

# *Alpha Epsilon Chapter of Kappa Epsilon Bylaws 2014*

## **PREAMBLE**

We, the members of the Kappa Epsilon Fraternity, chartered at the College of Pharmacy of the University of Louisiana at Monroe (then known as Northeast Louisiana University) on October 15, 1960, do hereby unite as students of Pharmacy, to foster a professional consciousness and to provide a bond of lasting loyalty, interest, and friendship; to stimulate a desire for high scholarship and to provide opportunities for social contacts

## **CONSTITUTION**

### ***Article I. Name***

The name of this organization shall be Alpha Epsilon Chapter of Kappa Epsilon Fraternity

### ***Article II. Objective***

The objective of this fraternity shall be to foster a spirit of fraternalism among students in pharmacy, to cooperate with the University authorities in the efforts to maintain high social and scholastic standards; to assist in the advancements of pharmaceutical education; to foster a professional consciousness; to provide a bond of lasting loyalty, interest, and friendship of its members and the profession of pharmacy; and to develop the members so they may become more useful citizens and loyal alumni(ae) to the University of Louisiana at Monroe and to assist them in assuming their place of leadership in society and this organization.

### ***Article III. Membership***

Each member must be a student of pharmacy who fulfills the requirements for membership as listed in the By-laws of this Constitution.

### ***Article IV. Officers***

The officers shall be president, vice-president, recording secretary, corresponding secretary, treasurer, parliamentarian, chaplain, social chairperson, historian, recruitment chairpersons, project chairperson, intramural chairperson and public relations officer. Officers must be in good standing with the fraternity as per the national bylaws and must meet university requirements to hold elected office. The Executive Committee shall consist of elected officers.

## **Article V. Meetings**

There shall be at least two regular business or social meetings each month. Special meetings may be called at the discretion of the president or faculty advisor.

## **Article VI. Amendments**

This Constitution may be amended by a two-thirds vote of all active members, only at the regular meeting which such changes have been announced at the meeting prior to voting.

## **Article VII. Quorum**

A quorum shall consist of 51% of the active membership.

# BY-LAWS

## **Article I. Qualifications of Membership**

Section 1. Members may be of the collegiate class.

- a. Collegiate: a student enrolled in a college of pharmacy pursuing a degree in pharmacy where a chapter of the fraternity is located

Section 2. Qualifications for Collegiate Members:

- a. Each collegiate member must have an overall grade point average of 2.0
- b. They must be of good moral character.
- c. They must keep up all financial responsibilities.
- d. Any collegiate member who fails to maintain any of the qualifications set forth for membership in this article and section shall assume a probationary status for a period of one full semester. A letter will be sent explaining the grounds for his/her probation. A suspended member may not be identified as a KE member nor use such identification on a resume or job application.
  - a. A member assuming a probationary status shall meet the following requirements:
    - i. This person shall be denied the privilege of voting and holding office.
    - ii. This person must still maintain duties and other obligations.
  - b. Until the requirements set forth in this article and section are fulfilled, a member on probation may not be reinstated to active membership. They must meet all financial obligations to maintain active status.
  - c. Upon non-compliance of active member's qualifications as stated in the probation letter, a member shall be dropped from the active list and can no longer identify herself as a Kappa Epsilon member.

### Section 3. Qualifications for Prospective Members

- a. PM must be of the collegiate class of members as stated in Article I.
- b. Any student interested in joining must attend a specified number of recruitment activities as set forth by recruitment chairperson.
- c. There shall be a prospective member education period of 6-12 weeks during the fall semester. Upon completion of the specified requirements, the PM may be initiated. These requirements include but are not limited to:
  - a. Completion of PM education with a 90% on all quizzes.
  - b. Attendance of PM meetings.
  - c. Active participation in all PM events and projects.
- d. PM shall have and maintain at least a 2.0 average
- e. Recruitment will only be held in the fall semester, unless otherwise deemed necessary by the officers and advisor.
- f. Prospective members shall receive instruction regarding fraternity policy and information about fraternity history as presented in the National Education Manual.
- g. Prospective members have the same responsibilities as collegiate members, but shall neither hold office nor have the right to vote.
- h. It is the policy of the University of Louisiana at Monroe that all employees, students and authorized users of the University's facilities be able to enjoy a campus environment free from all forms of harassment based upon one's race, color, religion, age, national origin, disability or veteran's status. No person shall be denied any benefit or privilege or be subjected to any difference in treatment based upon their race, sex, age, gender, national origin, religion, color, disability, or veteran status. Politeness and friendliness are virtues that members of the University community seek to demonstrate in their day-to-day interactions. Rude and/or hostile behavior, not only violates the University's tradition of respect for others, but also undermines rational discourse and interferes with the educational process.

### Section 4. Special Status

- a. Applications for special status must be made through a letter to the president and/or advisor. Examples of special status include: financial hardships, academic probation, and alternate reasons approved by the president and/or advisor.

## ***Article II. Rights and Duties of Members***

### Section 1. Rights of members

- a. To be informed
- b. To present motions, resolutions and other business
- c. To discuss.
- d. To vote.

- e. To nominate.
- f. To be a candidate for office.
- g. To inspect official records of this organization.
- h. To insist on the enforcement of the rules of the organization and the rules of parliamentary law.
- i. To have a copy of the Constitution and By-Laws
- j. To exercise any other right given by the Constitution, By-Laws, or rules of this organization

#### Section 2. Duties of members.

- a. Members must attend all business and all call meetings and functions unless excused by the president. Functions shall be any activity designated as such by the president.
- b. A system shall be used to determine eligibility for certain privileges such as attending formal/banquet, voting and holding office.
- c. Members shall obtain the floor properly before speaking.
- d. Members shall abstain from all personalities in debates.
- e. Members shall honor and uphold the Fraternity and assume an interest in its activities.
- f. Each active member shall have a little sister/brother in either the first or second semester after initiation.

### ***Article III. Election of Officers***

#### Section 1. All officers shall be active members

- a. All officers shall be elected at the end of the spring semester for a term of office lasting one year (beginning the following fall semester). These offices are open to 2<sup>nd</sup> and 3<sup>rd</sup> year students only. These officers shall be installed and assume their duties at the last regular business meeting of the spring semester.
- b. Vacancies shall be filled by appointment of the president upon approval of the remaining officers and advisor. The length of the appointment shall be for the remaining term of that office.
- c. If a vacancy in the office of president should occur, the vice-president shall take over her job and a called election will be held to replace her.
- d. The vote shall be by secret ballot. A majority vote of 51% of a quorum being necessary for the election of any officer.
- e. The election of officers shall be reported to the national fraternity executive office immediately

#### Section 2. A faculty advisor shall be appointed by the College of Pharmacy

Administrative Council as needed. If the chapter feels that the current advisor is not fulfilling his/her duties or responsibilities, the chapter may take their concern to the administration for evaluation and possible replacement

## **Article IV. Duties of Officers**

Section 1. Duties of the President. The president shall:

- a. Preside at all meetings.
- b. Appoint all committees and oversee committee activities.
- c. Approve all expenditures.
- d. Represent the Fraternity on all occasions.
- e. Authorize all papers, acts and proceedings of the assembly, declaring its will and in all things obeying its commands by her signature on such.
- f. See that all proper rituals are sued for pledging, initiation and installation
- g. Shall see that the Constitution is fully enforced and perform all other duties pertaining to the office of the president
- h. Submit all required National KE reports. Keep a copy in the "Report" file in the KE office
- i. Serve as Kappa Epsilon's representative on Pharmacy Council

Section 2. Duties of Vice-president. The Vice-president shall:

- a. Assist the president in carrying out all duties
- b. Assume the duties of the president when the president is absent for any reason and is unable to perform all duties
- c. Make all motions, which refer exclusively to the president either directly or indirectly
- d. Be in charge of prospective member education, pinning, and Big Sis/Lil Sis activities
- e. Complete all required National KE reports

Section 3. Duties of the Secretary. The secretary shall:

- a. Write official letters and conduct all correspondence
- b. Keep a file of all correspondence, letters received, and copies sent
- c. Maintain attendance records
- d. Communicate attendance to parliament
- e. Record in the meetings all necessary transactions as stated in Robert's Rules of Order, Newly Revised
- f. Keep the minutes of all meetings of the chapter. Maintain a folder including all minutes of the meetings held that school year.
- g. See that all members are informed of all official functions, and notify committees of all appointments
- h. Submit minutes to the president and advisor within 5 days following a chapter meeting
- i. Compile a phone director including all actives and pledges. Distribute copies to both groups
- j. Assist with review of chapter bylaws

Section 4. Duties of the Treasurer. The Treasurer shall

- a. Collect and receive all money due to the fraternity
- b. Make deposits within 14 days of receiving the payment and provide reimbursements within 14 days of receiving proof of purchase and approved expense requisition form.
- c. Collect all expense requisitions and meet with the president or faculty advisor to approve them
- d. Pay out funds only when authorized by the president or faculty advisor
- e. Handle all special finances that concern the Fraternity
- f. Have in writing and present a detailed report on the finances of the fraternity at all meetings and at the close of the term of office shall compile this into one report to be submitted to the advisor and president for approval
- g. Be responsible for ordering all pins, plaques, etc
- h. Prepare for the advisor and president a monthly financial report including:
  - a. Beginning and ending bank balances
  - b. Revenues and expenditures each month
  - c. Estimates of anticipated revenues and expenses for the next month
- i. Complete all required National KE reports, including but not limited to Dues Report, Fund the Foundation Report, and Chapter Financial Report.
- j. Prepare, with the help of the newly elected treasurer, the annual financial report as of June 30<sup>th</sup> of that year.

Section 5. Duties of the Parliamentarian. The parliamentarian shall:

- a. Give accurate advice on questions of the parliamentary procedure upon request or when needed.
- b. Have a copy of the Constitution, By-Laws, and Robert's Rules of Order, New Revised.
- c. Maintain order at all meetings and conduct all elections
- d. Maintain, enforce, and communicate the system of attendance
- e. Plan all Professional Developments

Section 6. Duties of the Recruitment Chairperson. The recruitment chairperson shall:

- a. Organize and oversee all recruitment activities
- b. Assist the Vice President with new member education
- c. Acts as the T-shirt Chairpersons who will acquire designs of all chapter T-shirts. Keep a record of all member's t-shirt sizes and seek the approval of the chapter advisor on all t-shirt designs.

Section 7. Duties of Social Chairperson. The Social Chairperson shall:

- a. Plan and direct all social events of the organization with the help of the committees she has appointed
- b. Plan all sisterhood events with the help of appointed committees
- c. Plan the End of the Year Awards Banquet/Formal as approved by the chapter

Section 8. Duties of the Historian. The Historian shall:

- a. Record history of the chapter
- b. Keep a permanent file with a record of initiates of the chapter
- c. Maintain chapter scrapbook and update as needed
- d. Compile and distribute chapter "Personality Pages" yearly
- e. Update the KE display board as needed
- f. Assemble the slideshow for the End of the Year Banquet

Section 9. Duties of the Project Chairperson. The Project Chairperson shall:

- a. Plan and direct all service and fund-raising projects of the organization with the help of the committees she has appointed
- b. Be in charge of the annual Breast Cancer Awareness project

Section 10. Duties of the Chaplain. The Chaplain shall:

- a. Lead in ritual opening and closings
- b. "Thought for the Day" at each chapter meeting
- c. Lead a moment of silence upon commencement of KE activities
- d. Lead the Pledge of Allegiance at select KE events
- e. Be responsible for expressing concerns and support on behalf of the chapter

Section 11. Duties of the Fundraising Chairpersons. The Fundraising Chairpersons shall:

- a. Plan and direct all fundraising projects of the organization with the help of the committees she has appointed
- b. Submit a list of all fundraisers to the KE senate representative. These must be approved by the senate members.

Section 12: Duties of the Intramural Chairperson. The Intramural Chairperson shall:

- a. Inform chapter members of all campus intramural events
- b. Maintain an intramural calendar, which can be obtained at the activity center
- c. Organize all "sign-up" lists, compile the teams, and submit with any required money to the activity center prior to the deadline.
- d. Record members' attendance to all intramural events. This should be maintained in a notebook and used at the end of the year to help determine award recipients

Section 13. Duties of the Public Relations Chairperson (PRC). The PRC shall:

- a. Attend Pharmacy Council meetings as a KE representative when necessary
- b. Submit fundraiser approval forms to the Pharmacy Council treasurer
- c. Inform the Pharmacy Council of all KE activities and, in turn, inform the chapter regarding other School of Pharmacy organizations' activities
- d. Keep ATLAS updated with events, roster, and any other information requested by the university.

Section 14. Duties of the Alumni Chairperson. The Alumni Chairperson shall:

- a. Maintain database of updated alumni contact information
- b. Create and distribute an E-newsletter to the alumni
- c. Plan and direct all alumni activities

Section 15. Duties of the Advisor. The Advisor shall:

- a. Follow all guidelines set forth by the University and National KE guidelines. The advisor will serve as a liaison for the chapter, Grand Council, and campus faculty. The advisor will be custodian of the chapter's permanent files.

## ***Article V. Meetings***

Section 1. Time of the meetings

- a. Meetings shall be held at least twice monthly; the exact time and date are to be decided upon by the president and advisor after reviewing class schedules and room availability.
- b. Committee meetings are mandatory for all committee members and shall be called by the committee chairperson or president.
- c. Executive Committee meetings shall be held once in the fall and twice in the spring. The second meeting shall be a transition meeting involving previous officers and new officers.
- d. Special meetings may be called at the discretion of the president or chapter advisor.
- e. A quorum of the transaction of business shall be a 2/3 majority of chapter members present.

Section 2. Notification of meetings.

- a. Notice of all regular meetings shall be posted at least three days preceding the meeting.
- b. Notice of the election of officers shall be announced two weeks before the election.
- c. Notice for special meetings shall be announced two days in advance.

## ***Article VI. Order of Business***

Section 1. The order of business shall be adhered to at all meetings.

- a. Roll call.
- b. Reading of the minutes of the previous meeting.
- c. President shall call for a vote of the acceptance of the minutes.
- d. Reading of the reports of the treasurer, special communications, committee reports, etc.
- e. Unfinished business.



- f. New business.
- g. Adjournment.

Section 2. If the president desires for transaction of business out of order, it shall be necessary for the president to have a sanctioning vote of two-thirds of the assembly.

## ***Article VI. Dues and Fees***

### Section 1. Active Member Dues – Fall

Each active member shall pay \$125.00 each fall semester of which \$47.00 will go to national dues, \$30.00 will go to the composite picture, and \$48.00 will go to the chapter activity fee.

### Section 2. New Initiate Dues - Spring

Each new initiate shall pay \$160.00 for the fall semester, of which \$55 will go towards national dues, \$30.00 will go toward the composite picture, and \$70.00 will go towards the activity fee. Of the \$70.00, \$50.00 will go to the chapter activity fee and \$20 will go to the prospective members expenses, and \$5 will go to “Fund The Foundation”. This one time initiation fee shall be paid to the executive office via the chapter within seven days of initiation, accompanied by the official report of initiation.

### Section 3. Spring and Extern Dues

Each active member shall pay \$50.00 each spring semester for the chapter dues and activity fee. Each extern member shall pay \$85.00 in the fall semester, half of the active members fall dues, of which \$47.00 will go towards national dues and \$20.00 will go to the composite picture, and \$18.00 will go to chapter dues.

### Section 4. Failure to meet financial responsibilities

Any member failing to pay initiation fees, assessments or annual dues prior to deadline shall be placed on probation. She will assume a two-week probationary status from which she is excluded from all KE meetings and functions. At any time the payment is made, the member shall be reinstated as an active member and is no longer on probation. If payment is not made within two weeks, the member shall be removed form the active list of members of the chapter.

## ***Article VIII. Records***

Section 1. Fraternity officers shall keep a permanent record of their duties during the term of office. This shall be handed down to their successor at a meeting of old and new officers. They will then be filed in the office for reference

## Section 2. Chapter Documentation

- a. Records will be kept in permanent books, duly labeled and dated, to form a history of the chapter
- b. All national reports, address changes, marriages, news and other pertinent information will be submitted to the executive office by the requested dates.

## ***Article IX. Activities and Awards***

Section 1. The fraternity shall have an annual formal dance. This event shall be held in the last semester of the school year and shall be co-sponsored with Phi Delta Chi. This may be planned as Founder's Day

Section 2. The fraternity shall give an annual award to a member of the second and third year class as well as the graduating senior member chosen by the membership as the most outstanding member. The award given to the member chosen shall be a personal award.

Section 3. All fraternity policies including, but not limited to, alcohol, hazing, and sexual harassment will be upheld.

## ***Article X. Amendments***

Section 1. The by-laws may be amended or repealed by a two-thirds vote of the assembly, at any meeting, provided the following:

- a. The proposed amendment or repeal to the by-laws has been read at least two consecutive meetings and published in a place where it can be read by all members two weeks in advance of the meeting at which time the vote on the amendment or repeal is taking place.
- b. A two-thirds vote of quorum shall be required for passage of the amendment or repeal.

## ***Article XI. Parliamentary Authority***

Section 1. Roberts' Rules of Order, Newly Revised shall be the parliamentary authority with respect to all procedures not specified in the Constitution and By-Laws of Kappa Epsilon Fraternity

## ***Article XII. Election Quorum***

Section 1. A quorum of 51% of the active membership must be present before an election can be held.

Section 2. Nominations

- a. If desired by the membership, a nominating committee may be formed.
- b. The nominating committee shall be elected by the members of the organization by means of a nominating ballot or by nomination from the floor.
- c. The president shall have no part in the selection of the nominating committee, nor shall the president be an ex-officio member of the committee or attend committee meetings.
- d. After the nominating committee has made its recommendations for officers, nominations are then open to the floor.
- e. In the event there is not a nomination committee, nominations shall be made from the floor.
- f. Nominations should open 2 weeks prior to voting.

### Section 3. Voting

- a. Voting shall be by secret ballot for the election of officers.
- b. A vote shall be taken on each office at the close of nominations for that particular office.
- c. A majority is required to elect any officer.
- d. In the event that a candidate does not receive a majority vote, the election must be repeated.

## ***Article XIII. Standing and Special Committees***

Section 1. The president, with approval of the Executive Committee, will appoint the standing and special committees. The chair of each committee will be a member in good standing. Duties of the standing and special committees, unless otherwise specified, will be those assigned to them by the Executive Committee. The committees will assist the chairperson in planning and executing the various activities or projects planned throughout the year.

- a. Fundraising Committee
- b. Project Committee
- c. Social Committee
- d. Historian Committee

Section 2. Special committees may be formed and dissolved as needed for the completion of short-term projects.

## ***Article XIV. Disposition of Chapter Funds and Materials***

Section 1. In the event that the Alpha Epsilon Chapter of Kappa Epsilon is inactivated or suspended, all monies will be held by Kappa Epsilon Fraternity Inc. for redistribution to the chapter upon reactivation. Inactive chapter funds in holding not redistributed

within a seven year period of time will be absorbed by the national fraternity. Fraternity materials (charter, crest, Bible, gavel, member files, ritual manual) and chapter materials shall be stored at the national fraternity executive office.

## ***Article XV. Convention***

Section 1. At least one member must attend each national biennial convention as a delegate from Alpha Epsilon Chapter