

# **CONSTITUTION & BYLAWS OF XI CHAPTER OF PHI DELTA CHI**

## **CONSTITUTION**

### **ARTICLE I – NAME AND OBJECTIVES**

#### Section 1.

This association shall be known as the Phi Delta Chi Pharmacy Fraternity, hereafter referred to as the Fraternity.

#### Section 2.

The objectives of this association shall be to advance the science of Pharmacy and its allied interests, and to foster and promote a fraternal spirit among its Brothers.

#### Section 3.

Being a coeducational Fraternity, Phi Delta Chi does not discriminate based on race, age, gender, sexuality, disability status, religion, and/or beliefs. The word Brother refers to all members of the Fraternity regardless of gender identity.

### **ARTICLE II – MEMBERSHIP AND ELIGIBILITY**

#### Section 1.

There shall be a classification of membership known as Collegiate Brother. Any person of good moral character being a student in actual attendance at The Ohio State University and is interested in pursuing a career in pharmacy or allied field is eligible for collegiate membership in the Fraternity.

#### Section 2.

Any person initiated, having changed course of study and being still in actual attendance at The Ohio State University, may remain a Brother in that Collegiate Chapter.

#### Section 3.

Any eligible person may become a Collegiate Brother of the Fraternity by receiving the favorable vote of 3/4 of the Collegiate Chapter before which their name has been proposed, by signing the Constitution and Bylaws, thereby agreeing to abide by them, by paying the initiation fee, and by receiving proper initiation, according to the Fraternity Ritual.

#### Section 4.

There shall be a classification of membership known as Graduate Brother. Any person of good moral character who is engaged in professional pharmacy or its allied fields shall be eligible for graduate membership. Such Brothers shall pay an Initiation Fee of an amount determined by the Grand Council, shall pay for a membership certificate, may purchase an official badge, and shall undergo a formal initiation. These Graduate Brothers shall be entitled to vote and shall be extended all privileges of Brothers of Alumni Chapters with which they are affiliated. They must be accepted by a simple majority vote of a Collegiate Chapter with approval of an Alumni Chapter, where such corresponding Alumni Chapter exists. Alternatively, a person may be accepted by a simple majority vote of an organized Alumni Chapter, along with approval of the Collegiate Chapter, where such corresponding Collegiate Chapter exists.

#### Section 5.

No Collegiate or Graduate Brother of Phi Delta Chi Fraternity shall join any other professional Fraternity of Pharmacy, except Honor Societies that are primarily devoted to recognizing scholarship or leadership. Any Brother of Phi Delta Chi who joins any other professional

pharmaceutical Fraternity other than honorary shall be expelled automatically and obliged to return the membership certificate and all official fraternity jewelry.

Section 6.

There shall be a classification of membership known as Honorary Brother. Any person of good moral character, who has distinguished himself or herself in the profession of Pharmacy, may become an Honorary Brother of the Fraternity by receiving at least a 3/4 vote of the Chapter before which their name has been proposed and simple majority approval of the Executive Council through the National Office, by signing the Constitution, and by agreeing to respect the confidentiality of that part of the Fraternity Ritual known as Omicron.

Section 7.

Honorary Brothers shall be entitled to all privileges of Collegiate Brothers, except taking part in such business that requires a vote of the Chapter, and shall be exempt from any Initiation Fee paid to the Fraternity. The Chapter shall pay an initiation fee of an amount set by the Grand Council for the Honorary Brother.

Section 8.

The Executive Council shall be able to grant honorary membership to not more than one person per year. A person may become an Honorary Brother by receiving at least 2/3 vote of the Executive Council and then signing the Constitution and agreeing to respect the confidentiality of that part of the Fraternity Ritual known as Omicron. This privilege does not extend to faculty at schools of pharmacy at which a Collegiate Chapter of Phi Delta Chi exists. The honoree shall become a Brother of a certain Chapter at the discretion of and with the permission of that Collegiate Chapter.

### **ARTICLE III – CHAPTER GOVERNMENT**

Section 1.

The collegiate chapter officers of the Fraternity shall consist of the Worthy Chief Counselor (WCC) as President, Worthy Vice Counselor (WVC) as Vice President, Worthy Correspondent (WC) as Corresponding Secretary, Worthy Keeper of Records & Seals (WKRS) as Recording Secretary, Worthy Keeper of Finance (WKF) as Treasurer, Worthy Prelate (WP) as Chaplain, Worthy Master-at-Arms (WMA), Worthy Inner Guard (WIG), Worthy Alumni Liaison (WAL), and such other officers as may be required or desirable.

Section 2.

Chapter elections shall be held annually during the spring semester.

Section 3.

It shall be the duty of the Worthy Chief Counselor to call meetings to order at the appointed time; to preside over meetings; to decide points of order; to preserve decorum; to enforce and promote the Fraternity's Constitution and Bylaws, Ritual, Standard Operating Procedures of the national fraternity, the Chapter Constitution, and the Chapter Bylaws; to assess all fines; to act in all ways as the chief executive of the Chapter; chair the Executive Committee; chair the Leadership Committee; serve on the Financial Stability Committee as deemed appropriate by the Chapter; learn and recite the WCC portion of the Ritual at Formal Meetings and expect this from the other officers; write meeting agendas; and if appropriate; communicate with the Regional Director for Collegiate Affairs (RDCA) and Regional Team on a regular basis; speak with authority concerning all phases of the chapter's activities and represent the Chapter to the Dean, the faculty, and others as appropriate. The WCC shall appoint at least one alumni Brother to audit the financial and other records of the Worthy Keeper of Finance and the Worthy Keeper of Records & Seals of the collegiate Chapter once a year, unless the Chapter finances and other records are subject to oversight as defined by the written policy of the school.

#### Section 4.

It shall be the duty of the Worthy Vice Counselor to assist the WCC in the performance of their regular duties; perform all the duties and exercise all the authority of the WCC when the WCC is absent; serve on the Executive Committee; chair the Service Committee; serve on the Financial Stability Committee as deemed appropriate by the Chapter; learn and recite the WVC portion of the Ritual at Formal Meetings; join the WCC in representing the Chapter to the Dean, the faculty, and others if applicable.

#### Section 5.

It shall be the duty of the Worthy Correspondent to coordinate correspondence to and from other entities (other Chapters, Grand Officers, and Regional Officers) on behalf of the Chapter; lead the Chapter in an understanding of the AAP Program and coordinate timely submission of all reports and associated items to the National Office; maintain regular communication with the Regional Correspondent; distribute Chapter Publications to Chapter when made available; serve on the Executive Committee; serve on the Accountability Committee; learn and recite the WC portion of the Ritual at Formal Meetings.

#### Section 6.

It shall be the duty of the Worthy Keeper of Records & Seals preserve manuscripts and records of the Chapter, meeting minutes/proceedings, a collection of Chapter publications and make available to the Brotherhood in perseverance of the Chapter's history; call the roll at each meeting; serve on the Executive Committee; learn and recite the WKRS portion of the Ritual at Formal Meetings; review previous meeting minutes, such as how the Chapter solved common problems in earlier years for the purpose of gaining insight, and share the information to enhance the Chapter; report new initiates and ordering membership certificates, pins, supplies, and other merchandise from the Executive Director; assist the WC in preparing the Personnel Reports and other items for the Achievement Award Program.

#### Section 7.

It shall be the duty of the Worthy Keeper of Finance to manage all financial and material holdings of the Chapter; keep informed the Chapter via verbal and written reports of the financial standing of all accounts of the Chapter at each meeting; render in timely fashion payments for all the Chapter's outstanding expenses; serve on the Executive Committee; chair the Financial Stability Committee; learn and recite the WKF portion of the Ritual at Formal Meetings; collect all Chapter dues, develop and manage Chapter Budget; evaluation and establishment of recommended Chapter dues to cover expenses. If a Brother is experiencing severe financial hardship, it is the responsibility of the Chapter and its officers (primarily the WCC and WKF) to work out a solution to help the Brother meet their obligation to the Chapter; prepare payment of the National Initiation Fee for each new Initiate for submission by the WKRS within 72 hours after Initiation; prepare payment of the National Operating Dues (NODs) at the appropriate time.

#### Section 8.

It shall be the duty of the Worthy Prelate to conduct and supervise inspirational and memorial exercises on behalf of the Chapter in case of illness or death of relatives, friends, or alumni; serve on the Executive Committee; chair the Brotherhood Committee; ensure the Chapter social media accounts are current and updated regularly, if they are available; gathers information to be featured in fraternal communications, communicate regularly with the Regional Director for Communications for guidance and advice; learn and recite the WP portion of the Ritual at Formal Meetings; ensure the Chapter Web Page is current and updated regularly, if one is available; document Chapter functions through pictures and descriptions of all events; keep records of all collegiate Brothers' birthdays; announce birthdays or special events at each meeting during the "Comments for the good and welfare of the Fraternity".

Section 9.

It shall be the duty of the Worthy Master-at Arms to attend the door of the Council Chamber and receive the password; prepare the Council Chamber; guard all items of Chapter property and secure all regalia. This includes articles of formal Ritual Regalia, Ritual books, materials used in the course of the formal initiation, etc. The WMA shall maintain a running inventory of all Regalia and seek replacement as necessary; serve as an expert at the mechanics of the Ritual; train or oversee the appropriate training of all Candidates and ensure they have met all requirements of a successful candidate; notify the Collegiate Chapter of any failures to meet the basic requirements of the candidacy period; serve on the Executive Committee; learn and recite the WMA portion of the Ritual at Formal Meetings.

Section 10.

It shall be the duty of the Worthy Inner Guard to attend the door during initiation; assist the WMA; perform all the duties of the WMA when the WMA is absent; serve on the Executive Committee; chair the Learning Committee; learn and recite the WIG portion of the Ritual at Formal Meetings.

Section 11.

It shall be the duty of the Worthy Alumni Liaison to coordinate communication between the collegiate Chapter, Alumni Brothers and Alumni Chapter(s); serve on the Executive Committee; learn and recite the WAL portion of the Ritual at Formal Meetings; increase awareness of alumni status on the fraternal continuum and encourage collegiate Brothers to consider their purpose and role as alumni while in school; communicate regularly with the Regional Director for Alumni Affairs for guidance and advice and; maintain current records of the names, mailing addresses, telephone numbers, and email addresses of all Collegiate and Alumni Brothers to maintain a living database of the Chapter Brothers; communicate Chapter events to Alumni that may hold interest and encourage Alumni participation; encourage Alumni Brothers to remain active in their post-graduate careers and provide assistance to accessing alumni resources upon graduation as necessary.

Section 12.

A Chapter may require of its officers any additional duties necessary and not specifically mentioned in the Constitution and Bylaws. These duties shall be assigned by the Worthy Chief Counselor as found appropriate.

Section 13.

Any chapter officer may be removed from office by the following procedure:

- (a) A petition requesting impeachment signed by a majority of the Collegiate Brothers shall be presented to the Worthy Chief Counselor.
- (b) This petition and the evidence for removal shall be presented to the Chapter within two weeks.
- (c) A meeting shall follow within two weeks from the time the petition is submitted to the Collegiate Chapter, at which time the officer shall have the opportunity to present evidence in defense. At that time the officer may be removed from office by 3/4 vote of the Collegiate Brothers.
- (d) If the officer in question is the Worthy Chief Counselor, the Worthy Vice Counselor shall preside at these meetings.

Section 14.

In the event of a vacancy in the office of Worthy Chief Counselor, the Worthy Vice Counselor shall succeed to that office. In the event of a vacancy in any other position, the Chapter shall hold a special election to fill that vacancy.

## **ARTICLE IV – CHAPTER OPERATIONS**

Section 1.

The standing committees shall be:

- (a) an Executive Committee, chaired by the Worthy Chief Counselor, and shall include all of the Worthy Officers. The Chapter Advisor(s) shall be a non-voting member of the Executive committee.
- (b) a Financial Stability Committee, chaired by the Worthy Keeper of Finance, and shall include either the Worthy Chief Counselor or Worthy Vice Counselor as deemed appropriate by the Chapter. The Chapter Advisor(s) shall be a non-voting member of the Financial Stability Committee. Any additional members shall be as deemed appropriate by the Chapter.
- (c) an Accountability Committee, chaired by the Worthy Correspondent, and shall include three or more brothers appointed by the Worthy Chief Counselor and the Worthy Vice Counselor at the first regular meeting of the term of office.
- (d) a Leadership Committee, chaired by the Worthy Chief Counselor, and shall include other Brothers appointed by the Worthy Chief Counselor and the Worthy Vice Counselor at the first regular meeting of the term of office.
- (e) a Brotherhood Committee, chaired by the Worthy Prelate, and shall consist of three or more Brothers to be appointed by the Worthy Chief Counselor and Worthy Vice Counselor at the first regular meeting of the term of office.
- (f) a Service Committee, chaired by the Worthy Vice Counselor, and shall consist of other Brothers appointed by the Worthy Chief Counselor and the Worthy Vice Counselor at the first regular meeting of the term of office.
- (g) a Learning Committee, chaired by the Worthy Inner Guard, and shall consist of other Brothers appointed by the Worthy Chief Counselor and the Worthy Vice Counselor at the first regular meeting of the term of office.
- (h) a Membership Committee, chaired by the Worthy Master at Arms, and shall consist of the Worthy Inner Guard and other brothers appointed by the Worthy Chief Counselor and the Worthy Vice Counselor at the first regular meeting of the term of office.

## Section 2.

- (a) It shall be the duty of the Executive Committee to interpret and implement the policies of the Collegiate Chapter; and to settle all misunderstandings and irregularities not covered by specific articles in the Constitution and Bylaws.
- (b) It shall be the duty of the Financial Stability Committee to review all books and financial accounts of the Chapter at least every two months during the academic year and report the same to the Chapter at the next regular meeting.
- (c) It shall be the duty of the Accountability Committee to coordinate all matters associated with the Chapter's participation in the Achievement Award Program.
- (d) It shall be the duty of the Leadership Committee to promote self-improvement and empowerment of others. The Leadership Committee shall coordinate all matters of leader-development amongst the Chapter.
- (e) It shall be the duty of the Brotherhood Committee to investigate the eligibility and character of any person whose name may be proposed for continuous membership, to provide for the entertainment of guests and to coordinate all matters of a social nature pertaining to the Chapter.
- (f) It shall be the duty of the Service Committee to promote volunteerism, philanthropy and patient-centered care amongst the Chapter. The Service Committee shall coordinate all matters of an altruistic nature pertaining to the Chapter.
- (g) It shall be the duty of the Learning Committee to promote scholastic excellence and professional development amongst the Chapter. The Learning Committee shall coordinate all matters of a scholastic nature pertaining to the Chapter.
- (h) It shall be the duty of the Membership Committee to recruit and educate all of the Candidates that are being proposed for membership and to coordinate their initiation into the Chapter.

## Section 3.

Regular meetings of the Chapter shall be held on a monthly basis during regular school sessions.

At the beginning of each semester, a meeting block will be set aside, with consideration for the upcoming academic schedule, provided by the Pharmacy Council during professional hour.

Section 4.

The Chapter shall elect to the regular meetings of the Grand Council one Collegiate Delegate; the expenses of the Delegate, other than those paid by the Grand Council as provided for in the Phi Delta Chi Bylaws, are to be paid by the Delegate, the Chapter, or both.

Section 5.

The Chapter shall select from the faculty of the host school of pharmacy at least one Chapter Advisor. Initiating additional eligible faculty, who share the Chapter's goals, as Graduate Brothers is desirable.

Section 6.

This Chapter shall have the power to regulate the amounts of, and all matters pertaining to, dues and assessments not specified in the national Phi Delta Chi Constitution and Bylaws.

## **ARTICLE V – AMENDMENTS**

Section 1.

This Constitution may be repealed or amended by the three-fourths (3/4) vote of the Collegiate Brothers, provided such amendment has been proposed at least two weeks prior to a regularly scheduled meeting, and said proposed amendment has been forwarded in writing to the Executive Committee who shall notify all Collegiate Brothers of the proposed amendment at least one week before the next regular meeting of this Chapter, or this Chapter may have this power if the proposed amendment appears in the minutes of the previous regularly scheduled meeting.

## **BYLAWS**

### **CHAPTER I – CHAPTER GOVERNMENT**

Number 1.

A simple majority of the Collegiate Brothers shall constitute a quorum.

Number 2.

In all business meetings of the Chapter, the following order shall be observed:

1. Call to Order
2. Roll Call
3. Inspirational Exercises (optional)
4. Reading of Minutes
5. Reports of Officers
6. Reports of Committees
7. Election or Installation of Officers
8. Proposals for Membership
9. Initiation
10. Unfinished Business
11. New Business
12. Fines and Appeals
13. Remarks for the Good and Welfare of the Fraternity
14. Appointment of Committees
15. Second Roll Call

- 16. Adjournment
- 17. Inspirational Exercises (optional)

Number 3.

In all parliamentary rulings not provided for in the Phi Delta Chi Constitution and Bylaws, the Fraternity shall be governed by the most recent revision of Robert's Rules of Order.

Number 4.

It shall be the duty of each Brother to become familiar with the Phi Delta Chi Constitution and Bylaws, Fraternity Ritual, History, and all other matters pertaining to the Fraternity. In addition to the above, each officer shall commit to memory and be able to recite the officer's part of the Fraternity Ritual.

Number 5.

No Brother shall be allowed a seat in the Council Chamber nor have a right to vote on any matter pertaining to the Fraternity after initiation night until such time as he or she has complied with Bylaw Chapter I, Number 4, and can answer any and all questions pertaining to matter contained therein.

Number 6.

Collegiate Brothers shall be held accountable for attending all chapter events. The WKRS shall keep attendance. Any Collegiate Brother who shall miss any meeting of the Chapter without satisfactory excuse shall notify the Worthy Chief Counselor in writing within 24 hours prior to the missed meeting. The Chapter shall allow Brothers two unexcused absences per semester. For the third unexcused absence, a verbal warning will be issued. Upon a fourth unexcused absence, the Executive Committee shall assess the Brother's future within the Chapter and issue an appropriate consequence.

Number 7.

Accounts for Brothers and candidates shall be payable one billing term semesterly or yearly in advance, and shall be due on the first of each billing term. They shall become delinquent if not paid by the time specified by local Chapter Bylaws and shall be subject to a fine of 10%. Any Brother (or candidate) remaining in arrears at the end of a billing term shall, at the expiration of that time, be automatically suspended from the Chapter, which shall notify the Executive Director's office in writing. The Brother shall surrender their badge (or candidate button) to the Worthy Chief Counselor and shall not take part in any of the chapter meetings or activities. The suspension shall continue until their account is paid in full during the period of suspension. A delinquent Brother (or candidate) believing that existing circumstances warrant being exempt from suspension, may, before the 20th day of the billing period, appear before the Executive Committee and state reasons for claiming exemption. If the Executive Committee advises that credit be extended, the Brother (or candidate) shall furnish a bankable note for the full amount of indebtedness and make arrangements for its retirement.

Number 8.

All fall candidates must pay \$140 and spring candidates must pay \$100 within seventy-two hours after their initiation, based on National and Chapter dues. All Collegiate Brothers must pay \$105 each semester or \$200 annually with the exception of P4 brothers who receive an annual \$25 discount on dues. Collegiate Brother dues shall be collected by October 31<sup>st</sup> in the fall and February 28<sup>th</sup> in the spring OR annually due by October 31<sup>st</sup>. Exceptions can be made for extenuating circumstances as determined by the Executive Committee.

Number 9.

The Chapter shall have at least one formal meeting each month. Formal meetings shall include the ceremonial opening and closing of the business meeting using Fraternity Ritual and regalia.

Number 10.

The Worthy Chief Counselor may call special meetings and must call one on the written request of three Brothers.

Number 11.

Any officer who is the subject of scholastic probation by The Ohio State College of Pharmacy shall be removed from office by the Executive Committee until such time as probation has been removed.

Number 12.

A Collegiate Brother initiated at another Chapter of Phi Delta Chi, upon transferring to The Ohio State University College of Pharmacy and wishing to affiliate with the Chapter of the Fraternity in which he or she was not initiated, shall bring a certificate signed by the Worthy Chief Counselor and Worthy Keeper of Records and Seals of the Chapter of origin, showing good standing of that Chapter. This certificate shall be presented to the Worthy Keeper of Records and Seals of the Chapter with which he or she wishes to affiliate, which shall be obliged to accept that person as a Brother.

Number 13.

(a) A collegiate Brother may resign their membership at any point in time.

(b) A collegiate Brother wishing to resign their membership shall contact their WCC and express their desire to resign their membership in writing. The WCC shall then collect the membership pin and certificate and inform the Chapter when able.

(c) If a collegiate Brother resigns from the Fraternity, the collegiate Chapter shall report in writing said action to the Executive Council as soon as possible.

(d) If a Brother does resign their membership, they lose all rights and privileges of a Brother of Phi Delta Chi.

Number 14

Any Brother may be expelled by 3/4 vote of the Collegiate Brothers of the Chapter, provided said Brother shall have been found guilty of repeated disorderly conduct, nonpayment of dues, fines, or assessments, or violation of the Phi Delta Chi Constitution, Bylaws, or Fraternity Ritual. Such expulsion may take place only after the Brother has been warned at the preceding regular meeting. If a Brother is expelled, the Chapter shall report in writing said action to the Executive Council as soon as possible. The Chapter shall retrieve the pin and membership certificate of the Brother expelled and return them to the National Office. If a Brother is expelled, they lose all rights and privileges of a Brother of Phi Delta Chi.

Number 15

Any Brother having allegedly violated any obligation or rule carrying the penalty of expulsion shall have the right to trial. All charges must be proffered at a regular meeting by a Collegiate Brother, and the accused shall be immediately notified of such charges and directed to appear at the next regular meeting for trial. If the accused or a representative is not present, having disregarded the notice to appear, the trial shall be conducted as though the Brother were present and a final vote taken. The trial shall be presided over by the Worthy Chief Counselor. The accused may request a Brother for defense, and the Worthy Chief Counselor shall appoint a Brother for prosecution.

Number 16

Any collegiate Brother who has resigned from or has been expelled by a collegiate Chapter may appeal to the Executive Council or Grand Council for reinstatement. Any person who has resigned or has been expelled and who has not been reinstated in the Fraternity by the Executive Council or Grand Council shall not again be eligible for any type of membership in the Fraternity.



Number 17.

When any person has resigned or has been expelled from the Fraternity, the Chapter must notify all other Chapters in the Fraternity. The National Office will assist with distribution of these notices.

Number 18.

Upon being pledged to the Fraternity, the candidate shall sign an agreement promising to abide by the Constitution, Bylaws, and Fraternity Ritual, and not to disclose any secret or method of procedure of this Fraternity that the Brother may happen to learn before being initiated.

Number 19.

Any Brother who is in good standing with the Chapter and who for personal reasons is no longer able to be a part of the Chapter may be temporarily suspended by a 3/4 vote of the Chapter. The Chapter may remove the suspension at any later time by a 3/4 vote. Under said suspension the Chapter is still financially responsible for that Brother.

Number 20.

Any Brother may be placed on probation by the Chapter. The Chapter is responsible for all fraternal requirements of such a Brother. Upon further violation any brother can be removed from the chapter by a 3/4 vote of the chapter officers followed by a majority vote from the brotherhood.

Number 21.

November Second of each year shall be known as Founders' Day and shall be observed with an appropriate ceremony by the Chapter.

## **CHAPTER II – AMENDMENTS**

Number 1.

These Bylaws may be repealed or amended by the three-fourths (3/4) vote of the Collegiate Brothers, provided such amendment has been proposed at least two weeks prior to a regularly scheduled meeting, and said proposed amendment has been forwarded in writing to the Executive Committee who shall notify all Collegiate Brothers of the proposed amendment at least one week before the next regular meeting of this Chapter, or this Chapter may have this power if the proposed amendment appears in the minutes of the previous regularly scheduled meeting.