership but have not taken the Vow of Allegiance and Obligations.

Ordinance 10: Meetings

Sec. 1. Regular meeting of the Chapter shall be held every first and third Tuesday of the month with the exception of holidays, regular school vacations, conflicts with regularly scheduled school activities and the week preceding final exams. Each Member will attend at least one Province Conclave during their first through third-professional years. Conclaves are held every fall and spring. Members are required to attend all meetings and participate in all philanthropic events.

Sec. 2. If a Member is going to miss a meeting, written excuses must be given to the Regent or Secretary of the Chapter. The excuse is then passed on to the Judiciary Committee for approval. All excuses must be turned in prior to the meeting with exception of emergency situations. Only one unexcused absence is allowed per semester. More than one unexcused absence will put the Member on probation and they will be banned from all Fraternity social activities. They may be removed of probation as determined by the Judiciary Committee. In the case of more than a 50% absence, excused or unexcused, the Judiciary Committee will review the Member's active status on a semester basis. The above attendance policy does not apply to Members who are on advanced pharmacy practice experiential (APPE) rotations due to the fact that they may be unavailable to attend due to their rotations. However, Members on APPE rotations are encouraged to attend meetings when they can.

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

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

Ordinance 11: Dues

Sec. 1. Each Member shall pay an initiation fee of ninety-five dollars (\$95.00) to the Treasurer of Chapter. These dues shall be used as follows: \$45.00/national initiation fee and \$50.00/chapter fee.

Sec. 2. Each Collegiate Member shall pay Chapter dues in the amount of sixty-five dollars (\$65.00) annually for the academic year to the Treasurer of the Chapter. These dues shall be used as follows: \$20.00/semester for national dues; \$3/year province dues, and \$22-/year chapter dues.

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

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

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

Ordinance 12: Secrecy

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

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

Ordinance 15: Parliamentary Procedures

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

Ordinance 16: Amendments (Local Chapter Ordinances)

Sec. 1. Proposals to amend any, part, or all, of these By-Laws may be made by any Member of the Chapter, so long as they are not conflicting or contrary to the Constitution and By-Laws of the Fraternity. Proposed amendments shall be made available seven (7) days prior to voting so as to enable the membership adequate time to review any new amendments.

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 Gamma Epsilon Chapter on April 23, 2010.

Approved by the Legislative Committee on May 11th, 2010.

Updated approval by Grand Counselor Robert Mancini on May 12th, 2015 per Chapter resubmission with no changes.