

**Kappa Epsilon
Fraternity Alpha Pi
Chapter Bylaws**

**Article I Name
and Purpose**

The name of this collegiate chapter chartered 1984 shall be Alpha Pi Chapter of Kappa Epsilon Fraternity, Inc., located at the Howard University in Washington DC. It shall function as a unit of the national organization and support the purpose and uphold the ideals of Kappa Epsilon Fraternity. The purpose will be to unite men and 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.

**Article II
Membership**

Section 1: Types of Membership (choose only the membership categories your chapter elects to utilize)

- (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 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. (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 2: Procedure, Qualifications, and Limitations of Membership

The chapter may select members from students enrolled in the college of pharmacy, students enrolled in a pre-pharmacy program, and allied health sciences who have an overall GPA of at least 2.7. The Vice President II shall review all applications and determine eligible candidates for prospective membership. The role of the VP II at this point is simply to eliminate applicants on the basis of GPA and their submission of required documents for consideration for implementation into the prospective membership phase. After this screening done by the VP II, candidates will then be interviewed by current active members of the chapter.

After reviewing the applications and interviews, the chapter will then vote on candidates for prospective membership by **secret** ballot. Upon favorable vote, the candidate will then be invited to become a prospective member of the chapter. A favorable vote will be defined as 2/3 of the total number in physical and active attendance.

No person may pledge this Chapter of the Kappa Epsilon Fraternity

1. Who has not attained a minimum cumulative grade point average (GPA) of 2.7 while enrolled at the Howard University, and 2. Who is or has been a member of any other fraternity of like character, except as specifically approved by the Chapter's Executive Committee; and 3. Who cannot be judged to meet the standard of membership, namely that no person shall be admitted to membership who is not believed to be a student of good character, in good academic standing, a student of fair ability, with ambitious purposes, a congenial disposition, possessed of good morals, having a high sense of honor, and a deep sense of personal responsibility.

Pledges are subject to all provisions of this Chapter's bylaws as adopted and amended by the Chapter.

At the end of the prospective member period and completion of required tasks, prospective members will be voted on by **secret** ballot and will be initiated as full members upon favorable vote. A favorable vote shall be 2/3 of the total number in attendance. All prospective members with a favorable vote will subsequently be inducted into the fraternity.

Section 3: Prospective Member Education Program

(a) This Chapter shall have sole authority for design, implementation, oversight, and enforcement of the Pledge Program and Recruitment Period for the Chapter. Activities involving the active Chapter as a whole shall be subject to Chapter approval. (b) The length of the education period will be determined by the pledge master(s) in

accordance with the recruitment committee and the rest of the brothers. (NOTE: There is no minimum length but this period should not exceed a maximum of twelve weeks.) (c)

The Pledge Program must cover all material sufficiently enough to enable the pledge to successfully complete the pledge process and give the pledge a good working knowledge of Kappa Epsilon and the brothers of the Alpha Pi Chapter. (d) Prospective members shall receive instruction regarding fraternity policy and information

about fraternity history as presented in the National Educational Manual. (e)

Prospective members have the same responsibilities as collegiate members but shall neither hold office nor have the right to vote. (f) Required tasks for prospective members will be determined and decided upon by the

Pledge Masters and the Recruitment committee. (g) Active brothers assigned parts by the Pledge Master(s) shall be charged with the

responsibility of accepting and conducting their parts. (h) Initiation proceedings will not deviate from the official Fraternity ritual. (i) The Pledge Program, as well as any recruitment efforts or events, whether during or

outside Recruitment Week, shall not contain any type of harassment or hazing, as defined in Articles VIII Section 2 of the bylaws.

Section 4: Prospective Member Termination

A. Prospective Member shall be terminated only

1. By the candidate's initiation into the Alpha Pi Chapter of the Kappa Epsilon Fraternity; or
2. By the request of the pledge; or
3. By a two-third (2/3) vote from active members; or
4. By the pledge's withdrawal from the Howard University prior to the Official conclusion of the prospective member education of the Kappa Epsilon Fraternity; or
5. If the pledge is found in any way to be in violation of the national, state, county, city, school, or Chapter regulations regarding the illegal use of drugs or alcohol; or
6. If the pledge is found in any way to be in violation of Kappa Epsilon's Policy on

Alcohol and Drugs; or 7. For conduct unbecoming of a Alpha Pi. B. Any chapter member, at a regular meeting of the chapter, may move for the withdrawal of an invitation to membership for reasons involving [1]) dishonorable conduct, [2]) consistent scholastic failure, [3]) lack of interest in the Fraternity, or [4]) injury to the Fraternity if the person is initiated. C. At least seven days prior to the meeting at which a vote on the motion will be taken, the

chapter shall give all of its active members written notice that a motion to withdraw an invitation to membership is pending and the time and place of the meeting. D. A simple majority vote of the ballots cast by active members shall be necessary for the withdrawal of invitation to membership. E. Any prospective member that does not meet the standards for initiation because of his

scholastic, or other ineligibility as defined by the Fraternity and this Chapter shall not be initiated during that semester. His pledgship may be terminated, or, at the discretion of the Chapter, a pledge may be deemed a “hold over” until the following semester. Such discretion shall be given upon a nine-tenths (9/10) vote of the Chapter. Pledges designated as “hold overs” shall be required to participate in all pledge activities, all mandatory Chapter activities, specified study hours, and any other remedial activities selected by the Chapter to ensure the pledge shall meet all requirements for initiation at the conclusion of the semester. “Hold over” pledges shall be required to meet the financial obligations of a pledge during that semester, except that a “hold over” pledge is not required to pay a Pledge Fee again. F. If the “hold over” pledge has not been initiated by the end of the second semester,

including the semester pledged, following his initial pledging because of his financial or scholastic ineligibility, his pledgship is automatically terminated. Failure to qualify for initiation for two consecutive semesters shall be cause for immediate and permanent termination of said pledge from this Chapter. “Hold over” pledges who are not initiated shall not be entitled to any refund in pledge dues.

Section 5: Non-Discrimination

The Kappa Epsilon Fraternity and this Chapter shall not be discriminatory in terms of race, color, religion, national origin, sexual orientation, or financial or social status.

Section 6: Inactive Membership

A. Voluntary Inactive Membership

a. A brother may be deemed voluntarily inactive upon his request and a two-thirds

(2/3) vote the Executive Committee, no later than the first Chapter meeting of the semester which he will be inactive. b. Any voluntarily inactive brother who attends a Chapter meeting shall not be permitted to vote on Chapter affairs. c. The term of voluntary inactive membership shall last for one (1) semester only, after which the brother is deemed active again and subject to the provisions thereof. All brothers seeking another term of inactive membership must request and be granted approval again as herein prescribed. d. A brother may be deemed voluntarily inactive for only one (1) semester during his career at the Howard University except if participating in an academic endeavor which would take him away from the Chapter. B. Involuntary Inactive Membership

a. A brother may be deemed involuntarily inactive upon approval by the Executive Committee for

i. A violation of his probation, or ii. An egregious act against this Chapter or the Kappa Epsilon Fraternity in general, or iii. Any gross academic, financial, or other ineligibility in accordance with the Governing Laws of the Kappa Epsilon Fraternity and these bylaws, or iv. Any other reason the Executive Committee regards as grounds for punishment by inactivity. b. The brother must be referred to the Executive Committee for involuntary inactive membership by the Judicial Board. c. A two-thirds (2/3) vote of the Executive Committee is required for approval of the brother's involuntarily inactive membership status. The rights and privileges of the brother in question must be included in the vote of involuntary inactivity and made clear to him.

C. An inactive brother is still required to pay the Treasurer any fees assessed to him by the General Fraternity for that semester, unless otherwise unanimously approved by the voting members of the Executive Committee.

Article III
Government
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Section 1: Chapter Officers

The officers of this chapter will consist of President, Vice president I and II, Secretary, Historian I and II, Treasurer, Chaplain, Social Chair, Public Relations chair and Alumni Liaison. Officers must be in good standing with the fraternity as per the national bylaws and must meet university

requirements to hold elected office. No officer shall be installed into the respective office to which he has been elected until all debts and obligations due, owing or unpaid to the chapter have been remitted in full. The Executive Committee shall consist of elected officers (or, if otherwise, define members of the Executive Committee here).

(a) Each officer shall be familiar with the national and chapter bylaws and parliamentary law / proceedings. (b) Each officer shall keep a record of his activities during his term of office and transfer it to

his successor at least one week prior to the close of her term of office. The record shall contain the duties, proceedings, and other information pertaining to the office.

Section 2: Election of Officers

(a) The officers shall be elected during the **spring semester** at a formal chapter meeting by secret ballot at least two weeks before the expiration of the semester. 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 a week after being elected. (b) The election of officers shall be reported to the national fraternity executive office immediately. (c) Vacancies shall be filled by appointment of the president upon approval of the remaining

officers and advisor. The length of appointment shall be for the remaining term of that office.

Section 3: Duties of Officers

Officer duties shall include but not be limited to

President

- Facilitate and coordinate General Body Meetings and Executive-Board Meetings.
- Assist and ensure all officers are adequately playing their roles President: (list duties)
- Ensures the chapter is in good standing in the university and with grand council.
- Makes sure that all forms are filled and turned in on time to the university and grand council
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- Assist all the other officers in their endeavors
- Acts as the liaison between the chapter and the chapter's advisor

- The president shall ensure that all the chapter's responsibilities are being met
- The President will be the co-host of the heart to heart ball

Vice President I

- Serve as the chapter's community service coordinator
- Ensure there is a minimum of 3 community service projects each semester
- Serve as second-hand to the President
- Coordinate the Breast Cancer Awareness month for the chapter

Vice President II

- Serve as the pledge master for incoming pledges
- Create criteria for accepting candidates for initiation into the chapter, with assistance from the Executive Board
- Coordinate the interviews of candidates
- Create a committee for KE week
- Coordinate and organize KE Week with the help of other volunteers in the chapter

Secretary

- Attend all meetings
- Take minutes and attendance at every meetings
- Keep a register of members and calls the roll when necessary
- Create administrative tools that will contribute to a well-organized and functional academic year for the chapter.
- In the event that the secretary is absent at chapter meetings, the secretary shall delegate responsibility to another member for that meeting.

Correspondence Secretary

- Handle all correspondence duties for the chapter
- Notify and send reminder emails, texts, etc. to Brothers regarding meetings, events, etc.
- Notify the Brothers on updates of the chapter

Treasurer

- Serve as the purse-holder for the chapter
- Keep accurate and detailed accounts on money coming into and leaving the chapter's account

- Make monthly financial report to the chapter
- Coordinate with H2H ball chair on funds for and made from the Heart 2 Hear ball.

Historian

s

- Serve as history keeper for the chapter
- Take pictures/videos at all events
- Create scrapbook(s) for the chapter
- In the event that the historian(s) is absent at chapter functions, the historian shall delegate responsibility to another member for that function.
- Shall assist the corresponding secretary in submitting articles to *The Bond* by the respective deadlines.

Chaplain

n

- Conduct prayers at KE events whenever called upon
- Assist other executive members with their duties

H2H Ball

Chair

- Coordinate with KP co-chair on the annual KE/KP sponsored Heart 2 Heart ball in honor of heart disease awareness in women.
- Coordinate with KE/KP treasurer regarding funds for the event and how to allocate the profits among KE, KP, and AHA
- Organize a committee solely for the H2H ball

Alumni

Liaison

- Serve as the chapter's contact with KE alumni
- Stay in contact with the Alumni
- Update the Alumni on KE events and send invitations to them
- Organize events to reconnect or introduce active members with the Alumni
- Encourage the Alumni in giving back to the school chapter
- Coordinate a Founder's Day event

Sergeant-at-Arms Officer

- Serve as the law enforcer for the chapter
- Enforce attendance to all KE meetings and enforce penalties on unexcused absentees
- Keep track of the point system
- Keep order during all KE meetings
- Ensures the by-laws are being followed at all times
- The chapter shall furnish him with a copy of national and chapter bylaws, and rules of order which he shall bring to each meeting
- Ensures that every member is provided with a set of by-laws. It shall also be his responsibility for having the by-laws read at least once a semester to regularly scheduled meeting
- Decides all questions of procedure and constitutionality which should arise during meetings.
- Responsible for periodic review of the chapter bylaws.

Public Relations Chair

- Public relations involve all forms of communication including written, verbal, and non-verbal communications with non KE students on campus.
- Duties include:
 - o Writing news releases for the chapter when necessary
- Creating and distributing promotional flyers for the chapter
- Participating in all KE sponsored events
- Effectively communicating information about the chapter to outsiders

Fundraising Chair

- Organize projects and events aimed at raising funds for the chapter
- Soliciting sponsors and coordinate efforts to collect all donations to the chapter
- Work closely with the Treasurer in funding the chapter's account

Social Chair

- Schedule and organize all chapter social activities
- Ensure that dates are presented to the chapter at least a week in advance prior to selected event
- Ensure at least one social amongst the Brothers occurs each semester
- Create necessary committees for any social event
- Enforce Fraternity's rules at all chapter social events; particularly ensuring that no alcohol is funded by the chapter at any KE sponsored event

- Work closely with treasurer to coordinate all financial aspect of social events

Webmaster

- Tasked with the maintenance of the chapter's website
- Design the chapter's website
- Post necessary information on the chapter's website
- Organize all information posted on the chapter's website
- Ensure that the website is operating functionally
- Revise web pages whenever necessary

Retreat Coordinator

- Coordinate a retreat for the Brothers once a semester
- Pick retreat location and date, and present the location, date, and time at least one month in advance to the Brothers
- Organize the agenda of events of the retreat
- Work closely with the President and VP I in facilitating an effective retreat for the chapter

Section 4: Removal of Officers

- (a) Any officer may be publicly warned for non-exemplary conduct not becoming of a Kappa Epsilon, or for incompetence or neglect in the performance of his duties. (b) Upon receipt of a warning and lack of improvement, any officer may be impeached for non-exemplary conduct not becoming of a Kappa Epsilon, or for incompetence or neglect in the performance of his duties. (c) Impeachment shall require a majority vote of the voting members present at a regularly scheduled chapter meeting to keep an officer at his position. The vote can only take place after charges have been formerly brought against the brother in writing, to the previous chapter meeting. (d) The impeached officer's position shall be filled by appointment of the highest-ranking officers until a new officer is elected. Nomination and elections shall be held immediately thereafter in a regularly scheduled chapter meeting.
- (e) In the event that the President is impeached, the Vice President I shall assume the duties of the President until a new President is elected via the normal nomination and election process. The newly elected President shall serve the unexpired time of his predecessor.

Article IV Standing or Special Committees

The president, with approval of the Executive Committee, will appoint the standing and special committees. The chair of each committee will be a member in good standing. Duties of the standing and special committees unless otherwise specified, will be those assigned to them by the Executive Committee. (Chapters are encouraged to develop a reporting system for committee activities.)

Section 1: Standing Committees (List standing committees and duties below. Suggested committees include Fundraising, Service, National Project, and Social.)

- (a) Heart to Heart Committee: Work with Kappa Psi to put together the heart to heart ball
- (b) Breast Cancer Awareness Brunch Committee: Work over the summer to put together the Breast Cancer Awareness Brunch
- (c) KE week Committee – Responsible for coordinating and ensuring a smooth execution of KE week.
- (d) Fund Raising Committee: Put together fund raising projects to fund the chapter's bank account.

Section 2: Special Committees

Special committees may be formed and dissolved as needed for the completion of short-term projects.

Article V Chapter Advisor

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.

Article VI Meetings

Section 1: Definition of Attendance

In order for a member to be recorded as being present at any meeting, the member must be physically present and must sign his name on the attendance sheet. If there is any voting done at a meeting, then only members in attendance (physically), shall have their votes counted. This rule excludes conference call meetings; video chat meetings; and emergency meetings.

Section 2: Officers

Attendance for all officers is mandatory at all meetings. Exceptions will be considered on an individual basis if prior notice is given to the Chapter President or an advisor. Meeting missed without approval will result in the following penalty:

1. One unexcused absence will result in a verbal reprimand;
2. Two unexcused absences will result in a written warning of pending expulsion;
3. Three unexcused absences will result in removal from office.

In case of emergency, the chapter president or an advisor must be contacted within 24 hours of the meeting to be considered an excused absence.

Section 3: Chapter Business Meetings

(a) Chapter business meetings shall be held at least once monthly. The dates for the chapter meetings will be determined and published by the E-board by the end of the first week of the semester. Members are advised to prepare for meetings accordingly. (b) An agenda for the chapter meeting shall be submitted to the entire chapter at least 2 days prior to the chapter meeting. During the 48 hour window, changes to the agenda can then be made. (c) Attendance to chapter meetings is mandatory for all members. The President must be notified of any absences before the meeting is held. Except in the event of an emergency, there will be no calling in during chapter meetings.

a. A member may be excused from a meeting by supplying the Recording Secretary with a written excuse in advance of the meeting. A member may also be excused by a majority vote of the Executive Committee. b. Any member with two consecutive unexcused absences will have their voting privileges revoked. c. A member can have their voting privileges reinstated by:

i. Bringing their case before the Executive Committee who will then decide whether to reinstate the member's voting privileges. ii. In the event the voting privileges are denied via a vote by the Executive

Committee vote, the member must attend three consecutive meetings and the voting privileges will be reinstated at the beginning of the third meeting.

(d) From call to order to adjournment, parliamentary procedures will be followed by all present. All statements, motions and discussions that do not adhere to proper procedure will not be considered by the body. Failure to comply with the above procedure will result in a warning. Further infractions will result in removal by a simple majority vote. (e)

Business meeting decisions shall only be made when the number of members in attendance is a quorum. A quorum shall be defined as $\frac{2}{3}$ of the total number of current members on the roster. This means that no decisions shall be made unless $\frac{2}{3}$ of the total roster is in attendance. (f) The first chapter meeting of the academic year is a structural organization meeting. In

addition to some ritualistic events (i.e. the recitation of the fraternity creed and motto), it must include the review of the chapter bylaws and policies. (g) Chapter meetings will carry a total of 10 activity points. A member absent from a chapter

meeting misses out on the 10 points. Each semester, each member is allowed one **excused** absence (from chapter meetings) which shall not result in a deduction of points. Each meeting not attended, shall cost the non-attende 10 activity points.

Section 4: Emergency Meetings

(a) Special and/or emergency meetings may be called at the discretion of the president or chapter advisor. (b) Emergency meetings are those meetings that are called no earlier than a month before they are scheduled. Due to the inadequate time within which they are scheduled, members unable to attend in person shall be allowed to phone in or use other electronic means of communication to have their positions expressed. (c) Emergency meetings shall carry 3 activity points.

Section 5: Executive Meetings

(a) Executive Committee meetings shall be held two weeks after chapter meetings. (b) All executive officers are required to attend officer meeting. (c) Executive

meetings shall carry no activity points; however, officers absent from executive meetings shall lose 2 points.

Section 6: Pledge meetings

Pledge meetings are intended for prospective members. Therefore, attendance from current members is not required (though encouraged) and shall carry additional points.

Article VII Convention

At least one member must attend each national biennial convention as a delegate from Alpha Pi Chapter. It is encouraged though not required, that the incoming president be one of the delegates attending this convention.

The chapter is levied a fee by council if there is no representation from the chapter.

Article VIII Chapter Responsibilities

Section 1: 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 in a timely fashion to the executive office by the requested dates.

Section 2: Fraternity Policies

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

(a) **Hazing Policy:** Hazing can be defined as any form of harassment, including but not limited to: physical exertion, ridicule, taunting, humiliation, criticism, or abuse, in which

any member or members exert authority over another. In most cases, hazing occurs when a member or members participate in actions directed at a prospective member(s). Hazing can either be intentional or unintentional, and is often considered by the chapter to be a "tradition" or "test" for a prospective member to prove one's worth.

Hazing in any form will not be tolerated by Kappa Epsilon. If it is learned that a chapter is hazing its prospective members or any members, Grand Council will automatically and immediately place the chapter on probation for a period of no less than one year. It is also within Grand Council's authority to revoke a chapter's charter for hazing activities.

Participation by Kappa Epsilon members in another organization's hazing will be considered as hazing within Kappa Epsilon and subject to disciplinary action against the chapter by Grand Council. Should Grand Council learn that other pharmacy fraternities are hazing on any college campus, such specific incidents will be reported to the national officers of that fraternity, in accordance with the International Society of Pharmacy Fraternities.

The most important aspect of Kappa Epsilon's member recruitment program is mutual respect - the initiated members must respect the prospective members and the prospective members must respect the initiated members. If respect is earned and valued in a chapter, hazing will have no place.

- (b) **Alcohol Policy:** The misuse and abuse of alcohol has a negative impact on individuals, professional organizations, colleges and universities, and society. Kappa Epsilon members strive to live by the highest professional and moral standards, and alcohol misuse or abuse interferes with the ideals set forth by this fraternity.

Grand Council and the membership of Kappa Epsilon shall discourage the misuse of alcohol and promote responsible programs, whereby members are made aware of laws, regulations, and liabilities as governed by their city, county, state, and university. Members shall be responsible for the actions of their members and guests at all fraternity functions. Members are encouraged to make responsible decisions based on the impact their actions may have on the chapter, the Fraternity, the Professional Fraternity Association, and all other Greek letter organizations.

Fraternity (chapter) funds may not be used to provide alcohol for any chapter function, nor may chapter funds be used to assist in the purchase of alcohol for another organization's party or a joint organizational party. Likewise, chapter funds may not be used to purchase food or nonalcoholic beverages for a function in which alcohol will be furnished by any non-member. If a chapter or its members participate in a function where

alcohol is present, the use, dispensing, and/or consumption of alcoholic beverages must be in compliance with any and all legal permits under the regulation of sale and usage laws of the city, county, and state, and university regulations. In addition, all members shall respect others' decisions to abstain and provide nonalcoholic alternatives.

Chapter probation and/or suspension can occur if there is a disregard of this policy, as well as state, county, city law or university regulations. Any initiated or prospective member misusing alcohol shall be subject to disciplinary action.

- (c) **Sexual Harassment Policy:** Kappa Epsilon Fraternity is committed to fostering the personal and professional growth of its members. In order to accomplish this, members must be provided an atmosphere free of any form of harassment, including sexual intimidation and exploitation. Sexual harassment in any form is prohibited and will not be tolerated by Kappa Epsilon Fraternity.

It is the policy of Kappa Epsilon Fraternity that no Kappa Epsilon member, employee, or representative may sexually harass any other member, employee, or representative. Kappa Epsilon further prohibits retaliation for filing a complaint of sexual harassment.

Scope: This policy applies to the conduct of all members, employees, and representatives of Kappa Epsilon Fraternity.

Sexual Harassment: The Equal Employment Opportunity Commission (EEOC) guidelines provide that harassment on the basis of sex is a violation of Title VII of the Civil Rights Act of 1964. Furthermore, sexual harassment against students is a violation of Title IX of the Education Amendments of 1972. Sexual harassment is distinguished from consenting or welcome sexual relationships by the introduction of the elements of coercion; threat; unwelcome sexual advances; unwelcome requests for sexual favors; other unwelcome sexually explicit or suggestive written, verbal, or visual materials; or unwelcome physical conduct of a sexual nature. Sexual harassment may also occur where third parties are denied benefits or opportunities because of the existence of a sexual relationship or the existence of a hostile, intimidating, or offensive environment.

Examples of what may constitute sexual harassment include, but are not limited to:

- Subtle pressure for sexual activity, including repeated requests for outside sexual contacts after a person has indicated no interest
- Unwelcome patting or pinching, constant brushing against another person's body, "friendly" arms around the shoulder, repeated "accidental" brushes or touches
- Demanding sexual favors accompanied by implied or overt threats concerning an

individual's status in the fraternity or promises of preferential treatment with regard to an individual's status in the Fraternity

- Explicit offers of money or rewards for sex

Examples of sexual harassment that may create a hostile, offensive, and intimidating environment include, but are not limited to:

- Posters, pictures, or comments of a sexual nature sufficiently severe or pervasive as to create a hostile, intimidating, or offensive employment or educational environment

Any member, employee, or representative of Kappa Epsilon Fraternity who believes that he has been subjected to sexual misconduct or sexual harassment is encouraged to report it to the appropriate college or university official (eg, Dean of Students, Vice President of Student Affairs) or a member of the Grand Council of Kappa Epsilon Fraternity.

Any member, employee, or representative of Kappa Epsilon Fraternity who is found to have committed sexual misconduct or harassment will be subject to disciplinary action as determined by the college, university, and/or the Grand Council of Kappa Epsilon Fraternity.

Article IX Finances

All members must meet local and national financial obligations to remain in good standing with the chapter and with the national fraternity.

Section 1: Dues and National Initiation Fees

- (a) Each member via the local chapter shall pay national AND chapter dues by the established dates each year. (b) A one-time initiation fee per new member shall be paid to the executive office via the chapter within seven days of initiation, accompanied by the official report of initiation. (c) All purchases made on behalf of the group shall require prior notice and approval from the treasurer if there is to be a reimbursement.

Article X General

Section 1: Distribution of Bylaws:

Copies of these bylaws shall be provided for each pledge, and he will be required to be acquainted with the contents as part of his pledge training.

Section 2: Reading of Bylaws:

The Sergeant of Arms shall be responsible for a complete reading of the bylaws in a regular chapter meeting at least once a year.

Section 3: Violation of Bylaws:

All violations of these bylaws are subject to fines as deemed necessary and imposed by the Executive Committee, with agreement from the advisor.

Section 4: Conflicts:

- (a) If these bylaws shall be found in any way to be in conflict with the National Bylaws of Kappa Epsilon Fraternity or with the regulations governing fraternities at Howard University College of Pharmacy, the article or section of these bylaws that is in conflict shall be void.

Section 5: Prior Bylaws

These bylaws supersede all prior existing bylaws of Alpha Pi Chapter of Kappa Epsilon Fraternity

Article XI Amendments and Revisions

Section 1: Amendments of bylaws

- (a) To amend these bylaws, a proposal must be presented in writing to the Executive Board

at their regular meeting time. Proposals for amendments of chapter bylaws will require a petition signed by at least two thirds of the chapter. The proposal will then be presented at chapter meeting and voted upon during the next chapter meeting. During the next executive officer's meeting (after the group has voted), the Executive Board will vote on whether or not the amendment becomes law. During the 1 month window, members have the opportunity to weigh in on the proposed amendment.

- (b) The chapter bylaws may be amended at any executive officer's meeting by two-thirds vote of the officers present. Notice of such proposed amendment will have been given to all members at least two chapter meetings prior to voting.

Section 2: Revisions of bylaws

Chapter bylaws shall be reviewed during the even numbered year of each biennium and submitted along with the Pre-Visitation Report to the visiting Grand Council Officer or KE National Liaison two weeks prior to the visitation.

Article XII Standing Rules

(NOTE: Standing rules shall include details concerning special awards, activities, dates, or other information specific to the chapter. Standing rules may be revised at any meeting as often as necessary by a majority vote of the members present.)

Section 1: Activities

Each member is required to take part in at least 2 KE sponsored community service projects a semester. A community service event is defined as an unpaid, voluntary work intended to help the unfortunate in a particular area. KE sponsored events are not considered as a community services event i.e. Breast Cancer Awareness Brunch or Heart to Heart Ball. Each community service project carries 8 activity points.

Section 2: Point System

(a) Each member is required to have at least 85% of the total points possible points at any point during the school year. For members that have missed points for any reason have the opportunity to gain extra points. (b) Members with less than 70% of the total possible points at any point during the year may not take part in any voting at that point until they get above the 70% threshold (c) In the occasion that a 4th year member has below 70% of the total points at the end of the spring KE week, then the acting president (at the time KE week concludes) will determine if the 4th year shall get graduation cords. (d) Approved voluntary inactive brothers are exempt from the point system for that approved time. (e) Points do not roll over to the next academic year

Section 2: General Points

(a) KE Retreat carries 20 points (b) Each chapter meeting carries 10 points (c) Community Service carries 8 points (d) KE events (non-community service) carries 5 points (e) Emergency meetings carry 3 points

Section 3: Extra Point System

(a) Leadership positions in another pharmacy school organization/class - 4 points
(b) Chair of a KE committee - 6 points (c) Pledge meetings attendance carries 4 points
(d) Being on a committee - 3 points (e) Attending non KE pharmacy school event - 1 point

Article XIII University Bylaws

All university policies and regulations including, but not limited to, alcohol, hazing, and sexual harassment will be upheld.

Article XIV Disposition of Chapter Funds and Materials

In the event that Alpha Pi 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. Fraternity materials (charter, crest, Bible, gavel, member files, ritual manual, etc.) and chapter materials shall be stored at the national fraternity executive office.