

*Alpha Epsilon Chapter of Kappa Epsilon Bylaws 2018*

We, the members of the Kappa Epsilon Fraternity, chartered at the College of Pharmacy of the University of Louisiana at Monroe (ted

Officers must be in good standing with the fraternity as per the national bylaws and must meet university requirements to hold elected office. The Executive Committee shall consist of elected officers.

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There shall be at least two regular bus/

- a. A member assuming a probationary status shall meet the following requirements:
  - i. This person shall be denied the privilege of voting and holding office.
  - ii. This person must still maintain duties and other obligations.
- b. Until the requirements set forth in this article and section are fulfilled, a member on probation may not be reinstated to active membership. They must meet all financial





- f. See that all proper rituals are sued for pledging, initiation and installation.
- g. Shall see that the Constitution is fully enforced and perform all other duties pertaining to the office of the president.
- h. Submit all required National KE reports. Keep a copy in the “Report” file in the KE office.
- i. Serve as Kappa Epsilon’s representative on Pharmacy Council.

Section 2. Duties of Vice-president. The Vice-president shall:

- a. Assist the president in carrying out all duties.
- b. Assume the duties of the president when the president is absent for any reason and is unable to perform all duties.
- c. Make all motions, which refer exclusively to the president either directly or indirectly.
- d. Be in charge of prospective member education, pinning, and Big Sis/Lil Sis activities.
- e. Complete all required National KE reports.

Section 3. Duties of the Secretary. The secretary shall:

- a. Write official letters and conduct all correspondence.
- b. Keep a file of all correspondence, letters received, and copies sent.
- c. Maintain attendance records.
- d. Communicate attendance to parliament.
- e. Record in the meetings all necessary transactions as stated in Robert’s Rules of Order, Newly Revised.
- f. Keep the minutes of all meetings of the chapter. Maintain a folder including all minutes of the meetings held that school year.
- g. See that all members are informed of all official functions, and notify committees of all appointments.
- h. Submit minutes to the president and advisor within 5 days following a chapter meeting.
- i. Compile a phone directory including all actives and pledges. Distribute copies to both groups.
- j. Assist with review of chapter bylaws.

Section 4. Duties of the Treasurer. The Treasurer shall

- a. Collect and receive all money due to the fraternity.
- b. Make deposits within 14 days of receiving the payment and provide reimbursements within 14 days of receiving proof of purchase and approved

- c. Collect all expense requisitions and meet with the president or faculty advisor to approve them.
- d. Pay out funds only when authorized by the president or faculty advisor.
- e. Handle all special finances that concern the Fra

Section 8. Duties of the Historian. The Historian shall:

- a. Record history of the chapter.
- b. Keep a permanent file with a record of initiates of the chapter.
- c. Maintain chapter scrapbook and update as needed.
- d. Compile and distribute chapter "Personality Pages" yearly.
- e. Update the KE display board as needed.
- f. Assemble the slideshow for the End of the Year Banquet.

Section 9. Duties of the Project Chairperson. The Project Chairperson shall:

- a. Plan and direct all service and fundraising projects of the organization with the help of the committees she has appointed.
- b. Be in charge of the annual Breast Cancer Awareness project.

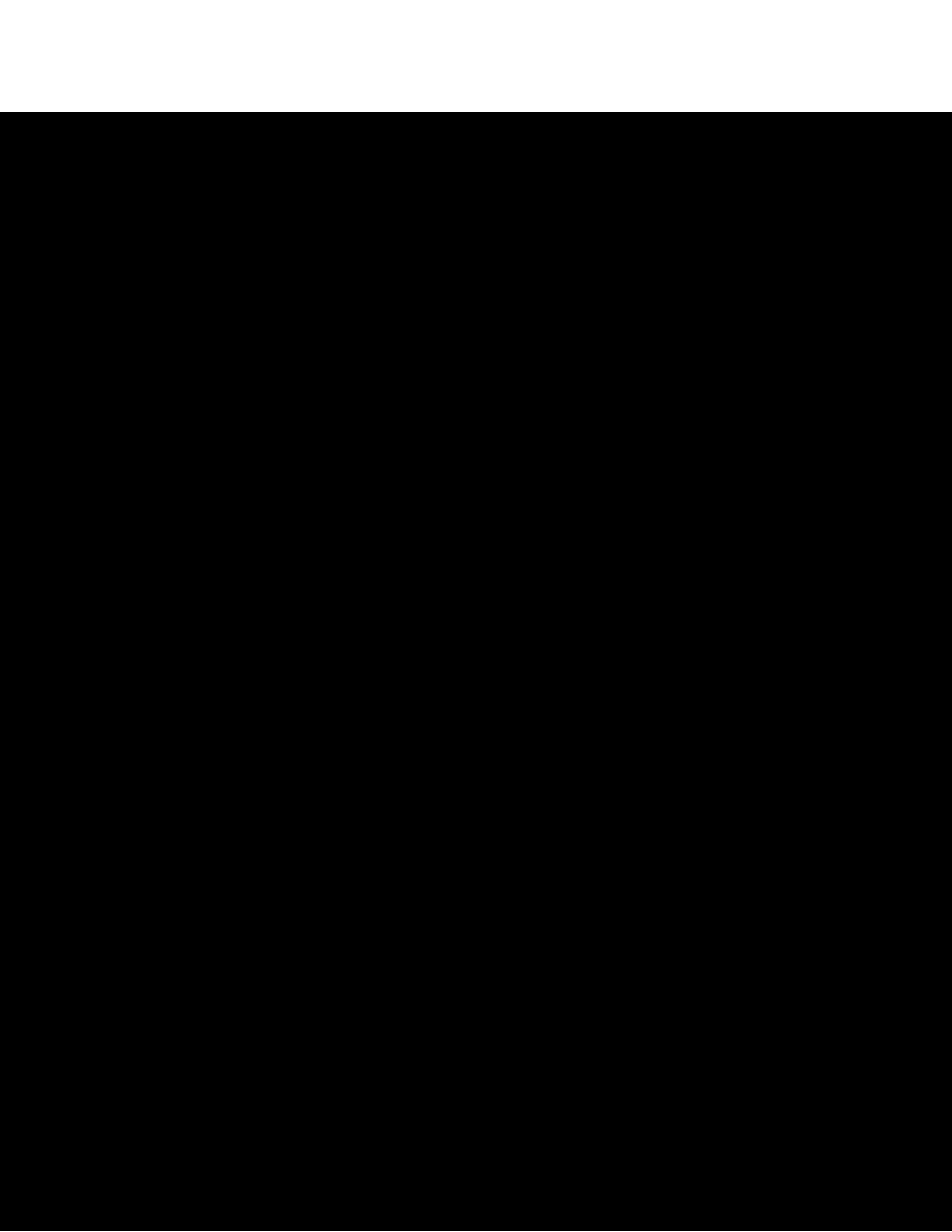
Section 10. Duties of the Chaplain. The Chaplain shall:

- a. Lead all ritual opening and closings.
- b. "Thought for the Day" at each chapter meeting.
- c. Lead a moment of silence upon commencement of KE activities.
- d. Lead the Pledge of Allegiance at select KE events.
- e. Be responsible for expressing concerns and support on behalf of the chapter.

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for active status. The request shall be submitted in writing \_\_\_\_\_ and shall state the specific reasons for requesting conditional status. To become effective, the member shall have paid national member dues (\$55) for the current academic year. The request shall be approved by a majority vote of the executive council and approval of the advisor. Conditional status shall not be maintained for more than one (1) year. After one (1) year, a request must be submitted to maintain conditional status.

#### Section 5. Failure to meet financial responsibilities

Any member failing to pay initiation fees, assessments or annual dues prior to deadline shall be placed on probation. She will assume a two-week probationary status from which she is excluded from all KE meetings and functions. At any time the payment is made, the member shall be reinstated as an active member and is no longer on probation. If payment is not made within two weeks, the member shall be removed from the active list of members of the chapter.

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Section 1. Fraternity officers shall keep a permanent record of their duties during the term of office. This shall be handed down to their successor at a meeting of old and new officers. They will then be filed in the office for reference.

#### Section 2. Chapter Documentation

- a. Records will be kept in permanent books, duly labeled and dated, to form a history of the chapter.
- b. All national reports, address changes, marriages, news and other pertinent information will be submitted to the executive office by the requested dates.

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Section 1. The fraternity shall give an annual award to a member of the second and third year class as well as the graduating senior member chosen by the membership as the most outstanding member. The award given to the member chosen shall be a personal award.

Section 2. All fraternity policies including, but not limited to, alcohol, hazing, and sexual harassment will be upheld.

Section 3. The fraternity shall elect Big Brothers each year. They shall be nominated



### Section 3. Voting

- a. Voting shall be by secret ballot for the election of officers.
- b. A vote shall be taken on each office at the close of nominations for that particular office.
- c. A majority is required to elect any officer.
- d. In the event that a candidate does not receive a majority vote, the election must be

