

INSTRUCTIONS FOR CHAPTER OFFICERS



KAPPA PSI

PHARMACEUTICAL FRATERNITY

INSTRUCTIONS
FOR
CHAPTER OFFICERS
Kappa Psi Pharmaceutical Fraternity



FOREWORD

The successful management of a chapter in Kappa Psi Pharmaceutical Fraternity depends largely on officers who are familiar with their duties and have a sense of responsibility toward these duties.

The instructions and information contained herein for the various chapter officers is, to a large degree, defined in the Constitution of the Fraternity. This material is presented with the hope that it will clarify certain items which frequently come to the attention of the officers and thus bring to them a closer understanding of the techniques of chapter management.

FRANK H. EBY

REGENT

The principal executive officer who presides at all meetings.

1. The Regent should have a knowledge of Parliamentary Law and should be thoroughly familiar with the Constitution of the Fraternity and the By-Laws of the Chapter. It is especially important that he open and close all Chapter meetings with the prescribed ceremonies as given in the Ritual Book.
2. A general program of meetings and other chapter activities should be arranged for the entire year immediately after taking office. This program should include one or more Scientific Meetings which may or may not be open to non-members. If possible, one or more luncheon meetings should be held during the year.
3. The Regent should prepare an agenda for the regular and important special meetings of the chapter.
4. The Regent should meet with the Executive Committee, usually composed of the chapter officers, at least once monthly in chapters which have large memberships. At these meetings he will be able to discuss important business and other items and he can determine if all of the chapter officers are performing their duties in an acceptable manner.
5. It is expected that the Regent will represent the chapter officially in its relations with the administrative officers of the institution where the chapter is located.
6. The Regent is required to keep the Ritual Books under lock and key.
7. Although the Regent has the responsibility of directing and coordinating the various chapter activities, he has the right to expect the assistance of the members in performing the various chapter duties.
8. See the Constitution Article X, Section 3, for additional duties of the Regent.

VICE REGENT

1. The Vice Regent should have a knowledge of Parliamentary Law and should be thoroughly familiar with the duties of the office of the Regent so that he may conduct a meeting in proper form, in case of the absence of the Regent. He should work closely with the Regent and act as an assistant to him.
2. A Vice Regent may serve as a chairman of any committee or perform such other duties as may be defined in the Chapter By-Laws.

SECRETARY

The officer who records and maintains records of meetings through minutes, keeps the By-Laws, preserves lists of committees and a roster of the members. He is responsible for the correspondence of the chapter, and such other duties as may be defined in the Constitution and the Chapter By-Laws.

I. DUTIES OF THE SECRETARY AS RELATED TO THE CENTRAL OFFICE

1. The Secretary is responsible for transmitting to the Grand Secretary-Treasurer of the Fraternity on October 1 and April 1 of each year, the following:
 - a. A complete MEMBERSHIP LIST. The list should be typed with the names in alphabetical order. A list of Faculty Members should also be included. Forms are supplied for the list.
 - b. A complete list of the CHAPTER OFFICERS. Forms are supplied for this list.
2. MEMBERSHIP CARDS (Form M) must be forwarded to the Central Office immediately following the

completion of the initiation of new members. The NAME and HOME ADDRESS of each member should be typed or printed carefully in ink. The member must sign his own Form M card. It is suggested that the Secretary have each candidate prepare two Form M cards immediately before his initiation. The chapter should keep one of the cards and the other one should be forwarded to the Central Office.

3. **MEMBERSHIP CERTIFICATES.** Each member is entitled to receive a Membership Certificate and the chapter Secretary is responsible for ordering these certificates, on a special form, through the Central Office. The order for certificates should accompany the membership cards and the initiation fees of all new members. No Membership Certificates will be prepared until the membership cards and initiation fees are received in the Central Office.
4. **HANDBOOKS** should be ordered by the Secretary in ample time to have them available at the beginning of the pledge training period. The price is thirty cents (.30) per book.
5. **CONSTITUTIONS.** The Fraternity requires that each new member receive a copy of the Constitution at the time of his initiation. These should be ordered by the Secretary well in advance of the initiation. The price per copy is thirty cents (.30).

II. DUTIES OF THE SECRETARY AS RELATED TO THE CHAPTER

1. **CORRESPONDENCE.** All chapter correspondence should be answered promptly, and if possible, should be typed. Respect for a chapter is frequently determined by the manner in which the Secretary conducts the correspondence.

2. **CHAPTER MINUTES AND RECORDS.** The Secretary should keep an accurate record of the proceedings of each meeting, preferably on the official minute book pages, and these should be carefully preserved for future reference. He should keep an accurate record of the election and pledging of members and also an accurate record of the initiation of all members. The preservation of a complete chapter membership list with the address of each member is one of the most important responsibilities of the Secretary. The Charter and other important papers should be preserved by him, preferably in a modern filing case with a lock.
3. It is recommended that the Secretary, at the beginning of each college year, place one order for all supplies which will be required for the year as far as this can be determined.
4. Other duties of the Chapter Secretary are defined in the Fraternity Constitution, Article X, Section 5.

TREASURER

The Treasurer is the custodian of the chapter funds.

I. DUTIES OF THE TREASURER AS RELATED TO THE CENTRAL OFFICE

1. **SPECIAL REPORT SHEETS** are used by the chapter Treasurer for reporting the payment of Grand Council dues and Initiation fees to the Central Office. No payment of dues or fees should be made unless the special report sheet or sheets accompany it.
2. **MEMBERS' NAMES** on report sheets should be typed in alphabetical order along with the other required information. This is done at the beginning of each fraternity year, and later, as new members are added to the chapter roll, they are added to the report sheet, in alphabetical order.

3. THE GRAND COUNCIL DUES (per capita fee) are seventy-five cents (\$0.75) per month with a maximum payment for eight (8) months (October-May inclusive) for each calendar year. The first payment of monthly dues for a new member should be made for the month immediately following the one in which he is initiated.
4. PAYMENT OF GRAND COUNCIL DUES should be made on or before the 15th of EACH month with the first payment due on October 15 for each year. Payment of these dues may be made in advance for any number of months of the fraternity year.
5. THE INITIATION FEE is seventeen dollars (\$17.00) for each collegiate, faculty and graduate member. This fee should be sent to the Central Office, immediately following the initiation, along with the membership card (Form M) and the Treasurer's report sheet. (The chapter Secretary and Treasurer should cooperate in this matter.)
6. When a PAYMENT IS MADE to the Central Office, a statement should accompany it indicating the purpose for which the payment is made. When any payment is received in the Central Office it will be credited to the account of the chapter and the Treasurer's report sheet or sheets will be marked to indicate that payment has been made, and then returned to the chapter Treasurer. The same sheet or set of sheets will be used for reporting all subsequent payments for that fraternity year.
7. Each payment of Grand Council dues and fees should be checked by the chapter Treasurer to see that the amount for which a check or money order is to be drawn is correct for the payment intended.

8. CHECKS AND MONEY ORDERS should be made payable to Kappa Psi Pharmaceutical Fraternity. Checks should always be signed by the authorized person or persons exactly as the account is recorded in the bank.

II. SUGGESTIONS FOR THE SOUND MANAGEMENT OF THE CHAPTER FUNDS

1. CHAPTER FUNDS should be deposited in a recognized bank or in a special fund as required by some universities. Where funds are collected for a special project they should be deposited in a special account and utilized only for the purposes indicated.
2. Two signatures should be required on all checks where chapter funds are disbursed from a commercial bank.
3. The full initiation fee should be collected from each candidate for membership prior to the completion of the initiation. Any exception to this rule should have the approval of the Grand Council Deputy.
4. It is recommended that chapter dues (including the Grand Council dues) be collected at the beginning of each semester in order to avoid the work necessitated by collecting dues weekly or monthly.
5. A member should always receive a receipt for payment of fees of any kind.
6. The Treasurer should submit a financial statement to the chapter at least once monthly and he should present his books for audit at the end of his term.
7. Names of members who are delinquent in the payment of dues should be announced at regular monthly chapter meetings.
8. It should be emphasized to all members that the chapter is responsible for the payment of monthly Grand Council dues to the Central Office for each member.

There is no exception to this rule and failure to pay dues can result in the expulsion of a member from the Fraternity. (See the Constitution Article VII, Section 5, paragraph 4.)

9. See the Constitution Article X, Section 6 for duties of the Treasurer.

HISTORIAN

1. The Historian should preserve at least one copy of each issue of the MASK. It is suggested that consecutive issues of the Mask be bound when an appropriate number has been assembled. All other material, including pictures, which shall, in his opinion or that of the Chapter, be of historical value to the Chapter and Fraternity, shall be preserved and presented to the succeeding Historian in an orderly manner.
2. It is the duty of the Historian to see that a chapter letter appears in each issue of The Mask. (See current issue for due dates). The chapter letter should record the names of officers elected each year, the names of members initiated each year, and all important activities and services rendered by the chapter. Good chapter letters in The Mask serve as a valuable historical record which the chapter may not otherwise maintain.

CHAPLAIN

It is the duty of the Chaplain to conduct the services designated by the chapter.

THE GRAND COUNCIL DEPUTY

The advisory and supervising official of the Chapter.

It is the responsibility of the Grand Council Deputy to attend a Chapter meeting at least once every two months to see that the Chapter is conducting its affairs according to the Constitution and the Chapter By-Laws, that the officers and committees are functioning efficiently and that the Chapter records are maintained and preserved properly. Since the sound management of the Chapter's finances is necessary for a strong Chapter, the Grand Council Deputy should consult with the Treasurer at least once monthly to determine if per capita fees, initiation fees and other financial obligations of the members are being received properly. It is also important that all fees are forwarded to the Central Office promptly and that all other financial obligations are met when due.

The Chapter officers should seek the advice of the Grand Council Deputy on important matters pertaining to the proper management of the Chapter and the success of the members, professionally and socially.

CHAPTER SUPPLIES AND OTHER ITEMS

HOW TO OBTAIN THEM
WHERE TO OBTAIN THEM

1. JEWELRY AND RELATED ITEMS. The official jeweler for Kappa Psi Fraternity is the L. G. Balfour Company of Attleboro, Massachusetts. The Kappa Psi name and insignia are registered trade marks. Any item which bears the Kappa Psi Letters and the Coat of Arms must be purchased from the Balfour Company. Check your phone directory for the near-

est Balfour representative, through whom purchases may be made, or you can send your orders directly to the company at Attleboro. It is advisable to write for the latest Balfour BLUEBOOK, a catalog which lists a wide variety of fine jewelry, leather goods, stationery and other items of special interest to fraternity members and chapters. The Mask usually carries a price list of the more common Kappa Psi badges and related jewelry items.

2. **CONSTITUTIONS.** These may be purchased through the Central Office at a cost of thirty cents (.30) each. A check should accompany your order.
3. **HANDBOOKS.** These may be purchased through the Central Office at a cost of thirty cents (.30) each. A check should accompany your order.
4. **RITUAL BOOKS.** These may be secured through the Central Office at no cost.
5. **MEMBERSHIP CARDS.** The White **MEMBERSHIP** card (Form M) is used for reporting the membership of each new member; the **POCKET MEMBERSHIP** card (Form IM), which may be used as an identification card should be issued to each new member and also to each old member once annually. Membership cards are supplied when requested, at no charge.
6. **PLEDGE CARDS** (Form P) are supplied by the Central Office when requested, at no charge.
7. **OFFICIAL PAGES FOR SECRETARY'S AND TREASURER'S BOOKS.** Official pages for the Secretary's Minute book (Form A), the official ledger sheets for the Treasurer's ledger (Form B) and ledger sheets (Form C) can be obtained through the Central Office at a cost of two cents (.02) per sheet. Check covering the cost of pages should accompany order.

8. **KAPPA PSI SONGS.** The **KAPPA PSI SWEET-HEART SONG** (words and music) may be purchased only from Beta Sigma Chapter, N. D. Agr. College, School of Pharmacy, Fargo, N. Dakota. The price is fifty cents (.50) per copy and check should accompany order. The **KAPPA PSI DRINKING SONG** and the **KAPPA PSI SHIELD SONG** (music and words for each) may be obtained from Nu Chapter, University of Connecticut, College of Pharmacy, Storrs, Connecticut. The price of the Nu Chapter songs is fifty cents (.50) for single copies or in quantities of ten or less; the price is forty cents (.40) per copy in quantities of more than ten copies. Check with order should be sent directly to Nu Chapter.
9. **REGALIA AND PARAPHERNALIA.** Each chapter must have all items of paraphernalia listed on page 33 of the Ritual Book. It is also urged that consideration be given to the purchase of the various items listed on page 34 of the same book. Information on these items and their cost can be obtained by writing directly to Ihling Brothers, 269 East Michigan Avenue, Kalamazoo, Michigan.
10. **SWEATERS AND BLAZERS.** The fraternity does not recognize any supply house as a source of the items bearing the fraternity letters or Coat of Arms. It does not recommend any.
11. **KNITWEAR.** Sweatshirts, T-shirts, Polo shirts, Sport shirts, Zelan jackets, crew hats and caps may be purchased from the L. G. Balfour Co.
12. **STATIONERY.** Chapter business stationery, both engraved and printed, should be obtained from the L. G. Balfour Company since this company is authorized to use the official Coat of Arms. Engraved

crested stationery and other stationery items are supplied by Balfour in the finest quality.

13. **FRATERNITY MUGS, CERAMICS AND DINNERWARE** may be purchased from the L. G. Balfour Company. There is no other approved source of Ceramicware.
14. **OFFICIAL FRATERNITY FLAG.** An official fraternity flag of approved design and in the correct colors may be purchased from the L. G. Balfour Company.

SPECIAL INFORMATION

MEMBERSHIPS

1. **GRADUATE MEMBERSHIP** is defined in the Constitution (1953 issue), Article III, Section 2. It is important to note that a Collegiate or Graduate Chapter may initiate properly qualified graduates of a recognized school or college of pharmacy.
2. **FACULTATE MEMBERSHIP** is defined in the Constitution, Article III, Section 2.
3. **HONORARY MEMBERSHIP** is defined in the Constitution, Article III, Section 2. If there is any question relative to the proper procedure regarding Honorary Membership, including the matter of eligibility, the Grand Secretary-Treasurer should be consulted. In each instance, an Honorary Membership must have the approval of Alpha Chapter.
4. **UNAFFILIATED MEMBER.** See Constitution Article III, Section 2.
5. Kappa Psi Fraternity does not recognize "INACTIVE MEMBERSHIP" or an INACTIVE status for a member. Occasionally a member wishes to withdraw or resign from his Collegiate chapter because he does not

wish to pay dues or he finds a new interest. Article IV, Section 2, states the following: "After a man has been duly elected and initiated into Kappa Psi Pharmaceutical Fraternity, his membership shall continue during the remainder of his lifetime, except in case of his expulsion as provided in Article VII, Section 5, and in Article VIII, Section 1. If a chapter wishes to carry on its roll, a member who is delinquent in the payment of his dues, the chapter is responsible for the payment of the Grand Council dues of this member, to the Central Office.

AWARDS

1. The Grand Council Scholarship Gold Key and Certificate is awarded to each Kappa Psi graduating member who earns first honors or stands highest in scholarship in his entire graduating class. Certification of the achievement of **FIRST HONORS** by a member of Kappa Psi Fraternity is required in the form of a letter to the Central Office, by the dean of the school.
2. The **ASKLEPOIS KEY** is an approved Kappa Psi Fraternity key which may be awarded by a chapter to any member or members for scholarship achievement on any basis determined by the chapter which makes the award. The key contains sufficient space to permit appropriate engraving. This key may be purchased from the L. G. Balfour Company.

PUBLICATIONS

A Chapter **NEWS LETTER** issued once or more frequently each year, is a valuable asset to the Chapter. It maintains a close contact between the Chapter and the Graduate Members. The Chapter should have a Committee on Publications which will be responsible for the editorial work, publication and distribution of the News Letter or other Chapter publications.