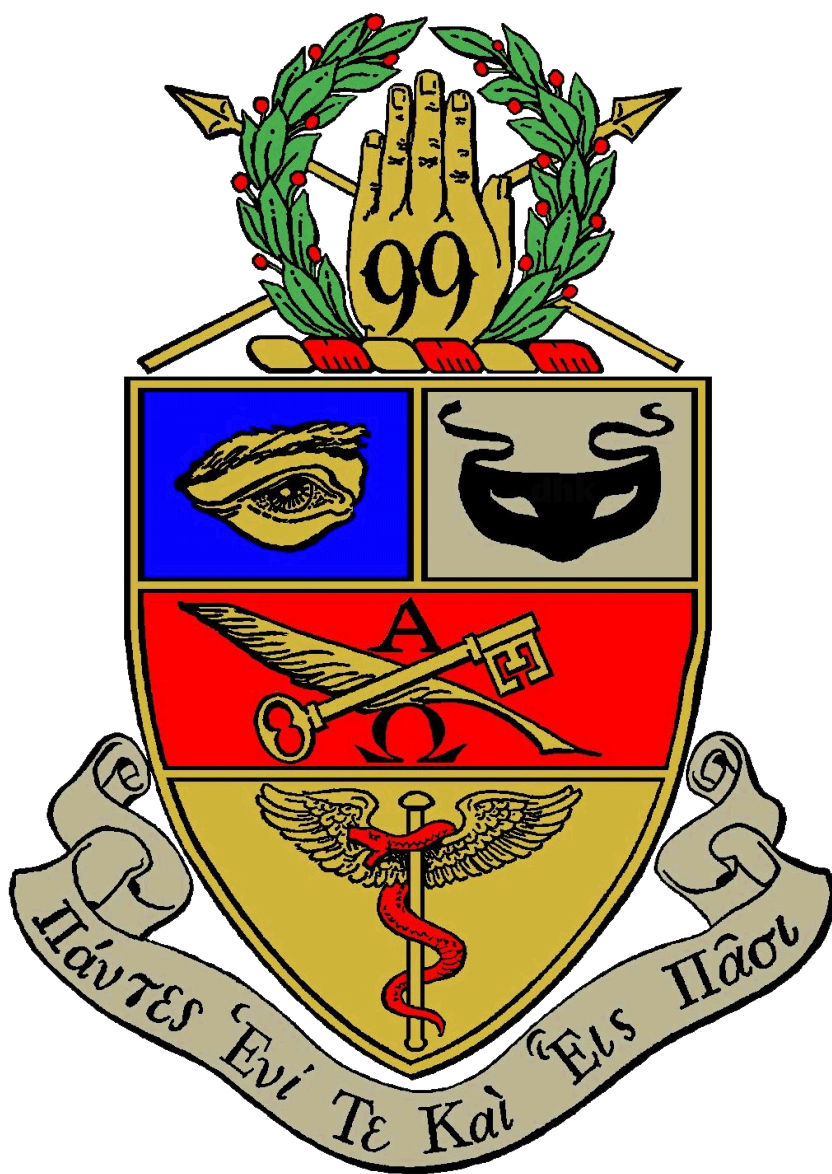




KAPPA PSI PHARMACEUTICAL FRATERNITY

PROVINCE SUPERVISOR MANUAL

UPDATED SEPTEMBER 2015

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INTRODUCTION

The purpose of the Supervisor Manual is to serve as a guide for Province Supervisors and Assistant Supervisors both prior to and during the Province Assembly.

Note that not all of the information regarding duties may be relevant for every meeting. This document provides a sampling of the types of information and communications that Supervisors may be called upon to provide. Please tailor the reports for each meeting and the needs of your Province.

It is suggested that Province Supervisors bring or have available the following items for each Assembly to ensure that these references are available:

- (1) Uniform Province By-Laws (Found on the Kappa Psi website)
- (1) Copy of the Local Province Ordinances (Obtain from Grand Counselor if needed)
- (2) Ritual Books
- (1) Copy of the Province Supervisor Assembly Report (Included in this document)

DUTIES OF THE PROVINCE SUPERVISOR

By-Law X – Provinces, *Sec. 2*, states: “The Grand Regent shall appoint a Supervisor for each Province. The Supervisor’s duties shall be to advise and counsel the Province Officers on administrative and other pertinent matters, to insure meetings are held at designated times, and to do whatever necessary to insure the successful continuity of the Province. The Supervisor shall be encouraged to attend meetings of the Province Assembly but shall have no vote in the matters of the Assembly.”

Expectations of the Province Supervisor and/or Assistant Supervisor include but are not limited to:

- Attend all Province Assemblies.
- Review the “Province Supervisor Checklist” and ensure the information is provided at each Province meeting. If unable to attend, the Province Satrap and the Coordinator of Province Affairs shall be notified as early as possible.
- If the Assistant Supervisor is also unable to attend, the Grand Regent shall be notified immediately so he/she can find a suitable substitute.
- At each Assembly, provide a report to the Province specifically highlighting information required from The Central Office and International Executive Committee to the Province, Chapters and Brothers.
- Review the Risk Management Policy and educate Province Members on Risk Management issues.
- The Supervisor should also ensure that proper Risk Management is followed throughout all of the events associated with the Province Assembly.
- Remind Collegiates to read the Collegiates’ Guide to GCC to best prepare them for the international convention.

Specific additional functions may include the following as requested:

- Serving as a liaison between the Central Office, the Executive Committee and the Province.
- Ensuring materials in the Fall and Spring Packets have been reviewed with the Province at the Assembly.

The Province Satrap or other Province Officers may include information from the Fall and Spring Packet in their report. It may be prudent to allow all Officers to give their report first and then, as Supervisor, fill

in any information that may have been missed. This encourages leadership development within Province Officers and allows them to control the flow of the meeting.

Province Supervisor
Checklist 2015

1) *Chapters in Arrears*

- A. Chapters
- B. Amounts

2) *Packets*

- A. Fall or Spring
- B. Current Packet
- C. Contents
- D. Dates items due

3) *M-Card importance*

- A. When they are filled out
- B. How they are filled out
- C. When fees are paid (\$45/new brother, immediately)

4) *Rosters*

- A. Fill out all forms
- B. Officers and GCD each semester
- C. Submit graduating brothers list to CO and if applicable the local grad chapter

5) *Chapter Dues*

- A. How much (\$20/brother/semester)
- B. Due date Spring (Feb 15) Fall (Oct 15)

6) *Mask Articles*

- A. Which chapters have submitted last 2 issues?
- B. Date due to the *Editor of the Mask*

7) *Risk Management*

- A. Fee Amounts (\$6/brother)
- B. Due dates
- C. Issues (Latest)
- D. Review Risk Management, Picture, and Social Media Policies

8) *Affinity Consultants*

- A. Why we have it
- B. How it works

C. Where to go --- www.greeklicensing.com

9) Website

- A. How to log in
- B. How to get new password

10) Email

- A. Email name and password
- B. How to get password for email (chapter@kappapsi.org)

11) IRS and Taxes

- A. When and how to file

12) Ritual Use

- A. Meetings Opening, Closing, and other Ritual Ceremonies
- B. Other times and functions

13) Jewelry Protocol

- A. First badge for new initiates
- B. KY Letters are used for gifts, awards etc.
- C. Other jewelry

14) Chapter Responsibilities

- A. Scholarship Certificate submissions (GCD)
- B. Chapter Progress Report Forms
- C. Foundation Scholarship Forms
- D. Silver and Gold Certificates

15) Policies

- A. Assist in locating "Policy Manual" on the national Webpage
- B. Review all pertinent and updated policies

16) Publications

- A. Assist in locating all pertinent publication on the international Webpage
- B. Remind Collegiate Chapters to assist their GCD(s) and/or Faculty Advisor(s) to review the GCD Manual

17) Miscellaneous

SAMPLE PROVINCE SUPERVISOR MEETING REPORT INFORMATION

This list provides a sample of the types of information that may need to be conveyed to Brothers regarding international communications. Note that not all of this information may be relevant for every Assembly. Additionally Province Officers or International Executive Committee Members may be covering this information in their reports. It is encouraged that the Supervisor(s) contact the Central Office prior to each assembly to determine if additional items need to be covered. **Please note for all below document access instructions, check the webpage on a regular basis for changes in location.**

Please tailor the reports for each Assembly and the needs of your Province.

- **Fall / Spring Packets**
 - Documents are all available on the website.
 - KappaPsi.org>>Central Office>>Collegiate Packets
 - Most Chapter and Province forms discussed in the packet and in this manual are available on the website and many can be submitted electronically.
- **Collegiate Chapter and Officer Rosters**
 - Review, update and submit Chapter rosters to The Central Office. This is how Chapter dues are determined. Rosters can be updated on the website. Go to Directory and to the Chapter name and select Roster.
 - Dues and where they go:
 - **By-Law II - Dues and Assessments**
Section 2 – Each Collegiate Member shall pay Grand Council Dues of **five dollars (U.S.) (\$5.00)** per month, but not to exceed **forty dollars (U.S.) (\$40.00)** per collegiate year. These Grand Council Dues shall be used as follows: **seventy-five cents (U.S.) (\$0.75)** per month, but not to exceed **six dollars (U.S.) (\$6.00)** per collegiate year to the Grand Council Convention Fund; **four dollars and twenty-five cents (U.S.) (\$4.25)** per month, but not to exceed **thirty-four dollars (U.S.) (\$34.00)** per collegiate year to the General Fund.
 - Submit a list of graduating Brothers and their contact information to The Central Office. This is how Brothers are removed from the Chapter; if this form is not submitted, the Chapter will continue to be assessed Collegiate dues on Graduate Brothers.
 - When electing new Officers, submit the roster and addresses to The Central Office.
- **M-Cards**
 - M cards must be filled out for all new Members and are submitted on-line.
 - KappaPsi.org>>For Brothers>>Chapter>>Chapter Login>>Enter Login Info>>Apply for M-Card
 - Please check the spelling carefully prior to submission. If not completed, new initiates are not counted as a Member of the Fraternity.
 - M Cards must be submitted to the Central Office with the initiation fee of \$45.00 per initiate **within 7 days of initiation.**
 - Please contact The Central Office for all password resets.
- **Deadlines**
 - A list is included in this manual. Specific documents for submission can be found on the website.

- On the front page of the website there is a calendar of events. This section mentions upcoming deadlines, Province meetings and other Fraternity and professional events.
- **Chapter E-mail Accounts**
 - Chapters should check the Chapter e-mail accounts at least weekly. This is how The Central Office communicates with the Chapters and distributes invoices.
 - The e-mail accounts can be accessed from the website.
 - KappaPsi.org>>Communications>>E-mail
- **Risk Management** (also reference Section 2 of this manual)
 - The policy must be reviewed prior to each Chapter or Province event.
 - Review the policy each semester/quarter.
 - All Pledges and transfer Brothers MUST sign the "Risk Management Policy Acknowledgement Form". Please reference the entire Risk Management Policy for details.
 - Review the Kappa Psi Picture Policy and Social Media Policy. Note that it includes Facebook, Twitter and other social media accounts for Chapters as well as individual Brothers.
 - An anti-hazing video (Hazing Hurts) and a risk management video (Don't Play Doctor) can be downloaded from the website to be shown at meetings.
 - Risk Management is now included in the list of standing committees that both Collegiate and Graduate Chapters are required to have.
 - For risk management questions contact The Central Office, the Risk Management Committee, or any Member of the Executive Committee.
 - Risk Management fee:
 - **By-Law II – Dues and Assessments**
Section 3 – Each Collegiate Chapter shall pay by February fifteenth (15th) of each calendar year an annual Risk Management Fee of up to **seven dollars (U.S.) (\$7.00)** per Collegiate Member to The Central Office. Each Graduate Chapter shall pay by March fifteenth (15th) of each calendar year an annual Risk Management Fee of up to **fifty dollars (U.S.) (\$50.00)** per Chapter to The Central Office. The monies assessed on an annual basis shall not exceed the cost of the policy, and the amount of the Risk Management Fee shall be released to the Chapters no later than January fifteenth (15th). These funds shall be held in a Risk Management Fund and shall not be used for any other purpose.
- **International Facebook and Twitter Accounts**
 - Facebook Group
 - <https://www.facebook.com/groups/kappapsi>
 - Twitter Account
 - <http://twitter.com/kpsi>
 - Many Provinces have Facebook groups and several also have Twitter accounts. Check with the Province Executive Committee for details.
 - Going to the group page and selecting edit settings can turn off emails from the Facebook group.
 - The picture policy and risk management policy apply to any posts regarding Kappa Psi content.
- **Google Group Listserv**
 - Brothers do not have to have a Gmail e-mail address to subscribe.

- Not all information is posted to both the listserv and the Facebook groups.
- It may be beneficial for Brothers to be on both.
- Brothers may customize the notification settings to their liking.
- **Awards and Scholarships**
 - Review deadlines for various awards. Details can be found on the website.
 - Chapter Progress Report Forms – The form is designed to be a tool to help Chapters determine areas of excellence and areas of improvement. The sections and points awarded were selected to highlight what activities make a Chapter strong and were modeled after our principles of industry, sobriety, fellowship and high ideals as well as the objectives of Kappa Psi. Chapters should use the previous years form to determine areas of improvement and possible goals for the upcoming year.
 - The Chapter Progress Report Form should be submitted electronically to the Committee Chair and NOT The Central Office. There are also forms that must be filled out by the GCD and Dean. These forms must be mailed. The GCD and Dean forms do not need to be submitted by the early bird deadline for the Chapter to receive 100 bonus points. Only the Chapter Progress Report Form needs to be submitted early. Contact the Chapter Awards Committee with questions.
 - Encourage utilization of other awards – GCD of the Year, Scholarship Tray, Scholarship Honors certificate, Grand Council Scholarship Key, Brotherhood awards (Grand Regent Letter, etc.). More information can be found on the website.
 - Foundation scholarship information and deadlines can be found on the website under the 'Foundation' tab.
 - Frank H. Eby award – Presented every 2 years at GCC. Chapters should be encouraged to nominate a Brothers. The criteria, submission information and deadlines can be found on the website.
- **International Projects**
 - Encourage Chapter and/or Province participation in the International Philanthropic Project. Details are available on the website for the selected organization along with instructions for donating. Chapters are awarded bonus points on the Chapter Report Form for participation.
- ***The Mask***
 - Review all the deadlines. (March 1, July 1, October 1, and December 1)
 - E-mail Address
 - Mask@KappaPsi.org
 - Recognize Chapters submitting articles and pictures.
 - Encourage Chapters to submit feature articles highlighting an interesting Chapter event or anniversary, philanthropic projects or recognitions from their College.
 - Specific information on pictures regarding content and digital photo issues can be found on the website under 'The Mask' tab.
- **Ritual**
 - Reminder of the importance of using the Ritual for initiation and installation of Officers.
 - Encourage Chapters that have not used other rituals (open/closing meetings, Agora, Memorial Service, Graduation, etc.) to review them and use at least one new Ritual during the year.

- Ritual sashes and regalia are available for purchase. Information can be found on the website: Central Office.
- There is a Ritual DVD available that can be loaned to Chapters. It includes a demonstration of the Ritual of Initiation and a discussion following the demo.
- For any questions or a copy of the DVD, contact the Grand Ritualist.
- The 2013 Ritual Books are available from the Central Office that includes the Graduation Ritual and Frank H. Eby's interpretation of the Coat of Arms.
- For more information, contact the Grand Ritualist.

- ▣ **By-Laws – Local Ordinances**
 - Review and update Chapter and Province Ordinances yearly.
 - Changes must be submitted to the Grand Counselor **within 7 days** for approval and are only accepted in electronic form.
 - The Constitution, By-Laws, and Uniform Collegiate/Graduate/Province By-Laws are available in electronic form and can be found on the website.
 - KappaPsi.org>>Policies/Manuals>>Constitution>>Constitution
 - Chapter and Province Local Ordinances can be found on the website.
 - KappaPsi.org>>Policies/Manuals>>Constitution>>Local Ordinances
 - Templates for Chapter and Province Ordinances are available on the website.
 - KappaPsi.org>>Policies/Manuals>>Constitution>>Templates for Local Ordinances
 - For more information, contact the Grand Counselor.

- ▣ **Tax form 990**
 - Each Collegiate and Graduate Chapter should submit Tax Form 990 to the IRS. The Chapter's gross receipts are defined as the total amount of monies it received from all sources without subtracting any costs or expenses. This would include registration fees for hosting events or any rent or house payment revenues.
 - Failure to file any version of Form 990 jeopardizes a Chapter's tax-exempt status.
 - Each Chapter and Province must have a Tax Identification Number.
 - For more information:
 - KappaPsi.org>>Central Office>>Tax information
 - www.irs.gov
 - For more information, contact the Grand Counselor.

- ▣ **GCC Update / Policy Updates**
 - Highlight any changes from the most recent GCC. Or in off GCC years, any pertinent Legislative or other Executive Committee changes or decisions pertaining to Chapters or Provinces that have not already been addressed (procedural changes, committee requirements, etc).
 - The Policy manual is updated and links to policies are currently available on the website.
 - KappaPsi.org>>Policies/Manuals>>Fraternity Policy Manual

- ▣ **Graduate Information**
 - Encourage Graduate Brothers to submit voluntary dues and donate to the Foundation. All payments can be made online.
 - Regular Level \$50 annually
 - Silver Level \$99 annually

- Gold Level \$250 annually
- Platinum Level \$500 annually
- Graduate Referral Program – If a Graduate Brothers is relocating for residency or employment this program can put Brothers in contact with a Graduate Chapter in the area. Information can be submitted via the website. Refer to the section titled For Brothers on the kappapsi.org webpage.
 - Encourage Graduate Brothers to please consider a donation to the Kappa Psi Foundation to help provide scholarships to our Collegiate Brothers. Donations are tax deductible and can now be either mailed in or paid online.
 - Please reference the Foundation page kappapsi.org>>Foundation>>Contribution to the Foundation on the website for more details.
 - For more information, please contact the Graduate Member-at-Large
- **ASHP / APhA Kappa Psi Receptions**
 - Provide date and location, if available.
- **Upcoming Grand Council Convention (GCC)**
 - Provide dates and location, if available.
 - Detailed information can be found on the website. A GCC packet will be available the spring prior to GCC on the website.
 - Provide details regarding registration costs and deadlines, hotel charges and deadlines if available.
 - Delegate forms and Proxy forms are available online.
 - All Chapters should submit proxy forms regardless of plans to attend GCC.
 - Remind Collegiate Chapters regarding reimbursement for one delegate's airfare.
 - Must attend the business meetings to receive reimbursement. Distributed at GCC.
 - Program ads (full page, half page, quarter page).
 - Encourage Chapter and/or Province participation to sponsor a GCC related even or ad.
 - Encourage Chapters and Provinces to start fundraising early to ease the financial burden of attending GCC on Brothers/Chapters/Provinces.
 - As supervisor, you may want to be prepared with what reimbursement your assigned Province provides for their Province GCC Delegate and Alternate Delegate (found in Province Local Ordinances). The current Province EC may not have dealt with this if the Province has annual elections.
 - For more information, please contact the GCC Planning Committee Chairperson.

IMPORTANT DEADLINES

The following is a list of key annual Fraternity deadlines. Note that additional deadlines occur for GCC.

- **February 15**
 - Per Capita Grand Council Dues for Collegiates are due to The Central Office. The following forms are due to The Central Office: Chapter Officer Addresses Form, Chapter Membership Roster, and Faculty Members Roster.
- **March 1**

- The Mask submission deadline for articles and pictures for the Spring Issue.
- ▣ **April 15**
 - Chapter Progress Report Form (for Collegiate Chapters) are due in order to receive 100 bonus points, to the Chairperson(s) of the Chapter Awards Committee.
 - The absolute deadline for the form is May 15
- ▣ **April 30**
 - List of graduating Brothers with forwarding addresses due to The Central Office.
- ▣ **May 15**
 - Application for the GCD Certificate of Excellence Award and the GCD Outstanding Achievement Award are due to the Chairperson(s) of the GCD Development Committee.
 - Chapter Progress Report Form (for Collegiate Chapters) are due to the Chairperson(s) of the Chapter Awards Committee.
 - Applications for the Kappa Psi Foundation scholarships are due to The Central Office.
 - Federal and state tax return deadline. Complete appropriate IRS Form 990 for your Chapter and return to the Internal Revenue Service. (Note: this is the deadline for Chapter on a calendar tax year, for those on a non-calendar tax year, the deadline is 5 months after the end of the tax year – contact the Grand Counselor for questions).
- ▣ **June 23**
 - Applications for the Scholarship Tray Award are due to the Chairperson(s) of the Chapter Awards Committee.
 - Applications for Scholarship Honors Certificates are due to The Central Office.
- ▣ **July 1**
 - The Mask submission deadline for articles and pictures for the Summer Issue.
- ▣ **September 1**
 - Complete Chapter History Report Form for the past semester/year to The Central Office.
- ▣ **October 1**
 - The Mask submission deadline for articles and pictures for the Fall Issue.
- ▣ **October 15**
 - Per Capita Grand Council Dues for Collegiates due to The Central Office. The Chapter Officer Roster form is due to The Central Office.
- ▣ **December 1**
 - The Mask submission deadline for articles and pictures for the Winter Issue.
 - List of graduating Brothers with forwarding addresses due to The Central Office, if applicable.

Miscellaneous Items for Submission throughout the Year

- ▣ Changes in Chapter Officers (see form).
- ▣ Any changes in permanent addresses of Brothers.

- Request for Membership (send M-Cards in with Membership Request Form directly following initiation).
- Expulsion of any Brothers.
- Chapter Supplies Form (Pledge Manual, Constitutions, Ritual Books, P-cards, M-cards, etc.).
- Pay dues as invoices are received.
- Applying for Kappa Psi Brotherhood Awards.
 - It is recommended to apply at least three weeks in advance.

FORMS SUMMARY

Province Forms

- Officer Addresses
 - Names and addresses of Officers
 - Due when new Officers are elected
 - Send to: The Central Office
- Meeting Information
 - Details on upcoming Province meetings
 - Send to: The Central Office
- Meeting Report
 - Highlights of the Province meeting for submission
 - Send to: The Central Office
- Province News
 - Web-only form for submission of Province news
 - Send to: Kappa Psi International Webmaster

Chapter Forms

- Officer Addresses
 - Due on October 15, February 15, and upon election
- Pledge Cards
- Membership Roster
 - Due on October 15 and February 15
- Chapter Activity Report
- Graduating Brothers: Change of Address/Permanent Email Address
 - Due on November 15
- Faculty Members Roster
 - Due on February 15
- History Report
 - Due annually
 - Send to: The Grand Historian
- Request for Membership Certificates
- IRS Form 990-N, 990-EZ or 990
 - Due on April 15
- Chapter Progress Report Form (including Dean and GCD form)
 - Early Bird deadline for 100 extra points is April 15
 - Final deadline is May 15
 - Send to: The Chapter Awards Committee
- Graduate Chapter of the Year Form

- Due annually – watch for deadline announcement
- Send to: The Graduate Development Committee

Award Forms

- Request for Awards
 - F. Harvey Smith Grand Regent's Letter of Recognition
 - W. Bruce Phillips Certificate of Commendation
 - Asklepios Key
 - F. Harvey Smith Order of the Platinum Mortar Certificate
 - Preston W. Eldridge Jr. Order of the Golden Mortar Certificate
 - Robert A. Magarian Order of the Silver Mortar Certificate
 - Service Order Certificate and Emblem
- Frank H. Eby Award
 - Due May 30 of GCC years (odd years)
- GCD Outstanding Achievement Award and GCD Certificate of Excellence
 - Nominated by Collegiate Chapters
 - Due May 15
 - Send to: The Grand Council Deputy Committee
 - Not the Central Office
- Grand Council Scholarship Key and Certificate
 - For a graduate with First Honors or stands highest in scholarship in the entire class of graduates of the College of Pharmacy
 - Can be submitted at any time
- Frank H. Eby Scholarship Tray and Scholarship Honors Certificate
 - Due on June 23
 - Scholarship Tray must be submitted by the GCD
 - Send to: The Chapter Awards Committee
 - Scholarship Honors Certificate request must be submitted by GCD
 - Send to: The Central Office

Central Office Forms

- Change of Address
- Expense Report
- Graduate Brothers Dues
- Graduate Referral Program
- Herff Jones Jewelry Ordering
- Kalamazoo Regalia Ordering

Foundation Forms

- Scholarship Application
 - Due on May 15
 - Send to: 'The Kappa Psi Foundation' at The Central Office address
- Donation Form
 - Can be submitted anytime or donate on-line
- Golf Tournament Registration and Tee Sign Sponsor
 - Due June 1

GCC Forms (due in odd years)

- Executive Committee Nomination
 - Submit by Jan 24 or 6 months prior (earliest of two)
- Proxy Form
 - Due on July 1
- Delegate Form
 - Due on June 1
- GCC Program advertising
 - Watch for deadline information
- Chapters in arrears and Local Ordinances checklist
 - Due on June 1
- GCC Registration
 - Watch for deadlines for preregistration pricing

PROVINCE SUPERVISOR ASSEMBLY REPORT

1	Province		
2	Date of Assembly		
3	Total Attendance		
	A Collegiates		
	B Graduates		
4	Registration Fee		
5	Hotel Rate per Night		
6	International Officers in Attendance:		
7	Was CE offered for Graduates?	Yes	No
8	If Yes, Topic:		
9	Any type of Philanthropic Event or Fundraiser?	Yes	No
10	If Yes, detail the Event, Beneficiary, and \$\$ Raised, in the space below:		
11	Were Province Officers Elected?	Yes	No
12	If Yes, List Officers below:		
	Immediate Past Satrap		
	Satrap		
	Vice Satrap		
	Secretary		
	Treasurer		
	Secretary-Treasurer		
	Historian		
	Chaplain		
	Parliamentarian		
	Webmaster		
	Other Office		
13	Legislation Proposed?	Yes	No
14	If Yes, were any changes passed?	Yes	No

15	Any Awards presented by Province or Others?	Yes	No
16	If Yes, detail in the space below:		
17	Was the Supervisor and/or Assistant Supervisor in Attendance?	Yes	No
18	If No, who served as Supervisor?		
19	Host Chapter		
20	Assembly Chair Person(s)		
21	Give short summary of Social Events		
22	General Comments:		
	Person Filling out Report:		

PROVINCE SUPERVISOR EXPENSES POLICY

Purpose: To define what is reimbursed for the Province Supervisor and Assistant Supervisor.

Policy/Procedure:

The Province Supervisor shall be allowed to submit receipts for reimbursement for one Province Assembly per annual cycle beginning on August 1st and ending on July 31st.

Province Supervisor Reimbursement

The Central Office (CO) will reimburse for the following:

- Transportation expense (must be approved in advance by the CO or the Grand Regent). This shall include either:
 - Mileage to and from your residence to the site of official Fraternity business at the rate currently approved by the Internal Revenue service OR
 - Lowest roundtrip coach airfare from the airline terminal nearest your residence to the airline terminal nearest the site where the official Fraternity business shall be conducted.
- Rental car expense is not reimbursable unless approved in advance by The CO or the Grand Regent. If approved, reimbursement is limited to a compact car.
- Mileage to and from your residence to the airline terminal nearest to your residence will be reimbursed by The Central Office at a rate currently approved by the Internal Revenue Service.
- Parking fees incurred at airline terminals during days of official business shall be reimbursed by The Central Office. Any days prior to or after the official days shall not be reimbursed.
- Meal expense incurred during days of official business shall be reimbursed by The Central Office. A maximum of twelve dollars (\$12.00), including gratuity, each for breakfast and lunch, and a maximum of twenty-five dollars (\$25.00), including gratuity, for dinner shall be paid by The Central Office. Receipts are required for each meal.
- Local entertainment expense during official business is not paid by The Central Office.

Any exceptions to the above must have prior approval from the Grand Regent and The Central Office.

Before payment is made by The Central Office, expenses must be made on the appropriate form, and all itemized receipts for expenses must accompany the form sent to the Executive Director. Credit card charges must be accompanied with itemized receipts.

Reimbursement expenses must arrive to The Central Office (centraloffice@kappapsi.org) no later than fourteen (14) days after the meeting to receive reimbursements. To receive reimbursement, a *completed* Kappa Psi Expense Form and *completed* Province Supervisor Assembly Report Form must be submitted to The Central Office. An electronic copy of the *completed* Province Supervisor Assembly Report Form must be sent to the Coordinator of Province Affairs (provinceaffairs@kappapsi.org), Central Office (centraloffice@kappapsi.org)

and Grand Historian (grandhistorian@kappapsi.org) no later than fourteen (14) days after the meeting.

The Province responsibilities are the following:

- Local transportation shall be arranged.
- The Province can offer, but is not required, to reimburse for the room expense of the Province Supervisor on official business for only the days of the Province Assembly, unless Province By-Laws state otherwise. If the Province does not cover room expenses, the Supervisor shall be responsible for the cost.
- The registration fee for the Province Assembly shall be waived.

Assistant Supervisor Reimbursement

The Central Office (CO) will reimburse for the following:

- In the event that the Province Supervisor can't attend either meeting in the annual cycle, then the above reimbursement for the Province Supervisor will apply to the Assistant Supervisor.

The Province responsibilities are the following:

- Local transportation shall be arranged
- The registration fee for the Province Assembly shall be waived.

Prior to accepting the appointment of Province Supervisor/Assistant Supervisor, the Brother must review Policy 10, "Province Supervisor and Assistant Supervisor Eligible Expenses for Reimbursement" and any other stipulations set forth by the Grand Regent.

EXPENSE REPORT

Kappa Psi Pharmaceutical Fraternity Expense Report Form

Approved By _____
Name _____
Title / Chapter _____
Address _____
City _____ State ____ Zip ____
Telephone _____
E-mail Address _____
Purpose of Expense _____

DATE	DESCRIPTION	TRANSPORTATION	LODGING	MEALS	OTHER	TOTAL
COLUMN TOTALS						
					Subtotal	
					Less Cash Advanced	
					Total Owed to You	
					Total Due	

Receipts must be attached to this completed expense form.

Date ____/____/____ Signature _____

Return this completed form and associated receipts to:

The Central Office - Kappa Psi Pharmaceutical Fraternity
2060 N Collins Blvd Suite 128
Richardson, TX 75080-2657

RISK MANAGEMENT AND ASSOCIATED POLICIES

Statement on Risk Management

Risk management may be defined as taking appropriate measures to minimize the risk to assure the safety and well-being of Members and non-Members interacting with a Chapter, Province or the Fraternity in anyway.

KAPPA PSI RISK MANAGEMENT POLICY

Policy:

The Risk Management Policy of the Kappa Psi Pharmaceutical Fraternity, Inc. involves an ongoing education program which includes the provisions covered below as part of the Collegiate Chapters, Provinces, and international leadership training sessions and publications. All alumni, especially those working with Collegiate Chapters, are encouraged to take training in risk management and be positive models for the Collegiate Member by their responsible behaviors and by supporting risk management policies.

Procedure:

Each Chapter will take the responsibility of instructing annually each Member and pledge on the Kappa Psi Pharmaceutical Fraternity, Inc. Risk Management Policy. Each Member shall be provided with a copy of the Fraternity's Risk Management Policy. The Provinces will strive to educate annually the Chapters in their Provinces through scheduled workshops or seminars. The international leadership will educate the membership through mailings, the Kappa Psi publication (The Mask), and workshops at the biennial Grand Council Convention.

In addition, every Collegiate Chapter Pledge will sign the "*Kappa Psi Pharmaceutical Fraternity Inc. Risk Management Policy Acknowledgement*" Form prior to the start of the first Pledge activity/meeting. In the event that a Brother transfers from another College/School of Pharmacy, the Brother must also sign the form. All signed forms should be retained by the Chapter for the entire period the Brother is on the College/School of Pharmacy campus. In the event that the Risk Management Policy is revised, all Collegiate Brothers will read the entire revised policy and re-sign the acknowledgement form.

Each Chapter and Province will:

1. Become cognizant of ways to reduce risk by working to identify any action which could result in injury or death.
2. Encourage members to plan all events with incorporated measures that will protect each member or non-member.
3. Analyze the risks involved in actions before they are taken and to plan events so that exposure to liability is minimized.
4. Remove all risks associated with hazing and alcohol. Kappa Psi Pharmaceutical Fraternity, Inc. has well-established policies on hazing (this Fraternity does not condone nor will tolerate hazing by any

member, Chapter or Province) and alcohol abuse. All Members of the Fraternity, collegiate or alumni, are aware of these policies, and Pledges are also instructed on these policies.

5. Prevent situations that facilitate illegal drinking, the abuse of alcohol, or substance abuse in any form.
6. Conduct an “Activity Risk Assessment” before hosting a function for the Chapter, Province, or Fraternity. A list of assessments to be considered shall be developed by each Chapter, Province, or Fraternity, and may include the following:
 - a. What liability does the Chapter or Province foresee in the upcoming events?
 - b. List the problems that could arise.
 - c. How would each of these problems be solved?
 - d. What safeguards are implemented in case the event gets out of hand?
 - e. Will any city, county, and/or state ordinances be violated?
 - f. Have the Chapter policies, university rules, and college rules been checked so that they are not violated?
 - g. Determine how the Chapter officers will maintain control over this event.
 - h. Is the liability worth the benefits of the event?

Hazing

Definition:

The Kappa Psi policy on hazing defines such action as any physical or mental harassment. Specifically, hazing includes but is not limited to the following:

1. Any form of forced physical exercise.
2. Any activity that might reasonably be expected to cause embarrassment or psychological harm to the individual.
3. Any activity that might reasonably be expected to bring physical harm to the individual.
4. Any activity that might reasonably be expected to degrade or otherwise compromise the dignity of the individual.
5. Any activity that might reasonably be expected to require an unreasonable or inordinate amount of the individual’s time, or in any manner impair the individual’s academic efforts.
6. Any activity that might reasonably be expected to make the individual an object of ridicule.
7. The required consumption of any liquid or solid matter.
8. Any requirement which compels an individual to participate in any activity which is illegal or contrary to the individual’s genuine moral and/or religious beliefs or contrary to the rules and regulations of the educational institution.

Policy:

All acts of hazing by any Member or in the presence of any Member are forbidden.

Alcohol and Substance Abuse

Purpose:

Kappa Psi Pharmaceutical Fraternity, Inc. is committed to providing Members the information needed on which to base attitudes toward the role of alcohol in personal context, in group settings, and in the practice environment. The Fraternity seeks to be a positive influence in helping members avoid the problems which can be directly linked to the unenlightened use of alcohol and to substance abuse in general.

Policy:

Substance abuse in any form, be it through abuse of alcohol, the use of illegal substances, or the abuse of controlled substances, is unconditionally condemned by Kappa Psi Pharmaceutical Fraternity, Inc.

Procedure:

Each Chapter and Province will:

1. Not have alcohol as the central focus of any event and will not advertise that alcohol might be present. Other activities are encouraged, such as dancing, sports, or other types of games, and should be available for guests.
2. Not sponsor any event not in compliance with any and all legal permits under the regulation of sale and use laws of the local jurisdiction, state or province, and university.
3. Make available at all social events sufficient food and non-alcoholic refreshments, which must be accessible to all guests.
4. Not spend Chapter funds to purchase alcohol. There can be no Chapter sanctioned pooling of funds. This statute usually means that any alcohol present must be brought by the person intending to consume it (BYOB). Chapter funds can be used to buy non-alcoholic beverages or other refreshments.
5. Not permit mass containers (kegs, party balls, punch bowls, etc.) even if brought by individuals.
6. Not have open parties without a guest list. Guest lists must be filled out 24 hours in advance with the appropriate local authorities, and must be limited to no more than 2 guests per member.
7. Check IDs of all guests and members and those over 21 must be identified in some manner; such as, bracelets, stamps on hands, etc.
8. Arrange for a non-member to check IDs, most commonly this means campus or hired security officers.
9. Not co-sponsor an open event with an establishment which sells alcohol either at the establishment or otherwise. Same for alcohol distributors, etc.
10. Rent out an establishment or banquet facility provided a licensed bartender is selling all of the alcohol or managing the alcohol brought by guests (BYOB). Guest lists, carding, etc., must still be in effect at these functions.
11. Conduct seminars on alcohol awareness/health education topics.
12. Not allow drinking formally or informally, during rush or with prospective members. No alcohol may be involved, formally or informally, during member education with Pledges.
13. Initiate ways, which must be in place, to prevent impaired driving.

14. Ensure that a certain number of members remain completely sober to act as “party monitors” during events, and these individuals must be readily identifiable (wearing jackets, hats, arm bands, etc.).

Sexual Harassment

Policy:

Kappa Psi Pharmaceutical Fraternity, Inc. explicitly condemns and will not tolerate any form of sexually abusive behavior. It is the responsibility of each Member to behave in such a manner that their words or actions cannot reasonably be perceived as sexually coercive, abusive, or exploitive.

Human Dignity

Policy:

Kappa Psi’s position is that all people are to be treated equally. Every person is due the same respect and dignity no matter what race, creed, color, gender, religion, disability, or sexual orientation.

No Member or Pledge will be required, coerced, forced, or influenced in any way to do anything that would be unbecoming of a Brother of Kappa Psi Pharmaceutical Fraternity, Inc.

It follows, that any activity or action that would cause a Member or Pledge to lose dignity might involve hazing. As stated in this document, Kappa Psi Pharmaceutical Fraternity, Inc. is unequivocally opposed to hazing in any form.

Education

Policy and Procedure:

Every Collegiate Brother and Pledge will be instructed each semester on the Risk Management Policy.

Fire, Health, and Safety

Policy and Procedure:

All Chapter houses and facilities will, prior to, during, and following occupancy, meet all local fire and health codes and standards. All Chapters must have posted by common phones, emergency numbers for fire, police, and ambulance. Evacuation routes must be posted on the back of the door of each sleeping room. All Chapters will comply with engineering recommendations as reported by the insurance company. The use of firearms or explosive devices of any kind within the confines or premises of the Chapter house are expressly prohibited.

Policy Violations:

The Chapter Member(s) who has/have acknowledgement of any hazing, alcohol and substance abuse, sexual harassment, human dignity, and fire/health/safety policy violations will contact their Faculty Grand Council Deputy/Deputies and/or Faculty Advisor(s) immediately such that his or her respective Colleges/Schools of Pharmacy are also aware of the violation. Other GCDs will be contacted also.

Any International Officer, Chapter Officer, Grand Council Deputy, Chapter Member, or Alumni who has knowledge of any incident which violates any of the above elements of the Risk Management Policy will, within forty-eight (48) hours, notify the Grand Regent of the incident with details of the incident stating which part(s) of the specific policy was violated.

If the Grand Regent receives notification of the violation, he or she will contact the Faculty Grand Council Deputy/Deputies and/or Faculty Advisor(s) informing them of the violation within 24 hours. The additional Grand Council Deputies will be included in this communication as well. The Grand Regent will request that the Faculty Grand Council Deputy/Deputies and/or Faculty Advisor(s) within five (5) days of the reporting, create a full and complete report including a list of charges and/or violations of this policy and the names of the Chapter Officers and/or Members alleged to be involved in the incident. The involved person(s) or Chapter will be notified and be required to attend in person or respond in writing to a “show cause” hearing within ten (10) days of notification to explain the alleged violations of the policy and to give reasons why any or all of the following sanctions should not be recommended to the Dean of the College/School of Pharmacy or the University for implementation. The Grand Regent will then prepare a full and complete report to the Executive Committee. If after careful review of the violations and the responses of the accused, the Executive Committee finds the allegations to be true, substantial, and verified, the Executive Committee will review the following sanctions with the Faculty GCD(s)/Faculty Advisor(s), additional GCDs, and the Deans of the College/School of Pharmacy:

1. Resignation of the Regent, Pledge Educator (in the event of a hazing violation), any Executive Committee Members (present or involved in the violation) from their respective offices in Kappa Psi (including Chapter, Province, and International positions). The Grand Regent, in consultation with the Faculty Grand Council Deputy/Deputies and/or Faculty Advisor(s), will appoint Members to assume the offices vacated.
2. Placing the Regent and Executive Committee Officers (present or involved in the violation) on social probation which would be governed by the policy of the university involved.
3. Placing on social probation the individual Members (present or involved in the violation) which is governed by the policy of the university involved.
4. Suspension of the involved Members from the College/School of Pharmacy or University.
5. Expulsion of the involved persons from Kappa Psi Pharmaceutical Fraternity, Inc.
6. A written education program for the Membership on the specific policy violated shall be submitted to the Fraternity and the Dean of the College/School of Pharmacy within thirty (30) days of the investigation.
7. Disqualification from any and all Kappa Psi Pharmaceutical Fraternity, Inc. awards for the involved Members during the current academic school year.
8. Suspension of the Chapter from the College or University activities.

9. Suspension of rights to pledge and initiate new Members.
10. Requirement of Chapter of involved persons to sponsor or perform community service related to the policy/policies violated.
11. Requirement of the Chapter to conduct workshops related to the violated policy/policies on campus.

Once sanctions have been imposed by the Dean, the Chapter shall follow the stipulations set forth by the College/School of Pharmacy. Any further violations of this policy or the imposed sanctions placed upon the responsible parties may result in the revocation of the Chapter's Charter by the Executive Committee.

Kappa Psi Pharmaceutical Fraternity, Inc.
Risk Management Policy Acknowledgement Form

I, _____, hereby acknowledge that I have received a copy
(Brother's or Pledge's Printed Name)

(either paper or electronic) of the Kappa Psi Pharmaceutical Fraternity, Inc. Policy of Risk Management, which describes important information about minimizing risk, hazing, alcohol and substance abuse, sexual harassment, human dignity, education, and fire, health, and safety. I further acknowledge that I have read its contents, understand its implications (and have sought clarification of those sections that were unclear to me) and agree to abide by its provisions. I now acknowledge that I have a full understanding of Kappa Psi's policy and vow to abide by it at all times. Furthermore, I understand that I should consult the Chapter's Risk Management Chair, Province Risk Management Chair, the International Risk Management Committee, or the Executive Committee if I have any future questions regarding this policy.

X _____
Brother's (or Pledge's) Signature

X _____
Chapter Regent's Signature

Date

Hosting a Successful Function within Risk Management Guidelines (not part of the Risk Management Policy but serves as guidelines)

The following suggestions will help the Chapter assess risk when planning and hosting an event. Keep in mind that Chapter activities must be in accordance with all federal, state, local and university laws and regulations.

- Plan and organize the function well in advance
 - Establish starting and ending times for events
 - Prepare the guest list well in advance of the 24-hour time limit requirement
 - Alcohol must never be advertised or promoted
- All functions must be cash bar
 - Never use Chapter funds or "pass the hat" to purchase alcohol
 - Do not allow outside alcohol into the social events
- Do not allow common source containers
 - No kegs, cases of beer, party balls or alcoholic punches of any kind, even if supplied by individuals
 - Do not allow open access to individual cans, bottles or mixed drinks of alcohol
- Do not sell alcohol through the Chapter under any circumstances
 - Charging admission for a cup, or the band, or for entrance at an event at which alcohol is being consumed will be used by a plaintiff as evidence that alcohol was sold
- The function must be closed
 - Prepare the guest list well in advance of the function and do not permit a person to enter the event if he/she is not on the list. Keep this list on file for at least two years following the event.
 - Do not permit those who leave to re-enter obviously intoxicated
- Check I.D. at the door
 - Only permit Brothers and guests of the legal drinking age to drink alcoholic beverages
 - Identify those of legal drinking age with a wrist band or other tamper proof method
 - Use hotel security or hire security guards or off-duty police Officers to assist you at the point of entry. Chapter Members should not be checking IDs.
- The function must be monitored
 - Appoint a team of Brothers who agree not to consume alcohol to patrol the function. A minimum of one Brother per 50 guests is recommended
 - Hire security guards or off-duty police Officers to assist you with crowd control
- Provide food and non-alcoholic beverages
- Monitor intoxicated persons
 - Do not allow any intoxicated person to be alone
 - Do not hesitate to call for medical assistance
- Do not host or attend a function where alcohol is provided free by any of the co-hosts
- Themes and activities
 - Themes and activities should be in good taste. If the theme of a social event reflects, in any negative way upon others or if it could be so construed, discard the theme and find another.
 - Be particularly careful that your favors, shirts, slogans, and actions are not or could not be construed as sexist, racist or bigoted
 - Do not permit, tolerate, encourage or participate in drinking games.
- Make sure the function is held at a safe place
 - Are there any fire hazards or unsafe conditions which may cause problems?

- Are the exits and fire extinguishers easily accessible in the event of an emergency?
- Do not provide drink tickets or drink discounts.
 - Even if discounts are provided by the hotel/bar and Chapter funds are not used to offset the cost, it is still discounted alcohol provided to a Kappa Psi group and violates the Risk Management policy. If discounts are provided to all patrons instead of only the Kappa Psi this would be allowed (i.e. Happy hour specials)

Guidelines for the use of Third Party Caterers

The following guidelines are to assist Chapters in planning an event where a caterer or other licensed vendor will distribute alcoholic beverages. It is best to utilize such vendors at a hotel or rented facility

- Chapter funds may not be used to pay for alcohol.
- The caterer must be properly licensed by the state and local authorities. This may involve both a liquor license and a temporary license to sell on the premises where and when the function is to occur.
- The caterer must be insured with a minimum of \$1,000,000.00 of general liability insurance, evidenced by a properly completed certificate of insurance prepared by the insurance provider. The above "certificate of insurance" must also show evidence that the vendor has, as part of his insurance coverage, "off-premise liquor liability coverage and non-owned and hired auto coverage."
- The local Chapter, graduate Chapter (if applicable) and the Alpha Chapter of Kappa Psi Fraternity must be named as additional insured on the vendor's certificate of insurance.
- The caterer must agree, in writing, to assume all responsibilities that any other purveyor of alcoholic beverages would assume in the normal course of business, including but not limited to:
 - Checking ID upon entry
 - Not serving to minors
 - Not serving to individuals who appear intoxicated
 - Maintaining control of all alcohol containers
 - Collecting and removing all alcohol remaining at the end of the function
- Third party vendors may not encourage the consumption of alcohol through drink specials or other promotion, nor should third party vendors serve shots of hard liquor.
- The Chapter may not purchase or provide alcohol, including any payment to lower the per drink price. The vendor should agree to sell alcohol at a reasonable per drink rate. Set up charges are appropriate as long as the Chapter is not charged for alcohol. Continue to use all risk management practices and procedures.

A third party vendor or caterer does not assume all liability for an event. Continue to use risk management practices in conjunction with the vendor

PICTURE POLICY

The Kappa Psi picture policy was adopted in fall 2007.

Kappa Psi Pharmaceutical Fraternity, Inc. Picture Policy

This policy was amended by the Executive Committee of Kappa Psi, April 2010.

This policy was established to protect the professional image of Kappa Psi and is not meant to prohibit individual Brothers from displaying fraternity related photos on their websites; only that the photos do not harm or misrepresent the professional image of Kappa Psi Pharmaceutical Fraternity.

This policy includes, but is not limited to, Chapter websites, Fraternity slideshows, and/or Fraternity publications. This policy also includes Brothers' individual sites, including Myspace, Facebook, etc., where the individual identifies the picture with Kappa Psi Pharmaceutical Fraternity, Inc., or any other words or phrases that would associate Kappa Psi with the website or pictures. Brothers must remember our websites are available for everyone to see, including faculty Members, parents and future employers. Kappa Psi is a professional fraternity and should always maintain a professional image, including on the Internet. Please contact the Executive Committee with any questions regarding this policy.

The following are the guidelines for pictures posted on websites or submitted to The Mask:

- Absolutely no alcohol in pictures, including the foreground or background of pictures. This includes, but is not limited to, bottles, kegs, cans, or clear cups that contain beer or other obviously alcoholic beverages. Also, no pictures of drinking games, beer bong, or other devices meant to allow the consumption of large amounts of alcohol in a short period of time.
- No sexist photos
- No overtly sexual material
- No obscene gestures
- No obscene attire
- No racism
- No obviously intoxicated individuals
- No illegal activities or illegal paraphernalia
- No pictures that depict actions in violation of any of Kappa Psi's policies

SOCIAL MEDIA POLICY

The Kappa Psi social media policy was adopted in spring 2015.

Kappa Psi Pharmaceutical Fraternity Inc. (which hereinafter may be referred to as the Fraternity) encourages the development and application of best practices by users of social media. With a diverse and ever increasing amount of social media being developed, it is important to balance the benefits social media provides with the obligations and liabilities they may create. The goals of the Fraternity are the following:

1. Outline the recommendations for participation in social media, including Kappa Psi Pharmaceutical Fraternity Inc. hosted social media and non-Kappa Psi hosted social media in which an individual's affiliation with the Fraternity is known, identified, or presumed.

2. Minimize the business, legal, and personal risks that may arise Fraternity-related use of social media. This includes Chapter, Province, or International social media pages or forums. This would also include personal social media accounts that clearly associate themselves with the Chapter, Province, and/or the Fraternity.
3. Protect the privacy and safety of our Fraternity, Provinces, Chapters, and Members.

Definition:

Social media may include, but is not limited to, the following: personal blogs, personal/Fraternity-related websites, including Facebook, Twitter, Google+, LinkedIn, Flickr, YouTube, Wikipedia, Wordpress, Blogger, Snapchat, Pinterest, Foursquare, Tumblr, and Instagram.

It is the responsibility of the Members utilizing these media sources to abide by the terms set forth by the Fraternity's social media platform. These guidelines are constantly changing. As policies are living and breathing documents, Members are responsible to stay up-to-date with any modifications.

Position Statement:

Kappa Psi Pharmaceutical Fraternity Inc. supports the use of social media amongst Members of the Fraternity and recommends its utilization in a professional, responsible, and respectful manner without conflict with other Fraternity policies such as the Risk Management and Picture Policies. The benefits of social media are vast and develop and improve relationships with healthcare institutions, Colleges/Schools of Pharmacy, communities, student organizations, and Fraternity Members. Consider the following points in an effort to accomplish the above goals:

1. Thoroughly consider the purposes and potential outcomes of participation in social media and develop the strategies and skills required to effectively utilize social media to meet these goals.
2. Exercise professional judgment and adhere to professional standards and legal requirements in both private and public social media communications, especially legal and ethical obligations to protect the privacy of personal health information (PHI).
3. Although not explicitly laid out in the following policy, Kappa Psi Pharmaceutical Fraternity Inc. recommends its Members hold themselves to the highest of standards even when posting activities that do not directly represent or discuss the Fraternity.
4. Urge its Members to self-monitor their social media presence for professionalism and that any Fraternity-related or personal information posted is appropriate and accurate.

Policy:

The following guidelines apply to all Members, Chapters, Provinces, and the Fraternity. Consider the materials in use to be classified as follows:

- A. Public information
- B. Fraternity restricted information
- C. Fraternity protected information

Each of these areas may or may not require various levels of approval regarding their use. Please contact

The Central Office, Grand Regent, or Grand Vice-Regent regarding the use of these materials. It is highly recommended that Members review the Risk Management and Picture Policies as it pertains to use of material relating to the Fraternity.

1. Follow all applicable state, federal, and university laws, Colleges/Schools of Pharmacy rules, faculty and staff handbooks, regulations, and policies, such as FERPA, HIPAA, and NCAA Regulations. Any content and/or online activity created by a poster or site moderator that violates these ordinances, or contains/leads to the release of a student's private and personal information is strictly prohibited and should be removed. These guidelines are to be followed in conjunction with any applicable institutional guidelines or policies that have been implemented for Chapters and Graduate Chapters with whom there may be affiliations. If the institution requirements are more stringent than the Fraternity's policy, then they must be followed accordingly.
2. Any Member commenting on the internet or any social media outlet about the Fraternity, Provinces, Chapters, individual Members, or anything related to Kappa Psi should have a means to disclose their role within the Fraternity. Consider the high levels of professionalism and the expectations regarding being a Member of the Fraternity when commenting, posting photos/pictures, and/or advertisements.
3. Materials posted in relation to the Fraternity should be professional and courteous at all times. Consider that this information may be viewed by other pharmacy fraternities, Colleges/Schools of Pharmacy, organizations, or institutions.
4. Ritual-related information should never be posted in any social media setting, forum, or blog. Consult the Grand Ritualist if unsure if information is appropriate to post.
5. Consider any conflict of interest use of social media or blogs. Refer to your institution, Kappa Psi Constitution and By-Laws, local ordinances, policies, and any other guidelines that refer to this matter.
6. If a social media member, or press contacts Members of Kappa Psi about inappropriate posts made in online forums that relate to Kappa Psi Pharmaceutical Fraternity Inc. in any way, it is the responsibility of the Member, Chapter, or Province to alert The Central Office, Grand Regent, and/or Grand Vice-Regent before responding.
7. Refer to the Constitution and By-Laws regarding trademark use of the various logos of Kappa Psi Pharmaceutical Fraternity Inc. (i.e. letters, crest, etc.)
8. When utilizing personal social media, use personal email accounts not Kappa Psi associated email ones. Refer to the Email Authorization and Liability Policy.

Official Kappa Psi Pharmaceutical Fraternity Social Media Sites

While Chapters, Provinces, and the Fraternity-at-Large may initiate their own individual social media sites, the Grand Regent or his/her designee(s) will be responsible for maintaining and upholding the designation of the official Kappa Psi social media pages (i.e. Facebook, Twitter, etc.).

The Fraternity supports the use of social media as a mechanism for the delivery of constructive content for the betterment of the Fraternity. The intent is to foster a constructive and an interactive venue for its Members.

1. Ensure that posts, photos/pictures, advertisements, etc.:
 - a. Are not profane or offensive
 - b. Are in context to the site or discussion thread
 - c. Respects the privacy of the Fraternity, Province, Chapter, and its Members.
2. Members of the International Kappa Psi Pharmaceutical Fraternity Inc. social media sites/pages (i.e. Facebook, Twitter, etc.) must be Brothers of the Fraternity.
3. Any person(s) requesting addition to the Fraternity's social media sites/pages (i.e. Facebook, Twitter, etc.) must be approved by either the Grand Regent or his/her designee(s). This is to verify that person(s) requesting addition are Brothers of the Fraternity.
4. The International Executive Committee and The Central Office reserve the right to remove or delete posts, photos/pictures, advertisements, etc. that are in direct conflict with the Constitution and By-Laws, Risk Management Policy, Picture Policy, or are deemed to be unprofessional/inappropriate.

Violation of the Social Media Policy:

Violation of this policy shall lead to the following actions:

Violation of the policy on the platforms noted above

- First violation – the post will be removed and the member will be sent a copy of this policy as a reminder.
- Second violation – the Members rights to access or post to that platform shall be revoked.

Violation of the policy on any other platform

- First violation – the member will be asked to remove their post and a copy of this policy will be sent as a reminder.
- Second violation – the member shall be referred to their Chapter for appropriate discipline under the purview of the Chapter as stated in the Constitution & By-Laws.

PARLIAMENTARY PROCEDURE

As Supervisor, expect to be a resource for Parliamentary Procedure. Offer suggestions and assist the Province in following the appropriate measures if necessary.

PARLIAMENTARY PROCEDURE OVERVIEW

- The purpose of Robert's Rules is to allow for each person's views to be equally represented and decisions to be impartially determined.
- The purpose of the Parliamentarian is to oversee meeting activity and maintain the proper use of Robert's Rules.
- Roll call of seated delegates is completed to determine the total number of votes. Only seated delegates may vote.
- Main motions can come from the delegates in open sessions. These require a second.
- If a second is not volunteered, the chair may request a second.
 - If not seconded, the motion is lost.
- Once seconded, discussion/debate begins with the individual who made the motion.
 - Discussion should not come before a motion.
 - Note that our resolutions are commonly in the preamble form where background info is given as part of the motion. This background is not considered discussion.
 - Debate must allow for both sides (pro and con) to be made.
 - Debate continues until everyone is heard or until a member calls the question.
-
- Any motion with a second requires a vote.
- Motions made by a committee do not require a second, but still are allowed discussion and need a vote.
- Secondary motions are made to make adjustments to a main motion (usually amendments).
- If a secondary motion is made and seconded, all discussion pertains to the secondary motion until the vote on the secondary motion is made.
 - Note: There may be no more than two degrees of secondary motions within a single motion (i.e. an amendment to the amendment) these must be resolved before further motions may be made.
- Once a secondary motion is voted on, discussion returns to the previous/main motion.
- During debate, all comments are made to the chair.
- A member may ask for a point of information, which is an opportunity to ask a question to clarify the motion.
- Point of order may also be used during debate to identify a deviation from Robert's Rules.
- A caucus may be requested by any delegate and is granted or denied by the meeting chair. Commonly a caucus is an opportunity for a delegate to speak with those he/she represents before casting a vote.
- In addition to being approved or rejected, motions can also be referred to a committee.
- Voting is most commonly made by aye/nay and is determined by the chair.
- If a delegate suspects the vote was misjudged, they may call for a division.
- A division requires each delegate to declare their vote individually.
- Main motion lingo

- I move to... I move that...
- Secondary motion lingo
 - I move to amend the motion by adding/inserting...
 - I move to amend the motion by striking...
 - I move to amend the motion by inserting...and striking...
- All motions should be restated by the chair before discussion, before vote, and after vote.
- The chair can vote if their vote will affect the result.

PARLIAMENTARY PROCEDURE USE IN KAPPA PSI

(For a comprehensive review of Roberts Rules, please refer to the following powerpoint which can be accessed via the following link:
[HTTP://KAPPAPSI.ORG/IMG/UPLOADS/FILES/CONSTITUTION%20AND%20BYLAWS/ROBERTS.RULES.BASICS.2015.PPTX](http://kappapsi.org/img/uploads/files/constitution%20and%20bylaws/roberts.rules.basics.2015.pptx)

Parliamentary Procedure Usage

Parliamentary Procedure is traditional. It helps groups arrive at decisions intelligently and fairly and in accordance with their own previously decided rules. Small groups (committees) can usually gloss over many formalities with little loss, except when grave decisions are to be made or where the law is involved. Rules, however, are for the protection of the individual, the minority, and even the majority against unfairness.

A motion says that the Chapter should do something and defines it. Any Member, after being recognized by the chair, may make a motion at a proper time.

- For example: "I move that the Chapter buy a typewriter."
- Most motions require a second by someone believes it's proper for the motion to be discussed.
- Another Brother: "I second."
- The chair (usually the Regent/Satrap) should restate the motion as soon as it has been seconded.
- Most motions are open for discussion.
- The Member making the motion has the floor first.

Discussion starts most motions. This discussion is likely to revolve around three questions

- Is the action suggested a good one?
- Is the action as defined in the motion, exactly the one we want to discuss and decide upon?
- Do we really want to decide this now?

Discussion of the above points

Is the action suggested a good one?

The first question is easy to deal with. When discussion seems to have stopped, the chair says: "Are you ready for the question?" If nobody shows signs of wanting to discuss the matter further they say: "Those in favor say 'aye', those opposed say 'no'." They listen for volume and number of voices and decide what the majority wants and tells you "The motion is carried," or "The motion is defeated."

If they are not sure who is in the majority, they can ask for a show of hands; if any member doubts the decision; they can get a show of hands by asking—immediately—for a division: "Mister/Madam Chairman, I request a division of the house."

Is the action as defined in the motion, exactly the one we want to discuss and decide upon?

Suppose someone isn't satisfied with the way the motion is stated. They may think it's too general or too specific or in some fashion not quite right. They can (before the motion is put to a vote) move to amend it;

for example: “I move to add the words ‘for not more than seventy-five dollars’ to the motion to buy a typewriter.” This motion requires a second too, and it can be discussed. That discussion should be limited to whether the change is a good one and whether it makes the motion nearer to what the Chapter wants to decide.

When the Chapter votes on the amendment, they’re voting on the change not on the basic action. If they vote ‘yes’ then the question to be discussed and voted on is the motion with the change made in it; if they vote ‘no’ then they still have to vote on the original motion just as if the change had never been suggested. In small groups, if nobody objects, the person making the original motion often accepts the change and it gets written in without the formality of a motion to amend (aka a “friendly amendment”). In large groups this informal procedure can be confusing, especially to the Secretary, and voting on the motion to amend may be wiser.

Do we really want to decide this now?

If someone doesn’t want the matter decided right away—they may think it is too complicated or too special or that they need more information—they can then move to refer the motion. For example: “I move that this matter be referred to the Finance Committee.” This motion must have a second; it can be discussed only on whether referring it is a good idea. If it carries, the main motion is off the floor until the committee reports on it.

Tabling a Motion

If the motion is a waste of time and the meeting should go on to something else, move to lay the motion on the table. For example: “I move that the motion be tabled.” All the manuals say this is the wrong motion for the purpose, but it’s customary, and it works! This motion to table requires a second; it can’t be debated and must be voted on right away. If majority votes for it, the original motion is off the floor and the meeting is ready to discuss something else. A motion that has been tabled can be taken off the table and put before the group again if somebody moves to do it and the majority votes to do it

Postponing a Motion

When it’s too early to make a decision or something more important is being delayed by the discussion, move to postpone until some definite time, like the next meeting. This motion must be seconded, it may be discussed only on its own merits, and it requires a majority. Both these “avoiding” motions apply to the main motion and whatever motions to amend are going with it at the time. You cannot table just an amendment.

Moving the Previous Question

Occasionally discussion will delay the meeting. If you want to end all debate and force a vote to decide the motion, this is the motion you make: “I move the previous question.” This motion requires a second: it may not be debated at all, if it could be, it wouldn’t be the desired result; it requires a two-thirds (2/3) majority, since it interferes with the normal right of Members to be heard on the subject. If it passes, the chair then puts whatever motion was being discussed to an immediate vote. Do not just shout “question” at the chair when you’re tired of debate. It has no parliamentary force, and although it may intimidate a different member with something important to say, it never really impedes the long-winded. If you want debate stopped, get on your feet and move the previous question.

Reports

Most meetings include a series of reports by Committee Chairs for the information of the general Membership. As long as these are just information, no motion is required, since no action is involved, the chair usually thanks the committee for its work and simple goes on to the next report. Don't move "to thank the committee for its efforts and commend its conclusions:" unless it's something really special. If you do it for one routine report, you have to do it for all routine reports and meetings will never end. When a recommendation for action is included in the report, the Chairman of the Committee usually moves it specifically as they finish. The motion is handled like any other main motion.

Points of Order

You may raise a point of order if a Member feels that the chair has forgotten something or that an incorrect action has been taken, or an attack is being made on a Member's motives. A point of order must be raised immediately or not at all.

- For example; "Mr. Chairman, I rise to a point of order...we've skipped the Treasurer's report."
- The point of order requires no second and it is not normally debatable.
- The chair may rule "the point is not well taken," and go on as before.
- Before ruling, the chair may consult someone if the question is of procedure, commonly the Parliamentarian.
- Anyone not satisfied with the chair's ruling, either way, may appeal
 - "I appeal the ruling of the chair"
- The appeal does require a second and may be debated
- Usually the chair explains why they ruled as they did without leaving the chair.
- The Chapter then votes on the appeal, majority vote deciding.

Point of order should be raised with great discretion. The raising of points of order and making appeals is the natural weapon of those who wish to disrupt. Anyone using this weapon continually will find it difficult to dispel belief that their real purpose is to harass the chair and prevent the Chapter from deciding anything.

The Order of Business

The order in which items are to be taken up on the agenda, which are either printed or in the chair's notes. What motions are in order at various times is difficult to explain in general terms. If you are in doubt, ask the chair if this is the time to bring up a particular subject. They will tell you. Since the least item on the agenda is usually "new business" and since this term covers almost anything, it's unlikely that you will be shut out.

It is a common courtesy to notify the Regent/Satrap ahead of time if you intend to bring up some major item of business. The chair may then put the item on the agenda. Long and important motions should be written out and copies given to the chair and the Secretary. The same is true of resolutions.

Adjournment

Although a motion to adjourn is technically in order at almost any time, ordinarily the Chapter waits until the chair has finished the agenda. They may then say "If there is no further business, the meeting is adjourned," or require a motion to adjourn. Nevertheless, if "new business" seems to be dragging on

forever, it is your right to move to adjournment. If enough people agree with you, the meeting can vote it and you can all go home.

DEBATING AND VOTING

Debate in a parliamentary session

- Rules governing debate
 - Speaker must be recognized by chair before engaging in debate
 - As possible, chair will recognize, alternately, speakers representing differing points of view
 - Debate must be germane to the pending question
 - Debate is closed only on passage of the motion of the previous question, when no one else wishes to speak or when limits set by motion to limit debate have arrived
 - Debate is not in order until a motion has been made, seconded, and restated by the chair
- Hints for debaters in a parliamentary session
 - Address remarks to the chair
 - Be brief and to the point
 - Be sure to confine your remarks carefully to the pending question

Voting

- Methods of voting
 - Voice vote (viva voce) this is the most usual method
 - Show of hands
 - Rising
 - Secret Ballot
 - Roll call
 - General consent
 - Mail vote
- The chairman and voting
 - The chair can vote in any case where vote is by secret ballot
 - The chair can vote if their vote will change the outcome of the vote
- General rules about voting
 - Members are not required to vote
 - Votes may be registered by Members as either “yes” or “no” or “abstaining”
 - Results of votes are determined by number of people actually voting, not by total membership or the number of people present, unless specifically stated otherwise
 - A vote is not officially complete until the chair announces the decision
 - The following commonly used motions require two-thirds (2/3) majority vote for passage
 - Suspend the rules
 - Make a special order o Previous question
 - Limit, or extend the limits of, debate o Close nominations

TABLE OF COMMON MOTIONS

	Motion	Second?	Debatable?	Amendable?	Vote	Interrupt Speaker?
1	Adjourn	Yes	No	No	Majority	No
2	Recess	Yes	No	Yes	Majority	No
3	Question of Privilege	No	No	No	None	Yes
4	Lay on Table	Yes	No	No	Majority	No
5	Previous Question	Yes	No	No	2/3	No
6	Refer	Yes	Yes	Yes	Majority	No
7	Amend	Yes	Yes	Yes	Majority	No
8	Main	Yes	Yes	Yes	Majority	No
9	Appeal	Yes	Yes	No	Majority	Yes
10	Question of Order	No	No	No	None	Yes

Pointers on Motions

- Only one main motion may be considered at a time.
- Any motion that suppresses the normal rights of the Assembly needs a larger vote than a simple majority (two-thirds, unanimous).
- The chair is not infallible. Appeals are always in order.
- The letter of the law need not be always followed, provided the majority can triumph and the rights of the minority can be protected.
- The main motion is the last one to be acted on.
- Subsidiary motions are motions that act on the main motion. They are always voted on before the main motion.
- Privileged motions deal with rights and privileges and should be acted on before any other business.
- The method of voting is determined by
 - The normal usage of the Chapter
 - Stipulation of a constitution or By-Laws
 - Stipulation of Members of the Chapter
 - The discretion of the chairman
- The most usual voting methods are: voice vote, show of hands, and standing.
- Robert's Rule or a similar set of rules should give way to the Assembly's Constitution and/or By-Laws and to the established custom of the Assembly.

Motions That Cannot Be Debated

- | | |
|--|--|
| <ul style="list-style-type: none"> ▫ Adjourn ▫ Amend and un-debatable motion ▫ Appeal ▫ Call for the orders of the day ▫ Call up motion to reconsider ▫ Dispense with the reading of the minutes ▫ Fix time to which you adjourn ▫ Lay on the table ▫ Limit or extend debate ▫ Object to the consideration of a motion | <ul style="list-style-type: none"> ▫ Close of reopen nominations ▫ Division of the house ▫ Division of a question ▫ Point of order, inquiry, information ▫ Question of quorum ▫ Withdraw a motion ▫ Previous Question (close debate) ▫ Suspension of the rules ▫ Take a recess ▫ Take from the table |
|--|--|

Motions Requiring a Two-Thirds Vote

- To amend Constitution or By-Laws
- Depose from office
- To limit or extend debate
- Sustain an objection to the consideration of a question
- The previous question (close debate)
- To suspend the rules
- To take a question out of its proper order
- To make a special order of business

Motions That Cannot Be Reconsidered

- Adjourn
- Call for the orders of the day
- Division of the house
- Division of the question
- Lay on the table
- Nominations to make or to close
- Parliamentary or other inquiry
- Raise question of order or privilege
- Reconsider
- Suspend the rules of order of business
- Take a recess
- Take from the table

Motions That Can Interrupt a Speaker

- A call for the orders of the day
- A point of order
- A question of privilege
- A question of quorum

Motions That Cannot Interrupt a Speaker without their Consent (but may interrupt the proceedings)

- Appeal from decision of Chair
- Giving notice of reconsideration or repeal
- Objection to consideration of a question
- Parliamentary inquiry
- Point of information
- Request that the question be divided

Motions That Do Not Require a Second

- Division of the house (recount of vote)
- Call up motion to reconsider
- Call for the orders of the day
- Filling blanks
- Inquiries of any kind
- Objection to the consideration of a question
- Parliamentary inquiry
- Point of information
- Point of order
- Question of privilege

Motions That Cannot Be Amended

- Adjourn
- Amend an amendment
- Appeal
- Call for orders of the day
- Division of the house
- Fill a blank
- Grant leave to withdraw a motion
- Lay on the table
- Leave to red papers
- Nomination
- Object to the consideration of a question
- Postpone indefinitely
- Previous question
- Question of order
- Question of privilege
- Reconsider of any kind
- Take from the table
- Take up a question out of its proper order

DEFINITION OF PARLIAMENTARY TERMS

Accept, Adopt, Approve: Applied to reports and motions agreed upon-not to be confused with received

Adjourn: to bring the meeting to a close

Agenda: The order of business to be brought up at the meeting

Amend: To change or modify a motion by striking out, by adding or substituting

Assembly: A group, society, club, sometimes called "the house"

Business: Motion, resolution, subject, the proceedings; the agenda

By Laws: Code of rules of regulations accepted by a society for its own guidance

Chair: The presiding officer at the meeting

Commit: To refer to a committee Constitution: Same as bylaws

Debate: To discuss the pros and cons of a motion

Division of the House: Calling for a recount of a vote

Division of a Question: Separating a motion and voting on each part separately

Ex-officio: By virtue of official position

Floor, Obtained: When a member is recognized by the chair they have the "floor"

General Consent: Unanimous, silent, used in routine matters, if no objection, avoiding a formal vote

Germane: Relevant, pertinent to the pending question

House: Same as assembly, meetings, etc.

Main Motion: The motion that introduces the business or a proposal to the assembly for action

Majority: More than half of the votes cast

Minutes: The official records of proceedings at a meeting

Order of business: Same as agenda

Orders of the day: Program or order of business adopted that should be followed

Parliamentarian: One skilled in parliamentary procedures; advises the presiding officer concerning questions of parliamentary procedure.

Pending and Immediately Pending: The question before assembly for discussion and action

Plurality: Term used in an election when one candidate has the largest number of votes

Point of Order: A question concerning a breach of parliamentary order

Preamble: An introduction or preface to a resolution Precedence: Priority in rank

Prevailing Side: The side having secured the most votes

Previous Question: A call to close debate and take the vote

Privilege, Questions: Placing the motion before the assembly for a vote

Question: Same as a motion, when stated by the chair for a vote

Quorum: A specified number if member, required, according to the bylaws, to hold a legal meeting

Recess: A motion used to halt the proceedings temporarily

Refer: (See commit)

Seriatim Consideration: Consideration of a motion, line by line and paragraph by paragraph

Sine Die: Without a day, indefinitely, final adjournment

Table a Motion: To put aside the pending question temporarily

Table, to take from: A motion used to restore a question for consideration again

Ticket: A slate of candidates for office

Two-Thirds Vote: Two thirds of the vote cast; it should be a rising vote Viva Voice: By the voice; usually is the method of voting

Voting: Those actually casting a vote

Yield: Concede to, outranked by, give away to

Regent/Satrap Protocol

- The Regent/Satrap avoids the use of “I” when in the Chair, says “The Chair” when speaking and when reporting says, “Your Regent/Satrap” or “Your Chairman”.
- Remember that the member who rises first is the one you grant the floor.
- Do not say “You are out of order”—say, “The motion is not in order”—make it the motion not the person.
- Do not say “those contrary to” say “No”—members may be opposed to, but they are not contrary.
- Do not say “vote by the usual sign”—tell the membership how the vote will be taken.
- Do not introduce business from the Chair, but your pet projects may be introduced by a member.
- Call the Vice-Regent/Vice-Satrap to the Chair when you report or debate.
- Presiding officers can and should make frequent use of “General Consent” if sure of the feelings of the assembly and no objection is made—this saves valuable time.
- If the assembly is hesitant to speak, ask; “What is your pleasure?” or “What is the pleasure of the body?”
- Consult with the Parliamentarian on a technical question or problem—a solution is always available.
- The presiding officer may allow the Parliamentarian to explain or interpret, thus educate the members.
- Do not rush the business meeting or it may appear that action is being “railroaded”.
- Do not let a business meeting drag or it may appear you are unsure of yourself or a situation.

Member Protocol

- Always address the Chair before you speak.
- Be prompt in seconding motions to bring business to the point of discussion.
- Address the Vice-Regent/Vice-Satrap or any person serving temporarily as “Mister or Madam Chairman.”
- Never walk between the chair and the assembly.
- Never interrupt another speaker, unless proper parliamentary procedure gives you the right.
- Do not try to compete with the speaker with unnecessary chatter with your neighbors.
- In speaking avoid personalities and be brief. Be courteous as well as correct.