Policy and Procedure Manual

Issued for and by the Authority of the Grand Council

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ΚΨ Kappa Psi
Pharmaceutical Fraternity, Inc.

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The Grand Council of the Fraternity

Table of Contents

Duties and Responsibility of the Executive Director 2
Duties and Responsibility of the Editor of the MASK 5
The MASK 9
Risk Management 11
Picture and Social Media 14
Awards 18
Grand Council Conventions 22
House Rules for Grand Council Conventions 25
Province Designations 28
International Expense Reimbursements 30
Province Supervisor and Assistant Supervisor Eligible Expenses for Reimbursement 35
Chapter Anniversaries 37
Chapter Visitation 38
Establishing or Reactivating a Collegiate Chapter (Checklist) 41
Establishing or Reactivating a Graduate Chapter (Checklist) 46
Graduate Voluntary Dues 51
Antitrust Policy 52
Conflict of Interest 54
Email Authorization & Liability 56
Chapter Dormancy 58
Trademark Use 62

Policy Name: Duties and Responsibilities of the Executive Director
Effective Date: 1991
Revised: June 2009, November 2010, September 2015, December 2018

The Executive Director is responsible for supervising and administrating The Central Office. The position is appointed for a term, with conditions, and salary that are determined by the International Executive Committee. They make all the necessary day-to-day operational decisions of the Fraternity, but do not have the authority to commit the Fraternity to any obligation, which may lead to legal or financial responsibilities unless the International Executive Committee has given them such approval. They may enlist the aid of any member of Kappa Psi for any duties as outlined in their job description, so long as they are not a member of their family, unless approved by the International Executive Committee. A thorough and working knowledge of the Constitution and By-Laws and policies and procedures of the Fraternity is expected in order to perform their duties.

Central Office Duties

The Executive Director shall be responsible for the day-to-day operations of the Fraternity and ensuring the Central Office remains an accessible resource to all members who may need assistance. Their duties within the Central Office include:

- Obtaining administrative assistance as needed to operate The Central Office and authorizing any and all expenses associated with day-to-day maintenance of the Central Office, provided all expenses are within the approved budget.
- Maintaining email and phone access at the Central Office and, within a week of any inquiry, providing a resolution or communicated response to the requestor on the status of the inquiry.
- Compiling, maintaining, and publishing a current events calendar.
- Organizing and publishing a Fall and Spring packet, ensuring all relevant information is included as well as letters from any International Executive Committee member who wishes to be included.
- Publishing and maintaining an adequate inventory of the Constitution and By-Laws, the Ritual Handbook, the Pledge Handbook, the Policy Manual, and any other materials directed by the Executive Committee.

Financial Obligations

The Executive Director is the primary financial manager of the Fraternity's treasury and as such has obligations to ensure the financial solvency of the Fraternity, under the guidance of the International Executive Committee. As such, their duties include:

- Receiving monies from various sources: Chapters, royalties, interests, funds, etc., and disperses them in accordance with the budget approved by the International Executive Committee.
- Maintain an accounting system, contracting required accountant assistance, and maintaining an income and expense journal, and a ledger system.
- Maintaining every financial transaction to the Fraternity, provide quarterly financial reports to the International Executive and Advisory Committees, and an annual financial report to the membership.
- Creating and submitting, in cooperation with the Grand Regent, a proposed annual budget for the Fraternity, and sending it to all members of the International Executive Committee at least one (1) month prior to all Executive Committee meetings.
- Authorizing all expenses associated with the publication of The Mask, unless otherwise directed by the International Executive Committee, provided expenses are within budget.
- Coordinating an internal audit annually or as deemed necessary by the International Executive Committee.
- Coordinating an external audit, by an organization approved by the International Executive Committee, every five years or when changes are made in the Executive Director position.

Executive Committee Duties

The Executive Director is an appointed officer of the Fraternity and non-voting member of the International Executive Committee. As such, their duties, in addition to those outlined in the Constitution & By-Laws, include:

- Prepare, in cooperation with the Grand Regent, an agenda for each International Executive Committee meeting and forward copies to all members at least fourteen (14) days before the meeting date.
    - Serve as Secretary to the International Executive Committee, by recording all the minutes of meetings and providing them to members within one (1) month of the meeting.
- Report, publish, and keep copies of adopted annual budgets with International Executive Committee minutes.
- Consult with the International Executive Committee, Province Supervisors, and Committee Chairpersons informing them as to the proper discharge of their duties.
- Make recommendations, in cooperation with the Grand Regent, to the International Executive Committee of any professional pharmacy projects, participation of the Fraternity with the Schools/Colleges of Pharmacy and all Chapters, the American Pharmacists Association, and other organizations.

- Administer the affairs of the Grand Council Conventions by supervising the arrangement, organizing, and/or coordinating programs, and serving as the Convention Secretary.
- Organize and arrange transportation to, and promoting and staffing the Kappa Psi booth and/or reception at the American Pharmacist Association, the American Society of Health-System Pharmacists, and other pharmacy meetings as determined by the International Executive Committee.
- Maintain a relationship with other professional organizations, Schools/Colleges of Pharmacy, and such governmental agencies that may have authority and influence on the practice of pharmacy.
- Seek to develop new chapters and programs for the Fraternity.
- Assist the Public Relations Committee in preparing and disseminating information necessary to promote Kappa Psi.
- Assist the Collegiate and Graduate Chapters in the maintenance of Chapters.
- Any other duties as requested by the Grand Regent or International Executive Committee.

Policy Name: Duties and Responsibilities of the Editor of The MASK
Effective Date: 1991
Revised: June 2009, November 2010, December 2014, December 2015, March 2016, August 2018, December 2018

The Editor of The Mask edits and publishes the official journal of Kappa Psi Pharmaceutical Fraternity known as *The MASK*. The Editor serves at the pleasure of the International Executive Committee and receives an honorarium as determined by the International Executive Committee either in cash and/or benefits, details of which must be mutually agreed upon between the Editor and The Central Office. Total amount of this honorarium is not to exceed the cash amount as authorized by the International Executive Committee. In the event that an assistant editor is appointed, they shall not be entitled to any reimbursements noted here within, unless approved by the Grand Regent in advance.

The MASK Publication Duties

The duties of the Editor of *The MASK* (EOM) focus on the editing and publication of the Fraternity's official journal which shall be published four (4) times annually, on a quarterly basis with one being an annual report published in lieu of a summer issue. The duties shall be as follows:

- Publish and distribute *The MASK*, adhering strictly to an authorized and approved budget of the International Executive Committee, ensuring that all aspects of the publication adhere to all Fraternity policies.
    - All proofs of the MASK shall be provided to the Executive Committee no later than 4 weeks prior to official authorization to go to print.
    - The International Executive Committee shall have 72 hours to provide feedback to the Grand Regent who shall provide the feedback directly to the Editor. If no feedback is provided, it may go to print automatically.
    - The EOM is responsible for ensuring that *The MASK* shall be mailed no later than 8 weeks from the deadline of article submission as noted in *The MASK* policy.
    - Changes in the print deadline schedule shall be communicated to the Grand Regent.
- Solicit, compile and edit articles from every Chapter and Province in the Fraternity for each issue excluding the annual report.
- Edit, publish, solicit and/or commission, at their discretion and within budgetary limits, articles that express such thoughts which lead to progress, advancement or enrichment of the Fraternity and the profession of pharmacy.
- Publish articles of a Continuing Education Program as authorized by the Grand Regent or the International Executive Committee.

- Publish an official Fraternity response in consultation with the Grand Regent regarding any “Letter to the Editor.”
- Solicit and publish articles of interest from the Grand Officers and other Alpha Chapter Members in their areas of elected expertise, academic specialty, or practical experience.
- Actively promote, in cooperation with The Central Office (and/or at the direction of the Grand Regent), Grand Council Conventions and any other official projects.

Meetings, Training and Documentation Duties

The Fraternity shall provide for appropriate training opportunities and support that may assist the Editor of THE MASK (EOM) in the completion of their duties. The Fraternity shall pay travel expenses, as noted within this policy, provided the duties are completed as requested. All potential costs must be within the approved budget and are dependent upon provisions noted below. The EOM shall be responsible for attending the following events, with the outlined responsibilities and reimbursements:

- The Grand Council Convention
    - Prior to the Grand Council Convention, the EOM shall, in cooperation with the Executive Director, publish the biographies of all candidates for international office and ensure the correct list of candidates is also published in *The MASK* issue published immediately prior to the Grand Council Convention.
    - Ensure there is adequate photographic (or other multimedia) documentation of each event associated with the GCC. The EOM is expected to be present at all official functions of the Grand Council Convention as requested by the Grand Regent, which includes, but is not limited to, all general sessions, all official social events and any other sessions requiring documentation.
        - The EOM may elicit assistance from other members, however those members shall not be eligible for any reimbursement and their involvement shall not absolve the Editor of *The MASK* of their duties.
    - The EOM shall, in cooperation with the Grand Historian, create a spread in the issue of The MASK issue immediately following the Grand Council Convention displaying highlights from the convention, including the new International Executive Committee members.
    - Upon completion of the above outlined duties, the EOM shall be eligible for reimbursement as stated in the *International Expense Reimbursement Policy.*
- The American Pharmacists Association Annual Meeting & Exhibition
    - The EOM shall be encouraged to attend this meeting for purposes of obtaining photographic documentation of the Kappa Psi Reception and presentation of the A. Richard Bliss Award.

    - The EOM is not required to register for the meeting, but may work with the Executive Director to get an Exhibitor Badge to assist with photographic documentation at the Kappa Psi Booth.
    - Attendance at the reception entitles the EOM to the stipend noted in the *International Expense Reimbursement Policy.*
    - If the EOM is unable to attend, they are to assist the Grand Regent in finding someone to obtain the requested photographic evidence, however this person should be someone already attending the meeting and is not be eligible for the stipend.
- The Fraternity Communications Association Annual Conference
    - The EOM shall be the Fraternity's official representative to the FCA Annual conference to learn about ways to improve Fraternity communication and further improve *The MASK.*
    - The EOM shall be responsible for providing a report the International Executive Committee of topics covered at the meeting to be eligible for reimbursement.
    - Reimbursement for this event shall be as follows:
        - Early (lowest cost) registration fee for the meeting.
        - Travel expenses to the site of the official Fraternity business as follows:
            - Mileage to and from the residence of the EOM to the site of the official meeting at $0.25 per mile OR
            - Lowest roundtrip coach airfare from the airline terminal nearest the residence of the EOM to the airline terminal nearest the site of the meeting. Airline tickets must be purchased as soon as travel request is known to help ensure lowest available cost.
        - Mileage to and from the residence of the EOM to the airline terminal nearest to their residence will be reimbursed by The Central Office at $0.25 per mile.
        - Parking fees (long-term or lowest fare parking only) incurred at airline terminals during days of official business shall be reimbursed by The Central Office. Transit fares may be reimbursed as an alternative to parking fees provided they are lower than the lowest fare parking rate.
        - Meal expenses incurred during days of official business shall be reimbursed by The Central Office. A maximum of twelve dollars ($12.00), including gratuity, each for breakfast and lunch, and a maximum of twenty-five dollars ($25.00), including gratuity, for dinner shall be paid by The Central Office. Receipts are required for each meal.
        - Standard, lowest fare (or contracted rate) hotel rooms shall be reimbursed for the days inclusive of required travel days to attend the

events. Rooms shall be booked as soon as anticipated travel dates are known or contract rates are established (whichever is earlier).

- No other items shall be reimbursed unless pre-approved by the Grand Regent.

Policy Name: The MASK
Effective Date: 1991
Revised June 2009, July 30, 2013, December 2014, January 2016, December 2018

Purpose
According to Article XV, Section 1 of the Constitution & Uniform By-Law XII, Section 4, the official journal of Kappa Psi Pharmaceutical Fraternity, Inc shall be known as "The Mask." It shall be issued quarterly in the interests of, and for the convenience of the Members of the Order. The journal shall be devoted to Chapter correspondence, the expression of thoughts and the exhibition of such matters as will rebound to the progress and advancements of the Fraternity and pharmaceutical sciences in all branches. The MASK shall be published at the expense of the Fraternity and be under the management of the Editor of The MASK who is appointed by the International Executive Committee. This policy shall outline specific requirements of the MASK as an official publication of the Fraternity.

Policy
The costs & maintenance of the MASK archives shall be as follows:

- Dues for the Fraternity Communications Association (FCA) and subscriptions are paid by The Central Office. Expenses related to attendance of the Annual FCA Conference by the EOM are outlined in the EOM policy.
- All costs associated with the MASK shall be determined by the Editor of the MASK, in collaboration with the Executive Director, and shall be included in the annual budget of the Fraternity.
- The Executive Director shall be required to keep on file all numbers of the journal for the purpose of reference in future interests.

Submissions and Content of the MASK shall be as follows:

- Submission deadlines of the MASK are as follows:
    - Spring Issue: March 1st
    - Summer Issue: July 1st
    - Fall Issue: October 1st
    - Winter Issue: December 1st
- The Mask contains articles, chapter news, province news, Fraternity news, pictures, the Grand Regent's letter, the Executive Director or other International Officer Letter(s), and other information that is deemed usable information for the Brotherhood.
- Collegiate and Graduate Chapters are encouraged to send Chapter news and activities for each issue except the annual report, which should be typed and

submitted to the Editor by the deadlines. Any article received after the deadline may be published in the next issue.

- Printed black and white or color pictures, as well as digital pictures, are encouraged from each chapter. Digital pictures should be at least 300 dpi and be submitted in ".jpg" or ".gif" format. Persons in the pictures should be properly identified. Pictures should meet the standards of the Kappa Psi Picture Policy.
- Feature articles for publication may be solicited by the Editor. Unsolicited articles are acceptable if they pertain to a subject significant to the pharmacy profession, or Kappa Psi Pharmaceutical Fraternity, Inc., and are signed by the author. All articles are subject to editing.
- Articles accepted for publication in The Mask will become the copyrighted property of Kappa Psi Pharmaceutical Fraternity, Inc.

Printing & Formatting of the MASK shall be as follows:

- Electronic copies of the MASK from the prior academic year will be made available after June 1st OR earlier at the discretion of the International Executive Committee.
- Electronic copies of The MASK are to be maintained in a location to be determined by the Editor of the MASK and the Executive Director.
- All other aspects of the formatting, editing and style of the MASK shall be at the sole discretion of the Editor of the MASK, unless specific requests are provided by the Grand Regent.

Policy Name: Risk Management
Effective Date: August 2016
Revised: December 2018

The Risk Management and associated policies apply to all Kappa Psi sponsored events including, but not limited to, Chapter, Province, and Grand Council Convention functions.

Alcohol and Substance Abuse

All Provinces, Chapters and Members of the Fraternity shall **NOT**:

- Possess, use, sell, or facilitate distribution for non-medical purposes any controlled substances (including marijuana) or other mind-altering substances whose use is in contrast to Fraternity ideals while on Chapter premises, during any Fraternity event, or at any event or activity that an observer may associate with the Fraternity.
- Possess, distribute, or consume alcoholic beverages on the premises of any Chapter, or at any event, activity, or function in the name, or in the benefit of the Fraternity, that is in conflict with institutional, federal, state, provincial or local laws, regulations and policies.
- Have alcohol, or any other mind-altering substance, be the primary focus of any event.
- Use fraternity funds to purchase alcohol. The pooling of funds to purchase alcohol for an event can never be sanctioned.
- Permit, tolerate, encourage or participate in “drinking games,” “drinking songs” or any intentional overconsumption of alcohol. Drinking games may include, but is not limited to, the consumption of shots of alcohol in context of any special setting, the practice of consuming shots or other alcoholic beverages equating to one’s age, “beer pong,” “century club,” “dares,” “power hour” or any other activity involving the consumption of alcohol which involves duress or encouragement.
- Advertise or promote the presence of alcohol (e.g., verbally, electronically or in print) at any event or activity.
- Permit mass containers or access to unrestricted alcohol (e.g., kegs, party balls, punch bowls, open bars) even if brought and/or paid with individual funds.
- Rent out an establishment or banquet facility unless a licensed bartender is selling and/or distributing all of the alcohol involved in the event.
- Co-sponsor an open event, (i.e., those with unrestricted access by non-members of the Fraternity) with any establishment or entity that sells or distributes alcohol either at the establishment or otherwise.
- Host any recruitment activity, (rush, pledge, or otherwise), at or in conjunction with a tavern (defined as an establishment generating more than half of annual gross sales from alcohol) or alcohol distributor.
- Allow prospective members (rushees and pledges) to consume alcohol or any other mind-altering substance for non-medical purposes, including any controlled substances or marijuana, whose use is in contrast to Fraternity ideals before, during or immediately following any Fraternity event or on Chapter premises.

Hazing

No Province, Chapter, Colony, Student or Alumnus shall conduct or condone hazing activities. This includes, but is not limited to:

- Any form of forced physical exercise.
- Any activity that might reasonably be expected to cause embarrassment or psychological harm to an individual.
- Any activity that might reasonably be expected to bring physical harm to an individual.
- Any activity that might reasonably be expected to degrade or otherwise compromise the dignity of an individual.
- Any activity that might reasonably be expected to require an unreasonable or inordinate amount of an individual's time, or in any manner impair an individual's academic efforts.
- Any activity that might reasonably be expected to make an individual the object of ridicule.
- The required consumption of any liquid or solid matter.
- Any requirement which compels an individual to participate in any activity which is illegal or contrary to an individual's genuine moral and/or religious beliefs or contrary to the rules and regulations of the educational institution.
- Violating any laws, rules or regulations associated with hazing within the jurisdiction where the event is occurring.

Human Dignity

- The Fraternity does not tolerate or condone any form of discrimination or harassment behavior on the part of its members, whether physical, mental or emotional, for reasons of race, color, creed, religion, sexual orientation, national origin, age, disability, or any other factor that a reasonable person would deem inappropriate or inhumane. This is to include actions, activities or events, whether on Chapter premises or off-site locations, and including but not limited to verbal, electronic (written), physical or sexual harassment or assault by individuals or members acting together.
- No Member or Pledge shall be required, coerced, forced, or influenced in any way to do anything that would be unbecoming of a Brother of Kappa Psi Pharmaceutical Fraternity, Inc.

Rushing/Pledging

Due to the sensitive nature of the relationship between prospective members (defined as rushees or pledges) and members, the following considerations must be kept:

- The relationship between members and prospective members, although personal in nature by definition, must maintain a level of professionalism and respect by upholding the principles of human dignity at all times.

- Prospective members are expected to maintain the highest level of regard for the pillars and virtues of the Fraternity at all times in order to be considered for membership. Special emphasis should be placed on sobriety and high ideals both during and outside of Fraternity events and activities. Reckless or illegal behavior and conduct unbecoming of a Brother of Kappa Psi Pharmaceutical Fraternity, Inc. by prospective members or pledges is never condoned or allowed.
- Member(s) must refrain from any language, gesture or activity that a reasonable person may perceive as encouraging or coercing, whether intentional or not, any prospective member into consuming alcohol or using any other mind-altering substance for non-medical purposes, whether formally or informally connected to Fraternity events or activities.
- All rush and pledge events must be formally outlined and documented. Documented approval must be confirmed with the Regent and Grand Council Deputy of the Chapter. This documentation must be maintained by the chapter for no less than seven years.
- The risk assessment form must be completed for all rush and pledge events.

Policy Name: Picture & Social Media
Effective Date: August 2016
Revised: December 2018

Purpose

To protect and maintain 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 and other policies. With a diverse number of platforms available, it is important to ensure that all participation follows the viewpoints and standards of the Fraternity and any of its members, and that all obligations and liabilities are considered before presenting the material to the public.

Policy

This policy shall apply any time the Fraternity (including, but not limited to, the crest, Province and/or Chapter letters, name, words, phrases, symbols, etc.) are included as the caption of a picture or album, and/or seen within the picture itself.

Members should evaluate all pictures and topics for appropriateness before publishing material. Available resources include, but are not limited to: members of the Fraternity, Grand Council Deputies, and Province or International Officers before publishing. When in doubt, members are encouraged to refrain from posting. Any member who feels that a posted message and/or image is objectionable is encouraged to contact The Central Office and/or the International Executive Committee immediately.

Sharing of Images

It is important for members to realize that anything put on the Internet is permanent and can be found, regardless of the level of security place upon the files. It is important for members to protect their own images, as well as the image of the Fraternity as a whole by ensuring all pictures represent the professional image of the Fraternity. Although not explicitly covered by this policy, the Fraternity encourages all of its members to follow the same recommendations in their personal lives as they are always a representative of the Fraternity, regardless of the setting. All platforms, including, but is not limited to:

- Fraternity, Province, Chapter or Individual websites and social media pages
- Fraternity, Province, Chapter or Individual publications including magazines (including The Mask and other news outlets), texting, Province or Chapter slideshows, Province or Chapter reports, and other printed documents that are often seen by faculty members, parents, future employers, and others.

The guidelines for any picture shall include, but is not limited to:

- No alcohol in pictures, including the foreground or background of pictures. This includes, but is not limited to:

    - Bottles, kegs, cans, or clear cups that contain beer or other obviously alcoholic beverages
    - Pictures of drinking games, beer bongs, or other devices meant to allow the consumption of alcohol
    - Any clearly intoxicated individual
- No sexist photos, including anything that may be construed as sexual harassment
- No overtly sexual material
- No obscene gestures or any gesture that may have a double meaning and may reflect poorly on the name of the Fraternity
- No racist or discriminatory pictures
- No illegal activities or paraphernalia, including anything that may violate Federal, State, Local, or University laws, rules, and/or regulations
- No pictures that depict actions in violations of any of the Fraternity's policies

Social Media Usage

It is the responsibility of all members of the Fraternity utilizing various social media sources to abide by the terms set forth by this policy, as well as all others (i.e. the Kappa Psi Risk Management policy). Social media may include, but is not limited to, the personal/Fraternity websites, including: Facebook, Twitter, Google +, LinkedIn, Flickr, YouTube, Wikipedia, WordPress, Blogger (or other blog forums), Snapchat, Pinterest, Foursquare, Tumblr, Instagram, Yik Yak, Myspace, and Tinder.

Each of these areas may or may not require various levels of approval regarding their use. Please contact The Central Office, Grand Regent, and/or Grand Vice-Regent regarding the use of these materials. While Chapters, Provinces, and the Fraternity-at-Large may initiate their own individual social media sites, the Grand Regent and/or his/her designee(s) will be responsible for maintaining and upholding the designation of the official International Fraternity social media pages (i.e. Facebook, Twitter, etc.).

When using social media, in any way associated with the Fraternity, members shall proceed as follows:

- Follow all applicable state, federal, university/college/school of pharmacy rules, faculty/staff handbooks, regulations, and policies (such as FERPA, HIPAA, and NCAA regulations).
    - Any content and/or online activity created by a poster or site moderator that violates these ordinances, or contains/leads to the release of a student's private and personal information is strictly prohibited and should be removed. These are to be followed in conjunction with any applicable institutional guidelines or policies that have been implemented for Collegiate and Graduate chapters with whom there may be affiliations. If the institution requirements are more stringent than the Fraternity's policy, then they must be followed accordingly.

- Any member commenting on the Internet or any social media outlet about the Fraternity, Provinces, Chapters, individual members, or anything related to the Fraternity should only do so within the scope of their role within the Fraternity.
    - Consider the high levels of professionalism and the expectations regarding being a member of the Fraternity when commenting, posting photos/pictures, and/or advertisements.
- Materials posted in relation to the Fraternity should be professional and courteous at all times. Consider that this information may be viewed by other pharmaceutical fraternities, Universities/Colleges/Schools of Pharmacy, organizations, or institutions.
- Ritual-related information should never be posted in any social media setting, forum, or blog. Consult the Grand Ritualist if unsure if information is appropriate to post.
- Consider any conflict of interest use of social media or blogs. Refer to your institution, the Fraternity's Constitution and By-Laws, local ordinances, policies, and any other guidelines that refer to this matter.
- If a social media member or the press contacts members of the Fraternity about inappropriate posts made in social media outlets that relates to the Fraternity in any way, it is the responsibility of the member, Chapter, or Province to alert The Central Office, Grand Regent, and/or Grand Vice-Regent before responding.
- Refer to the Constitution and By-Laws regarding trademark use of the various logos of the Fraternity (i.e. letters, crest, etc.).
- When utilizing personal social media, use personal email accounts and not the Fraternity-associated ones. Refer to the Email Authorization and Liability Policy.
- Ensure that all forms of expression:
    - Are not profane nor offensive
    - Are in context to the site or discussion thread
    - Respects the privacy of the Fraternity, Province, Chapter, and its members.
- Members of the International Fraternity's social media sites/pages (i.e. Facebook, Twitter, etc.) must be Brothers of the Fraternity.
- Any person(s) requesting addition to the Fraternity's social media sites/pages must be approved by either the Grand Regent and/or his/her designee(s). This is to verify that person(s) requesting addition are Brothers of the Fraternity.
- The International Executive Committee and The Central Office reserve the right to remove/delete posts, photos/pictures, advertisements, etc. that are in direct conflict with the Constitution and By-Laws, Risk Management Policy, Picture Policy, or are deemed to be unprofessional/inappropriate.

Policy Violation(s)

Violation of this policy shall lead to the following actions:

- Violation of the policy on the International Website or Official Social Media Pages:

    - First violation – the post will be removed and the member will be sent a copy of this policy as a reminder.
    - Second violation – the member's rights to access/post to that platform shall be revoked.

- Violation of the policy on any other platform:
    - First violation – the member will be asked to remove their post and a copy of this policy will be sent as a reminder.
    - Second violation – the member shall be referred to their Chapter and Grand Council Deputies (for collegiate members) for appropriate discipline under the purview of the Chapter as stated in the Constitution and By-Laws.
- The Fraternity may be required to reveal any member of the Fraternity's identity (or required information known about the member) in the event of a legal action arising from the said material in accordance with local, state or national laws.

Policy Name: Awards
Effective Date: 1991
Revised: June 2009, May 2010, December 2015, December 2018

Purpose
To outline the specifics of each award including the qualifications, process for selection and presentation of each award.

Policy
Each of the following awards shall be made available by the Fraternity:

- Henry J. Goeckel Grand Council Scholarship Key and Certificate
    - The Grand Council Scholarship Key is awarded annually by the Grand Council to members who graduate with First Honors or who stand highest in their entire class of graduates.
    - The key is made of 14 karat gold and is properly engraved.
    - A Scholarship Certificate accompanies each key.
    - The expense is borne by The Central Office and the award is made following certification by the Dean of the School/College of Pharmacy.
- Scholarship Honors Certificate
    - Awarded to members who have earned a minimum grade point average of 3.00 or the equivalent of a "B" average for work done during the periods determined by the Chapter Awards Committee and approved by the Executive Committee.
    - Membership for at least one (1) full academic year in Kappa Psi Fraternity is required.
    - It is supplied, by the Central Office, upon request following certification by a Chapter's Grand Council Deputy.
    - This award also is presented by authority and at the expense of the Grand Council.
- Asklepios Key
    - Special award to be presented by a Chapter to its' members for outstanding achievements.
    - Although each Chapter has always been able to establish its' own standards in the selection of recipients for the award, it is recommended primarily for the excellence in scholarship.
    - The cost of the key is borne by the Chapter and may be obtained from The Central Office upon request.
- Scholarship Tray Award

    - This honor is given to the Collegiate Chapter that has the highest grade point average based upon their membership and their School/College grading system.
    - The calculations are based on a formula designed by the Chapter Awards Committee and approved by the International Executive Committee.
    - The winning Chapter receives a silver scholarship tray and appropriate recognition in The Mask.
- The Robert A. Magarian Order of the Silver Mortar
    - Membership in the Order of the Silver Mortar is restricted to persons who have been members of the Fraternity for twenty-five (25) years or more.
    - A certificate will be issued by The Central Office to each eligible member upon request.
    - The cost of the certificate is assumed by the Fraternity.
    - The Order of the Silver Mortar does not elect officers.
- The Preston W. Eldridge Order of the Golden Mortar
    - Membership in the Order of the Golden Mortar is restricted to persons who have been members of the Fraternity for fifty (50) years or more.
    - A certificate will be issued by The Central Office to each eligible member upon request.
    - The cost of the certificate is assumed by the Fraternity.
    - The Order of the Golden Mortar does not elect officers.
- The F. Harvey Smith Order of the Platinum Mortar
    - Membership in the Order of the Platinum Mortar is restricted to persons who have been members of the Fraternity for seventy-five (75) years or more.
    - A certificate will be issued by The Central Office to each eligible member upon request.
    - The cost of the certificate is assumed by the Fraternity.
    - The Order of the Platinum Mortar does not elect officers.
- Service Order
    - Membership in the Service Order is specifically provided for non-members of the Fraternity.
    - Election to the Service Order may be made by any Collegiate or Graduate Chapter.
    - Qualifications for such election shall be established by the Chapter making such election.
    - Upon receiving proper notice of the election, The Central Office shall issue a certificate and a jewelry emblem.

    - The cost of each certificate and emblem shall be the responsibility of the Chapter making such election and may not be issued until the appropriate fees have been paid to The Central Office.
- F. Harvey Smith Grand Regent's Letter of Recognition
    - The Grand Regent's Letter of Recognition may be requested by any member, Chapter, or Province as a form of recognition for members of the Fraternity for distinctive service and/or dedication.
    - The cost of the certificate is assumed by the Fraternity.
- W. Bruce Phillips Certificate of Commendation
    - The Kappa Psi Pharmaceutical Fraternity Certificate of Commendation may be requested by any Chapter or Province in recognition of important or conspicuous service or achievement by a member in the interest of the Fraternity or the profession.
    - This certificate shall be issued at the discretion of the Grand Regent.
    - The cost of the certificate is assumed by the Fraternity.
- Honorary Membership
    - A Collegiate Chapter or Graduate Chapter may nominate for Honorary Membership in Kappa Psi Pharmaceutical Fraternity any person who has contributed in some distinguished manner to the pharmacy profession at the national level.
    - Election to Honorary Membership shall be made ONLY by the Executive Committee.
    - The nominee, if elected, shall be granted Honorary Membership.
    - No portion of the Ritual of Initiation will be administered to Honorary Members, but an embossed certificate of membership will be issued. Honorary Members may not hold any Constitutional Office nor shall they be required to pay dues.
        - Honorary Office may be granted to Honorary Members.
- Frank H. Eby Award
    - Presented at each Grand Council (every two years) using interest accumulated from the Frank H. Eby Endowment Fund.
    - Each Collegiate Chapter has the opportunity to nominate one (1) member for the award.
        - To be eligible for nomination, the nominee must be an active member of a Collegiate Chapter or an alumni member up to one (1) year after graduation.
        - The recipient of this award receives a plaque, $250.00, and round trip airfare to attend the Grand Council Convention.
    - The Criteria for the award include:
        - Service to the Fraternity

            - Chapter Offices held
            - Province Offices held
            - International Offices held
            - Committee assignments (Chapter, Province, International)
            - Special projects (i.e. hypertension screening, drug abuse education, etc.)
            - Fraternity award
        - Service to the University
            - Office held in other organizations
            - Committee assignments in School/College of Pharmacy
            - Special projects
            - Special recognition and awards
        - Service to the Profession
            - Membership in state and national pharmacy organization
            - Offices held or committee assignments in above
            - Special recognition and awards
    - Credentials
        - Biographical information
        - Nomination by Chapter (letter from Regent)
        - Recommendation of Grand Council Deputy
        - Recommendation of Dean
        - Optional letter from officer of state and/or national pharmacy association

Policy Name: Grand Council Conventions (GCC)
Effective Date: 1991
Revised: June 2009, September 2009, July 2013, January 2016, December 2018

Purpose
The Grand Council of Kappa Psi Pharmaceutical Fraternity, Inc. is required by our Constitution and By-Laws to meet every two (2) years. This policy provides the process to ensure each Grand Council Convention (GCC) meets the needs of the Fraternity, outlines the responsibilities of those planning the convention and describes the process for selecting a site.

Policy/Procedure
Dates, Timing and Scheduling

- The exact time and date of GCC shall be determined by the International Executive Committee.
- The length of GCC shall be of sufficient time to ensure all standard activities can be conducted. These activities may include, but are not limited to: programs, workshops, continuing education and Fraternity business.
    - The agenda for Fraternity business must be approved by the Grand Regent.
    - Free time for members to socialize shall be included during the program at the discretion of the Grand Regent and GCC Convention Chairperson.
- The election of International Officers usually is conducted during the last general session of GCC.
- The Anniversary Banquet is held on the last evening of GCC. During the banquet, the installation of new International Officers is conducted along with any award ceremonies. Receptions (Openings, Graduate, Grand Council Deputy, etc.) are held as deemed necessary by the International Executive Committee and GCC Convention Chairperson.

Goals of GCC

- To provide an international meeting for Collegiate and Graduate members to conduct Fraternity business that may come before it in proper order.
- To provide a forum for Chapters to share experiences both successful and unsuccessful. The gathering of the membership provides all in attendance the opportunity to meet members from across the world and experience the true meaning of brotherhood.

Physical Requirements of GCC

- The facility should provide meeting spaces large enough to meet specifications on a daily basis. This is determined by the GCC Convention Chairperson based on the approved agenda by the Grand Regent & Executive Director.
    - A sufficient number of smaller meeting rooms set to our specifications for continuing education meetings, workshops, caucuses, and receptions should be available.
    - If necessary, a convention center or similar space may be used dependent upon room requirements.
- The banquet facilities must be of size and staff to provide service comfortably for persons who may attend both the Alpha Reception and the Banquet.
- Hotel room rates for members should be kept as low as possible to enable the members to attend without undue financial hardship.
- The convention site ideally should be close to a major airport, but this is not a major requirement if easily accessible by automobile.

Responsibilities of the GCC Convention Chairperson

- To propose a GCC program
- To establish a GCC budget
- To visit the site with the Executive Director and the Grand Regent.
- To work closely with the Executive Director and the Grand Regent in all planning, especially when the Grand Regent has finalized the convention program.
- To chair the GCC Planning Committee under the direction of charges put forth by the Grand Regent.
- To determine and finalize food and beverage requirements with the hotel in conjunction with the Executive Director to ensure proper budgetary balance.
- To assist in raising monies to support speakers, food functions, and special events.
- To provide the hotel with a list of names of the Grand Officers, International Executive Committee members, Past Grand Regents, their families, speakers, and other dignitaries for the purposes of room reservations after consultation with the Executive Director.
- To work with the president of the Foundation to secure continuing education (CE) speakers with final approval by the Foundation Board.

Responsibilities of the Executive Director

- To handle all hotel negotiations and sign the hotel contract.
    - Since the Executive Director is in charge of hotel negotiations, it is imperative that they alone be the spokesperson for the Fraternity when dealing with hotels.

    - The Executive Director will collaborate with the GCC Convention Chairperson to negotiate room rates, accommodations, and meeting room charges.
- To pay all GCC expenses and serve as the Convention Secretary.
- To establish a master account with the hotel and provide the necessary credit information.
- To visit the convention site with the Grand Regent and Convention Chair, if possible.
- To raise money or other support from pharmaceutical companies and other organizations for the GCC.
- To work closely with the Convention Chair.

Selection of GCC Site by the Executive Committee

- Per the Constitution and By-Laws, the International Executive Committee of Kappa Psi shall decide the site selection of GCC. The International Executive Committee shall use the following procedure for this process:
    - The Executive Director will collect all bids requested by and submitted to The Central Office for consideration. The Convention Chair and/or the Executive Director will review the bids and visits bid sites when appropriate. The Convention Chair, after consulting with the Executive Director and Grand Regent, will make a formal recommendation as to the bid site for the following GCC using the following criteria:
        - Local site mechanisms
        - Hotel facilities
        - Site features and attractions
        - Geographic location
        - Financial considerations
        - Transportation availability
    - The formal bid recommendation will be submitted to the Executive Committee in the form of a resolution for ratification. All formal recommendations will require a majority vote by the International Executive Committee. Should the Convention Chair decide not to make a formal recommendation, the site will be decided by a simple majority vote by the International Executive Committee. Convention sites should be set between one (1) to two (2) years in advance for all GCCs.

Policy Name: House Rules for Grand Council Conventions

Effective Date: 1991
Revised: March 2007, June 2009, September 2009, July 2013, July 2016, December 2018

Purpose

To establish standard House Rules for the Grand Council Convention including procedural operations for the business meeting itself.

Policy/Procedure

Delegates & Attendance

- The seating of Delegates at all sessions of the Grand Council shall be in alphabetical order:
    - Collegiate Chapters shall be seated first according to the Greek Alphabet
    - Graduate Chapters shall be seated next according to the English Alphabet
    - Provinces shall be seated next according to the English Alphabet
    - International Executive Committee Officers shall be seated next according to Office hierarchy as listed in the Constitution
    - Past Grand Regents shall be seated last according to English Alphabet by last name
    - Random seating of Voting Delegates shall not be permitted. Place cards shall be used to designate the assigned seat(s) for each Chapter and Province.
    - Delegates for Chapters will only be seated after being verified by the credentials committee. A delegate may only sit for a chapter on whose roster they are listed, provided they meet the other requirements for Chapter membership and election as delegate as outlined by the Constitution & By-Laws.
        - Delegate eligibility will be based on the most recently submitted roster on file with the Central Office. Any roster updates must be submitted no later than the date of submission of delegate forms.
- There shall be a roll call of Chapters, Provinces, and other voting members, attendance noted, and made a part of the report of the Grand Council, at the beginning of each session.
    - No session of the Grand Council shall be opened unless a quorum is present.
    - Absence from more than one (1) session of the Grand Council shall be a valid reason for possible reduction or elimination of travel reimbursement paid by the Fraternity to the Chapter.

- All Officers and Members of the International Executive Committee shall be present at all meetings of the Grand Council.
    - Absence from more than one (1) session of the Grand Council shall be a valid reason for possible reduction or elimination of travel reimbursement paid by the Fraternity.
    - The only exception of this rule shall be when the member's presence is required at another function of the Grand Council which is coincidental with the meeting, or at the direction of the Grand Regent.

Right to the Floor & Debate

- On any given debatable item, the total debate time shall be limited to twenty (20) minutes.
    - Each speaker shall be allowed a maximum of two (2) minutes with an additional one (1) minute to be allotted at the option of the Chair.
    - Speakers may proceed in any order; however, at the option of the Chairperson, debate may be made in alternating pro and con order.
    - Time limits shall be kept by the Chairperson or their assigned agent.
- Any member wishing to speak on an issue shall first seek the recognition of the Chairperson, after obtaining same, proceed to the assigned podium, and make their point.
    - At all times during all meetings of the Grand Council, use of the floor shall be restricted to delegates of the Grand Council, with proper dignity and decorum being maintained.

Decorum

- There shall be no alcoholic beverages in the meeting room during sessions of the Grand Council.
- At all times during all meetings, those in attendance shall be sober and properly dressed.
    - Professional attire shall be required for all business sessions and the Scholarship Luncheon.
    - No member will be admitted to any meeting who is obviously intoxicated and/or who exhibits a bare chest and/or bare feet.
- No photographs taken or videos made at any Grand Council Convention sessions may be sold without an official contract with the Fraternity.
- All cellphones and other electronic devices must be kept on silent during all sessions.
- There shall be no campaign materials permitted on the Grand Council Convention site or surrounding areas during the Grand Council Convention. Any

Brother in attendance that is warned by hotel security for excessive noise or disturbing other hotel guests will be subject to removal by the hotel if a second warning is given.

  - If the Brother who is asked to leave is a collegiate, the Dean of their school/college will be notified of such an occurrence. In addition, if the hotel comps a room for a hotel guest because of this errant activity, the Brother's Chapter shall be responsible for that cost and will be billed by The Central Office for this expense.

- Mascots of any kind are prohibited at any Kappa Psi official function.

Policy Violation

- Failure to follow any of the above rules may result, at the direction of the Chairperson, in the member's removal from the meeting.
- Any reported violation of the policy may be made known in open session in order to bring attention to the violation and ensure it does not happen again.

Suspending the Rules

- To suspend any or all of the above rules, either temporarily or permanently, shall require a three-fourths (3/4) vote of the Members of the Grand Council.

Policy Name: Province Designations
Effective Date: 1910
Revised: March 2009, June 2009, June 2010, July 2013, October 2013, January 2016, December 2018

Purpose
To define the borders of the Provinces in Kappa Psi as directed by Article XIII, Section 1 of the Constitution of Kappa Psi.

Policy
The Provinces shall be defined by state borders unless otherwise stated.

- *Atlantic Province* shall include chapters located in Northern Georgia North Carolina, Northeast South Carolina, Eastern Tennessee, and Southern Virginia.
- *Great Lakes Province* shall include chapters located in the states of Kentucky, Michigan, Ohio, and the Toronto peninsula of Ontario, Canada.
- *Gulf Coast Province* shall include chapters located in the states of Alabama, Arkansas, Louisiana, Mississippi, and Middle/Western Tennessee.
- *Mid-America Province* shall include chapters located in the states of Illinois, Indiana, Kansas, and Missouri.
- *Mountain East Province* shall include chapters located in the states of Delaware, the District of Columbia, Maryland, Western New York, Western Pennsylvania, Northern Virginia, and West Virginia.
- *Northeast Province* shall include chapters located in the states of Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, Eastern New York, Eastern Pennsylvania (including Beta Omega, Delta Omicron, Harrisburg Grad, Philadelphia Grad and Pocono Grad) Rhode Island, and Vermont.
- *Northern Plains Province* shall include chapters located in the states of Iowa, Minnesota, Nebraska, North Dakota, South Dakota, Wisconsin, and Wyoming.
- *Northwest Province* shall include chapters located in the states of Alaska, Idaho, Montana, Oregon, Utah, Washington, and the province of British Columbia, Canada.
- *Pacific West Province* shall include chapters located in the states of Arizona, California, Hawaii, and Nevada.
- *Southeast Province* shall include chapters located in the states of Florida, Southern Georgia, Southeast South Carolina, and the commonwealths of the Bahamas and Puerto Rico.
- *Southwest Province* shall include chapters located in the states of Colorado, New Mexico, Oklahoma, and Texas.

Procedure

- If a Chapter wishes to request to change their Province they must petition the International Executive Committee. This petition shall be signed by the Regent or their designee and shall include the rationale for the request. The current and requested Provinces shall both be notified by the Grand Regent or their designee. The International Executive Committee shall vote on the petition and the decision shall be communicated to the Chapter Regent, current Province Satrap, and requested Province Satrap by the Grand Regent or their designee.
- Starting in the year 2020, the Executive Committee of Kappa Psi Pharmaceutical Fraternity, Inc. shall reexamine Province borders every 10 years.

Policy Name: International Expense Reimbursement Policy
Effective Date: September 2015
Revised: August 2016, August 2016, December 2018

Purpose
To define what is reimbursed for the International Executive Committee Members, Past Grand Regents, Past Executive Directors, Coordinator of Province Affairs, and Editor of the Mask.

Policy/Procedure

The International Executive Committee (EC), Executive Director (ED), Coordinator of Province Affairs (CPA), and Editor of the MASK (EOM) shall be allowed to submit receipts for reimbursement for expenses incurred as required by their office or for Fraternity business conducted at the request of the Grand Regent. Past Grand Regents (PGRs) and Past Executive Directors (PEDs) shall be eligible for a fixed stipend to encourage attendance at Grand Council Conventions. Reimbursement and payments may be subject to change based on available funds and exceptions to the standardized rates and reimbursements may be granted on an as needed basis by the Grand Regent. ***In order to be eligible for reimbursement, all expense reports (with required receipts) must be properly completed and submitted to the Central Office no later than thirty (30) days from the completion of an event.***

Charterings & Chapter Anniversaries

- The Grand Regent shall appoint an official representative from the International Executive Committee to attend all Chapter Charterings and Anniversaries over the course of the term. Only the official representative(s) chosen by the Grand Regent shall be eligible for reimbursement. Other Officers who chose to attend said events shall not be eligible for reimbursement.
    - In the event an international officer is unable to attend an event, the Grand Regent may authorize another representative in their place. That Brother shall then be subject to the same reimbursement rates as noted below.
- Reimbursement for these events shall be as follows:
    - Travel expenses to the site of the official Fraternity business for the lower of either:
        - Mileage to and from the Officer's residence to the site of the official meeting at $0.25 per mile OR
        - Lowest roundtrip coach airfare from the airline terminal nearest the Officer's residence to the airline terminal nearest the site where the official Fraternity business shall be conducted. Airline tickets must

be purchased as soon as travel request is known to help ensure lowest available cost.

- Mileage to and from the Officer's residence to the airline terminal nearest to their residence will be reimbursed by The Central Office at $0.25 per mile.
- Parking fees (long-term or lowest fare parking only) incurred at airline terminals during days of official business shall be reimbursed by The Central Office. Taxi fares may be reimbursed as an alternative to parking fees provided they are lower than the lowest fare parking rate.
- Meal expense incurred during days of official business shall be reimbursed by The Central Office. A maximum of twelve dollars ($12.00), including gratuity, each for breakfast and lunch, and a maximum of twenty-five dollars ($25.00), including gratuity, for dinner shall be paid by The Central Office. Receipts are required for each meal.
- Standard, lowest fare (or contracted rate) hotel rooms shall be reimbursed for the days inclusive of required travel days to attend the events. Rooms shall be booked as soon as anticipated travel dates are known or contract rates are established (whichever is earlier) by the host Chapter.

Required International Executive Committee Meetings

- The International Executive Committee shall be required to attend the following meetings during their term of office:
  - International Executive Committee Retreat
  - Meeting/Reception held in conjunction with APhA (two per term)
    - Provided there is sufficient funds in the General Fund, a stipend of $250 to help offset costs associated with attendance at the APhA annual convention, provided the committee member attends the Kappa Psi reception and the International Executive Committee meeting held in conjunction with the convention.
  - Interim Meeting [between Grand Council Convention (GCC) years]
  - Pre-Convention Meeting (typically held the morning/afternoon prior to the start of GCC)
    - Reimbursed according to GCC rates noted below
- Reimbursement for the EC Retreat and Interim Meeting shall be as follows:
  - Travel expenses to the site of the official Fraternity business for the lower of either:
    - Mileage to and from the Officer's residence to the site of the official meeting at $0.25 per mile OR
    - Lowest roundtrip coach airfare from the airline terminal nearest the Officer's residence to the airline terminal nearest the site where the

official Fraternity business shall be conducted. Airline tickets must be purchased as soon as travel request is known to help ensure lowest available cost.

- Mileage to and from the Officer's residence to the airline terminal nearest to their residence will be reimbursed by The Central Office at $0.25 per mile.
- Parking fees (long-term or lowest fare parking only) incurred at airline terminals during days of official business shall be reimbursed by The Central Office. Taxi fares may be reimbursed as an alternative to parking fees provided they are lower than the lowest fare parking rate.
- Meal expense incurred during days of official business shall be reimbursed by The Central Office. A maximum of twelve dollars ($12.00), including gratuity, each for breakfast and lunch, and a maximum of twenty-five dollars ($25.00), including gratuity, for dinner shall be paid by The Central Office. Receipts are required for each meal.
- The Executive Director shall be responsible for booking hotel rooms for both meetings at their discretion and costs paid directly by the Central Office. Executive Committee members shall be required to share rooms, as appropriate.

Grand Council Conventions

- Registration for GCC shall be waived for all members of the EC and the EOM.
- Reimbursement for expenses shall be as follows:
  - Travel expenses to the site of the official Fraternity business for the lower of:
    - Mileage to and from the Officer's residence to the site of the official meeting at $0.25 per mile OR
    - Lowest roundtrip coach airfare from the airline terminal nearest the Offier's residence to the airline terminal nearest the site where the official Fraternity business shall be conducted. Airline tickets must be purchased as soon as travel request is known to help ensure lowest available cost.
  - Mileage to and from the Officer's residence to the airline terminal nearest to their residence will be reimbursed by The Central Office at $0.25 per mile.
  - Parking fees (long-term or lowest fare parking only) or taxi fare (whichever is lower) incurred at airline terminals during days of official business shall be reimbursed by The Central Office.
  - Reasonable meal expense incurred during travel days to or from the Grand Council Convention shall be reimbursed by The Central Office. A

maximum of twelve dollars ($12.00), including gratuity, each for breakfast and lunch, and a maximum of twenty-five dollars ($25.00), including gratuity, for dinner shall be paid by The Central Office. Receipts are required for each meal.

- The Convention Chairperson and/or their committee shall arrange for transportation between the GCC airline terminal and the GCC hotel for all EC members and EOM.
- Hotel shall be covered as follows:
  - For the ED, Grand Regent, and Convention Chairperson, the room rate shall be reimbursed at the full contracted rate.
  - For all other EC members and the EOM, the room rate shall be reimbursed at half of the contracted rate.

- Each Past Grand Regent or Past Executive Director not on the International Executive Committee, attending the Grand Council Convention, shall be provided a complimentary registration and be reimbursed an amount set by the Executive Committee for expenses not reimbursed by another source. The reimbursement amount shall be no more than two-hundred and fifty dollars ($250.00). If an individual has been both a Past Grand Regent and a Past Executive Director, they will only be eligible for a single stipend.

Non-Reimbursable Items

- Local entertainment expense during official business
- Rental car expense is not reimbursable unless approved in advance by The Grand Regent and the Executive Director (ED). If approved, reimbursement is limited to a compact car.
- Expenses on any days prior to or after the official days of business (i.e. early arrival or late departure for vacation/leisure purposes)
- Any expenses incurred for attending ASHP reception or EC meeting.
- Any expenses incurred by International Executive Committee Officers who attend Charterings, Anniversaries or other Fraternity business on their own accord (not as the officially appointed representative by the Grand Regent).
- If an Officer refuses or neglects to perform the required duties as outlined by the Grand Regent prior to the business trip, reimbursement shall not be given.

Other Funds and Reimbursements

- The Grand Regent shall be provided a discretionary account to help with any costs they deem necessary to fulfill the duties of their office. This account shall not exceed five-thousand dollars ($5,000) per year.

- The Executive Director shall be provided a discretionary account to help with any costs they deem necessary to fulfill the duties of their office. This account shall not exceed five-thousand dollars ($5,000) per year.
- The Coordinator of Province Affairs shall be provided a discretionary account to help with any costs they deem necessary to fulfill the duties of their appointed position. This account shall not exceed fifteen hundred dollars ($1500) per year, provided they fulfill the duties stipulated by the Grand Regent.
- The Editor of the Mask shall be entitled to such other reimbursements, as specified in their contract, provided they fulfill the duties of said contract.

Policy Name: Province Supervisor and Assistant Supervisor Eligible Expenses for Reimbursement

Effective Date: 1991

Revised: June 2009, July 30, 2013, September 2015, August 2016, August 2018, November 2024

Purpose

To outline what is reimbursed for the Province Supervisor and Assistant Supervisor. Unless otherwise stated, the term Supervisor(s) will be used to include both Supervisors and Assistant Supervisors.

Policy/Procedure

Province Supervisors will be provided with an annual budget to cover approved expenses for attending province assemblies. The budget will be determined by the Executive Committee, accounting for the location and frequency of meetings, and will cover an annual cycle beginning on August 1st and ending on July 31st.

Reimbursed Supervisor Expenses:

- Transportation expenses (must be approved in advance by the Executive Director (ED). If approved, this will include the lower of either:
    - Mileage to and from the Supervisor's residence to the site of official Fraternity business at $0.50 per mile
      OR
    - Lowest roundtrip, coach airfare from the airport nearest the Supervisor's residence to the airport nearest the site where the official Fraternity business will be conducted.
        - Purchase of airfare from a location other than the Supervisor's residence must be approved by the ED.

- Rental car expenses are not included unless approved in advance by the ED. If approved, expenses are limited to a car at or below the compact car rate.

- Mileage to and from the Supervisor's residence to the airport nearest to their residence is approved at a rate of $0.50 per mile.
- Parking fees (long-term or lowest fare parking only) incurred at the airport nearest to their residence during days of official business.
    - Taxi or ride share fares may be used as an alternative to parking fees provided they are lower than the lowest fare parking rate at the airport nearest to their residence.

- A daily stipend of $50 for meal expenses incurred during days of official business. Receipts are required for each meal. No alcoholic beverages may be submitted with any meal.
- Any exceptions to the above must have prior approval from the ED.

Reimbursement of Supervisor Expenses:

- Requests for payment of expenses must be made on the appropriate form or included in the authorized payment application. All itemized receipts and mileage documentation for expenses must accompany the form sent to the Central Office. Credit card charges must be accompanied by itemized receipts.
- Documentation of expenses must arrive at The Central Office no later than thirty (30) days after the meeting.
- Required Province Supervisor Reports must be submitted for any event paid for with Fraternity funds no later than fourteen (14) days after the Province Assembly.

Responsibilities of the Province:

- Local transportation for the Supervisor will be arranged.
- Registration fees for Province Assemblies shall be waived, reimbursed, or paid by the Province via a mechanism determined by the Province Executive Committee and or the applicable ordinances/policy of the Province.

- The Province may offer, but is not required, to reimburse for the room expense of the Province Supervisor on official business for only the days of the Province Assembly, unless Province Local Ordinances state otherwise. If the Province does not cover room expenses, the Supervisor will be responsible for the cost.

Policy Name: Chapter Anniversaries
Effective Date: 1991
Revised: June 2009

Purpose
To commemorate the longevity and activity of chapters of Kappa Psi and outline the procedures for formally recognizing Chapter Anniversaries.

Policy
- All chapters, both Collegiate and Graduate, shall be eligible for a commemorative plaque to celebrate their milestone anniversaries which include:
    - Twenty-fifth (25th) – Silver
    - Fiftieth (50th) – Golden
    - Seventy-fifth (75th) – Diamond
    - One-hundredth (100th) – Centennial

Procedure

- The Central Office shall supply chapters with information concerning the date they were founded.
- The celebrating chapter may host a celebration during the anniversary year, which may be held in conjunction with homecoming, Spring or Fall formals, or Province Assemblies.
    - The anniversary celebration may be any format that the chapter deems appropriate, such as a dinner-dance, or other type of celebration.
- The celebrating chapter may ask The Central Office to send a Grand Officer to present a specially prepared plaque.
    - The Chapter must contact The Central Office at least ninety (90) days prior to the special event. This will allow time for the plaque to be engraved and to make travel arrangements for the visiting Grand Officer.
    - The Central Office shall be responsible for the air fare of the visiting Grand Officer. Hotel accommodations, meals, and local transportation shall be the responsibility of the local chapter.
- The Central Office sends the lists of chapters celebrating anniversaries in the Spring Packet every February.

Policy Name: Chapter Visitations
Effective Date: 1991
Revised: June 2009, August 2018

Purpose

A Chapter visitation is a formal process in which an International Executive Committee (IEC) Officer or Grand Regent's appointee from outside the Chapter utilizes expertise to help a Chapter:

- Assess the current level of function
- Generate strategies for improving operations
- Formally investigate a risk management incident

A Chapter visitation unrelated to a formal investigation provides:

- An opportunity for the Chapter to evaluate its current state and develop a plan to achieve the goals and objectives of the Chapter to move forward.
- An opportunity to identify and discuss Chapter concerns with a representative of the International Executive Committee or the Grand Regent's appointee.
- A better understanding of Kappa Psi through an exchange of ideas regarding administration, programs, activities, and solutions among Chapters through an IEC Officer or the Grand Regent's appointee.
- A linkage between the Chapter, and the university community by contacting alumni, school/college, and university leaders who can evaluate and support Chapter programs.
- An opportunity to inspect records, determine the state of finances, observe a Chapter meeting, and communicate with the faculty and Dean of the various institutions where Chapters are located.

A Chapter visitation that requires a formal investigation provides:

- An immediate opportunity to evaluate a reported risk management and/or policy violation.
- An opportunity to assess the current status of the Chapter.
- An opportunity to develop an improvement plan through a joint meeting of the Chapter Executive Board, Chapter membership, Dean(s) of the college/school of pharmacy, Grand Council Deput(y/ies) and Faculty Advisor(s), and IEC Officer or Grand Regent's appointee.

Policy/Procedure:

IEC Officer/Grand Regent's Appointee Expenses

Before payment is made by The Central Office (CO), expenses shall be documented on the Kappa Psi Expense Form and an official report, detailing the Chapter visit, to the Grand Regent must be submitted. Completed forms shall be submitted to the Executive Director and Grand Regent no later than fourteen (14) days after the visit. All itemized receipts for expenses must accompany the form and shall be submitted to the Executive Director. Credit card charges must be accompanied with itemized receipts. Reimbursement requests and all accompanying materials shall arrive to The Central Office (centraloffice@kappapsi.org) no later than fourteen (14) days after the visit to be eligible for reimbursement.

- Transportation expenses and hotel room must be approved by The Central Office or the Grand Regent. Once approved, both expenses will be reimbursed by The CO. This shall include the lower of either mileage to and from the Officer/appointee's residence to the site of official Fraternity business at $0.25 per mile OR lowest roundtrip coach airfare from the airline terminal nearest their residence to the airline terminal nearest the site where the official Fraternity business shall be conducted.
- Rental car expenses are not reimbursable unless approved in advance by The Central Office or the Grand Regent. If approved, reimbursement is limited to a compact car. Mileage to and from the Officer/appointee's residence to the airline terminal nearest to their residence will be reimbursed by The CO at a rate currently approved by the Internal Revenue Service.
- Parking fees incurred at airline terminals during days of official business shall be reimbursed by The CO. Any days prior to or after the official days shall not be reimbursed.
- Meal expense incurred during days of official business shall be reimbursed by The Central Office. A maximum of twelve dollars ($12.00), including gratuity, each for breakfast and lunch, and a maximum of twenty-five dollars ($25.00), including gratuity, for dinner shall be paid by The CO. Receipts are required for each meal.
    - Local entertainment expense during official business is not paid by The Central Office. Other expenses incurred while traveling for the Fraternity may be submitted for reimbursement but shall be subject to approval by the Executive Director and the Grand Regent before payment.

Chapter responsibilities are the following:

- After discussing with the IEC Officer/Grand Regent's appointee, a detailed agenda should be prepared and sent to the IEC Officer or Grand Regent's appointee.

- Local transportation shall be arranged and coordinated with the IEC Officer/Grand Regent's appointee.
- Review the Chapter Visitation Procedural Document.
- Complete the Chapter Self-Analysis Report and submit to the IEC Officer/Grand Regent's appointee at least 7 days prior to the Chapter visitation.

Policy Name: Establishing or Reactivating a Collegiate Chapter
Effective Date: March 2011
Revised: March 2016, December 2018

Purpose

To promote growth and sustainability in Kappa Psi by outlining the process for establishing or reactivating a Collegiate Chapter. The process for reactivating a dormant Chapter shall be the same with exceptions noted within the policy. **Note: this policy outlines the steps required and/or suggested by the Fraternity, if school policy requires additional steps or a different sequence of events, these shall be considered on a case-by-case basis at the discretion of the International Executive Committee.*

Policy/Procedure

Procedure for Establishing or Reactivating

- Step 1. Interested person(s) contact(s) The Central Office regarding the interest in starting or reactivating a Kappa Psi Chapter.
    - The Central Office forwards (via email) information on how to Charter a Chapter, including this policy, a list of any known Brothers living in the area (if requested), and any additional information related to this proposed chapter.
    - The Central Office notifies Alpha Chapter of the interest.
        - This communication will include notification of the interest in forming a chapter as well as the interested person(s) contact information.
    - The Grand Regent will appoint a Liaison to oversee the Chartering/Reactivation from this point forward.
        - This liaison shall be required to check in with all parties weekly to ensure pledging is moving forward appropriately.
            - These updates shall be forwarded to the Grand Regent and Executive Director.
        - The liaison shall be responsible for notifying the Province Satrap and Supervisor in which the Chapter would be located.
    - The Liaison, after consultation with the Grand Regent, shall select a Brother to visit the site and/or give a presentation about Kappa Psi at the School/College of Pharmacy to interested students.
- Step 2. The Province Satrap is responsible for contacting the interested person(s). The Province Satrap will provide any necessary support from the Province level.
- Step 3. Permission must be obtained from the administration of the school/college of pharmacy before any further steps are taken (this includes any overriding rules the College or University has beyond that required by the school/college of pharmacy).

- Step 4. The group must identify one primary school contact who will be responsible for all communication between the Grand Regent's Liaison and their prospective Province Satrap, until such time as the Colony begins pledging and is able to elect a provisional Regent. At that time, that person shall become the primary point person.
    - A faculty advisor must be identified by the interested group (this person does not need to be a Brother, only eligible to become a Brother). This person MUST be employed faculty as approved by the Dean of the College/School of Pharmacy with knowledge of school rules and regulations.
    - The primary point person is responsible for keeping the proposed/reactivating chapter, faculty advisor, Satrap, and Grand Regent's Liaison up to date with weekly emails concerning the progress of the chapter.
- Step 5. Once permission has been obtained from the College or University, the Grand Regent's Liaison, Province Satrap and the Provisional Regent will work together to obtain the required letter containing five (5) signatures of Graduate Brothers in the area requesting the formation/reactivation of the Chapter.
    - Once the letter has been received by The Central Office, the group will be known as the (Insert School/College of Pharmacy) Colony of Kappa Psi and may now begin pledging.
        - The Grand Regent, Grand Regent's Liaison, and faculty advisor for the Colony (after consultation with the Province Satrap) will determine the best person to lead the pledging of the Colony.
        - The entire pledge process, as well as all pledge activities, must be approved in writing by the faculty advisor. No activity may commence without written consent by the faculty advisor.
            - The faculty advisor is strongly encouraged to attend all pledge meetings and activities. If unable to do so, they will appoint another graduate Brother to attend in their place.
- Step 6. The Colony shall begin their pledge process which shall include:
    - Creation of local ordinances and submission to the Grand Counselor for review and approval.
        - The Constitution allows the Legislative Committee 90 days to review local ordinances, thus any chartering date must be at least 3 months from submission of the ordinances.
    - Election of Provisional officers for the constitutionally required chapter offices.
    - The Colony shall submit at least 3 potential dates for chartering/reactivation at this time.
        - These dates must be congruent with timeline requirements noted below. (i.e. should be at least 2 months from the submission of final requirements for new Chapters)
        - Dates must be on non-sequential dates (i.e, may not be Friday, Saturday, Sunday of the same weekend, etc)
    - Completion of required pledge events, including but not limited to:

        - Reviewing all information in the Pledge Handbook and Manual
        - Reviewing all policies of Kappa Psi
        - Conducting a philanthropic activity
        - Conducting a fundraiser for the chapter
        - Conducting a fellowship (aka social) activity
        - Conducting a scholarship event.
        - It is recommended that these activities be conducted while the local ordinances are reviewed by the Legislative Committee.
    - All Members of the Colony must demonstrate minimum competency via the *Kappa Psi Basic Competencies Assessment, as approved by the International Executive Committee,* by attaining 80% of the total number of points available. This assessment shall focus on information provided in the Pledge Handbook and Manual and Kappa Psi policies which are required to be reviewed as noted above.
        - In the event that a Member of the Colony does not demonstrate competence initially, a second assessment may be given to demonstrate proficiency. If the Member of the Colony fails to demonstrate proficiency a second time, remediation at the discretion of the Pledge Educator(s), faculty advisor and Grand Regent's liaison will occur.
        - This assessment must be completed prior to the end of the pledge process.
    - Due to the requirements involved in the pledge process, it is recommended that the pledge process be no fewer than 6-8 weeks unless otherwise mandated by the school.
- Step 7. The Executive Committee shall vote on approval of the Chapter pending the following items are completed:
    - All required monies are paid to the Central Office (this includes the Chartering fee and money for any supplies purchased from the Central Office)
    - Approval of the local ordinances by the Grand Counselor
    - Submission of finalized list of Charter Brothers (for New Chapters Only)
        - Chapter charters shall not be printed until the pledge process is complete to ensure the list of Charter members is accurate.
        - Chapters are encouraged to choose a date for chartering that is at least 6 weeks from the end of the pledge process if they wish to have their official Charter present at the installation ceremony. During this time, the focus of the Colony should be arranging the events associated with the Chartering Ceremony and they may conduct any additional activities they wish.
        - Note: It is the responsibility of the Colony's pledge president to ensure the accuracy of all names and spelling on this list. Any errors found on the charter due to errors on the list shall be the responsibility of the Chapter and they shall be required to pay to have the Charter remade.

    - Completion of all other required items as noted in the Chapter Chartering Checklist (attached).

Timeline

- At least eight (8) weeks away from Chartering:
    - The Executive Committee chooses a date for chartering/reactivation and a member of the Committee makes a motion that includes the chartering date.
- At least six (6) weeks away from Chartering:
    - If the motion for granting a charter passes, the Grand Regent's Liaison notifies the Colony, Province Satrap, and Province Supervisor that the motion for a Charter has passed.
    - The Grand Regent makes this announcement via the listserv.
        - The announcement should include the Chartering/Reactivation Date as well as a contact person for those Brothers interested in attending the Chartering Ceremony.

COLLEGIATE CHAPTER CHECKLIST

New Chapter Checklist and Timeline – [School Name]		
Grand Regent's Liaison:		
School contact:		
GCD/Faculty contact:		

Step/Activity	Date Completed	Comments
COP/SOP permission to start process		
Kappa Psi presentation at COP/SOP		
Letter from graduates submitted to CO		
Letter from Dean submitted to CO		
Satrap & Supervisor Contacted		
Approval to begin pledging		
Chartering timelines, due dates and monetary requirements reviewed with GCD & school contact		
Submit list of pledges (names/class year) to		
Supplies ordered: manual/badges/ pins		
Election of provisional officers		
Local ordinances submitted to GC		
Submission of at least 2 dates for charter		
Pledge Manual and Handbook reviewed		
Kappa Psi policies reviewed		
Philanthropic event:		
Fundraiser:		
Fellowship activity:		
Scholarship promotion:		
Local ordinances approved		
Chartering fee paid to CO		
EC approval		Chartering Date:
Chapter Notified		
Announced to the list serve		
LOC requested from EC		

Policy Name: Establishing a NEW Graduate Chapter/Reactivating a Graduate Chapter

Effective Date: March 2011

Revised: August 2014, March 2015, April 2017, August 2018

Purpose

To aid in the development of strong and successful Graduate Chapters of Kappa Psi Pharmaceutical Fraternity, Inc.

Policy/Procedure

The process for establishing or reactivating a Graduate Chapter requires a minimum of one (1) year. The proposed Chapter shall be required to complete the aforementioned steps, in order, and charter within thirty-six (36) months/ three (3) years of receipt of the original letter of intent. If the proposed Chapter does not complete the process within this time period, they shall be required to restart the entire process. Once The Central Office has received the completed formal letter of intent, a minimum of one (1) year must elapse before the proposed Chapter may be chartered or reactivated. Chartering's will not take place after June 1st during a Grand Council Convention (GCC) year or within sixty (60) days prior to GCC.

- *Step 1.* Interested person(s) must submit a formal letter of intent to The Central Office (CO) regarding their interest in starting or reactivating a Kappa Psi Graduate Chapter in a defined geographical area. This formal letter shall include the groups' intent AND at least five (5) signatures of Graduate Brothers living in the area (city, county, or predefined geographic region) requesting the formation or reactivation of the proposed Chapter. In addition, the formal letter must include one (1) designated Chapter Point Person and their respective contact information.
- *Step 2.* The Central Office notifies the International Executive Committee (IEC) and sends a copy of the "Establishing or Reactivating a Graduate Chapter Policy" and Graduate Chapter Checklist (attached below), as well as any other information they have regarding a Graduate Kappa Psi Chapter in that geographical area and a list of any known Brothers located in the area.
- *Step 3.* The Grand Regent will appoint a person which will have the designation as "The Grand Regent's Liaison" to oversee the chartering from this point forward.
- *Step 4.* The Liaison will notify the Province Satrap and Supervisors in which the proposed Chapter would be located. The Liaison and the Chapter Point Person will work together to ensure that a timely plan is in place to complete the Graduate Chapter Checklist.
- *Step 5.* The proposed Chapter holds their first meeting focused around organizing and planning.

    - Chapter Point Person sends communication of meeting within thirty (30) days to the Liaison.
    - *Step 6.* Proposed Chapter holds first activity (professional, community service, collegiate development, etc.).
        - Chapter Point Person sends communication of activity with thirty (30) days to the Liaison.
    - *Step 7.* Proposed Chapter holds second meeting no less than sixty (60) days from first meeting. Ordinances and election of provisional officers should be completed at this time. Chapter Point Person submits local ordinances to the Grand Counselor and the Liaison.
    - Chapter Point Person sends communication of meeting, along with list of provisional officers, within thirty (30) days to the Liaison.
- *Step 8.* Proposed Chapter holds second activity (professional, community service, collegiate development, etc.) no less than (60) days after the first activity.
    - Chapter Point Person sends communication of activity with thirty (30) days to the Liaison.
- *Step 9.* Proposed Chapter holds third meeting no less than sixty (60) days from second meeting. Selection of potential chartering dates and establishing the proposed Chapter treasury should occur.
    - Chapter Point Person sends communication of meeting within 30 days to the Liaison.
- *Step 10.* Proposed Chapter pays the three hundred-dollar ($300) chartering fee to The Central Office.
- *Step 11.* Chapter Point Person submits at least three (3) potential non-sequential (i.e, may not be Friday, Saturday, Sunday of the same weekend) chartering dates to the Liaison along with the names of members for the Charter. The dates can be no less than one hundred twenty (120) days from completion of the minimum requirements and one (1) year from the date of submission of the letter to The Central Office.
- *Step 12.* The Liaison, once the Graduate Chapter Checklist is complete, will submit the Graduate Chapter Checklist and place a motion, no less than ninety (90) days before the proposed chartering date to the International Executive Committee.
- *Step 13.* If the motion for the chartering passes, the Liaison notifies the Provisional Chapter Regent, Province Satrap, and Province Supervisors. The Provisional Chapter Regent will provide a secure address for the Charter to be shipped from The Central Office.
- *Step 14.* The Executive Director places the order for the Charter.
- *Step 15.* The Grand Regent appoints a Chartering Officer to install the Chapter

- *Step 16.* The Grand Regent makes the announcement via the international email listserv and social media. The announcement should include the chartering date as well as the Provisional Chapter Regent's and Chartering Officer's contact information for those interested in attending the ceremony or for those interested in sending letters of communication.
- *Step 17.* The Liaison will work with the Provisional Chapter Regent to create an itinerary for the chartering day. The itinerary along with suggested hotel(s) should be forwarded to the Liaison, The Central Office, Province Satrap, Province Supervisor(s), and all Brothers that expressed interest in attending. The Liaison will then be responsible for collecting letters of communication from members of the International Executive committee. *Step 18.* Twenty-one (21) business days prior to the chartering, the Liaison verifies with The Central Office that the Charter has been ordered and shipped and notifies the Provisional Chapter Regent.

Responsibilities of The Central Office:

- Receive initial letter of interest.
- Notify the International Executive Committee of proposed Chapter interest.
- Send a copy of the Establishing or Reactivating a Graduate Chapter Policy along with any additional information of local Brothers to the Chapter Point Person.
- Receive payment of Chartering Fee.
- Order and ship the Charter.

Responsibilities of the Grand Regent:

- Appoint Grand Regent's Liaison to oversee the chartering process.
- Appoint Chartering Officer to install the Chapter
- Make the official announcement of the proposed Chapter's chartering to the Fraternity via email listserv and social media.

Responsibilities of the Grand Regent's Liaison:

- Establish contact with Chapter Point Person.
- Notify the Province Satrap and Province Supervisors in which the proposed Chapter is located.
- Receive communications and verify and document completion of the steps listed in the Graduate Chapter Checklist.
- Send member names for the Charter to the Central Office.
- Motion to the International Executive Committee for the chartering of the proposed Chapter.
- Notify the Provisional Regent, Satrap, and Supervisors that the motion of chartering was approved or denied.

- Assist the Chapter Point Person with creating an agenda for the chartering.
- Verify that the Charter has been ordered and/or shipped.
- Request Letters of Communication from the International Executive Committee.

Responsibilities of the Proposed Chapter Point Person:

- Send all documentation of meetings and activities to the Liaison within the required time frame.
    - All documentation shall include the names of the Brothers involved in the activity or business, the date of the activity or business, and the nature of the activity or business.
        - Meeting minutes, general nature of business conducted via email with those participating, and a brief account of activities as defined above are all acceptable.
    - Should documentation of activities or business not be reported to the appointed Liaison and Central Office within thirty (30) days, the events will not count toward the requirements for chartering and may result in a delay in chartering date.
- Keep the proposed Chapter on progress for chartering.
- Submit proposed Chapter local ordinances to the Grand Counselor.
- Submit payment of chartering fee to The Central Office.
- Submit three potential chartering dates to Liaison.
- Send names for the Charter to Liaison.
- Provide shipping address for Charter.
- Work with proposed chapter and Liaison on agenda for day of chartering.

Graduate Chapter Checklist		
Proposed Graduate Chapter Name:		
Executive Committee Liaison:	Email:	Phone:
Proposed Chapter Point Person:	Email:	Phone
Province Satrap:	Email:	Phone:
Province Supervisor:	Email:	Phone:
In the event that a new Satrap takes office or Supervisor Appointed, their name and contact information should be documented below.		
Province Satrap (if necessary):	Email:	Phone:
Province Supervisor (if necessary):	Email:	Phone:
Step/Activity	**Date completed**	**Comments**
Letter of intent submitted to The Central Office		
First meeting held		
First activity completed		
Second meeting held (no less than 60 days after first meeting)		
Election of Provisional Officers		
Local ordinances submitted to Grand Counselor		
Second activity completed (no less than 60 days after first activity)		
Local ordinances approved		
Third meeting held (no less than 60 days after second meeting)		
Chartering fee paid to Central Office		
Submission of at least 3 dates for chartering to the Liaison (must be no less than 120 days from completion of minimum requirements)		
List of names for Charter sent to Liaison and forwarded to The Central Office		
The items below to be completed by The Central Office and/or the International Executive Committee		
EC approval (motion must be no less than 90 days prior to the chartering date)		
Provisional Chapter Regent, Province Satrap, Province Supervisor(s) notified of chartering date by Liaison		
Announcement made via international email listserv and social media		
Liaison requests letters of communication from EC		

CO: The Central Office
GC: Grand Counselor
EC: International Executive Committee

Policy Name: Graduate Voluntary Dues

Effective Date: March 2011

Revised:

Purpose

To create a suggested pay by date for Graduate Brothers wishing to pay Voluntary Dues.

Policy

The cycle for Graduate Voluntary Dues is January 1 through December 31. The suggested pay by date for Voluntary Dues is March 15.

Policy Name: Antitrust Policy
Policy Number: 17
Effective Date: December 2013
Revised:

Purpose

Kappa Psi Pharmaceutical Fraternity, Inc. is a not-for-profit organization. The Fraternity is not organized to and may not play any role in the competitive decisions of its members or their employees, nor in any way restrict competition among members or potential members. Rather it serves as a forum for a free and open discussion of diverse opinions without in any way attempting to encourage or sanction any particular business practice.

The Fraternity provides a forum for exchange of ideas in a variety of settings including its Grand Council Convention, Province Meetings, Chapter Meetings, educational programs and workshops, committee meetings, and International Executive Committee meetings. The International Executive Committee recognizes the possibility that the Fraternity and its activities could be viewed by some as an opportunity for anti-competitive conduct. Therefore, this policy statement clearly and unequivocally supports the policy of competition served by the antitrust laws and to communicate the Fraternity's uncompromising policy to comply strictly in all respects with those laws.

While recognizing the importance of the principle of competition served by the antitrust laws, the Fraternity also recognizes the severity of the potential penalties that might be imposed on not only the Fraternity but its members as well in the event that certain conduct is found to violate the antitrust laws. Should the Fraternity or its members be involved in any violation of federal/state antitrust laws, such violation can involve both civil and criminal penalties that may include imprisonment for up to 3 years as well as fines up to $350,000 for individuals and up to $10,000,000 for the Fraternity plus attorney fees. In addition, damage claims awarded to private parties in a civil suit are tripled for antitrust violations. Given the severity of such penalties, the Board intends to take all necessary and proper measures to ensure that violations of the antitrust laws do not occur.

Policy

In order to ensure that the Fraternity and its members comply with antitrust laws, the following principles will be observed:

- The Fraternity or any committee, Province, Chapter, or activity of the Fraternity shall not be used for the purpose of bringing about or attempting to bring about any understanding or agreement, written or oral, formal or informal, expressed or implied, among two or more members or other competitors with regard to prices or terms and conditions of contracts for services or products. Therefore,

discussions and exchanges of information about such topics will not be permitted at Fraternity meetings or other activities.

- There will be no discussions discouraging or withholding patronage or services from, or encouraging exclusive dealing with any supplier or purchaser or group of suppliers or purchasers of products or services, any actual or potential competitor or group of actual potential competitors, or any private or governmental entity.
- There will be no discussions about allocating or dividing geographic or service markets or customers.
- There will be no discussions about restricting, limiting, prohibiting, or sanctioning advertising or solicitation that is not false, misleading, deceptive, or directly competitive with Fraternity products or services.
- There will be no discussions about discouraging entry into or competition in any segment of the marketplace.
- There will be no discussions about whether the practices of any member, actual or potential competitor, or other person are unethical or anti-competitive, unless the discussions or complaints follow the prescribed due process provisions of the Fraternity's bylaws.
- Certain activities of the Fraternity and its members are deemed protected from antitrust laws under the First Amendment right to petition government. The antitrust exemption for these activities, referred to as the Noerr-Pennington Doctrine, protects ethical and proper actions or discussions by members designed to influence: 1) legislation at the national, state, or local level; 2) regulatory or policy-making activities (as opposed to commercial activities) of a governmental body; or 3) decisions of judicial bodies. However, the exemption does not protect actions constituting a "sham" to cover anticompetitive conduct.
- Speakers at committees, educational meetings, or other business meetings of the Fraternity at the international level shall be informed that they must comply with the Fraternity's antitrust policy in the preparation and the presentation of their remarks. Meetings will follow a written agenda approved in advance by the Fraternity or its legal counsel.
- Meetings will follow a written agenda. Minutes will be prepared after the meeting to provide a concise summary of important matters discussed and actions taken or conclusions reached.
- At informal discussions at the site of any Fraternity meeting all participants are expected to observe the same standards of personal conduct as are required of the Fraternity in its compliance.

Policy: Conflict of Interest

Effective Date: December 2013
Revised:

Purpose

To ensure proper disclosure of any relationships that may be seen as a conflict of interest.

Policy

- In recognition of the IRS inquiry regarding the existence of a policy regarding conflicts of interest, and in support of good governance, this Fraternity-adopted policy covers disclosure and processing of a Conflict of Interest:
    - Defines conflicts of interest
    - Identifies classes of individuals within the organization covered by this policy
    - Facilitates disclosure of information that may help identify conflicts of interest
    - Specifies procedures to be followed in managing conflicts of interest

- Definition of conflicts. A conflict of interest arises when a person in a position of authority over the organization may benefit financially or directly from a decision he or she could make in that capacity, including indirect benefits such as to family members or businesses with which the person is closely associated. This policy is focused upon material financial interest of, or benefit to, such persons.

- Individuals covered. Persons covered by this policy are the organization's elected international officers, Executive Director, Editor of the MASK, Webmaster, Central Office staff and any other Members who may, as needed, sign consulting contracts to provide services on behalf of the Fraternity.

- Disclosure. Persons covered by this policy will, upon election, appointment or contract agreement, disclose or update to the Executive Director on a form provided by the Fraternity (Appendix A) their interests that could give rise to conflicts of interest, such as a list of family members, membership and leadership in related organizations, substantial business or investment holdings, and other transactions or affiliations with businesses and other organizations or those of family members.

- Managing conflicts. For each interest disclosed to the Executive Director, he or she will determine whether to:
    - Take no action;
    - Assure full disclosure to the board of directors and other individuals covered by this policy;
    - Ask the person to recuse from participation in related discussions or decisions within the organization; or

- Ask the person to resign from his or her position in the organization or, if the person refuses to resign, become subject to possible removal in accordance with the Fraternity's Constitution & By-Laws.
    - The Fraternity's Executive Director will monitor proposed or ongoing transactions for conflicts of interest and disclose them to the Grand Regent, or the Grand Vice-Regent should the conflict of interest be with the Grand Regent, in order to deal with potential or actual conflicts, whether discovered before or after the transaction has occurred.

Policy: Email Authorization and Liability

Effective Date: January 2014
Revised:

Purpose

To ensure proper use of Kappa Psi emails and related labels. Kappa Psi Pharmaceutical Fraternity, Inc. recognizes the use of email is an individual right and may be utilized as needed to operate within the context of its Constitution and By-Laws. In conducting business, the Fraternity may utilize email addresses that are specific to an individual or office at the international, province and chapter level. The emails are recognized only as a mechanism for reducing spam to and ensuring privacy of personal emails of the individuals elected or appointed to their respective offices.

Policy

Application

This policy shall apply to all of the following situations:

- Any chapter email account provided by the Central Office
- Any personal account with the domain @kappapsi.org
- Any account with an officer title (Chapter, Province or International) regardless of the domain name (@yahoo, @gmail, @hotmail, @aol, etc.)
- Any Brother who utilizes a signature line to indicate membership or status as an officer in the Fraternity shall also follow this policy guidelines as applicable.

The policy shall apply as follows:

- Use of email accounts shall be only to those authorized to utilize the title associated with that office.
- Access to Chapter email accounts shall be limited to those authorized by the Chapter.
- Email accounts will be used primarily as a way for individuals or officers to receive communication, correspondence or questions from any other member of the Fraternity or entity transacting business with the Fraternity.
- The Fraternity, by allowing use of these email accounts or signature lines, does not authorize the individual to tender official decisions on behalf of any entity other than those delegated to that individual or officer per the Constitution & By-Laws.
- Kappa Psi email accounts should not be utilized to sign up for social media networking sites.
- Kappa Psi email shall not be used for inappropriate, improper, disruptive, harmful, illegal or offensive communications, including but not limited to those which contain racial or ethnic slurs, obscene language or anything with could be construed as harassment, discrimination or offensive to anyone based on race,

national origin, sex, sexual orientation, disability or other protected classifications, sexually explicit messages, cartoons or jokes, propositions or personal messages. Any such use shall be grounds for discipline.

- The Fraternity as a whole does not accept responsibility for inaccurate information provided through these email accounts.

Policy Name: Chapter Dormancy
Effective Date: August 2016
Revised: December 2018, December 2019

Purpose

This policy is meant to clearly define the timeline to dormancy and the exact process for notification.

Policy

Failure to pay dues

- Per the By-Law II of the Constitution, due dates for monies owed to the Central Office are as follows:
    - Collegiate Chapters
        - February 15th – Annual Risk Management Fee and per capita dues for February, March, April and May of the same collegiate year
        - October 15th – Per Capita dues for October, November, December of the same collegiate year and January of the following year.
    - Graduate Chapters
        - March 15th – Annual Risk Management Fee and the Annual Graduate Chapter Fee
- After three consecutive years of non-payment (dues or other unpaid invoices), the Chapter shall be declared dormant at the start of the 4th year on the due date of standard payment according to the procedure listed below.
- Any chapter in arrears may set up a payment plan at the discretion of the Executive Director, who shall notify the International Executive Committee.
    - Partial payments shall apply first to the oldest portion of the debt in order to prevent risk of Chapter dormancy.
    - Failure to make any payments in the timeline established by the Executive Director shall first result in an interest penalty according to the constitution of 2% per month.
    - Failure to make a second payment would automatically put the chapter into dormancy.
    - Chapters in payment plans shall still be considered in arrears until full payment is made and shall not be permitted to seat delegates or receive reimbursement for attendance at GCC. Delegates may petition the Grand Council to be seated according to By-Law V, Section 1 of the Constitution.
- Once a Chapter is declared dormant, it must go through the process outlined in the *"Establishing a NEW Graduate Chapter/Reactivating a Graduate Chapter" or*

"Establishing a New Collegiate Chapter/Reactivating a Collegiate Chapter" policy.

Failure to file taxes

- Per the Internal Revenue Service, the responsibilities of a Central Organization are as follows:
    - Ensuring that its current subordinates continue to qualify to be exempt
    - Verifying that any new subordinates are exempt
    - Updating the IRS annually of new subordinates, subordinates no longer to be included, and subordinates that have changed names or addresses.

  Consequences of not filing taxes include loss of tax exempt status for the Central Organization, payment of taxes on income, and potential legal action from the Internal Revenue Service.
- After two consecutive years of not filing a 990 or 990-EZ form with the Internal Revenue Service, a chapter shall be placed on probation for one year. If a chapter fails to file taxes after three years and is placed on the auto-revocation list, the Executive Committee shall review to suspend the chapter.
- Once a Chapter is declared dormant, it must go through the process outlined in the *"Establishing a NEW Graduate Chapter/Reactivating a Graduate Chapter" or "Establishing a New Collegiate Chapter/Reactivating a Collegiate Chapter"* policy.

<u>Procedure</u>

Failure to pay dues

- The Central Office shall maintain records of all chapters in arrears for any payment.
- Distribution of invoices will reflect all current debts owed to the Central Office.
    - Communication about dues shall be through the Chapter's official Kappa Psi email account.
    - If the Chapter has other outstanding dues, the notification shall be carbon copied to the Regent on file and Grand Council Deputy (for Collegiate Chapters) with the Central Office.
        - It is the responsibility of the Chapter to ensure accurate contact information for the current Regent and GCD of the Chapter is on file.
- At notification of the third years dues being overdue (current year, plus two previous years), the Central Office shall notify the Chapter of the date they will be declared dormant if no action is taken.
    - This notification shall also be communicated to the Satrap of the Province and the Collegiate Member-at-Large for Collegiate Chapters or the

Graduate Member-at-Large for Graduate Chapters, so they may reach out to offer assistance to those Chapters.

- If three years remain unpaid at the due date for the fourth year, the Chapter shall be declared dormant at that time.
    - For example, a Chapter in arrears for 2012, 2013 and 2014, shall be declared dormant on the due date in 2015.
- Once the date of dormancy passes with outstanding debt and no repayment plan approved by the Executive Director; the Executive Director shall email the International Executive Committee, Province Satrap, Regent of chapter on file and Grand Council Deputy and School/College of Pharmacy (for collegiate Chapters) notice of dormancy status. This notification will include the most recent invoice of total outstanding debts itemized by each occurrence of unpaid debt with the date of effective dormancy.
- The determination of dormancy status can be petitioned by the chapter to the Grand Regent via email. The Grand Regent will send the petition to the International Executive Committee who shall have 30 days to decide on the matter, and this decision is final.
- Upon the declaration of dormancy and the closing of a chapter, the Chapter Charter must be returned to the Central Office. All Ritual regalia and paraphernalia, badges, pledge pins, and all handbooks must be returned to the Central Office or officially accounted for in a correspondence to the Central Office. In addition, all social media accounts must either be closed or the name must be changed such that any unrecognized name or dormant chapter designation is removed.

Failure to file taxes

- The Grand Counselor shall maintain records of Chapter and Province tax status and work with Province Supervisors to monitor Chapter and Province tax status.
- After 2 consecutive years of not filing a 990 or 990-EZ form with the Internal Revenue Service, the Chapter shall be placed on probation and contacted by the Grand Counselor through the Chapter's official Kappa Psi email account.
    - The Grand Counselor shall notify the International Executive Committee, Province Supervisors, Province Satrap, Regent of the Chapter on file, and Grand Council Deputy (for collegiate chapters) notice of probation status. The notification will include method for filing taxes and dates of probation.
- After 3 consecutive years of not filing a 990 or 990-EZ form with the Internal Revenue Service and the Chapter/Province is placed on the auto-revocation list, the Executive Committee shall review to suspend the Chapter/Province.
    - The Grand Counselor shall notify the International Executive Committee, Province Supervisors, Province Satrap, Regent of the Chapter on file, Grand Council Deputy and School/College of Pharmacy (for collegiate

chapters) notice of dormancy status. The notification will include method for filing taxes and/or method for reinstatement of EIN and date of effective dormancy.

- The determination of dormancy status may be petitioned by the Chapter to the Grand Regent via email. The Grand Regent will send the petition to the International Executive Committee who shall have 30 days to decide on the matter, and this decision is final.
- Upon the declaration of dormancy and the closing of a chapter, the Chapter Charter must be returned to the Central Office. All Ritual regalia and paraphernalia, badges, pledge pins, and all handbooks must be returned to the Central Office or officially accounted for in a correspondence to the Central Office. In addition, all social media accounts must either be closed or the name must be changed such that any unrecognized name or dormant chapter designation is removed.

Policy Name: Trademark Use
Effective Date: March 2022
Revised:

Purpose

To protect and maintain the interests of its membership and to ensure the appropriate use and marketing of the Fraternity's insignia and federally registered trademarks.

Policy

Kappa Psi Pharmaceutical Fraternity, Inc.'s ("Kappa Psi" or the "Fraternity") brands, marks, names, and logos are among its most important and valuable assets. Kappa Psi has registered trademarks with the United States Patents and Trademark Office relating to its marks, names and logos. Kappa Psi protects its intellectual property rights and ensures the proper use of the intellectual property of others during Fraternity operations.
Kappa Psi is a member of a consortium of Greek organizations that has entered into an agreement with a licensing firm that grants licenses to manufacturers and vendors that produce, market and/or sell designs or products depicting the Fraternity's trademarks.

Any manufacturer or vendor wishing to produce, market or sell any design or product depicting the Fraternity's trademarks must become licensed with the licensing firm contracted by The Central Office prior to doing so. Licensed manufacturers and vendors agree to submit all designs and products for prior approval and pay royalties as agreed.

Definitions

- **Trademark:** a symbol, word, or words legally registered or established by use as representing a company or product
- **Copyright:** is a type of intellectual property that protects original works of authorship as soon as an author fixes the work in a tangible form of expression

Kappa Psi's Trademark Rights

As owner of its trademarks, Kappa Psi has exclusive rights to the use or license of its marks, and the right to stop others from using its marks improperly or without authorization.

The identification of Kappa Psi members, programs, products or services is the sole permissible use of Kappa Psi trademarks. The following is a non-exclusive list of impermissible uses of Kappa Psi trademarks:

- No Kappa Psi trademark may be incorporated into or used as part of a third party's own logo, company name, product logo or otherwise
- No Kappa Psi trademark may be used in any way that is likely to be confusing, misleading or deceptive as to the true identity or source of membership, programs, products, services, material or courses.

- No Kappa Psi trademark may be used in a way that is likely to imply that the user, its products, or its services, or its programs are endorsed by, sponsored or affiliated with Kappa Psi Pharmaceutical Fraternity, Inc. or its chapters, without written permission from The Central Office of Kappa Psi.

Members, Chapters and Affiliates of the Fraternity

A member, chapter or other affiliates of Kappa Psi Pharmaceutical Fraternity, Inc. may use the trademarks of the Fraternity for noncommercial, personal use. Outside of this limited use, members, chapters and all affiliates are required to follow the same legal obligations as external vendors/organizations and may not authorize the production of any design or product depicting the Fraternity's trademarks.

All members, chapters or other affiliates of Kappa Psi using trademarks for commercial and/or custom orders must utilize a licensed vendor that is approved through the licensing firm.

Third Party Use of Kappa Psi's Trademarks

Only authorized, licensed vendors or business affiliates of the Fraternity may utilize Kappa Psi's trademarks and only for specific, approved uses. Anyone wishing to design, manufacture, market, advertise, distribute or sell any items or product imprinted with or featuring Kappa Psi's trademarks must be licensed by the licensing firm group as a vendor. Unauthorized or improper use of Kappa Psi trademarks may infringe on Kappa Psi's trademark rights.

Using the Trademark of Others

All Chapters, Provinces and Members of Kappa Psi are expected to make a good faith effort to respect the rights of trademark owners by the exercise of the following principles when designing products, logos or utilizing social media:

1. Company names, distinctive phrases, logos, and other symbols or devices used by a business to identify their goods and services are protected by trademark law.

2. Permission may be required for reproducing, distributing, modifying, or displaying the trademarks of other companies and institutions. If permission is required and subsequently granted, follow all of grantor's instructions. If permission is denied, do not use the trademarks. Permission may not be required if the proposed use falls within certain exceptions under the law. For example, permission may not be required in certain circumstances involving:

- Use in connection with comparative advert
- Parody, criticism, or commentary with respect to the trademark owner or the goods or services of the trademark owner;
- News reporting or news commentary; or
- Some situations of incidental, non-commercial use of a mark.

3. Some logos qualify for both trademark and copyright protection. Treat an artistic logo the same as you would a photograph or painting belonging to someone else. Using it with permission is usually recommended.

4. Each Member, Chapter and Province is responsible for obtaining permission(s). Ultimate responsibility for obtaining permission(s) and/or determining exceptions rests with the individual. Chapters, Provinces and Members should be honest and show respect for others, especially in decisions and choices requiring subjective judgment.

Policy Violation(s)

Violation of this policy shall lead to the following actions for members of the Fraternity:

- First violation – the social media post, logo or unapproved item will be removed and the member will be reminded of this policy as a reminder.
- Second violation – the member's rights to access/post or sell items to that platform shall be revoked.
- Third Violation- the member shall be referred to their Chapter and Grand Council Deputy (ies) (for collegiate members) for appropriate discipline under the purview of the Chapter as stated in the Constitution and By-Laws.

Violation of the policy for non-approved vendors of the Fraternity:

- The licensing firm will follow up with known cases of infringement until the vendor complies with Kappa Psi's trademark rights. Continued non-compliance may result in legal action.