

Chi Chapter By-Laws

Kappa Psi Pharmaceutical Fraternity, Inc.

Chi Chapter

Uniform Collegiate By-Laws

By-Law XVII

Local Chapter Ordinances

Ordinance 1: Title

Sec. 1. This chapter shall be known as Chi Chapter, hereinafter referred to as the Chapter, of Kappa Psi Pharmaceutical Fraternity, Incorporated, according to the Charter granted by Alpha Chapter of Kappa Psi Pharmaceutical Fraternity, Incorporated, hereinafter referred to as the Fraternity, under the date of January 25, 1910.

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

Ordinance 2: Membership

Sec. 1. A Member in good standing with the Chapter shall be a Doctor of Pharmacy student at the University of Illinois at Chicago College of Pharmacy, hereinafter referred to as the College, and shall fulfill professional and fundraising requirements as outlined in the Chapter Policy Manual, and as approved of by the Executive Committee.

Ordinance 3: Election of Members

Sec. 1. The pledging process shall be no fewer than four (4) weeks and follow a bid process. The criteria of the bid process shall be determined by the Vice Regent and approved by the Executive Committee at the onset of each academic year to ensure adequate preparation for initiation. An affirmative vote of at least 70% shall be required in order to receive a bid; if successive rounds of voting are deemed necessary as per the criteria pre-approved by the Executive Committee, the affirmative vote required to receive a bid may be increased beyond 70% for each successive round at the discretion of the Vice Regent. Voting Members may override the Vice Regent's decision to increase the affirmative vote required for a successive round prior to that round taking place with a two-thirds (2/3) majority

affirmative vote. Passing scores on all pledge assessments shall be set at the discretion of the Vice Regent, with the approval of the Executive Committee.

Sec. 2. Voting may be completed by using traditional paper ballots or by using the electronic voting system utilized by students at the College during that particular academic year. All ballots for the election of a Member must be cast in the same form, either all paper ballots or all electronic ballots. If paper ballots are used, they shall be distributed and collected only by tellers appointed by the Regent. If electronic ballots are used, Members shall use one personal electronic device. Any extra electronic devices shall be distributed and collected only by tellers appointed by the Regent. An affirmative vote by 80% of voting Members is required for the election of a new Member.

Ordinance 4: Officers and Order of Election

Sec. 1. The Officers of the Chapter shall be: Regent, Vice Regent, Recording Secretary, Corresponding Secretary, Treasurer, Historian, Chaplain, Sergeant-at-Arms, Pledge Mom, Pledge Dad, Professional Chair, Alumni Chair, two Fundraising Chairs, Social Chair, Webmaster, P4 Liaison, Faculty Advisor, and Grand Council Deputy. These Officers, except for Regent and Vice Regent, may be elected in any Order the Chapter deems desirable.

Ordinance 5: Qualification, Election and Installation of Officers

Sec. 1. The nomination and election of Officers shall occur annually, with the exception of the office(s) of Grand Council Deputy(s), which shall occur biennially on even-numbered years. Nominations for Officers shall take place at a regular meeting during the Spring semester. A Member must be present to accept a nomination. Additionally, a nominee must submit, to the Regent, a platform for each of their nominated positions at least seventy-two (72) hours before the special meeting for elections. Elections shall take place annually at a special meeting during the Spring semester. The date of this meeting shall be announced at least thirty (30) days in advance. To qualify as a nominee for Regent, a Member must be in their third or fourth consecutive semester of Membership at the Chapter, and must have been an Officer in the previous academic year, or must have, during the current academic year, attended at least six Executive Committee meetings, been a member on a Chapter committee, and have attended at least one (1) Province or International conference. To qualify as a nominee for Vice Regent, a Member must be in their third or fourth consecutive semester of Membership at the Chapter, and must have been an Officer in the previous academic year, or must have, during the current academic year, attended at least four Executive Committee meetings, and have been a member of the Chapter's Pledge Committee. To qualify for any other Office, a Member must have, during the current academic year, attended at least two Executive Committee meetings. This does not apply to the Faculty Advisor and Grand Council Deputy positions. The P4 Liaison shall be elected at the special meeting for elections but is not required to submit a platform.

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

Sec. 3. Voting may be completed by using traditional paper ballots or by using whichever electronic-voting system utilized by the College during that academic year. All ballots for an elected position must be cast in the same form, either all paper ballots or all electronic ballots. If paper ballots are used, then they shall be distributed and collected only by tellers appointed by the Regent. If electronic, clicker ballots are used Members use one personal device to vote, and any extra electronic devices shall be distributed and collected only by tellers appointed by the Regent.

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 Officers

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

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

Sec. 3. ~~The duties outlined in By Law VI, Sec. 3 shall be fulfilled by the Recording Secretary.~~ The Recording Secretary shall, at all meetings, take attendance, serve as the Chapter's contact for notification of expected absences, and shall present all absences to the Chapter Officers for consideration.

Sec. 4. The Corresponding Secretary shall maintain the Chapter's Listservs, report all newly elected Members and Chapter Officers to The Central Office, maintain and submit the Chapter's member directories, obtain and distribute Chapter gifts to P4 Members, organize the Chapter's fourth-year student panel, and complete and submit the Chapter of the Year and Progress Report forms.

Sec. 5. The Treasurer shall formulate a budget for the Chapter, in accordance with the projected finances of the Fundraising Chairs. The budget may be amended, and must be approved, by the Executive Committee. The Treasurer shall carry out the duties of the Auditing Committee.

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

Sec. 7. The Historian shall record the Chapter's events and accomplishments, and display these, in the form of pictures and/or videos, to the College. The Historian shall attend to the creation and distribution of annual Chapter Composite photographs.

Sec. 8. No additions to By-Law VI, Sec. 8.

Sec. 9.—The Sergeant-at-Arms shall keep a record of each change made in the local ordinances and chapter manual and highlight those changes for Members to reference. The Sergeant-at-Arms shall carry out the duties of the Risk Management Committee.

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 Mom must aid in planning the Chapter's contribution to Greek Week.

Sec. 15. The Pledge Dad must aid in planning the Chapter's contribution to Greek Week.

Sec. 16. The Professional Chair shall carry out the duties of the Profession Relations Committee.

Sec. 17. The Alumni Chair shall organize at least one alumni event per academic year, and shall maintain a database of contact information for the Chapter's alumni.

Sec. 18. The Fundraising Chairs shall carry out the duties of the Finance Committee.

Sec. 19. The Social Chair shall carry out the duties of the Social Committee.

Sec. 20. The Webmaster must create and maintain the web pages of the Chapter.

Sec. 21. The Faculty Advisor shall serve as a co-chairman of the Scholarship Committee.

Ordinance 7: Committees and Their Duties

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

Sec. 2. The Chapter shall also have a Pledge Committee.

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

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

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

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

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

Sub-Sec. C. The Sergeant-at-Arms shall be the Chairman of the committee, and the Regent shall be a member of the committee.

Sub-Sec. D. The co-chairmen of this committee shall be the Regent and the Faculty Advisor.

Sub-Sec. E. The Alumni Chair shall be the Chairman of the committee.

Sub-Sec. F. The Social Chair shall be the Chairman of the committee.

Sub-Sec. G. The Sergeant-at-Arms shall be the Chairman of the committee.

Sub-Sec. H. The Fundraising Chairs shall be the co-chairmen of the committee.

Sub-Sec. I. The Treasurer shall be the Chairman of the committee.

Sub-Sec. J. The Professional Chair shall be the Chairman of the committee.

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. The Sergeant-at-Arms shall be the Chairman of the committee.

Sub-Sec. N. The Pledge Committee shall plan and implement Organization Day, as well as all Rush and Pledge events. The committee shall file the Pledge Class Roster with The Central Office and arrange for the proper instruction and testing of pledges in consideration for election to membership. In addition, the Committee shall generate and retain records regarding all aspects of the Rushing and Pledging process. Further, the Committee shall provide written recommendations regarding all aspects of the Rushing and Pledging process to be utilized by future Pledging Committees. All documents generated during this process shall be reviewed and approved by the Executive Committee. The process described in sentences 3-5 of Sub-Section N shall conclude prior to the month of April annually. The Vice Regent, Pledge Mom, and Pledge Dad shall be the co-chairmen of this committee.

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

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

Ordinance 8: Records

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

Ordinance 9: Unethical Conduct

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

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

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

Ordinance 10: Meetings

Sec. 1. Regular meetings of the Chapter shall be held once weekly on the same day as determined by the Pharmacy Student Council of the College. The Recording Secretary shall notify the Members of any change in the regular meeting at least forty-eight (48) hours prior to the change. The Regent shall call at least one special meeting each semester to discuss and vote on the business of amendments to the Chapter's Local Ordinances and/or

the election of new Chapter Officers. The Executive Committee shall meet at least once weekly to discuss Chapter business and to prepare for the Chapter's regular meeting.

Sec. 2. All Members are allowed two unexcused absences to the Chapter's regular meetings each semester. After exhausting these absences, a fine of \$10 may be levied for each additional unexcused absence from any regular meeting. This does not apply to members enrolled in Advanced Pharmacy Practice Experiences (APPE) rotations. Attendance at the special meetings called by the Regent is mandatory; an absence may result in a \$15 fine. Attendance by the Officers at the Chapter's weekly Executive Committee meeting is mandatory; an absence may result in a \$10 fine. This does not apply to the P4 Liaison, Faculty Advisor, and Grand Council Deputy. The execution of the fine in any case shall be voted on by the Executive Committee, taking into consideration the reason for the absence.

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. The dues for newly elected Members shall be collected during the semester of their initiation, by a date before the week of final examinations. This date shall be determined by the Treasurer, with the approval of the Executive Committee. Failure to pay dues on time will result in a \$15 fine.

Sec. 2. Dues for the Chapter shall be \$70 per P1 and P2 Members per semester. Dues for the Chapter shall be \$85 per P3 Member per semester. Members enrolled in APPE rotations shall not pay dues. These dues shall be collected in the first month of each semester. Failure to pay dues on time will result in a \$15 fine.

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

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

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

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. Quorum necessary for transaction of business at any meeting of the Chapter shall be not less than two-thirds (2/3) of the Chapter membership in good standing. Members enrolled in APPE rotations will not be counted against quorum. However, these Members

reserve the right to remain part of the quorum at a meeting as indicated by their presence at that meeting.

Ordinance 15: Parliamentary Procedures

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

Ordinance 16: Amendments (Local Chapter Ordinances)

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

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

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

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

Approved by the Chapter on 04/19/2018.

Approved by the Legislative Committee of Kappa Psi on 05/18/2018.