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Chapter Awards

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Introduction

The purpose of the Grand Council Deputy Manual is to provide a point of reference regarding the expectations, duties and deadlines for all elected/appointed GCDs. On behalf of the Executive Committee and the Fraternity as a whole, the GCD Development Committee would like to thank all Grand Council Deputies for their time, commitment and dedication to the fraternity, as they carry-out the duties of their position.

As per the Kappa Psi Pharmaceutical Fraternity Inc., Constitution and Uniform By-Laws (C24. Sec. 10. and 11; Copyright 2015) the description of the office of Grand Council Deputy (GCD) is as follows:

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 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.
General Expectations of a Grand Council Deputy

The following is a list of general expectations for GCDs that has been derived by the GCD Development Committee.

• Complete a GCD Verification Form annually in the fall or upon election
• Be familiar with the Risk Management Policies and Procedures
• Communicate with chapter Regent and other executive committee members about various activities during the semester
• Attend general chapter meetings and the chapter’s Executive Committee meetings throughout the academic year
• Attend chapter social, philanthropic, rush or other chapter events throughout the year
• Familiarize yourself with various required chapter forms and inform the chapter of these requirements
• Familiarize yourself with the responsibilities of chapter officers and committees and introduce and communicated these to all new chapter officers (refer to Collegiate Officer Training Guide)
• Be knowledgeable about rush and pledge workings of the chapter and be involved with the initiation of new members
• Read all material prepared from The Central Office (CO) and review with Regents and officers of the chapter (refer to Collegiate Packet, published every fall and spring)
• Help plan and/or be informed of the agenda for chapter meetings
• Ensure that ritual is being used at all meetings and initiation (refer to Ritual Checklist)
• Ensure that legislative practice are being used appropriately during chapter business (refer to Legislative Tips)
• Encourage the chapter to inform other Kappa Psi faculty and the local Graduate Chapter of chapter activities
• Set specific goals for the chapter for the year or academic semester(s)
• Keep in contact with the treasurer and/or other financial manager of the chapter at least annually to understand the financial state of the Chapter
• Verify that the chapter fills out and submits required tax documents to the IRS by the appropriate deadline sent by the Grand Counselor or IRS for the chapter (refer to Tax Information)
• Make certain that the Scholarship Honors Certificate Form is completed annually
• Make certain that the “Chapter Progress Report” form is completed by May 15th annually
• Complete the GCD Evaluation as part of the Chapter Progress Report Form annually
• Complete Scholarship Tray Award form yearly
• Ensure that the chapter is not in arrears to The CO
• Encourages delegates to attend their Province Assemblies yearly and the biennial Grand Council Conventions (GCC)
• Try to attend Province Assemblies and GCC as GCD
• Encourages chapter members to subscribe to national, province and chapter list-serves and other applicable websites (i.e. Facebook groups)
• Oversee disciplinary action within the chapter

Important Policies and Manuals

As a GCD, it is important to keep a Uniform Constitution and By-Laws as well as the Fraternal Policy Manual on hand for reference. Please refer to the international website for additional information. Risk management may be defined as taking appropriate measures to minimize the risk to assure the safety and well-being of members and non-members interacting with a chapter, province or the Fraternity in anyway.

It would also be beneficial to review the following policies set forth by the Executive Committee:

A. Kappa Psi Risk Management Policy and Procedures
   o Risk management education and required forms
     o Risk Management Policy Acknowledgement Form (end of procedure document)
   o Completing an informal incident report
   o Completing a formal violation report
   o Risk assessment forms to be completed for all chapter events
   o Hazing

B. Kappa Psi Picture/Social Media Policy

Correspondence with The Central Office

It is important to note that almost all communication from The Central Office is now done electronically. Please check your chapter email account, set-up through The Central Office, for news and up-to-date information. Chapter email accounts generally resemble this form: chaptername@kappapsi.org.

Information to be sent via email from The Central Office
• Biannual Invoices and Dues Statements (Due to The CO: February 15th and October 15th)
• Fall and Spring Packets: information and documents within the Fall and Spring packets
include but are not limited to:

- **Membership Roster**
- **Chapter Officer Roster & Address Form**
- **Kappa Psi Faculty Roster**
- **Supply List and Order Form (Pledge, Jewelry, etc. needs)**
- **Internal Revenue Service Form 990 (See finance section below)**
- **Scholarship Tray Award Information Form**
- **Rules pertaining to Kappa Psi Scholarship Awards**
- **Requests for Scholarship Honors Certificates**
- **Grand Council Scholarship Key Nominations Form**

**Items to be sent from The Central Office to the GCD via U.S. Postal Service**

- The Mask (distribute to the entire chapter)
- Membership Certificates
- Membership ID Cards
- Scholarship Honors Certificates
- Scholarship Keys (i.e. Grand Council Scholarship Key and Asklepios Key)
- Constitution and By-Laws
- Ritual Books

*Please note: Processing of ID cards takes about two (2) weeks; processing of membership certificates takes about eight (8) weeks*

**Items to be sent to The Central Office from the GCD/Chapter**

- GCD verification form
  - A form must be filled out for EACH Chapter GCD and Faculty Advisor (should one exist)
  - A Dean must sign off on the form
  - The Chapter must scan the form and send to The CO and the GCD Chairs (email addresses are listed above as well as on the form)
  - The first set of forms are due by October 15th, then within 30 days of election of GCDs

- Upon initiation of new Brothers, the following items should be submitted to The Central Office within ten (10) days of initiation so the membership certificates and ID cards can be processed:
  1. A new membership roster (typed and emailed)
  2. M-Cards (aka Form-M, Membership Form, Membership Card) submitted online
  3. **Initiation fees** for each new Brother after invoice for dues is received.
  4. List of all graduating brothers from Spring and Fall commencements, including contact information and mailing addresses
Contact Information
The Central Office
Kappa Psi Pharmaceutical Fraternity Inc.
2060 North Collins Boulevard Suite 128
Richardson, TX 75080-2657

Office Hours: 8:00am to 5:00pm Central Time, Mon-Fri

Telephone Number: 972-479-1879
Fax Number: 972-231-5171
Electronic Mail: centraloffice@kappapsi.org

Executive Committee
The members of the Executive Committee are elected at GCC every other year. A list of current officers can be found here.

Chapter Responsibilities

Important Deadlines
It is important to familiarize yourself with deadlines for the various chapter forms, financial obligations, and scholarships.

▪ Annual Progress Report due usually May 15th (early bird deadline: April 15th)
▪ National dues are due October 15th and February 15th
▪ Membership list, faculty member list, and officer roster and address list due at same time as national dues (Email typed list to The Central Office)
▪ See Appendix A for Scholarship and Chapter Award deadlines
▪ See Appendix B for important dates and deadlines

Local Ordinances
Uniform Collegiate Chapter By-Laws are a model for use for chapter local ordinances.

▪ By-Law XVII should be modified for local Chapter ordinances
▪ Local Chapter ordinances should be reviewed annually
  1. All local ordinances by collegiate chapters can be found online here.
▪ All modifications should be voted upon by the Chapter and once the chapter approves the local ordinances using an approved template, they should be submitted to the Grand Counselor for approval (refer to Constitution)
Ritual
All Ritual information MUST BE KEPT UNDER LOCK AND KEY! Use of rituals should be utilized in the following situations:
- Opening and closing of Chapter meetings
- Initiation of new members
- Installation of Officers
- Graduation Ritual
- The Grand Agora Ritual

Chapter Products, Jewelry and Regalia
Official Kappa Psi products may be found on the [Kappa Psi Shop](#) or by calling the Central Office. Some things available for purchase:
- Ritual regalia
- Pledge supplies: handbooks, pledge manuals, recruitment brochures and pledge cards
- Jewelry: badges, lapel pins, Asklepios Key, recognition pins
- Graduation materials: cords and medallions may be ordered through Kenneth E. Jernigan & Associates:
  - Contact information: (800) 478-3728 or (850) 469-0344 or orders@kenjernigan.com

Chapter Meetings
Attendance at all Chapter meetings and social events is highly encouraged. It is important to have at least one meeting each month with the officers of the Chapter, specifically the Regent.
- Arrange for the Regent to meet with you on a weekly or biweekly basis, either face-to-face or via telephone, to inform you about the doings of the Chapter; particularly, if you missed a meeting.
- Utilize meeting times to set goals for the year each fall and revisit in the spring and to create/review meeting agendas.

In addition, it is vital to arrange special meetings with the Chapter Executive Committee to ensure Chapter officers:
- Are familiar with the responsibilities of their respective offices
- Set goals for the Chapter for the year or on a semester basis
- Are meeting as a group to plan Chapter meetings with a prepared agenda
- Have meetings scheduled in a timely manner
- Are using the Ritual in their meetings

Pledging and Initiation
- Ensure that all officers are familiar with the Constitution and Ritual procedures about pledging and initiation
- Ensure that all pledges receive a pledge pin, which may be ordered through The Central Office
- New pledges must complete P-Cards (aka Form-P, Pledge Form, Pledge Card)
- P-Cards are kept on file in the Chapter P-Card archive; not sent to The Central Office
- As above, M-cards MUST be filled out on-line and submitted to The Central Office
- Official Kappa Psi badges should be provided to all new Brothers upon initiation. Due to possible delays, ordering may be done in advance during the pledge process.

**Province Assemblies and Grand Council Convention**

It is important to make certain Chapter delegates attend the yearly Province Assemblies and the biennial Grand Council Conventions. The GCD should also try to attend Province Assemblies and the GCC. In addition, the GCD should know the names and locations of Collegiate and Graduate Chapters within their Province.

- **Province Issues**
  1. Province Assemblies **usually** occur in the Spring and some also in the Fall
  2. Province Supervisors (appointed by the Grand Regent)
  3. Satrap and Officers (elected by the Province Delegates)
  4. Province Dues are paid to the Province Treasurer and not to The Central Office (see local province ordinances for specifics)
  5. Province delegate and proxy forms are submitted to the Province Secretary
  6. Province Newsletters

- **Grand Council Conventions Issues**
  1. The GCC is held every odd numbered year. Usually in August.
  2. Grand Council is in session once convention is opened
  3. Delegates include Collegiate, Graduate, and Province Delegates
  4. Executive Committee (National Officers)
  5. Collegiate Delegates reimbursed lowest cost of airfare from GCC Fund to convention city airport (*chapter must be in good standing to get reimbursed*)

**Graduating Brothers**

- Provide names and permanent addresses of graduates upon graduation, which may include both the Fall (December 1st) and the Spring (June 15th)
- Inform graduates about appropriate Graduate Chapters and voluntary dues to encourage participation in the fraternity, post-graduation
- Reinforce to graduating brothers that Kappa Psi membership is for life
- Facilitate the Graduate Ritual for all graduating brothers
Kappa Psi House (If Applicable)
Establish a trusting relationship with collegiate brothers, to ensure that problems and concerns are promptly addressed.

- Make sure to pay applicable taxes
- Assign a House Manager
- Treasurer is also responsible for paying house bills
- Residents are required to complete house duties
- There should be a Chapter Risk Management Policy relating to events held at the house
- Maintain a smoke detector, fire extinguisher, fire alarm and carbon monoxide detector log
- Maintain a log of fire drills
- Develop a crisis management phone list with important phone numbers to call in an emergency situation and ensure you are on it
- Establish house rules for all Brothers to follow

Finances

Chapter Dues
Closely monitor the financial obligations of the Chapter and make sure the chapter is not in arrears with The Central Office.

National Dues and Assessments

- Per Capita Fee - $5.00/month not to exceed - $40.00/year
  1. Due dates into The Central Office: October 15 (fall dues) and February 15 (spring dues)
  2. Months charged: (fall) October, November, December and January; (spring) February, March, April, and May
- Per Capita Risk Management Fee - $7.00/year
  1. Due date into The Central Office: February 15
- Initiation Fee of $45.00 per Brother
  1. The fee must be sent to The Central Office within seven (7) days of initiation by the treasurer of the Chapter
  2. This invoice is emailed from the Central Office to the Chapter’s official Fraternity email, as outlined in the Correspondence section of the GCD Manual.

Annual Taxes
The Grand Council Deputy should ensure the Chapter submits an IRS Form 990, 990-EZ, or 990-
N e-postcard by the 15th day of the fifth month following the close of the chapter’s fiscal year.
  o For chapters with a fiscal year that runs on a calendar year, taxes must be filed by May 15
  o Chapters with gross receipts <$50,000 may file Form 990-N e-postcard on line

The Chapter may be in jeopardy of losing non-profit status if taxes are not filed.

**Tax Status of Kappa Psi Pharmaceutical Fraternity, Inc.**
- The IRS classifies Kappa Psi as a 501 (c)7 organization
- A non-profit but not a non-taxable organization
  o Must pay state/province taxes
  o Must pay federal taxes
- Most chapters do not need to pay income tax as the gross receipts are <$50,000 per year
  o Non-profit organizations must keep records of their meeting minutes

**Tax Year and Due Date**
- Nationally, Kappa Psi’s fiscal year runs on the calendar year, from January 1 through December 31. IRS Form 990-N is due the 15th day of the fifth month following the close of the fiscal tax year. This means for the previous fiscal year, IRS Form 990-N would be due May 15th.
- Incorporated chapters may have a different declared fiscal tax year than is declared by Kappa Psi nationally. Use the individual chapter declared fiscal year to find the chapter’s due date, otherwise use Kappa Psi’s fiscal year and the due date of May 15th.

To confirm the chapter taxes have been accepted & properly filed:
- Form 990-N e-postcard:
  o IRS Website: [http://apps.irs.gov/app/eos/](http://apps.irs.gov/app/eos/) (click on ‘have filed 990N’ type the chapter’s EIN and hit ‘search’)
- Form 990 or Form 990-EZ
  o Guidestar: [www.guidestar.org](http://www.guidestar.org) (enter EIN and click search)

**What do I need in order to file taxes?**
When registering as a new user, the chapter must enter its own individual tax ID number. Each Chapter should have its own EIN and should not use the Central Office’s EIN. If needed, please contact The Central Office or Grand Counselor ([grandcounselor@kappapsi.org](mailto:grandcounselor@kappapsi.org)) to get the chapter’s individual tax ID number. It is highly recommended to keep the GCD as the officer of record with the IRS and use the address at the School or College of Pharmacy in order to maintain consistency. It is encouraged for the GCD to work with the Chapter officers in order to file the taxes.
Some Chapters are required by their School, College or University to be registered as an entity under the School’s EIN and are not permitted to obtain their own EIN. This is often the case with Chapters that have banking through the School’s student union or financial accounts. If the Chapter falls into this scenario, please confirm this with the Central Office and Grand Counselor to ensure the information is up to date. These rare Chapters have their taxes filed by the school and are not required to file separately.

**Which form should I file?**

For IRS recognition purposes, every chapter MUST file some version of Form 990.

- A chapter with gross receipts of less than $50,000 may file IRS Form 990-N e-postcard.
- A chapter with gross receipts of $50,000 to $200,000 may file Form 990-EZ.
- A chapter with gross receipts of more than $200,000 must file the full Form 990.

**Definition of "gross receipts":**

- The total amounts the organization received from all sources during its annual accounting period, without subtracting any costs or expenses. [https://www.irs.gov/Charities-&-Non-Profits/Gross-Receipts-Defined](https://www.irs.gov/Charities-&-Non-Profits/Gross-Receipts-Defined)

**Helpful Resources**

Links to frequently asked questions published by the IRS:

- FAQ – Form 990 N:
- FAQ – Automatic Exemption Revocation for Non Filing:

**The MASK**

Ensure that chapter submissions (articles and pictures) are being made to The MASK, the official publication of Kappa Psi Pharmaceutical Fraternity, on a quarterly basis. Submission deadlines are March 1, July 1, October 1 and December 1, respectively. Prior to submission all articles and pictures should be reviewed to ensure compliance with the Kappa Psi Picture and Social Media Policy. Upon receipt of the MASK, distribute it to the Brothers. The Central Office sends a quantity equal to the number on the Chapter roster to the GCD.
Awards

Chapter Awards
Chapter awards can be found here.

❖ Outstanding Chapter of the Year Award
This award recognizes the top ten (10) Collegiate Chapters in the Fraternity as well as the top Chapter in each Province. The results are based upon the total points accumulated in the Chapter Progress Report, sent out annually by the Chapter Awards Committee and/or The Central Office. The Chapters receive a certificate of accomplishment and appropriate recognition in The MASK.

❖ Most Improved Chapter Award (William R. Smith)
This award is given to the Chapter showing the most significant improvement over the past year. The calculations are based upon a comparison of the percent of total points accumulated in the Chapter Progress Report Form from the current and previous year. The Chapter receives a certificate of accomplishment and appropriate recognition in The MASK.

Scholarship Based Awards
Awards may be found at Chapter Scholarship Forms but updated forms and information may be distributed annually

❖ Asklepios Key
The Asklepios Key, introduced in 1946, was designed as a special award to be presented by a chapter to its members for outstanding achievements. Although the chapter has always been able to establish its own standards in the selection of recipients for this award it is recommended primarily for excellence in scholarship. The cost of the key, approximately $295 (US), is born by the chapter and may be obtained from The Central Office or by using the online Kappa Psi Shop.

❖ Grand Council Scholarship Key & Certificate (Henry J. Goeckel)
This award, originating in 1916, is given annually to Kappa Psi Brothers who graduate with First Honors or who stand first in their graduating class. The award is made following certification by the dean of the college/school of pharmacy. The 14-carat, engraved, gold key and accompanying scholarship certificate are at the expense of the Grand Council.
❖ Scholarship Honors Certificate

Award originated in 1958 in order to recognize brothers for outstanding scholastic achievement during the previous academic year. The Chapter’s Grand Council Deputy should determine which Brothers are eligible for the award (based on a GPA from Dean’s office – utilize a Faculty Advisor if the GCD is not faculty) and submit the list of names to The Central Office via the Scholarship Honors Certificate Application.

Typical Award Criteria (current as of August 2016):
1. Brother must be participating in the professional pharmacy curriculum and have completed their first professional year. It is not available to brothers during their “pre-pharmacy” course work or first professional year.
2. Brother must be an active member in good standing for the academic year in question.
3. Brother must attain a minimum grade point average of 3.0 or the equivalent of a B average for work done in the evaluation period over the previous academic year.
4. The “GPA Authorization” form and the “Scholarship Honors Certificate Recommendation” form are available to assist Chapters in this process.
5. Additionally, a chapter must be in good standing with The Central Office as of May 15th of the current year to be eligible for consideration for the Scholarship Tray Award.
6. Scholarship Honors Certificates are also available to brothers using non-traditional grading systems. Faculty members at their pharmacy school may recommend Brothers whom they feel excel scholastically. The name of brother and a brief description as to why they feel they deserve the award should be submitted to the Chapter’s Grand Council Deputy.

❖ The Frank H. Eby Scholarship Tray Award

This award is given to the Collegiate Chapter with the highest percentage of its eligible membership receiving Scholarship Honors Certificates in the academic year in question. The Chapter’s Grand Council Deputy is responsible for completing and submitting the required forms for these awards to The Central Office before the deadline of June 23rd. The Central Office is responsible for the cost of these awards.
Nicholas W. Fenney Industry Scholarship Award

This honor is given annually to the Collegiate Chapter that shows the greatest percentage improvement (greater than 5%) in grade point average over the past year. The calculations are based on a comparison of the Frank H Eby Scholarship Tray Award form applications from the current and previous year. The winning chapter receives a certificate of accomplishment and appropriate recognition in the MASK.

Foundation Scholarship

The Foundation Scholarships are awarded from the Kappa Psi Foundation annually. Applicants who meet the eligibility requirements for the Kappa Psi Foundation Scholarships will be considered for awards on the basis of his/her application. The student will fill out the official application form and provide supporting documents found here.

Eligibility of Applicants for the Kappa Psi Foundation Scholarships:

1. The awards are limited to Pharmacy students in accredited Colleges or Schools of Pharmacy, who have earned a minimum cumulative grade point average (GPA) or 3.0 on a 4.0 scale.
2. Students who are pursuing a Doctorate of Pharmacy degree should have either one (1) or two (2) professional academic years remaining to complete the degree at the time of application.
3. Applicants must be a member in good standing of the Kappa Psi Pharmaceutical Fraternity, Inc.
4. Applicants who have received the Kappa Psi Foundation Scholarship twice are not eligible.

Brotherhood Awards

These awards are based on the Brother’s date of initiation into their undergraduate Chapter. This information should be available from The Central Office and from the Form M card for each initiate on file with the Chapter. Chapters may elect to make the gathering of this information an annual pledge project. More information can be found here.

F. Harvey Smith Grand Regent's Letter of Recognition

The Grand Regent's Letter of Recognition may be requested by any member, Chapter, or Province as a form of recognition for distinctive service and/or dedication by a brother and is awarded at the expense of the Grand Council.
❖ W. Bruce Phillip Kappa Psi Certificate of Commendation

The Kappa Psi Pharmaceutical Fraternity Certificate of Commendation, which is even more prestigious than the Letter of Recognition, may be requested by any Chapter or Province in recognition of important or conspicuous service or achievement by a brother in the interest of the Fraternity or Profession. This certificate shall be issued at the discretion of the Grand Regent and is produced at the expense of the Grand Council.

❖ A. Richard Bliss Kappa Psi Grand Council Citation of Appreciation

The Kappa Psi Pharmaceutical Fraternity - Grand Council Citation of Appreciation 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 or non-members of the Fraternity. This certificate shall be issued only at the discretion of the Executive Committee and at the expense of the Grand Council.

❖ Frank H. Eby Award

Frank H. Eby Award was approved and adopted by the Executive Committee during the Executive Committee Meeting held in Scottsdale, Arizona, September 28-29, 1978. The award was designed to replace the Frank H. Eby Educational Fund Award, which was discontinued in 1971. The award is presented every two (2) years at the Grand Council Convention to the Collegiate Brother who has contributed the most to Kappa Psi. The award is funded by using the interest accumulated from the Frank H. Eby Endowment Fund. Each Collegiate Chapter has the opportunity to nominate one (1) member for the award. To be eligible for nomination, the nominee must be an active member of a Collegiate Chapter or an alumni member up to one year after graduation. Nominations must be received in The Central Office at least 60 days prior to the G.C.C. The criteria for the award are listed below. The Frank H. Eby Award Committee evaluates each candidate and selects the winner. The award consists of a plaque and monetary award of $250.00.

❖ F. Harvey Smith - Order of the Platinum Mortar

Membership in The Order of the Platinum Mortar is restricted to persons who have been brothers of the Fraternity for seventy-five (75) years or more. A Certificate will be issued by The Central Office o each eligible member upon request. This award is presented at the expense of the Grand Council.
❖ Preston W. Eldridge, Jr. - Order of the Golden Mortar

Membership in The Order of the Golden Mortar is restricted to persons who have been brothers of the Fraternity for fifty (50) years or more. A Certificate will be issued by The Central Office to each eligible member upon request. This award is presented at the expense of the Grand Council.

❖ Robert A. Magarian - Order of the Silver Mortar

Membership in Order of the Silver Mortar shall be restricted to persons who have been brothers of the Fraternity for twenty-five (25) years or more. A Certificate will be issued by The Central Office to each eligible member upon request. This award is presented at the expense of the Grand Council.

Grand Council Deputy Awards

The Grand Council Deputy Outstanding Achievement Award and Grand Council Deputy Certificate of Excellence are awards that have been developed to recognize the outstanding accomplishments and hard work of the Grand Council Deputies (GCD). The Fraternity recognizes that to be a good Grand Council Deputy it takes time and energy away from other activities like family and other professional responsibilities. These awards from the Fraternity for the Grand Council Deputies will provide recognition in their professional careers.

Nominations

▪ These awards are given on an annual basis and Collegiate Chapters are encouraged to nominate their GCD(s)
▪ The nomination form is due via e-mail to the GCD Development Committee by May 15th
▪ Submission details are provided on the nomination form
▪ The time period for evaluation is June 1 of the previous year to May 31 of the current year

Fraternal Relations

As a GCD, it is important to maintain relationships with other organizations within your specific College of Pharmacy. It is also necessary to keep open lines of communication between the Dean of the School of Pharmacy as well as Kappa Psi Faculty to ensure all parties are up-to-date and knowledgeable about the events, activities and progress of the chapter.
The GCD should maintain open lines of communication with their local graduate chapter, attending meetings as able. The GCD should ensure that the collegiate chapter is sending updates of activities and events to the graduate chapter to promote collegiate/graduate brother interaction and the fostering of the Kappa Psi is for Life concept.

There are many opportunities for GCD's to interact with each other, to share ideas and troubleshoot issues. Besides attending province Assemblies and GCC to network and meet with other GCDs, electronic communication is available via email through the GCD Google group, or via Facebook through the GCD Facebook group. There is an international GCD Development Committee that is also available as a resource to all GCDs as needed.

** Discipline **

The GCD is responsible for overseeing any disciplinary action in accordance with Article IV and By-Law III of the Constitution.

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.

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.

The Disciplinary trial guide should be consulted when addressing any chapter disciplinary issue.
### APPENDIX A: Quick Reference - Chapter Awards

<table>
<thead>
<tr>
<th>Award (Eligibility)</th>
<th>To Be Requested By/Determined By</th>
<th>Deadline</th>
<th>Request To Be Sent To</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Chapter Awards</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chapter Progress Report</td>
<td>Chapter</td>
<td>Early Bird (April 15&lt;sup&gt;th&lt;/sup&gt;) Firm (May 15&lt;sup&gt;th&lt;/sup&gt;)</td>
<td>Awards Committee</td>
</tr>
<tr>
<td>Outstanding Chapter of the Year</td>
<td>Awards Committee</td>
<td>Early Bird (April 15&lt;sup&gt;th&lt;/sup&gt;) Firm (May 15&lt;sup&gt;th&lt;/sup&gt;)</td>
<td>Awards Committee</td>
</tr>
<tr>
<td>William R. Smith: Most Improved Chapter of the Year <em>(Chapter Progress Report Form 2 consecutive years)</em></td>
<td>Awards Committee</td>
<td>Early Bird (April 15&lt;sup&gt;th&lt;/sup&gt;) Firm (May 15&lt;sup&gt;th&lt;/sup&gt;)</td>
<td>Awards Committee</td>
</tr>
<tr>
<td><strong>Scholarship Awards</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Henry J. Goecckel Grand Council Scholarship Key Award <em>(For graduating brother that will/has graduated with first honors or stands highest in scholarship in their entire class)</em></td>
<td>GCD/Dean</td>
<td>Feb/March each year No deadline (Allow 4-6 weeks)</td>
<td>The Central Office</td>
</tr>
<tr>
<td>Asklepios Key</td>
<td>Chapter</td>
<td>Feb/March each year No deadline (Allow 4-6 weeks)</td>
<td>The Central Office</td>
</tr>
<tr>
<td>Scholarship Honors Certificates</td>
<td>GCD</td>
<td>June 23&lt;sup&gt;rd&lt;/sup&gt; (Allow 4-6 Weeks)</td>
<td>The Central Office</td>
</tr>
<tr>
<td>Frank H. Eby Scholarship Tray Award</td>
<td>GCD</td>
<td>June 23&lt;sup&gt;rd&lt;/sup&gt;</td>
<td>Awards Committee</td>
</tr>
<tr>
<td>Foundation Scholarship Application</td>
<td>GCD</td>
<td>May 15&lt;sup&gt;th&lt;/sup&gt;</td>
<td>The Central Office</td>
</tr>
<tr>
<td>Industry Scholarship Award</td>
<td>Awards Committee</td>
<td>June 23&lt;sup&gt;rd&lt;/sup&gt;</td>
<td>Awards Committee</td>
</tr>
<tr>
<td>Frank H. Eby Award</td>
<td>Chapter</td>
<td>60 days prior to GCC</td>
<td>The Central Office</td>
</tr>
<tr>
<td><strong>Alumni Awards</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>F. Harvey Smith – Order of Platinum Mortar</td>
<td>Alumni Brother/Chapter</td>
<td>75 years from initiation</td>
<td>The Central Office</td>
</tr>
<tr>
<td>Preston W. Eldridge, Jr. – Order of Golden Mortar</td>
<td>Alumni Brother/Chapter</td>
<td>50 years from initiation</td>
<td>The Central Office</td>
</tr>
<tr>
<td>Robert A. Magarian – Order of Silver Mortar</td>
<td>Alumni Brother/Chapter</td>
<td>25 years from initiation</td>
<td>The Central Office</td>
</tr>
</tbody>
</table>
# APPENDIX B: Quick Reference - Important Annual Deadlines

<table>
<thead>
<tr>
<th>Month</th>
<th>Important Deadlines</th>
</tr>
</thead>
</table>
| February 15 | - **Per capita Grand Council Dues** for collegiate Brothers due to The Central Office.  
- The following **forms** are due to The Central Office:  
  0 Chapter Officers  
  0 Addresses Form  
  0 Chapter Membership Roster  
  0 Faculty Members Roster  |
| March 1 | - The MASK submission deadline for articles and pictures for the Spring Issue. |
| April 15 | - Early Bird deadline for the Chapter Progress Report Form (for collegiate chapters) due,  
in order to receive 100 bonus points, to the Chairperson(s) of the **Chapter Awards Committee**.  
The absolute deadline for the form is May 15. |
| May 15  | - Applications for the **Kappa Psi Foundation** scholarships are due to The Central Office.  
- Chapter Progress Report Form (for collegiate chapters) due to the Chairperson(s) of the **Chapter Awards Committee**.  
- Grand Council Deputy (GCD) Outstanding Achievement Award and Grand Council Deputy Certificate of Excellence nominations due to the Chairperson(s) of the **GCD Development Committee**.  
- Complete Chapter History Report Form for the past semester/year to The Central Office for the **Grand Historian**.  
- Federal and state tax return deadline. Complete **IRS Form 990** for your chapter, if necessary, and return to the **Internal Revenue Service**. |
| June 14 | - Graduate Chapter of the Year Form due to the Chairperson(s) of the **Graduate Chapter Development Committee**. |
| June 15 | - List of graduating Brothers (from spring term) with forwarding addresses due to The Central Office. |
| June 23 | - Applications for the **Scholarship Tray Award** are due to The Central Office. |
| July 1  | - The MASK submission deadline for articles and pictures for the Summer Issue. |
| October 1 | - The MASK submission deadline for articles and pictures for the Fall Issue. |
| October 15 | - **Per Capita Grand Council Dues** for collegiate brothers due to The Central Office.  
- Chapter Officer Roster form due to The Central Office.  
- GCD Verification Forms (or within 30 days of election of GCD) |
| December 1 | - The MASK submission deadline for articles and pictures for the Winter Issue.  
- List of graduating Brothers (from fall term) with forwarding addresses due to The Central Office if applicable. |
Appendix C: GCD Verification Form

Kappa Psi Pharmaceutical Fraternity, Inc.

GCD Verification Form

All Grand Council Deputies, as advisors for a Collegiate Chapter of Kappa Psi Pharmaceutical Fraternity, Inc. on the campus of a school or college of pharmacy, must have approval by the Dean of Student Affairs (or equivalent) of the school or college of pharmacy in which the Chapter exists. This form is to ensure that the College is aware of said individuals who are officially advising a student organization on their campus. This form must be completed each year within 30 days of election for the GCD (and co-GCDs, if applicable for your Chapter) or annually for Faculty Advisors.

- Primary GCD of Record (to receive MASK, correspondence, etc)
- Co-GCD
- Faculty Advisor

Chapter Name: ____________________________

School/College Name: _______________________

Grand Council Deputy/Faculty Advisor Information:

Name: ________________________________

Contact Address: __________________________

Contact City, State, Zip: _______________________

Preferred Contact Phone: ____________________

Preferred Contact Email: _____________________

Initial Date of Election by the Chapter: __________ Date of Re-election (if applicable): __________

Relationship of Grand Council Deputy/Faculty Advisor to this School or College is (choose all that apply):

- Employed Faculty
- Adjunct Faculty
- Affiliate Faculty
- Alumni (of this Chapter)
- Local Graduate Brother (i.e. initiated into another chapter, but living in the area)

By signing here, I agree to serve the Fraternity in the role as a Grand Council Deputy/Faculty Advisor. I have read the constitution and understand the duties for which this elected position shall withhold. I also understand that I am responsible for any additional duties as outlined by the local Chapter ordinances and as the school requires.

GCD/Faculty Advisor Signature: ______________________________ Date: __________

School/College Dean Information:

Name: ______________________________

Title: ______________________________

Office Phone: _________________________

Dean’s Signature: ______________________ Date: __________

*Once signed, please scan and email to the centraloffice@kappapsi.org, and the GCD Committee at GCDChair@kappapsi.org.