

Kappa Professional Pharmacy Fraternity Epsilon



NATIONAL EDUCATION MANUAL

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Welcome!

You have been invited to become a member of Kappa Epsilon Fraternity by the members of the collegiate chapter at your college. These members not only believe that you will become a capable pharmacist, but they also believe that you will make a loyal and valuable member of Kappa Epsilon.

Fraternity life has many benefits, some immediate and some long-lasting. Kappa Epsilon will undoubtedly provide you with many social contacts while you are a student. There will be opportunities for professional networking and development. You will be entitled to all of the advantages that come from membership in a lifelong fraternal organization. Kappa Epsilon members share their profession, opportunities for friendship, high ideals, and the purpose of the fraternity. The founding members of Kappa Epsilon set very high standards for the fraternity. You are now being challenged to uphold these standards during your education period.

This educational period is a special time in the development of each Kappa Epsilon member. During the following days, you will learn the history, traditions, organization, and government of Kappa Epsilon. The purpose of this manual is to serve as a reference and guide in learning about our fraternity.

Kappa Epsilon challenges you to participate, to be a loyal member, and to do all that you can to contribute to the good of your chapter and to the fraternity as a whole. In turn, you will find friendships and experiences that will enrich your life and strengthen your dedication as a member of Kappa Epsilon.

The Grand Council of Kappa Epsilon

HISTORY

In the early 1900s, few women entered pharmacy school and few were practicing pharmacy. In 1912, the Women's Section of the American Pharmaceutical Association was formed, providing the opportunity for women pharmacists to meet together.

In 1917, this group received a message from women pharmacy students at Purdue University, expressing their interest in an organization to unite all women pharmacy students in the United States. The section responded, appointing Zada M. Cooper, a University of Iowa faculty member, chairperson of a special committee to investigate the suggestion. The committee determined that a professional sorority was needed, rather than a separate professional pharmaceutical association.

During its 1917 annual meeting, the American Conference of Pharmaceutical Faculties, now the American Association of Colleges of Pharmacy, created the Committee on Activities of Students and Alumni. Chaired by Dr. Rufus A. Lyman, this committee conducted a survey of pharmacy schools and found several existing local clubs for women that had proved to be of value both professionally and socially.

Creating an organization for students, however, was delayed by World War I and by the severe influenza epidemic. In 1920, Zada M. Cooper became chair of the Committee on Activities of Students and Alumni. She attempted to unite all existing clubs to form a national sorority, but this task was too difficult. However, agreement in purpose was found between the clubs from the University of Iowa, University of Nebraska, and University of Minnesota. The three clubs chose representatives to attend the May 1921 conference in Iowa City.

On Friday, May 13, 1921, the representatives gathered in the Hall of Pharmacy and Chemistry at the University of Iowa. Zada M. Cooper served as temporary chairman and prepared a preliminary draft of a constitution and bylaws. In true parliamentary fashion, the entire document was adopted, along with a model set of constitution and bylaws for a local chapter.

The assembled group selected the name Kappa Epsilon, the name being used by the Minnesota club, the oldest of the three. The honor of being Alpha Chapter was given to the Minnesota group, which had originated as the Spatula Club and in 1919 became Kappa Epsilon. The University of Nebraska club became Beta Chapter and Iowa's Crucible Club became Gamma Chapter. The group agreed that national officers should be alumni members.

In the early years, *The Bond*, the official Kappa Epsilon magazine, served as communication between hospital pharmacists. Members gave each other support, encouraged graduate education, and established the Nellie Wakeman Fellowship for graduate study. During the World War II era, more women entered pharmacy, and recruitment became a major project for Kappa Epsilon during the 1940s and 1950s. Colleges of pharmacy utilized the booklet, "She is a Pharmacist," for recruitment purposes. In 1971, a pamphlet, "Pharmacy -- Career for the Modern Girl," was also well received by the deans of pharmacy schools.

During the 1970s, there was a question raised as to the impact of women as pharmacists, due in part to rapidly increasing numbers. Kappa Epsilon supported the initial research in this area, including surveys of practicing women pharmacists, pharmacy students, and pharmacy faculty members. Testimony was also presented to the APhA Task Force on Women in Pharmacy.

In July 1996, a special gathering took place in Iowa City, IA to commemorate the 75th anniversary of Kappa Epsilon. Collegiate and alumni members traveled from around the country to take part in many activities that celebrated the rich history of Kappa Epsilon.

Today, more than 25,000 women and men have been initiated into Kappa Epsilon Fraternity. Since 1921, Kappa Epsilon has contributed not only to the personal development of its members, but also to achievements on campuses and in the profession of pharmacy.

Special Kappa Epsilon events have been hosted at each APhA Annual Meeting to allow alumni and student members to meet and get to know each other. Today, Kappa Epsilon sponsors a booth at both the APhA Annual Meeting and the American Society of Health-System Pharmacists Midyear Meeting.

These are just a few activities that have taken place in the life of Kappa Epsilon Fraternity. Over the years, members have contributed professionally, philanthropically, and have provided that "special bond" between women pharmacists. Other organizations are important in the professional world, but they cannot provide that special emphasis relating to women in pharmacy like Kappa Epsilon.

Note: A complete history of the Fraternity is available in the *Kappa Epsilon Fraternity, Promoting Women in Pharmacy for 75 Years* by Mae Jackson and Carol May. (Contact the Executive Office to order this book).

MISSION STATEMENT

The mission of Kappa Epsilon is to empower its members to achieve personal and professional fulfillment by developing their confidence, self-esteem, interpersonal skills, and leadership vision while representing the interests of the membership to healthcare professionals and the community-at-large.

PURPOSES

The founding purposes of Kappa Epsilon are:

- (1) to unite women students in pharmacy
- (2) to cooperate with the faculties of the colleges where chapters are established
- (3) to stimulate in its members a desire for high scholarship
- (4) to foster a professional consciousness
- (5) to provide a bond of lasting loyalty, interest, and friendship.

TYPES OF MEMBERSHIP

Membership in Kappa Epsilon Fraternity is a lifetime commitment. Once a person is initiated into Kappa Epsilon, an individual cannot join another professional pharmacy fraternity.

Collegiate chapters can have three types of members: collegiate, pre-pharmacy affiliate, and allied health science affiliate. A **collegiate member** is a student enrolled in a college of pharmacy pursuing an entry-level degree in pharmacy where a chapter of the fraternity is located. Upon entering the final year of the degree program's experiential requirements, the collegiate member becomes an alumnus member. A **pre-pharmacy affiliate member** is a pre-professional student planning to pursue a degree in pharmacy in a college or university where there is a Kappa Epsilon chapter. An **allied health science affiliate member** is a student who is pursuing a degree in an allied health science in a college or university where there is a Kappa Epsilon chapter.

There are five types of graduate membership. An **alumnus member** is a collegiate graduate, a collegiate that is completing the degree program's experiential requirements or a collegiate that has transferred to a college/school of pharmacy where there is not a chapter of the Fraternity. A **professional member** is a graduate of a college/school of pharmacy who has practiced in a field of pharmacy for at least two years and is not a member of any other professional pharmacy fraternity. An **alumnus affiliate member** is an allied health science affiliate graduate. An **honorary member** is a person who has given distinguished service to the profession of pharmacy and/or Kappa Epsilon. Initiation of honorary members may only be granted by Grand Council. An **associate member** is an individual who is interested in the profession of pharmacy and is in accord with the purposes of Kappa Epsilon.

Refer to **Appendix 1** for types of membership and attendant fees. A complete description of membership types may be found in the Kappa Epsilon National Bylaws.

GOVERNANCE

THE NATIONAL LEVEL

All of the business that involves the national fraternity is conducted and decided at the biennial convention by the collegiate and alumni delegates, members of Grand Council, and past presidents in attendance. The national convention is held in odd-numbered years.

The national officers of the Fraternity, Grand Council, are elected at each convention and serve as the governing body of Kappa Epsilon between conventions. It should be noted that these individuals are volunteers, not employees of the fraternity. The sole paid employee of the fraternity is the Executive Director, who handles the fraternity's day-to-day business and operations. The address of the Executive Office is located on the front cover of this document.

The Grand Council Officers are as follows:

- President
- President-Elect
- Vice President of Alumni Development
- Vice President of Collegiate Development
- Vice President of Financial Development/Treasurer
- Vice President of Membership Recruitment
- Vice President of Communications
- Secretary
- Immediate Past President

A biennial listing of all Grand Council officers is provided at the beginning of each academic year.

In addition, each collegiate chapter is assigned a Grand Council officer to serve as their Grand Council Connection. The purpose of the Grand Council Connection is to give each chapter a specific officer on Grand Council to whom questions and concerns can be directed and to facilitate communication between the chapter and the national office.

THE REGIONAL LEVEL

Geographically, all collegiate chapters and colonies, alumni chapters and alumni-at-large are divided into seven regions. Chapters in each of the regions are encouraged to meet for fun and fellowship during the off year of convention; however, the national fraternity will not be involved and no organization requirements will be made. If a particular region chooses to have a regional retreat, the individual chapters in that region must organize the event, keeping with the purpose of the Fraternity and upholding all policies of the national organization. The regions with the current membership of collegiate and alumni chapters and colonies are as follows:

REGION A

Lambda	University of North Carolina
Omicron	University of Sciences-Philadelphia
Tau	Virginia Commonwealth University
Alpha Pi	Howard University
Alpha Rho	Campbell University
Alpha Chi	Shenandoah University
Beta Delta	Elizabeth City State University
Beta Eta	East Tennessee State University
	<ul style="list-style-type: none">• Greater Triangle Alumni

REGION B

Kappa	University of Florida-Gainesville
Alpha Delta	Mercer University
Alpha Lambda	University of South Carolina
Alpha Xi	Florida A&M University
Alpha Psi	Palm Beach Atlantic University
Alpha Omega	University of Florida-St Petersburg
Beta Alpha	University of Florida-Jacksonville
Beta Beta	University of Florida-Orlando
Beta Gamma	South University-Savannah
Beta Epsilon	Medical University of South Carolina
	<ul style="list-style-type: none">• Florida Alumni• Greater Atlanta Area Alumni

REGION C

Pi	Purdue University
Rho	University of Cincinnati Med Center
Psi	Ohio Northern University
Alpha Phi	Duquesne University
Beta Zeta	University of Findlay
	<ul style="list-style-type: none">• Cleveland Alumni• Columbus Alumni• Indiana Alumni• Greater Pittsburgh Area Alumni

REGION D

Alpha Gamma	University of Mississippi
Alpha Epsilon	University of Louisiana-Monroe
Alpha Nu	Xavier University
Alpha Theta	University of Arkansas Med School

REGION E

Alpha	University of Minnesota
Delta	University of Montana
Chi	South Dakota State University
	<ul style="list-style-type: none">• Minnesota Alumni

REGION F

Beta	University of Nebraska
Mu	University of Kansas
Omega	University of Missouri-Kansas City
Alpha Omicron	St Louis College of Pharmacy
	<ul style="list-style-type: none">• Greater Kansas City Alumni• St. Louis Area Alumni

REGION H

Xi	University of Texas-Austin
Sigma	University of Arizona
Upsilon	University of Houston
Alpha Beta	SW Oklahoma State University
	<ul style="list-style-type: none">• Dallas/Ft Worth Metroplex Alumni• Phoenix Alumni

THE COLLEGIATE LEVEL

Involvement in Kappa Epsilon during the college years is a time for members to acquire leadership skills, develop a cooperative work ethic, strive toward academic excellence, and build lifelong friendships. In a collegiate chapter, a new member receives knowledge of Kappa Epsilon and forms impressions of the Fraternity. The achievements of each chapter are in direct proportion to the cooperation and contributions of individual members. Your Kappa Epsilon chapter is what you make it!

The obligations of the collegiate chapter are to abide by the national bylaws and cooperate with Grand Council under all circumstances. This includes periodically reviewing national and chapter bylaws and reading materials distributed to the chapters by Grand Council and the Executive Office. Each collegiate chapter president and advisor is responsible for such review so that information can be shared with all chapter members.

THE ALUMNI LEVEL

The key to a strong organization is an active and committed alumni membership. Alumni contribute to the government of Kappa Epsilon by attending national conventions, serving on Grand Council, or serving on national committees. Alumni assist in guiding collegiate chapters, serving as chapter advisors or supporters of chapter activities, and are involved with alumni chapters. Dues invoices are sent to alumni annually and are payable in January, covering a full calendar year, January to December. In return, the Fraternity provides alumni members with leadership, social, and networking opportunities as well as lasting friendships.

KAPPA EPSILON NATIONAL LIAISON

A KE National Liaison is an alumni member appointed by Grand Council that resides in close geographical distance to a school of pharmacy, who will also serve as a liaison between a chapter and Grand Council. They will assist the chapter's Grand Council Connection in receiving and reviewing chapter reports and may be responsible for conducting a chapter visitation or conference call. The local chapter may express their opinions, issues, and concerns to the KE National Liaison who will contact the appropriate Grand Council Officer(s).

KAPPA EPSILON FOUNDATION

The Kappa Epsilon Foundation was incorporated in Indiana on May 21, 1992. It received its final public charity status from the Internal Revenue Service (IRS) as a 501 (c) (3) organization on February 27, 1997, following an IRS review of three years of Foundation records.

The purpose of the Foundation is to establish, foster, and promote scholarships, educational programs, and research projects in the field of pharmacy. The Foundation provides funding for the Zada M. Cooper Scholarships and the Linda Rodgers Memorial Award. In addition, educational seed grants may be requested through the Foundation to provide individual or chapter incentive money to complete an innovative project in the profession of pharmacy.

During the national conventions, the Foundation provides a luncheon during which alumni and chapters are recognized for their contributions to the Foundation. The Foundation also offers continuing education programming and presents book scholarships.

POLICIES

It is the intention of Kappa Epsilon Fraternity, Inc. to have the following policies reviewed with all collegiate members at least once every academic year.

KAPPA EPSILON'S 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.

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.

KAPPA EPSILON'S 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.

KAPPA EPSILON'S 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 or she 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.

NATIONAL PROJECTS

Kappa Epsilon supports two professional endeavors on a national level: breast cancer awareness and the Pharmacy Career Opportunity Recruitment Project (PharmCORP). Collegiate and alumni chapters and colonies are encouraged to develop and/or participate in one or both of these programs during the year. Chapters with exceptional programs are recognized at the Kappa Epsilon national convention. The National Project Committee coordinates the distribution of information on these projects to all chapters.

KE adopted breast cancer awareness as a national project in memory of Linda Rogers, who developed breast cancer during her term as Grand Council President. **New member education programs must include a breast cancer awareness program that satisfies the learning and outreach objectives developed by the National Project Committee.** The **learning** objective is to increase breast cancer awareness among chapter and colony members, including information about detection, prevention, treatment, and support. It can be accomplished through the invitation of a speaker, videotape presentation, or national project/service project committee presentation. The **outreach** objective is to increase breast cancer awareness in the local community. Examples of how chapters and colonies have achieved this objective include distribution of breast self-exam shower hangers to residence halls/sororities, sponsorship of a breast cancer awareness booth at a health fair, writing letters to friends and relatives about breast cancer, and construction of a display case on breast cancer.

As part of PharmCORP, KE members provide presentations to local high school students to introduce careers in pharmacy. The goal of this project is to encourage students to start planning for their careers by attending the necessary classes, researching the admissions requirements for colleges of pharmacy, and learning about the various opportunities available for pharmacists.

TRADITIONS

KAPPA EPSILON CREED

Knowledge
Applied to
Prescriptions with
Precision while
Aspiring to be

Efficient
Pharmacists utilizing
Science and
Intelligent
Leadership in our
Obligations to the
Nation

*Written by Evelyn Suffecool, Omega Chapter
Adopted by 1959 Convention*

MOTTO

COGITO ERGO SUM - I think, therefore I am... "I think, therefore, I am, I am being, I am alive. This mind, this intellect, this thrilling power which abides within me gives me my place in the universe, distinguishes me from lower forms of animal evolution, links me with that perfect entity outside myself by which I measure my own imperfection, my doubt, my fear, my uncertainty, **all** the manifestations of my finite quality, unites me eternally with that which I call God. I think, therefore, I am. In this consideration of the frontier of the mind, we might extend the Cartesian definition to include a corollary. If I do not think, then in the evolution of what my life's significance is, compared to what it might be, then I am not."

*Written by Dr. Blanche H. Dow
Colleges & University, Summer 1964
Permission Granted*

RITUALS

Opening Ritual

May this light shine in the lives of all Kappa Epsilon members, both near and far, so as to reflect the true meaning, purpose, and ideals of our profession of pharmacy, and may the radiance of our lives be an inspiration to all mankind.

Closing Ritual

Though the light be extinguished, may the vows of our fraternity be reflected through us in our thoughts, words, and deeds.

SYMBOLS

Each fraternity has certain symbols that it uses. For Kappa Epsilon, its colors are red and white; its flower is the red rose; and its jewel is the pearl.

COAT OF ARMS—THE KAPPA EPSILON CREST

The Kappa Epsilon coat of arms symbolizes the essence of the fraternity. It may be used on official publications, stationery, jewelry, fraternal composites and other articles authorized by Grand Council. It should not be used on items such as t-shirts, sweatshirts and mugs. Chapters must receive approval from the Executive Office prior to use of the coat of arms.

JEWELRY

A member of Kappa Epsilon may wear a number of jewelry items. The prospective new member pin is typically given to prospective members to be worn during the education period. All initiated members (i.e., collegiate, allied health science affiliate, alumnus, professional, honorary, and alumnus affiliate) of Kappa Epsilon Fraternity may wear the official badge. Pre-pharmacy affiliate members may not wear the badge, but are encouraged to wear the mortar and pestle pins. Other pieces of jewelry include the monogram lavalier, the associate member pin, the advisor's badge, the staggered letter stickpin, and officer dangles. All jewelry is ordered through the Executive Office, but requests for repairs should be placed directly with the official fraternity jeweler. Jewelry order forms may be obtained by contacting the Executive Office.

PROPER WEARING OF FRATERNITY INSIGNIA

The prospective new member pin is a symbol worn to proclaim to the world an individual's status as a prospective member of the organization. The insignia is a reminder to the prospective member to: keep allegiance to the fraternity, uphold the obligations of a prospective member, keep such secrets as may be revealed from time to time, conduct oneself to reflect honor on the organization, and exercise diligence in learning assignments. The pin should be worn over the heart so it may be observed clearly by all who meet the prospective member.

The official badge should not be worn on the outside of a suit or on a jacket that may be taken off. It is worn on the blouse over the heart. It is permissible to wear the official badge on a formal gown. Where women belong to both a social sorority and a professional fraternity, the social sorority pin takes precedence and is worn over the heart, just slightly higher than the professional pin. From the wearer's point of view, the sorority pin would be over the heart with the professional pin slightly to the left and the top of the pin reaching the mark of the first pin.

The recognition pin is always worn in the most conspicuous place possible since its purpose is to mark the wearer as a member of the fraternity. The recognition pin does not carry the rich symbolism of the prospective member pin or the official badge. Because of its simple function, it is usually worn on the coat lapel when the badge is covered by an outer garment. It may also be worn as a necklace suspended from a chain or as a charm dangle suspended from a bracelet.

FRATERNITY LETTERS

Only fully initiated collegiate and alumni members may wear official Greek block letters.

PUBLICATIONS

The Bond is the official magazine of Kappa Epsilon and is sent to all collegiate chapters and alumni members in good standing. It is also available on-line at www.kappaepsilon.org. This publication contains professional and fraternal articles as well as updates from the Executive Office and collegiate chapters.

The Kontakt was at one time the official newsletter of Kappa Epsilon.

The Officers, Advisors & Alumni Mailing is a monthly newsletter from the Executive Office e-mailed to collegiate chapter officers, advisors, and alumni chapters.

The National Education Manual presents information to prospective members about Kappa Epsilon, its history, mission statement, purposes, types of membership, governance, traditions, and national policies.

The Guide to KE is a complete guide, including policies and procedures, for all associated with the fraternity. This publication contains valuable information for collegiate and alumni chapters.

Kappa Epsilon Fraternity National Bylaws are the primary governing rules for Kappa Epsilon collegiate chapters, alumni chapters, alumni-at-large, and Grand Council. All local constitutions and bylaws must be in accordance with the national bylaws. National bylaws are updated biennially at the national convention and are available from the Executive Office and on-line at www.kappaepsilon.org.

Convention Programs are distributed to each convention attendee upon arrival at convention.

Convention Proceedings are distributed to each convention attendee and chapter following convention.

Recruitment Brochures highlight the purposes and activities of Kappa Epsilon, as well as the benefits of membership. Printable brochures are available on the KE website.

SCHOLARSHIPS & FELLOWSHIPS

Kappa Epsilon awards both undergraduate and graduate awards on an annual basis. All initiated members of Kappa Epsilon are encouraged to apply for scholarships.

The **Zada M. Cooper Scholarship** was established in 1955 in honor of Kappa Epsilon's founder, Zada M. Cooper, for the inspiration she provided to both female and male pharmacy students. Recognizing superior achievement, this scholarship is supported by Kappa Epsilon members who donate to the scholarship fund. The award consists of up to six \$500 scholarships given by the Kappa Epsilon Foundation to undergraduate members currently enrolled in a degree program.

The **Nellie Wakeman Fellowship** is a \$7,500 award jointly sponsored by the American Foundation for Pharmaceutical Education (AFPE) and Kappa Epsilon Fraternity. The fellowship is available to a Kappa Epsilon member who is in financial good standing with the Fraternity and is pursuing a master's degree or a doctor of philosophy degree. Grand Council selects a candidate from qualified applicants and recommends this individual to the AFPE Board of Grants to receive the fellowship.

AWARDS

LINDA T. RODGERS MEMORIAL AWARD

The **Linda T. Rodgers Memorial Award** is a leadership award presented annually to a collegiate or alumni member. It is typically awarded to a collegiate member in even-numbered years and to an alumna member in odd-numbered years.

ALUMNI AWARDS

Three awards have been established by Kappa Epsilon to recognize the contributions of alumni members. These are the Unicorn Award and Award of Merit, presented biennially, and the Kappa Epsilon/Merck Vanguard Leadership Award, presented annually:

Established in 1985, the **Unicorn Award** recognizes alumni participation and involvement within the fraternity. The Unicorn Award may be awarded to alumni or professional members who have given not less than five years of service to the fraternity.

The **Award of Merit** recognized an alumni member who is active within the profession of pharmacy, but not necessarily actively participating in Kappa Epsilon activities. This award was discontinued in 2005.

The **Kappa Epsilon/Merck Vanguard Leadership Award** was established in 1989 and made possible through the support of Merck & Co. This award is dedicated to recognizing exemplary women pharmacists who are members of Kappa Epsilon. The award consists of a plaque and an honorarium.

CAREER ACHIEVEMENT AWARD

Kappa Epsilon annually nominates an outstanding alumni member for the **Career Achievement Award**, presented by the Professional Fraternity Association. Nomination is based on lifetime contributions to the profession of pharmacy.

APPENDIX 1: TYPES OF MEMBERSHIP

COLLEGIATE

Collegiate: A student enrolled in a college of pharmacy pursuing an entry-level degree in pharmacy where a Collegiate Chapter of the Fraternity is located.

Entitled to wear KE Badge

Initiation Fee: \$60

Active Dues: \$55

Pre-pharmacy Affiliate: A pre-professional student planning to pursue a degree in pharmacy at a college or university where there is a KE Collegiate Chapter.

Entitled to wear Rx pin

Initiation Fee: No fee until accepted at college

Active Dues: \$25

Allied Health Science Affiliate: A student who is pursuing a degree in an allied health science at a college or university where there is a KE Collegiate Chapter.

Entitled to wear KE Badge

Initiation Fee: \$60

Active Dues: \$55

GRADUATE

Alumnus: A KE collegiate, who graduates, is no longer enrolled in a college of pharmacy, transfers to a college or school of pharmacy where there is not a chapter of the Fraternity or is completing the degree program's experiential requirements.

Entitled to wear KE Badge

Dues:	Alum on Rotation	\$55
	First year after graduation	\$60
	Second year after graduation	\$75
	Third year and forward	\$85

Alumnus Affiliate: An allied health science affiliate graduate.

Entitled to wear KE Badge

Dues: \$75

Professional: A graduate of a college of pharmacy who has practiced in a field of pharmacy for at least two years and is not a member of any other professional pharmacy fraternity.

Entitled to wear KE Badge

Dues: \$75

Honorary: A person who has given distinguished service to the profession of pharmacy and/or KE (requires approval of Grand Council).

Entitled to wear KE Badge

Dues: None

Associate: An individual who is interested in the profession of pharmacy and is in accord with the purposes of KE.

Entitled to wear Associate Pin

Dues: None

Alumni Chapter: Local Alumni Chapters also have dues and these rates vary from chapter to chapter. They are located in various geographical regions or cities.

APPENDIX 2: GREEK ALPHABET

Greek letters are used for both social and professional fraternities and sororities. Each collegiate chapter of Kappa Epsilon is identified by a Greek-letter designation when it is chartered.

A	Alpha
B	Beta
Γ	Gamma
Δ	Delta
E	Epsilon
Z	Zeta
H	Eta
Θ	Theta
I	Iota
K	Kappa
Λ	Lambda
M	Mu
N	Nu
Ξ	Xi
O	Omicron
Π	Pi
P	Rho
Σ	Sigma
T	Tau
Υ	Upsilon
Φ	Phi
X	Chi
Ψ	Psi
Ω	Omega

APPENDIX 3: COLLEGIATE CHAPTERS OF KAPPA EPSILON FRATERNITY

Alpha University of Minnesota May 13, 1921	Mu University of Kansas-Lawrence May 13, 1942
Beta University of Nebraska May 13, 1921	Nu Loyola University of the South November 19, 1942
Gamma * University of Iowa May 13, 1921	Xi University of Texas-Austin March 31, 1943
Delta University of Montana June 10, 1922	Omicron University of the Sciences-Philadelphia February 22, 1945
Epsilon * Ohio State University February 19, 1926	Pi Purdue University April 1, 1948
Zeta * University of Wisconsin April 21, 1926	Rho University of Cincinnati Med Center March 4, 1949
Eta * Western Reserve University November 30, 1928	Sigma University of Arizona October 28, 1951
Theta University of Colorado May 23, 1930	Tau Virginia Commonwealth University March 20, 1953
Iota * North Dakota State University May 29, 1930	Upsilon University of Houston December 5, 1953
Kappa University of Florida-Gainesville May 12, 1939	Phi * Auburn University January 28, 1956
Lambda University of North Carolina-Chapel Hill January 12, 1940	Chi South Dakota State University March 24, 1956

Psi

Ohio Northern University
December 4, 1957

Omega

University of Missouri-Kansas City
April 12, 1958

Alpha Alpha *

University of Utah
April 10, 1959

Alpha Beta

SW Oklahoma State College
January 28, 1960

Alpha Gamma

University of Mississippi
March 12, 1960

Alpha Delta

Mercer University
May 20, 1960

Alpha Epsilon

University of Louisiana-Monroe
October 15, 1960

Alpha Zeta *

George Washington University
April 15, 1961

Alpha Eta *

University of Puerto Rico
April 13, 1962

Alpha Theta

University of Arkansas Med School
April 25, 1964

Alpha Iota *

University of Oklahoma
April 24, 1965

Alpha Kappa *

University of Wyoming
April 30, 1965

Alpha Lambda

University of South Carolina-Columbia
October 22, 1966

Alpha Mu *

University of New Mexico
December 7, 1968

Alpha Nu

Xavier University
November 24, 1970

Alpha Xi

Florida A&M University
February 13, 1971

Alpha Omicron

St. Louis College of Pharmacy
May 9, 1980

Alpha Pi

Howard University
November 8, 1984

Alpha Rho

Campbell University
August 22, 1987

Alpha Sigma *

Southeastern College of Pharmacy
August 17, 1988

Alpha Tau *

Massachusetts College of Pharmacy
March 31, 1989

Alpha Upsilon *

Albany College of Pharmacy
April 1, 1989

Alpha Phi

Duquesne University
October 17, 1999

Alpha Chi

Shenandoah University
January 29, 2000

Alpha Psi

Palm Beach Atlantic University
November 7, 2003

Alpha Omega

University of Florida – St. Petersburg
September 17, 2004

Beta Alpha

University of Florida-Jacksonville
November 5, 2005

Beta Beta

University of Florida-Orlando
April 30, 2004

Beta Gamma

South University
June 11, 2007

Beta Delta

Elizabeth City State University
January 24, 2009

Beta Epsilon

Medical University of South Carolina
January 9, 2009

Beta Zeta

University of Findlay
February 16, 2009

Beta Eta

East Tennessee State University
May 31, 2009

Beta Theta

East Tennessee State University
December 12, 2009

Beta Iota

East Tennessee State University
May 21, 2011

Beta Kappa

Presbyterian College
October 29, 2012

Beta Lambda

University of Kansas-Wichita
February 18, 2013

Beta Mu

University of North Carolina-Asheville
February 1, 2013

APPENDIX 4: KAPPA EPSILON FORMS AND REPORT DEADLINES

Reports:

Chapter Planning Report
Dues Report
Chapter Policy Checklist
Member Education Report w/ Appendix

Fund the Foundation Report
Annual Chapter Evaluation & History Report
Recognition and Leadership Report
Chapter Financial Report

Due Dates:

September 15 and January 15
October 15
October 15
December 15 (fall recruitment)
May 15 (spring recruitment)
December 15 or April 15
May 15
May 15
May 15

Special Reports:

Marriage Report As needed
Deceased Member Report As needed
New Advisor Report As needed
Merchandise Order Form As needed
Chapter Pre-Visitation Report and bylaws Two weeks prior to visitation/conference call
Visitation Report (completed by GC) Two weeks after visitation/conference call

Scholarships, Fellowships, & Awards:

Zada M. Cooper Scholarship November 15
Nellie Wakeman Fellowship February 1
KE / Merck Vanguard Leadership Award October 15
Outstanding Advisor Award March 15 (annually)
Unicorn Award Nomination March 15 (odd numbered years)
Linda T. Rodgers Memorial Award May 15 Collegiate (even-numbered years)
May 15 Alumni (odd-numbered years)

SUBMIT FORMS AND REPORTS TO:

KAPPA EPSILON FRATERNITY, INC.
EXECUTIVE OFFICE
7700 Shawnee Mission Parkway, Suite 201
Overland Park, Kansas 66202-3057
director@kappaepsilon.org

APPENDIX 5: PARLIAMENTARY PROCEDURE

Each chapter should possess a copy of the latest revision of *Robert's Rules of Order*. The chapter should have a parliamentarian who has a good basic knowledge of parliamentary procedure. The following is a quick overview of parliamentary procedure:

I. Officers and the Minutes

- A. Chair or President – This person is always referred to by the official title, “Madam” or “Mr.” President or Chair. When the presiding officer refers to herself or himself, the pronoun “I” is not used. The individual refers to herself or himself as “The Chair.”
- 1) Calls the meeting to order, to open the session
 - 2) Announces the business to take place
 - 3) Recognizes members entitled to speak (referred to as “the floor”)
 - a) Conducts the voting procedure
 - b) Announces results of the vote
 - c) Keeps order by failing to recognize those not entitled to the floor
 - d) Allows brief remarks when there are questions on the floor before a motion is made
 - e) Restrains members engaged in debate with the rules of order
 - f) Votes, but cannot vote after teller starts counting

If anything is brought up in the meeting regarding the president, the vice president presides. If the vice president is absent, the secretary presides. If the secretary is absent, the person who made the motion will take over.

B. Secretary

- 1) Keeps attendance records for the group and records meeting minutes
- 2) Keeps a register of members and calls the roll when necessary
- 3) Notifies officers and committees of their appointments
- 4) Keeps the constitution, bylaws, and rules of order at all times.

C. Minutes

The minutes should contain the following: Type of meeting (special or regular); names of those in attendance; date and place; action taken on the minutes of the previous meeting (read, approved, dispensed with ready, corrected, etc.). Record all motions (unless withdrawn), name of person making the motion, the hour of the meeting, and adjournment.

II. Motion and Debate

To bring about the business at hand, the person wishing to discuss the topic must make a motion. This is done by saying: “I move...” In order to discuss the motion, someone else must second the motion that was made.

A. Business Motions

- 1) Motion must be made to receive reports of committees or communications to the assembly
- 2) Business brought about by motion, made and seconded
- 3) Chair restates the motion

- 4) Discussion may be held. The person wishing to speak must make sure that the floor has been yielded. Two motions may not be on the floor at the same time. In order to make another motion, the first motion must have been voted upon.
- 5) When discussion has concluded, the chair says, "Are you ready for the question? It has been moved and seconded that...." All in favor say 'aye;' all opposed say 'no.'
- 6) Results of the vote are always announced. To carry the vote, motions as a general rule require a majority vote.

B. Common Motions

- 1) To modify or amend: When a motion is not worded correctly, the proper motion is made by "inserting, adding, or striking out."
- 2) To postpone to a certain time: If desired to lay the question aside temporarily, move to "lay the question on the table." A majority vote may take it from the table at the same or next session.
- 3) To suppress debate: A two-thirds vote is required.
- 4) To suppress question: Legitimate question may not be suppressed without debate except by a two-thirds vote.

Parliamentary Procedure Courtesies and Rules for Chapter Adoption

- Parliamentary procedure for the chapter will follow the latest revision of *Roberts Rules of Order*.
- A member wishing to speak will raise her / his hand for attention of the chair. When recognized, the individual will give their name.
- The chair will entertain no motion unless seconded, nor will any motion be open to debate or amendment before the chair has repeated it to the chapter.
- All resolutions and main motions will be submitted in writing, signed, and given to the secretary.
- All resolutions will be made, seconded, and voted upon by members who are in good standing with the chapter.
- The vote on a question, once commenced, will not be interrupted, except by a request that the question be restated or clarified by the chair.
- Any member speaking to a question may hold the floor for three (3) minutes the first time. Any further discussion by a member who has already spoken will be limited to one (1) minute.
- Chapter minutes will be posted before a meeting or read at the next chapter meeting. This will be done before being approved.
- The rules in this segment may be adopted for use by a majority vote. They may be suspended, rescinded, or amended after their adoption by a two-thirds vote.

Parliamentary Procedure At-A-Glance

To Do This	You Say This	May You Interrupt?	Must You Be Seconded?	Debatable?	Amendable?	Vote Required?
Introduce	"I move that"	No	Yes	Yes	Yes	Majority
Amend	"I move that this motion be amended by..."	No	Yes	Yes	Yes	Majority
End Debate	"I move the question be called"	No	Yes	No	No	Two-thirds
Request Information	"Point of information"	Yes, if urgent	No	No	No	No vote
Verify a voice vote	"I call for a division of the House"	No	No	No	No	No vote
Object or procedure/personal affront	"Point of order"	Yes	No	No	No	Chair decides
Suspend further consideration	"I move to table"	No	Yes	No	No	Majority
Take up a matter previously tabled	"I move to take from the table"	No	Yes	No	No	Majority
Consider something out of order	"I move to suspend the rules to consider..."	No	Yes	No	No	Two-thirds
Vote on a ruling by the Chair	"I appeal the decision of the Chair"	Yes	Yes	Yes	No	Majority
Postpone consideration	"I move we postpone this matter until..."	No	Yes	Yes	Yes	Majority
Reconsider item already disposed of	"I move to reconsider the issue..."	Yes	Yes	Yes	No	Majority
Complain about noise	"Point of privilege..."	Yes	No	No	No	Chair decides