**Kappa Psi Pharmaceutical Fraternity, Incorporated**

**Delta Delta Chapter Ordinances to the Uniform Collegiate By-Laws**

**BY-LAW XVII**

**LOCAL CHAPTER ORDINANCES**

**Ordinance 1**

**Title**

Sec. 1. This Chapter shall be known as Delta Delta 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 February 28, 1963.

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

**Ordinance 2**

**Membership**

Sec. 1. Members in good standing shall maintain a grade point average (GPA) of 2.0 on a 4.0 scale for the curriculum within the College of Pharmacy to remain in good academic standing and be considered Active members. Each member shall pay dues as outlined in Ordinance 11, Sec 2 to the Chapter during each scholastic semester to remain an Active member. Each member pursuing his first three years of pharmacy coursework shall be required to join at least one (1) Tier One committee as defined in Ordinance 7. Fourth year members shall be encouraged to join Tier One committees, but participation is optional. Attendance shall be highly encouraged of all Active members at all regularly scheduled Chapter meetings and other Chapter activities. Members not in good standing shall still be required to pay dues and should work to raise or maintain their grade point average above 2.0 on a 4.0 scale. Members not in good standing may not vote in Chapter or committee elections and may not attend Chapter sponsored socials, pledge functions, or pledge meetings.

**Ordinance 3**

**Election of Members**

Sec. 1. The Chapter shall organize one pledge class each fall semester. An additional pledge class may be organized in the spring semester if decided by a majority of the Active members. Prospective members must sign an Oath of Secrecy upon signing their intent to pledge the Chapter. A prospective member shall have a semester GPA of at least 2.25 on a 4.00 scale prior to the pledging process, if pledging in the spring. Each pledge class shall elect from its ranks a Pledge President and a Pledge Treasurer. All prospective members shall be informed of their obligations at the beginning of the pledge program. No prospective member shall be initiated into the Chapter unless all pledge obligations are completed as outlined by the Chapter.

Sec. 2. The Initiation of a pledge class shall take place during the semester of pledging. Active members of the Chapter shall vote on prospective members at a regularly scheduled meeting. The prospective member’s name shall be read by the Pledge Master, and discussion may follow. Voting shall be completed by secret ballot. Each prospective member must receive greater than a three-fourths (3/4) affirmative vote of the Active members to be initiated.

**Ordinance 4**

**Officers and Order of Elections**

Sec. 1. The Officers of the Chapter and the Order of Election shall be Regent, Vice-Regent, Secretary, Treasurer, Historian, Co-Chaplains, Sergeant-at-Arms, Pledge Master, Pledge Trainer (2), Professional Relations Chair, Fundraising Chair, Graduate Relations Chair, Co-Social Chair (2), Scholarship Chair, Webmaster, and Grand Council Deputy.

**Ordinance 5**

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

Sec. 1. Only active members shall be considered for nomination to office. The Grand Council Deputy shall conduct an investigation of all nominees to determine standing prior to voting, and the status of all nominees shall be made known to the Chapter prior to voting.

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

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

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

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

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

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

**Ordinance 6**

**Duties of the Officers**

Sec. 1. The Regent shall appoint all non-elected committee chairmen; and shall be responsible for all Chapter activities and actions. The Regent shall possess a general knowledge of Robert’s Rules of Order. They shall endeavor to ensure the duties and responsibilities of all elected officers and appointed committee chairmen are executed at a level acceptable to the Chapter. and act as a non-voting member of the Executive Committee, casting a vote only in the event of a tie; shall represent the Chapter at any function which may require Chapter representation; and shall maintain a professional relationship with the College of Pharmacy administration and meet regularly with the Grand Council Deputy to report on the well-being of the Chapter.

Sec. 2. The Vice-Regent shall work in concert with the Regent and maintain a working knowledge of all Chapter matters. They shall be responsible for the work of all committees; and shall endeavor to maintain close ties with the faculty brothers, keeping them abreast of and inviting them to appropriate Chapter activities. They shall meet regularly with the Regent and Grand Council Deputy to report on the well-being of the Chapter.

Sec. 3. . They shall keep a listing of all Active members and members not in good standing, and present said listing to the Regent prior to each Chapter meeting. They shall complete and submit all forms necessary for the Chapter to maintain current records with Central Office, which includes items such as M-cards. The Secretary shall record the minutes at all general meetings of the Chapter and shall distribute the minutes of each meeting out to all members via electronic mail.

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

Sec. 5. They shall be the Chairman of the Finance Committee and shall report at least monthly on income and expenses relative to the amounts budgeted. They shall also be responsible for the IRS-990 form.

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

Sec. 7. The Historian shall act as the guardian of the Chapter history; shall be responsible for maintaining the Chapter scrapbook, which shall include photographic and written history of the Chapter’s activities; shall be responsible for creating current displays for and the timely upkeep of Chapter bulletin board space. They shall be responsible for submissions to the Province VII Newsletter.They shall be the Chairman of the Legacy Committee. Sec. 8. The Co-Chaplains shall be thoroughly knowledgeable of all Ritual ceremonies; shall be responsible for all the necessary arrangements for each ceremony; shall be responsible for the maintenance and upkeep of all ritualistic regalia; and shall be responsible for the procurement of traditional awards, such as the gift for the recipient of the Ron Gordon Award.

Sec. 9. The Sergeant-at-Arms shall be responsible for maintaining secrecy at Chapter meetings.

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

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

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

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

Sec. 14. The Pledge Master shall be responsible for the organization of Rush activities and the pledge program and is responsible for the coordination of his responsibilities with the Pledge Trainers. The Pledge Master shall possess a thorough knowledge of the prospective member obligations as indicated in By-Law III of the Uniform Collegiate Chapter By-Laws and Ordinance 3, Sec. 1., and an understanding of the Fraternity and Chapter Risk Management Policy and the Grand Council’s Official Policy on Hazing.

Sec. 15. The Pledge Trainers shall be responsible for working closely with the Pledge Master to plan, prepare, and execute the pledge process. They shall also possess a thorough knowledge of the prospective member obligations as indicated in By-Law III of the Uniform Collegiate Chapter By-Laws and Ordinance 3, Sec. 1., and an understanding of the Fraternity and Chapter Risk Management Policy and the Grand Council’s Official Policy on Hazing.

Sec. 16. The Professional Relations Chair shall be the Chairman of the Professional Relations Committee. He shall be responsible for coordinating all Chapter professional projects, and the national and Province philanthropy projects; and shall work in concert with the other pharmacy organizations to coordinate inter-organizational professional functions. The Professional Relations Chair may appoint a committee member to lead individual projects.

Sec. 17. The Fundraising Chair shall be the Chairman of the Fundraising Committee and shall be responsible for the organization of all fundraising activities.

Sec. 18. The Graduate Relations Chair shall be the Chairman of the Graduate Relations Committee, shall serve as the editor of the Chapter Newsletter, and shall be responsible for fulfilling the duties of the Graduate Relations Committee. This office shall be a 2 year commitment. The senior chair shall be responsible for directing the Graduate Relations Committee and shall prepare the incoming Graduate Relations Chair. They shall also be responsible for publishing the semester newsletter to be sent to the Chapter, Chapter alumni, Province and national listservs.

Sec. 19. The Co-Social Chairs shall be the Chairmen of the Social Committee and shall be responsible for the organization of all brotherhood events.

Sec. 20. The Scholarship Chair shall be the Chairman of the Scholarship Committee. Sec. 21. The Webmaster shall be responsible for updating the Chapter website at least once a month and shall be responsible for maintaining the Chapter and alumni e-mail listserv.

**Ordinance 7**

**Committees and Their Duties**

Sec. 1. The Chapter shall have the following for standing committees; Executive, Judiciary (Tier Two), Legislative (Tier Two), Scholarship (Tier One), Graduate Relations (Tier One), , Social (Tier One), and Risk Management (Tier Two).

Sec. 2. The Chapter may also have the followings as standing committees when required; Finance (Tier One), Fundraising (Tier One), Professional Relations (Tier One), Interfraternity, Chapter House (Tier Two), Legacy (Tier One).

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

Sec. 4. The Grand Council Deputy shall be an ex-officio member of the Executive Committee. The Regent shall decide how many Active members may be in each committee.

Sec. 5. No additions to By-Law VII, Sec. 3.

Sub-Sec. A. The Executive Committee shall be responsible for discussing problems within the Chapter and making policy recommendations to the Chapter for its adoption.

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

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

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

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

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

Sub-Sec. G. The Risk Management Committee shall be responsible for an annual review of the Chapter Risk Management Policy and shall recommend changes to the policy if necessary. Modifications to the Chapter Risk Management Policy must be confirmed by a 2/3 (two-thirds) affirmative vote by a quorum of members. In addition, the committee shall conduct an Activity Risk Assessment before Fraternity functions involving a majority of Active members or involving any number of potential or prospective members.

Sub-Sec. H. The Finance Committee shall be responsible for formulating a projected budget covering all operations of the Chapter for the current academic year. The budget shall be approved by a majority vote of a quorum of members.

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

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

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

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

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

Sub-Sec. N. The Fundraising Committee shall be responsible for organizing all fundraising initiatives performed by the Chapter.

Sub-Sec. O. The Professional Relations Committee shall be responsible for organizing projects to further professional development of the members and the advancement of the pharmacy profession. This shall include professional projects as well as service projects.

Sub-Sec. P. The Legacy Committee shall be responsible for keeping a physical scrapbook to record the Chapter’s history.

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

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

**Ordinance 8**

**Records**

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

**Ordinance 9**

**Unethical Conduct**

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

Sec. 2. Any member making a statement against a member of the Chapter or a member of any other chapter that is unfounded, slanderous, or malicious may be tried for unethical conduct.

Sec. 3. Any member expelled from the University due to disciplinary reasons may be tried for unethical conduct. Any member refusing to pay dues may be tried for unethical conduct.

**Ordinance 10**

**Meetings**

Sec. 1. As referenced in Ordinance 2, Sec. 1, attendance shall be highly encouraged for all members at all regularly scheduled meetings. The Chapter shall meet at least bimonthly on Thursdays at mutually agreed upon times and shall meet at least five times per semester.

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

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

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

**Ordinance 11**

**Dues**

Sec. 1. Each newly elected member shall pay the Treasurer $70.00 upon initiation. This fee is inclusive of the Grand Council Membership Fee as stipulated in By-Law II, Sec. 1 (047),of the Fraternity and the semester Chapter dues for First year members.

Sec. 2. Beginning with the class of 2013, each member shall pay the Treasurer of the Chapter dues as follows: $70.00 per semester until the end of the second year, $50.00 per semester in the third year, and no dues will be assessed in the fourth year. For the class of 2012, each Member shall pay $75.00 per semester in the third year and no dues will be assessed in the fourth year. For the class of 2011, each Member shall pay $25.00 per semester in the fourth year. For any class, regardless of year of graduation, if any Member remains in the Chapter for more than four years, they will be assessed dues of $25 per semester until graduation. Recipients of the Dr. Louis Williams Award for Most Outstanding Pledge and the Dr. Louis Williams Award for Most Outstanding Active shall be excused of dues for the next academic year.

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

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

Sec. 5. Members who are classified as “not in good standing” due to lack of payment of semester balances as outlined in Ordinance 11, Sec. 2 shall reduce outstanding balances to an amount less than $100 by February 15 of each year or face charges brought by the Chapter, which shall include but is not limited to expulsion from the Fraternity.

**Ordinance 12**

**Secrecy**

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

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

**Ordinance 13**

**Ritual of Initiation**

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

**Ordinance 14**

**Quorum**

Sec. 1. In circumstances where the By-Laws or Chapter Ordinances are amended, or the budget is voted upon, the Chapter quorum shall consist of greater than 50%of Active members

**Ordinance 15**

**Parliamentary Procedure**

Sec. 1. No additions to By-Laws XV.

**Ordinance 16**

**Amendments (Local Chapter Ordinances)**

Sec. 1. Proposed amendments to the By-Laws and Chapter Ordinances shall be submitted in writing or via electronic mail to the Regent, Secretary, and Legislative Chair.

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

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

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

*Reviewed and approved by the Legislative Committee on ­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_.*