# TABLE OF CONTENTS

1. **Introduction** .................................................................................................................. 3  
   1.1. What can Kappa Psi Do for You Post-Graduation?  
   1.2. Establishing a New Chapter  
   1.3. Membership Drive  

2. **Getting Started** .............................................................................................................. 6  
   2.1. The Basics  
   2.2. Chapter Meetings  
   2.3. International Electronic Mailing List  
   2.4. National Chapter Dues and Membership Roster  
   2.5. Province Dues  
   2.6. Voluntary Graduate Dues  
   2.7. Correspondence  
   2.8. Risk Management Policies  
   2.9. Kappa Psi Picture Policy  
   2.10. The Ritual Use  
   2.11. Chapter History  
   2.12. Local Chapter Ordinance  

3. **Annual Taxes** .................................................................................................................. 10

4. **Province and Grand Council Convention Attendance** ............................................. 11

5. **Graduate Chapter Activities** .......................................................................................... 11  
   5.1. Chapter Fundraising  
   5.2. Chapter Mentorship  
   5.3. Province Activities  
   5.4. Family Events  
   5.5. Community/Charity Service  
   5.6. Professional Events  

6. **Giving Back to the Fraternity** ....................................................................................... 13  
   6.1. Kappa Psi Pharmaceutical Fraternity Inc. Foundation  
   6.2. Graduate Chapter Scholarship  

7. **Graduate Chapter and Brother Awards** ........................................................................ 14  
   7.1. Graduate Chapter Awards  
   7.2. Graduate Brother Awards  

8. **Successful Collegiate to Graduate Transition Process** .............................................. 14
1. INTRODUCTION

The purpose of the Kappa Psi Pharmaceutical Fraternity Inc. Graduate Chapter Manual is to offer graduate chapters a guide to continue to excel in our four principles post-graduation: industry, sobriety, fellowship, and high ideals. The hope is that this manual will provide relevant information that will benefit new and long-standing Graduate Chapters. This manual, along with the Graduate Chapter Planning Checklist, should be used as a tool to gauge the chapter’s year to year progress.

1.1 What Can Kappa Psi Do for You Post-Graduation?

During pledging and initiation, we as brothers took an oath that Kappa Psi was not just a collegiate organization, but a lifetime commitment. The reality is that the fraternity experiences only a 1-2% retention rate post-graduation. As a pledge, you may remember the feeling of inspiration to develop a deep and lasting commitment full of pride for our Fraternity and the profession of pharmacy. As a Graduate Brother of Kappa Psi, we are expected to continue the rich traditions and the objectives of our great Fraternity. Graduate Brothers that remain active post-graduation can be exposed to a myriad of opportunities, ranging from fellowship with fellow graduates or through collegiate mentorship, to philanthropic and professional involvement. The benefits of staying active with the fraternity are endless. Through participating in the above-mentioned examples, many lifelong friendships are created and sustained, collegiate brothers are inspired to remain active post-graduation, and professional networks are extended. Remaining active post-graduation can be challenging. Brothers have additional responsibilities such as familial obligations, careers, and other professional organizational involvement.

So, we must consider the question: What was so appealing about the Brotherhood that made you pledge and stay active as a Collegiate Brother?

1.2 Establishing a New Graduate Chapter

Prior to establishing a new Graduate Chapter in the fraternity, look to those chapters already in existence. While older chapters may be inactive or dormant, they can be revitalized by recent graduate brothers and those relocating to that geographical area. This allows the already existing chapter to experience new leadership, but also preserves the history of said chapter within the fraternity.

Prior to applying for a new chapter, the Brothers are required to contact the Central Office to find out if there are other Brothers in the area and if there is an inactive or dormant graduate chapter in close proximity. Another consideration prior to initiating a new chapter would be to evaluate the long-term viability of the graduate chapter.
Please refer to “Steps to Charter a Graduate Chapter” found at https://kappa-psi.com/graduates for an outline of how to establish a new Graduate Chapter.

1.3 Membership Drive

1.3.1 Recruiting Brothers in the Area
Locating graduate brothers in your local area is often a challenge. Be assertive and don’t give up! Below are suggestions in ways to locate brothers to grow your graduate chapter:

- Start with contacting the Central Office. They will be able to generate a list of graduate brothers in your geographical area.
- Contact nearby Kappa Psi Chapters to obtain their alumni contact information.
- Utilize the Graduate Referral Form to identify new graduates moving to your area. These referrals are sent to the chapter’s Kappa Psi email account.
- Reach out on the Province or International social media platforms.
- Advertise in national/regional/state pharmacy organization publications or meetings.

Once contact information is obtained, Chapter announcements and activities can be sent to Brothers via e-mail, postal mail, telephone, and social networks.

1.3.2 Recruiting Advanced Pharmacy Practice Experience (APPE) Collegiate Brothers from the Associated Collegiate Chapters
Brothers of Collegiate Chapters in your area or state are future members of your Graduate Chapter. As a Graduate Brother, work to make the transition from a collegiate to graduate brother a smooth one and allow those collegiate brothers to feel welcomed post-graduation.

Below are tips for successful recruitment of APPE Collegiate Brothers to the local Graduate Chapter (Please note that the below are tips and are not requirements):

1. Create a Graduate Liaison officer or chair position. Suggested duties include working with the Collegiate Brothers on developing professional, philanthropic, and fellowship activities. Ideally, the liaison should not be the Chapter’s Grand Council Deputy. If a Graduate Chapter is affiliated with more than one Collegiate Chapter, then there should be one liaison elected or appointed for each Chapter.
   a. Note: for the Graduate Chapter to do this, they would have to include this position in their local ordinances.
2. Identifying if the Collegiate Chapter has a Graduate Relations Chair or related officer position. If one exists, invite them to join the Graduate Chapter and assist the Graduate Liaison in duties outlined in local ordinances.
   a. *Note: for the Collegiate Chapter to do this, they would have to include this position in their local ordinances.*

3. Graduate Chapter Regent sends an invitation to the APPE Collegiate Brothers to join the Graduate Chapter prior to initiating clerkships.
   a. The invitation should also include the date of the next Graduate Chapter event.

4. Throughout the APPE year, the Graduate Liaison and respective Collegiate Liaison work together to create activities that will encourage the APPE Collegiate Brothers to attend Graduate Chapter sponsored activities. The goal is for the graduating class to maintain their engagement with the Fraternity. Also, a comfort level will form between the Collegiate and Graduate Brothers prior to commencement. This will hopefully promote a smooth transition over to Graduate Chapter involvement.

5. The Collegiate Liaison can keep the Graduate Brothers posted on the progress of their respective Chapter. In the past, some Collegiate Liaisons have written their respective Chapter news updates for the local Graduate Chapter newsletters.

6. Prior to commencement, the Graduate Liaison is responsible for signing up the graduating class for the local Graduate Chapter.

7. The Graduate Chapter organizes a welcoming social soon after commencement for the new Graduates.

**1.3.3 Recruiting Graduates from Other Geographical Areas**

As Brothers are accepting positions and residencies/fellowships across the country, it is important to welcome these new Graduates to the local Graduate Chapters. The Graduate Referral Form (if used) has proven to be an excellent means to connect Brothers whom are relocating to the local Graduate Chapter. This form can be located [here](#). It is completed by a Collegiate or a Graduate Brother relocating and can be submitted online. The Central Office or the Graduate Member-at-Large will then identify the closest Graduate Chapter. The local Graduate Chapter Regent and Province Secretary will be notified, and it is the responsibility of the Graduate Chapter to reach out to the relocating Graduate Brother to invite them to the next chapter activity.
2. GETTING STARTED

2.1 The Basics

All Graduate Chapters should have in their possession (1) the Kappa Psi Pharmaceutical Fraternity Ritual Book, (2) the Constitution and Uniform By-Laws of the Kappa Psi Pharmaceutical Fraternity, Incorporated, and (3) the Policy Manual. These documents can be accessed on the national website, www.kappapsi.org. To access Chapter information on the national website, click “Log-In” on the upper right corner. Then click Log-In as a chapter. The default password is “1879”. If the Chapter password has been changed or cannot be remembered, contact the Central Office to have it reset. Ritual books may also be requested directly through emailing centraloffice@kappapsi.org.

Other suggested Chapter references may include The History of Kappa Psi Pharmaceutical Fraternity 1879-1993 written by Dewey D. Garner and The History of Kappa Psi Pharmaceutical Fraternity: Our Modern History and Beginnings Revisited compiled and edited by Michael Cournoyer and Kali Weaver. These excellent resources of our rich fraternal history can be purchased through The Central Office. Brothers may find it beneficial to have a current edition of Robert’s Rules of Order – Newly Revised.

It should be noted that the national website is full of relevant information and updates. Chapters should check their respective Province websites for updated information such as Province meeting registration details, upcoming activities, and projects. Lastly, Brothers are strongly encouraged to attend their respective Province meetings and the Grand Council Conventions (GCC).

2.2 Chapter Meetings

Chapter meetings should be held regularly. Minutes should be recorded either by paper or electronically and kept on file. These documents should be readily available for members to review. Graduate Chapter Officers should be elected annually or biennially, as defined in the Chapter By-Laws, and the Chapter Officers Address Form completed by the Chapter Secretary or Chapter Regent at least once a year and immediately upon election of new officers.
2.3 International Electronic Mailing List (Official International Kappa Psi Listserv)

Important Fraternity news and updates are emailed to Brothers via the national Kappa Psi electronic mailing list, kappapsifraternity@googlegroups.com. All Brothers are welcome to join the group. Brothers can sign up to receive emails via the national website here. The Graduate Chapter Regent and Secretary would be responsible to disseminate relevant information to the members of the Graduate Chapter. It is also suggested that members join or follow Kappa Psi’s social media accounts. Twitter: @kappapsi Facebook group.

2.4 National Chapter Dues and Membership Roster

National Chapter dues are set in the Constitution and By-Laws and should be paid in full March 15th of each calendar year. Failure to pay annual dues may result in disqualification from Graduate Chapter awards, loss of GCC voting rights, and if continued, loss of the Chapter Charter. In addition, the Chapter Secretary or Regent must submit the Chapter Membership Roster Form to The Central Office by March 15th of each calendar year. The form can be found in the Fall and Spring Packets and on the national website.

2.5 Province Dues

Province dues amounts and due dates are variable depending on the Province. Please visit the respective Province website or contact the Province Treasurer to determine the amount and payment deadline. Failure to pay Province dues may result in a loss of voting rights at Province meetings.

2.6 Voluntary Graduate Dues (Separate from chapter dues)

As Kappa Psi provides unlimited opportunities throughout our careers and lives, Graduate Brothers are encouraged to pay a nominal monetary sum each year. Graduate Chapters should promote the payment of these national dues at regular Chapter meetings. Regular Voluntary Graduate Dues is the 1st level of payment. The dues are set in The Constitution. For Graduate Brothers that are interested in paying higher dues amounts, there are various levels of annual Graduate dues found here.

The cycle for Voluntary Graduate Dues is January 1 to December 31. The suggested due date for Graduate Voluntary Dues is March 15th.

National dues can be paid either by check to:
The Central Office
Kappa Psi Pharmaceutical Fraternity
2060 North Collins Boulevard Suite128
Richardson, TX 75080-2657

Or by phone 972-479-1879 using a credit card or online here.
2.7 Correspondence

2.7.1 Within the Chapter
There are various venues for communicating within the Graduate Chapter. Postage mail, telephone, chat rooms, conference calls and physical meetings are all effective methods of communication. Some chapters have chosen to communicate with their members via a Kappa Psi Graduate Chapter electronic mailing list (listserv) through platforms such as Google. Other options include creating a home website or a social utility/networking page (Facebook®, Twitter®, etc.). Chapter news and events can be emailed via the listserv or posted on the social utility/networking page to keep Chapter members informed. Chapters are encouraged to regularly update their websites and their social utility/networking pages.

2.7.2 With the Province
Chapter members should sign up for their respective Province listservs and join the corresponding social utility/networking page. Contact your Province Webmaster or Province Secretary for further instructions.

2.7.3 With The Central Office
Please note the majority of the correspondence to The Central Office is conducted electronically via the Graduate Chapter’s Kappa Psi email account. Each Chapter has a designated email account and can be accessed via the national webpage under the “Communications” tab, “Kappa Psi E-mail (direct link)” tab. The Username is the [Graduate Chapter Name]grad@kappapsi.org. If this is the first time the email account has been accessed or the password cannot be remembered, contact the The Central Office. The password has to be reset once the email has been accessed for the first time. The Chapter Secretary should be checking their Fraternity email regularly for Chapter dues statements and important Fraternity news.

2.8 Risk Management Policies

The Risk Management Policies were implemented to assure the safety and well-being of members and non-members interacting with a Chapter, Province, or the Fraternity in anyway. These policies address concerns and provide guidelines on hazing, sexual harassment, and alcohol and substance abuse. The general Kappa Psi Pharmaceutical Fraternity Risk Management Policies can be located on the Kappa Psi website. Chapters must take on the responsibility of educating all Brothers annually. Additional questions or concerns can be directed to The Central Office or the International Risk Management Committee. It is imperative that all Graduate Brothers are properly trained in the Kappa Psi Risk Management Policies. As Graduate Brothers serve as positive role models, all Graduate Chapters must support and promote these policies with the Collegiate Chapters.
2.8.1 Risk Management Assessment Fee
The Fraternity has liability insurance. Graduate Chapters are expected to complete any actions required by the liability insurance including paying any required fees.

2.9 Kappa Psi Social Media Policy
This policy was created to protect the professional image of Kappa Psi Pharmaceutical Fraternity Inc. and its members to ensure that all images and forms of expression are in accord with the spirit of the Fraternity's risk management standards. Photos that may harm or misrepresent the professional image of Kappa Psi should not be physically displayed or posted on any websites including social utility/networks such as Facebook, Twitter, or Instagram. Detailed policy guidelines can be found on the website. Chapters should review the policy with all members annually.

2.10 The Ritual Use
Graduate Chapters should have the current Ritual books. These documents are considered confidential information and should be kept under lock and key by the Graduate Chapter Regent or Chapter Chaplain. All Graduate chapters are encouraged to use The Ritual at the opening and the closing of all business meetings. The Ritual must be exercised with the installation of new officers. The Graduation Ritual should be performed for graduating Brothers that intend to join the Graduate Chapter. Lastly, Graduate Chapters should conduct the annual Grand Agora exercise in December to honor the memory of our departed brothers. If a Chapter would like to obtain a list of deceased Brothers in their area, consider contacting The Central Office, the State Board of Pharmacy, or other state pharmacy organizations. With the above stated, secrecy must be maintained. When using The Ritual, Chapters must consider the location of the meeting prior to performing sacred ritual exercises.

2.11 Chapter History
The MASK of Kappa Psi Pharmaceutical Fraternity
As Kappa Psi’s official journal, The Mask, documents the history of our Fraternity, all Graduate Chapters should submit chapter news/updates and photographs for the Spring, Summer, Fall and Winter issues. All Chapter articles, news items, or digital photographs to be included in The Mask should be sent to the Editor of The Mask at: mask@kappapsi.org. Photographs submitted must abide by the approved Picture Policy that governs use of Fraternity-related photos in the public domain. Additional information on The Mask Photography Guidelines can be found in the national website under the “The Mask” tab. As a brother, you may subscribe to a digital copy of The Mask on www.kappapsimask.com. Yearly history updates should be submitted to the Grand Historian. These updates
can be uploaded into the respective chapter’s Google Drive link found on the website.

**The Mask Submission deadlines:**
- Spring Issue: March 1\textsuperscript{st}
- Summer Issue: June 1\textsuperscript{st} (Annual Report)
- Fall Issue: October 1\textsuperscript{st}
- Winter Issue: December 1\textsuperscript{st}

**Chapter Newsletters**
In an effort to expand or detail Chapter events and announcements, many Graduate Chapters have chosen to publish newsletters. These newsletters contain a wealth of information regarding upcoming Chapter events, national/Province news, Collegiate correspondence and wedding/birth announcements. Graduate Chapters are encouraged to create newsletters and forward these to their associated Collegiate Chapters and the national Webmaster for publication on the national website.

### 2.12 Local Chapter Ordinances

Local Chapter Ordinances should be revised every four years and submitted in electronic format, within seven days of adoption, to the Grand Counselor and the Central Office, for approval/rejection by the Grand Counselor or Legislative Committee. Failure of the Grand Counselor and/or Legislative Committee to act within ninety days on any Ordinance, shall constitute automatic approval. Upon receipt by the Chapter of any rejections or recommendations to the proposed Ordinances by the Grand Counselor or Legislative Committee, the Chapter must act, within ninety (90) days, on these rejections or recommendations and submit a response. Failure to do so shall constitute an automatic approval of the Legislative Committee recommendations. (Article VII, Sec. 2., [022]). The time to final approval is variable, but the Legislative Committee will let the Chapter know when the Local Chapter Ordinances are approved and will submit the final document to the Kappa Psi Webmaster for placement on the national website.

### 3. ANNUAL TAXES: KEEPING THE GRADUATE CHAPTER IN COMPLIANCE WITH THE INTERNAL REVENUE SERVICE

Information regarding applying/reactivating EIN numbers and filing taxes can be found [here](#).
4. PROVINCE AND GRAND COUNCIL CONVENTION (GCC) ATTENDANCE

Province meetings are held 1-2 times per calendar year depending upon the Province. The Grand Council Convention is a biennial meeting. The decisions made at these meetings may have a direct effect on Chapters. This is the opportunity to voice your opinion on all Fraternity matters. Graduate Brothers are strongly encouraged to attend both Province and GCC meetings. Many professional/career development opportunities exist at these conventions. At GCC, daily on-site Continuing Education (CE) programs are available. Also, many Provinces offer CE at their meetings. Lastly, in an effort to create stronger bonds of fellowship, Graduate Brothers are encouraged to attend OTHER Province meetings. By attending these meetings, Brothers are able to observe how OTHER Provinces function. This can serve as a perfect opportunity for Brothers from different Provinces to exchange ideas.

5. GRADUATE CHAPTER ACTIVITIES

5.1 Chapter Fundraising

Upon installation of a new Graduate Chapter, funds tend to be low. Often, the main source of monies is generated from Chapter dues payments. Some Chapters have been successful hosting picnics or BBQs. For example, one Graduate Chapter hosts an annual NFL football game outing where the Graduate Chapter sells tickets which includes a cookout prior to the start of the game. Fifty percent of the monies raised are donated to their associated Collegiate Chapter(s) and 50% is retained within the Graduate Chapter. This particular fundraiser has raised anywhere between $400-$1700 total for the event (~ $200-$850/ Chapter). The side advantage of this type of fundraiser is that the activity is social in nature and fun for all! Other options include designing and selling Kappa Psi paraphernalia (t-shirts, hats, pens, jackets, etc.) at Chapter, Province and GCC meetings.

5.2 Collegiate Mentorship

As Graduate Brothers, one of our responsibilities is to serve as role models for our Collegiate Chapters and Brothers. This can be accomplished by giving Professional Presentations, Collegiate Seminars, conducting workshops, and offering career shadowing opportunities. Graduate Chapters can also sponsor events for collegiate Chapters (golf tee signs, travel expenses, etc.). This can be an excellent means of drawing back “inactive” Brothers. Ask a Graduate Brother to speak on his or her area of expertise at the next Collegiate Chapter meeting. More often than not, they are willing to give back to the Brotherhood in this professional manner. The hope is that Collegiate Brothers will appreciate such guidance and “return the favor” post-graduation.
5.3 Province Activities

All of the above examples can be employed on a Province level. The Brothers within the Province should be surveyed as to which facets of pharmacy they would like to hear about at the meeting. Once the fields are determined, the local Graduate Chapter where the Province meeting is being held, may assist in identifying Graduate Brothers practicing in those particular areas. Inviting “inactive” Brothers to participate is a great option as it brings them back into the Kappa Psi system. Many of the activities mentioned in the “Collegiate Mentorship” section can be implemented on the Province level and vice versa.

5.4 Family Events

Often familial responsibilities may impact Graduate involvement. For this reason, it is essential that Graduate Chapters include family activities on the local, Province, and national level. On a local level, include Chapter activities such as picnics/BBQs or movie nights. Another option would be for a Brother to babysit so another Brother and their spouse can enjoy a night out on the town. To encourage Brothers with spouses and children to attend Province and GCC meetings, these types of family activities must be planned in advance. On a Province level, perhaps the spouses and children can coordinate activities. The hope is that these spouses and children will develop friendships. Lastly, on a national level, great improvements have been made to include spouses and families in GCC events. Family breakfasts and receptions have taken place in the past. Also, identifying family activities and venues within the city and providing transportation or discounts to these venues have been a great hit. As these events have been developed and organized at the discretion of the GCC Planning Committee, they may vary depending on GCC year and location.

5.5 Community/Charity Service

As an organization, Graduate Chapters are encouraged to give back to the community. Some Chapters participate in street clean-up programs or volunteer for soup kitchens. Other options include serving as a volunteer for an asthma or diabetes walk, organizing health fairs, or conducting brown bag sessions seminars at local retirement facilities. Getting involved in the National philanthropy is also a great way for your graduate chapter to give back!
5.6 Professional Events

As one of the objectives of our Fraternity is to support all projects which will advance the profession of pharmacy and to actively participate in them, Graduate Brothers are highly encouraged to serve as committee members/chairpersons and officers in state, regional, and national pharmacy organizations. Kappa Psi Brothers are known to be leaders in the profession of pharmacy. Involvement in other organizations hones leadership skills which can be brought back and utilized within the Graduate Chapter. As pharmacists, Brothers are always looking for professional development activities. These can range from Continuing Education (CE) to Professional Development Seminars on leadership and clinical practice.

6. GIVING BACK TO THE FRATERNITY

6.1 Kappa Psi Pharmaceutical Fraternity Inc. Foundation

The goal of the Kappa Psi Foundation is to create a scholarship program to help deserving Kappa Psi Brothers to complete their pharmacy education and become contributing members of the pharmacy profession. Graduate Brothers are encouraged to donate annually. Monies donated will go towards the national scholarship programs which recognize deserving Collegiate Brothers. Additional information on the Kappa Psi Pharmaceutical Foundation and to make online donations can found here

Personal checks can be sent to:
Kappa Psi Pharmaceutical Foundation
PO Box 332
Oxford, MS 38655

For record keeping purposes, please indicate if the donation is on behalf of a Province, Chapter, or individual Brother. It should be noted that all donations are tax-exempt from the Internal Revenue Service under Section 501(c)(3) of the IRS Code.

6.2 Graduate Chapter Scholarship Awards

In an effort to support our Collegiate Brothers, Chapters are urged to offer a Graduate Chapter scholarship award to their respective local Collegiate Chapter(s). The monetary amount or award does not have to “break the Graduate Chapter Bank”. This is simply a means to annually recognize a Collegiate Brother for their exemplary performance in the areas of academics and service to the profession, community and the Fraternity. Certificates of Excellence, gift cards, text books, and monetary awards are all appropriate awards. The exact criteria can be determined by the Graduate Chapter.
7. GRADUATE CHAPTER AND BROTHER AWARDS

7.1 Graduate Chapter Awards

Graduate chapter awards are presented annually to deserving Chapters for their exemplary contributions to the Fraternity, profession and community. Chapters are encouraged to apply for these awards by filling out the required form(s). Chapters are encouraged to use the Graduate Chapter Planning Checklist as a tool to prepare for annual awards. Once the yearly form is released, Chapters should review the form and attempt to complete all items listed prior to the submission deadline.

7.2 Graduate Brother Awards

Brothers can be recognized for their service to the Fraternity and the profession. Graduate Chapters are encouraged to present such awards to deserving Brothers. A list of awards that Brothers can be nominated for are listed here.

8. SUCCESSFUL COLLEGIATE TO GRADUATE TRANSITION PROCESS

It is known that many Collegiate Brothers lose touch with the Fraternity during their Advanced Pharmacy Practice Experiences (APPEs). As a Fraternity, a transition process should be promoted nationally, such as at each Grand Council Convention (GCC). As Collegiate Delegates are more likely to attend a Province meeting yearly, the critical factor in the transition process is the promotion of this within the Province. The Graduate Referral Form is a tool that can be used to help connect to a local graduate chapter.