

# Kappa Epsilon Fraternity History

In the early 1900s, few women were pursuing pharmacy careers. In response, the Women's Section of the American Pharmaceutical Association formed in 1912 to provide community and visibility for women pharmacists.

In 1917, female students at Purdue University proposed the idea of a national organization for women pharmacy students. The Women's Section appointed Zada M. Cooper, a faculty member at the University of Iowa, to explore this idea. Her committee concluded that a professional fraternity—not a separate association—was the best way to unify women in pharmacy.

Momentum slowed during World War I and the influenza pandemic, but efforts resumed in 1920. Cooper worked to unite several women's pharmacy clubs. Though it proved difficult to consolidate them all, clubs from the University of Iowa, University of Nebraska, and University of Minnesota agreed to collaborate.

On May 13, 1921, representatives from the three schools met in Iowa City. Led by Cooper, they adopted a national constitution and bylaws. The name Kappa Epsilon was selected, inspired by the existing Minnesota club. That chapter became Alpha, Nebraska's became Beta, and Iowa's became Gamma. National officers were to be alumni.

In its early years, KE focused on connection and support through *The Bond*, its official publication. It encouraged graduate study, supported hospital pharmacists, and launched the Nellie Wakeman Fellowship. As women entered pharmacy in greater numbers during WWII, KE played a leading role in recruitment—creating resources like the popular “She is a Pharmacist” booklet and “Pharmacy—Career for the Modern Girl” pamphlet.

In the 1970s, KE helped lead research and advocacy for women in the profession. It supported surveys of women pharmacists and students and provided testimony to the APhA Task Force on Women in Pharmacy.

In 1996, members gathered in Iowa City to celebrate KE's 75th anniversary—honoring its legacy and reaffirming its mission.

Today, KE has initiated over 25,000 members—men and women—across 50+ collegiate and 21 alumni chapters. It continues to support personal growth, academic success, and leadership in pharmacy. KE maintains a strong national presence with a booth at the APhA Annual Meeting and ASHP Midyear, and hosts networking receptions and special events to foster alumni-student connections.

Kappa Epsilon remains a community where bonds are formed, leadership is nurtured, and the impact of pharmacy professionals is elevated.

*For a detailed account of our history, refer to Kappa Epsilon Fraternity: Promoting Women in Pharmacy for 75 Years by Mae Jackson and Carol May. Contact the Executive Office to order a copy.*

# Mission Statement

The mission will be to unite pharmacy students, faculty, and alumni dedicated to empower its members to achieve personal and professional competence, to develop leaders within the profession and community, and to provide professional and philanthropic services.

## Purpose

The founding purposes of Kappa Epsilon are:

- (1) to unite women students in pharmacy
- (2) to cooperate with the faculties of the colleges where chapters are established
- (3) to stimulate in its members a desire for high scholarship
- (4) to foster a professional consciousness
- (5) to provide a bond of lasting loyalty, interest, and friendship.

## Membership Overview

Membership in Kappa Epsilon Fraternity is a lifetime commitment. Once initiated, an individual becomes part of the KE community for life and is no longer eligible to join another professional pharmacy fraternity.

### Collegiate Chapter Membership

Chapters may include the following member types:

- **Collegiate Members** - Students currently enrolled in an accredited pharmacy program pursuing an entry-level professional degree (e.g., PharmD) at a college or university where a KE chapter exists.
- **Alumni on Rotation** - Collegiate members entering the final year of their degree program and completing experiential rotations.
- **Pre-Pharmacy Affiliate Members** - Students completing pre-professional coursework with the intent to pursue a pharmacy degree at a school with an active KE chapter.
- **Allied Health Science Affiliate Members** - Students pursuing a degree in an allied health science (e.g., nursing, public health, medical technology) at an institution with a KE chapter.

### Graduate Membership

There are five types of graduate membership:

- **Alumni Members** - Initiated members who have completed a pharmacy degree, are currently completing experiential rotations, have withdrawn from pharmacy school, or have transferred to a school without a KE chapter.
- **Professional Members** - Practicing pharmacists who have graduated from an accredited college/school of pharmacy, have at least two years of professional

experience, and have **not** been members of any other professional pharmacy fraternity.

- **Alumnus Affiliate Members** - Former allied health science affiliate members who have completed their health science degree.
- **Honorary Members** - Individuals who have provided exceptional service to the pharmacy profession and/or Kappa Epsilon. Honorary membership must be approved by Grand Council.
- **Associate Members** - Individuals who support the mission of Kappa Epsilon and have a demonstrated interest in the pharmacy profession. They may come from a range of professional or academic backgrounds.

For full details on membership categories, rights, and eligibility requirements—including dues and fees—please refer to **Appendix 1** and the **Kappa Epsilon National Bylaws**.

## **Administration of Kappa Epsilon**

### **Grand Chapter & National Convention**

Kappa Epsilon is governed by Grand Chapter, which meets biennially in odd-numbered years at the National Convention. Grand Chapter includes:

- Up to two delegates from each collegiate and alumni chapter
- At least one delegate or 10% of alumni-at-large in attendance
- Grand Council members and past Grand Presidents in attendance

All members in good standing are welcome to attend convention with voice (but without vote). Only delegates, Grand Council members, and past Grand Presidents have voting rights.

The National Convention is more than business—it's a vibrant gathering for networking, interactive workshops, and professional development, including continuing education programs.

### **Grand Council**

The Grand Council manages the affairs of the Fraternity between conventions. It includes nine officers, seven of whom are elected at each National Convention. All are volunteers. Council members serve a two-year term.

Grand Council Officers & Responsibilities:

- **Grand President** - Leads convention and Grand Council meetings, appoints committees, and manages Fraternity operations.
- **President-Elect** - Prepares to assume the presidency, oversees national committees, supports colonization and chapter reactivation.
- **Vice President of Alumni Development** - Liaison to alumni, alumni chapters, and alumni liaisons of collegiate chapters.

- **Vice President of Collegiate Development** - Supports collegiate chapters and advisors, manages visitations and chapter engagement.
- **Vice President of Financial Development** - Manages Fraternity finances, processes disbursements, and oversees audits.
- **Vice President of Membership Recruitment** - Guides recruitment strategies, provides education on rituals and procedures, and evaluates new member programs.
- **Vice President of Communications** - Oversees *The BOND*, manages the KE website, and supports all official communication efforts.
- **Secretary (Collegiate Officer)** - Records minutes, maintains convention roll call, and sends correspondence on behalf of Grand Council.
- **Immediate Past President** - Advisor to Grand Council, chairs the Nominating Committee, and serves on the KE Foundation Board of Trustees.

Each chapter is assigned a Grand Council Connection, a dedicated officer for direct support and communication.

## **Elections**

Grand Council elections take place during National Convention:

- The Nominating Committee publishes a slate of candidates by April 15 of the convention year.
- Elections occur during the second-to-last business session.
- Voting is by secret ballot unless a candidate is unopposed.
- The President-Elect must be a former Grand Council officer.
- The Secretary must be a collegiate member in good standing, graduating before the next convention.
- Floor nominations for all positions (except President-Elect) are permitted.

## **National Committees**

Committees are appointed by the Grand President, except the Nominating Committee, which is chaired by the Immediate Past President. Committees are composed of both alumni and collegiate members.

**Standing Committees:**

- **Awards Committee** - Recommends recipients for KE and external awards.
- **Bylaws & Publications Review Committee** - Reviews and recommends updates to bylaws and national publications.
- **National Project Committee** - Coordinates KE's national service initiatives and communicates chapter involvement.
- **Nominating Committee** - Prepares the slate of Grand Council candidates and supports leadership development.
- **Scholarship Committee** - Selects recipients for KE scholarships and fellowships; maintains awardee records.
- **Alumni Interest Committee** - Supports alumni engagement and plans events and programs catered to alumni needs.

**Special Committees (as needed):**

- **Convention Committee** - Assists in planning and running National Convention activities.
- **National Liaison Committee** - Manages chapter visits, recruits liaisons, and provides liaison training.
- **100-Year Anniversary Committee** - Led centennial celebrations and continues to support KE's legacy through publications and events.

**Kappa Epsilon National Liaisons**

KE National Liaisons are alumni appointed by Grand Council to support chapters, often located near their assigned school of pharmacy. They:

- Conduct chapter visitations and/or conference calls
- Assist the Grand Council Connection in reviewing reports
- Serve as a communication bridge between the chapter and national leadership

**Important:** All communication from the National Liaison to the chapter should also include the assigned Grand Council Connection.

**Additional Resources:**

- *Visitation Manual for Grand Council Officers and National Liaisons*
- National Liaison training and orientation materials available through the National Liaison Committee

# **Kappa Epsilon Foundation**

The Kappa Epsilon Foundation was officially incorporated on May 21, 1992, in Indiana. After a successful three-year review, it was granted 501(c)(3) public charity status by the IRS on February 27, 1997.

## **Purpose**

The Foundation's mission is to support the personal and professional development of Kappa Epsilon members through funding for:

- Scholarships
- Educational programs
- Research initiatives in the field of pharmacy

## **Foundation-Funded Awards**

The Foundation proudly supports the following signature awards and programs:

- Zada M. Cooper Scholarships – awarded to outstanding members demonstrating academic excellence and leadership
- Linda Rodgers Memorial Award – recognizing a member who exemplifies leadership and service
- KE/Merck Vanguard Leadership Award – celebrating innovative leadership in pharmacy

In addition, Educational Seed Grants are available to individuals or chapters pursuing innovative projects that advance pharmacy practice, patient care, or member development. Funding amounts vary based on available Foundation resources.

## **National Convention Involvement**

At each National Convention, the Foundation:

- Hosts a luncheon to recognize alumni and chapters for their generous contributions
- Offers continuing education programming
- Presents book scholarships to deserving members

Through these efforts, the Foundation continues to strengthen the Kappa Epsilon legacy and support future generations of pharmacy leaders.

## Collegiate Program

Kappa Epsilon provides a valuable opportunity for pharmacy students to grow as leaders, scholars, and professionals while forming lifelong friendships. A chapter's success is shaped by the contributions and cooperation of each member. Chapters are encouraged to maintain a balanced program that includes professional, service, and social activities throughout the academic year.

Each collegiate chapter is identified by a Greek-letter designation. (See Appendix 2 for the Greek alphabet and Appendix 3 for a complete listing of chapters.)

### Chapter Obligations

**Lifelong Membership:** Once initiated into Kappa Epsilon, a member may not join another professional pharmacy fraternity.

**Initiation Submission and Fees:** New member profiles and initiation fees must be submitted to the Executive Office within 7 days of initiation. Submissions are made via the "New Initiate Dues Report" Excel file.

**Dues:** National dues are required each fall and are set by a vote of Grand Chapter. Payment of dues is a lifetime commitment.

**Financial Stability:** Chapters are funded through local dues and fundraising projects. A yearly financial audit is required. The Chapter Financial Report must be submitted annually. If not submitted by the deadline, the chapter must complete IRS documentation.

**Reports:** Chapters must submit required reports by published deadlines, found in Appendix 4. These reports are submitted electronically via the members-only section of the KE website and archived in the chapter's national page.

**National Convention:** Per the National Bylaws, each collegiate chapter must send two official delegates to the National Convention. Failure to do so may result in disciplinary action.

### Parliamentary Procedure

Chapters should conduct meetings using parliamentary procedure (See Appendix 5).

### Collegiate Chapter Officers

Officer roles vary by chapter size and needs. Chapter bylaws should clearly define officer duties. See Appendix 6 for suggested roles.

**Transition Process:** Hold a joint meeting of incoming and outgoing officers to review responsibilities. Transition resources are available on the KE website.

**Officer Notebook:** Each officer should maintain a notebook (digital or paper) documenting responsibilities, past activities, costs, and participation.

**Executive Committee:** Consists of all chapter officers. They meet regularly to:

- Prepare chapter meeting agendas
- Review chapter issues and plan events
- Create and monitor the budget
- Coordinate with committee chairs
- Stay updated with communications from the Executive Office

**Chapter Meetings:** Meetings should:

- Follow a planned agenda
- Use parliamentary procedure
- Review Executive Office updates
- Record and publish meeting minutes

## **Academic or Professional Probation**

Members placed on academic/professional probation by their school are automatically on probation within KE. They may attend meetings and events but may not vote or hold office. Probation policies must align with FERPA. Officers placed on probation must step down.

## **Advisors**

Each chapter must have at least one advisor who serves as a mentor and liaison between the chapter and the college. Advisors may be KE members or initiated as associate/professional members. Advisors should:

- Support chapter operations
- Encourage national involvement
- Help maintain continuity and uphold bylaws

## **Advisor Resources**

Advisors have access to:

- The Guide to KE
- KE website resources and directories
- Advisor toolkit
- Advisor forms and reports via the members-only section
- Grand Council support

## **Advisor Engagement**

Advisors should attend events when possible and meet regularly with officers. They should help evaluate activities, encourage alumni relations, and maintain university support.

## **Elections**

Chapters must hold annual elections with the following minimum standards:

- Candidate slate announced two weeks prior
- Alumni on rotation may vote by email or mail
- Two-thirds of on-campus members must vote
- Advisor must be present
- Secret ballot required
- Immediate officer updates must be sent to the Executive Office

## **Financial Responsibilities**

### **Budgeting and Recordkeeping**

Chapters must:

- Prepare an annual budget
- Maintain checking and savings accounts with two signatories
- Track revenue and expenses
- Retain financial records for 7 years

### **Revenues and Payments**

Treasurers collect dues, donations, and fundraising income. Receipts must be issued for all payments. Reimbursements require receipts.

### **Restrictions**

Chapter funds may not be used for alcohol. EIN numbers must be recorded and used on official documents.

### **Taxes and Audits**

The Executive Office files IRS Form 990. Chapters exceeding \$50,000 in annual income must manage their own taxes. Chapters must conduct a review of financial records annually.

### **Financial Reports**

The Chapter Financial Report is due by May 1 each year and must be submitted online. Missing this deadline requires the chapter to file its own IRS forms.

### **Self-Sufficiency**

Chapters must be self-sustaining, plan reimbursements, and conduct fundraising as needed. Treasurers must provide financial updates at each chapter meeting.

### **Fundraising and Tax-Deductibility**

Funds raised for chapter use are not tax-deductible. Donations to the KE Foundation (a 501(c)(3)) are. For tax-deductibility, confirm the recipient organization's status via the IRS.

### **Dues Submission**

Chapters must return updated member lists and dues to the Executive Office by October 15. Alumni on rotation should be properly identified.

## **Ordering Merchandise**

Chapters may order KE jewelry and merchandise from Award Concepts at [acgreek.com](http://acgreek.com). Address all inquiries or repair requests accordingly.

## **Financial Penalties**

- Inaccurate payments will incur processing fees
- Overpayments are considered donations
- Late dues are subject to up to 5% monthly penalties
- Returned checks incur a \$25 fee
- Unpaid invoices may result in disciplinary action

## **Risk Management Policies**

All members must review and sign the following annually:

- Alcohol Policy
- Hazing Policy
- Sexual Harassment Policy
- Transportation Policy
- Assumption of Risk and Release of Liability
- Social Media Policy
- Financial Policy

These policies protect members and uphold the values of Kappa Epsilon.

# **Recruitment & Membership**

## **Non-Discrimination and Inclusivity**

By law, no Kappa Epsilon chapter may deny membership based on gender. Prospective members of any gender may join KE, understanding the organization's origins and ongoing commitment to supporting women in pharmacy. This founding principle remains unchanged for legal and tax reasons. KE's mission, however, affirms inclusivity and support for all members.

## **Lifetime Membership**

Membership in Kappa Epsilon is a lifelong commitment. Once initiated, a member's name is permanently recorded, and members are ineligible to join other professional pharmacy fraternities. Chapters may deny membership if extending an invitation is not in the chapter's best interest; however, such decisions must never be discriminatory. Chapters are strongly advised to vote on all prospective members prior to extending invitations to participate in the prospective member education program, in accordance with national bylaws.

## **Eligibility Requirements**

Prospective members must be in good academic and professional standing with their college or school of pharmacy.

## **Recruitment Process**

### **Rush and Initial Contact**

- Recruitment activities (Rush) typically span one to two weeks, preferably at the semester's start.
- Chapters must follow all applicable university and national fraternity recruitment policies.
- Initial contact should include a written invitation and the KE recruitment brochure.
- Personal outreach (calls or texts) is encouraged to confirm attendance and address any logistical needs, such as transportation.

### **Prospective Member Socials**

- The first recruitment event should be social but purposeful.
- Avoid separating members and prospective members into different groups.
- Assign members to engage with prospective members so that no guest is left alone.
- The goal is to introduce KE's purpose, activities, requirements, and benefits.
- The prospective member educator or chapter president should present expectations early in the recruitment period.
- Consider using skits, presentations, or slide shows to communicate chapter goals and activities.

### **One-on-One Recruiting**

- After initial socials, divide the prospective member list among chapter members.
- Members should arrange individual or small group meetings to answer questions and share personal testimonials about KE's impact.
- Effective testimonials emphasize personal growth, academic support, leadership development, and professional preparation.

### **Voting and Invitations**

- Chapters should hold a vote on prospective members before extending invitations to initiate.
- Invitations should be sent promptly after the final recruitment event.

### **Prospective Member Ritual**

- The prospective member ritual is a solemn ceremony and the first formal impression of KE.
- It should be conducted with appropriate materials as outlined in the Ritual Manual.

- Present the pledge pin (or a red and white ribbon) and a token of membership such as a red rose or the National Education Manual.
- Pledge pins are available for purchase through the KE jewelry store.
- After the ritual, all members should warmly welcome prospective members, making them feel part of the chapter from the start.

## **Education Program**

### **Shared Chapter Responsibility**

The prospective member education program is the responsibility of the entire chapter, not solely the prospective member educator. The full program should be reviewed and agreed upon by all members to ensure consistency, support, and active participation throughout the education period.

*Refer to Appendix 6 for a detailed description of the duties of the prospective/new member educator.*

### **Membership and Standing**

- Once initiated, a member's name is permanently recorded in the national membership database.
- Initiated members cannot join another professional pharmacy fraternity.
- To remain in good standing, national dues must be paid annually by both collegiate and alumni members.

### **Education Materials**

Each prospective member must receive:

- A copy of the Kappa Epsilon National Education Manual, which includes the fraternity's national history, mission, structure, and policies.
- A copy of current national and local bylaws.
- Supplemental chapter-specific materials, including local history and information about chapter activities.
- Access to the New Member Education Toolkit, available on the members-only website.

All materials should be ready for distribution at the first prospective member meeting.

### **First Meeting Overview**

The first meeting, led by the prospective member educator, outlines:

- Program expectations

- Time commitments
- Financial responsibilities
- Key dates and deadlines

This meeting sets the tone for the rest of the education period and ensures all participants have a clear understanding of what lies ahead.

## **Member Engagement**

The education period should be enjoyable, inclusive, and enriching for both prospective and collegiate members.

- All prospective members should be required to attend group meetings.
- Meetings should be purposeful and concise, without overwhelming participants.
- Prospective members should be encouraged to:
  - Attend at least one chapter meeting
  - Participate in chapter events and activities
  - Observe the chapter's operations and values firsthand

Note: Prospective members may not vote until after formal initiation.

## **Leadership and Involvement**

Encourage prospective members to:

- Elect class officers to help facilitate communication and accountability
- Take an active role in organizing or leading their own meetings
- Contribute ideas and energy to social, service, and professional activities

This fosters ownership and begins developing leadership skills early.

## **Prohibited Activities**

Kappa Epsilon maintains a strict zero-tolerance policy regarding:

- Hazing
- Sexual harassment

Violations will result in probation, suspension, or charter revocation. All education activities must reflect the values and ethics of the fraternity.

## **Suggested Program Components**

**Big Sister / Big Brother Program:** Pairing prospective members with active members fosters mentorship and connection. These relationships offer support, encouragement, and engagement throughout the education period. Assignment options include:

- Direct matching by the prospective member educator
- Prospective members listing top member choices

- Careful pairings based on compatibility and member availability

Avoid assigning members who are unwilling or unable to fulfill the role. If necessary, one active member may mentor more than one prospective member.

**Signature Activities:** Signature collecting helps prospective members meet collegiate and alumni members. Guidelines:

- No tasks or challenges should be required to receive a signature.
- The process must be positive and free of pressure or hazing.
- A rotating schedule may help avoid last-minute chaos.

**Quizzes:** Quizzes reinforce learning and allow progress checks. Suggested topics include:

- KE history, founders, and structure
- Rituals, colors, and creed
- Chapter officers and bylaws
- National programs and awards

A final quiz or exam may be administered at the end of the education period.

**Point System:** Chapters may implement a point system to encourage participation and teamwork. Systems should:

- Reflect chapter-specific events and values
- Promote engagement in social, professional, and service activities
- Be approved by the chapter and non-secretive

## **Initiation Procedures**

Following the education period:

1. Complete Initiation Records
  - a. Download the Excel form from the members-only section of the KE website.
  - b. Submit the completed form and initiation fees electronically to the Executive Office within seven (7) days of initiation.
2. Initiate Registration
  - a. Once received, the Executive Office will issue digital initiation certificates to the chapter.
  - b. KE website login credentials will be emailed directly to each new initiate.

The member education program and initiation must occur within the same academic semester or year.

# Pre-Pharmacy Affiliate Member Program

## Purpose of the Program

The Pre-Pharmacy Affiliate Member Program provides an opportunity for students in pre-pharmacy studies to engage with Kappa Epsilon before entering the professional phase of their education. This program serves as a valuable recruitment tool for collegiate chapters and allows KE to remain competitive with other professional fraternities that recruit pre-pharmacy students.

Benefits for pre-pharmacy affiliate members include:

- Interaction with pharmacy students and faculty
- Participation in social, professional, and service events
- Opportunities to develop a stronger commitment to the pharmacy profession

## Transition to Full Membership

Upon acceptance into a professional pharmacy program, pre-pharmacy affiliate members may:

- Pursue collegiate membership by participating in recruitment and completing the prospective member education program
- Pursue allied health science affiliate membership (if applicable)

Note: While many pre-pharmacy affiliate members continue their involvement with KE, they are not obligated to become collegiate or allied health affiliate members and may explore other organizations.

## Membership Privileges

Pre-pharmacy affiliate members may:

- Attend chapter meetings (as observers)
- Participate in chapter events, including professional, service, fundraising, and social activities
- Hold separate meetings with guidance from the pre-pharmacy committee chair or designated chapter member
- Receive national KE publications, including *The BOND*

## Membership Restrictions

In accordance with Kappa Epsilon Bylaws, pre-pharmacy affiliate members:

- **May not** vote or hold office in the local chapter
- **May not** serve on Grand Council or as national committee chairs
- **May not** be delegates to the National Convention
- **May not** witness fraternity rituals (with the exception of the Opening and Closing Rituals and the Creed)
- **May not** wear the official KE badge or letters

## Obligations of Affiliation

Pre-pharmacy affiliate members:

- Pay national dues, as determined by Grand Council
- May be assessed a local chapter fee to cover program-related expenses

*Refer to Appendix 8 for the Pre-Pharmacy Affiliate Membership Application.*

## Program Development

Chapters choosing to offer a pre-pharmacy affiliate member program are encouraged to:

- Appoint a committee to oversee recruitment and education
- Coordinate joint events and chapter integration
- Administer a brief fraternity education program covering KE history, values, and policies

Recruitment and education for pre-pharmacy affiliates is **less formal** than for collegiate members but should always reflect KE's core mission: *To unite pharmacy students, faculty, and alumni dedicated to empower members to achieve personal and professional competence, develop leaders within the profession and community, and provide professional and philanthropic services.*

## Membership Qualifications & Application Process

- Chapters may define their own criteria for pre-pharmacy affiliate membership
- A completed application (see Appendix 8) must be submitted and kept on file by the local chapter
- A brief orientation meeting is recommended to review:
  - Membership expectations
  - National KE history
  - Hazing, Alcohol, and Sexual Harassment policies

Rituals and other confidential KE materials should not be shared with pre-pharmacy affiliate members.

## Welcoming Activities & Symbols

A welcoming party is encouraged to celebrate new pre-pharmacy affiliate members. Chapters may:

- Perform the *Pre-Pharmacy Affiliate Member Initiation Ritual* (see Ritual Manual)
- Request professional attire to reflect KE's values
- Present the "Rx" pin as a symbol of affiliation (available via the KE Jewelry Store)

Pre-pharmacy affiliate members may not wear the official KE badge.

# Chapter Records & Resources

## Chapter File Management

Each chapter must maintain a secure, comprehensive record system—both physical and digital when possible. These records are crucial for continuity, effective operations, and national reporting.

Chapter files should be:

- Stored at the college or school of pharmacy (not taken home over breaks)
- Backed up and password protected if kept electronically
- Accessible only to initiated members, preferably under the advisor's supervision

**Annual Review:** Chapter files should be reviewed each year following officer elections.

## Required File Contents

### Ritual Manual

- Provided by the national fraternity and addressed to the chapter president or advisor
- Must be kept confidential and never faxed, shared, or loaned
- Describes all ceremonial materials and procedures
- Chapters are provided at chartering with a Bible, mounted coat of arms, gavel, and charter certificate
- Chapters are responsible for other ritual materials (e.g., candles, tablecloths)

### Stationery

- Chapters may create their own stationery using the name “Kappa Epsilon” or the KE logo
- Do not use the KE crest

### Initiation Records

- May be kept in physical or digital formats
- Include updated member profiles and status (e.g., collegiate, alumni, pre-pharmacy)
- National fraternity also maintains an online membership database

### Correspondence

- Copies of all significant communications should be retained for at least two years

## **Chapter History & Administration**

- Colonization/chartering records
- Financial records (minimum of 7 years)
- Membership books
- Meeting minutes
- Scrapbooks and event summaries
- Annual Chapter Evaluation & History Report (submitted electronically to the Executive Office)

## **Jewelry Inventory**

- Any chapter-owned jewelry should be securely stored and inspected prior to special events
- Additional items should be ordered well in advance via the Kappa Epsilon Jewelry Store

## **Officer Resources**

Each officer should maintain a notebook or shared cloud folder that includes:

- Outline of officer responsibilities
- Summary of previous year's activities and outcomes
- Event costs and participation statistics
- Copies of local and national bylaws
- *The Guide to KE*

Officer materials should be archived electronically when possible to aid in smooth officer transitions and continuity.

## **National Resource Access**

All officers should regularly use the official KE website: [www.kappaepsilon.org](http://www.kappaepsilon.org)

Available documents include:

- National, Chapter, Grand Council, and Foundation Directories
- National and Model Collegiate Bylaws
- *Guide to KE*
- National Education Manual
- Electronic submission forms and reports

# **Chapter Activities**

## **Overview**

While attendance at national meetings is encouraged, no specific activities are required by Grand Council. Each chapter is empowered to determine programming that best meets the interests, needs, and goals of its membership. Regular meetings held at convenient times and accessible locations are essential for chapter success. In addition to conducting business, a well-rounded chapter calendar should include social, professional, scholastic, and service-oriented events.

Refer to Appendix 9 for a list of suggested projects and programming ideas.

## **Fraternal Activities**

Chapters are encouraged to build relationships with other KE chapters through shared programming or idea exchanges. National conventions provide a unique opportunity to engage in workshops, connect with members from across the country, and participate in Fraternity governance. Chapters are strongly encouraged to send as many members as possible to these events.

## **Professional Activities**

Chapters should consider programming that enhances members' professional growth. Events may include:

- Presentations on health-related topics, leadership, or personal development
- Guest speakers from the profession or academia
- Educational sessions for the chapter, campus, or local community

## **Scholastic Activities and Awards**

Kappa Epsilon promotes academic excellence. Nationally, up to five Zada M. Cooper Scholarships and one Nellie Wakeman Fellowship are awarded annually, funded through member dues, contributions, and the KE Foundation. Chapters are encouraged to create their own awards recognizing outstanding scholarship and leadership among members.

## **Service Activities**

Service is a core value of Kappa Epsilon. Projects may support the college, school of pharmacy, or surrounding community. Chapters are especially encouraged to implement programming related to KE's national service initiatives:

- Breast Cancer Awareness
- Ovarian Cancer Awareness

Chapters should report service activities through official KE reporting forms.

## **Social Activities**

Social events foster friendship, collaboration, and chapter cohesion. These events also offer members a break from academic responsibilities. When co-hosted with other

pharmacy organizations, they can enhance public relations and provide visibility for the Fraternity.

## **Chapter Visitations and Conference Calls**

### **Purpose**

Kappa Epsilon's Visitation and Conference Call Program aims to strengthen communication between collegiate chapters and Grand Council. These touchpoints provide personalized support and foster chapter development. Each collegiate chapter will either receive an in-person visitation or participate in a virtual conference call with their assigned Grand Council Connection (GCC) or National Liaison once per biennium.

Chapters will be notified of their assigned format at the beginning of each biennium.

### **Expectations for Chapters**

#### **For Conference Calls**

- Coordinate an agenda and identify participants
- Assist in scheduling or providing access to the virtual platform, if needed
- Submit the Chapter Pre-Conference Call Report via the national website at least two weeks prior to the scheduled call
- Ensure only designated participants are present to maintain confidentiality
- Extend appreciation to the Grand Council volunteer after the call

#### **For In-Person Visitations**

- Secure lodging (either in a member's home or a hotel; hotel costs are the chapter's responsibility)
- Provide meals while the volunteer is on campus
- Arrange transportation (airport pickup or parking permit)
- Coordinate an agenda with key individuals and groups
- Submit the Chapter Pre-Visitation Report via the national website at least two weeks prior to the visit
- Ensure smooth and timely movement between meetings
- Offer light refreshments and beverages throughout the day
- Thank the Grand Council volunteer for their time and support

### **Expectations for Grand Council Volunteers**

#### **For Conference Calls**

- Coordinate the call schedule with the chapter representative
- Provide Zoom link(s) and email to the chapter president and advisor

- Gather necessary contact information for key chapter leaders

### **For In-Person Visitations**

- Schedule the visit with the chapter representative
- Make and confirm travel arrangements
- Communicate final itinerary to the chapter
- Remind chapter to submit the Pre-Visitation Report
- Share Zoom links and confirm contact details, if applicable

### **Sample Visit Agenda**

A suggested agenda includes:

- 20-minute meeting with the Dean or Dean of Students
- 40-minute meeting with the Chapter Advisor
- Individual meetings with chapter officers:
  - President and Advisor: 45–60 minutes
  - Prospective Member Educator, Treasurer, Secretary: 30–45 minutes
  - All other officers: 15–30 minutes
- Meeting with current or recent prospective member class (if applicable)
- Meeting with alumni (e.g., over lunch or dinner)
- Meeting with general membership
- Review of chapter materials (e.g., bylaws, Ritual Manual, member history, new member packets)

Note: Provide 5–10 minute breaks between meetings for rest or note-taking.

### **Sample Conference Call Agenda**

Below is a sample structure (timing can be adjusted as needed):

- 6:00 PM – Chapter-wide welcome by GCC/NL (followed by dismissal of all but new member class)
- 6:10 PM – New Member Class (if applicable)
- 6:20 PM – Officer 1
- 6:30 PM – Officer 2
- 6:40 PM – Officer 3
- 6:50 PM – Officer 4
- 7:10 PM – Committee Chair(s)
- 7:40 PM – Chapter President
- 8:00 PM – Wrap-up with Chapter Officers / Final Q&A

Conference calls may be spread across multiple evenings, depending on the availability of participants.

### **Reporting Requirements**

**Chapter Pre-Visitation/Pre-Conference Call Report:** Due two weeks before the scheduled interaction via the national website.

**Post-Visitation Report:** Completed by the Grand Council volunteer within one month of the visit and shared with:

- Chapter President
- Chapter Advisor
- Vice President of Collegiate Development
- Executive Office

This report will be archived on the chapter's page of the national website. Chapters should also retain a copy of the final report in their permanent records.

## **Alumni Program**

### **Overview**

An active and engaged alumni membership is essential to the continued success and strength of Kappa Epsilon. Alumni contribute to the governance of the Fraternity by attending national conventions, serving on Grand Council, and participating on national committees. They also play an important role in guiding collegiate chapters—whether through formal advisor roles or through support of chapter activities—and by maintaining involvement in alumni chapters.

### **Alumni Dues**

Dues invoices are sent to alumni annually and are payable in January, covering the calendar year (January through December). Payments should be made through the official website at [www.kappaepsilon.org](http://www.kappaepsilon.org).

In return for their support, alumni members gain access to leadership, networking, and social opportunities, a members-only portal with exclusive resources, and the opportunity to build lifelong friendships.

### **Alumni Services**

Kappa Epsilon provides a range of services and engagement opportunities for its alumni, including:

- Leadership, social, and networking events
- The KE Reception held during the APhA Annual Meeting
- Booth exhibits at the APhA Exposition and ASHP Midyear Clinical Meeting
- Continuing education (CE) programming during national conventions
- The KE website (members-only access) and *The BOND* newsletter
- An “Alumni Getaway” held during non-convention years
- Ongoing updates on Fraternity and chapter news

These opportunities allow alumni to stay connected and continue their involvement in the Fraternity throughout their professional and personal lives.

## **KE Alumni Chapters**

Alumni may form local chapters to maintain their KE connection and foster regional community. A current list of alumni chapters is available in Appendix 10.

### **Who May Join an Alumni Chapter**

- Alumni chapters are open to the following categories of KE membership:
- Alumni members
- Life members
- Alumni affiliate members
- Professional members
- Honorary members
- Associate members

### **Establishing an Alumni Chapter**

To establish a new alumni chapter, the following are required:

- A minimum of five initiated Kappa Epsilon members in good financial standing with the national Fraternity
- A signed petition requesting a charter
- Payment of a charter fee
- A list of charter members, including addresses and chapters of initiation

### **Steps to Organize an Alumni Chapter**

1. Request a list of alumni in the area from the Executive Office.
2. Reach out to alumni to gauge interest in forming a chapter.
3. Plan a social event to bring alumni together.
4. Send invitations and follow up with phone calls.
5. Discuss chapter formation, future events, and potential alignment with local campus or professional events.

### **Sustaining a Successful Alumni Chapter**

To keep an alumni chapter active and impactful:

- Recruit new members, especially recent graduates and those completing rotations
- Promote prompt payment of national dues
- Maintain regular communication with the national organization (e.g., send newsletters, publicity, or event updates to the Executive Office, Vice President of Alumni Development, and/or Vice President of Communications)
- Submit life updates such as marriages, deaths, or address changes to the Executive Office
- Send delegates to national conventions
- Encourage alumni attendance at KE events, including APhA receptions and convention booths
- Host events in conjunction with state pharmacy association meetings

- Collaborate with local pharmacy societies
- Maintain a chapter scrapbook or history archive
- Nominate members for awards and professional membership
- Support the Fraternity and Foundation financially

## **Alumni Support of Collegiate Chapters**

Alumni chapters and individual alumni are encouraged to support and collaborate with collegiate chapters in the following ways:

- Host joint events with collegiate members
- Maintain communication with the collegiate chapter's Alumni Liaison
- Assist with recruitment, initiation, and other ceremonies
- Attend chapter functions and professional events
- Volunteer to serve as a guest speaker or panelist
- Provide transportation for students attending national convention
- Offer mentorship and employment guidance to students and recent graduates
- Present awards or scholarships to recognize leadership, scholarship, or campus involvement
- Establish a loan fund for emergency student needs
- Serve as co-advisor or mentor for a chapter
- Organize or participate in career panels, particularly for women in pharmacy

## **Regions**

### **Regional Structure**

For organizational and communication purposes, all Kappa Epsilon collegiate chapters, colonies, alumni chapters, and alumni-at-large are divided geographically into eight regions. This structure promotes fellowship, collaboration, and regional identity among members across the country.

### **Regional Gatherings**

Chapters within each region are encouraged to host informal gatherings during the off year of national convention. These events are optional and are intended to promote fun, fellowship, and continued connection among KE members.

Note: These gatherings are not coordinated or mandated by the national Fraternity. If a region elects to host a regional retreat or event, the planning and execution must be carried out by the participating chapters themselves.

All events must:

- Align with the purpose of Kappa Epsilon
- Uphold all national Fraternity policies
- Be communicated appropriately and conducted professionally

### **Regional Organization**

The eight official Kappa Epsilon regions, along with the current membership of collegiate chapters, alumni chapters, and colonies, are as follows:

<p><b><u>Region A</u></b>            Lambda – Univ. of North Carolina            Tau – Medical College of Virginia            Alpha Pi – Howard Univ., DC            Alpha Rho – Campbell Univ., NC            Alpha Chi – Shenandoah Univ., VA            Beta Omicron – Wingate Univ., NC</p>	<p><b><u>Region B</u></b>            Kappa – Univ. of Florida            Alpha Xi – Florida A&amp;M Univ.            Beta Alpha – Univ. of Florida, Jacksonville            Beta – Univ. of Florida, Orlando            Beta Tau – Univ. of South Florida</p>
<p><b><u>Region C</u></b>            Pi – Purdue Univ., IN            Rho – Cincinnati College of Pharmacy, OH            Psi – Ohio Northern Univ.            Alpha Phi – Duquesne Univ., PA            Beta Zeta – Univ. of Findlay, OH            Beta Pi – Concordia Univ., WI</p>	<p><b><u>Region D</u></b>            Alpha Gamma – Univ. of Mississippi            Alpha Epsilon – Univ. of Louisiana, Monroe            Alpha Nu – Xavier Univ., LA            Alpha Theta – Univ. of Arkansas Med. School</p>
<p><b><u>Region E</u></b>            Alpha – Univ. of Minnesota            Delta – Univ. of Montana            Chi – South Dakota State Univ.</p>	<p><b><u>Region F</u></b>            Beta – Univ. of Nebraska            Mu – Univ. of Kansas            Omega – Univ. of Missouri at KC            Alpha Omicron – Univ of Health Sciences            Beta Lambda – Univ. of Kansas-Wichita</p>
<p><b><u>Region G</u></b>            Xi – Univ. of Texas            Sigma – Univ. of Arizona            Upsilon – Univ. of Houston, Texas            Alpha Beta – SW Oklahoma State Univ.            Beta Rho – Midwestern Univ., Glendale, AZ</p>	<p><b><u>Region H</u></b>            Alpha Delta – Mercer Univ., GA            Alpha Lambda – SC College of Pharmacy, USC            Beta Epsilon – SC College of Pharmacy, MUSC            Beta Nu – South University-Columbia, SC            Beta Sigma – PCOM, GA            Beta Kappa – Presbyterian, SC</p>

Each chapter is encouraged to stay connected with others in its region to build camaraderie and expand support networks for both collegiate and alumni members.

## **Risk Management Policies**

Kappa Epsilon Fraternity, Inc. is committed to providing a safe and respectful environment for all members. The following risk management policies must be reviewed with all collegiate members at least once per academic year.

### **Hazing Policy**

Kappa Epsilon strictly prohibits any form of hazing. Hazing includes, but is not limited to:

- Physical exertion
- Ridicule or taunting
- Humiliation or criticism
- Abuse or harassment

Hazing may be intentional or unintentional and often appears under the guise of "tradition" or as a "test" of worth. Regardless of intention, it will not be tolerated.

#### **Violations:**

- Chapters engaging in hazing will be placed on probation for no less than one year.
- The Grand Council may revoke a chapter's charter.
- Participation in another organization's hazing will be treated as a violation under this policy.

**Key Principle:** The foundation of Kappa Epsilon's recruitment is mutual respect. Chapters should foster an environment where respect eliminates the need for hazing.

### **Alcohol Policy**

Kappa Epsilon promotes responsible decision-making and discourages alcohol misuse, which can undermine the Fraternity's values.

#### **Policy Guidelines:**

- Chapter funds may not be used to purchase alcohol.
- Funds may not support joint events with alcohol provided by non-members.
- Chapters must follow all local, state, and university regulations.
- Alcohol consumption at chapter events must be legal and responsible.
- Non-alcoholic alternatives should always be available.
- Members are responsible for the conduct of their guests.

#### **Consequences:**

- Violations may result in probation or suspension of the chapter.
- Individual members misusing alcohol are subject to disciplinary action.

### **Sexual Harassment Policy**

Kappa Epsilon is committed to an environment free of harassment, intimidation, or exploitation.

**Definition:** Sexual harassment includes unwelcome sexual advances, requests for favors, or other verbal, visual, or physical conduct of a sexual nature. It can occur between any members and in any setting.

#### **Examples:**

- Repeated unwanted sexual requests
- Unwelcome touching or gestures
- Offers of favors in exchange for sexual activity
- Sexual materials creating a hostile environment

**Reporting:** Incidents should be reported to a university official or a Grand Council member.

**Disciplinary Action:** Violations may result in disciplinary measures by the university and/or the Grand Council.

**Transportation Policy:** Chapters are encouraged to establish a transportation policy for events held off campus or beyond walking distance.

**Recommendations:**

- Use of professional transportation (e.g., buses, ride services)
- Assumption of Risk and Release from Liability forms for off-campus events
- Voluntary use of personal vehicles; KE assumes no liability
- Drivers must comply with vehicle laws and ensure safety

**Contractual Limitations:**

- No member or chapter may enter into any contract using the Fraternity's name.
- KE's insurance does not cover outside entities.

**Personal Property**

Use of personal property at KE events is at the owner's own risk. The Fraternity does not assume liability for loss or damage, even when the property is used for official purposes.

**Social Media Policy**

All KE-related social media activity must reflect the values of the Fraternity and the pharmacy profession.

**Expectations:**

- Protect confidential KE information (e.g., sacred rituals, Coat of Arms)
- Use official KE logos without alterations
- Post responsibly, truthfully, and respectfully
- Avoid personal or self-promoting content that is not relevant to KE
- Use privacy settings and be mindful of your online presence

**Liability:** Members are legally responsible for their own posts and may face consequences for harassment or inappropriate content.

**Disciplinary Action:** Violations will be addressed by the university and/or the Grand Council.

By adhering to these risk management policies, members uphold the integrity and professionalism expected of Kappa Epsilon and ensure a positive experience for all.

## National Projects

Kappa Epsilon Fraternity, Inc. is dedicated to supporting meaningful professional and service-based initiatives. The Fraternity's national projects focus on breast cancer and ovarian cancer awareness, in honor of the lasting impact these diseases have had on the KE community.

### National Project Overview

- KE chapters are encouraged to participate in national-level projects and adopt additional local service or professional projects.
- Chapters may present their work at the Kappa Epsilon National Convention, held biennially.
- Outstanding programs are formally recognized at convention.
- The National Project Committee coordinates the distribution of educational materials and project updates to all chapters.

### History and Purpose

KE adopted breast cancer awareness as a national project in memory of Linda Rodgers, a former Grand Council President who courageously battled breast cancer during her term.

As the Fraternity evolved, ovarian cancer awareness was added to expand KE's impact on women's health. Both causes reflect KE's mission to promote leadership, education, and advocacy in healthcare.

### New Member Education Requirement

Each new member education program must include a national project component that satisfies both of the following objectives:

1. **Learning Objective:** Increase chapter and colony members' knowledge of breast and/or ovarian cancer, including:
  - a. Early detection
  - b. Prevention strategies
  - c. Treatment options
  - d. Support systems

*Suggested methods:*

  - Invite a guest speaker
  - Host a video or panel presentation
  - Coordinate a National Project Committee-led program

2. **Outreach Objective:** Raise awareness in the local community to educate and empower others.

## **Examples of Chapter Activities**

### **Breast Cancer Awareness Initiatives**

- Distributing breast self-exam shower hangers in residence halls and sororities
- Hosting informational booths at campus health fairs
- Writing and mailing awareness letters to friends and family
- Creating campus display cases with educational materials

### **Ovarian Cancer Awareness Initiatives**

- Conducting campaigns during September (Ovarian Cancer Awareness Month)
- Promoting the message using #30daysofteal on social media
- Lighting campus landmarks in teal
- Organizing “support banners” where students can purchase and place ribbons
- Hosting benefit 5Ks and Teal Gala fundraising events

## **Participation & Recognition**

All collegiate and alumni chapters and colonies are encouraged to participate in one or both national projects each year. These activities demonstrate KE’s commitment to community health and professional service.

Chapters with outstanding national project programming will be recognized during the National Convention.

# **Traditions**

## **Kappa Epsilon Creed**

Knowledge  
Applied to  
Prescriptions with  
Precision while  
Aspiring to be  
Efficient  
Pharmacists utilizing  
Science and

Intelligent  
Leadership in our  
Obligations to the  
Nation

*Written by Evelyn Suffecool, Omega Chapter Adopted by 1959 Convention*

### **Motto**

COGITO ERGO SUM – I think, therefore I am... “I think, therefore, I am, I am being, I am alive. This mind, this intellect, this thrilling power which abides within me gives me my place in the universe, distinguishes me from lower forms of animal evolution, links me with that perfect entity outside myself by which I measure my own imperfection, my doubt, my fear, my uncertainty, all the manifestations of my finite quality, united me eternally with that which I call God. I think, therefore, I am. In this consideration of the frontier of the mind, we might extend the Cartesian definition to include a corollary. If I do not think, then in the evolution of what my life’s significance is, compared to what it might be, then I am not.”

*Written by Dr. Blanche H. Dow Colleges & University, Summer 1964 Permission Granted*

### **Rituals**

**Opening Ritual:** May this light shine in the lives of all Kappa Epsilon members, both near and far, so as to reflect the true meaning, purpose and ideals of our profession of pharmacy, and may the radiance of our lives be an inspiration to all mankind.

**Closing Ritual:** Though the light be extinguished, may the vows of our fraternity be reflected through us in our thoughts words, and deeds.

**Symbols:** Each fraternity has certain symbols that it uses. For Kappa Epsilon, its colors are red and white; its flower is the red rose; and its jewel is the pearl.

**Coat of Arms (Kappa Epsilon Crest):** The Kappa Epsilon coat of arms symbolizes the essence of the fraternity. It may be used on official publications, stationery, jewelry, fraternal composites, and other articles authorized by Grand Council. It should not be used on items such as t-shirts, sweatshirts, and mugs. Chapters must receive approval from the Executive Office prior to use the coat of arms.

### **Jewelry**

Kappa Epsilon offers members several options for official jewelry to symbolize their affiliation, achievements, and service. These items not only reflect pride in KE membership but also uphold Fraternity traditions.

## **Available Jewelry**

Members may wear the following Kappa Epsilon jewelry items:

- Pledge Pin: Worn by prospective members during the education period
- Official Badge: Worn by all initiated members
- Mortar and Pestle Pin: Recommended for pre-pharmacy affiliate members
- Associate Member Pin
- Monogram Lavalier
- Advisor's Badge
- Staggered Letter Stickpin
- Officer Dangles

Note: Pre-pharmacy affiliate members are not permitted to wear the official badge.

For repairs, contact the official Fraternity jeweler directly.

## **Proper Wearing of Fraternity Insignia**

Each piece of KE jewelry holds specific significance and should be worn with care and respect.

### **Pledge Pin (Prospective Member Pin)**

The pledge pin symbolizes a member's commitment during the education period. It serves as a reminder to:

- Remain loyal to the Fraternity
- Uphold the obligations of a prospective member
- Maintain confidentiality of KE matters
- Reflect honor upon the organization
- Diligently learn educational assignments

Placement: Over the heart, so it is visible and clearly identifies the wearer as a prospective KE member.

### **Official Badge**

Worn by all initiated members (collegiate, alumni, professional, honorary, allied health science affiliates, and alumni affiliates).

Placement Guidelines:

- On a blouse over the heart
- Permissible on a formal gown
- Not worn on the outside of a suit jacket or removable garment

If Covered: When the badge is covered by an outer garment, the recognition pin is usually worn on the coat lapel instead.

It may also be:

- Worn as a necklace suspended from a chain
- Worn as a charm dangle on a bracelet

Members of Multiple Organizations: If a member belongs to both a social fraternity or sorority and Kappa Epsilon, the social organization's badge is worn directly over the heart, and the KE badge is positioned:

- Slightly to the left from the wearer's perspective
- With the top of the KE badge aligning with the bottom of the social badge

### **Recognition Pin**

Designed for visibility, the recognition pin should be worn in the most conspicuous place possible, especially when the official badge is not visible.

It does not carry the rich symbolism of the prospective member pin or official badge, but it serves as a clear marker of KE affiliation.

### **Fraternity Letters**

Only fully initiated collegiate and alumni members may wear official Greek block letters representing Kappa Epsilon.

### **Graduation Cords**

It is the policy of Kappa Epsilon that any fully initiated, dues-paying alumni member may wear red and white graduation cords during commencement ceremonies at their college or school of pharmacy.

Individual chapters may set additional participation requirements as defined in their local chapter bylaws.

## **Publications**

Kappa Epsilon maintains a variety of official publications to inform, educate, and engage its members. These resources support communication between the national organization, chapters, and individual members, while also serving as tools for member education and recruitment.

### **The Bond**

The Bond is the official magazine of Kappa Epsilon, available to all collegiate and alumni members in good standing. It includes:

- Professional and fraternal articles
- Chapter highlights and updates
- Executive Office news

Access: Available online at [www.kappaepsilon.org](http://www.kappaepsilon.org)

## **Historical and Informational Publications**

**The Kontakt:** Formerly the official newsletter of Kappa Epsilon.

**Officers' and Advisors' Mailing:** A monthly e-newsletter distributed by the Executive Office to chapter officers, advisors, and alumni chapters.

**National Education Manual:** A key educational tool for prospective members, containing information about:

- Kappa Epsilon's history, mission, and purposes
- Membership types and governance
- Traditions and national policies

**Guide to KE:** A comprehensive guide to the fraternity's policies and procedures.

- Valuable for collegiate and alumni chapters
- Includes operational guidance and national standards

**National Bylaws:** The primary governing document for all KE entities, including:

- Collegiate chapters
- Alumni chapters
- Alumni-at-large
- Grand Council

Local constitutions and bylaws must align with the national bylaws, which are updated biennially at convention. Available from the Executive Office and online at [www.kappaepsilon.org](http://www.kappaepsilon.org).

## **Convention Materials**

**Convention Programs:** Provided to each attendee at the start of national convention. Includes schedules, session details, and speaker bios.

**Convention Proceedings:** Distributed electronically to all attendees and chapters following the national convention. Serves as the official record of events and decisions.

## **Recruitment and Alumni Communications**

**Recruitment Brochures:** Available from the KE website for use during recruitment events. These brochures:

- Highlight KE's mission, values, and activities
- Detail the benefits of membership

**Alumni Newsletter:** A quarterly publication distributed via email and posted to the KE website. Alumni can sign up to receive updates and stay connected with the Fraternity.