

**Kappa Psi Pharmaceutical Fraternity, Inc.**

**Gamma Eta Chapter**

**By-Law XVII**

**Local Chapter Ordinances**

**Ordinance 1**

*Title*

Sec. 1. This Chapter shall be known as Gamma Eta 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 June 4, 1920.

Sec. 2. No additions to By-Law I, Sec. 2.

**Ordinance 2**

*Membership*

Sec. 1. To be a Member in good standing each brother must attend 2/3<sup>rd</sup> of chapter meetings, 2 philanthropic events, and 1 social event every semester. All brothers must also attend initiation. Brothers currently on their fourth professional year in rotations are exempt from these requirements. All brothers failing to remain in good standing after each semester must meet with the judiciary committee for evaluation.

**Ordinance 3**

*Election of Members*

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

Sec. 2. Pledges having completed their pledge training and accepted by the membership shall be presented with a copy of the Constitution and By-Laws of the Fraternity and the Chapter Local Ordinances.

**Ordinance 4**

## ***Officers and Order of Election***

Sec. 1. The Officers of the Chapter shall be elected as follows: Regent, Vice Regent, Secretary, Treasurer, Chaplain, Historians (2), Sergeant-at-Arms and Grand Council Deputy. The chair positions shall be elected as follows: Rush Chairs (2), Social Chairs (2), Philanthropy Chairs, Risk Management Chair, Fundraising Chair, Webmaster/Communications Chairs, and Professional Chair who will not be part of the Executive Committee of the Chapter.

### **Ordinance 5**

#### ***Qualification, Election, and Installation of Officers and Chairs***

Sec. 1. The nomination of Officers shall open during the meeting immediately preceding the election in the Fall Semester. On the election day, nominations and elections for all Officers shall be closed separately, and there will be no limit to the amount of nominations a Member has. The annual election of Officers shall take place at the second to last general meeting of the Fall Semester. If elected to an Office, the Member's name shall be removed from nominations to any other Office. Elections for the chair positions shall be held no later than the third to last meeting during the Spring Semester using the same process as above. The social chair position is a two year term with alternating election years so a new social chair is elected every year.

Sec. 2. No additions to By-Law V, Sec. 1.

Sec. 3. Two of the Officers of the Ritual shall serve as tellers. Ballots may be cast using -clicker. This voting method shall ensure secrecy of the ballot and ensure that each Brother only casts one vote.

Sec. 4. Installation of Officers will be held during the last general meeting of the Fall Semester. Installation of all other chairs will be one week following elections.

Sec. 5. No additions to By-Law V, Sec. 7.

Sec. 6. A Member holding an Office may be elected to another Office in order to fill a vacancy. He/she must resign from their previous Office upon election to the new Office.

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

### **Ordinance 6**

#### ***Duties of Officers***

Sec. 1. The Regent shall also serve as the CHPBS Student Leadership Group Representative and shall attend monthly meetings with the dean and other students, will bring to the meetings suggestions, requests, concerns, etc., if needed, and will report back to the Chapter at the next General Meeting.

Sec. 2. The Vice Regent shall oversee the activities of all committees, serve as the assistant to the Regent, serve as a member of the Judiciary Committee, and help the Philanthropy Chair with organizing community related projects.

Sec. 3. The Secretary shall obtain correct contact information for all graduating (fourth-year professional) Collegiate Members, distribute records of all proceedings to all Collegiate and participating Graduate Members via email, submit records to The Central Office and Webmaster/Communications Chair, and procure sufficient stationary materials.

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

Sec. 5. The Treasurer shall be responsible for managing a ledger of charges and reimbursements on Members' accounts.

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

Sec. 7. The Historian(s) shall submit, on time, a Chapter Newsletter for each issue of *The Mask*, distribute and maintain the permanent Chapter file of issues of *The Mask*, maintain the Chapter's history, distribute a bi-annual newsletter via the Fraternity list-serve (in cooperation with the Webmaster/ Communications Chairs) to the Graduate Members. The duties shall be divided equally among the Historian(s).

Sec. 8. The Chaplain shall be in charge of the rituals, reserve room for initiation, and perform the ritual at initiation and all other meetings.

Sec. 9. The Sergeant-at-Arms shall enforce the Constitution and By-Laws of the Fraternity including the Local By-Laws and Ordinances of the Chapter, keep record of attendance at meetings, and preserve order in all meetings.

Sec. 10. The Grand Council Deputy shall see that the Chapter is abiding in accordance with the University, State, and City Laws and Codes.

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

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

Sec. 13. The Province Delegate is required to attend the Province Assembly when held. This person will be the Chapter's representative and will vote for the Chapter.

Sec. 14. The Rush Chair(s) shall oversee the conduct and activities of the pledge class; acquaint and test the pledges with the contents of the Handbook and History of Kappa Psi, and in particular, enforce such activities and directions as the Chapter may see fit to prescribe in developing and conducting an adequate pledge program. The Rush Chair(s) shall serve as chair(s) of the Rush Committee. The duties shall be divided equally among the Rush Chair(s).

Sec. 15. The Social Chair(s) shall oversee all social events. The Social Chair(s) shall begin event planning early as to secure locations for events, and shall appoint sub-committees (including, but not limited to, Advertisement, Risk Management, Decorations, Cleanup, Beverage/Food, etc), as needed for event planning. The duties shall be divided equally among the Social Chair(s).

Sec. 16. The Philanthropy Chair shall be responsible for organizing community related projects (such as, but not limited to; Trick-or-Treat for The Poverello, Christmas Adopt-A-Family, Juvenile Diabetes Research Foundation Walk, Highway Cleanup, and other community activities).

Sec. 17. The Risk Management Chair is responsible for making sure that all of the chapter's actions are following The Fraternity's risk management policies. Their duties include but are not limited to chairing the risk management committee, keeping a watchful eye on public photos and publications of our chapter, and giving an annual risk management presentation.

Sec. 18. The Fundraising Chair shall be responsible for coordinating fundraising events for the Chapter (including, but not limited to, clothing sales, raffles, car stickers, etc). They should organize at least one fundraiser a semester.

Sec. 19. The Webmaster/Communications Chair shall be responsible for designing and maintaining a Chapter webpage and/or Social Media page (such as, but not limited to, Facebook), and distribute a quarterly update in cooperation with the Historian(s) to the Graduate Members.

Sec. 20. The Professional chair shall be responsible for incorporating professionalism and professional pharmacy events into the brotherhood. Their main role is to set up at least one event a semester. These events could include, but are not limited to, bringing in a speaker on a topic of pharmacy practice, professionalism, or furthering the field of pharmacy.

## **Ordinance 7**

### ***Committees and their Duties***

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

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

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

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

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

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

Sub-Sec. B. The Judiciary Committee shall consist of the elected officers of Vice Regent, Secretary, and Sergeant-at-Arms.

Sub-Sec. C. The Sergeant-at-Arms shall serve as chairperson of this Committee.

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

Sub-Sec. E.

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

Sub-Sec. G. The Risk Management Chair shall serve as chairperson of this Committee.

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

Sub-Sec. I. The Auditing Committee shall meet at least once a year to audit the Treasurer's books.

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

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

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

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

Sub-Sec. N. The Rush Committee shall promote the Fraternity's name on campus and introduce the Fraternity to pharmacy students through the use of posters, displays, and providing information for tables at various exhibition halls. This committee shall be appointed by the Rush Chair(s) and work in conjunction with the Rush Chair(s) to create, organize, and coordinate rush events and encourage participation of student pharmacists and Members as well as Fraternity faculty. The Rush Chair(s) will serve as chair(s) of this committee.

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

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

## **Ordinance 8**

### ***Records***

Sec. 1. A motion to expunge a correctly recorded vote or proceeding of the Chapter shall not be entertained or acted upon.

## **Ordinance 9**

### *Unethical Conduct*

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

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

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

### **Ordinance 10**

#### *Meetings*

Sec. 1. Meetings of the Chapter shall be held every other week (day and time determined by majority vote of the Chapter) while class is in session, unless said day falls during an official vacation. Any decision to change this meeting time must be made by the Regent and approved by the Chapter within two (2) weeks of said changed meeting. The Regent can call for additional meetings at any time when approved by Chapter. In the absence of the Regent and Vice Regent, the Immediate Past Regent shall take the chair. If no Past Regent is present, any Member who is in good standing may be chosen to preside over the general meeting by a majority vote of the Members qualified to vote.

Sec. 2. Meeting attendance will be recorded by the Sergeant-at-Arms. All members are required to attend 2/3rds of all meetings unless they have an excused absence. All excused absences must be relayed to the Sergeant-at-Arms. At any time, if a Member is not granted an excused absence, but feels they deserves one, they may appeal to the Chapter. Member may also register complaints against another's excused absence and the Judiciary Committee will investigate. After a member has more than 1/3<sup>rd</sup> of the total number of meetings in unexcused absences, the Sergeant-at-Arms is required to notify the delinquent Member of their bad standing before the start of the next meeting. All trials will be run according to the Constitution and By-Laws, By-Law III, Discipline of the Fraternity.

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

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

### **Ordinance 11**

#### *Dues*

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 the cost of the **Kappa Psi Lapel Letter Button or Badge**.

Sec. 2. The regular dues assessment shall be based on the year joined and adjusted to ensure that fourth year members do not need to pay dues during their final professional year. The dues structure shall be as follows: For members joining as a P1, their dues shall be \$120, \$80, \$80 and \$0 for their first through fourth years of membership, respectively. For members joining as a P2, their dues shall be \$130, \$90 and \$0 for their first through third years of membership, respectively. For members joining as a P3, their dues shall be \$160 and \$0 for their first and second years of membership, respectively. For Members required to repeat a year, their dues shall be adjusted as determined by the Executive Committee.

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

Sec. 4. Dues are to be paid by the time of the fourth General Meeting of the semester.

Sec. 5. If dues are not paid and arrangements not made by the fifth General Meeting of the semester, the Member will be notified by the Treasurer of a pending trial for expulsion to be held two (2) weeks following notification.

### **Ordinance 12**

#### ***Secrecy***

Sec. 1. No additions by By-Law XII, Sec. 1.

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

### **Ordinance 13**

#### ***Ritual of Initiation***

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

### **Ordinance 14**

#### **Quorum**

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

### **Ordinance 15**

#### ***Parliamentary Procedure***

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

## **Ordinance 16**

### ***Amendments (Local Chapter Ordinances)***

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

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

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

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

*Reviewed and approved by Gamma Eta Chapter on April 8<sup>th</sup>, 2015.*

*Approved by the Legislative Committee on May 11<sup>th</sup>, 2015.*