

Constitution
and
Uniform By-Laws
of
**Kappa Psi
Pharmaceutical
Fraternity, Inc.**

(Incorporated under the Laws of the State of Delaware, 1903)

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Issued for and by Authority of
The Grand Council of the Fraternity

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Kappa Psi Pharmaceutical Fraternity, Inc.

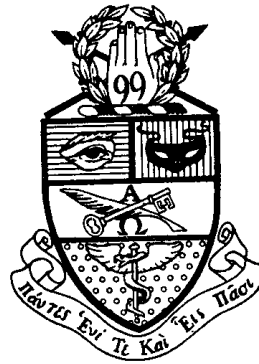
“One for all and all for one”

Founded 1879

Incorporated 1903

Colors: Scarlet and Cadet Gray

Flower: Red Carnation



COAT OF ARMS



BADGE



MONOGRAM
LAPEL LETTER
BUTTON



RECOGNITION
BUTTON



SWEETHEART
PIN



PLEDGE BUTTON



PENNANT



SCHOLARSHIP KEY



ASKLEPIOS KEY

Constitution

THE REVOCATION OF FORMER LAWS

001. *Sec. 1.* All former constitutions, by-laws, and standing laws by which the Fraternity was formerly governed, are revoked and are no longer in effect.

PREAMBLE

002. *Sec. 1.* For the sake of unity of principle, practice, and procedure this instrument is promulgated by the Grand Council of Kappa Psi Pharmaceutical Fraternity, Incorporated for its own government, for that of its constituent divisions, and for that of its Membership so that there shall be one final rule by which all shall be governed.

ARTICLE I NAME AND OBJECTIVES

003. *Sec. 1.* The name of this society shall be Kappa Psi Pharmaceutical Fraternity, Incorporated, which hereinafter may be referred to as the Fraternity.

004. *Sec. 2.* The objectives are to conduct a fraternal organization for the mutual benefit of the members; to advance the profession of Pharmacy, educationally, fraternally, and socially; to instill industry, sobriety, fellowship, and high ideals in its members; and to foster scholarship and pharmaceutical research.

ARTICLE II ORGANIZATION

005. *Sec. 1.* The constituent divisions making up this Fraternity are: Alpha Chapter, hereinafter referred to as the Executive Committee; Collegiate Chapters, Graduate Chapters; and Provinces.

006. *Sec. 2.* Each Chapter and Province shall adopt Local Chapter or Province Ordinances to become part of their Uniform Chapter or Province By-Laws to govern its Membership; said Ordinances shall not conflict with Constitution and By-Laws of the Fraternity or the Uniform By-Laws.

ARTICLE III MEMBERSHIP

007. *Sec. 1.* Kappa Psi Pharmaceutical Fraternity, Incorporated shall receive as Members, except as in the case of Honorary Members, only persons who are teachers in, students in, or graduates of Schools or Colleges of Pharmacy, or who are students currently enrolled in a School of pre-Pharmacy, who meet requirements set by the Executive Committee of Kappa Psi Pharmaceutical Fraternity, Incorporated.

008. *Sec. 2.* No person eligible for membership in Kappa Psi Pharmaceutical Fraternity, Incorporated may be excluded from membership for reason of race, color, creed, sexual orientation, religion or national origin, or gender.

009. *Sec. 3.* There are three (3) types of members: Collegiate Members, Graduate Members and Honorary Members.

010. *Sec. 4.* Memberships in or expulsion from any other pharmaceutical fraternity shall disqualify a person for election to Kappa Psi Pharmaceutical Fraternity, Incorporated; furthermore, members of Kappa Psi Pharmaceutical Fraternity, Incorporated are prohibited from becoming members (except honorary members) in any other pharmaceutical fraternity (except purely honorary societies).

011. *Sec. 5.* All elections to Collegiate or Graduate Membership shall be made in one of the Collegiate or Graduate Chapters; a candidate for Membership, so elected, becomes a Member only after successfully completing the Initiation Ceremony as set forth in the Ritual of the Fraternity; election to Honorary Membership shall be made only by Alpha Chapter.

012. *Sec. 6.* A Collegiate Chapter may elect to membership students in the undergraduate or graduate classes or any member of the Faculty or Adjunct Faculty of the School or College of Pharmacy in which the Chapter is chartered.

013. *Sec. 7.* Upon graduation from college, a Collegiate Member automatically becomes a Graduate Member of the Collegiate Chapter.

014. *Sec. 8.* Graduate Chapters shall accept for membership Graduate Members from any Collegiate Chapter. Graduate Chapters may elect to membership any graduate of a recognized School or College of Pharmacy as defined in the Constitution, provided such individual is not, and never has been, a member of another pharmacy fraternity, and further provided that the preceding clause will allow admission to membership persons of now defunct alternative fraternities organized because of race, creed, color, gender, sexual orientation, religion or national origin, who has not been rejected by any Chapter of Kappa Psi Pharmaceutical Fraternity, Incorporated.

015. *Sec. 9.* The Fraternity does not recognize or approve the existence of auxiliary organizations not authorized in writing by the Executive Committee. No organization, unless authorized by the Executive Committee or as otherwise permitted by the Constitution or By-Laws, shall use the words, letters, logos or symbols of the Fraternity, or otherwise represent affiliation with the Fraternity.

ARTICLE IV
DUES AND ASSESSMENTS

016. *Sec. 1.* The Grand Council shall have the power to collect dues and fees from all members of Kappa Psi Pharmaceutical Fraternity, Incorporated.

017. *Sec. 2.* The Grand Council shall also have the power to levy special assessments to cover deficits in the funds of the Grand Council Treasury.

ARTICLE V
DISCIPLINE

018. *Sec. 1.* Any member may be suspended or expelled from Kappa Psi Pharmaceutical Fraternity, Incorporated for conduct unbecoming a member.

019. *Sec. 2.* Each Chapter shall have the right to punish members after due trial as set forth in the By-Laws of Kappa Psi Pharmaceutical Fraternity, Incorporated.

ARTICLE VI
CHAPTERS

020. *Sec. 1.* Collegiate and Graduate Chapters may be established in any city or limited area of the United States, Canada, or other countries. Graduate Chapters shall be named after the city, limited area, or country in which they are established.

021. *Sec. 2.* Collegiate Chapters shall be named after the letters of the Greek Alphabet in order of their establishment as assigned by the Executive Committee. Should any Chapter be discontinued and its Charter returned to the Grand Council, its Graduate Members shall retain their Chapter name.

ARTICLE VII
UNIFORM PROVINCE AND CHAPTER BY-LAWS

022. *Sec. 1.* The By-Laws for the Provinces and Chapters will be the Uniform Province By-Laws; Uniform Collegiate Chapter By-Laws, and Uniform Graduate Chapter By-Laws as adopted by the Executive Committee of the Grand Council with those modifications necessary, in the form of Local Province or Chapter Ordinances, to meet local conditions.

023. *Sec. 2.* All Local Province and Chapter Ordinances must be submitted in electronic format, within seven (7) days of adoption, to the Grand Counselor and the Central Office, for approval or rejection by the Grand Counselor or Legislative Committee. Failure of the Grand Counselor and/or Legislative Committee to act within ninety (90) days on any Ordinance, submitted in accordance with the above requirements, shall constitute automatic approval. Upon receipt by the Chapter or Province of any rejections or recommendations to the proposed Local Ordinances by the Grand Counselor or Legislative Committee, the Chapter or Province must act, within ninety (90) days,

on these rejections or recommendations and submit a response. Failure to do so shall constitute an automatic approval of the Legislative Committee recommendations.

ARTICLE VIII THE GRAND COUNCIL

024. *Sec. 1.* The Grand Council shall be the supreme legislative, judicial and executive body of the Fraternity. As the supreme legislative body, it shall make general and common laws to govern both itself and its divisions. The Grand Council may delegate to a committee the right of legislation as hereinafter provided. As the highest judicial tribunal, it shall interpret all legislation and there can be no appeal from its decisions. As the chief executive power of the Fraternity it shall have the authority to enforce its laws and decisions.

025. *Sec. 2.* The Grand Council shall issue a Ritual of Initiation and other special rituals for the use of all Chapters, which Rituals shall be held in sacred trust by each Chapter and each Brother to whom they are committed as being the innermost secrets of our Order.

026. *Sec. 3.* The Grand Council may revoke the Charter of any or all of its Chapters.

ARTICLE IX MEMBERS OF THE GRAND COUNCIL

027. *Sec. 1.* The Grand Council shall consist of the following: Members of the Executive Committee; two (2) Delegates from each Collegiate Chapter; two (2) Delegates from each Graduate Chapter; one (1) Delegate from each Province; the Editor of *THE MASK*, if a member of the Fraternity; and each Past Grand Regent who is no longer a Member of the Executive Committee.

ARTICLE X MEETINGS OF THE GRAND COUNCIL

028. *Sec. 1.* The Grand Council shall meet in general convention every two (2) years. The place and dates of said convention shall be decided by the Executive Committee; announcement of said place and dates shall be made at least one (1) year in advance of said convention. The Executive Committee in unusual circumstances has the authority to postpone and/or cancel a Grand Council Convention. The Executive Committee in unusual circumstances may authorize the Grand Council to convene via electronic communication media so long as all Members have the ability to participate.

ARTICLE XI OFFICERS OF THE GRAND COUNCIL

029. *Sec. 1.* The Officers of the Grand Council shall be: Grand Regent, Grand Vice Regent, Executive Director (whose office shall be known as The Central Office), Grand Counselor, Grand Historian, and Grand Ritualist. All Officers except the Executive Director shall be elected by secret ballot. The Executive Director shall be appointed by the Executive Committee and shall

hold office until he has been relieved of his duty by the Executive Committee. These Officers shall be chosen from the ranks of the Collegiate and Graduate Members of the Fraternity at large. Elections shall occur at the Grand Council Convention. The Officers shall hold office until their successors shall have been elected and properly installed. No salaries shall be paid to elected Grand Officers.

ARTICLE XII COMMITTEES OF THE GRAND COUNCIL

030. *Sec. 1.* There shall be the following permanent committees of the Grand Council: Executive, Legislative, Advisory, Frank H. Eby Award Committee, Publications, and Public Relations. These committees and such other committees as may be required shall be appointed by the Grand Regent in accordance with any other requirements in the Constitution or By-Laws.

031. *Sec. 2.* The Executive Committee shall be the chief legislative body of the Fraternity in the adjournment of the Grand Council. Between meetings of the Grand Council, it possesses all the powers of the Grand Council and has full authority to act in its stead.

ARTICLE XIII PROVINCES

032. *Sec. 1.* The Fraternity shall be divided geographically into Provinces, each composed of all the Chapters within the boundaries of that Province. The boundaries of each Province shall be designated by the Executive Committee of the Grand Council.

033. *Sec. 2.* Each Province shall be empowered to adopt Ordinances, rules and regulations to govern the Chapters within that Province, provided that such enactments do not conflict with the Constitution and By-Laws of the Fraternity, the Uniform Province By-Laws or other enactments of the Fraternity.

034. *Sec. 3.* The Legislative body of the Province shall be the Province Assembly, which shall consist of two (2) Delegates from each Chapter (Collegiate and Graduate) within the Province and the Officers of the Province.

ARTICLE XIV OFFICIAL BADGES AND INSIGNIA

035. *Sec. 1.* The following items comprise the official badges and insignia of Kappa Psi Pharmaceutical Fraternity, Incorporated: The Badge, the Sweetheart Pin, the Pledge Button, the Lapel Letter Button, the Recognition Button, the Henry J. Goeckel Grand Council Scholarship Key, the Asklepios Key, Pennant, and the Coat of Arms.

ARTICLE XV
PUBLICATIONS

036. *Sec. 1.* Kappa Psi Pharmaceutical Fraternity, Incorporated shall publish its legal documents: The Constitution and By-Laws, and Uniform Chapter and Province By-Laws, an official journal to be known as *THE MASK* of Kappa Psi Pharmaceutical Fraternity, Incorporated, a manual to be known as *THE HANDBOOK* of Kappa Psi Pharmaceutical Fraternity, Incorporated; an official directory to be known as *THE AGORA*; a guide for the Chapters known as *THE POLICIES AND PROCEDURES MANUAL*; a website with the domain www.kappapsi.org; and any additional publications deemed to be in the interest of the Fraternity by the members of the Executive Committee.

ARTICLE XVI
ORDERS, HONORARY AND SERVICE

037. *Sec. 1.* There shall be the Honorary Order known as The Robert A. Magarian *ORDER OF THE SILVER MORTAR*. Membership shall be restricted to persons who have been Members of the Fraternity for twenty-five (25) years or more. There shall be the Honorary Order known as the F. Harvey Smith *ORDER OF THE RUBY MORTAR*. Membership shall be restricted to persons who have been Members of the Fraternity for forty (40) years or more. There shall be the Honorary Order known as the Preston W. Eldridge, Jr. *ORDER OF THE GOLDEN MORTAR*. Membership shall be restricted to persons who have been Members of the Fraternity for fifty (50) years or more. There shall be the Honorary Order known as the Dewey D. Garner *ORDER OF THE DIAMOND MORTAR*. Membership shall be restricted to persons who have been Members of the Fraternity for sixty (60) years or more. There shall be the Honorary Order known as the Norman A. Campbell *ORDER OF THE PLATINUM MORTAR*. Membership shall be restricted to persons who have been Members of the Fraternity for seventy (70) years or more. There shall be a Service Order for non-members of the Fraternity.

ARTICLE XVII
QUORUM

038. *Sec. 1.* A quorum for any meeting of the Grand Council shall be three-fourths (3/4) of its accredited membership registered either in person or by proxy at said meeting.

ARTICLE XVIII
AMENDMENTS

039. *Sec. 1.* Proposals to amend any part, or all, of this Constitution may be made by the Executive Committee, any Chapter, or any Member of the Fraternity either in session or during the adjournment of the Grand Council.

040. *Sec. 2.* In session of the Grand Council, motions to amend shall require a three-fourths (3/4) majority vote of the Grand Council for passage, a quorum being present. No motion to amend, made in session, may be acted upon unless a written copy of such motion is submitted to the

Legislative Committee at least twenty-four (24) hours before it is to be acted upon and a written copy is distributed to each member of the Grand Council prior to the time of voting.

041. *Sec. 3.* A motion to amend made in adjournment of the Grand Council shall be submitted to the Legislative Committee, which will forward it along with its recommendation, to the Executive Committee. Upon approval of a majority of the Executive Committee, a mail or electronic ballot shall be conducted of all Chapters in good standing. A favorable ballot must be received from three fourths (3/4) of all Chapters responding within sixty (60) days after mailing or electronic transmission to make the amendment official and approved.

By-Laws

BY-LAW I ELECTION OF MEMBERS

042. *Sec. 1.* Members must be elected by secret ballot in a manner prescribed by the Chapter's Uniform By-Laws.

043. *Sec. 2.* In case a person, not already a Brother of Kappa Psi Pharmaceutical Fraternity, Incorporated, leaves a School or College in which there is a Chapter of Kappa Psi Pharmaceutical Fraternity, Incorporated, to pursue studies in a second School or College in which there is also a Chapter of Kappa Psi Pharmaceutical Fraternity, Incorporated, it shall be necessary for the second Chapter to communicate with the first Chapter before the said prospective nominee can be elected to membership in the second Chapter.

044. *Sec. 3.* After a person has duly been elected and initiated into Kappa Psi Pharmaceutical Fraternity, Incorporated, membership shall continue for life, except in the case of expulsion as provided in By-Law III. In no case and under no circumstances shall a member be allowed to relinquish membership voluntarily by resignation from the Fraternity.

045. *Sec. 4.* There shall be no inactive status for members enrolled and attending classes in a School or College of Pharmacy in which a Chapter is chartered and active. Each Chapter is responsible for the reporting and paying of Grand Council Dues to The Central Office for all Members enrolled in the School or College in which the Chapter is chartered.

046. *Sec. 5.* A member leaving a School or College in which there is a Chapter to pursue studies in a second School or College in which there is also a Chapter, shall be admitted to the second Chapter as a Collegiate Member upon presentation of evidence supplied by the first Chapter and The Central Office showing the members to have been in good standing; and provided that the member has read the By-Laws of the second Chapter and declared to uphold the same.

047. *Sec. 6.* A Collegiate Chapter or a Graduate Chapter may nominate for Honorary Membership in Kappa Psi Pharmaceutical Fraternity, Incorporated, any person who has contributed in some distinguished manner to the Pharmaceutical Profession at the national level. Election to Honorary Membership shall be made by Alpha Chapter. The nominee, if elected, shall be granted Honorary Membership. No portion of the Ritual of Initiation will be administered to Honorary Members, but an embossed certificate of Membership will be issued. Honorary Members may not hold any active office and they shall not be required to pay dues. Honorary office may be granted to Honorary Members.

BY-LAW II DUES AND ASSESSMENTS

048. *Sec. 1.* Each Member shall pay a Grand Council Membership fee of seventy-five dollars (U.S.) (\$75.00). This fee shall be transmitted to The Central Office within seven (7) days of initiation by the Treasurer of the Chapter of initiation. The Membership fee shall be used as

follows: seventy-three dollars and fifty cents (U.S.) (\$73.50) to the General Fund, and one dollar and fifty cents (U.S.) (\$1.50) to the Grand Council Convention Fund. By-Law II, Section 2 shall be satisfied during the semester of initiation.

049. *Sec. 2.* Each Collegiate Member shall pay Grand Council Dues of five dollars (U.S.) (\$5.00) per month, but not to exceed sixty dollars (U.S.) (\$60.00) 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 nine dollars (U.S.) (\$9.00) 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 fifty-one dollars (U.S.) (\$51.00) per collegiate year to the General Fund.

050. *Sec. 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.

051. *Sec. 4.* Each Graduate Chapter shall pay by March fifteenth (15th) of each calendar year an Annual Graduate Chapter Fee of two hundred dollars (U.S.) (\$200.00) to The Central Office, and shall submit a copy of its current roster.

052. *Sec. 5.* Each Graduate Member shall be requested to pay during the calendar year, 2010, and each year thereafter, Graduate Voluntary Dues of fifty dollars (U.S.) (\$50.00). These Graduate Voluntary Dues shall be used as follows: ten dollars (U.S.) (\$10.00) to the Grand Council Convention Fund, and forty dollars (U.S.) (\$40.00) to the General Fund.

053. *Sec. 6.* Grand Council Dues shall be collected by the Treasurer of each Collegiate Chapter as part of the regular Chapter dues; said dues for the months of July, August, September, October, November, December shall be transmitted to The Central Office by October fifteenth (15th) of the same collegiate year; said dues for the months of January, February, March, April, May, and June shall be transmitted to The Central Office by February fifteenth (15th) of the same collegiate year.

054. *Sec. 7.* Should there be any delay in transmitting any of the above monies to The Central Office, an order shall be issued by the Executive Director upon the Chapter Treasurer equal to the Chapter indebtedness; additionally, a penalty of two percent (2%) per month for each month or fraction thereof of indebtedness may be assessed and shall become part of above said order. If a Chapter remains in default for six (6) months or more, the Executive Committee after providing the opportunity of a hearing to the defaulting Chapter, may suspend until monies are current or revoke the Charter of said Chapter.

055. *Sec. 8.* If there should arise a deficit in the funds of the Grand Council Treasury, the Executive Committee may order an extra assessment to cover the deficit. Such assessment shall be levied pro rata with membership for Collegiate Chapters and at a flat and equal rate for Graduate

Chapters. Such assessments shall be collected and transmitted in a similar manner as the monthly or yearly dues; and furthermore, the same retributive proceedings in case of default apply.

BY-LAW III DISCIPLINE

056. *Sec. 1.* A Member may be suspended or expelled from Kappa Psi Pharmaceutical Fraternity, Incorporated for conduct unbecoming a Brother. Included under this heading are such acts: (1) as relate upon or injure the prestige and reputation of the Fraternity; (2) as relate upon the character or professional integrity of the Members; (3) as constitute a violation of the Vow of Allegiance and Obligations; and (4) as refusal to pay dues.

057. *Sec. 2.* The provisions for disciplining Members shall also apply to any person elected to membership but not having taken the Vow of Allegiance and Obligations. At any time before the candidate's initiation any member, in good standing, may submit written objections to the Judiciary Committee of the Chapter. If sustained, the Regent shall declare the election null and void.

058. *Sec. 3.* To suspend or expel a Member from the Fraternity, a Member or Members, or the whole Chapter must lay written charges before the Judiciary Committee. This Committee may exercise the authority herein granted upon its acknowledgement and without citation. If the Committee finds that the facts sustain the charge or charges, it shall endorse the charges as being true and return them to the Chapter.

059. *Sec. 4.* The Regent shall set a hearing date, order the accused to appear, and instruct the Secretary to furnish the Member cited with a copy of the charges. Should the accused not obey the mandate, the Regent may either continue or postpone the proceedings. No trial shall be valid unless two-thirds (2/3) of the Members in good standing of the Chapter are present. Should the accused fail to comply with the order to appear for more than ninety (90) days, the Regent and the Chair of the Judiciary Committee can jointly enter a summary judgment and proceed with the punishment process.

060. *Sec. 5.* At the hearing, the Regent shall act as the Judge and rule on all points of law. The Secretary shall act as Clerk of the Court. If the Regent is involved as a party defendant, the Vice Regent shall act as Judge.

061. *Sec. 6.* The Regent shall appoint two (2) Members of the Chapter to act as prosecutors; the accused may choose two (2) Members of the Fraternity to act as counsel.

062. *Sec. 7.* Testimony shall be taken on all charges and each witness shall sign a written copy of the testimony.

063. *Sec. 8.* After all evidence and arguments have been heard, all Members present shall vote guilty or not-guilty. Two-thirds (2/3) shall be needed to convict. If the accused is convicted, the Regent shall ask for the sort of punishment. Two-thirds (2/3) shall be required for expulsion and a majority for any other punishment.

064. *Sec. 9.* A convicted Member may demand a stay of execution for thirty (30) days or until appeal to the Executive Committee for rehearing. Any appeal from the Chapter's findings makes the Chapter a party defendant and also makes the convicted Member liable for all reasonable expenses of the Chapter should the Executive Committee sustain the action of the Chapter.

065. *Sec. 10.* Should the Member decide to appeal, the Secretary of the Chapter shall notify the Grand Regent of the actions of the Chapter and shall furnish to the Executive Committee an attested copy of the charges with signed copies of the testimony and written briefs arguing the respective sides of the case.

066. *Sec. 11.* The Executive Committee, after due consideration, shall render its opinion. A majority vote is necessary to either sustain or reverse the Chapter's decision. If the decision is reversed, the accused stands acquitted and the case dismissed. The Chapter has no further appeal.

067. *Sec. 12.* The accused, as a last resort, may appeal to the Grand Council in session assembled. The parties may be represented in person or by brief. A simple majority vote is necessary to either sustain or reverse the Chapter's decision. The opinion of the Grand Council shall be final.

068. *Sec. 13.* When a conviction is final, there are no appeals requested or available, the Executive Director shall be notified of the action of the Chapter. All Chapters shall then be notified of the action taken and the Grand Regent shall order all Chapters of the Fraternity closed against the Member, either temporarily or permanently.

069. *Sec. 14.* The Grand Council shall have the power to expel Members of inactive Chapters.

BY-LAW IV CHAPTERS

070. *Sec. 1.* Application for a Charter for the creation of a Chapter shall be made in writing, through The Central Office, and shall be signed by at least five (5) Graduate Members residing in the district. To be chartered or reactivated prior to the Grand Council Convention, all application materials must be received by the Central Office no fewer than 90 (ninety) days prior to the opening of a Grand Council Convention.

071. *Sec. 2.* When an application for a Charter is received, it shall be forwarded to the Grand Counselor with an electronic copy of the proposed Chapter's proposed Local Chapter Ordinances to the Uniform Chapter By-Laws for review and approval.

072. *Sec. 3.* Upon approval of the proposed Chapter's proposed Local Chapter Ordinances, the Executive Committee shall be notified by the Executive Director of the Application for Charter, and shall be requested to vote upon same. Three-fourths (3/4) approval of the Executive Committee members voting shall be required for granting a Charter.

073. *Sec. 4.* Upon approval of the Executive Committee and payment for creation and shipment of the charter, the Grand Regent shall grant the Charter and cause either personally, or by

appointment of a Member of the Executive Committee or Advisory Committee, the new Chapter to be properly installed.

074. *Sec. 5.* The Grand Regent shall notify all Members of the Executive Committee, all Chapters, and all Provinces of the new Chapter and shall request letters of greetings and welcome be sent to the new Chapter.

BY-LAW V THE GRAND COUNCIL

075. *Sec. 1.* Delegates from Chapters in arrears shall not be admitted to the Grand Council until all past indebtedness is paid. Upon three-fourths (3/4) vote of the Grand Council this section may be waived.

076. *Sec. 2.* If a Chapter sends only one (1) representative to the Grand Council, that representative shall be entitled to cast two (2) votes. If a Chapter or Province is unable to send any representatives, its votes or vote may be assigned by proxy to any other Member, Chapter or Province except Members of the Executive Committee, Advisory Committee, or Editor of *THE MASK*. No votes other than those of Chapters or Provinces may be assigned by proxy.

077. *Sec. 3.* No funds for representation shall be paid to a Chapter in arrears or to a Chapter represented by proxy. No funds for representation shall be paid to Graduate Chapters or to Provinces.

078. *Sec. 4.* All Delegates or proxies shall be determined in accordance with Chapter or Province By-Laws and Local Ordinances thereof, and shall be admitted to the Grand Council only upon presentation of proper credentials issued by the represented Chapter or Province. In the case of Delegate representation, the credentials must be signed by the Regent, Satrap, or Secretary of the Chapter or Province being represented. In the case of proxy representation, the credentials must be signed by the Regent or Satrap and Secretary of the Chapter or Province being represented. These forms must be sent to The Central Office via mail or email with a postmark or electronic transmission date of at least one (1) month prior to the start of the Grand Council Convention. Mailed proxy forms must be notarized. All electronic submissions must be sent from the Chapter or Province's official email address, or using a secured, verifiable digital signature.

BY-LAW VI THE GRAND COUNCIL CONVENTION FUND

079. *Sec. 1.* The Grand Council Convention Fund shall be used to pay the transportation expenses equivalent to the lowest tourist class, round trip air fare from the Chapter location to the airport of the convention site for one (1) Delegate (not a proxy) from each Collegiate Chapter, each Member of the Executive Committee, and such other Members of the Grand Council designated by the Executive Committee. Any monies remaining in this fund following the determination of anticipated transportation expenses may be utilized to fund other portions of the Grand Council Convention.

080. *Sec. 2.* The Executive Director shall prepare and send a statement to the Secretary of each Collegiate Chapter showing the amount due that Chapter from the Grand Council Convention Fund. The manner of payment shall be determined by the Executive Director. Payments shall be made no later than the fifteenth (15th) day of the month following the Grand Council Convention.

BY-LAW VII
OFFICERS OF THE GRAND COUNCIL:
ELECTION AND DUTIES

081. *Sec. 1.* The Executive Director shall notify each Chapter at least eight (8) months prior to the Grand Council Convention that the Nominations Committee is prepared to receive nominations. Any Chapter may nominate for any or all of the Grand Officers, Graduate Member-at-Large, and Collegiate Member-at-Large and shall forward the same, certified by the Regent and Secretary, to The Central Office at least six (6) months prior to the first day of the Grand Council Convention.

082. *Sec. 2.* The Executive Director shall notify each member of the office for which nominated. A member becomes a candidate for office only upon acceptance of nomination for that office and may not be a candidate for more than two (2) offices at any Grand Council Convention. Acceptance of nomination must be made at least four (4) months prior to the first day of the Grand Council Convention.

083. *Sec. 3.* All nominations shall be made in the above manner except when at the time of balloting, all nominees or all but one (1) nominee for any office withdraw. In such instances, and no other, nominations may be made from the floor of the Convention. No person may accept a nomination in such instances if he has accepted two (2) prior nominations.

084. *Sec. 4.* To be eligible for nomination as a Grand Officer or Graduate Member-at-Large, a person must have been a Member of the Fraternity for at least two (2) years and have paid Collegiate or Graduate assessment dues for the year including the Grand Council Convention no later than March 1st. To be eligible for nomination as Collegiate Member-at-Large, a person must have been a Member of the Fraternity for at least six (6) months prior to nomination, and when elected have at least one (1) academic year of study remaining before graduation from a School or College of Pharmacy.

085. *Sec. 5.* Voting shall be by secret ballot and shall continue until one candidate receives a majority of the votes cast. A majority shall be at least fifty percent (50%) plus one (1) of the votes cast. If no candidate receives a majority, the candidate receiving the least number of votes shall be withdrawn from further balloting. Electronic voting may be permitted, provided the system is secured and can maintain the secrecy of the ballot.

086. *Sec. 6.* Balloting for Grand Officers, Graduate Member-at-Large and Collegiate Member-at-Large shall be in the following order: Grand Regent, Grand Vice Regent, Grand Counselor, Grand Historian, Grand Ritualist, Graduate Member-at-Large, and Collegiate Member-at-Large.

087. *Sec. 7.* The Grand Regent is the Chief Executive Officer of the Fraternity and shall preside at all meetings of the Grand Council; shall announce the time of the meetings of the Grand Council; shall visit each Chapter of the Fraternity every two (2) years either in person or through another Grand Officer or representative; shall, if possible, install new Chapters but may delegate that duty to another Member of the Fraternity; shall appoint the Official Representative in Delaware; shall be an ex-officio member of all standing committees of the Grand Council; and shall have authority to speak and act for the Fraternity on all matters and is accountable to the Grand Council.

088. *Sec. 8.* It shall be the duty of the Grand Vice Regent to discharge all such duties as the Constitution or the Grand Regent may delegate.

089. *Sec. 9.* The Grand Counselor shall act as the legal advisor of the Fraternity; upon request, tender official opinions concerning interpretation of the Constitution and By-Laws of the Fraternity, Uniform Province By-Laws, Uniform Collegiate and Graduate Chapter By-Laws, Local Province Ordinances, Local Collegiate and Graduate Chapter Ordinances, and any other rules, regulations, and/or enactments; examine all Local Province and Chapter Ordinances following their adoption to assure their consistency with superior enactments of the Fraternity; be consulted by the Chapters and Provinces in all legal matters including, but not limited to, Chapter House purchases, contracts and other legal documents before these are entered into and/or finalized.

090. *Sec. 10.* The Grand Historian shall record all important events of significance to the Fraternity; be responsible for the preparation and publication, from time to time, through The Central Office, of such data and proceedings of the history of the Fraternity as shall be of value as a matter of record and future interest.

091. *Sec. 11.* The Grand Ritualist shall direct the ritualistic work of the Order; present, for action by the Grand Council, revisions of all or any part thereof, edit any reprints and/or revisions thereof of the Ritual of the Fraternity and supervise its usage, understanding, and instruction for the Chapters and Provinces.

092. *Sec. 12.* The fact of the existence of any disqualification, refusal, or neglect to act on the part of the Grand Regent, as well as the termination of any temporary disqualification, shall be determined by the Grand Council when in session or by the Executive Committee at all other times. This power may be exercised upon knowledge with or without citation and notice or upon sufficient testimony. The Grand Council (or the Executive Committee) shall also have the power to accept the resignation of the Grand Regent.

093. *Sec. 13.* To encompass the removal of the Grand Regent permanently or temporarily and to elevate a Grand Officer to the Grand Regency, the Grand Council or the Executive Committee, whichever has the power, shall file a certificate with the Executive Director stating the existence of the disqualification. Such certificate must be approved by a majority of the Grand Council or by three-fourths (3/4) of the Executive Committee and shall be signed by the Grand Vice Regent. This same procedure shall be used to reinstate a Grand Regent after a temporary disqualification is removed.

094. *Sec. 14.* Should the office of Grand Regent become vacant, for any reason, the Grand Vice Regent shall fill the unexpired term of office. The Grand Vice Regent shall assume the duties of the Grand Regency during any temporary disqualification of the Grand Regent. Should the Grand Vice Regent be unable or refuse to serve under these circumstances, the Executive Committee shall fill the vacancy from among the Grand Officers and a three-fourths (3/4) majority vote shall be needed to elect.

095. *Sec. 15.* In case of the inability, or refusal of any Grand Officer or Member-at-Large, except the Grand Regent, to perform the duties of office, between sessions of the Grand Council, the Executive Committee may declare the office vacant by a three-fourths (3/4) majority vote and may elect a successor from the Members of the Fraternity as a whole by a simple majority.

096. *Sec. 16.* Expenses incurred by Officers, Committees, and Members of the Grand Council in the discharge of the office and business of the Fraternity-at-Large shall be borne by the Grand Council General Fund. Such expenses may be approved by the Grand Regent prior to disbursement from the General Fund.

BY-LAW VIII THE CENTRAL OFFICE

097. *Sec. 1.* The Central Office shall be supervised and administered by an Executive Director appointed for a term, under conditions, and at a salary to be determined by the Executive Committee.

098. *Sec. 2.* The Executive Director shall receive and be custodian of all funds of the Grand Council and shall disburse them in full payments of debts incurred by the Grand Council, its Officers, and Committees as approved by the Grand Regent. The Executive Director shall prepare an annual report no later than 30 days after the end of a fiscal year showing receipts and expenditures for said fiscal year and shall mail a copy of this report to each Chapter in good standing. A copy shall also be sent to each Province Satrap and each Grand Officer and member of the Executive Committee. The Executive Director shall work in conjunction with the Grand Regent and the Executive Committee to prepare an annual budget of fraternal expenses for each fiscal year. The Executive Director shall also prepare quarterly financial reports, including a summary of all assets, income and expenses within 30 days of the end of each quarter. Quarterly reports shall be submitted to members of the Executive Committee, members of the Advisory Committee and to the Chairman of any standing or ad hoc committee of the Grand Council with financial oversight of the Fraternity. Such reports and supporting financial records shall be subject to an audit at any time, by any Committee or accounting firm in a manner prescribed by the Grand Regent.

099. *Sec. 3.* The Executive Director shall be required to furnish a bond or insurance in a sum to be determined by the Executive Committee but to be no less than five hundred thousand dollars (U.S.) (\$500,000.00), the cost of which shall be paid from the funds of the General Fund.

100. *Sec. 4.* The Executive Director shall have complete charge of the roll or record of membership in Kappa Psi Pharmaceutical Fraternity, Incorporated as furnished by the Chapters;

shall keep a record of all data concerning the membership which may be of value or historical importance. All historical data or records collected by the Grand Historian and/or Grand Ritualist or data records otherwise secured, shall unless otherwise provided for, be charged with the duties and responsibilities normally associated with such office and all other duties which may be assigned by the Grand Regent, the Grand Council, and/or the Executive Committee, and may appoint, with the approval of the Executive Committee, an official assistant.

101. *Sec. 5.* The Grand Regent shall appoint a Coordinator of Province and Graduate Affairs to assist the Executive Director in furthering the work of the Provinces and Graduate Chapters.

102. *Sec. 6.* The Executive Director shall be provided with sufficient funds from the General Fund to provide The Central Office with the necessary stenographic and clerical assistance to carry on the work of said Central Office, the amount to be approved by the Executive Committee.

BY-LAW IX COMMITTEES OF THE GRAND COUNCIL

103. *Sec. 1.* The Chairman of the Executive Committee shall be the Grand Regent. The Chairman of the Legislative Committee shall be the Grand Counselor. Except Chairman of the Advisory Committee, all other committee chairmen shall be appointed by the Grand Regent.

104. *Sec. 2.* Copies of the minutes of all meetings of all committees shall be forwarded to The Central Office with fifteen (15) days of the meeting by the Committee Chairman.

105. *Sec. 3.* The Executive Committee shall consist of nine (9) members; Grand Officers, Graduate Member-at-Large, Collegiate Member-at-Large, the Immediate Past Grand Regent, and Executive Director. The Executive Director shall be an ex-officio Member without vote.

106. *Sec. 4.* The Executive Committee shall have a formal scheduled meeting at least once a year at a time and place to be determined by the Executive Committee. Additional meetings may be called by the Grand Regent, with the approval of the Executive Committee, at any time that circumstances warrant such a meeting. The Grand Regent, with the approval of the Executive Committee, may also invite any Member to attend whose presence is necessary to the work of the Committee.

107. *Sec. 5.* A quorum for any meeting of the Executive Committee shall consist of not less than five (5) members with votes.

108. *Sec. 6.* The Executive Committee shall be responsible to the Grand Council in all of its actions and rulings, and hence any action taken by the said Committee may be reversed at a subsequent meeting of the Grand Council.

109. *Sec. 7.* The Legislative Committee shall be composed of five (5) members. At minimum, one (1) member shall be appointed from the Collegiate Members of the Fraternity and one (1) member shall be appointed from the Graduate Members of the Fraternity.

110. *Sec. 8.* The Legislative Committee shall examine Local Chapter and Province Ordinances to the Uniform Chapter and Province By-Laws to assure that they are consistent with superior enactments of the Fraternity. However, such Local Ordinances shall be deemed in force at the time of adoption unless rejected within ninety (90) days of submission, or other belaying mechanisms are invoked, as may be stipulated in the Uniform Chapter or Province By-Laws.

111. *Sec. 9.* As further duties of the Legislative Committee, it shall direct its particular attention to the common and general ordinances and laws of the Fraternity with the view of recommending for amendment such features as require it. All proposed amendments to the Constitution and By-Laws shall be filed in writing with this Committee before they are acted upon by the Grand Council or the Chapters.

112. *Sec. 10.* The Frank H. Eby Award Committee shall supervise the operations of the Frank H. Eby Award Fund. The Executive Director, three (3) past recipients of the Frank H. Eby Award, and other Members as appointed by the Grand Regent shall be members of this committee.

113. *Sec. 11.* The Publications Committee shall be in charge of all overall supervision of all Fraternity publications. It may from time-to-time recommend revision of these publications.

114. *Sec. 12.* The Public Relations Committee shall develop Public Relations Programs designed to promote the best interest of the Fraternity. It shall also make positive recommendations designed to improve the image of the Fraternity.

115. *Sec. 13.* The Advisory Committee shall consist of all Past Grand Regents; the Chairman of this Committee shall be elected by the Members of this Committee. Election of the Chairman shall be conducted within thirty (30) days of the adjournment of each Grand Council Convention. Should a vacancy occur in the office of Chairman, the Grand Regent shall immediately appoint a Chairman Pro-tem, who shall conduct an election for the office of Chairman within thirty (30) days of appointment. The Committee may advise the Fraternity on any subject, at its discretion.

116. *Sec. 14.* The Grand Regent will appoint an "A. Richard Bliss, Jr. Grand Council Citation of Appreciation Award" Nomination Committee composed of five (5) members: three (3) past recipients, the Grand Regent, and the Executive Director. The Committee will present two (2) names to the Executive Committee for consideration of the award four (4) months prior to its presentation.

117. *Sec. 15.* The Executive Committee, standing committees, and special committees are authorized to meet by electronic communication media so long as all members have the ability to participate.

BY-LAW X PROVINCES

118. *Sec. 1.* The Officers of the Province shall be Satrap, Vice Satrap, Secretary-Treasurer (the Office of Secretary-Treasurer may be split into two [2] Offices, to wit: Secretary and Treasurer, if indicated in Uniform Province By-Law XIII, Ordinance 6), Historian, Chaplain, and Province

Supervisor. These Officers, with the exception of the Province Supervisor, who shall be appointed by the Grand Regent, shall be elected by the Province Assembly from the Province Membership. The Province may elect other Officers deemed necessary.

119. *Sec. 2.* 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.

120. *Sec. 3.* The Assembly shall meet at least once every two (2) years, alternately with the Convention of the Grand Council. The precise time and place of the meeting shall be decided by the Executive Committee of the Province; additional meetings may be held if the Province so desires. The Province is authorized to meet by electronic communication media so long as all Members have the ability to participate.

121. *Sec. 4.* Each Province shall be granted authority to fix and levy assessments, etc., for the necessary expenses incident to the work of the Province.

122. *Sec. 5.* The Satrap shall preside at the meetings of the Assembly; shall be responsible to and act as the Grand Regent's deputy in all matters of grievance or interpretation of the Law of the Fraternity in the Province; decision of the Satrap may be appealed to the Grand Regent, whose decision in all matters shall be final except as specified in the By-Laws. The Satrap shall perform such other duties as directed by the Grand Regent.

123. *Sec. 6.* In the event of the inability of the Satrap from any cause whatever to perform the duties of the office, they shall be performed by the Vice Satrap of the Province.

124. *Sec. 7.* The duties of the Secretary-Treasurer of the Province, or Secretary and Treasurer of the Province, and the Historian of the Province shall be the usual duties assigned to these Offices

BY-LAW XI OFFICIAL INSIGNIA, BADGES, ET CETERA

125. *Sec. 1.* The authorized Badge of Kappa Psi Pharmaceutical Fraternity, Incorporated shall be the shape of a rhombus, having black enameled center of like shape though smaller in size; the remaining portion of the surface being of unenameled gold. Upon the black enameled surface shall be a mask, through which the eye and nose appear, the whole figure (of mask, eyes, and nose) being made of gold raised above a black enameled surface. Above the figure shall be the Greek letter "KAPPA" and below the Greek letter "PSI," both being also gold inlaid in the black enameled surface. In the eye sockets and along the gold border surrounding the black enameled surface are set jewels as may be appropriate. The Badge shall be worn on apparel, on the left chest, symbolizing being worn over the heart. The Badge shall not be worn on the coat, tie, or in any other location.

126. *Sec. 2.* The owner's initials and the Chapter letters shall be engraved upon the reverse side of the Badge.

127. *Sec. 3.* The Fraternity positively forbids the loan of the Fraternity Badge to any person not a member of this Order, and furthermore, it strongly discourages and vigorously protests against the promiscuous lending of Badges to anyone.

128. *Sec. 4.* Should a Member be expelled from the Fraternity, the Badge must be recovered by the former Chapter upon making the proper payment of the same, since it belongs to the individual only so long as he remains a Member of the Order.

129. *Sec. 5.* The Sweetheart Pin shall be the shape of a rhombus, having a black enameled center of like shape though smaller in size; the remaining portion of its surface being occupied by enameled gold. Upon the black enameled surface shall be a mask, through which two (2) heart shaped eyes of gold and raised above the black enameled surface. The heart shaped eyes are accented by red enamel. Above the figure shall be the Greek letter "KAPPA" and below shall be the Greek letter "PSI," both being gold inlaid in the black enameled surface. Along the gold border surrounding the black enameled surface shall be set twenty (20) close set pearls.

130. *Sec. 6.* The authorized Pledge Button shall be circular in shape, one half (1/2) inch in diameter, enameled black, with an inlaid gold mask in the middle portion of the black field.

131. *Sec. 7.* The Recognition Button shall consist of a mask superimposed on a winged staff with an entwined serpent, and shall be gold plated and of such size as the Grand Council determines.

132. *Sec. 8.* The Henry J. Goeckel Grand Council Scholarship Key shall be gold-plated and properly engraved with the appropriate date concerning the Members to whom it is awarded. It shall be of such design and size as the Grand Council determines. After certification by the Dean or Director of the College of Pharmacy, the Grand Council shall award annually such a key to each Kappa Psi Member who graduates with First Honors or who stands highest in scholarship in the entire class of graduates. A Grand Council Scholarship Certificate of such design as shall be approved by the Grand Council shall accompany each Scholarship Key. The expense of furnishing such scholarship awards shall be borne by the Grand Treasury.

133. *Sec. 9.* The Kappa Psi Lapel letters shall be in the form of monograms bearing the Greek letter "KAPPA" and "PSI" and shall be in the form and shape and size as determined by the Grand Council.

134. *Sec. 10.* The Insignia consists of important symbolic emblems of the Fraternity. In the center is a shield bearing a wreath which partly encloses a left hand showing on its back the numerals "99." Above the shield is a rayed all-seeing eye. On either side stands a Greek soldier, helmeted, and armed, bearing a spear in one hand while supporting the shield at the top with the other hand. The feet of the soldier rests on a fancy scroll which is borne on a cloud formation. The Scroll contains Greek words. Appearing directly below the scroll is a replica of the Badge of the Fraternity.

135. *Sec. 11.* The Coat of Arms of Kappa Psi Pharmaceutical Fraternity, Incorporated shall be of such size, shape and color as determined by the Grand Council. It is an esoteric property of the Fraternity and may be displayed publicly as emblematic of the Fraternity. It shall be affixed to all Certificates and Charters of the Fraternity in a style, size and manner as determined by the Grand Council. The Coat of Arms may be affixed to novelties of paper, cloth, or other material or stationery. Although permission of The Central Office to affix the Coat of Arms to such items is not necessary, the Chapter must make certain that the purchase of such items is from a supplier providing reproductions of the quality demanded by Kappa Psi Pharmaceutical Fraternity, Incorporated. The Official Embroidered cloth Coat of Arms shall be a design approved by the Grand Council and shall be purchased only from The Central Office. Mounting of the Coat of Arms on jewelry items may be authorized by The Grand Council. Purchase of any jewelry mounted with the Coat of Arms, except from the Official Jeweler, is prohibited. The mounting of the Coat of Arms by the Official Jeweler on the following items is authorized: rings, tie bars and tie tacks, cuff links, medallions, lapel pins, key chains, identification bracelets and watch bands. The Official Coat of Arms Decalcomania shall be available from The Central Office and purchase from any other source is prohibited.

136. *Sec. 12.* The plates of the Insignia and Coat of Arms of the Fraternity shall be deposited with a company selected by the Grand Council. Imprints shall be made from these plates only upon the order of the Grand Council or its proper representative.

137. *Sec. 13.* Plaques of hardwood mounted with the Insignia and with the Coat of Arms of Kappa Psi in bronze, and of such size and shape as designated by the Grand Council, shall be possessed by each Chapter of Kappa Psi Pharmaceutical Fraternity, Incorporated. The plaques shall be used in the Ritual of Initiation.

138. *Sec. 14.* The Official Flag or Pennant shall be of a form and shape as approved by the Grand Council and shall be made of the official colors of the Fraternity.

139. *Sec. 15.* The colors of the Fraternity shall be Scarlet and Cadet Gray.

140. *Sec. 16.* The Flower of the Fraternity shall be the Red Carnation.

BY-LAW XII PUBLICATIONS

141. *Sec. 1.* The Official Governing Document of Kappa Psi Pharmaceutical Fraternity, Incorporated shall be known as THE CONSTITUTION, BY-LAWS AND UNIFORM BY-LAWS, and shall contain the following: Constitution and By-Laws, Uniform Collegiate Chapter By-Laws, Uniform Graduate Chapter By-Laws, Uniform Province By-Laws, Rules of Parliamentary Procedure, and an Index.

142. *Sec. 2.* A copy of THE CONSTITUTION, BY-LAWS AND UNIFORM BY-LAWS, shall be presented by the Chapter to each new Member at the time of initiation. Further, a copy of the local Ordinances of the Chapter shall be presented at the same time.

143. *Sec. 3.* A copy of THE CONSTITUTION, BY-LAWS AND UNIFORM BY-LAWS, and (the appropriate) Chapter/Province Local Ordinances shall be present and available in the custody of the Presiding Officer at all Chapter Meetings and Province Assemblies.

144. *Sec. 4.* The Official Journal of Kappa Psi shall be known as *THE MASK*. It shall be issued quarterly in the interests of, and for the convenience of the Members of the Order. The said journal shall be devoted to Chapter correspondence, to the expression of such thoughts, and to the exhibition of such matters as will redound to the progress and advancements of this Fraternity and Pharmaceutical Science in all branches.

145. *Sec. 5.* The Publications of *THE MASK* shall be under the management of the Editor of *THE MASK*, who shall be appointed for a term and at an honorarium determined by the Executive Committee and shall be responsible to the Grand Council for the publication at stated intervals.

146. *Sec. 6.* *THE MASK* shall be published at the expense of the Fraternity.

147. *Sec. 7.* The Executive Director shall be required to keep on file all numbers of the journal for the purpose of reference in future interests.

148. *Sec. 8.* Each Member of the Fraternity is entitled to receive *THE MASK* as part of the dues.

149. *Sec. 9.* THE HANDBOOK of Kappa Psi Pharmaceutical Fraternity, Incorporated shall contain information for the use of Members and prospective Members and shall be under the publication management of the Executive Director. THE HANDBOOK shall be edited and/or revised by the Publications Committee.

150. *Sec. 10.* THE AGORA shall be issued at the discretion of the Executive Committee or two-thirds (2/3) vote of the Grand Council. It shall contain the names and may contain the home addresses of the Members of the Fraternity up to the date of issue; the name of all Chapter Officers; the names and permanent address of all Grand Officers and Grand Committees; the names of all past Grand Regents and Grand Officers; the past convention meeting places and any other matter that may appropriately occupy a place in the directory to aid the publication in serving as a source of information for the use of the Members of Kappa Psi Pharmaceutical Fraternity, Incorporated.

151. *Sec. 11.* THE AGORA and its supplements shall be esoteric publications issued to and for the use of the Members of Kappa Psi Pharmaceutical Fraternity, Incorporated.

152. *Sec. 12.* The Executive Director shall edit the publications of THE AGORA at the expense of the Grand Council.

153. *Sec. 13.* Members, Chapters, and Provinces may purchase a copy of THE AGORA, upon publication, at a price dependent on the cost of publication to be set by the Executive Committee of the Grand Council.

154. *Sec. 14.* THE POLICY AND PROCEDURE MANUAL shall be a management tool for use by the Collegiate Chapter and the Grand Council Deputy. It shall contain information to aid the

Chapter in adhering to the policies and procedures of the Fraternity and shall be under the publication management of the Executive Director.

155. *Sec. 15.* THE POLICY AND PROCEDURE MANUAL shall be posted on the International Webpage to allow for simplified updating and shall be edited and/or revised by the Executive Committee.

156. *Sec. 16.* The Fraternity shall utilize the domain www.kappapsi.org as its official webpage. This webpage shall be under the management of the Webmaster, who shall be appointed for a term and at a honorarium determined by the Executive Committee and shall be responsible to the Grand Council for the website on a continual basis.

BY-LAW XIII AWARDS, AND HONORS, HONORARY OR SERVICE

157. *Sec. 1.* The Central Office shall issue to each Member eligible for membership in “THE ROBERT A. MAGARIAN – ORDER OF THE SILVER MORTAR” a certificate of such design as approved by the Grand Council. The cost of such Certificate shall be assumed by the Fraternity.

158. *Sec. 2.* THE ROBERT A. MAGARIAN – ORDER OF THE SILVER MORTAR shall not elect officers, nor is privilege granted not otherwise provided in the Constitution and By-Laws of Kappa Psi Pharmaceutical Fraternity, Incorporated.

159. *Sec. 3.* The Central Office shall issue to each Member eligible for membership in “THE F. HARVEY SMITH – ORDER OF THE RUBY MORTAR” a certificate of such design as approved by the Grand Council. The cost of such Certificate shall be assumed by the Fraternity.

160. *Sec. 4.* THE F. HARVEY SMITH – ORDER OF THE RUBY MORTAR shall not elect officers, nor is privilege granted not otherwise provided in the Constitution and By-Laws of Kappa Psi Pharmaceutical Fraternity, Incorporated.

161. *Sec. 5.* The Central Office shall issue to each Member eligible for membership in “THE PRESTON W. ELDRIDGE, JR – ORDER OF THE GOLDEN MORTAR” a certificate of such design as approved by the Grand Council. The cost of such Certificate shall be assumed by the Fraternity.

162. *Sec. 6.* THE PRESTON W. ELDRIDGE, JR – ORDER OF THE GOLDEN MORTAR shall not elect officers, nor is privilege granted not otherwise provided in the Constitution and By-Laws of Kappa Psi Pharmaceutical Fraternity, Incorporated.

163. *Sec. 7.* The Central Office shall issue to each Member eligible for membership in “THE DEWEY D. GARNER – ORDER OF THE DIAMOND MORTAR” a certificate of such design as approved by the Grand Council. The cost of such Certificate shall be assumed by the Fraternity.

164. Sec. 8. THE DEWEY D. GARNER – ORDER OF THE DIAMOND MORTAR shall not elect officers, nor is privilege granted not otherwise provided in the Constitution and By-Laws of Kappa Psi Pharmaceutical Fraternity, Incorporated.

165. Sec. 9. The Central Office shall issue to each Member eligible for membership in “THE NORMAN A. CAMPBELL – ORDER OF THE PLATINUM MORTAR” a certificate of such design as approved by the Grand Council. The cost of such Certificate shall be assumed by the Fraternity.

166. Sec. 10. THE NORMAN A. CAMPBELL – ORDER OF THE PLATINUM MORTAR shall not elect officers, nor is privilege granted not otherwise provided in the Constitution and By-Laws of Kappa Psi Pharmaceutical Fraternity, Incorporated.

167. Sec. 11. Election to the SERVICE ORDER for a non-member may be made by any Collegiate or Graduate Chapter. Qualifications for such elections shall be established by the Chapter making such election.

168. Sec. 12. Notice of Election to the SERVICE ORDER shall be given to The Central Office by the Chapter making such election. Upon receiving proper notice of election, The Central Office shall issue a Certificate and jewelry emblem both of a design approved by the Grand Council. The cost of each Certificate and emblem shall be the responsibility of the Chapter making such election. The Certificate and emblem may not be issued until the appropriate fees have been paid to The Central Office.

169. Sec. 13. There shall be available an “F. HARVEY SMITH GRAND REGENT’S LETTER OF RECOGNITION” which may be requested by any Member, Chapter or Province as a form of recognition for Members of the Fraternity for distinctive service and/or dedication.

170. Sec. 14. There shall be available a Kappa Psi Pharmaceutical Fraternity, Incorporated, “W. BRUCE PHILLIPS CERTIFICATE OF COMMENDATION” (formerly known as the Certificate of Appreciation) which may be requested by any Chapter or Province in recognition of important or conspicuous service or achievement by a Member in the interest of the Fraternity or Profession. This Certificate shall be issued at the discretion of the Grand Regent.

171. Sec. 15. There shall be available a Kappa Psi Pharmaceutical Fraternity, Incorporated, “A. RICHARD BLISS, JR. GRAND COUNCIL CITATION OF APPRECIATION AWARD” which may be requested by any Chapter or Province to be publicly presented as a form of superior recognition for most extraordinary contributions to the Fraternity or Profession by either Members of the Fraternity or non-members. This Certificate shall be issued only at the discretion of the Executive Committee, or the Grand Council, pursuant to the recommendation of the A. Richard Bliss Committee.

172. Sec. 16. There shall be available a Kappa Psi Pharmaceutical Fraternity, Incorporated, “HENRY J. GOECKEL GRAND COUNCIL SCHOLARSHIP AWARD” which will be awarded annually to Kappa Psi Brothers who graduate with First Honors or who stand highest in the entire

class of graduates. The cost of the Key and an accompanying Scholarship Certificate shall be assumed by the Fraternity.

173. *Sec. 17.* There shall be available a Kappa Psi Pharmaceutical Fraternity, Incorporated, “NICHOLAS W. FENNY INDUSTRY SCHOLARSHIP AWARD” which will be awarded annually to the Collegiate Chapter which has shown the greatest percentage of improvement in chapter scholastic achievement over the past academic year as determined by calculation criteria set forth by the Chapter Awards Committee and approved by the Executive Committee. The presentation of this award shall be made by the authority of the Executive Committee. The cost of an accompanying Certificate shall be assumed by the Fraternity.

174. *Sec. 18.* There shall be available a “SCHOLARSHIP HONORS CERTIFICATE,” which will be awarded to Members who have earned a minimum grade point average of 3.00 or the equivalent of a “B” average for work done during the periods determined by the Chapter Awards Committee and approved by the Executive Committee. The presentation of this award shall be made by the authority of the Executive Committee. The cost of such certificate shall be assumed by the Fraternity.

175. *Sec. 19.* There shall be available a “FRANK H. EBY SCHOLARSHIP TRAY AWARD” which will be awarded to the Collegiate Chapter with the highest percentage of eligible Brothers earning Scholarship Honors Certificates based on Chapter membership and their school grading system. The calculations are based on a formula designed by the Chapter Awards Committee, and approved by the Executive Committee. The cost of such Tray shall be assumed by the Fraternity.

BY-LAW XIV RULES OF PROCEDURE

176. *Sec. 1.* The rules of procedure governing the conduct of the Grand Council Convention shall be *Robert’s Rules of Order – Newly Revised*.

177. *Sec. 2.* The Grand Regent shall appoint an Official Parliamentarian.

BY-LAW XV AMENDMENTS

178. *Sec. 1.* Proposals to amend any part, or all, of these By-Laws may be made by the Executive Committee, any Chapter, or any Member of the Fraternity, either in session or in adjournment of the Grand Council.

179. *Sec. 2.* In session of the Grand Council, motions to amend shall require a two-thirds (2/3) majority vote of the Grand Council for passage, a quorum being present. No motion to amend, made in session, may be acted upon unless a written or electronic copy of such motion is submitted to the Legislative Committee at least twenty-four (24) hours before it is to be acted upon and also a written or electronic copy is distributed to each Member of the Grand Council prior to the time of voting.

180. *Sec. 3.* A motion to amend made in adjournment, shall be submitted to the Legislative Committee, which will forward it along with its recommendation, to the Executive Committee.

Upon approval of the Executive Committee, a mail or electronic ballot shall be conducted of all Chapters in good standing. A favorable ballot must be received from a two-thirds (2/3) majority of all Chapters responding within sixty (60) days after mailing or electronic transmission to make the amendment official and approved.

**Uniform Collegiate,
Graduate, and Province
By-Laws**

Uniform Collegiate Chapter By-Laws

C01. *Sec. 1.* The Constitution and By-Laws of Kappa Psi Pharmaceutical Fraternity, Incorporated shall be the Constitution for this Chapter of Kappa Psi Pharmaceutical Fraternity, Incorporated: all constitutions, by-laws and standing laws by which this Chapter was formerly governed are revoked.

BY-LAW I TITLE

C02. *Sec. 1.* This Chapter shall be known as _____ 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 _____.

C03. *Sec. 2.* The Chapter may elect to incorporate under the laws of its State, Province, or other legal jurisdiction. However, any application for incorporation must receive the approval of the Grand Counselor and/or the Legislative Committee of the Grand Council prior to submission to the appropriate office of legal jurisdiction. Further, the Chapter may elect to form additional corporations, if needed, subject to the aforesaid provision of this section.

BY-LAW II MEMBERSHIP

C04. *Sec. 1.* Membership in the Chapter is subject to the conditions stipulated in the Constitution, Article III, the Charter of the Chapter, and those additional stipulations (if any) in By-Law XVII, Ordinance 2, of these By-Laws.

BY-LAW III ELECTION OF MEMBERS

C05. *Sec. 1.* Only persons known to be eligible for membership shall be proposed for membership. The procedure to be followed in proposing persons for membership is that procedure outlined in By-Law XVII, Ordinance 3. Names and contact information for those that begin pledge training shall be submitted to the Central Office at the beginning of the pledge training period. Persons proposed for membership, who enter into pledge training for membership, shall submit any fee to the Chapter as stipulated in By-Law XVII, Ordinance 3 at the beginning of the pledge training period. Upon beginning pledge training, they shall be presented with a copy of the Constitution and By-Laws of the Fraternity, these By-Laws and Ordinances, the Handbook and Pledge Manual; read same; be instructed in same; be tested in same; and declare to uphold same, prior to election to membership.

C06. *Sec. 2.* The Election of Members may occur at any time the Chapter deems desirable; however, all elections to membership shall be by secret ballot. Electronic voting may be permitted, provided the system is secured and can maintain the secrecy of the ballot. The procedure for election is that provided in the Ritual, with those additional requirements and clarifications as

stipulated in By-Law XVII, Ordinance 3; however, at no time may a person be elected to membership without having received an affirmation vote from at least three fourths (3/4) of the Membership eligible to vote.

BY-LAW IV OFFICERS AND ORDER OF ELECTION

C07. *Sec. 1.* The Officers of the Chapter and Order of Election shall be: Regent, Vice Regent (more than one [1] Vice Regent allowable if indicated in By-Law XVII, Ordinance 4, if specific duties are indicated for each Vice Regent in By-Law XVII, Ordinance 6), Secretary (or Recording and Corresponding Secretaries if indicated in By-Law XVII, Ordinance 4), Treasurer, Historian, Chaplain, Sergeant-at-Arms, and such Officers as may be indicated in By-Law XVII, Ordinance 4, and Grand Council Deputy. These Officers, except for Regent and (First) Vice Regent, may be elected in any Order the Chapter deems desirable. Officers of the Ritual may be appointed by the Regent and shall serve at the pleasure of the Regent.

BY-LAW V QUALIFICATION, ELECTION AND INSTALLATION OF OFFICERS

C08. *Sec. 1.* The nomination and election of Officers shall occur annually, as stipulated in By-Law XVII, Ordinance 5; these Officers shall serve until their successors are duly installed, unless removed from Office as stipulated in these By-Laws. All Officers shall be selected from the Collegiate Membership of the Chapter, with the exception of the Grand Council Deputy, who shall be a Graduate Member of the Fraternity. No Member shall be elected or installed unless in good academic standing and in good standing with the Chapter. No Member shall retain an Office if placed on academic probation, or suspended. A Member in arrears may discharge his obligation any time prior to election, thus becoming eligible to vote and hold office. Officers shall be chosen by secret ballot except in the case where there is only one (1) candidate nominated, in which instance the Regent may declare the candidate elected by consent.

C09. *Sec. 2.* Any meeting at which there will be an election of officers shall require two-thirds (2/3) of the Members of the Chapter in good standing to constitute an electoral quorum. Election of Officers shall be by a simple majority of the Members voting. In the case of more than two (2) candidates standing for election to the same office, and if no candidate receives a majority of the first ballot, a second ballot shall be held with the candidate receiving the least number of votes on the first ballot being eliminated from consideration on the second ballot; if the second ballot does not produce a candidate who has received a majority of the votes cast, this procedure of elimination shall continue until a candidate receives a majority of the votes cast. Electronic voting may be permitted, provided the system is secured and can maintain the secrecy of the ballot.

C10. *Sec. 3.* Ballots shall be distributed and collected only by tellers appointed by the Regent. The tellers shall determine the number of votes for each candidate, report same to the Regent, who shall then report same and announce the results to the Chapter. Any question of eligibility of a Member shall be referred by the Regent to the Chapter for discussion. A majority vote shall determine the Member's eligibility.

C11. *Sec. 4.* Officers-elect shall be installed, within thirty (30) days of election, according to the Ritual, at the meeting and time indicated in By-Law XVII, Ordinance 5. The Regent shall install all Officers-elect unless an objection is raised; objections must be made for each Officer-elect individually. The Chapter must decide all objections prior to installation. If the objection is overruled, the Officer-elect in question shall be installed, immediately. If the objection is sustained, the Regent shall declare the office vacant and call a new election for that office, either at the same or the next subsequent meeting.

C12. *Sec. 5.* No Officer shall assume the duties of office until properly installed. If at any time, it is discovered that an Officer elected and installed was ineligible at the time of election, said election shall be declared void and a new election held. If an Officer is suspended, said office becomes vacant as of the moment of suspension, and a new election shall be held. The nomination, election, and installation of Officers to fill a vacancy may occur in the same meeting.

C13. *Sec. 6.* If an Officer is unable, refuses, or neglects to perform his duties, the Regent shall appoint a Member in good standing to perform said duties until (pursuant to Section 7) an election can be held to fill the Office. An Officer unable to perform the duties of said Office shall deliver all records, money, and property held to the Member appointed or elected to assume said Office.

C14. *Sec. 7.* Any Officer may be removed for misfeasance, malfeasance, and/or nonfeasance by two-thirds (2/3) vote of the Chapter; any Officer so charged is entitled to a trial by the Chapter according to the Procedure of "Discipline" found in the Constitution and By-Laws, By-Law III. The accused shall retain said Office until the charges are tried and sustained; however, if the Regent is accused, the Vice Regent shall conduct the trial.

BY-LAW VI DUTIES OF OFFICERS

C15. *Sec. 1.* The Regent, as principal Officer of the Chapter, shall preside at all meetings of the Chapter, enforce rigid adherence to the Constitution and By-Laws of the Fraternity; cast the deciding vote if the Chapter is equally divided upon any question before it; appoint all committees, unless otherwise provided for; convene special meetings, as provided for; attend to the keeping of the Rituals of the Fraternity under lock and key; and perform all such other acts and duties as are required by virtue of said office, the Constitution and By-Laws of the Fraternity, the By-Laws and Ordinances of the Chapter, the Ritual of the Fraternity, a vote of the Chapter, or common usage in parliamentary bodies.

C16. *Sec. 2.* The (First) Vice Regent shall, in all respects, act and have all the powers of the Regent, in case of the latter's absence, inability, refusal, or neglect to perform the duties of said office. In the event of the death, resignation, or removal of the Regent, the (First) Vice Regent shall assume the Office of Regent for the remainder of the term of office. If the Chapter has more than one (1) Vice Regent, the Second Vice Regent shall assume the office of First Vice Regent, should a vacancy occur in the office of First Vice Regent, etc. The (First) Vice Regent shall, also, be a member of all committees of the Chapter.

C17. *Sec. 3.* The Secretary shall keep a record of the names and addresses of all Members of Alpha Chapter, all Members of the Province Executive Committee (in which the Chapter is located), and all Members of the Chapter; keep accurate records of the proceedings of all Chapter Meetings; receive and preserve for the record the written reports of all Officers and committee chairmen; incorporate into the record all data generated by the Fraternity Ritual of Initiation; attend to all correspondence of the Chapter; submit to The Central Office, on time, all reports required by the Executive Director; report all newly elected Members to The Central Office within seven (7) days after initiation; report all newly elected Chapter Officers to The Central Office, giving: name, office, e-mail address, home and school addresses, and home and school telephone numbers, within seven (7) days after election, indicating the effective date of installation; and perform all such other duties as are required by virtue of said office, the Constitution and By-Laws of the Fraternity, the By-Laws and Ordinances of the Chapter, or custom may attach to the Office.

C18. *Sec. 4.* The Recording Secretary and Corresponding Secretary (if the Chapter elects to replace the Office of Secretary with these two [2] Offices) shall assume all duties outlined in Section 3 of this By-Law as custom would attach to these two (2) Offices; additionally, the Corresponding Secretary shall assist the Historian in the preparation of all Chapter newsletters.

C19. *Sec. 5.* The Treasurer shall receive all monies due to the Chapter and/or the Grand Council, and disburse all monies necessary to satisfy the obligations of the Chapter; keep an accurate record, following sound accounting practices, of all receipts and disbursements; promptly collect all dues, initiation fees, special assessments, and any other monies due to the Chapter; transmit all fees due to the Grand Council, on time, to The Central Office as provided for in the Constitution and By-Laws of the Fraternity; report the financial condition of the Chapter at each meeting, including the names of all members in arrears and the dollar amounts thereof; and upon completion or removal from the term of office, transfer to either the successor or a committee appointed to audit, all books, records, monies, and property belonging to or in the custody of the Chapter.

C20. *Sec. 6.* The Assistant Secretary and Assistant Treasurer (if the Chapter elects to have these Offices) shall assist their Superior Officers in the discharge of the duties of the respective Offices.

C21. *Sec. 7.* The Historian shall submit photos and articles for publication; report to The Central Office significant and/or historical activities and/or events on the official forms provided, and maintain the permanent Chapter Record of same; see that each Member of the Chapter is receiving *THE MASK*; on occasion, encourage the Chapter's recognition of its history; and be the Chapter's official representative to assist the Grand Historian or the Editor of *THE MASK* in the performance of their official duties.

C22. *Sec. 8.* The Chaplain shall supervise the instruction and work of the Ritual; conduct all appropriate services designated by the Chapter or Regent; and be the Chapter's official representative to assist the Grand Ritualist in the performance of official Ritualist duties.

C23. *Sec. 9.* The Sergeant-at-arms shall, at the direction of the Regent, enforce the Constitution and By-Laws of the Fraternity, the By-Laws and Ordinances of the Chapter, and the commands of the Chapter; preserve order; and perform all such duties as custom attaches to the office.

C24. *Sec. 10.* The Grand Council Deputy, as the personal representative of the Grand Regent, shall be the advisory and supervising Officer of the Chapter. Through visitations and/or consultations, at least once per month during the school year, to the Chapter and/or with the Executive Committee of the Chapter, the Grand Council Deputy shall see that the Chapter is carrying out all provisions of the Constitution and By-Laws of the Fraternity, and By-Laws and Ordinances of the Chapter; is properly conducting the work of the Ritual; that officers and committees are functioning properly; that Chapter records are being preserved and properly kept; and that the conduct of the Chapter will ensure its continuation. Further, the Grand Council Deputy, as the official representative and/or deputy of the Grand Regent, shall conduct investigations and make reports concerning the Chapter as may be directed by the Grand Regent.

C25. *Sec. 11.* The Chapter Co-GCD(s), if the Chapter elects to have this [these] position(s), shall not be an officer(s) or member(s) of the Executive Committee of the Chapter, except when acting for the Grand Council Deputy during the latter's absence or inability; and shall assist the Grand Council Deputy in the discharge of duties of that Office.

C26. *Sec. 12.* Officers of the Ritual shall have an understanding and working knowledge of the Ritual, such that the conduct of the Ritual Work shall demonstrate the exemplification of propriety; preserve the decorum and dignity of the Ritual, the most sacred of Fraternal Traditions; render assistance and service to the Regent in the discharge of said officer's official duties; and strive to insure that all Brothers may participate and partake of the Industry, Sobriety, Fellowship, and High Ideals of the Order.

C27. *Sec. 13.* The Chapter, at least one (1) month preceding the Grand Council Convention or Province Assembly, shall elect Delegates and Alternate Delegate(s), who if unable to attend, shall, also, notify the Regent. If neither the Delegate nor Alternates Delegate(s) are able to attend, the Regent shall appoint a qualified member(s) of the Chapter to serve as Delegate(s). If it is not possible to send any Member, the Chapter or Regent may confer representation of the Delegate(s) to another Chapter, or Province by proxy. All proxies must be certified as required by the rules of the Grand Council or Province.

BY-LAW VII COMMITTEES AND THEIR DUTIES

C28. *Sec. 1.* The Chapter shall have the following standing committees; Executive, Judiciary, Legislative, Scholarship, Graduate Relations, Social, and Risk Management.

C29. *Sec. 2.* The Chapter may also have the following as standing committees when required; Finance, Auditing, Professional Relations, Interfraternity, Chapter House, and Athletic.

C30. *Sec. 3.* The Chapter may also have any special committees that are required from time to time.

C31. *Sec. 4.* The Executive Committee shall consist of the Elected Officers of the Chapter and the Immediate Past Regent of the Chapter, providing that said Immediate Past Regent was not removed from office for cause by the Chapter, and providing that said Immediate Past Regent is still a

Collegiate Member of the Chapter. All other committees of the Chapter shall consist of at least three (3) Members, appointed by the Regent to serve at their pleasure or the Regent, unless otherwise indicated in these By-Laws or Ordinances; Graduate Members may serve on any of these committees.

C32. *Sec. 5.* The duties of the committees listed in Section 1 and 2 of this By-Law shall be:

C33. *Sub-Sec. A.* The Executive Committee shall act for the Chapter when it is not in session and shall have all the powers of the Chapter except the election and removal of officers, the election of members, the disciplining of members, and the amending of these By-Laws. All actions of the Executive Committee are subject to the review and approval of the Chapter. The Regent shall be the Chairman of this Committee.

C34. *Sub-Sec. B.* The Judiciary Committee shall assist the Grand Council Deputy in supervision of the workings of the Chapter. Any citation for misfeasance, malfeasance, or nonfeasance in office: violations of the Constitution and By-Laws of the Fraternity, By-Laws and Ordinances of the Chapter, or other Fraternity rules and regulations shall be made by the Judiciary Committee at its recognizance. The Committee shall receive charges against any Member of the Chapter; such charges must be placed before the Committee in writing and be signed by the complainant(s). After investigation and evaluation of the charges, if the Committee finds reasonable cause to sustain them, it shall proceed as provided in the Constitution and By-Laws of the Fraternity. The Committee has no power to adjudge the guilt of any Member, nor can it determine the punishment; however, it can recommend a course of action. The Sergeant-at-Arms shall be a Member of this Committee.

C35. *Sub-Sec. C.* The Legislative Committee shall from time to time review the By-Laws and Ordinances of the Chapter. The Committee shall prepare proposed amendments to the Ordinances of By-Law XVII, which it feels are necessary for the proper conduct of the Chapter, for submission to the Chapter. The Committee shall also receive from any Member of the Chapter, recommendations for amendments to the Ordinances of By-Law XVII, which it shall place in proper form for submission to the Chapter. The Committee shall interpret the meaning and intent of these By-Laws and Ordinances when so requested by any Member. The Chairman of this Committee shall be the Chapter Parliamentarian.

C36. *Sub-Sec. D.* The Scholarship Committee shall develop a program for promoting scholarship and research by the Chapter's Members. The Committee shall develop a program of recognition for scholarship achievement by the Chapter's Members (or non-members) in which, if feasible, funds and rewards for achievement may be provided. The Committee shall publish information regarding scholastic achievement and recognition given such achievement.

C37. *Sub-Sec. E.* The Graduate Relations Committee shall whenever and wherever possible emphasize the fact: "That Membership in Kappa Psi is for Life!" The Committee shall develop a program to strengthen the ties between the Chapter and its Graduate Members. Where a Graduate Chapter exists, the Committee will work with the Graduate Chapter in mutual association for the advancement of the Fraternity. The Committee shall maintain a file of the Chapter's Graduate Members including names and addresses, and where feasible, publish a Chapter Newsletter. The

Committee shall also assist The Central Office in developing and expanding the Graduate activities of the Fraternity. The Chairman of this Committee shall be the Editor of the Chapter's Newsletter.

C38. *Sub-Sec. F.* The Social Committee shall develop a balanced program of activities for the Chapter. The Committee shall plan, promote and supervise all social activities of the Chapter. The Committee shall encourage the planning of a founder's day event.

C39. *Sub-Sec. G.* The Risk Management Committee shall review the International Kappa Psi Risk Management policy and manual. The Committee shall review and implement the chapter's Risk Management Policy. The committee shall educate the members about the risk management policy and ensure all chapter functions are in compliance.

C40. *Sub-Sec. H.* The Finance Committee shall develop a financial budget for the Chapter, and from time to time, a suitable investment program for Chapter funds. The Committee shall monitor the fiscal operations of the Chapter, and may at its discretion, require reports of the Treasurer regarding income and expenditures. The Committee shall report on the fiscal operation of the Chapter in relation to the budget at a regular meeting at least every sixty (60) days. The Treasurer shall be a member of this Committee.

C41. *Sub-Sec. I.* The Auditing Committee shall examine and verify when accurate, the records of the Secretary, Treasurer, and/or other Chapter Officers holding Chapter property. Examinations of records may be at any time the Committee feels desirable or when the Chapter or Regent may direct. The Committee shall present a written report at the next regular meeting of the Chapter stating its findings. The Auditing Committee shall have the power to require, at any time, presentation of all books, papers, vouchers, and documents relating to the account they are to examine, which may be necessary to determine their correctness, and the actual cash in the hands of the Officers.

C42. *Sub-Sec. J.* The Professional Relations Committee shall develop a program of professional activities and public relations for the Chapter. The Committee shall create programs which will achieve the objectives and promote the best interests of the Fraternity, while developing the professional character of its members.

C43. *Sub-Sec. K.* The Interfraternity Committee shall act as an interested party between the Chapter and chapters of other fraternities, on matters of mutual interest to promote friendly and co-operative spirit between Kappa Psi Pharmaceutical Fraternity and other fraternities. The Committee shall act with similar committees or bodies from other fraternities to advance the interest of Greek Letter Societies, and shall act as agent, intermediary, or ambassador between Kappa Psi Pharmaceutical Fraternity and other fraternities. The Committee shall perform any other functions that may be assigned by the Regent or the Chapter.

C44. *Sub-Sec. L.* The Chapter House Committee shall have charge of the Chapter House including the formation and enforcement of House Rules. In the event that the Chapter establishes a fund for building or purchasing a Chapter House, the Committee shall develop a proposed program for collecting and investing such funds. The Chairman of this Committee shall be the House Manager.

C45. *Sub-Sec. M.* The Athletic Committee shall develop a program of inter-chapter, and where possible, interfraternity activities. The Chairman shall represent the Chapter on all athletic councils to which the Chapter is an interested party.

C46. *Sec. 6.* All Committees shall meet at least once a month, during the school year, and also at the call of the Chairman. A record, in writing, of all proceedings of all meetings shall be kept. The Chairman of each committee will report the activity of the Committee at the regular meeting of the Chapter immediately following the Committee meeting. A written copy of the proceedings of all Committee, and a written copy of the Chairman's reports will be delivered to the Chapter Secretary for inclusion in the Chapter's records. The Executive Committee, standing committees, and special committees are authorized to meet by electronic communication media so long as all members have the ability to participate.

C47. *Sec. 7.* No program or activity developed by any Committee may commence until such program or activity has been approved and adopted by the Chapter.

BY-LAW VIII RECORDS

C48. *Sec. 1.* All Chapter proceedings will be recorded on, and all Chapter reports will be submitted on forms approved by The Central Office or the Grand Council.

BY-LAW IX UNETHICAL CONDUCT

C49. *Sec. 1.* Any Member of the Chapter found guilty of unethical conduct may be punished by a fine and/or suspension, or expulsion, after trial and conviction as provided in the Constitution and By-Laws of the Fraternity.

C50. *Sec. 2.* Any Member of the Chapter who files a complaint with the Judiciary Committee that shall prove to be unfounded and malicious may be charged with unethical conduct.

C51. *Sec. 3.* Any Member of the Chapter who improperly uses the name of the Fraternity, the Chapter, the Fraternity emblem(s) or secrets; or who utilizes Fraternity Membership for strict personal gain may be charged with unethical conduct.

BY-LAW X MEETINGS

C52. *Sec. 1.* The regular meetings of the Chapter will be held as provided for in By-Law XVII, Ordinance 10. The Secretary (or Corresponding Secretary) shall notify the Members of any change in the regular meeting at least forty-eight (48) hours prior to the change. The Chapter is authorized to meet by electronic communication media so long as all Members have the ability to participate.

C53. *Sec. 2.* A fine, as stipulated in By-law XVII, Ordinance 10, may be levied for absence from any regular meeting.

C54. *Sec. 3.* The usual order of business shall be that order as prescribed in the Ritual.

C55. *Sec. 4.* Special meetings may be called at any time by the Regent or by the Regent upon the written demand of five (5) Members of the Chapter. No business other than that stated in the call may be conducted at the special meeting. All Members shall be notified by the Secretary (or Corresponding Secretary) at least forty-eight (48) hours prior to the special meeting.

BY-LAW XI DUES

C56. *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 any additional fee as stipulated in By-Law XVII, Ordinance 11; such funds as are due to the Grand Council shall be transmitted to The Central Office within seven (7) days of initiation.

C57. *Sec. 2.* Each Member shall pay to the Treasurer such dues as stipulated in By-Law XVII, Ordinance 11.

C58. *Sec. 3.* Special assessments may be imposed by a two-thirds (2/3) vote of the Chapter at any time.

C59. *Sec. 4.* Any Member who has not paid said dues on or before the first regular scheduled meeting day of the month, or who is in arrears for fines or assessments shall be summarily deemed not to be in good standing.

C60. *Sec. 5.* If a Member is in arrears for dues, fines, or assessments, the Regent must make this known to the Chapter in open meeting. Any Member in arrears shall not be entitled to hold office or vote, and shall have only one (1) meeting to make up such arrears, or shall be summarily suspended from all benefits and privileges of the Fraternity and the Chapter. Such suspension shall remain in force until payment is made in full, or other disciplinary action is taken by the Chapter.

BY-LAW XII SECRECY

C61. *Sec. 1.* All proceedings, Ritual and ceremonies of the Fraternity and all matters pertaining to the management or conduct of the Chapter shall be kept secret.

C62. *Sec. 2.* The names of the Chapter Officers and Members, and the general object and scope of the Fraternity may be published. The names of the Officers of the Ritual shall never be published. Any Member who reveals any of the secrets of the Fraternity shall be subject to expulsion.

BY-LAW XIII
RITUAL OF INITIATION

C63. *Sec. 1.* The Ritual of Initiation while secret, shall be considered to be a part of these By-Laws, and shall be conducted at all times with proper dignity and decorum. Hazing, as defined by the Grand Council and/or the Executive Committee of the Grand Council, is prohibited; any Member found guilty of hazing shall be subject to expulsion.

BY-LAW XIV
QUORUM

C64. *Sec. 1.* Unless a greater number is stipulated in By-Law XVII, Ordinance 14, the quorum necessary for the transaction of business at any meeting of the Chapter shall not be less than one-half (1/2) of the Chapter Membership in good standing. Chapters may elect to increase the requirement for quorum or exclude Members on clinical rotations (APPEs) if specified in By-Law XVII, Ordinance 14. If specified, Members on clinical rotations shall be permitted to vote as part of any required quorum if in good standing, but their absence will not count against quorum.

BY-LAW XV
PARLIAMENTARY PROCEDURE

C65. *Sec. 1.* Parliamentary conduct at all meetings shall be closely adhered to, and shall be governed by the current edition of *Robert's Rules of Order – Newly Revised*.

BY-LAW XVI
AMENDMENTS (LOCAL CHAPTER ORDINANCES)

C66. *Sec. 1.* Any motion to amend these By-Laws must be made in writing; signed by at least two (2) Members of the Chapter, and presented to the Legislative Committee of the Chapter. The Legislative Committee shall, within ten (10) days, prepare the proposed amendments in appropriate form and present it to the Chapter, without comment, at the next regular meeting of the Chapter. A motion to amend may not be voted upon until the next regular meeting of the Chapter following its presentation to the Chapter, at which time the Legislative Committee may make a recommendation; such motion shall require a two-thirds (2/3) vote of the Members in good standing, present at the meeting, for adoption.

C67. *Sec. 2.* Any amendments to these By-Laws shall be in the form of Local Chapter Ordinances to be a part of By-Law XVII. All Local Chapter Ordinances shall be subordinate to and consistent with these By-Laws and the Constitution and By-Laws of the Fraternity. Organization of Local Chapter Ordinances shall be such that the Arabic numeral of each Ordinance shall indicate content corresponding to and in modification of the numerically equivalent Roman numeral By-Law. Local Chapter Ordinances may consist of more than one (1) section, in which case, the order of sequence shall be similar to the order of sequence in the respectively modified By-Law.

C68. *Sec. 3.* Duly adopted Local Chapter Ordinances of By-Law XVII shall be deemed to be in force upon adoption by the Chapter, unless disapproved by the Grand Counselor and/or the Legislative Committee of the Grand Council. Enforcement of any newly adopted Local Chapter Ordinance may be delayed for a decision of legality from the Grand Counselor and/or the Legislative Committee of the Grand Council upon a motion approved by a simple majority of the members in good standing at any regular or special meeting of the Chapter.

C69. *Sec. 4.* Should formal charges be brought against any Member of the Chapter for an alleged violation of any Local Chapter Ordinance, less than one-hundred-twenty (120) days old, that has not received written approval of the Grand Counselor or the Legislative Committee of the Grand Council, said Member shall be entitled to demand a continuance of all proceedings, pending a written decision concerning the legality of such Ordinance from the Grand Counselor or the Legislative Committee of the Grand Council; such decision shall be transmitted by Certified Mail; the request for such decision shall also be transmitted by Certified Mail by the Chairman of the Legislative Committee of the Chapter.

BY-LAW XVII
LOCAL CHAPTER ORDINANCES

Uniform Graduate Chapter By-Laws

G01. *Sec. 1.* The Constitution and By-Laws of Kappa Psi Pharmaceutical Fraternity, Incorporated shall be the Constitution for this Chapter of Kappa Psi Pharmaceutical Fraternity, Incorporated: all constitutions, by-laws and standing laws by which this Chapter was formerly governed are revoked.

BY-LAW I TITLE

G02. *Sec. 1.* This Chapter shall be known as _____ 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 _____.

G03. *Sec. 2.* The Chapter may elect to incorporate under the laws of its State, Province, or other legal jurisdiction. However, any application for incorporation must receive the approval of the Grand Counselor and/or the Legislative Committee of the Grand Council prior to submission to the appropriate office of legal jurisdiction. Further, the Chapter may elect to form additional corporations, if needed, subject to the aforesaid provision of this section.

BY-LAW II MEMBERSHIP

G04. *Sec. 1.* Membership in the Chapter is subject to the conditions stipulated in the Constitution, Article III, the Charter of the Chapter, and those additional stipulations (if any) in By-Law XVII, Ordinance 2, of these By-Laws.

BY-LAW III ELECTION OF MEMBERS

G05. *Sec. 1.* Only persons known to be eligible for membership shall be proposed for membership. The procedure to be followed in proposing persons for membership is that procedure outlined in By-Law XVII, Ordinance 3. Names and contact information for those that begin pledge training shall be submitted to the Central Office at the beginning of the pledge training period. Persons proposed for membership, who enter into pledge training for membership, shall submit any fee to the Chapter as stipulated in By-Law XVII, Ordinance 3 at the beginning of the pledge training period. Upon beginning pledge training, they shall be presented with a copy of the Constitution and By-Laws of the Fraternity, these By-Laws and Ordinances, the Handbook and Pledge Manual; read same; be instructed in same; be tested in same; and declare to uphold same, prior to election to membership.

G06. *Sec. 2.* The Election of Members may occur at any time the Chapter deems desirable; however, all elections to membership shall be by secret ballot. Electronic voting may be permitted, provided the system is secured and can maintain the secrecy of the ballot. The procedure for election is that provided in the Ritual, with those additional requirements and clarifications as

stipulated in By-Law XVII, Ordinance 3; however, at no time may a person be elected to membership without having received an affirmative vote from at least three fourths (3/4) of the Membership eligible to vote.

BY-LAW IV OFFICERS AND ORDER OF ELECTION

G07. *Sec. 1.* The Officers of the Chapter and Order of Election shall be: Regent, Vice Regent (more than one [1] Vice Regent allowable if indicated in By-Law XVII, Ordinance 4, if specific duties are indicated for each Vice Regent in By-Law XVII, Ordinance 6), Secretary (or Recording and Corresponding Secretaries if indicated in By-Law XVII, Ordinance 4), Treasurer (the Offices of Secretary and Treasurer may be combined into one [1] office, to wit: Secretary-Treasurer, if indicated in By-Law XVII, Ordinance 4), Historian, Chaplain, and such Officers as may be indicated in By-Law XVII, Ordinance 4. These Officers, except for Regent and Vice-Regent, may be elected in any Order the Chapter deems desirable. Officers of the Ritual shall be appointed by the Regent and shall serve at the pleasure of the Regent.

BY-LAW V QUALIFICATION, ELECTION AND INSTALLATION OF OFFICERS

G08. *Sec. 1.* The nomination and election of Officers shall occur as stipulated in By-Law XVII, Ordinance 5; these Officers shall serve until their successors are duly installed, unless removed from Office as stipulated in these By-Laws. All Officers shall be selected from the Membership of this Chapter. (This provision will not, however, preclude the Chapter from making provisions in By-Law XVII, Ordinance 7, allowing for the inclusion of Collegiate Brother(s) on the Executive Committee of this Chapter). No Member shall retain an Office if in arrears or suspended. A Member in arrears may discharge his obligation any time prior to election, thus becoming eligible to vote and hold office. Officers shall be chosen by secret ballot except in the case where there is only one (1) candidate nominated, in which instance the Regent may declare the candidate elected by consent.

G09. *Sec. 2.* Election of Officers shall be by a simple majority of the Members voting. In the case of more than two (2) candidates standing for election to the same office, and if not candidate receives a majority of the first ballot, a second ballot shall be held with the candidate receiving the least number of votes on the first ballot being eliminated from consideration on the second ballot; if the second ballot does not produce a candidate who has received a majority of the votes cast, this procedure of elimination shall continue until a candidate receives a majority of the votes cast. Electronic voting may be permitted, provided the system is secured and can maintain the secrecy of the ballot.

G10. *Sec. 3.* Ballots shall be distributed and collected only by tellers, appointed by the Regent. The tellers shall determine the number of votes for each candidate, report same to the Regent, who shall then report same and announce the results to the Chapter. Any question of eligibility of a Member shall be referred by the Regent to the Chapter for Discussion. A majority vote shall determine the Member's eligibility.

G11. *Sec. 4.* Officers-elect shall be installed, within ninety (90) days of election, according to the Ritual, at the meeting and time indicated in By-Law XVII, Ordinance 5. The Regent shall install all Officers-elect unless an objection is raised; objections must be made for each Officer-elect individually. The Chapter must decide all objections prior to installation. If the objection is overruled, the Officer-elect in question shall be installed, immediately. If the objection is sustained, the Regent shall declare the office vacant and call a new election for that office, either at the same or the subsequent meeting.

G12. *Sec. 5.* No Officer shall assume the duties of office until properly installed. If at any time, it is discovered that an Officer elected and installed was ineligible at the time of election, said election shall be declared void and a new election held. If an Officer is suspended, said office becomes vacant as of the moment of suspension, and a new election shall be held. The nomination, election, and installation of Officers to fill a vacancy may occur in the same meeting.

G13. *Sec. 6.* If an Officer is unable, refuses, or neglects to perform his duties, the Regent shall appoint a Member in good standing to perform said duties until (pursuant to Section 7) an election can be held to fill the Office. An Officer unable to perform the duties of said Office shall deliver all records, money, and property held to the Member appointed or elected to assume said Office.

G14. *Sec. 7.* Any Officer may be removed for misfeasance, malfeasance, and/or nonfeasance by two-thirds (2/3) vote of the Chapter; any Officer so charged is entitled to a trial by the Chapter according to the Procedure of "Discipline" found in the Constitution and By-Laws, By-Law III. The accused shall retain said Office until the charges are tried and sustained; however, if the Regent is accused, the Vice Regent shall conduct the trial.

BY-LAW VI DUTIES OF OFFICERS

G15. *Sec. 1.* The Regent, as principal Officer of the Chapter, shall preside at all meetings of the Chapter, enforce rigid adherence to the Constitution and By-Laws of the Fraternity; cast the deciding vote if the Chapter is equally divided upon any question before it; appoint all committees, unless otherwise provided for; convene special meetings, as provided for; attend to the keeping of the Rituals of the Fraternity under lock and key; and perform all such other acts and duties as are required by virtue of said office, the Constitution and By-Laws of the Fraternity, the By-Laws and Ordinances of the Chapter, the Ritual of the Fraternity, a vote of the Chapter, or common usage in parliamentary bodies.

G16. *Sec. 2.* The (First) Vice Regent shall, in all respects, act and have all the powers of the Regent, in case of the latter's absence, inability, refusal, or neglect to perform the duties of said office. In the event of the death, resignation, or removal of the Regent, the (First) Vice Regent shall assume the Office of Regent for the remainder of the term of office. If the Chapter has more than one (1) Vice Regent, the Second Vice Regent shall assume the office of First Vice Regent, should a vacancy occur in the office of First Vice Regent, etc. The (First) Vice Regent shall, also, be a member of all committees of the Chapter.

G17. *Sec. 3.* The Secretary shall keep a record of the names and addresses of all Members of Alpha Chapter, all Members of the Province Executive Committee (in which the Chapter is located), and all Members of the Chapter; keep accurate records of the proceedings of all Chapter Meetings; receive and preserve for the record the written reports of all officers and committee chairmen; incorporate into the record all data generated by the Fraternity Ritual of Initiation; attend to all correspondence of the Chapter; submit to The Central Office, on time, all reports required by the Executive Director; report all newly elected Members to The Central Office within seven (7) days after initiation; report all newly elected Chapter Officers to The Central Office, giving: name, office, home and school addresses, and home and school telephone numbers, within seven (7) days after election, indicating the effective date of initiation; and perform all such other duties as are required by virtue of said office, the Constitution and By-Laws of the Fraternity, the By-Laws and Ordinances of the Chapter, or custom may attach to the Office.

G18. *Sec. 4.* The Recording Secretary and Corresponding Secretary (if the Chapter elects to replace the Office of Secretary with these two [2] Offices) shall assume all duties outlined in Section 3 of this By-Law as custom would attach to these two (2) Offices; additionally, the Corresponding Secretary shall assist the Historian in the preparation of all Chapter newsletters.

G19. *Sec. 5.* The Treasurer shall receive all monies due to the Chapter and/or the Grand Council, and disburse all monies necessary to satisfy the obligations of the Chapter; keep an accurate record, following sound accounting practices, of all receipts and disbursements; promptly collect all dues, initiation fees, special assessments, and any other monies due to the Chapter; transmit all fees due to the Grand Council, on time, to The Central Office as provided for in the Constitution and By-Laws of the Fraternity; report the financial condition of the Chapter at each meeting, including the names of all Members in arrears and the dollar amount thereof; and upon completion or removal from the term of Office, transfer to wither the successor of a committee appointed to audit, all books, records, monies, and property belonging to or in the custody of the Chapter.

G20. *Sec. 6.* The Assistant Secretary and Assistant Treasurer (if the Chapter elects to have these Offices) shall assist their Superior Officers in the discharge of the duties of the respective Offices.

G21. *Sec. 7.* The Historian shall submit photos and articles for publication; report to The Central Office significant and/or historical activities and/or events on the official forms provided, and maintain the permanent Chapter Record of same; see that each Member of the Chapter is receiving *THE MASK*; on occasion, encourage the Chapter's recognition of its history; and by the Chapter's official representative to assist the Grand Historian or the Editor of *THE MASK* in the performance of their official duties.

G22. *Sec. 8.* The Chaplain shall supervise the instruction and work of the Ritual; conduct all appropriate services designated by the Chapter or Regent; and be the Chapter's official representative to assist the Grand Ritualist in the performance of official Ritualist duties.

G23. *Sec. 9.* Officers of the Ritual shall have an understanding and working knowledge of the Ritual, such that the conduct of the Ritual Work shall demonstrate the exemplification of propriety; preserve the decorum and dignity of the Ritual, the most sacred of Fraternal Traditions; render assistance and service to the Regent in the discharge of said Officer's official duties; and strive to

ensure that all Brothers may participate and partake of the Industry, Sobriety, Fellowship, and High Ideals of the Order.

G24. *Sec. 10.* The Chapter, at least one (1) month preceding the Grand Council Convention or Province Assembly, shall elect Delegates and Alternates Delegate(s), who if unable to attend, shall, also, notify the Regent. If neither the Delegate or Alternate Delegate(s) are unable to attend, the Regent shall appoint a qualified Member(s) of the Chapter to serve as Delegate(s). The Delegate(s) shall be chosen from the Graduate Members of the Chapter. If it is not possible to send any Member, the Chapter or Regent may confer representation of the Delegate(s) to another Chapter, or Province by proxy. All proxies must be certified as required by the rules of the Grand Council or Province.

BY-LAW VII COMMITTEES AND THEIR DUTIES

G25. *Sec. 1.* The Chapter shall have the following standing committees; Executive, Judiciary, Legislative, and Risk Management.

G26. *Sec. 2.* The Chapter may also have the following as standing committees when required; Scholarship, Social, Professional Relations, Finance, Auditing, Chapter House, and Continuing Education.

G27. *Sec. 3.* The Chapter may also have any special committees that are required from time to time.

G28. *Sec. 4.* The Executive Committee shall consist of the Elected Officers of the Chapter and the Immediate Past Regent of the Chapter, providing that said Immediate Past Regent was not removed from office for cause by the Chapter; and such other Members as stipulated in By-Law XVII, Ordinance 7. All other committees of the Chapter shall consist of at least three (3) Members, unless otherwise indicated in these By-Laws or Ordinances, appointed by the Regent to serve at the Regent's pleasure; Collegiate Brothers may serve on any of these committees.

G29. *Sec. 5.* The duties of the committees listed in Section 1 and 2 of this By-Law shall be:

G30. *Sub-Sec. A.* The Executive Committee shall act for the Chapter when it is not in session and shall have all the powers of the Chapter except the election and removal of officers, the election of members, the disciplining of members, and the amending of these By-Laws. All actions of the Executive Committee are subject to the review and approval of the Chapter. The Regent shall be the Chairman of this Committee.

G31. *Sub-Sec. B.* Any citation for misfeasance, malfeasance, or nonfeasance in office: violations of the Constitution and By-Laws of the Fraternity, By-Laws and Ordinances of the Chapter, or other Fraternity, rules and regulations shall be made by the Judiciary Committee at its recognizance. The Committee shall receive charges against any Member of the Chapter; such charges must be placed before the Committee in writing and be signed by the complainant(s). After investigation and evaluation of the charges, if the Committee finds reasonable cause to

sustain them, it shall proceed as provided in the Constitution and By-Laws of the Fraternity. The Committee has no power to adjudge the guilt of any Member, nor can it determine the punishment; however, it can recommend a course of action.

G32. *Sub-Sec. C.* The Legislative Committee shall from time to time review the By-Laws and Ordinances of the Chapter. The Committee shall prepare proposed amendments to the Ordinances of By-Law XVII, which it feels are necessary for the proper conduct of the Chapter, for submission to the Chapter. The Committee shall also receive from any Member of the Chapter, recommendations for amendments to the Ordinances of By-Law XVII, which it shall place in proper form for submission to the Chapter. The Committee shall interpret the meaning and intent of these By-Laws and Ordinances when so requested by any Member. The Chairman of this Committee shall be the Chapter Parliamentarian.

G33. *Sub-Sec. D.* The Risk Management Committee shall review the International Kappa Psi Risk Management policy and manual. The Committee shall review and implement the Chapter's Risk Management Policy. The Committee shall educate the Members about the risk management policy and ensure all Chapter functions are in compliance.

G34. *Sub-Sec. E.* The Scholarship Committee shall develop a program for promoting scholarship and research by the Chapter's Members. The Committee shall develop a program of recognition for scholarship achievement by the Chapter's Members (or non-members) in which, if feasible, funds and rewards for achievement may be provided. The Committee shall publish information regarding scholastic achievement and recognition given such achievement.

G35. *Sub-Sec. F.* The Social Committee shall develop a balanced program of activities for the Chapter. The Committee shall plan, promote and supervise all social activities of the Chapter. The Committee shall encourage the planning of a founder's day event.

G36. *Sub-Sec. G.* The Professional Relations Committee shall develop a program of professional activities and public relations for the Chapter. The Committee shall create programs which will achieve the objectives and promote the best interests of the Fraternity, while developing the professional character of its members.

G37. *Sub-Sec. H.* The Finance Committee shall develop a financial budget for the Chapter, and from time to time, a suitable investment program for Chapter funds. The Committee shall monitor the fiscal operations of the Chapter, and may at its discretion, require reports of the Treasurer regarding income and expenditures. The Committee shall report on the fiscal operation of the Chapter in relation to the budget. The Treasurer shall be a member of this Committee.

G38 *Sub-Sec. I.* The Auditing Committee shall examine and verify when accurate, the records of the Secretary, Treasurer, and/or other Chapter Officers holding Chapter property. Examinations of records may be at any time the Committee feels desirable or when the Chapter or Regent may direct. The Committee shall present a written report at the next regular meeting of the Chapter stating its findings. The Auditing Committee shall have the power to require, at any time, presentation of all books, papers, vouchers, and documents relating to the account they are to

examine, which may be necessary to determine their correctness, and the actual cash in the hands of the Officers.

G39. *Sub-Sec. J.* The Chapter House Committee shall have charge of the Chapter House including the formation and enforcement of House Rules. In the event that the Chapter establishes a fund for building or purchasing a Chapter House, the Committee shall develop a proposed program for collecting and investing such funds. The Chairman of this Committee shall be the House Manager.

G40. *Sub-Sec. K.* The Continuing Education Committee shall develop programs of continuing education for the Members of the Chapter, which if possible fulfill re-licensing requirements for the local jurisdiction(s). The Committee shall also publish information relating to the availability of programs designed to meet requirements of continuing education.

G41. *Sec. 6.* All Committees shall meet at the call of the Chairman, and a written record of all meetings shall be kept. The Chairman of each Committee shall report at each Chapter meeting the activities of their respective committees. All committees are authorized to meet by electronic communication media so long as all members have the ability to participate.

G42. *Sec. 7.* No program or activity developed by any Committee may commence until such program or activity has been approved and adopted by the Chapter.

BY-LAW VIII RECORDS

G43. *Sec. 1.* All Chapter proceedings will be recorded on, and all Chapter reports will be submitted on forms approved by The Central Office or the Grand Council.

BY-LAW IX UNETHICAL CONDUCT

G44. *Sec. 1.* Any Member of the Chapter found guilty of unethical conduct may be punished by a fine and/or suspension, or expulsion, after trial and conviction as provided in the Constitution and By-Laws of the Fraternity.

G45. *Sec. 2.* Any Member of the Chapter who files a complaint with the Judiciary Committee that shall prove to be unfounded and malicious may be charged with unethical conduct.

G46. *Sec. 3.* Any Member of the Chapter who improperly uses the name of the Fraternity, the Chapter, the Fraternity emblem(s) or secrets; or who utilizes Fraternity Membership for strict personal gain may be charged with unethical conduct.

BY-LAW X MEETINGS

G47. *Sec. 1.* The regular meetings of the Chapter will be held as provided for in By-Law XVII, Ordinance 10. The Secretary (or Corresponding Secretary) shall notify the Members of any change

in the regular meeting at least forty-eight (48) hours prior to the change. The Chapter is authorized to meet by electronic communication media so long as all Members have the ability to participate.

G48. *Sec. 2.* The usual order of business shall be that order as prescribed in the Ritual.

G49. *Sec. 3.* Special meetings may be called at any time by the Regent or by the Regent upon the written demand of five (5) Members of the Chapter. No business other than that stated in the call may be conducted at the special meeting. All Members shall be notified by the Secretary (or Corresponding Secretary) at least forty-eight (48) hours prior to the special meeting.

BY-LAW XI DUES

G50. *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 any additional fee as stipulated in By-Law XVII, Ordinance 11; such funds as are due to the Grand Council shall be transmitted to The Central Office with seven (7) days of initiation.

G51. *Sec. 2.* Each Member shall pay to the Treasurer such dues as stipulated in By-Law XVII, Ordinance 11.

G52. *Sec. 3.* Special assessments may be imposed by a two-thirds (2/3) vote of the Chapter at any time.

G53. *Sec. 4.* Any Member who has not paid his dues or is in arrears for fines or assessments shall be deemed, not in good standing.

G54. *Sec. 5.* If a Member is in arrears for dues, fines, or assessments, said Member shall not be entitled to hold office or vote, and shall have only one (1) meeting to make up such arrears, or may be suspended from all benefits and privileges of the Fraternity and the Chapter. Such suspension may remain in force until payment is made in full.

BY-LAW XII SECRECY

G55. *Sec. 1.* All proceedings, Ritual and ceremonies of the Fraternity and all matters pertaining to the management or conduct of the Chapter shall be kept secret.

G56. *Sec. 2.* The names of the Chapter Officers and Members, and the general object and scope of the Fraternity may be published. The names of the Officers of the Ritual shall never be published. Any Member who reveals any of the secrets of the Fraternity shall be subject to expulsion.

BY-LAW XIII RITUAL OF INITIATION

G57. *Sec. 1.* The Ritual of Initiation while secret, shall be considered to be a part of these By-Laws, and shall be conducted at all times with proper dignity and decorum. Hazing, as defined by the Grand Council and/or the Executive Committee of the Grand Council, is prohibited; any Member found guilty of hazing shall be subject to expulsion.

BY-LAW XIV
QUORUM

G58. *Sec. 1.* Unless a greater number is stipulated in By-Law XVII, Ordinance 14, the quorum necessary for the transaction of business at any meeting of the Chapter shall not be less than one-fifth (1/5) of the Chapter Membership in good standing.

BY-LAW XV
PARLIAMENTARY PROCEDURE

G59. *Sec. 1.* Parliamentary conduct at all meetings shall be closely adhered to, and shall be governed by the current edition of *Robert's Rules of Order – Newly Revised*.

BY-LAW XVI
AMENDMENTS (LOCAL CHAPTER ORDINANCES)

G60. *Sec. 1.* Any motion to amend these By-Laws must be made in writing; signed by at least two (2) Members of the Chapter, and presented to the Legislative Committee of the Chapter. The Legislative Committee shall, within ten (10) days, prepare the proposed amendments in appropriate form and present it to the Chapter, without comment, at the next regular meeting of the Chapter. A motion to amend may not be voted upon until the next regular meeting of the Chapter following its presentation to the Chapter, at which time the Legislative Committee may make a recommendation; such motion shall require a two-thirds (2/3) vote of the Members in good standing, present at the meeting, for adoption.

G61. *Sec. 2.* Any amendments to these By-Laws shall be in the form of Local Chapter Ordinances to be a part of By-Law XVII. All Local Chapter Ordinances shall be subordinate to and consistent with these By-Laws and the Constitution and By-Laws of the Fraternity. Organization of Local Chapter Ordinances shall be such that the Arabic numeral of each Ordinance shall indicate content corresponding to and in modification of the numerically equivalent Roman numeral By-Law. Local Chapter Ordinances may consist of more than one (1) section, in which case, the order of sequence shall be similar to the order of sequence in the respectively modified By-Law.

G62. *Sec. 3.* Duly adopted Local Chapter Ordinances of the By-Law XVII shall be deemed to be in force upon adoption by the Chapter, unless disapproved by the Grand Counselor and/or the Legislative Committee of the Grand Council. Enforcement of any newly adopted Local Chapter Ordinance may be delayed for a decision of legality from the Grand Counselor and/or the Legislative Committee of the Grand Council upon a motion approved by a simple majority of the Members in good standing at any regular or special meeting of the Chapter.

G63. *Sec. 4.* Should formal charges be brought against any Member of the Chapter for an alleged violation of any Local Chapter Ordinance, less than one-hundred-twenty (120) days old, that has not received written approval of the Grand Counselor or the Legislative Committee of the Grand Council, said Member shall be entitled to demand a continuance of all proceedings, pending a written decision concerning the legality of such Ordinance from the Grand Counselor or the Legislative Committee of the Grand Council; such decision shall be transmitted by Certified Mail; the request for such decision shall also be transmitted by Certified Mail by the Chairman of the Legislative Committee of the Chapter.

BY-LAW XVII
LOCAL CHAPTER ORDINANCES

Uniform Province By-Laws

P01. *Sec. 1.* The Constitution and By-Laws of Kappa Psi Pharmaceutical Fraternity, Incorporated shall be the Constitution for this Province of Kappa Psi Pharmaceutical Fraternity, Incorporated: all constitutions, by-laws and standing laws by which this Province was formerly governed are revoked.

BY-LAW I TITLE

P02. *Sec. 1.* This Province shall be known as _____ Province, hereinafter referred to as the Province of Kappa Psi Pharmaceutical Fraternity, Incorporated, as designated by Alpha Chapter of Kappa Psi Pharmaceutical Fraternity, Incorporated, hereinafter referred to as the Fraternity.

P03. *Sec. 2.* The Province may elect to incorporate, however, any application for incorporation must receive the approval of Alpha Chapter of the Fraternity prior to submission to the appropriate office of legal jurisdiction. Further, the Province may elect to form additional corporations, if needed, subject to the aforesaid provision of this section.

BY-LAW II COMPOSITION OF THE PROVINCE

P04. *Sec. 1.* The Province shall be composed of the Collegiate and Graduate Chapters within the boundaries designated by Alpha Chapter of the Fraternity.

BY-LAW III DUES AND ASSESSMENTS

P05. *Sec. 1.* Each Collegiate Chapter shall pay the annual per capita fees as provided in By-Law XIII, Ordinance 3 for all Chapter Members of record as of November 1st of the preceding year. Each Graduate Chapter shall pay the annual per capita fees as provided in By-Law XIII, Ordinance 3. All dues and/or fees shall be for the calendar year and shall be due on a date set forth by the Province in By-Law XIII, Ordinance 3. Late charges of two percent (2%) per month may be assessed for any dues and/or fees not received by the predetermined date.

P06. *Sec. 2.* Any Chapter failing to pay its dues or fees by the due date set by the Province shall be automatically suspended from the Province and must remain suspended until all dues or fees, and late charges are paid in full.

P07. *Sec. 3.* Special assessments may be levied with the consent of two-thirds (2/3) of the Chapters of the Province. Each Chapter, regardless of size, shall have one vote when balloting for special assessments.

P08. *Sec. 4.* Notice of special assessments shall be given to the Chapters by the Province Secretary and shall be due within thirty (30) days after the posting of such written notice.

P09. *Sec. 5.* Money raised by special assessment may be used only for the stated purpose for which the assessment is made. Any unused money must, on a pro-rated basis, be either refunded to the Chapter or credited toward the following year's dues and/or fees, at the option of the individual Chapter.

BY-LAW IV PROVINCE ASSEMBLIES AND INTERIM MEETINGS

P10. *Sec. 1.* A Province Assembly shall be held between the meetings of the Grand Council. The time and place of these meetings shall be determined by the Province Executive Committee after consultation with the Chapters, in accordance with the provisions indicated in By-Law XIII, Ordinance 4, or at the request of the Province Executive Committee, or at the request of at least two-thirds (2/3) of the Chapters of the Province.

P11. *Sec. 2.* The Secretary-Treasurer, or Secretary, shall notify the Chapters of the time and place of the Province Assembly and Interim Meeting at least two (2) months prior to the date of the meeting(s). The Secretary-Treasurer, or Secretary, shall notify each Chapter of the agenda for the Assembly or Interim Meeting at least ten (10) days prior to the meeting(s).

P12. *Sec. 3.* The Province Executive Committee may postpone any Assembly or Interim Meeting in case of an emergency.

P13. *Sec. 4.* The Province Executive Committee shall conduct an Interim Executive Committee Meeting between Province Assemblies and at each Grand Council Convention for the purpose of planning the next Province Assembly and/or conduct any other Province business.

BY-LAW V COMPOSITION OF THE PROVINCE ASSEMBLY

P14. *Sec. 1.* The Assembly shall be the supreme legislative, judicial and executive body for the Province. Appeals of its decisions may be made to Alpha Chapter or to the Grand Council when in session assembled. The decision of the Grand Council shall be final.

P15. *Sec. 2.* The Province Assembly shall consist of the Collegiate Chapters, Graduate Chapters, and the elected Province Officers.

P16. *Sec. 3.* Each Chapter in good standing shall be entitled to two (2) votes in the Assembly. Each Province Officer, who is not a Chapter Delegate, shall be entitled to one (1) vote. In the case of Chapters, two (2) votes may be cast by a single delegate.

P17. *Sec. 4.* The Chapter Secretary should notify the Province Secretary, at least thirty (30) days prior to the Assembly, of the names of the Chapter's Delegates. Any changes are to be reported to the Province Secretary at the opening of the Province Assembly.

P18. *Sec. 5.* Any Chapter unable to send a Delegate to the Province Assembly may confer its proxy on any Delegate of another Chapter represented at the Assembly. The certificate of proxy must be signed by the Regent and Secretary of the Chapter-conferrer and must be forwarded or presented to the Province Secretary. Any Chapter represented by proxy shall not be entitled to travel funds and/or any other Assembly reimbursement.

P19. *Sec. 6.* Each Collegiate Chapter represented by a Delegate (not a proxy representation) shall be reimbursed for expenses to Province Assemblies as provided in By-Law XIII, Ordinance 5.

P20. *Sec. 7.* Expenses of the Province Officers shall be reimbursed as provided in By-Law XIII, Ordinance 5.

P21. *Sec. 8.* A Grand Council Deputy of each Chapter within the Province, not sitting as a Province Officer or Graduate Chapter Delegate shall be a non-voting Member of the Province Assembly. Expenses of the Grand Council Deputies shall be reimbursed as provided in By-Law XIII, Ordinance 5.

P22. *Sec. 9.* The Province shall provide a forum in which the Grand Council Deputies may meet for the purpose of discussion and free exchange of ideas.

BY-LAW VI OFFICERS: ELECTION AND DUTIES

P23. *Sec. 1.* The Province Officers shall be: Satrap, Vice Satrap, Secretary-Treasurer (the Office of Secretary-Treasurer may be split into two [2] Offices, to wit: Secretary and Treasurer, if indicated in By-Law XIII, Ordinance 6), Historian, and Chaplain. These Officers shall be elected from the Collegiate and Graduate Members in the Province. The Province may also elect other Officers, deemed necessary, as indicated in By-Law XIII, Ordinance 6.

P24. *Sec. 2.* The Grand Regent shall appoint a Province Supervisor and/or Assistant Supervisor as Province Officers. The Province Supervisor and/or Assistant Supervisor shall not have voting rights within the Province.

P25. *Sec. 3.* Nomination and election of Province Officers shall be as provided in By-Law XIII, Ordinance 6; installation shall be upon the same day as the election. Election shall be by secret ballot with a simple majority needed to elect. Electronic voting may be permitted, provided the system is secured and can maintain the secrecy of the ballot. Officers shall serve until their successors have been elected and properly installed. If an elected Officer is unable, refuses, or neglects to perform the duties of Office, the Province Executive Committee shall declare the Office vacant and the Satrap shall appoint a successor to serve until the next Assembly.

P26. *Sec. 4.* The Province Officers shall administer the affairs of the Province. Their duties shall be those usually attending their respective Office, comparable to the functions of Officers of the Grand Council as indicated in the Constitution and By-Laws of the Fraternity.

P27. *Sec. 5.* The Province Executive Committee may designate a particular Chapter to serve as a “Permanent Archives,” and a member of that Chapter shall be appointed by the Satrap to serve as “archivist.”

BY-LAW VII COMMITTEES

P28. *Sec. 1.* The Province shall have the following standing committees: Executive, Legislative, Auditing, and Province Assembly Planning.

P29. *Sec. 2.* The Province shall have such special Committees as may be needed from time to time. Special Committees may be created at the will of the Satrap, by vote of the Province Executive Committee, or by vote of the Province Assembly.

P30. *Sec. 3.* All Committees, except the Executive, shall consist of at least three (3) members, be appointed by the Satrap from the Collegiate and Graduate Members of the Province, and serve at the pleasure of the Satrap.

P31. *Sec. 4.* The Executive Committee shall consist of the Province Officers; the Satrap shall be Chairman of this Committee.

P32. *Sec. 5.* The duties of the Committees, unless otherwise stated, shall be comparable to the duties of similar Committees of the Grand Council.

P33. *Sec. 6.* All committees are authorized to meet by electronic communication media so long as all members have the ability to participate.

BY-LAW VIII DELEGATE AND ALTERNATE DELEGATE TO THE GRAND COUNCIL

P34. *Sec. 1.* The Province Delegate and Alternate Delegate shall be selected as provided in By-Law XIII, Ordinance 8. If either the Delegate or Alternate Delegate are unable to attend, the Satrap shall appoint a Member of the Province to serve as Delegate.

P35. *Sec. 2.* The Province Delegate shall submit a written or electronic report of the Grand Council to the Province Secretary at least one month prior to the next Province Assembly.

P36. *Sec. 3.* The Province Delegate shall be reimbursed for expenses of attending the Grand Council as provided in By-Law XIII, Ordinance 8.

BY-LAW IX ORDER OF BUSINESS FOR PROVINCE ASSEMBLIES

P37. *Sec. 1.* The order of business for Province Assemblies shall be: Call to Order; Opening Ritual; Roll Call and Seating of Delegates; Welcoming of Visiting Brothers; Minutes of Previous

Assemblies; Reading of Communications; Officer and Committee reports; Chapter Reports; Special Speakers; Old Business; Report of Grand Council Deputies Session; New Business; Election and Installation of Officers; Closing Ritual; and Adjournment.

BY-LAW X
QUORUM

P38. *Sec. 1.* A quorum shall consist of the Delegates from not less than one-half (1/2) of the Chapters, including proxies, of the Province.

BY-LAW XI
PARLIAMENTARY PROCEDURE

P39. *Sec. 1.* Parliamentary conduct at all meetings shall be closely adhered to and shall be governed by the current edition of *Robert's Rules of Order - Newly Revised*.

BY-LAW XII
AMENDMENTS (LOCAL PROVINCE ORDINANCES)

P40. *Sec. 1.* Any amendments to these By-Laws shall be in the form of Local Province Ordinances to be a part of By-Law XIII. All Local Province Ordinances shall be subordinate to and consistent with these By-Laws and the Constitution and By-Laws of the Fraternity. Organization of Local Province Ordinances shall be such that the Arabic numeral of each Ordinance shall indicate content corresponding to and in modification of the numerically equivalent Roman numeral By-Law. Local Province Ordinances may consist of more than one (1) section, in which case, the order of sequence shall be similar to the order of sequence in the respectively modified By-Law.

P41. *Sec. 2.* At Province Assemblies, motions to amend shall be presented to the Delegates at any Session prior to the Final Session, in writing, and shall be voted upon at the Final Session of the Assembly. A two-thirds (2/3) vote of the Assembly is necessary to adopt an amendment (ordinance) to By-Law XIII. Amendments to the Local Province Ordinances in the period between assemblies shall be defined by the Province in Local Province Ordinance 12, Sec 2.

P42. *Sec. 3.* Duly adopted Local Province Ordinances of By-Law XIII shall be deemed to be in force upon adoption by the Province, unless disapproved by the Grand Counselor or the Legislative Committee of the Grand Council. Enforcement of any newly adopted Local Province Ordinance may be delayed for a decision of legality from the Grand Counselor or the Legislative Committee of the Grand Council upon a motion, approved by simple majority of the Province Assembly.

P43. *Sec. 4.* Should formal charges be brought against any Chapter or Member of the Province for an alleged violation of any Local Province Ordinance, less than one-hundred-twenty (120) days old, that had not received written approval of the Grand Counselor or the Legislative Committee of the Grand Council, the Chapter or Member so charged shall be entitled to demand a continuance of all proceedings, pending written decision concerning the legality of such Ordinance from the Grand Counselor or the Legislative Committee of the Grand Council; such decision shall be transmitted by Certified Mail.

BY-LAW XIII
LOCAL PROVINCE ORDINANCES

Rules of Parliamentary Procedure

Trace each motion to its respective references and you master at a glance the intricacies of parliamentary usages comprising some three hundred points of order.

Motion to adjourn	1 a * B a II x
Motion to determine time to which to adjourn	2 a + A a II x
Motion to amend	3 a + A a II x
Motion to amend an amendment	3 a * A a II x
Motion to amend the rules	3 a + A a II x
Motion to appeal from Speaker's decision <i>in re indecorum</i>	1 a + A a II y
Motion to appeal from Speaker's decision generally	3 a + A a II y
Call to order	1 a * A a II y
Motion to close debate on question	1 a + A b II x
Motion to commit	3 b + A b II x
Motion to extend limits of debate on question	1 a + A a II x
Leave to continue speaking after indecorum	1 a * A a II x
Motion that -----do lie on the table	1 a * C a II x
Motion to limit debate on question	1 a + A b II x
Objection to consideration of question	1 a * A b III y
Motion for orders of the day	1 a * A a III y
Motion to postpone to a definite time	4 a + A a II x
Motion to postpone indefinitely	3 b * A a II x
Motion for previous question	1 a * A b II x
Questions touching priority of business	1 a + A a II x
Questions of privilege	3 a + A a II x
Reading papers	1 a * A a II x
Motion to reconsider debatable question	3 b * B a II x
Motion to reconsider an undebatable question	1 a * B a II z
Motion to refer a question	3 b + B a II x
Motion that committee do not rise	1 a * B a II x
Question whether subject shall be discussed	1 a * A b III y
Motion to make subject a special order	3 a + A b II x
To substitute in nature of an amendment	3 a + A a II x
Motion to suspend the rules	3 a + B a II x
Motion to take from the table	1 a + B a II x
To take up question out of it's proper order	1 a * A b II x
Motion to withdraw a motion	1 a * A b II x
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1. Questions undebatable: sometimes remarks tacitly allowed.
2. Undebatable if another question is before the assembly.
3. Debatable question.
4. Limited debate only on propriety of postponement.
 - a. Does not allow reference to main question.
 - b. Opens the main question to debate.
- * Cannot be amended.
- + May be amended.
- A. Can be reconsidered.
- B. Cannot be reconsidered.
- C. Affirmative vote on this question cannot be reconsidered.
 - a. Simple majority suffices to determine the question.
 - b. Requires two-thirds vote unless special rules have been enacted.
- II. Motion must be seconded.
- III. Does not require to be seconded.
 - x. Not in order, though another has the floor.
 - y. Always in order, though another may have the floor.
 - z. May be moved and entered on record, when another has the floor, but the business then before the assembly may not be put aside. Motion must be made by one who voted with prevailing side, and on same day original vote was taken.
5. Fixing the time to which an adjournment may be made: ranks first.
6. To adjourn without limitations; second
7. Motion for the Orders of the Day; third
8. Motion thatdo lie on the table; fourth
9. Motion for the previous question; fifth
10. Motion to postpone definitely; sixth
12. Motion to commit; seventh
13. Motion to amend; eighth
14. Motion to postpone indefinitely; ninth
15. On Motion to strike out words, "Shall the words stand part of the motion?" Unless a majority sustains the words they are struck out.
16. On motion for previous question the form to be observed is "Shall the main question be now put?" This if carried, ends debate.
17. On an appeal from the Chair's decision, "Shall the decision be sustained as the ruling of the house?" The Chair is generally sustained.
18. On motion for Orders of the Day, "Will the house now proceed to the Orders of the Day?" This if carried, supersedes intervening motions.
19. When an objection is raised to considering question, "Shall the question be considered?" Objection may be made by any member before debate has commenced, but not subsequently.

Disciplinary Trial Guide

The Constitution (Article V) & By-Laws (By-Law III) of the Fraternity allow for Chapters to discipline their members after appropriate trial proceedings for conduct unbecoming of a brother, specifically “such acts: (1) as relate upon or injure the prestige and reputation of the Fraternity; (2) as relate upon the character or professional integrity of the Members; (3) as constitute a violation of the Vow of Allegiance and Obligations; and (4) as refusal to pay dues.” This guide is meant to assist Chapters in ensuring they follow the appropriate steps in conducting trial and disciplining their members.

Article I Hearing Policies and Procedures

- Sec. 1. Charges against the accused, hearings and disciplinary trials shall follow the details outlined in By-Law III of the Constitutions & By-Laws of the Fraternity.
- Sec. 2. Any charge or allegation should be submitted as soon as possible after the conduct or event takes place.
- Sec. 3. The Judiciary committee of the Chapter has the discretion to initiate an investigation to determine the merit of the charges. Any formal investigation should be carried out in a timely manner and findings of the investigation shall be presented to the Chapter in writing within ten (10) days of the conclusion of the investigation. The Judiciary committee does not have the right or power to adjudge guilt.
- Sec. 4. The accused shall be notified of the charges in writing, signed by the Regent and Grand Council Deputy (or GCD alone if accused is the Regent). The letter must include the list of charges, the name(s) of the complainant (or if anonymous the Chapter as a whole), and a timeline for investigation and trial.
- Sec. 5. The accused shall have the right of timely notice of hearing and trial. The accused shall have the right to review all written charges prior to the hearing and select counsel. The Regent (or GCD) shall appoint two (2) members to act as prosecutors and the accused may choose two (2) members to act as counsel.
- Sec. 6. Should the accused fail to comply with the order to appear for more than ninety (90) days, the Regent and the Chair of the Judiciary Committee can jointly enter a summary judgment and proceed with the punishment process. If the absent Member has an excuse that is determined by the Judiciary Committee or GCD to be valid, then the Member may not be found to have violated the Code of Conduct or the Disciplinary Policy solely because the Member failed to appear.
- Sec. 7. The Chapter may conduct a formal hearing according to the following guidelines:
- A. The presiding officer/judge shall be the Regent, or in case of trial with the Regent as defendant, the (First) Vice-Regent shall act as judge.

- B. As per By-Law III of the Uniform By-Laws of Kappa Psi, no hearing shall be considered valid unless two-thirds (2/3) of the Chapter membership in good standing are present at the meeting.
- C. Presiding officers have the authority to ask counsel or the accused to leave the hearing at any time if they are disrupting the proceedings.
- D. The presiding officer should remind those in attendance that the proceedings are an educational exercise and will not be perceived as a formal legal hearing.**
- E. Hearings normally shall be conducted in private. At the request of the accused, and subject to the discretion of the presiding officer, other persons may be allowed to attend the hearing.
- F. In hearings involving more than one accused member, the presiding officer, in his/her discretion may permit the hearings concerning each Member to be conducted separately. This may also be requested by the accused.
- G. The complainant and the accused have the right to be assisted by any advisor they choose, at their own expense. The advisor may be a non-member.
- H. The complainant, the accused, and the representative of the Judiciary committee shall each have the right to make an open argument before the evidence is presented and a closing argument after all the evidence has been presented.
- I. The complainant, the accused, and the representative of the Judiciary Committee shall have the privilege of presenting witnesses, subject to the right of cross-examination by the Chapter counsel.
- J. If there is material evidence that cannot be secured from the testimony of members, non-member testimony may be received at the hearing in the discretion of the presiding officer. Non-members may be present at the hearing only while testifying.
- K. All procedural questions are subject to the final decision of the presiding officer.
- L. After all the evidence has been presented, the Chapter shall determine whether the Member has violated each section of the Member Code of Conduct, Vow of Allegiance, or Disciplinary Policy that the Member is charged with violating. The vote shall be taken separately on each offense and separately as to each accused Member. A two-thirds (2/3) vote is required to convict.
- M. If convicted, the Regent shall call for the sort of punishment. A motion with the recommended punishment must be made in proper form and seconded. Motions to expel must gain a two-thirds (2/3) affirmative vote to pass, all other punishments will require simple majority to pass.

Sec. 8. The notice of sanctions imposed should be in writing and should also notify the accused that he/she has thirty (30) days to appeal the decision. Any notice of expulsion should be sent via certified mail so that the Chapter has a signature on file to verify the convicted has received the letter.

Sec. 9. Appeals for conviction or punishment type shall be handled according to the provisions of Uniform By-Law III, sec 9-13 of the Fraternity.

Sec. 10. When conviction is final and there are no appeals requested or available, the Chapter shall notify the Executive Director of the Chapter's decision immediately.

Article II Disciplinary Actions & Consequences

Sec. 1. Any Member found guilty of any of the above offenses shall, upon a disciplinary determination by the Judiciary Committee, can be subject to a penalty determined by the Chapter. Below are some examples of type of discipline that a Chapter may choose to impose, but it is important that proper procedures are followed based on the type of punishment.

A. Expulsion leading to:

- a. Surrender, to the Executive Director of the Fraternity, of his/her official membership certificate, membership card and official pin along with all regalia, insignia, clothing or jewelry bearing any identity with the Fraternity. This may include financial compensation for the cost of any items lost or damaged.
- b. Remove him/herself and his personal effects from the property of the chapter, the district and the international office and he/she may not return on any occasion.
- c. Not attend any meeting of any chapter, province, or GCC.
- d. Cease to identify him/herself with the Fraternity in any manner on or off campus.

B. Suspension for a designated or indefinite period during which time the Member shall:

- a. Not attend Fraternity meetings, vote, or hold office, nor shall he/she attend any Fraternity gathering not attended by the public until the end of the designated period of suspension.
- b. Cease to identify him/herself with the Fraternity in any manner on or off campus until the end of the designated period of suspension.
- c. Be entitled to return at the end of the designated period of suspension unless he/she is in violation of the terms of said suspension or if suspended for an indefinite period, may only return upon written permission by the Judiciary committee.
- d. Be automatically returned to good standing unless he/she is subject to further disciplinary action at the end of the designated time period or by written permission of the Judiciary committee.
- e. Pay all dues, fees, and assessments applicable to all Members in good standing unless expressly excused by the Chapter by the terms of the designated suspension. *(Note: The Chapter is still responsible for paying national & province dues for said member)*

C. Probation for a designated or indefinite time period during which time the Member shall:

- a. Follow the limitations, restrictions or terms of the probation, provided they abide by all Fraternity policies.

- b. Pay all dues, fees, and assessments applicable to all Members in good standing unless expressly excused there from by the terms of the designated probation. (*Note: The Chapter is still responsible for paying national & province dues for said member*)

- D. **Make Restitution** in the form of appropriate service or material replacement in order to compensate the Fraternity, Province, Chapter or other entity for individual loss, damage or injury. Refusal or failure to make requested restitution shall subject the member to being declared in arrears and not in good standing.

- E. **Pay a Fine** of an amount and within a time period defined by the Judiciary committee to the Chapter treasurer. Fines must be reasonable (for example, not to exceed \$100) to the infraction. Refusal or failure to pay the fine assessed shall subject the Member to being declared in arrears and not in good standing.

- F. **Warning** in which a written notice is provided to the Member that the Member is violating or has violated provisions of this code.

- G. **Any other lawful penalty** that the Fraternity may determine and impose, as long as such penalty is legal and not in conflict with the rules and regulations of the Fraternity, University or society in general.

- H. **Multiple Sanctions** which may include more than one of the sanctions listed above for any single or series of violations.

Sec. 2. When these penalties are properly imposed upon a Member, expulsions shall be honored and held binding by all members of the Chapter and shall be communicated to the Province & Grand Council for record.

Sec. 3. If a member is expelled from the Fraternity, the Chapter is responsible for notifying the Central Office immediately in order to have the member removed from the roster to absolve the Chapter of future dues requirements for that individual.

Sec. 4. The Chapter is still financially responsible for all dues owed to the Central Office and the Province for any individual punished by any means other than expulsion.

Sec. 5. If a Member is undergoing investigation by the University or College in which they are enrolled, the Chapter shall report the results of any investigation, verdicts or imposed punishments it conducts to the appropriate authorities.

Disciplinary Process Form

The following checklist outlines the steps in the disciplinary process that must be followed for a Chapter to Discipline a Member as noted in the Kappa Psi Constitution and By-Laws.

A form should be kept for each Member facing disciplinary charges. Chapters are recommended to keep this checklist and a copy of all supporting documents on file for a period of 5 years.

Name of Chapter:
Name of Member:
Charge(s):
Date charge(s) submitted:
Name of Chapter Officer who has verified the accuracy of documentation:
Name of Grand Council Deputy who has verified the accuracy of documentation:

Written charges are presented by a Member or Members or the Chapter to the Judiciary Committee.	<input type="checkbox"/>
Judiciary Committee review. Date of review: Date of Investigation closure:	<input type="checkbox"/>
A hearing date is set by the Regent. Date of hearing:	<input type="checkbox"/>
The accused is notified of the date, time and location of the hearing and instructed to appear. * Date notified:	<input type="checkbox"/>
The Secretary provides the Member accused with a copy of the charge(s) (signed by the Regent and GCD), investigation and trial timeline, and the disciplinary trial guide. Date provided:	<input type="checkbox"/>
Hearing conducted <ul style="list-style-type: none"> ● Judge: ● Prosecutors: ● Counsel: ● Witness(es): 	<input type="checkbox"/>
The vote of the chapter: <ul style="list-style-type: none"> ● Votes guilty: ● Votes not guilty: ● Final Verdict: 	<input type="checkbox"/>
If guilty, punishment: <ul style="list-style-type: none"> ● Punishment: ● Total votes: ● Aye votes: ● Nay votes: 	<input type="checkbox"/>
Accused is sent a final communication notifying them of the final verdict and punishment. Date notified:	<input type="checkbox"/>
Convicted Member demands a stay of execution for thirty (30) days or until an appeal to the Executive Committee for rehearing. If Member appeals, the Secretary has notified the Grand Regent. Member may elect to not appeal.	<input type="checkbox"/>
Executive Director notified of Chapter actions and is provided with a copy of "Chapter Roster Changes" form as well as the supporting documentation. Date of notification:	<input type="checkbox"/>

* Should formal charges be brought against any Member of the Chapter for an alleged violation of any Local Chapter Ordinance, less than one-hundred-twenty (120) days old, that has not received written approval of the Grand Counselor or the Legislative Committee of the Grand Council, said Member shall be entitled to demand a continuance of all proceedings, pending a written decision concerning the legality of such Ordinance from the Grand Counselor or the Legislative Committee.

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