



Kappa Psi Pharmaceutical Fraternity

Province V

Delegate responsibility

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Although all brothers are welcome and the more the merrier, each chapter has two delegates that they can send to represent their chapter in a voting capacity at meetings. To be eligible to vote, delegates must be appropriately seated at the beginning of role call for each session. If a delegate is not present for role call, that is cause to reduce or eliminate the reimbursement described below. If there are no members available to attend province, the chapter's two votes can be proxied to another chapter. To do this, chapters need to send out the proxy form that was included in the Fall Packet. The Proxy form is also available on line at www.kappapsi5.com. It must be received by the Sec/Treas before opening session on Friday of assembly. Each chapter's delegate is responsible for presenting a short chapter report. The chapter report form can provide a guide of what should be included on the presentation. As with all presentations, it can be made much more enjoyable with the addition of photos from various events. AV equipment will be available. Most presentations are done with PowerPoint which is recommended, however, that is not required.

Pursuant to By-Law V, Sec 6, one (1) registered, voting delegate from each collegiate chapter shall be reimbursed for the round trip automobile mileage from the delegate's home chapter of residence to the meeting site, at the rate of seventeen and one-half (17 ½) cents U.S. per mile. Reimbursement shall not exceed two hundred dollars (\$200) U.S. The assembly registration fee shall also be waived. All Province officers in attendance shall be reimbursed at the same rate as the delegates. Reimbursements must be approved by the Executive Committee. The Province Supervisor shall have the assembly registration fee waived, and may be reimbursed for expenses other than travel, consistent with policy established by the Executive Committee of the Grand Council, and with approval of the Province Executive Committee. Said payments shall not be used to reimburse Graduate Chapter delegates for expenses incurred for traveling to and/or from Province Assemblies.

Any brother attending a session shall follow the house rules laid out in Ordinance 11, Section 1.

Rule 4: Professional decorum shall be maintained during all meeting, luncheons, and/or banquets; at all times those in attendance shall be properly dressed; no member will be admitted if either obviously intoxicated, or with bare chest or bare feet. There shall be no alcoholic beverages consumed and/or allowed in the meeting rooms during business sessions, nor will smoking be permitted.

Rule 5: The Host Chapter shall provide a Sergeant-At-Arms who will maintain order, and if necessary, remove individuals from the Assembly, at the discretion of the Chair.

Rule 7: At the beginning of each session, all cellular and/or paging devices shall be set to silent or vibrate mode or be turned off.

If chapters or delegates have any questions regarding responsibilities please feel free to contact me.



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The following is a preliminary list of items to be discussed at the assembly meeting. This is not all inclusive and other issues may arise, but discuss the following things with your chapter and be prepared to vote on behalf of your chapter.

We would like to put money toward chapters sending brothers to GCC

- What criteria should we assign?
- How much should each chapter get and should it be based on any specific factors?
Example- attendance at province meetings and GCC sessions
- We will be having a raffle/fundraiser at the 2005 assembly. Should all the profits go toward that? If not, how much? Should the province ADD to the money raised?
 - Please bring **any** items (KY shirts, trinkets, gift certificates, etc.) that your chapter would be willing to donate to be used as prizes for the raffle – thanks!!

What additional types of things do you feel the province should support financially?

We also will be sponsoring some “things” at GCC as a province – what should we do and how much would be acceptable?

-Some things we have done in the past:

- KY Foundation Golf Tournament tee sign
- Breakfast one of the mornings prior to business meeting
- Spot in the official GCC program

If you have any questions about any of the information in this packet feel free to contact me.
Please bring this packet and all its contents with you to assembly.

Fraternally,

Emily Love
Province V Secretary/Treasurer