Kappa Psi Pharmaceutical Fraternity, Inc.
Mountain East Province

Mountain East Province (MEP)
Policy and Procedure Manual

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Section 1. Province Assembly Planning

First Effective: June 5, 2023
Last Updated: April 1, 2026; November 15, 2025
Review Cycle: annually by the MEP Executive Committee and Province Assembly Planning Committee

1.1 Assembly Location and Hosting Collegiate Chapter Cadence

Starting with the Fall 2026 Province Assembly, the MEP Executive Committee, in collaboration with the Province Assembly Planning Committee, will plan and host the Fall Province Assembly annually at an agreed upon neutral location. Starting with the Spring 2027 Province Assembly, the MEP Executive Committee, in collaboration with the Province Assembly Planning Committee, will plan the Spring Province Assembly annually with assistance from a hosting Collegiate Chapter based on the following cadence: Delta Xi, Zeta Kappa, Epsilon Nu, Delta Epsilon, Sigma, Beta Eta, Beta Kappa. If the hosting Collegiate Chapter is not in good standing with the International Executive Committee or are unable or unwilling to host, the next specified Collegiate Chapter will be asked to host. Alternatively, the MEP Executive Committee, in collaboration with the Province Assembly Planning Committee, will host at a neutral location.

1.2 Role of the MEP Executive Committee

The MEP Executive Committee will be responsible for planning each Province Assembly, which includes signing all contracts and assuming responsibility for all finances. Therefore, all registration costs paid for by Brothers for an assembly will be managed by the MEP Treasurer. See below for responsibilities of select MEP Executive Committee members.

1.2.1 Role of the Satrap: The newly elected Satrap is charged with appointing the Province Assembly Planning Committee Chair following the most recent fall assembly.

1.2.2 Role of the Vice Satrap: The Vice Satrap will reach out to the hosting Collegiate Chapter at least twelve (12) months prior to the estimated date of the Spring Province Assembly to estimate their fitness for hosting the Spring Assembly. The Collegiate Chapter must inform the Vice Satrap no later than ten (10) months from the anticipated date of the Spring Assembly if the Chapter is unable or unwilling to host the assembly. The Vice Satrap shall sign and approve all contracts in consultation with the Province Satrap, Supervisors, and Treasurer after venues and vendors have been chosen from conversations with the hosting Collegiate Chapter (for Spring Assembly only) and Province Assembly Planning Committee (for both Fall and Spring Assemblies).

1.2.3 Role of the Treasurer: The Treasurer will work in collaboration with the Finance, Auditing, and Fundraising Committee to review costs from previous Province Assemblies and create a budget for upcoming Assemblies. If needed, the Treasurer will initiate fundraisers to ensure the Province bank account is adequately funded to support Province Assembly planning. The Treasurer shall review all contracts before they are signed by the Vice Satrap to ensure that all agreements are in the best financial interest of the Province.

1.3 Role of the Province Assembly Planning Committee

The Province Assembly Planning Committee will work with the MEP Executive Committee to plan and host the Fall Province Assembly annually. For Spring Province Assemblies, the Province Assembly Planning Committee will continue to work with the MEP Executive Committee to plan the Province Assembly with assistance from a hosting Collegiate Chapter.

1.3.1 Committee Members: The newly elected Satrap is charged with appointing the Province Assembly Planning Committee Chair following the Fall Assembly. The Province Assembly Planning Committee should also contain the following Brothers, at minimum:

- The MEP Province Vice Satrap (serves as MEP Executive Committee Liaison),
- One (1) Brother from the Collegiate Chapter that hosted the most recent previous Spring Assembly,
- One (1) Brother from the Collegiate Chapter that is hosting the upcoming Spring Assembly,
- One (1) Brother from the Collegiate Chapter that will host the Spring Assembly occurring the year after the aforementioned Spring Assembly, and
- Three (3) Graduate Brothers.

1.4 Role of the Collegiate Host Chapter

The Collegiate Chapter hosting the Spring Province Assembly will collaborate with the Executive Committee and Province Assembly Planning Committee for decisions on venues and locations for assemblies. The Collegiate Chapter has no financial responsibility for Assembly planning, including no down payments or direct payments tied to the Province Assembly.

1.4.1 Definition of Unwilling or Unable to Host a Province Assembly: The Vice Satrap is expected to meet with the Collegiate Chapter's Executive Committee to discuss the roles and responsibilities of hosting a Province Assembly with the goal of offering guidance for the planning process. If after these discussions the Collegiate Chapter Regent believes that they do

not have adequate support from their members to host a Province Assembly, the Collegiate Chapter shall be deemed unwilling to host a Province Assembly. A Collegiate Chapter is deemed unable to host a Province Assembly if they are not in good standing with the International Executive Committee or if the Vice Satrap determines that the Collegiate Chapter does not have the support or resources needed to host a Province Assembly.

1.5 Summary of Deadlines

1.5.1 Continuing Education (CE) Speaker: It is expected that the Province Assembly Planning Committee will select and organize a CE speaker for each Province Assembly. Objectives of the CE must be submitted to the accrediting body in an acceptable time frame to be approved prior to the Province Assembly. If the Assembly Planning Committee cannot identify a CE speaker, they must inform the Mountain East Province Executive Committee no later than three (3) months before the date of the assembly so that a CE speaker can still be selected.

1.5.2 Posting of Save the Date and Assembly Registration: The Province Assembly Planning Committee should have hotel and meeting venue contracts obtained and signed so that the days and location of the next Province Assembly can be announced at the conclusion of the current Province Assembly. Registration shall be open no later than two months before the start of the Province Assembly.

1.5.3 Risk Management Forms: The hosting Collegiate Chapter must submit risk management forms for all brotherhood events during the Province Assembly – including but not limited to social events, business meetings, hotel stay, and banquets – at least 4 weeks prior to the start of the Province Assembly. The forms shall be submitted to the Province Supervisor, Assistant Supervisor, Satrap, Vice Satrap, Parliamentarian, and Legislation, Resolution, and Risk Management Committee. The Assembly Planning Committee, Vice Satrap, Parliamentarian, and Legislation, Resolution, and Risk Management Committee will review the forms again within 10 days of the conclusion of the assembly to ensure all protocols were properly followed.

Section 2. Officer Descriptions

First Effective: August 2023
Last Updated: September 14, 2026
Review Cycle: annually by the MEP Executive Committee

2.1 Guidance for Province Officers

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

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.

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.

2.2 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.

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

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
- 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 Assembly Planning Committee in planning Province Assemblies
- Supervising all Executive Committee members to ensure their respective responsibilities are completed in a timely manner
- Planning scheduled meetings with the Executive Committee
- 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.

2.3 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

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 Policy & Procedure Manual: Section 1. Province Assembly Planning annually
- Printing table tents for Province Assemblies
- Serve as the EC Liaison the Province Assembly Planning Committee
- Maintaining all correspondence of Province matters through the mep.vicesatrap@gmail.com email address

2.4 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
- Coordinating Chapter Delegate responsibilities during Province Assemblies
- Serve as an EC Liaison for the Communications Committee with the Historian and Webmaster
- Maintaining communication with the Province via the Google Groups ListServ
- Maintaining all correspondence of Province matters through the mep.secretary@gmail.com email address

2.5 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.

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 Assembly Planning Committee and Finance and Auditing Committee with budgeting for Province Assemblies
- Serve as the EC Liaison for 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

2.6 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.

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.

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

- Serve as the EC Liaison for 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

2.7 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.

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

- Taking photographs or videos at each province meeting
- Serve as the EC Liaison for the Communications Committee in collaboration with the Webmaster and Secretary
- 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

2.8 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.

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

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
- Serve as the EC Liaison 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

2.9 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 and Secretary
- Collaborating with the Historian to maintain social media accounts
- Maintaining all correspondence of Province matters through the mep.webmaster1@gmail.com email address

2.10 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

2.11 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.

2.12 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

2.13 Officer Transition Information and Responsibilities

The following document will serve as an outline for each Officer the responsibilities of their positions with transparency to the rest of the Executive Committee. This document also assists the Satrap with keeping other Officers on task as outlined in their responsibilities.

MEP EC Position Transition Template.docx

Section 3. Committee Descriptions

First Effective: August 2023
Last Updated: September 14, 2026
Review Cycle: annually by the MEP Executive Committee

3.1 Province Assembly Planning Committee

- Refer to Section 1. Province Assembly Planning in Policy and Procedure Manual

3.2 Professional Development Committee

- Collaborate with the Vice Satrap and Province Assembly Planning Committee to create workshops at assemblies
- Help organize a Graduate luncheon and/or Graduate Brother Reception at Assemblies
- Develop strategies to increase networking opportunities for Collegiate Brothers
- Organize virtual year-round workshops led by Graduate Brothers
- Help Collegiate Brothers transition to Graduate Chapters
- Previous activities:
    - Leadership Development Series
    - Career Panel
    - CV Workshops
    - Residency Preparedness
    - Interview Planning
    - APPE Preparedness
    - Graduate/Collegiate mentor lunch at province assemblies

3.3 Communications Committee

- Collaborate with the Webmaster to maintain an updated and user friendly province website
- Collaborate with the Historian to promote social media engagement (Instagram, Facebook)
- Collaborate with the Province Planning Committee to create a “How To Guide” for province assemblies
- Create biannual newsletters that highlight Collegiate and Graduate Chapter activities and accomplishments

3.4 Scholarships, Awards and Philanthropy Committee

- Collaborate with assembly host chapter to create a philanthropy event at each assembly
- Coordinate raffle baskets at each assembly to benefit chosen philanthropy
- Contribute to the Reach out and Read at least annually
- Create criteria for scholarships and awards
- Collaborate with the Treasurer to determine available funds for scholarships and awards
- Previous Examples

- Service Scholarship: How have you made an impact on your community through service/philanthropy involving Kappa Psi?
- Professionalism Scholarship: What does professionalism mean to you? How has your involvement in Kappa Psi helped you develop as a professional?

3.5 Legislative, Resolutions, and Risk Management Committee

- Review the Province's local ordinances at least annually to determine if amendments are needed
- Create Google Forms for Legislative and Resolutions submissions
- Collaborate with the Parliamentarian to review and present recommendations for all submitted Legislation and Resolutions proposals at each assembly
- Submit newly approved Local Province Ordinances to the Grand Counselor for evaluation by the International Legislative Committee
- Assist the Province Planning Committee and Host Chapter in creating Risk Management forms for each Province assembly
- Host Risk Management workshops for Collegiate Chapters
- Create Robert's Rules education to help assembly delegates prepare for assemblies
- Enforce Risk Management policies on the Province level
- Assist Chapters in following national Risk Management guidelines
- Create Risk Management education to be shared or presented at assemblies

3.6 Finance and Auditing Committee

- Audit the province's finances *at least* biannually (ie, before each assembly)
  - Present findings of audit at each assembly
- Audit the assembly host chapters' finances
  - Present findings of audit at each assembly
  - Follow up after each assembly as needed until all funds are finalized
- When auditing, request all financial statements relating to the Province bank account
  - Expense sheet, bank statements, balance sheets, transaction logs, store receipts, check receipts
- Help Treasurer in developing the MEP budget
- Assist host chapter with assembly budgeting and registration costs