

*Southeast Province of Kappa Psi Pharmaceutical Fraternity*  
*By-Law XIII*  
*Local Province Ordinances*

**By-Law XIII**

**Ordinance 1.**

Section 1. This Province shall be known as Southeast Province of Kappa Psi Pharmaceutical Fraternity, Incorporated, hereinafter referred to as the Province, as designated by the Alpha Chapter of Kappa Psi Pharmaceutical Fraternity, Incorporated, hereinafter referred to as the Fraternity.

Section 2. No additions to By-Law I, Sec 2 of the Uniform Province By-Laws.

**Ordinance 2.**

Section 1. No additions to By-Law II, Sec 1 of the Uniform Province By-Laws.

**Ordinance 3.**

Section 1. Each collegiate chapter shall pay the annual per capita fee of five dollars (\$5) (U.S.) per member, and each graduate chapter shall pay the annual per capita fee of one hundred dollars (\$100) (U.S.); said payments shall be accompanied by a list of dues paying members. All dues and/or fees shall be for the calendar year and shall be due by January 31<sup>st</sup> of each year. Late charges of 2% (two percent) per month may be assessed for any dues and/or fees not received by January 31<sup>st</sup>.

Section 2. Any Chapter failing to pay its dues or fees by the start of a Southeast Province Assembly will have all voting rights suspended and deemed not in good standing with the province until all dues or fees, and late charges are paid in full.

Section 3. No additions to By-Law III, Sec. 3 of the Uniform Province By-Laws.

Section 4. No additions to By-Law III, Sec 4 of the Uniform Province By-Laws.

Section 5. No additions to By-Law III, Sec 5 of the Uniform Province By-Laws.

**Ordinance 4.**

Section 1. A Province Assembly shall be held between meetings of the Grand Council in accordance with the following guidelines:

- i. A Province Assembly shall be held twice each year: a Fall Assembly and a Spring Assembly. The exact date, host facility, and program content of each assembly shall be determined by the Host Chapter, after approval of the Satrap and official acknowledgement of said approval being forwarded to the Province Supervisor.
- ii. The Host Chapter shall be determined by the following rotation: Delta Upsilon, Delta Omega, Delta Rho, Iota, Zeta Phi, Epsilon Mu, Gamma Sigma, Zeta Delta, Zeta Gamma, Epsilon Eta, Delta Iota.
- iii. Should any additional Collegiate Chapters be assigned to, or chartered within the Province, the Legislative Committee shall have one (1) year to incorporate the newly assigned, or chartered Chapter into the rotation based on geographic location in a manner consistent with the current rotation structure.
- iv. Should any Chapter elect to host a Province Assembly during a designated Milestone Anniversary year, a written request must be submitted to the Satrap no later than the opening of the Fall or Spring Assembly two (2) years in advance. Upon approval, the rotation shall shift to accommodate the Anniversary Assembly and shall resume as previously stated with the Anniversary Chapter temporarily forfeiting their previous rotation position for the current revolution. Milestone Anniversaries shall be defined as any multiple of twenty-five (25) years after the first ten (10) year anniversary that coincides with a Chapter's Charter year.
- v. Should any Chapter decline to host a Province Assembly, the declining Chapter shall provide notice to the current Satrap. If the declining Chapter was due to host in Fall or Spring, this notice should be given before the opening of the Fall or Spring Assembly scheduled in the preceding year, respectively. The Satrap shall, in consultation with the executive committee and the advisory committee, appoint an appropriate host chapter for the aforementioned assembly.
- vi. In the case of Collegiate Chapters that have Graduate Chapters in close association, said Graduate Chapters shall function as Co-hosts with the Collegiate Chapters designated in the previously stated rotation.

Section 2. No additions to By-Law IV, Sec 2 of the Uniform Province By-Laws.

Section 3. No additions to By-Law IV, Sec 3 of the Uniform Province By-Laws.

Section 4. No additions to By-Law IV, Sec 4 of the Uniform Province By-Laws.

### **Ordinance 5.**

Section 1. No additions to By-Law V, Sec 1 of the Uniform Province By-Laws.

Section 2. No additions to By-Law V, Sec 2 of the Uniform Province By-Laws.

Section 3. A Chapter in good standing is defined as one meeting all financial and constitutional requirements of the Province and Central Office.

Section 4. The Chapter Secretary should notify the Province Secretary and Treasurer, using the official Province Delegate Form, before of the opening of Assembly, of the names of the Chapter's Delegates and Alternate Delegates.

Section 5. Any Chapter current with all monies and obligations that is unable to send a Delegate to the Province Assembly may confer its proxy on any Delegate of another Chapter represented at the Assembly by using the Official Province Delegate Proxy Form. The certificate of Proxy must be in writing, signed by the Regent and Secretary of the Chapter-conferer and must be forwarded or presented to the Province Secretary and Treasurer at least thirty (30) days prior to the Assembly. Unverified submissions will not be accepted, and will result in Chapter's forfeiture of proxy votes at the Assembly.

Section 6. No additions to By-Law V, Sec 6 of the Uniform Province By-Laws.

Section 7. Each Province Officer in attendance shall have the assembly registration fee waived. The Province Supervisor shall have the assembly fee waived and may be reimbursed for expenses other than travel, consistent with policy established by the Executive Committee of the Grand Council and with the approval of the Province Executive Committee.

Section 8. No additions to By-Law V, Sec 8 of the Uniform Province By-Laws.

Section 9. No additions to By-Law V, Sec 9 of the Uniform Province By-Laws.

#### **Ordinance 6.**

Section 1. The Province Officers and order of election shall be: Satrap, Vice Satrap, Secretary, Treasurer, Historian, Chaplain, Parliamentarian, Newsletter Editor, Assistant Newsletter Editor, Webmaster, Assistant Webmaster, Province Delegate to the Grand Council Convention, and Province Alternate Delegate to the Grand Council Convention. No Brother shall hold more than one (1) elected Province Office at the same time and there will be no more than two (2) brothers from each chapter serving on the Province Executive Committee.

Section 2. No additions to By-Law VI, Sec 2 of the Uniform Province By-Laws.

Section 3. Nomination and election of Province Officers shall occur according to the following procedures:

- i. Nomination of Province Officers shall begin at least 90 days and close 45 days prior to the meeting date of the Spring Assembly. Election of Province Officers

shall occur at the Spring Province Assembly; installation shall be upon the same day as the election.

- ii. Any chapter may nominate for any or all of the Province Officers from opening of nominations. Only the Regent or Secretary may submit nominations on behalf of a chapter. Nominations may only be submitted for candidates who have met the eligibility criteria defined later in this section.
- iii. The Satrap or Vice Satrap shall confirm receipt of the nomination within 2 business days of receiving the nomination. The Satrap or Vice Satrap shall notify each member of the office for which nominated. The nominee shall have 3 business days to respond whether they accept or decline the nomination. If there is no response after 3 business days, the nomination is considered withdrawn. The nominee becomes a candidate for office only upon acceptance of nomination for that office
- iv. All nominations shall be made in the above manner except when at the time of balloting there are no nominees or only one (1) nominee on the ballot. In such instances, and no other, nominations may be made from the floor of the Assembly.
- v. To be eligible for nominations as a Province Officer, a person must be a Brother in good standing of a chapter within the province and have paid Collegiate or Graduate assessment dues for the year including the Province Assembly. Collegiate candidates for office must not be on academic probation as defined at their college/school of pharmacy. No candidate may be nominated for more than 2 (two) province positions during the course of each election.
- vi. Voting shall be by secret ballot with a simple majority needed to elect. Electronic voting may be permitted, provided the system is secured and can maintain the secrecy of the ballot. All candidates must be present in person in order to be balloted on. Absence by any candidate shall serve as withdrawal of their nomination – without expressed, pre-approval by the executive committee for extenuating circumstances. Officers shall serve until their successors have been elected and properly installed. If an elected Officer is unable, refuses, or neglects to perform the duties of Office, or is found to have been not in good standing at the time of balloting, the Province Executive Committee shall declare the Office vacant and the Satrap shall appoint a successor to serve until the next Assembly.
- vii. Paper or electronic ballots shall be managed by the Province Supervisor, Assistant Supervisor, and/or tellers appointed by the Satrap. The supervisors or tellers shall determine the number of votes for each candidate, report same to the Satrap who shall then report same and announce the results to the Province.

#### Section 4.

Sub-Sec. A. If the Executive Committee is unable to meet, the Satrap may utilize discretionary spending after consultation with the Province Treasurer. The Auditing Committee shall perform an audit within thirty (30) days of discretionary spending by the Satrap. Discretionary spending by the Satrap considered by the Auditing Committee to be inappropriate must be reported to the Southeast Province

within thirty (30) days of the audit conclusion. Total spending should not exceed the amount of two hundred fifty dollars (\$250) (U.S.) per term.

Sub-Sec B. All receipts for reimbursement must be submitted to the Southeast Province Treasurer within thirty (30) days of purchase.

Section 5. The Southeast Florida & The Bahamas Graduate Chapter shall serve as the Keeper of Records for Southeast Province. The transfer of all Province Records to all appropriate officers, Central Office and the Keeper of Province Records shall be completed no later than thirty (30) days after the Province Assembly. A financial institution located centrally to all Collegiate Chapters shall be deemed the Official Province Financial Institution and shall be utilized for all financial transactions of Southeast Province.

### **Ordinance 7.**

Section 1. The Province shall have the following standing committees: Executive, Legislative, Auditing, Province Assembly Planning, Resolutions, Philanthropy, Province Development (with Collegiate sub-committee and graduate sub-committee), Province Publications, and Advisory.

Section 2. No additions to By-Law VII, Sec 2 of the Uniform Province By-Laws.

Section 3. All Committees, except the Executive, shall consist of at least three (3) members, be appointed by the Satrap from the Collegiate and Graduate Members of the Province, and serve at the pleasure of the Satrap.

Section 4. The Executive Committee shall consist of the Elected Officers of the Province Officers and the Immediate Past Satrap of the Province, providing that said Immediate Past Satrap was not removed from office for cause by the Province, and providing that said Immediate Past Satrap is still a Member of the Province; the Satrap shall be Chairman of this Committee.

Section 5. No additions to By-Law VII, Sec 5 of the Uniform Province By-Laws.

### **Ordinance 8.**

Section 1. Election of the Province Delegate and Alternate Delegate to the Grand Council Convention shall occur at the Spring Assembly of the election cycle year that will include the Grand Council Convention, in accordance with the provisions of Ordinance 6. The Province Delegate and Alternate Delegate to the Grand Council Convention shall serve on the Province Executive Committee for one year until next election. This position will not exist for election cycle years that do not include a Grand Council Convention.

Section 2. The Province Delegates shall attend all Province Assembly meetings with full capacity as voting members. The Province Delegate shall act as Chairman for the Province Caucus at the Grand Council Convention.

Section 3. No additions to By-Law VII, Sec 3 of the Uniform Province By-Laws.

**Ordinance 9.**

Section 1. No additions to By-Law IX, Sec 1 of the Uniform Province By-Laws.

**Ordinance 10.**

Section 1. No additions to By-Law X, Sec 1 of the Uniform Province By-Laws.

**Ordinance 11.**

Section 1. No additions to By-Law XI, Sec. 1 of the Uniform Province By-Laws.

**Ordinance 12.**

Section 1. No additions to By-Law XII, Sec 1 of the Uniform Province By-Laws.

Section 2. No additions to By-Law XII, Sec 2 of the Uniform Province By-Laws.

Section 3. No additions to By-Law XII, Sec 3 of the Uniform Province By-Laws.

Section 4. No additions to By-Law XII, Sec 4 of the Uniform Province By-Laws.

*Reviewed and approved by Southeast Province on February 16, 2017*

*Reviewed and approved by the Legislative Committee of Kappa Psi on April 1, 2019.*