Kappa Psi Pharmaceutical Fraternity, Inc.

Mountain East Province
Policy and Procedure Manual

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Purpose:

The purpose of this policy manual is to provide a framework for the Mountain East Province Planning Committee when it comes to establishing procedures and deadlines when working with respective host chapters to plan Province Assembly meetings.

This manual is able to be reviewed and revised each term by the Mountain East Province Assembly Planning Committee in coordination with the Mountain East Province Vice Satrap and the Executive Committee. Updates to this manual do not need approval via province votes at each assembly unless the Committee wishes to do so.

Members of the Assembly Planning Committee
Effective Date: June 5, 2023
Past Revisions: Click or tap here to enter text.

Committee Makeup

The Assembly Planning Committee shall contain between six to eleven (6-11) members from the following chapters. One to two (1-2) collegiate brothers from each of the following: the chapter who last hosted an assembly, who are currently planning an assembly, and the next to host an assembly. The committee shall contain three to five (3-5) volunteer graduate brothers, ideally those who coordinate planning assemblies with the collegiate chapters mentioned above. If there are not enough graduate brothers interested who work closely with the collegiate chapters above, registration shall be opened to all graduate brothers in the province. Any Executive Committee member involved in planning who participates on the committee shall not count against the number of members on the committee. The committee will report all activities to the Vice Satrap. The committee shall have two vice chairs – from elections and selection of committees after the fall assembly – the two vice chairs shall be collegiate brothers from the two chapters next hosting Province Assemblies.

Order of Province Assembly Meetings
Effective Date: June 5, 2023
Revised: Click or tap here to enter text.

Skipping Host Chapters

If a chapter is skipped because they are unable or unwilling to host a Province Assembly, the next chapter in order of the Local Province Ordinances will be asked to host the assembly one (1) semester early. If said chapter is unable or unwilling to host, the Province Executive Committee will proxy host the Province Assembly.

Role of the Vice Satrap:

The Vice Satrap will reach out to host chapters at least twelve (12) months prior to the estimated date of the Province Assembly to estimate their fitness for hosting an assembly. The host chapter must inform the Vice Satrap no later than ten (10) months from the estimated date of an assembly if the chapter feels they are unable or unwilling to host the assembly. In extenuating circumstances, if a chapter becomes unable to host the Province Assembly, the Province Executive Committee will proxy host the Province Assembly. Furthermore, the Vice Satrap must approve all contracts by the host chapter before they are signed with the respective venues.

Definition of Unwilling to Host a Province Assembly

If the host chapter Regent believes that the chapter does not have adequate support from its members to plan and successfully execute a Province Assembly, the Regent may communicate to the Vice Satrap that the chapter is unwilling to host the Province Assembly.

Definition of Unable to Host a Province Assembly

The Province Treasurer shall keep track of the cost of all deposits host chapters must make for Province Assemblies. A host chapter's financial fitness shall be determined twelve (12) months from the estimated date of the Province Assembly. If the chapter's bank account contains less

than the average of the last three (3) Province Assembly deposits, said chapter shall be deemed unable to host the Province Assembly.

Loans for Host Chapters
Effective Date: June 5, 2023
Revised: Click or tap here to enter text.

Amount of Loans that may be Requested

A host chapter may request a one-time loan of up to 33.3% (one third) of the expected cost of hosting a Province Assembly. The Province Treasurer shall keep track of the total cost of hosting a Province Assembly, and the expected cost shall be calculated by averaging the cost of the last three (3) Province Assemblies.

Deadlines for Requesting and Payment of Loans

A host chapter interested in obtaining a loan from the province must formally request the loan to the Province Vice Satrap and Treasurer no later than three (3) months prior to the date of the Province Assembly. The loan must be repaid in full to the Province Treasurer by the Friday (first day) of the Province Assembly to allow the Treasurer and Audit Chair to have an accurate presentation for the business meeting. Any extenuating circumstances necessitating loans less than three (3) months from the start of an assembly will be considered on a case-by-case basis by the entire Province Executive Committee.

Summary of Deadlines
Effective Date: June 5, 2023
Revised: Click or tap here to enter text.

CE Speaker

It is expected that the host chapter will organize and select a CE speaker for each Province Assembly. Objectives of the CE must be submitted to the accrediting body four to six (4-6) weeks prior to the assembly. If the host chapter cannot find a CE speaker, they must inform the Mountain East Province Executive Committee no later than three (3) months before the date of the assembly, so a CE speaker can still be selected.

Posting of Save the Date and Registration

Host chapters shall have hotel and meeting venue contracts signed so that the Save the Date flyer can be announced and posted at the conclusion of the previous Province Assembly. Registration shall be posted no later than two months before the start of the Province Assembly.

Risk Management Forms

The host chapter must submit risk management forms for all activities during the Province Assembly – including but not limited to social events, business meetings, and banquets – at least 4 weeks prior to the start of the Province Assembly. The forms shall be submitted to the Province Vice Satrap, Parliamentarian, and Risk Management Committee. The host chapter and Vice Satrap, Parliamentarian, and Risk Management Committee will review the forms again within 10 days of the conclusion of the assembly to ensure all protocols were properly followed.