College Officer Training Guide

Kappa Psi Pharmaceutical Fraternity, Inc.

Developed by the Collegiate Development Committee
Approved by the Executive Committee – November 2016
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Introduction

This training guide describes the nature and duties of the required and common officers of our esteemed Collegiate Chapters. This guide does not intend to limit how Chapters should be run, what positions Chapters should have, or what responsibilities are assigned to various officers. Rather, this is a starting point for evaluating and improving the current Chapter Executive Committee should it be necessary for your Chapter. The Chapter’s current situation, short- and long-term goals, school requirements, and previous performance should be assessed when considering what charges should be made.

The Chapter Executive Committee is responsible not only for the care of the Chapter presently, but also for the development of future leadership crucial for its continued success. In addition to the suggested roles and responsibilities of officers in the following pages, below are some ideas that have been utilized by Chapters to help facilitate effective leadership:

- Have interested Brothers “shadow” the current Officer to learn the particular duties and obligations of the office
- Have current Officers maintain a portfolio of documents and examples that were used/helpful during their term that can be passed down to their successor
- Create Chapter-specific standards that Brothers must meet if they wish to be considered serious candidates for the position
- Have the newly elected board and immediate past officers go on a retreat with each other so that they are comfortable working together
- Do an Officer training presentation at a Chapter Meeting so that all Brothers in the Chapter are aware of the expectations of the board
- Present the prospect of being an Officer early on and foster interest in those with attributes conducive to being a good Officer
Officer Responsibilities

Regent (required)

Overview: The Regent is the principal Officer of the Chapter and its representative ‘face’ when interacting with all others outside of the Chapter (e.g. the rest of Kappa Psi, other organizations and school administrators). The Regent leads the Chapter and is responsible for both the performance of its Officers and the overall performance of the Chapter.

Duties per Constitution: By-Law VI. 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.

Specific Duties:

- Work with the Chapter’s Grand Council Deputy and Executive Committee to verify compliance with all Kappa Psi Pharmaceutical Fraternity, Inc. and school policies
- Appoint committee members and chairs unless already provided for by the Constitution and By-Laws
- Determine and give committees their respective charges
- Sit as an ex-officio member on all committees
- Maintain regular communication with the GCD of the chapter
- Chair the Chapter’s Executive Committee
- Preside over all Chapter meetings
- Cast dividing vote upon equal division on an issue
- Attend to all problems that arise within the chapter
- Be up-to-date on all happenings and issues within the chapter
- Oversee committee to complete annual Progress Report Form with GCD and Secretary
- Be the default representative of the Chapter at all external Fraternity organizations (unless specified otherwise in the Chapter Bylaws)
Vice-Regent (required)

(Division into First and Second Vice-Regent is optional)

**Overview:** The Vice-Regent supports the Regent and assumes his or her responsibilities when the Regent is absent/unable to perform his or her duties. The qualifications are similar to the Regent’s; the Vice-Regent works closely with the Regent to ensure the Chapter runs smoothly.

**Duties per Constitution:** By-Law VI. 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.

**Specific Duties:**

- Sit as an ex-officio member on all committees
- Take on the Regent’s role in their absence
- Other duties defined in the Chapter Ordinances or delegated by the Regent or Executive Committee
Secretary (required)
(Division into Recording and Corresponding Secretaries optional)

Overview: The Secretary has two primary roles: to be the hub for correspondence within the Chapter and all others outside the Chapter and to record information for Chapter and the Fraternity’s use. These roles may be split into two separate positions.

Duties per Constitution: By-Law VI. 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.

By-Law VI. 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.

Specific Duties:
Corresponding Secretary

- Filter communications into and out of the Chapter to their correct destinations
- Prepare and submit accurate Chapter rosters to Province Secretary and Treasurer
- Report all newly elected Members of the Chapter to The Central Office
- Report all newly elected Chapter Officers to The Central Office
- Submit Membership Roster Form, Officers Form, and Faculty Member Roster every February and October 15th to The Central Office
- Keep Chapter Brothers updated on all upcoming events and other pertinent information
- Assist the Historian in preparing Chapter newsletters
- Other duties defined in the Chapter Ordinances or delegated by the Regent or Executive Committee
- Check chapter email (chaptername@kappapsi.org) email at least three times per week

Recording Secretary
• Record minutes at all applicable meetings and may be responsible for posting or providing minutes to brothers after the meeting
• Maintain Brothers’ information
• If applicable, maintain the Chapter listserv or any electronic pathway to facilitate communication within the chapter (i.e. meeting minutes, activities, etc.)
• Preserve Chapter records (e.g. important emails, written officer and committee reports)
• Assess attendance at mandatory meetings/events
• Complete the annual Progress Report Form (along with the Regent and GCD)
• Other duties defined in the Chapter Ordinances or delegated by the Regent or Executive Committee
Treasurer (required)

**Overview:** The treasurer acts as both the Chapter’s bank and bank manager.

**Duties per Constitution: By-Law VI. 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.

**Specific Duties:**

- Report the financial status to the Chapter at each meeting
- Collect dues from Brothers
- Pay Chapter expenses
- Keep an accurate record of receipts and disbursements
- Enforce applicable fees as determined by the Chapter or its By-Laws
- Develop budgets as directed
- Enforce budgets determined by the Chapter
- File applicable tax forms with the IRS (contact the Grand Counselor with any questions)
- Serve as a member of the Chapter Fundraising committee
- Other duties defined in the Chapter Ordinances or delegated by the Regent or Executive Committee
Historian (required)

Overview: The Historian is the link between the Chapter’s past, present, and future. The Historian records and documents the Chapter’s events through word, photography, and videography so that such information can be presented to current and future Brothers should it be needed or desired.

Duties per Constitution: By-Law VI. C21. Sec 7. The Historian shall submit a Chapter Newsletter for each issue of THE MASK and each issue of the Province Newsletter; 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; maintain the permanent Chapter file of issues of THE MASK; 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.

Specific Duties:

- Submit quarterly articles and photos to THE MASK
- Maintain the Chapter’s file of THE MASK issues
- Record Chapter events through photographs or video, along with documenting pertinent information relating to the events (Brothers and non-Brothers present, involved organizations, event purpose, etc.)
- Prepare a semiannual Chapter Newsletter for distribution to the chapter, graduate brothers, and International Executive Committee (highly recommended)
- Submit article(s) and photos to the Province newsletter (if applicable)
- Fill out the History Report Form and submit to the Grand Historian
- Keep a record of all Fraternity Composites, University Composites, etc.
- Along with the Regent, prepare the chapter’s report for province assemblies
Chaplain (required)

**Overview:** The Chaplain is responsible for supervising the correct execution of Rituals and ensuring that Brothers in the Chapter have and maintain sufficient knowledge and understanding of the Fraternity’s Rituals.

**Duties per Constitution:** *By-Law VI. 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.

**Specific Duties:**

- Ensure all Rituals are executed correctly
- Review Chapter ritual list yearly
- Deliver invocations as appropriate
- Maintain knowledge and understanding of the Rituals and teach the Brothers of the Chapter through workshops or individual instruction
- Other duties as defined in the Chapter Ordinances or delegated by the Regent or Executive Committee
- Many chapters have chaplains serve as chair of the Philanthropy Committee
Sergeant-at-Arms (required)

Overview: The Sergeant-at-Arms enforces the rules and maintains order in the Chapter. He or she keeps the Chapter aligned with what the Fraternity and Chapter have deemed appropriate and desired.

Duties per Constitution: *By-Law VI. 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.

Specific Duties:

- Ensure actions taken by the Chapter and individuals are appropriate and allowed by the Fraternity’s Constitution, By-Laws and Ordinances, and policies
- Help resolve conflicts and issues within the Chapter
- Often assists the Treasurer in the collection of all dues, fines or financial obligations, as per the Chapter’s Bylaws or voted actions
- Other duties defined in the Chapter Ordinances or delegated by the Regent or Executive Committee
- Optional: Serve as Parliamentarian to oversee Legislative Committee. Receive By-Law proposed changes from chapter, hold legislative meeting, and bring forward to chapter for approval; the Parliamentarian should update the Grand Counselor with the Chapter’s By-Laws on an annual basis
Grand Council Deputy (required)

Overview: The Grand Council Deputy is an officially elected officer of the Chapter. The GCD(s) must be Graduate Brothers, and may also serve as university Faculty Advisors (if they are employed at the college). The GCD serves in an advisory/supervisory role to the Chapter.

Duties per Constitution: By-Law VI. C24. Sec. 10. The Grand Council Deputy (Chapter Counselor), 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 ByLaws 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. Furthermore, 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.

By-Law VI. 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.

Specific Duties:

- Sit as ex-officio members of all Chapter committees
- Non-voting member of the Chapter Executive Committee
- Complete all necessary documents/files for the chapter as required by Central Office, the Province and the University
- Ensure the various policies of the Fraternity are discussed in open Chapter meetings (Risk Management, Picture/Social Media Policy, etc.)
- Should meet frequently (at least monthly) with the Chapter and/or the Chapter’s Executive Committee.
- Complete the annual Progress Report Form (along with the Regent and Secretary)
- Should fill out scholarship applications of scholarship certificates annually
- Should be familiar with information contained within the Grand Council Deputy Manual
- Other duties defined in the Chapter Ordinances or delegated by the Regent or Executive Committee
Pledge Educator (Recommended)

**Overview:** The Pledge Educator is in charge of the timely and appropriate development of Chapter’s pledges into Kappa Psi Brothers. The proper execution and management of the Chapter’s plan for pledging is the responsibility of the Pledge Educator. All activities of pledges must be reviewed by the pledge educator.

**Specific Duties:**

- Instruct and ascertain that the pledges have reviewed and understand Kappa Psi’s risk management, hazing, alcohol/substance abuse, sexual harassment, and picture/social media policies **AT THE BEGINNING** of the pledge process
- Verify the pledging process meets school policies
- Schedule and coordinate the Chapter’s rush and pledge events as directed by the Chapter
- Manage the logistics required for successful pledging
- Address issues arising from pledging
- Act as the Chapter’s liaison between the Brothers and the pledges
- Other duties defined in the Chapter Ordinances or delegated by the Regent or Executive Committee
Graduate Liaison (Recommended)

Overview: The Graduate Liaison facilitates communication and interaction between the collegiate Brothers and the Graduate Brothers (both those who graduated from the Collegiate Chapter and those in the associated Graduate Chapter)

Specific Duties:

- Inform Graduate Brothers of Chapter events and Collegiate Brothers of Graduate Chapter events
- Coordinate events with the Graduate Chapter to increase bonding between the Chapters
- Advocate involvement from Chapter Brothers on their APPE rotations
- Assist Chapter Brothers on their APPE rotations in transitioning into a Graduate Chapter
- Submit Graduate Referral form at the end of each school year to Kappa Psi Central Office
- Other duties defined in the Chapter Ordinances or delegated by the Regent or Executive Committees
Floating Duties

The people that carry out these duties vary from Chapter to Chapter, but it is necessary that they be carried out for the success of the Chapter. They may be attached to an established position or to a created position as the Chapter deems appropriate. It is advisable to create relevant committees for certain duties so that no one Brother bears too much responsibility for any critical tasks.

- An acting parliamentarian, if not an official office, who ensures meetings are conducted in accordance with the *Robert’s Rules of Order – Newly Revised*

Committee Chairs to consider outside of elected Officers:

- *Philanthropy/Service Chair*
  - Coordinate service/philanthropy events for the local community
  - Encourage participation in province and international philanthropic efforts
- *Professional Development Chair*
  - Plan professional events to enhance the collective and individual development of the Chapter and Brothers
  - Examples: Cover letter/CV review, etiquette dinner, etc.
- *Rush/Recruitment Chair*
  - Would work closely with the Pledge Educator to coordinate rush events
- *Athletic Chair*
  - Organize opportunities for fitness and healthy living
  - Organize intramural teams in accordance with University/College Campus Recreation
- *Fundraising Chair*
  - Fundraise for philanthropy, for Chapter spending, and to send Brothers to province meetings and Grand Council Convention (GCC)
- *Risk Management Committee Chair*
  - Review the Risk Management policies with the chapter annually
  - Conduct a risk assessment for all Chapter gatherings and take action to mitigate any risks that may occur
- *Social Chair/Formal Chair*
  - Organize a social event calendar for the chapter that accommodates all Brothers regardless of age
- *Webmaster*
  - Create and maintain a positive web presence for the chapter including, but not limited to: a chapter website, public and/or private Facebook page(s), Twitter, Flickr, Instagram, etc.
- *Legislative Chair*
  - Review the Chapter Ordinances at least annually and suggest any necessary amendments
- *Scholarship/Tutorial Chair*
To assist Brothers who may be struggling academically by serving as a liaison to faculty members, coordinating study/tutoring sessions, etc.