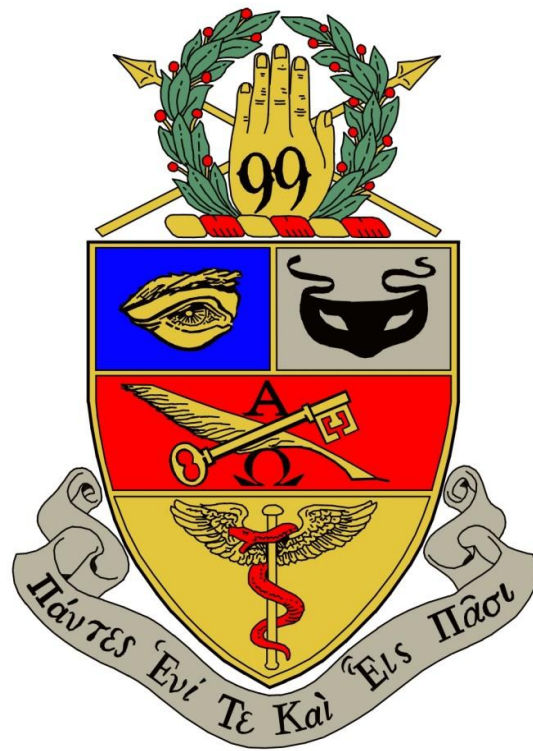


Kappa Psi Pharmaceutical Fraternity, Inc.

Mountain East Province Officer Guide



Updated August 2023



INTRODUCTION

The following information is compiled from the Kappa Psi Constitution and Uniform By-Laws, the Kappa Psi Province Officer Policy, the Mountain East Province (MEP) Local Province Ordinances, and adapted by the current Executive Committee members. In addition to the duties outlined below, all officers shall perform the following duties that include, but are not limited to:

- Attending all province assembly meetings
- Participating in conference calls and meetings with the Executive Committee
- Traveling to conduct chapter visits
- Preparing and delivering workshops as needed
- Acting as a liaison between chapters and the Executive Committee

GUIDANCE FOR PROVINCE OFFICERS

The Uniform Province By-Laws state:

By-Law XIII Sec. 4.	The duties of the Satrap are likened to the duties of the Regent of the Collegiate Chapter and the Graduate Chapter. The duties of the Vice-Satrap, Secretary, Treasurer, Chaplain, Historian, and Province Supervisors are likened to the duties of the Vice-Regent, Secretary, Treasurer, Chaplain, Historian, and Grand Council Deputy of the Collegiate Chapter.
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The Mountain East Province Local Province Ordinances state:

Ordinance 6. Sec. 1.	The Province Officers shall be: Satrap, Vice-Satrap, Secretary, Treasurer, Historian, Chaplain, Parliamentarian, and Webmaster. No officer may serve more than 2 consecutive terms holding the same office.
Ordinance 7. Sec. 4.	The Immediate Past Satrap, Grand Council Convention Delegate and Alternate Delegate shall serve as non-voting members of the Province Executive Committee. The Immediate Past Satrap may not hold a voting Province Office concurrently.



SATRAP

The Uniform By-Laws state:

By-Law X Sec. 5.	The Satrap shall preside at the meetings of the Assembly; shall be responsible to and act as the Grand Regent’s Deputy in all matters of grievance or interpretation of the Law of the Fraternity in the Province; decision of the Satrap may be appealed to the Grand Regent, whose decision in all matters shall be final except as specified in the By-Laws. The Satrap shall perform such other duties as directed by the Grand Regent.
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The Mountain East Province Local Province Ordinances state:

Ordinance 7. Sec. 4.	The Executive Committee shall consist of the Province Officers; the Satrap shall be Chairman of this Committee
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In addition, the Satrap responsibilities may include, but are not limited to:

- Appointing committee members and committee chairs
- Delegating appropriate charges for each Committee and Executive Committee member
- Printing table tents for province assemblies
- Sending congratulatory letters for the chartering of new chapters
- Communicating with Central Office and the International Executive Committee
- Setting the agenda for province assemblies
- Assisting the Vice-Satrap and Province Planning Committee in planning province assemblies
- Supervising all Executive Committee members to ensure their respective responsibilities are completed in a timely manner
- Maintaining all correspondence of province matters through the mep.satrap@gmail.com email address

Some of these duties may be delegated to other officers of the Executive Committee as needed.



VICE-SATRAP

The Uniform By-Laws state:

By-Law X Sec. 6.	In the event of the inability of the Satrap from any cause whatever to perform the duties of the office, they shall be performed by the Vice-Satrap of the Province
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In addition, the Vice-Satrap responsibilities may include, but are not limited to:

- Directing and assisting host chapters in planning province assemblies
- Reviewing and updating the Mountain East Province Province Planning Guide
- Collaborating with the Secretary to review and update the Mountain East Province Officer Guide at least annually
- Chairing the Province Planning Committee
- Maintaining all correspondence of province matters through the mep.vicesatrap@gmail.com email address



SECRETARY

The Uniform By-Laws state:

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

In addition, the Secretary responsibilities may include, but are not limited to:

- Maintaining contact information for all Graduate and Collegiate Chapters in the province
- Preparing the assembly powerpoint for business sessions
- Keeping meeting minutes for Executive Committee meetings, province assembly meetings, and workshops, or designating another officer to take minutes as needed
- Planning scheduled meetings with the Executive Committee
- Coordinating chapter delegate responsibilities during province assemblies
- Maintaining communication with the province via the Google Groups ListServ
- Maintaining all correspondence of province matters through the mep.secretary@gmail.com email address



TREASURER

The Kappa Psi Constitution and By-Laws, Uniform Province By-Laws, nor the Mountain East Province Local Province Ordinances have explicitly outlined the responsibilities for Treasurer. However, duties of the Chapter Treasurer may be similar.

The Uniform Collegiate Chapter By-Laws state:

By-Law IV Sec. 5.	The Treasurer shall receive all monies due to the Chapter and/or the Grand Council, and disburse all monies necessary to satisfy the obligations of the Chapter; keep an accurate record, following sound accounting practices, of all receipts and disbursements; promptly collect all dues, initiation fees, special assessments, and any other monies due to the Chapter; transmit all fees due to the Grand Council, on time, to the Central Office as provided for in the Constitution and By-Laws of the Fraternity; report the financial condition of the Chapter at each meeting, including the names of all members in arrears and the dollar amount thereof; and upon completion or removal from the term of office, transfer to either the successor or a committee appointed to audit, all books, record, monies, and property belonging to or in the custody of the Chapter.
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In addition, the Treasurer responsibilities may include, but are not limited to:

- Being the primary manager for the province bank account
- Updating the province financial book and recording all transactions
- Receiving province dues
- Filing taxes for the province and assisting chapters with their tax submissions
- Paying province expenses and completing reimbursements as needed
- Assisting the Province Planning Committee with budgeting for province assemblies
- Overseeing the Finance and Auditing Committee
- Assisting other chapters with financial issues as needed
- Facilitating discussion about the financial status of the province
- Maintaining all correspondence of province matters through the mep.treasurer@gmail.com email address



CHAPLAIN

The Kappa Psi Constitution and By-Laws, Uniform Province By-Laws, nor the Mountain East Province Local Province Ordinances have explicitly outlined the responsibilities for Chaplain. However, duties of the Grand Ritualist and Chapter Chaplain may be similar.

The Uniform By-Laws state:

By-Law VII Sec. 11.	The Grand Ritualist shall direct the ritualistic work of the Order; present, for action by the Grand Council, revisions of all or any part thereof, edit any reprints and/or revisions thereof the Ritual of the Fraternity and supervise its usage, understanding, and instruction for the Chapters and Provinces.
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The Collegiate Uniform By-Laws state:

By-Law VII Sec. 8.	The Chaplain shall supervise the instruction and work of the Ritual; conduct all appropriate service designated by the Chapter or Regent; and be the Chapter’s official representative to assist the Grand Ritualist in the performance of official Ritualist duties.
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In addition, the Chaplain responsibilities may include, but are not limited to:

- Overseeing the Scholarship, Awards, and Philanthropy Committee and coordinating execution of the philanthropy project at each province meeting
- Reviewing and updating the Chaplain Training Manual at least annually
- Providing education and training tools to each collegiate chapter
- Following the province ritual checklist
- Performing invocation at beginning and end of assembly meetings
- Maintaining all correspondence of the province matters through the mep.chaplain@gmail.com email address



HISTORIAN

The Kappa Psi Constitution and By-Laws, Uniform Province By-Laws, nor the Mountain East Province Local Province Ordinances have explicitly outlined the responsibilities for Historian. However, duties of the Grand Historian may be similar.

The Uniform By-Laws state:

By-Law VII Sec. 10.	The Grand Historian shall record all important events of significance to the Fraternity; be responsible for the preparation and publication, from time to time, through the Central Office, of such data and proceedings of the history of the Fraternity as shall be of value as a matter of record and future interest.
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In addition, the Historian responsibilities may include, but are not limited to:

- Taking photographs or videos at each province meeting
- Overseeing the Communications Committee in collaboration with the Webmaster
- Informing the province of pertinent deadlines
- Managing the province social media accounts
- Assisting chapters to meet MASK submission deadlines
- Creating a MASK submission on behalf of the province
- Maintaining all correspondence of province matters through the mep.historian@gmail.com email address



PARLIAMENTARIAN

The Kappa Psi Constitution and By-Laws, Uniform Province By-Laws, nor the Mountain East Province Local Province Ordinances have explicitly outlined the responsibilities for Parliamentarian. However, duties of the Grand Counselor and/or Sergeant-at-arms may be similar.

The Uniform By-Laws state:

By-Law VII Sec. 9.	Upon request, tender official opinions concerning interpretation of the Constitution and By-Laws of the Fraternity, UNiform Province By-Laws, Uniform Collegiate and Graduate Chapter By-Laws, Local Province Ordinances, Local Collegiate and Graduate Chapter Ordinances, and any other rules, regulations, and/or enactments; examine all Local Province and Chapter Ordinances following their adoption to assure their consistency with superior enactments of the Fraternity; be consulted by the Chapters and Provinces in all legal matters.
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The Collegiate Uniform By-Laws state:

By-Law VII Sec. 9.	The Sergeant-at-arms shall, at the direction of the Regent, enforce the Constitution and By-Laws of the Fraternity, the By-Laws and Ordinances of the Chapter, and the commands of the Chapter; preserve order; and perform all such duties as custom attaches to the office
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In addition, the Parliamentarian responsibilities may include, but are not limited to:

- Reviewing legislative proposals and facilitating discussion during Executive Committee meetings and province assemblies
- Reviewing resolutions proposals and presenting the proposals at each assembly
- Ensuring that parliamentary conduct at all meetings is closely adhered to and governed by the current edition of the Robert’s Rules of Order
- Overseeing the Legislative, Resolutions, and Risk Management Committee
- Updating Robert’s Rules presentation for chapters and delegates to ensure proper understanding of parliamentary conduct
- Reviewing and updating the Province Planning Guide in collaboration with the Vice Satrap
- Maintaining all correspondence of province matters through the mep.parliamentarian@gmail.com email address



WEBMASTER

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

Webmaster responsibilities may include, but are not limited to:

- Maintaining an updated website with pertinent information and resources for Brothers
- Working in conjunction with the Secretary to update the province calendar of events
- Overseeing the Communications Committee in collaboration with the Historian
- Collaborating with the Historian to maintain social media accounts
- Maintaining all correspondence of province matters through the mep.webmaster1@gmail.com email address



IMMEDIATE PAST SATRAP

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

Immediate Past Satrap responsibilities may include, but are not limited to:

- Serving on the Advisory Committee
- Maintaining all correspondence of province matters through the mep.pastsatrap@gmail.com email address

PROVINCE SUPERVISORS

The Uniform By-Laws state:

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

The Mountain East Province Local Province Ordinances state:

Ordinance 8. Sec. 1.	Elections for the Grand Council Convention Delegate and Alternate Delegate will be conducted at the Assembly just prior to the Grand Council Convention. The Delegate and Alternate Delegate’s terms will expire at the end of the Assembly following the Grand Council Convention.
Ordinance 8. Sec. 2.	The duties of the Province Delegate shall include preparing and presenting a Province report to be given at the Grand Council Convention. The Delegate and Alternate Delegate to the Grand Council Convention shall promote attendance to the Grand Council Convention and will be responsible to ensure all Chapters of the Province submit proxy and/or delegate forms to the Central office for the Grand Council Convention. The Province Delegate shall act as a chairperson for the Province caucus held at the Grand Council Convention. The Province Delegate shall submit a written report of the Grand Council to the Province Secretary at least one month prior to the next Assembly. The Province Delegate shall also be responsible for submitting an official report to be presented at the Province assembly immediately following the Grand Council Convention.

Additional Grand Council Convention (GCC) Delegate responsibilities may include, but are not limited to:

- Attending all general sessions at GCC
- Overseeing and organizing candidate interviews for the International Executive Committee
- Coordinating caucus as needed
- Delivering the GCC report at the Fall Assembly immediately succeeding GCC
- Coordinating the province’s attendance at GCC events