Kappa Psi Pharmaceutical Fraternity, Inc.
St. Louis Graduate Chapter
By-Law XVII
Local Chapter Ordinances

**Ordinance 1:** Title
Sec. 1. This Chapter shall be known as St. Louis Graduate 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 March 24, 1949.

Sec. 2. Kappa Psi St Louis Graduate Chapter, LLC manages the Fraternity property at 4404 and 4408 Ohio St. Louis, MO 63110.

**Ordinance 2:** Membership
Sec. 1. No additions to By-Law II, Sec. 1.

**Ordinance 3:** Election of Members
Sec. 1. All prospective members shall have Fraternal membership verified by requesting confirmation of initiation from the Central Office and/or the members chapter of initiation.
Sec. 2. No additions to By-Law III, Sec. 2.

**Ordinance 4:** Officers and Order of Election
Sec. 1. The Officers of the Chapter and Order of Election shall be: Regent, First Vice Regent, Second Vice Regent, Third Vice Regent, Secretary, Treasurer, Historian, Chaplain, and Webmaster. If there is no one interested in running for a specific Office, a qualified Member shall be appointed by the Regent.

**Ordinance 5:** Qualification, Election and Installation of Officers
Sec. 1. Nominations of Officers will occur at the meeting prior to the elections or in writing to the current Regent of the Chapter and will remain open until the time of elections. Officers shall hold office for a one-year period. Elections shall take place at the first meeting of the calendar year. An announcement will be distributed to the members at least fourteen (14) days prior to the meetings when nominations and elections are to take place.
Sec. 2. No additions to By-Law V, Sec. 2.
Sec. 3. No additions to By-Law V, Sec. 3.
Sec. 4. Officers-elect shall be installed at the same meeting as elections.
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. The Regent shall make every attempt to attend all Chapter functions, as well as all Collegiate-Chapter and general Fraternity events, as possible. The Regent will arrange the times, agenda, and lead Chapter meetings. The Regent will be a member of all committees of the Chapter.
Sec. 2. The office of Vice-Regent shall be split into three positions with duties as follows:
   Sub-Sec. A. The First Vice-Regent will coordinate philanthropic activities of the Chapter and will chair the Professional Relations Committee.
Sub-Sec. B. The Second Vice-Regent will coordinate continuing education events for the chapter and will chair the Continuing Education Committee.

Sub-Sec. C. The Third Vice-Regent will coordinate social functions for the Chapter, including the Graduate weekend and annual float trip in conjunction with the Collegiate Liaison.

Sec. 3. The Secretary shall take and distribute minutes of all meetings to the membership and will receive and distribute all communications to and from The Central Office. The Secretary shall supply all pertinent information to the Regent within 48 hours if unable to attend.

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

Sec. 5. The Treasurer shall provide the Chapter with financial information at all meetings and will assist the Secretary in maintaining an official Chapter membership list by providing the Regent with the names, addresses and phone numbers of all the dues-paying members twice per year. The Treasurer shall inform the Regent within 48 hours if unable to attend.

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

Sec. 7. The Historian is responsible for contacting all local graduating Collegiate Members to inform them of the purpose and activities of the Chapter and also to invite them to become members of the Chapter.

Sec. 8. The Chaplain shall insure the secrecy of the Order during scheduled meetings and will be responsible for reviewing the Fraternity’s risk management policy on a regular basis and submitting the risk verification form to the Central Office.

Sec. 9. No additions to By-Law VI, Sec. 9.

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

Sec. 11. The Web-Master shall maintain the Chapter website and any other social media page and shall work in conjunction with the Collegiate Chapter, Province, and International Coordinator of Web Services to ensure all necessary information is posted and links are available to other necessary sites.

Sec. 12. The Collegiate Liaison will serve as the liaison between the Collegiate and Graduate Chapters. The Collegiate Liaison will attend all Graduate Chapter meetings or will send all appropriate information to the Regent at least 48 hours in advance. The Collegiate Liaison will invite Graduates to Collegiate Chapter events and vice versa. They will work with the Collegiate and Graduate Chapter Officers to create a newsletter at least twice per year, which will be distributed to all active Gamma Pi and St. Louis Graduate Members, Province Chapters and Officers, and International Officers.

**Ordinance 7:** Committees and Their Duties

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

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

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

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

Sec. 5. Additional duties of the committees listed in Sub-Sec A-I

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

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

Sub-Sec. E. The Scholarship Committee shall organize and promote the Collegiate Chapter scholarship given by the Chapter, as well as promote the Kappa Psi endowed scholarship at the St. Louis College of Pharmacy.
Sub-Sec. F. The Third Vice-Regent shall chair the Social Committee.
Sub-Sec. G. The First Vice-Regent shall chair the Professional Relations Committee.
Sub-Sec. H. The Treasurer shall chair the Finance Committee.
Sub-Sec. I. No additions to By-Law VII, Sec. 5., Sub-Sec. H.
Sub-Sec. J. The President of the Limited Liability Corporation (LLC) shall be the chair of the House Committee. The House Committee shall regulate the use of the Fraternity House and shall act as landlord to the Members renting rooms of the House. The LLC members must attend at least four meetings per year and will have two votes regarding House issues. All maintenance and fees for the House shall be funded through the LLC checking account.
Sub-Sec. K. The Second Vice-Regent shall chair the Continuing Education 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. Meetings shall be held as designated by the Regent with the approval of the majority of the Chapter.
Sec. 2. No additions to By-Law X, Sec. 2.
Sec. 3. No additions to By-Law X, Sec. 3.

**Ordinance 11:** Dues
Sec. 1. No additions to By-Law XI, Sec. 1.
Sec. 2. Dues shall be $50 per year and shall be paid to the Treasurer by December 31st, in order to be considered in good standing for the following year.
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.

**Ordinance 14:** Quorum
Sec. 1. No additions to By-Law XIV.

**Ordinance 15:** Parliamentary Procedure
Sec. 1. No additions to By-Law XV.

Ordinance 16: Amendments to 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.

Reviewed and approved by the Chapter on September 22, 2017.
Reviewed and approved by the legislative committee on October 6, 2017.