

Kappa Epsilon  
Alpha Phi Chapter  
Revised February 10, 2016

**ARTICLE I: NAME**

The name of this collegiate chapter chartered October 17<sup>th</sup>, 1999 shall be Alpha Phi Chapter of Kappa Epsilon Fraternity, Inc., located at Duquesne University in Pittsburgh, Pennsylvania. It shall function as a unit of the national organization and support the purposes and uphold the ideals of Kappa Epsilon Fraternity.

**ARTICLE II: PURPOSE**

The purposes of our organization shall be to unite women students of pharmacy, to cooperate with the faculties of 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.

**ARTICLE III: OFFICERS**

**Section 1: List of Officers**

The officers of this chapter shall be president, vice-president, treasurer, recording secretary, corresponding secretary, sergeant at arms, ritual master-chaplain, historian, new membering coordinator(s), alumni liaison, and immediate past president. Officers must be in good standing with the fraternity and meet university requirements to hold elected office.

**Section 2: Duties of Officers**

- a) *President*: Shall preside at all meetings, manage chapter activities and overall running of the chapter, coordinate the duties of all officers and committees, supervise the completion of necessary reports to the Executive Office, assure that national and chapter bylaws are enforced, practice parliamentary procedure and see that all chapter members know how to use it properly, share pertinent communication and correspondence from the Executive Office with chapter members, participate in all chapter sponsored activities and assume the responsibility for the chapter, review the financial status of the chapter on a monthly basis, communicate with advisor on a regular basis and keep advisor informed of all chapter business, serve as chapter representative at university events and meetings, and email account each semester, and attend monthly committee chair meetings held by the vice president. Must submit names and year in pharmacy school of prospective members to the Office of Student Services.
- b) *Vice-President*: Shall become familiar with the duties of the president, perform the duties of the president when necessary, assist with keeping meetings running on track, assist with parliamentary procedure, maintain current chapter directory, serve as liaison between committee chairs and the executive committee, appoint chapter members to committees, hold monthly committee chair meetings, compile Member Surveys for each semester, assign allotted committee chair rose petal points each semester (maximum = 20 rose petal points), review information received from Executive Office and run at least one chapter meeting per year. Responsible for maintaining Event Forms from Committee Chairs.

- c) *Treasurer*: Shall maintain an accurate record of all receipts and disbursements, establish and get chapter approval for a chapter budget, maintain a chapter checking account which requires two signatures on a check (treasurer and president, vice-president, or advisor, preferably advisor), pay all bills incurred by the chapter when authorized by the president and membership, prepare the books for annual audit by the college or university and/or the chapter advisor or other responsible outside party, keep and report an accurate balance of the account to chapter members, report the balance in the account to the chapter members and let them know how their chapter funds are being used, prepare and submit annual chapter financial report to the Executive Office, maintain all receipts, prepare and submit appropriation forms as well as seek necessary reimbursement from Student Government Association, collect annual dues from every initiated chapter member and remit them to the Executive Office with help from recording secretary, order fraternity jewelry, review the books with old and new presidents, new treasurer, and chapter advisor, prior to change of officers, sign and submit Federal Form 990EZ if applicable, and know the chapter's federal tax exempt number. Submit the national fees for new members to the Executive Office within one week of the date of initiation.
- d) *Recording Secretary*: Shall record the minutes of each chapter and executive board meetings, e-mail general meeting minutes within the body of the email and in Word Document format to chapter members in a timely fashion, assist with review of chapter bylaws, prepare initiation cards for new members and submit these to the Executive Office within one week of the date of initiation, assure that all necessary forms are on file, keep the chapter membership roll and petal point count, report unexcused absences to the sergeant at arms, report the member-of-the-month to the chaplain, and maintain filing of chapter initiation cards. Shall be present one half hour prior to chapter meetings to ensure expidition of roll call, and to assist the President with fulfillment of printing, signature logging, or other track-keeping duties.
- e) *Corresponding Secretary*: Keep files of letters received and sent, serve as a liaison between the officers and the general membership and correspond with other chapters and those associated with fraternity affairs. Shall serve as the PLS committee representative by composing KE articles for the PLS newsletter, compose articles for *The Bond* and various Duquesne publications, create birthday cards for members, collect money and purchase a birthday gift for advisor, and provide any other greeting cards for any other occasions (i.e. sympathy cards, engagement cards, thank you cards, etc.).
- f) *Sergeant at Arms*: Shall advise chapter on parliamentary procedure, enforce rules and regulations of the chapter, assist in keeping meetings under control, attend all mandatory events, keep mandatory event sign-in sheets in personal possession after recording secretary has documented them for her records, and impart fines as needed before the conclusion of each semester. Shall work with the President, Vice President, and Social Committee Chairs in overseeing the behavior of Kappa Epsilon sisters during all related events and assisting with disciplinary action if deemed necessary. Responsible for obtaining and filing required signed forms from the Office of Greek Life including but not limited to the University's alcohol and anti-hazing policies.

- Shall draft the contract to be signed by all sisters and their dates attending Fall and/or Spring formal events and enforcing the contract's conditions.
- g) *Ritual Master-Chaplain*: Shall oversee performance of rituals, including ordering of long-stemmed roses for the New Member Ritual, be familiar with all fraternity rituals, and ensure that they are being followed properly. Shall review chapter bylaws on a biennial basis and organize the set-up and distribution of composites on a yearly basis. Shall lead the chapter in prayer and maintain its spiritual integrity. Shall keep fraternity new membering jewelry and chapter registrar in possession and maintain chapter registrar. Shall also oversee the organization of the annual sister mass and coordinate with the Recording Secretary in recognizing the Sister of the Month, present Sister Awards at the End of the Year Banquet based on majority sister votes, and work with National Project committee chair in organizing and leading a breast cancer awareness prayer service on campus during the month of October.
  - h) *Historian*: Shall attend all chapter activities to take photos or send a delegate to do so, maintain chapter scrapbooks, big/little trees with help of new membering coordinators, member photo directory and engagement book, submit chapter photos for *The Bond* to the Executive Office, prepare a summary of the year's events on an annual basis and forward them to the Executive Office, forward all material older than 4 years to the Executive Office, prepare powerpoint for the End of the Year Banquet, update display case in Center for Student Organization, maintain chapter photo accounts on social media sites (i.e., Facebook, Instagram).
  - i) *New Membership Coordinators*: Shall present proposed education program to chapter for chapter vote and approval if changes are made to current program, adhere to the national bylaws, including but not limited to the rules of Duquesne University Greek life, governing the education period, review member education materials and requirements for initiation with prospective members at initial meeting, serve as liaison between chapter members and prospective members, inform chapter of prospective member activities and vice versa, prepare and submit necessary forms to the Executive Office and Office of Greek life on campus, understand and enforce the national policy prohibiting hazing, encourage involvement between the chapter and the prospective new member class, provide opportunities for prospective members to get to know each other early in the education process, maintain and update big/little trees with help from historian, order apparel for new members (chapter KE letter shirts), use the fraternity rituals for ceremonies, and plan a special event to celebrate membership.
  - j) *Alumni Liaison*: Shall serve as the liaison between our collegiate and the alumni, work with the alumni to establish an alumni chapter, locate and acquire graduated alumni members' personal contact information, maintain alumni social media sites (i.e, Facebook), provide any necessary information to the Executive Office of KE, encourage alumni to keep updated records with the chapter and nationals, maintain communication with alumni members and invite them to events and Chapter guest speaking opportunities, serve as editor of alumni newsletter published each semester along with monthly activity newsletters to current 6<sup>th</sup> year members, organize the PYIV banquet, collect and compile the PYIV rotation forms and distribute them to PYIII year members prior to rotation picks, communicate with the corresponding

secretary regarding cards for active 6<sup>th</sup> year alumni birthday and other special events, and finally keep records of events and other necessary information.

- k) *Immediate Past President*: Shall actively use their experience to advise the current executive committee on fraternity matters on an as needed basis.

### **Section 3: Privileges and Restrictions of Officers**

- a) The President is restricted from voting in the business of the chapter except in the event of a tie, in which case the President shall be the deciding vote.
- b) Each officer shall be an initiated member in good standing. Any inducted member may hold a committee chair position. To hold an executive board officer position, a member must have been inducted for at least one full semester prior to holding an office. This includes a pre-affiliate member inducted in the fall as well as those collegiate members inducted in the fall.
- c) Each officer is restricted to two terms in a particular office, except for the President and Vice-President who are restricted to one term in their respective offices. A term shall be one academic year.
- d) Members can only hold one position, either on the Executive Board or as a Committee Chair, per academic year.

### **Section 4: Succession of Power**

The succession of power shall be as follows:

- a) President
- b) Vice-President
- c) Treasurer
- d) Recording Secretary
- e) Corresponding Secretary
- f) Sergeant at Arms
- g) Ritual Master/Chaplain
- h) Historian
- i) New Membering Coordinators
- j) Alumni

## **ARTICLE IV: MEMBERSHIP**

### **Section 1: Eligibility**

Any Duquesne University pharmacy student who wishes to support the purposes of the organization as defined in Article II and who meets all requirements is eligible for membership.

If eligibility of current member is in question, then refer to National Kappa Epsilon Fraternity Bylaws, Chapter Advisor(s), National Fraternity Office, and the Executive Board to determine the privileges of the member in question.

### **Section 2: Procedure for Membership**

All prospective members shall attend formal rush events, participate in the prospective member education program, be initiated and pay all monetary dues. If a prospective member does not meet all requirements or participate in programs, that prospective member will be denied membership as determined by the New Membership Coordinators, New Membership chair, and Executive Board.

### **Section 3: Prospective Member Education Program**

- a) The length of the education period shall be 5 weeks and shall meet Duquesne University's requirements for new membership as set forth by the Office of Greek Life.
- b) Prospective members shall receive instruction regarding fraternity policy and information about fraternity history as presented in the *National Education Manual*.
- c) Prospective members have the same responsibilities as collegiate members but shall not hold office nor have the right to vote.
  - New member class must complete one service, one social, one national, one fundraising and one professional project for both chapter members and new members to participate in.

**Section 4: Responsibilities and Duties of Members**

- a.) All members must pay the monetary dues and accumulated fines on a semester basis, attend general membership meetings, take a "Little" in a timely fashion as determined by the New Membership Coordinators, and remain in overall good standing with the organization and the university. Failure to do so shall result in termination of membership as determined by the Executive Board and Advisor.
- b.) A member will not be allowed to attend fall or spring formal if the member has unsettled fines from the previous semester. (i.e. Spring fines must be paid to attend fall formal, and fall fines must be paid to attend spring formal)
- c.) Forty-five rose petal points will be required from each member in order to attend the following semester's formal with the discretion of the Executive Board. Member may only use petal points for one excused meeting. All petal points submitted outside of meeting time must be submitted within 24 hours.
- d.) Members are responsible for fundraising profit, as deemed necessary from the fundraising chair, to meet expected fundraising goals of the chapter for both academic semesters. Members may choose to complete profit quotas through one of the following ways
  1. Individual fundraising activities each semester
  2. Overselling profit for fall semester to carry over into spring semester (from either one fundraising activity or combination)
  3. Fundraising profit quota for entire academic year in spring semester
  4. Meeting at least half of profit quota for entire academic year through fundraising activity, and paying monetary difference to full amount of expected profit
  5. Paying full monetary value of expected fundraising profit for entire academic year as well as a single designated fine due by end of the final fundraising activity
- e.) A member is responsible for banking fees in the event of a bounced check from the member's account.
- f.) Each member must complete on a semester basis: two service credits, two social events, fundraising activities, new membership activities, two National Projects, one during Ovarian Cancer Awareness or Breast Cancer Awareness

Month, and one during the Spring semester for Lung Diseases Awareness, and attend each committee meetings held by their committee chair(s). Each member is responsible of fundraising profit quota for entire academic year through one of the above options. Each member must maintain a high level of professionalism in accordance with the Mylan School of Pharmacy in addition to Kappa Epsilon. If a member fails to demonstrate professional behavior, she may be subject to suspension and/or expulsion based on the discretion of the Chapter Advisor(s) and the Mylan School of Pharmacy administration, if needed.

### **Section 5: Member Privileges**

All active members in good standing shall receive the privilege of one vote in all elections and have the freedom to express opinions in all the matters of the organization. Members shall allow each other to have same privilege, and not attempt to express personal opinions on other members. They shall also have the privilege to attend all professional, volunteer, and social events the organization participates in. Once deemed an Alumnus Member, she may be eligible to don Kappa Epsilon honor cords at her graduation ceremony. To attain cords, the Alumnus Member must attend one chapter meeting per active Alumnus semester, and give one presentation of pharmacy nature to current members of the chapter, before the last chapter of the academic year.

### **Section 6: QPA Requirements**

- a) All pre-pharmacy students in the 1<sup>st</sup> pre-professional year, second semester (PPYI) must have a 3.5 QPA.
- b) All pre-pharmacy students in the 2<sup>nd</sup> pre-professional year, 1<sup>st</sup> and 2<sup>nd</sup> semesters (PPYII) must have a 3.0 QPA.
- c) All pharmacy students in the professional phase (PYI-PYIV) must have a 2.5 QPA.
  - Transfer pharmacy students: follow the same above QPA requirements using their previous QPA until a Duquesne QPA is established.

### **Section 7: Types of Membership**

- a) *Collegiate Member*: a student enrolled in the school of pharmacy.
- b) *Pre-Professional Member*: a student enrolled in the pre-pharmacy program in the school of pharmacy.
- c) *Inactive*: any member who chooses to no longer participate in the business of the chapter. An inactive member loses all rights and privileges of membership, including the right to vote. In order to remain in good standing with Kappa Epsilon chapter, member is responsible for all fines incurred up to point of inactivation. A member may choose to reactivate themselves after a maximum of one inactive academic year after which that member may become reactivated after payment of both national and chapter dues.
- d) *Honorary*: a person who has been given distinguished service to the profession of pharmacy and/or Kappa Epsilon Fraternity as determined by Grand Council.
- e) *Probationary*: any member who fails to meet the QPA requirements or any other requirements of membership in the chapter. These members shall have

one semester to redeem themselves. Failure to do so will result in the member becoming inactive.

- f) *Prospective*: any individual who is undergoing the member education program. These members shall have all the rights and privileges of an active member with the exception of the right to vote or hold office.
- g) *Part-Time Collegiate Member*: a student enrolled in the school of pharmacy taking less than 12 credits. These students may only be eligible for part-time status for a maximum of one year while enrolled in the school of pharmacy. They must pay national dues in the fall by the chapter specified date of 10/01/\_\_. If they wish to become active or participate in chapter functions for that semester (i.e. meetings, formals, projects, voting, etc.), they must pay chapter dues for the semester. If chapter dues are paid for that semester then the Part-Time Collegiate Member is exempt from chapter project requirements and attendance policies.
- h) *Alumnus Member*: A Kappa Epsilon member who has completed a pharmacy degree program, who is completing the pharmacy degree program's experiential requirements, or who has transferred to a college/school of pharmacy where there is not a chapter of Kappa Epsilon.
- i) *Associate Member*: an individual who is interested in the profession of pharmacy and is in accord with the purpose of the fraternity.

## **ARTICLE V: COMMITTEES**

All members of the general membership shall belong to at least one of the chapter committees. Each of these committees shall have a chair(s) who shall conduct the committee meetings and report the events of the meeting to the Vice-President. The chair(s) shall be appointed by the general membership. All decisions made by the committee shall have the approval of the officers as well as the general membership before being carried out. Members will be awarded rose petal points reflecting their activity in the committee of their choice and any member who is not actively involved in their committee shall be assessed a fine (i.e. deduction of the 20 allotted rose petal points) at the discretion of the committee chair per semester. All committee chairs are responsible for recording and turning in Event Forms to the Vice President in a timely manner.

### **Section 1: List of Committees and Responsibilities**

- a) *New Membering Committee*: Responsible for working with New Membering Coordinators in the planning of rush events, shall be involved in organization of Meet the Pharmacy Greeks, informal rush, and formal rush. There shall be two chairs that work together to complete the above duties. These two chairs are the New Membering chairs.
- b) *Fundraising Committee*: Shall plan and organize all programs which are intended to raise money for the chapter treasury and cooperate with the chapter Treasurer to maintain financial stability. All proceeds shall be given to the treasurer for immediate deposit into the chapter checking account. There shall be two chairs that work together to complete the above duties. These two chairs are the Fundraising chairs.
- c) *Professional Programs Committee*: Shall organize all programs intended to promote the profession of pharmacy and appreciation of campus professors.

Responsible for planning events for National Pharmacists Month in October, specifically the “Health and Wellness Fair” in Market Square. Responsible for organizing “Tea with KE” on a semester basis. There shall be one chair that is the Professional chair.

- d) *National Project Committee*: Shall organize all programs intended to promote the Kappa Epsilon Fraternity projects of Ovarian Cancer Awareness, Breast Cancer Awareness, and Lung Diseases Awareness. There shall be two chairs that work together to complete the above duties. These two chairs are the National chairs.
- e) *Volunteer/Service Committee*: Shall organize all programs intended to serve the university and/or community including organizing an information table for the Duquesne Expo. There shall be two chairs that work together to complete the above duties. These two chairs are the Service chairs.
- f) *Public Relations Committee*: Shall organize all promotional programs intended to publicize the chapter on campus and in the community (i.e. organizing a Kappa Epsilon booth at both the campus organization fairs and Pharmacy Preview Day) as well as update the chapter bulletin board on a monthly basis, assist historian in updating the display case and trifold. Responsible for making invitations for advisors, alumni, professors, and members for various KE events. There shall be one chair that is the Public Relations chair.
- g) *Social Events Committee*: Shall organize all social events the chapter participates in, up to and including formal events. There shall be two chairs that work together to complete the above duties. These two chairs are the Social chairs.
- h) *Pre-Professional Committee*: Shall plan and organize all pre-professional programs for pre-professional members. There shall be one chair that is the Pre-Professional chair.
- i) *Social Media Committee*: Shall maintain the chapter website and update it monthly, update Blackboard site through student services at the beginning of each academic year and as needed, update CampusLink. Responsible for maintaining all social media sites (i.e., Facebook, Twitter). There shall be one chair that is the Social Media chair.
- j) *Convention Committee*: Shall facilitate and organize members to attend the biannual convention (i.e travel plans, fundraising, correspondence between Executive office), committee will be present every year regardless of when convention is held to ensure adequate fundraising, reimbursement, and planning. Must plan at least one fundraising event per semester. There shall be one chair that is the Convention chair.

## **ARTICLE VI: ELECTIONS**

### **Section 1: Occurrence of Elections**

The officers shall be elected during the spring semester at a formal chapter meeting by secret ballot. A majority vote of all members present shall be necessary for the election of any officer. The newly elected officers shall be installed and assume their

duties at the end of the year banquet held during the spring semester. The election of officers shall be reported to the national executive office immediately.

### **Section 2: Eligibility Requirements**

Any active member in good standing. Any inducted member may hold a committee chair position. To hold an executive board officer position, a member must have been inducted for at least one full semester prior to holding an office. This includes a pre-affiliate member inducted in the fall as well as those collegiate members inducted in the fall.

### **Section 3: Election Procedure**

- a) Announcements that elections will be held shall be made at least two weeks prior to the event.
- b) Any active member shall be able to nominate another member who is eligible to run for office. Members may nominate themselves. A member may be nominated for more than one office. (Details of the actual process on election night are TBD by the Executive Council and General Membership).
- c) In the weeks between, and up to 24 hours prior to Elections, any member who accepts a nomination from another, or wishes to nominate herself, must contact the current position-holder(s) and meet in person to prove their desire to potentially accept the duties of the position(s) for which they have been nominated. A record will be kept by each current position-holder of the members who completed this procedure, and only members from these lists will be permitted to run for the position(s). This procedure shall be completed for each position for which a member accepts a nomination. In event of no candidates for a position on Election night, originally nominated members will be added to the ballot, despite having not met with the current position-holder(s).
- d) The nominated member shall give a brief speech as to why they are worthy to hold the position.
- e) There shall be a secret ballot among the members present, excluding the president.
- f) There shall be a simple majority (50% plus 1) of the members present as counted by **four** members as appointed by the President. These members must not be running for office.
- g) In the event of a tie, the President shall be the deciding vote.
- h) The results of the election shall be made known to the membership by the close of the election meeting.

### **Section 4: Term of Office**

Each officer is restricted to two terms in a particular office, except for the President and Vice-President who are restricted to one term in their respective offices. A term shall be one academic year.

Each committee chair is restricted to two terms in a particular position. A term shall be one academic year.

## **ARTICLE VII: MEETINGS**

### **Section 1: Occurrence of Meetings**

Chapter meetings shall be held at least twice a month (every other week). An Executive Board meeting shall be held at least once per semester. Special meetings may be called at the discretion of the president or chapter advisor. The various committees shall meet at least once a month or more if deemed necessary by the committee chair, President, and/or Vice-President.

**Section 2: Quorum Necessary**

A quorum for the transaction of business shall be simple majority (50% +1) of chapter members present.

**ARTICLE VIII: VOTING**

**Section 1: Eligibility to Vote**

All active members in good standing, with the exception of the president, shall receive one vote in the business of the chapter.

- a) An exception shall be the voting of a new Alumni Liaison, where the only members permitted to vote shall be current fifth year (third professional year) active members.

**Section 2: Required Number of Votes**

A simple majority (50% plus 1) of the members present is required to approve all business of the chapter.

**Section 3: Method of Voting**

- a) All voting matters, with the exception of elections and impeachment, shall be conducted publicly amongst the members, unless otherwise deemed necessary by the President and/or Vice-President.
- b) Election and impeachment votes shall be done by secret ballot.
- c) All votes, with the exception of impeachment votes, shall be tallied by two members as appointed by the President. Impeachment votes shall be tallied by the chapter advisor.
- d) All votes shall be made public to the members at that respective meeting.

**ARTICLEIX: VACANCIES**

**Section 1: Officer Vacancies**

In the event that an officer falls out of good standing, resigns, or is impeached, the position shall be temporarily filled by the person holding the office next in the line of succession. Nominations will be taken and special elections will be held to fill the original position that was left vacant. In case of a vacancy in the office of President, the Vice-President will assume the duties of the President for the remaining term of that office. This will be done with the approval of the president and/or the remaining officers and the chapter advisor. The length of appointment shall be for the remainder of that term of office.

**Section 2: Committee Chair Vacancies**

In the event that a committee chair falls out of good standing, resigns, or is impeached, the committee shall decide on a new committee chair from amongst its members. If no member chooses to accept the position, the Vice-President shall act as a temporary chair until a member of the chapter chooses to take the position.

## **ARTICLE X: FINANCE**

### **Section 1: Dues and Initiation Fees**

- a) Each member via the chapter shall pay national dues, as determined by the national organization, by the established dates each year.
- b) Each member shall pay local dues as established by the chapter.
- c) A one-time initiation fee per new member shall be paid to the national fraternity via the chapter within one week of initiation.
- d) All members must meet local and national financial obligations to remain in good standing with the chapter and national fraternity.

### **Section 2: Fees and Fines**

Any additional fees for various activities or any fines for an action that is deemed reprimandable by the authority of the executive council shall be collected by the Sergeant at Arms. Fine amounts are at the discretion of the President and Sergeant at Arms.

- a) At the point of twenty dollars of fines accumulated (excluding Fundraising), the member will meet with the President to exonerate extenuating circumstances.
- b) At the point of thirty dollars of fines accumulated (excluding Fundraising), the member will meet with the Advisor to discuss a re-evaluation of membership.

### **Section 3: Disposition of Chapter Funds and Materials**

In the event of dissolution of Alpha Phi Chapter of Kappa Epsilon Fraternity, all money that remains in the treasury after all financial obligations are met, and fraternity materials shall be sent to the Executive Office. The money will remain in the national treasury for a period of seven years for future use if the chapter chooses to reorganize. After a period of 7 years if reorganization does not occur the monies will be absorbed by the national fraternity, and the other materials (charter, crest, bible, gavel, member files, and ritual manual and items) will be stored at the Executive Office.

## **ARTICLE XI: CHAPTER ADVISOR**

### **Section 1: Appointment of the Advisor**

The chapter shall have a faculty member of the Mylan School of Pharmacy that is appointed by the administration of the school. The advisor shall remain so for as long as he or she desires.

### **Section 2: Advisor Duties**

The advisor shall serve as a liaison for the chapter, Grand Council and campus faculty. The advisor shall also be the custodian of the chapter permanent files. The advisor shall meet with the officers at least twice a semester, attend chapter meetings when possible, and be made aware of all financial matters of the chapter.

## **ARTICLE XII: IMPEACHMENT OF OFFICERS**

### **Section 1: Grounds of Impeachment**

An officer shall be impeached if they fail to meet the responsibilities of the office and/or abuse of power of the office.

### **Section 2: Procedure for Impeachment**

- a) Grounds of impeachment may be brought forth by any individual member of the general membership to the executive council.

- b) The executive council shall investigate the charges along with the chapter advisor and if reason be found, shall bring the matter to the general membership.
- c) The accused and the executive council shall have an opportunity to present their case at a meeting presided upon by the chapter advisor.
- d) A vote of 2/3 of the general membership present is required to impeach an officer.
- e) The impeachment meeting shall be a mandatory meeting and shall take place no later than 2 weeks from the date of the conclusion of the investigation.
- f) The vote on impeachment shall be secret ballot and take place immediately following the conclusion of both side's arguments and shall be tallied by the chapter advisor.

### **ARTICLE XIII: AMENDMENTS**

#### **Section 1: Procedure for Amending the Bylaws**

- (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) The chapter bylaws shall be amended by simple majority (50% +1) vote of the members present at any meeting. Notice of such proposed amendment shall have been given to all members at least one meeting prior to voting.

#### **Section 2 : University Approval of Amendments**

All amendments must be submitted to the School of Pharmacy and the Assistant Vice President for Student Life who will then forward them to SGA for review and approval.

### **ARTICLE XIV: INTERPRETATION**

The executive board along with the chapter advisor shall be responsible for interpreting the bylaws.

### **ARTICLE XV: REGULATIONS**

The chapter shall comply with the Duquesne University Student Code of Rights, Responsibilities and Conduct. The chapter shall also comply with all regulations of the Mylan School of Pharmacy and of the national organization.

#### **Section 1: Social Media Clause**

We recognize that the Internet provides unique opportunities to participate in interactive discussions and share information on particular topics using a wide variety of social media, such as Facebook, Twitter, blogs, and wikis. However, members' use of social media can pose risks to our reputation. To minimize these risks, we expect members to adhere to this policy.

This policy deals with the use of all forms of social media, including Facebook, Twitter, LinkedIn, Wikipedia, all other social networking sites, and all other Internet postings, including

blogs. It applies to the use of social media for both business and personal purposes, whether during school hours or otherwise. Breach of the policy may result in disciplinary action. Members may be required to remove Internet postings that are deemed to constitute a breach.

Members should never provide direct or indirect references for other individuals on social or professional networking sites, as such references, positive and negative, can be attributed to the organization and create liability for both the author of the reference and the organization.

## **ARTICLE XVI: DELEGATES TO CONVENTION**

### **Section 1: National Convention**

At least one member must attend each national convention as a delegate from Alpha Phi Chapter. National Conventions are held once a biennium during odd numbered years.