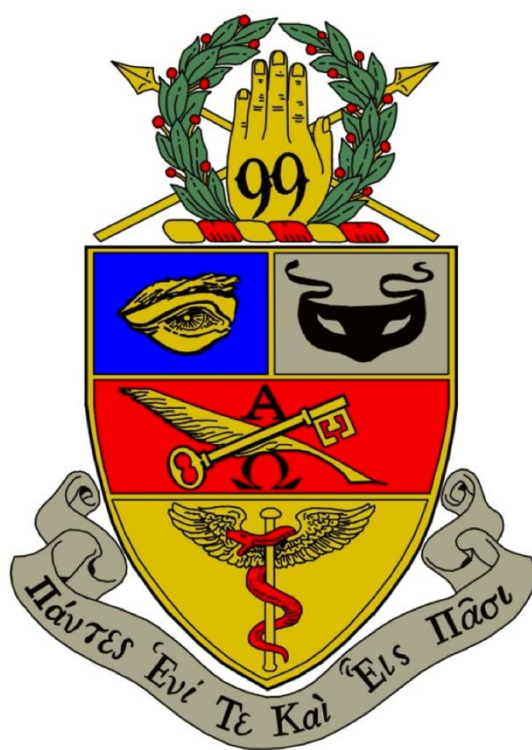


**Kappa Psi Pharmaceutical Fraternity**

**Mountain East Province  
Officer Guide**



Updated July 2017

## INTRODUCTION

This guide is designed to assist Province Officers in outlining their duties for the year. The following information is compiled from the Kappa Psi Constitution and Uniform By-Laws, the Kappa Psi Province Officer Policy, Mountain East Province (MEP) Local Province Ordinances, as well as current officers. In addition to the duties outlined below, all officers shall perform the following duties that include, but are not limited to:

- Attending all province assembly meetings
- Participating in conference calls and meetings with the executive committee
- Traveling to conduct chapter visits
- Preparing and giving workshops as needed
- Answering questions from Brothers and acting as a resource
- Assisting with additional responsibilities that may arise

The current MEP Local Province Ord 6. Sec 1 states:

The Province Officers shall be: Satrap, Vice-Satrap, Secretary, Treasurer, Historian, Chaplain, Parliamentarian and Webmaster. No officer may serve more than 2 consecutive terms holding the same office.

The Uniform Province By-Law XIII Sec. 4 states:

The Province Officers shall administer the affairs of the Province. Their duties shall be those usually attending their respective Office, comparable to the functions of Officers of the Grand Council as indicated in the Constitution and By-Laws of the Fraternity.

The Kappa Psi Province Officer Policy states:

The duties of the Satrap are likened to the duties of the Regent of the Collegiate Chapter and the Graduate Chapter. The duties of the Vice-Satrap, Secretary/Treasurer, Chaplain, Historian and Province Supervisor are likened to the duties of the Vice-Regent, Secretary/Treasurer, Chaplain, Historian and Grand Council Deputy of the Collegiate Chapter.

## **GUIDANCE FOR PROVINCE OFFICERS**

### **SATRAP**

The Kappa Psi Constitution and By-Laws, Uniform Province By-Laws, and Mountain East Province Local Ordinances state that the responsibilities for Satrap are as follows:

- (By-Law X Sec. 5) The Satrap shall preside at the meetings of the Assembly; shall be responsible to and act as the Grand Regent's deputy in all matters of grievance or interpretation of the Law of the Fraternity in the Province; decision of the Satrap may be appealed to the Grand Regent, whose decision in all matters shall be final except as specified in the By-Laws. The Satrap shall perform such other duties as directed by the Grand Regent.
- (MEP Local Ord. 7 Sec. 4) The Executive Committee shall consist of the Province Officers; the Satrap shall be Chairman of this Committee.

In addition, the Mountain East Satrap responsibilities may include:

- Appointing committee members and committee chairs
- Printing officer name table tents for province meetings
- Calculating the Man-Mile award for each province meeting
- Coordinating scheduled meetings with the province executive board
- Sending congratulatory letters for the chartering of new chapters
- Maintaining all correspondence of province matters through the [mep.satrap@gmail.com](mailto:mep.satrap@gmail.com) email address
- Setting the agenda for assemblies
- Assist Vice Satrap and Province Planning Committee in planning future province meetings
- Supervise all executive board members to ensure their respective responsibilities are completed in a timely manner
- Set up regents retreat

Some of these duties may be delegated to other officers on the province executive board as needed.

### **VICE SATRAP**

The Kappa Psi Constitution and By-Laws, Uniform Province By-Laws, and Mountain East Province Local Ordinances state that the responsibilities for Vice Satrap are as follows:

- (By-Law X Sec. 6) In the event of the inability of the Satrap from any cause whatever to perform the duties of the office, they shall be performed by the Vice Satrap of the Province

In addition, the Mountain East Vice Satrap responsibilities may include:

- Reviewing and updating the Mountain East Province Officer Guide at least annually
- Working in conjunction with the Historian to complete a bi-annual Province newsletter
- Maintaining all correspondence of province matters through the [mep.vicesatrap@gmail.com](mailto:mep.vicesatrap@gmail.com) email address
- Polling province members to determine workshop content at assembly meetings
- Coordinating chapter visits with chapter executive boards

- Coordinating workshops at assembly meetings
- Helping province planning committees as needed
- Chairing a province committee
- Oversee scholarship activity which may include Mr. & Ms. MEP Scholarship or MEPs Got Talent!
- Set up MEP week
- Assist in scholarship money collection in order to offer the goal of \$1000 per year in scholarships
- Assist all executive board members in completing their duties

## **SECRETARY**

The Kappa Psi Constitution and By-Laws, Uniform Province By-Laws, and Mountain East Province Local Ordinances state that the responsibilities for Secretary are as follows:

- (Uniform Province By-Law IV Sec. 2) The secretary shall notify the Chapters of the time and place of the Province Assembly and Interim Meeting at least two (2) months prior to the date of the meeting(s). The Secretary shall notify each Chapter of the agenda for the Assembly or Interim Meeting at least ten (10) days prior to the meeting(s).
- (Uniform Province By-Law IV Sec 4.) The Chapter Secretary should notify the Province Secretary, at least thirty (30) days prior to the Assembly, of the names of the Chapter's Delegates. Any changes are to be reported to the Province Secretary at the opening of the Province Assembly

In addition, the Mountain East Secretary responsibilities may include:

- Maintaining an updated list of contact information (name, officer position, and email address) of current officers for each chapter in the province
- Keeping meeting minutes for executive board meetings, province assembly meetings, and workshops (or designating another officer to take minutes as needed)
- Maintaining all correspondence of province matters through the [mep.secretary@gmail.com](mailto:mep.secretary@gmail.com) email address
- Contacting each chapter in the province for contact information and delegate forms
- Maintaining updated chapter rosters for the province

## **TREASURER**

The Kappa Psi Constitution and By-Laws, Uniform Province By-Laws, and Mountain East Province Local Ordinances have not explicitly outlined the responsibilities for Treasurer. However, duties of the Chapter Treasurer may be similar and are reported in Uniform Collegiate Chapter By-Law VI Sec. 5:

- The Treasurer shall receive all monies due to the Chapter and/or the Grand Council, and disburse all monies necessary to satisfy the obligations of the Chapter; keep an accurate record, following sound accounting practices, of all receipts and disbursements; promptly collect all dues, initiation fees, special assessments, and any other monies due to the Chapter; transmit all fees due to the Grand Council, on time, to The Central Office as provided for in the Constitution and By-Laws of the Fraternity; report the financial condition of the Chapter at each meeting, including the names of all members in arrears and the dollar amounts thereof; and upon completion or removal from the term of office, transfer to either the

successor or a committee appointed to audit, all books, records, monies, and property belonging to or in the custody of the Chapter.

In addition, the Mountain East Treasurer responsibilities may include:

- Receiving province dues
- Updating the province financial book and recording all transactions
- Filing taxes for the province
- Completing reimbursement when needed (e.g., to collegiate officers and grand officers for province)
- Assisting other chapters with financial issues as needed (e.g., filing taxes)
- Carrying out any other financial decisions made collectively by province officers
- Maintaining all correspondence of province matters through the [mep.treasurer@gmail.com](mailto:mep.treasurer@gmail.com) email address
- Maintaining province bank account at PNC Bank
- Paying province expenses as needed

## **CHAPLAIN**

The Kappa Psi Constitution and By-Laws, Uniform Province By-Laws, and Mountain East Province Local Ordinances have not explicitly outlined the responsibilities for Chaplain. However, duties of the Grand Ritualist may be similar and are reported in By-Law VII Sec. 11:

- The Grand Ritualist shall direct the ritualistic work of the Order; present, for action by the Grand Council, revisions of all or any part thereof, edit any reprints and/or revisions thereof of the Ritual of the Fraternity and supervise its usage, understanding, and instruction for the Chapters and Provinces.

Additional similar duties are reported in the Collegiate Uniform By-Law VII Sec. 8:

- The Chaplain shall supervise the instruction and work of the Ritual; conduct all appropriate services designated by the Chapter or Regent; and be the Chapter's official representative to assist the Grand Ritualist in the performance of official Ritualist duties.

Current MEP Chaplain responsibilities may include:

- Chairing the Philanthropy Committee and coordinating execution of the philanthropy project at each province meeting
- Carrying out duties outlined in the Chaplain Training Manual
- Maintaining all correspondence of province matters through the [mep.chaplain@gmail.com](mailto:mep.chaplain@gmail.com) email address
- Distributing the Chaplain Training Manual amongst chapter chaplains
- Following the province ritual checklist
- Performing an invocation and reciting the Vow of Allegiance at assembly meetings

## **HISTORIAN**

The Kappa Psi Constitution and By-Laws, Uniform Province By-Laws, and Mountain East Province Local Ordinances have not explicitly outlined the responsibilities for Historian. However, duties of the Grand Historian may be similar and are reported in Uniform By-Laws VII Sec. 10:

- The Grand Historian shall record all important events of significance to the Fraternity; be responsible for the preparation and publication, from time to time, through The Central Office, of such data and proceedings of the history of the Fraternity as shall be of value as a matter of record and future interest.

Current MEP Historian responsibilities may include:

- Documenting and presenting photographs or videos from each province meeting at the Saturday evening banquet
- Collaborating with the Satrap and the Newsletter Committee on the MEP Province Newsletter on a bi-annual basis
- Informing the province of pertinent deadlines (e.g., MASK submissions, chapter reports)
  - MASK submission reminders: one month, one week and day before deadlines via email AND the Facebook group
- Maintaining all correspondence of province matters through the [mep.historian@gmail.com](mailto:mep.historian@gmail.com) email address
- Maintaining the MEP Instagram and Twitter accounts

## **PARLIAMENTARIAN**

The Kappa Psi Constitution and By-Laws, Uniform Province By-Laws, and Mountain East Province Local Ordinances have not explicitly outlined the responsibilities for Parliamentarian. However, duties of the Grand Counselor may be similar and are reported in By-Law VII Sec. 9:

- Upon request, tender official opinions concerning interpretation of the Constitution and By-Laws of the Fraternity, Uniform Province By-Laws, Uniform Collegiate and Graduate Chapter By-Laws, Local Province Ordinances, Local Collegiate and Graduate Chapter Ordinances, and any other rules, regulations, and/or enactments; examine all Local Province and Chapter Ordinances following their adoption to assure their consistency with superior enactments of the Fraternity; be consulted by the Chapters and Provinces in all legal matters

Additional similar duties are reported in the Collegiate Uniform By-Law VII Sec. 9:

- The Sergeant-at-arms shall, at the direction of the Regent, enforce the Constitution and By-Laws of the Fraternity, the By-Laws and Ordinances of the Chapter, and the commands of the Chapter; preserve order; and perform all such duties as custom attaches to the office

Current MEP Parliamentarian responsibilities may include:

- Receiving and compiling all legislative proposals for MEP and forwarding copies of the most updated legislative changes to the MEP Executive board
- Ensuring that parliamentary conduct at all meetings is closely adhered to and governed by the current edition of *Robert's Rules of Order – Newly Revised*
- Maintaining all correspondence of province matters through the [mep.parliamentarian@gmail.com](mailto:mep.parliamentarian@gmail.com) email address
- Chairing the Legislative Committee

## **WEBMASTER**

The Kappa Psi Constitution and By-Laws, Uniform Province By-Laws, and Mountain East Province Local Ordinances have not explicitly outlined the responsibilities for Webmaster.

Current MEP Webmaster responsibilities may include:

- Continuously updating the website with information that includes, but is not limited to, the following:
  - Upcoming events
  - Province assemblies
  - GCC
  - Chapter officer lists
  - Documents
  - Officer/chapter reports
  - History
- Working in conjunction with the Province Secretary to update the province calendar of events
- Maintaining all correspondence of province matters through the [mep.webmaster1@gmail.com](mailto:mep.webmaster1@gmail.com) email address
- Renewing the MEP Website Domain (BlueHost) in December and Web Host (BlueHost) in January
- Gathering video correspondences for a new chapter chartering
- Administrating Facebook and Google Group pages
- Regularly updating the website every month
- Maintaining Twitter and Instagram account with MEP Historian
- Maintaining Remind Mobile Application for assembly communication

## **IMMEDIATE PAST SATRAP**

The Kappa Psi Constitution and By-Laws, Uniform Province By-Laws, and Mountain East Province Local Ordinances have not explicitly outlined the responsibilities for Immediate Past Satrap.

Current MEP Immediate Past Satrap responsibilities may include:

- Maintaining all correspondence of province matters through the email address [mep.pastsatrap@gmail.com](mailto:mep.pastsatrap@gmail.com)
- Forming the new advisory committee, which consists of each past satrap including the immediate past

## **DELEGATE AND ALTERNATE DELEGATE TO THE GRAND COUNCIL CONVENTION**

(MEP Province Local Ord. 8 Sec 1) Elections for the Grand Council Convention Delegate and Alternate Delegate will be conducted at the Assembly just prior to the Grand Council Convention. The Delegate and Alternate Delegate's term will expire at the end of the Assembly following the Grand Council Convention.

(MEP Province Local Ord. 8 Sec 2) The duties of the Province Delegate shall include preparing and presenting a Province report to be given at the Grand Council Convention. The Delegate and Alternate Delegate to the Grand Council Convention shall promote attendance to the Grand Council Convention and will be responsible to ensure all Chapters of the Province submit proxy and/or delegate forms to the Central Office for the Grand Council Convention. The Province Delegate shall act as chairperson for the Province caucus held at the Grand Council Convention. The Province Delegate shall submit a written report of the Grand Council to the Province Secretary at least one month prior to the next Province Assembly. The Province Delegate shall also be responsible for submitting an official report to be presented at the Province assembly immediately following the Grand Council Convention.

Current MEP Grand Council Convention Delegate responsibilities may include:

- Attending all general sessions at GCC
- Overseeing and organizing candidate interviews

### **PROVINCE SUPERVISOR**

(By-Law X Sec. 2) The Grand Regent shall appoint a Supervisor for each Province. The Supervisor's duties shall be to advise and counsel the Province Officers on administrative and other pertinent matters, to insure meetings are held at designated times, and to do whatever necessary to insure the successful continuity of the Province. The Supervisor shall be encouraged to attend meetings of the Province Assembly but shall have no vote in the matters of the Assembly.