Kappa Psi Pharmaceutical Fraternity, Inc.

Uniform Province By-Laws

By-Law XIII

Local Province Ordinances

Gulf Coast Province

The Constitution and By-Laws of Kappa Psi Pharmaceutical Fraternity, Incorporated shall be the Constitution for this Province of Kappa Psi Pharmaceutical Fraternity, Incorporated: all constitutions, by-laws and standing laws by which this Province was formerly governed are revoked.

**ORDINANCE 1**

**TITLE**

*Sec. 1.* This Province shall be known as the Gulf Coast Province, hereinafter referred to as the Province of Kappa Psi Pharmaceutical Fraternity, Incorporated, as designated by Alpha Chapter of Kappa Psi Pharmaceutical Fraternity, Incorporated, hereinafter referred to as the Fraternity.

*Sec. 2.* No additions to By-Law I, Sec. 2 of the Uniform Province By-Laws.

**ORDINANCE 2**

**COMPOSITION OF THE PROVINCE**

*Sec. 1.* No additions to By-Law II, Sec. 1 of the Uniform Province By-Laws.

**ORDINANCE 3**

**DUES AND ASSESSMENTS**

*Sec. 1.* Each Collegiate Chapter shall pay an annual per capita fee of five dollars ($5.00) (U.S.) per member up to one thousand dollars ($1,000.00) (U.S.) and each Graduate Chapter shall pay the annual flat rate of fifty dollars ($50.00) (U.S.). Fees shall be based upon the roster submitted to Central Office by February 15 of the prior year. This fee is due in full prior to the start of the first general session of the Winter Assembly. In the event of the Winter Assembly not being held in January, the fee is due in full by January 31 of each year.

*Sec. 2.* No additions to By-Law III, Sec. 2 of the Uniform Province By-Laws.

*Sec. 3.* No additions to By-Law III, Sec. 3 of the Uniform Province By-Laws.

*Sec. 4.* No additions to By-Law III, Sec. 4 of the Uniform Province By-Laws.

*Sec. 5.* No additions to By-Law III, Sec. 5 of the Uniform Province By-Laws.

**ORDINANCE 4**

**PROVINCE ASSEMBLIES AND INTERIM MEETINGS**

*Sec. 1.* A province Assembly shall be held every year in the winter, to be called the

Winter Assembly. In the years between Grand Council Conventions, an Interim Summer Assembly shall be held in the summer months. The Host Chapter shall be chosen by the Satrap in conjunction with representatives from that Chapter. Starting with the 2019 Winter Assembly, the order of host chapters shall be: Epsilon Kappa, Gamma Omega, Epsilon Lambda, Beta Rho, Psi, Gamma Zeta, Delta Eta, Zeta Upsilon, and Delta Gamma. If a chapter is unable or unwilling to host, the host chapter shall pass to the next in line or the host chapter will be selected at the discretion of the Satrap after consultation with that Chapter. Official acceptance requires the presence of a chapter delegate the year prior to hosting the Province Assembly. The proposed dates, location, budget and registration fees of the hosting Chapter shall be submitted to the executive committee four months prior to the Province Assembly. The executive committee will have two (2) weeks to review and approve or deny the aforementioned items.

*Sec. 2.* No additions to By-Law IV, Sec. 2 of the Uniform Province By-Laws.

*Sec. 3.* No additions to By-Law IV, Sec. 3 of the Uniform Province By-Laws.

*Sec. 4.* No additions to By-Law IV, Sec. 4 of the Uniform Province By-Laws.

**ORDINANCE 5**

**COMPOSITION OF THE PROVINCE ASSEMBLY**

*Sec. 1.* No additions to By-Law V, Sec. 1 of the Uniform Province By-Laws.

*Sec. 2.* No additions to By-Law V, Sec. 2 of the Uniform Province By-Laws.

*Sec. 3.* No additions to By-Law V, Sec. 3 of the Uniform Province By-Laws.

*Sec. 4.* No additions to By-Law V, Sec. 4 of the Uniform Province By-Laws.

*Sec. 5.* No additions to By-Law V, Sec. 5 of the Uniform Province By-Laws.

*Sec. 6.* No additions to By-Law V, Sec. 6 of the Uniform Province By-Laws.

*Sec. 7.* The Province Treasury shall waive the early registration fee of all Province Officers attending Province Assemblies, including the Province Supervisor and Assistant Supervisor, and reimburse lodging expenses of the Province Supervisor. Reimbursement will be distributed within 30 days of the meeting.

*Sec. 8.* No additions to By-Law V, Sec. 8 of the Uniform Province By-Laws.

*Sec. 9.* No additions to By-Law V, Sec. 8 of the Uniform Province By-Laws.

**ORDINANCE 6**

**OFFICERS: ELECTION AND DUTIES**

*Sec. 1.* The Province Officers shall be: Satrap, Vice Satrap, Secretary, Treasurer, Historian, Chaplain, Parliamentarian, and Immediate Past-Satrap. The officers, with the exception of the Immediate Past Satrap, shall be elected from the Collegiate and Graduate Members of the Province.

*Sec. 2.* No additions to By-Law VI, Sec. 2 of the Uniform Province By-Laws.

*Sec. 3.* Nominations and election of Province Officers shall occur according to the following procedures:

Sub sec A. Nomination of Province Officers shall begin at least sixty (60) days prior to the Winter Assembly. Election of Province Officers shall occur at the Winter Province Assembly and installation shall be on the same day as the election.

Sub sec B. Chapters may nominate candidates for office using the Province Officer Nomination Form and shall forward said form to the Satrap at least thirty (30) days prior to the Winter Assembly. The Satrap or Vice Satrap will confirm receipt of the nomination form within three (3) business days. Each member shall be notified of the office for which they have been nominated and shall have three (3) business days to accept or decline the nomination. The nominee will then be reviewed by the Elections Committee. Once approved by the Elections Committee, a nominee will then be a candidate for office. Upon the close of the nomination period, the Elections Committee is to complete the credentialing process for all candidates and provide a report to the Satrap of eligible candidates within five (5) business days. Any nominee found to be ineligible for office will be contacted by the Satrap within two (2) business days and will have two (2) business days to submit documentation, to the Elections Committee, challenging the ineligibility. The Elections Committee will provide a final ruling on eligibility to the Satrap within two (2) business days of receiving documentation. The Satrap will contact the nominee with the final ruling. All nominations shall be made in the above manner except when at the time of balloting: all nominees, or all but one (1) nominee for any office withdraw, or any nominee for any office is elected to another office, or the nominee is a previously approved candidate that has not yet been elected to a position at that Winter Assembly. In such instances, and no other, nominations may be made from the floor of the Assembly, with all such nominees being present.

Sub sec C. To be eligible for nomination as a Province Officer, a Brother must be a member in good standing of a chapter within the Province and have paid Collegiate or Graduate assessment dues for the year including the Province Assembly. Collegiate candidates for office must not be on academic probation as defined by their college/school of pharmacy. Eligible candidates for office shall submit a short biography to the Historian no later than fourteen (14) days prior to the start of the Winter Assembly. The Province Historian will display nominee biographies on the Gulf Coast Province website under a subsection appropriate for such biographies, for a period of no less than five (5) business days. Late submissions shall not be accepted for publication on the Gulf Coast Province website. Biographies will be read at the respective Winter Assembly by the Elections Committee prior to voting.Candidates must be present in person in order to be balloted on. Emergency situations may be requested and determined at the discretion of the Elections Committee.

*Sec. 4.* No additions to By-Law VI, Sec. 4 of the Uniform Province By-Laws.

*Sec. 5.* No additions to By-Law VI, Sec. 5 of the Uniform Province By-Laws.

**ORDINANCE 7**

**COMMITTEES**

*Sec. 1.* The Province shall have the following standing committees: Executive, Legislative, Auditing, Province Assembly Planning, Elections, and Publications

*Sec. 2.* No additions to By-Law VII, Sec. 2 of the Uniform Province By-Laws.

*Sec. 3.* All Committees, except the Elections Committee, shall consist of at least three (3) members, be appointed by the Satrap from the Collegiate and Graduate Members of the Province, and serve at the pleasure of the Satrap. The Elections Committee shall consist of at least five (5) members, appointed by the Satrap and approved by the Executive Committee, who shall be selected from the Graduate Members of the Province. The committee shall consist of one Graduate Member from a Graduate Chapter from each state within the Province, a Brother who is a Past Satrap, and the Immediate Past Satrap. If no Graduate Member representation from a respective state can be found, the Satrap shall appoint other appropriate members at their discretion. Elections committee members shall serve as ballot counters during assemblies.

*Sec. 4.* No additions to By-Law VII, Sec. 4 of the Uniform Province By-Laws.

*Sec. 5.* Meetings necessary for these committees to perform their duties may be done via electronic communication media.

**ORDINANCE 8**

**DELEGATE AND ALTERNATE DELEGATE TO THE GRAND COUNCIL**

*Sec. 1.* Election of the Province Delegate and Alternate Delegate to the Grand Council Convention shall occur at the Winter Assembly prior to GCC and serve a two (2) year term.

*Sec. 2.* No additions to By-Law VIII, Sec. 2 of the Uniform Province By-Laws.

*Sec. 3.* The Province Treasury shall reimburse the Province Delegate and Alternate Delegate at a minimum 50% of the early registration fee for the Grand Council Convention provided they are present for all general sessions of the Grand Council Convention. Final reimbursement will be paid within thirty (30) days of the Grand Council Convention.

**ORDINANCE 9**

**ORDER OF BUSINESS FOR PROVINCE ASSEMBLIES**

*Sec. 1.* No additions to By-Law IX, Sec. 1 of the Uniform Province By-Laws.

**ORDINANCE 10**

**QUORUM**

*Sec. 1.* No additions to By-Law X, Sec. 1 of the Uniform Province By-Laws.

**ORDINANCE 11**

**PARLIAMENTARY PROCEDURE**

*Sec. 1.* No additions to By-Law XI, Sec. 1 of the Uniform Province By-Laws.

**ORDINANCE 12**

**AMENDMENTS (LOCAL PROVINCE ORDINANCES)**

*Sec. 1.* No additions to By-Law XII, Sec. 1 of the Uniform Province By-Laws.

*Sec. 2.* No additions to By-Law XII, Sec. 2 of the Uniform Province By-Laws.

*Sec. 3.* No additions to By-Law XII, Sec. 3 of the Uniform Province By-Laws.

*Sec. 4.* No additions to By-Law XII, Sec. 4 of the Uniform Province By-Laws.

*Local Ordinances reviewed and approved by the Province on January 6, 2018.*

*Approved by the Legislative Committee of Kappa Psi on February 1, 2018.*