

# **Kappa Epsilon Fraternity National Bylaws**

## **Article I**

### **Name, Purpose, and Mission**

The name of this corporation will be Kappa Epsilon Fraternity, Inc. Kappa Epsilon will be a professional pharmacy fraternity to support women in pharmacy.

The founding purpose will be to unite women students of pharmacy, to cooperate with the faculties of the colleges where chapters are established, to stimulate in its members a desire for high scholarship, to foster a professional consciousness, and to provide a bond of lasting loyalty, interest and friendship.

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.

## **Article II Membership**

Section 1. Units of Membership This fraternity will consist of

- a. Collegiate chapters, designated by the consecutive letters of the Greek alphabet, chartered by the fraternity, and located at accredited colleges of pharmacy or colleges of pharmacy in candidate status with the American Council on Pharmaceutical Education;
- b. Alumni chapters, designated by the names of the cities, states, or the areas where the chapters are located and chartered by the fraternity; and
- c. Members in good standing not affiliated with a collegiate or alumni chapter. These members may be active in the fraternity as members-at-large.

Section 2. Types of Membership

- a. Pre-pharmacy Affiliate Member: a pre-professional student planning to pursue a degree in pharmacy at a college/university where there is a chapter of Kappa Epsilon.
- b. Collegiate Member: a student enrolled in a college/school of pharmacy pursuing a degree in pharmacy where there is a chapter of Kappa Epsilon.
- c. Allied Health Science Affiliate Member: a student who is pursuing a degree in allied health science at a college/university where there is a chapter of Kappa Epsilon.

- d. Alumnus Member: a Kappa Epsilon member who is completing their experiential rotations, who has withdrawn from a pharmacy degree program, who has transferred to a college/school of pharmacy where there is not a chapter of Kappa Epsilon, or who has completed a pharmacy degree program.
- e. Alumnus Affiliate Member: an allied health science affiliate graduate.
- f. Professional Member: a graduate of a college/school of pharmacy who is not a member of any other professional fraternity of pharmacy who believes in the purposes and upholds the ideals of Kappa Epsilon Fraternity and who has practiced in a field of pharmacy for a period of not less than two years.
- g. Associate Member: an individual who is interested in the profession of pharmacy and is in accord with the purpose of the fraternity.
- h. Honorary Member: an individual who has given distinguished service to the profession of pharmacy and/or Kappa Epsilon Fraternity.

### Section 3. Procedures, Qualifications, and Limitations of Membership

A collegiate chapter may select members from students enrolled in the professional curriculum of the college of pharmacy, students enrolled in the pre-pharmacy curriculum, or students enrolled in an allied health science curriculum who are in good academic and professional standing and who are members of no other professional pharmacy fraternity.

A collegiate chapter will vote on candidates for prospective membership by secret ballot. Upon favorable vote, the candidate will be invited to become a prospective member. After acceptance, the candidate will be inducted by the official service, will receive instruction about fraternity matters, and will fulfill all other prospective member requirements as defined in the chapter bylaws. A Kappa Epsilon prospective member will maintain good academic and professional standing during the new member education period. After completion of the fraternity education program and fulfillment of chapter requirements, a second vote of chapter members will be taken. Upon a favorable vote, the prospective member will become a member following initiation by the official service upon payment of the initiation fee. In all cases, individual chapters will define a favorable vote.

All collegiate chapters will be required to establish and maintain an active new member education program. Chapter educators will submit an outline of the planned new member education program by the established deadline, including dates and activities involved. It will be the responsibility of each collegiate chapter to instruct prospective members on fraternity matters and provide an examination(s) covering the instruction. Chapters not providing a new member education program will be

subject to probation and upon continued failure, will be subject to suspension (see Article VIII, Section 6).

The length of the new member education program may be determined by individual chapters. The length of the program will have no minimum and may take place over a maximum of eight weeks unless otherwise restricted by school rules or regulations established by a school's inter-fraternity council.

- a. Pre-Pharmacy Affiliate Member: the qualifications of a pre-pharmacy affiliate member will be considered by the collegiate chapter. After acceptance, the pre-pharmacy affiliate member can attend social/professional/service activities and business meetings as determined by the local chapter. The pre-pharmacy affiliate member pays national dues as determined by Grand Chapter and local dues as determined by the local chapter. Upon acceptance into the pharmacy program, the pre-pharmacy affiliate member is eligible to enter the fraternity education program. The pre-pharmacy affiliate member cannot be a member of Grand Council or a national committee chair, cannot be a delegate to convention, and cannot hold office or vote in the local chapter.
- b. Collegiate Member: the qualifications of the collegiate member will be considered by the collegiate chapter. After completion of the new member education program, the prospective collegiate member can be inducted into the fraternity by the official service. A collegiate member pays national dues as determined by Grand Chapter and local dues as determined by the local chapter. A collegiate member may be a member of Grand Council (see Article III, Section 2), serve as a delegate to convention, chair a national committee, and hold any chapter office as outlined in the local chapter bylaws. Upon entering the final year of the degree program's experiential requirements, the collegiate member becomes an alumnus member.
- c. Allied Health Science Affiliate Member: the qualifications of the allied health science affiliate member will be considered by the collegiate chapter. After completion of the new member education program, the prospective allied health science affiliate member can be inducted into the fraternity by the official service. An allied health science affiliate member pays national dues as determined by Grand Chapter and local dues as determined by the local chapter. The allied health science affiliate member cannot be a member of Grand Council or a national committee chair, cannot be a delegate to convention, and cannot be a chapter president or vice president. Upon graduation the allied health science affiliate member becomes an alumnus affiliate member.
- d. Alumnus Member: an alumnus member is a member who has completed a pharmacy degree program, who is completing experiential rotations, who has withdrawn from a pharmacy degree program, or who has transferred to a

college/school of pharmacy where there is not a chapter of Kappa Epsilon. The alumnus member pays national dues as determined by Grand Chapter, may participate with a local alumni or collegiate chapter or be an alumnus-at-large, and is encouraged to attend national conventions. An alumnus member may be a member of Grand Council, serve as a delegate to convention, and chair a national committee.

- e. Alumnus Affiliate Member: an alumnus affiliate member is an allied health science affiliate graduate. The alumnus affiliate member pays national dues as determined by Grand Chapter, may participate with a local alumni or collegiate chapter, and is encouraged to attend national conventions. An alumnus affiliate member is not eligible to be a member of Grand Council, serve as a delegate to convention, or chair a national committee.
- f. Professional Member: the qualifications of a professional member will be considered by Grand Council provided the individual is a graduate of a college/school of pharmacy, has practiced in a field of pharmacy for at least two years and is not a member of any other professional pharmacy fraternity. A candidate for membership may apply individually or may be sponsored by a collegiate or alumni chapter or individual member referral. The candidate will submit an application, and will receive a national education manual, study guide, and other appropriate materials. After completing a self-study fraternity education period, the candidate may request a written test from the executive office. The completed test and other pertinent information must be returned to the executive office in a reasonable amount of time. The executive director will circulate the information and ballots among members of Grand Council. The candidate will be notified in writing after review of the final application package by Grand Council. The candidate becomes a professional member after approval by Grand Council and after paying an initiation fee. A professional member may be initiated by the official service performed at an appropriate time by an agent of Grand Council. A professional member enjoys all privileges and obligations of full alumni membership in Kappa Epsilon Fraternity.
- g. Associate Member: the qualifications of an associate member will be considered by a collegiate or alumni chapter. The candidate will be approved by two-thirds vote of members in good standing, present and voting. The chapter will invite the candidate to membership. The candidate will become an associate member following initiation by the official service. An associate member will not pay local dues, vote, or hold office in a collegiate chapter, but may pay local dues, vote, and hold office in an alumni chapter. An associate member does not pay national dues or initiation fees, may not be a member of Grand Council, serve as a delegate to convention, or chair a national committee.

- h. Honorary Member: the qualifications of an honorary member will be considered by a collegiate or alumni chapter or by Grand Council. Honorary members may affiliate with any collegiate or alumni chapter. An honorary member does not pay national dues or initiation fees, may not be a member of Grand Council, serve as a delegate to convention, or chair a national committee. An honorary member is not eligible to receive awards, grants, and scholarships from Kappa Epsilon.
1. If recommended by a collegiate or alumni chapter, the candidate will be approved by two-thirds vote of chapter members in good standing present and voting. His or her name, along with the chapter's recommendation and biographical information, will be sent to the executive director who will circulate the information and ballots among members of Grand Council. The result of voting will be reported to the chapter. If the vote is unanimous, the chapter may invite the candidate to membership. He or she may be initiated by the official service if the candidate wishes.
  2. If recommended by Grand Council and unanimously approved, the candidate may be invited to membership. He or she may be initiated by the official service if the candidate wishes.

#### Section 4. Good Standing of Members

To be in good standing, a member will meet all the financial and other obligations as directed by the member's chapter and/or Grand Council.

#### Section 5. Inactive Standing of Members

A member wishing to become inactive will notify the local chapter in writing. Alumni-at-large wishing to become inactive will notify the executive office in writing. Upon receipt by the local chapter, the request for inactive status will be considered valid and the member will be exempt from financial obligations. The chapter will be exempt from paying dues of an inactive member if such inactive status is reported to the executive director with the annual dues report. Reports for inactive status will be maintained in the chapter files. Members not paying national dues are also considered inactive at the local level and may not participate in any chapter functions while inactive. Active status may be regained at any time by notifying the executive office, by paying national dues as determined by Grand Council, and by meeting local chapter obligations.

#### Section 6. Discipline of Members

A member proven guilty of conduct violating laws, principles, or policies of Kappa Epsilon Fraternity may be subject to probation, suspension, or expulsion. Two-thirds vote of the member's chapter and of Grand Council will be required to carry out any disciplinary action. The accused has a right to appeal to Grand Council after receiving notification of the decision. The terms and length of probation or suspension and future membership status will be at the discretion of Grand Council.

## Section 7. Transfer of Members

If a member of a collegiate chapter transfers to another college of pharmacy where there is a chapter of the fraternity, he or she may become a member of the second chapter. He or she will abide by the local bylaws of the chapter with which he or she affiliates. The member's initiation records will be retained by his or her original chapter. The executive director will be notified of the transfer by the chapter into which said member transfers and will inform Grand Council of the transfer. If a collegiate member transfers to another college of pharmacy where there is not a chapter of the fraternity, he or she will be considered an alumnus member. If an allied health science affiliate member transfers to another college of pharmacy where there is not a chapter of the fraternity, he or she will be considered an alumnus affiliate member.

## **Article III Government**

The governing bodies of this fraternity will be the Grand Chapter assembled during convention and the Grand Council.

### Section 1. Grand Chapter

The Grand Chapter will be the supreme power of this fraternity in all legislative matters.

- (a) The Grand Chapter of Kappa Epsilon Fraternity will meet biennially in the odd-numbered years.
- (b) The date and place of the Grand Chapter meeting or convention will be selected by Grand Council and announced to each chapter at least one year prior to convention. Should a national emergency prevent holding a meeting as scheduled, it will be the duty of Grand Council to call the next meeting as soon as practical after the emergency.

- (c) The Grand Chapter will be composed of two official delegates from each collegiate chapter and two official delegates from each alumni chapter or their alternates, a minimum of one delegate or ten percent of the alumni-at-large attending convention, members of Grand Council, and Past Grand Council Presidents in attendance. Each will be entitled to one vote with no proxy allowed. A Grand Council member or a Past Grand Council President may serve as delegate from a chapter but he or she is entitled to only one vote. Alumni-at-large delegates will be chosen from those alumni-at-large in attendance during a meeting prior to the first business session.
- (d) Any Kappa Epsilon member in good standing may attend the convention with voice but without a vote.
- (e) A quorum for the convention will be a number equal to two-thirds of the total number of delegates, Grand Council members, and Past Grand Council Presidents in attendance as approved by the convention committee on credentials.

## Section 2. Grand Council

The Grand Council will consist of the president, president-elect, five vice presidents, secretary, and immediate past president. This council will be entrusted with the management of fraternity business and funds in between conventions and will meet at such times and places deemed appropriate by majority vote of its members. Additionally, the council will be empowered to vote and conduct business outside of official meetings. **The quorum for conducting fraternity business will be a number equal to two-thirds of Grand Council members.**

The executive committee will consist of the president, president-elect, and vice president of financial development. This committee will be entrusted to oversee the on-going operations and financial status of the fraternity and will meet at least once monthly.

- (a) The following rules will govern the selection of candidates for Grand Council offices:
  - (1) All candidates must be members in good standing at the time of election and remain in good standing throughout their term in office.
  - (2) With the exception of a candidate for secretary, candidates will either be an alumnus member who has completed a pharmacy degree program or professional member.
  - (3) A candidate for president-elect will have been either a previous member of Grand Council or an alumnus member who has shown consistent and meaningful contributions to the fraternity for a minimum of 3 years.
  - (4) A candidate for the position of secretary will be a collegiate or an alumnus member who will graduate prior to the next convention.

- (5) A candidate will have served acceptably in some official capacity of the fraternity, such as a chapter officer or appointee of Grand Council.
  - (6) Each officer will be elected for a two-year term or until a successor is elected or appointed.
- (b) The duties of the officers will be as follows:
- (1) President: The president will preside at the convention and at Grand Council meetings. He or she may appoint a parliamentarian to assist. The president, with the approval of Grand Council, will appoint all committees with the exception of the nominating committee and will serve ex-officio on all committees except the nominating committee. The president will serve as the Kappa Epsilon representative to the Professional Fraternity Association or appoint an alternate with approval of Grand Council. The president will present an address to Grand Chapter at the first business session during convention.
  - (2) President Elect: The president-elect will coordinate the planning of the next convention with the convention chair(s), the vice president of financial development, and the executive director. This officer will also coordinate and oversee the activities of all national committees, explore and pursue new chapter activation, and pursue reactivation of inactive chapters.
  - (3) Vice President of Alumni Development: This vice president will coordinate the activities of alumni chapters and serve in an advisory capacity to those chapters, their individual members, and to the members-at-large.
  - (4) Vice President of Collegiate Development: This vice president will coordinate the activities of collegiate development and programming. This officer will serve in an advisory capacity to chapters, their advisors, and individual members for programming including but not limited to collegiate member development and regional retreats. This officer will work with the vice presidents of collegiate operations and membership recruitment.
  - (5) Vice President of Collegiate Operations: This vice president will coordinate the operations of collegiate chapters and the visitation programming. This vice president will work with the national liaison committee to facilitate the training and assignment of national liaisons to specific chapters. This officer will work closely with the vice presidents of collegiate development and membership recruitment.
  - (6) Vice President of Communications: This vice president will oversee the organization and publication of *The BOND*. This vice president will also oversee the maintenance and update content to the website and social media platforms regularly. Finally, this officer will facilitate and implement new organizational needs of communication as the Fraternity evolves and grows as directed by Grand Council.
  - (7) Vice President of Financial Development: This vice president will facilitate the financial management of the fraternity. This vice

president will generate the national biennial budget and national convention budget. This vice president will concentrate on monitoring compliance with the approved national budget, stabilizing and improving the fraternity's financial status by managing investments, and guiding chapters regarding financial matters. This vice president will coordinate and oversee the bookkeeper and the accountant used by the fraternity. The bookkeeper will provide the vice president with information needed to complete quarterly, annual, and biennial reports; will pay routine bills; and will disperse other funds as directed by Grand Council or by the vice president of financial development. The accountant will use information provided by the vice president to prepare the fraternity's tax forms.

(8) Vice President of Membership Recruitment: This vice president will serve as the liaison between Grand Council and collegiate members in the area of recruiting new members and educating them regarding the fraternity's history, laws, policies, procedures, rituals, the meaning of KE, and obligations of membership. This officer also will analyze chapter trends in relation to recruitment and member retention. This officer will work with the vice presidents of collegiate development and collegiate operations.

(9) Secretary: The secretary will keep a record of the proceedings of the convention and furnish a copy to each collegiate and alumni chapter, members of Grand Council, members who attended convention, the executive office, and Past Grand Council Presidents. During convention, the secretary will prepare a roll call of Grand Chapter and call it when necessary. This officer will record the minutes of Grand Council meetings, keep record of all other official business, and prepare correspondence as directed by the president and/or Grand Council.

(10) Immediate Past President: The immediate past president will serve as advisor to the president and the president-elect and will serve as chair of the nominating committee.

(c) Each officer will do the following:

(1) Attend all Grand Council meetings.

(2) Keep records of all business transacted as related to their office.

(3) Submit a written report to convention.

(4) Serve as a delegate of Grand Council at National Convention.

(5) Meet with his or her successor at the close of convention to transfer all electronic files, passwords, access to cloud-based platforms and all other documents, files, and supplies of the office.

(6) Serve as an advisor to the successor.

(d) The vice president of financial development and other officers or appointees, as Grand Council may direct, will be bonded for the proper care and disposition of funds, which may come into their hands. The cost of bonding will be considered a routine expense.

## Article IV

### Nomination and Election of Officers

#### Section 1. Nomination

- (a) A nominating committee will be composed of the immediate past president and two additional members appointed by Grand Council, excluding the president.
- (b) Not later than February 1 of the convention year, each chapter, if they so desire, will submit a list of candidates and their qualifications to the committee for each office with the exception of secretary. Alumni members if they desire, will submit a list of candidates with their qualifications or self-submit their own qualifications to the committee for each office with the exception of secretary. All members are encouraged to recommend names of persons for consideration for appointed offices. The committee will examine the qualifications in accordance with the bylaws and select at least one candidate for each office.
- (c) The committee will announce the slate of candidates and their qualifications not later than 45 days prior to convention.
- (d) The committee will present its report to Grand Chapter at the first business session during convention. Nominations for the office of vice president of membership recruitment and nominations from the floor for other offices will take place during the first business session provided the nominee meets the requirements and has given prior consent.
- (e) Additional nominations may be made from the floor at the time elections are to be held provided the nominee meets the requirements and has given prior consent.

#### Section 2. Election

- (a) Election of officers will be conducted during the next to last business session of the convention. It will be by written ballot unless there is but one nominee for the office. In this case, the secretary will be instructed to cast a ballot for the slate as presented. A majority of votes cast by delegates, Grand Council members, and Past Grand Council Presidents in attendance and voting will be required to elect.
- (b) The elected officers will assume their respective duties upon adjournment of convention.

#### Section 3. Vacancies

In case of a vacancy in the office of president, the president-elect will assume the duties of the president for the remaining term of that office. In case of a vacancy in any other office, the president will appoint a replacement.

## **Article V**

### **Standing and Special Committees**

The president, with approval of Grand Council, will appoint the standing and special committees. The chair of each committee will be a collegiate, alumni, or professional member in good standing. Duties of the standing and special committees unless otherwise specified, will be those assigned to them by Grand Council. Each committee will keep a record of all business transacted and will submit a written report to Grand Council for inclusion in the biennial report to Grand Chapter.

#### **Section 1. Standing Committees**

- (a) The awards committee will make recommendations to Grand Council for national KE awards and will suggest candidates for awards given by other professional organizations (i.e., APhA, ASHP, and PFA).
- (b) The bylaws/ publications review committee will review and suggest revisions to all national publications once per biennium.
- (c) The nomination committee will perform duties specified in Article 4, Section 1, and serve in an advisory capacity to Grand Council in selection of committee assignments and special appointments.
- (d) The national project committee will assist with projects as agreed upon by vote of Grand Chapter.
- (e) The scholarship committee will receive and evaluate all applications for the Kappa Epsilon scholarship and fellowship awards and will maintain a permanent record of the awardees.
- (f) The alumni interest committee will assist with projects in keeping alumni active and involved in the organization long term and provide programming and events catered to their interests.

#### **Section 2. Special Committees**

Special committees will be formed and dissolved as needed by the president under the direction of Grand Council.

## **Article VI**

### **Executive Director**

The executive director and/or association management firm will be an appointee of Grand Council acting under the direction of Grand Council in accordance with the bylaws of the fraternity. The executive director and/or association management firm will be responsible for all duties outlined in a contractual agreement updated and signed by the Grand Council president, vice president of financial development, and the appointed executive director. The executive director and/or association management firm must keep record of all business transacted and submit an annual report to Grand Council and a biennial report to Grand Chapter during convention.

## **Article VII**

### **Establishment of Chapters**

#### **Section 1. Collegiate Chapters**

- (a) A collegiate chapter may be established at a college/school of pharmacy that is a member in good standing with the American Association of Colleges of Pharmacy and has been accredited by or is in candidate status with the American Council on Pharmaceutical Education. Colleges/schools of pharmacy in other countries will be evaluated by Grand Council in keeping with the purpose of the fraternity.
- (b) A group interested in becoming a Kappa Epsilon chapter must submit a letter of interest and request for colonization. The letter must include a signed statement of support from the school's administration, and a list of ten students who are interested in organizing. Upon a simple majority vote of Grand Council to approve the group as a colony. The new colony will serve a colonization period of not less than 6 months or as determined appropriate by Grand Council. Requirements of the colony are listed in the Guidelines for Colonization/Reactivation. The president-elect or designee will oversee the colony's progress and report as needed to Grand Council.
- (c) To be considered for chartering, the colony must submit a petition to charter near the end of the colonization period. The petition will be in writing and have at least ten signatures. Graduates of the college/school of pharmacy may sign the petition and may be candidates for initiation as charter members. Proof of their scholastic eligibility is not necessary. Items to be included in the petition packet are listed in the Guidelines for Colonization/Reactivation. Upon unanimous approval of the petition by Grand Council, the colony will be notified and a date for chartering will be set. In case of rejection, the petitioner will be given the reason for rejection to enable the petitioner to meet the requirements at a future date.
- (d) New collegiate chapters will pay, at the time of petition, a charter fee set by Grand Council. All or part of the charter fee, as determined by Grand Council, may be returned to the petitioner in case of rejection.

- (e) Chapters are responsible for notifying the executive office of probation, warnings, or other disciplinary sanctions issued by their respective college/ school of pharmacy.

## Section 2. Alumni Chapters

- (a) An alumni chapter may be established in any city or state in which at least five alumni, professional, and/or alumni affiliate members wish to form a chapter. The members may have been initiated by any collegiate chapter.
- (b) The petition for a charter will be in writing and signed by at least five alumni, professional, and/or alumni affiliate members in good standing. It should be accompanied by a list of members with addresses and chapters of initiation.
- (c) Upon unanimous approval of Grand Council, the vice president of alumni development will give the new chapter full instruction to guide its procedure. In case of rejection, the petitioner will be given the reason for rejection to enable the petitioner to meet the requirements at a future date.
- (d) New alumni chapters will pay, at the time of petition, a charter fee set by Grand Council. All or part of the charter fee, as determined by Grand Council, may be returned to the petitioner in case of rejection.

## Section 3. Chapters Outside the Continental United States

Procedures and qualifications for establishing chapters outside the continental United States will be determined by Grand Council.

# Article VIII

## Government of Chapters

### Section 1. Chapter Responsibilities

- (a) Chapter records will be kept in permanent books and/or archived electronic drives that are backed up regularly; duly labeled and dated, to form a history of the chapter.
- (b) Chapters will keep a permanent written and electronic record of all members initiated according to the standards of the executive office. The file will be brought up to date each year and forwarded to the executive office for record keeping purposes.
- (c) Chapters will be required to send two delegates to each biennial convention unless otherwise approved by the Grand Council. Exceptions will be evaluated by Grand Council only upon receipt of written request.
- (d) National dues for each collegiate and alumnus on rotation member will be deposited with the executive office by the established date.
- (e) Chapters will abide by and uphold all established fraternity policies including but not limited to alcohol, hazing, social media and sexual harassment policies.

- (f) Chapters are responsible for notifying the executive office of probation, warnings, or other disciplinary sanctions issued by their respective college/school of pharmacy.

## Section 2. Collegiate Chapters

- (a) Chapters will adopt a set of local bylaws based on model bylaws in accordance with the bylaws of the fraternity, elect officers, establish local dues, and plan a program of professional character. Every chapter will review its bylaws every two years and will submit them with the Pre-Visitation report.
- (b) Chapters are responsible for submitting all national reports, address changes, marriages, news, and other pertinent information in a timely fashion to the executive office by the requested dates.
- (c) Chapters will hold a business meeting at least once a month and conduct several programs of professional character during the year.
- (d) Chapters will select an advisor following the regulations of the college/school of pharmacy. The advisor will serve as liaison for the chapter, Grand Council, and campus faculty. The advisor will be custodian of the chapter's permanent files.
- (e) Rules governing new member recruitment, education, and initiation will be adopted in accordance with the bylaws of the fraternity and campus regulations. All initiations of all classifications of members will be reported within seven days of the initiation ceremony (see Article IX, Section 1).
- (f) Chapters will keep a permanent record of all members initiated. The file will be brought up to date each year with the addition of biographical information and current addresses of each member to be forwarded to the executive office for record keeping purposes.

## Section 3. Alumni Chapters

Each chapter will meet at least twice a year and will work with the vice president of alumni development in maintaining communication with members-at-large in nearby areas.

## Section 4. Good Standing of Chapters

To be in good standing, a chapter will meet all financial and other obligations as directed by Grand Council.

## Section 5. Inactive Standing of Chapters

- (a) A chapter that for any reason cannot maintain a program of activity may send a letter to Grand Council stating the reasons and asking for permission to be inactive. An inactive chapter will return its charter, chapter funds (see

Article XVII, Section 1), and other materials to the national fraternity and will not have the privilege of sending a delegate to convention.

(b) Reactivation of a Collegiate Chapter

- (1) A group interested in reactivating a Kappa Epsilon chapter must submit a letter of interest and request for colonization. The letter must include a signed statement of support from the school's administration and a list of ten people who are interested in organizing.

Upon a simple majority vote of Grand Council to approve the group as a colony, the colony will serve a colonization period of not less than 6 months or as determined appropriate by Grand Council. Requirements of the colony are listed in the Guidelines for Colonization/Reactivation. The president-elect or designee will oversee the colony's progress and report as needed to Grand Council.

- (2) To be considered for reactivation, the colony must submit a petition to charter near the end of the colonization period. The petition will be in writing and have at least ten signatures. Graduates of the college/school of pharmacy may sign the petition and may be candidates for initiation as re-chartering members. Proof of their scholastic eligibility is not necessary. Items to be included in the petition packet are listed in the Guidelines for Colonization/Reactivation. Upon unanimous approval of the petition by Grand Council, the colony will be notified and a date for reactivation will be set. In case of rejection, the petitioner will be given the reason for rejection to enable the petitioner to meet the requirements at a future date.
- (3) The chapter pursuing reactivation will pay, at the time of petition, a reactivation fee as set by Grand Council. All or part of the reactivation fee, as determined by Grand Council, may be returned to the petitioner in case of rejection.

(c) Reactivation of an Alumni Chapter

- (1) An alumni chapter may be reactivated in any city or state in which at least five alumni, professional, and/or alumni affiliate members wish to form a chapter. The members may have been initiated by any collegiate chapter.

- (2) The petition for reactivation will be in writing and signed by at least five alumni, professional, and/or alumni affiliate members in good standing. It should be accompanied by a list of members with addresses and chapters of initiation.

- (3) Upon unanimous approval of Grand Council, the vice president of alumni development will give the reactivated chapter full instruction to guide its procedure. In case of rejection, the petitioner will be given the reason for rejection to enable the petitioner to meet the requirements at a future date.

- (4) The chapter pursuing reactivation will pay, at the time of petition, a reactivation fee set by Grand Council. All or part of the reactivation fee,

as determined by Grand Council, may be returned to the petitioner in case of rejection.

## Section 6. Discipline of Chapters

(a) Probation: A chapter may be placed on probation by two-thirds vote of Grand Council after considering the circumstances surrounding the failure to meet the obligations. The length and conditions of probation will be at the discretion of Grand Council.

- (1) A chapter will be subject to probation if it fails to maintain an acceptable recruitment and new member education program (see Article II, Section 3).
- (2) A chapter will be subject to probation if it fails to send at least one delegate to a national convention.
- (3) A chapter will be subject to probation if it fails to meet all financial and other obligations as directed by Grand Council.
- (4) A chapter will be subject to probation if it fails to abide by and uphold all established fraternity policies including but not limited to alcohol, hazing, and sexual harassment policies.

(b) Suspension: A charter may be suspended by two-thirds vote of Grand Council. All privileges of affiliation will cease. The length of suspension and conditions of reactivation will be at the discretion of Grand Council. The suspended chapter has the right to appeal to Grand Chapter during convention.

- (1) A charter may be suspended for violation of laws, principles, or policies of Kappa Epsilon Fraternity.
- (2) A charter may be suspended if the chapter fails to have a delegate at two successive conventions.
- (3) A charter may be suspended if the chapter fails to remove itself from probation at the next available opportunity.

## **Article IX** **Finances**

### Section 1. National Initiation Fee

- (a) A national initiation fee will be established by a vote of convention delegates for collegiate, allied health science affiliate, and professional members.
- (b) The fee will be payable to the executive office within seven days of initiation and will be accompanied by the official report of initiation.
- (c) For members outside the continental United States, the initiation fee will be established by Grand Council.

### Section 2. National Dues and Assessments

- (a) National dues will be established by a vote of convention delegates and will be collected annually from all members with the exception of associate and honorary members.
- (b) Collegiate chapters are responsible for collecting and submitting national dues to the executive office for collegiate members and alumnus members completing their experiential rotations.
- (c) Chapters delinquent in their submission of annual dues by the published due date, may be issue a penalty for each month late or fraction thereof, not to exceed 5%. If the chapter is delinquent by over six months, the Grand Council shall review the case and determine if disciplinary action is warranted.
- (d) Payment of annual dues for forty years will exempt a member from further payment of national dues. They will be considered a life member. Life members are not exempt from payment of local dues.
- (e) For members outside the continental United States, dues will be established by Grand Council.
- (f) In the case of an emergency deficit of funds to meet the monetary obligations of the fraternity, the Grand Council may assess a special monetary assessment to chapters and/or members. The assessment will not exceed the capability of the chapter's annually reported finances. Chapters will be allowed up to two months to make payment.

### Section 3. Expenditures

- (a) Expenditures will be made as authorized by the biennial budget or specific authorization of Grand Council.
- (b) Operating expenses and location of the executive office will be determined by Grand Council.

### Section 4. Special Funds

- (a) The Nellie Wakeman Fund was established in 1930 and will be supported by voluntary contributions and by a one-dollar contribution from national dues. This money will be used to award an annual fellowship grant to a member meeting all fellowship award criteria. This fund will be administered by the fraternity and funded in conjunction with the American Foundation of Pharmacy Education (AFPE).
- (b) The Zada M. Cooper Fund was established in 1955 and will be supported by voluntary contributions and by a two-dollar contribution from national dues. This money will be used to award annual scholarship grants to undergraduate members currently enrolled in a degree program. This fund will be administered by the Kappa Epsilon Foundation.

- (c) The Linda T. Rodgers Memorial Award Fund was established in 1984 and will be supported by voluntary contributions. The award will be presented annually and is to be used for scholastic and/or educational purposes. This fund will be administered by the Kappa Epsilon Foundation.
- (d) The Kappa Epsilon Foundation Fund was established in 1992 and will be supported by voluntary contributions and by a two-dollar contribution from national dues. This fund will be administered by the Kappa Epsilon Foundation.

## **Article X Publications**

### Section 1. Official Magazine

The official magazine will be *The BOND*. It will be published at regular intervals and posted on the national website. Hard copies will be distributed at the discretion of Grand Council.

### Section 2. Official Website

The official website will be maintained by the national fraternity. Content will be determined by Grand Council, and the site will be updated quarterly.

### Section 3. Other Publications

Publications to facilitate cooperation of the fraternity will be produced as authorized by Grand Council.

## **Article XI Awards**

### Section 1. Scholarships, Fellowships, and Awards

- (a) Recipients of the Kappa Epsilon scholarships and fellowships will be selected by Grand Council from the list of recommendations submitted by the scholarship committee.
- (b) Recipients of the Linda T. Rodgers Memorial Award will be selected by Grand Council from the list of recommendations and nomination packets submitted by the awards committee.
- (c) Recipients of the Career Achievement Award will be selected by Grand Council from the list of recommendations and nomination packets submitted by the awards committee.

- (d) Recipients of the Metta Lou Henderson Award for Excellence in Academia will be selected by Grand Council from the list of recommendations and nomination packets submitted by the awards committee.

## Section 2. Recognition/Awards

Grand Council may authorize special awards to be presented in recognition of individual or chapter achievement contributing toward the progress of the fraternity or the profession of pharmacy.

## Section 3 Key of Excellence

The Key of Excellence, established in 1959, will be presented to a member in recognition of outstanding achievement and contributions to Kappa Epsilon as well as to the profession of pharmacy. The member will be selected by Grand Chapter. The key will be presented to this member by the president at an appropriate time.

## Article XII

### Insignia

All issues regarding fraternity insignia will be under the control of Grand Council. The use of the official seal will be restricted to use on official documents.

#### Section 1. Coat of Arms

The official coat of arms will conform to the established design. It will appear on the charter, membership certificate, and plaques. It may be used on official publications, stationery, jewelry, fraternal composites, and other articles only when authorized by Grand Council.

#### Section 2. Jewelry

- (a) Badge: the official badge will be cut from yellow gold to form the Greek letters Kappa and Epsilon. The Kappa may be jeweled in pearls and may also have rubies. Collegiate, allied health science affiliate, alumni, professional, and alumni affiliate members may wear the badge. It must be purchased from the official jeweler for each newly initiated member. No alternative jewelry will be permitted to replace the badge.
- (b) Prospective New Member Pin: the prospective new member pin will be a black enamel diamond-shaped pin, superimposed with a gold mortar and pestle engraved with the Greek letters Kappa and Epsilon. It will belong to the collegiate chapter and be loaned to the prospective member until initiation. Upon initiation, a member may purchase the pin, return it to the chapter, or the chapter may give the pin to the member as a gift. To distinguish fully initiated collegiate or allied health science affiliate members from prospective members; the prospective new member pin may be worn only by

an initiated collegiate or allied health science affiliate member when accompanied by the official badge. Alumni or alumni affiliate members may wear the prospective new member pin alone except when attending any Kappa Epsilon function, where at such time both the official badge and the prospective new member pin should be worn together.

- (c) Advisor Pin: the advisor pin may be worn by a collegiate chapter advisor.
- (d) Associate Member Pin: the associate member pin may be worn by an associate member.
- (e) Guard Pin: the guard pin displaying a mortar and pestle, or the appropriate Greek letter(s), may be worn with the official badge allowing for display of officer dangles.
- (f) Monogram Recognition Pin: the monogram recognition pin may be worn on the lapel of an alumnus, professional, or alumnus affiliate member.
- (g) Rx Pin: the Rx pin may be worn by any member, including pre-pharmacy affiliate and honorary members.

### Section 3. Symbols

The fraternity colors will be red and white; the flower, the red rose; the jewel, the pearl.

### Section 4. Logo

The national “1921 Kappa Epsilon” logo may not be altered, and may only be used on official publications, stationery, and fraternal composites. All other use of the logo must be approved by Grand Council.

## **Article XIII Affiliations**

Kappa Epsilon will be a member fraternity of the Professional Fraternity Association and will be represented by the president and/or the president’s designee(s). Kappa Epsilon will meet the annual financial obligations and pay the expense of at least one representative to attend the annual meetings and will promote the participation of Kappa Epsilon members in national, city, and campus units of the association.

## **Article XIV Parliamentary Authority**

The latest revision of Robert’s Rules of Order will be the parliamentary authority with respect to all procedure not provided for in the bylaws of the fraternity.

**Article XV  
Amendments**

These bylaws may be amended at a convention by two-thirds vote of delegates, Grand Council members, and Past Grand Council Presidents present and voting, provided written notice of such proposed amendment will have been given by Grand Council to all chapters in good standing and eligible voting members not later than 45 days prior to convention.

**Article XVI  
Nondiscriminatory Statement**

Kappa Epsilon Fraternity does not discriminate on the basis of race, color, national heritage, gender, religion, creed, sexual orientation, marital or family status, or disability.

**Article XVII  
Disposition of Fraternity Funds**

Section 1. Chapter Funds

In the event a chapter of Kappa Epsilon is inactivated or suspended, all monies will be held by Kappa Epsilon Fraternity Inc. for redistribution to the chapter upon reactivation. Inactive chapter funds in holding not redistributed within a seven-year period of time will be absorbed by the national fraternity.

Section 2. National Funds

In the event of dissolution of Kappa Epsilon Fraternity, Inc., all monies which remain in the fraternity's treasury after all financial obligations are met will be divided equally among the collegiate and alumni chapters.