

Alpha Chi Sigma Constitution & Bylaws



2016-2018

30 August 2016

This reorganized edition of the Constitution and Bylaws of Alpha Chi Sigma Fraternity was prepared at the direction of the 39th Biennial Conclave of the Fraternity, 1988, by a committee consisting of Grand Parliamentarian James Koewler, Jr., BN '81, as chairman; John R. Mattson, BN '79; and Eileen Wiseman, BΓ '86; under the supervision of the Supreme Council.

It was adopted by unanimous vote of the Grand Chapter at the 40th Biennial Conclave of the Fraternity in August 1990. Amendments adopted by the Grand Chapter through the 53rd Biennial Conclave have been incorporated. The edited wording of the document was approved by unanimous vote of the Supreme Council, Proposition 4600, on 30 August 2016.

Patrick J. Johanns, AΘ '81
Grand Recorder

This document replaces all previous editions as the official governing document of the Alpha Chi Sigma Fraternity.

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RESTATED ARTICLES OF INCORPORATION
of
ALPHA CHI SIGMA FRATERNITY

A Wisconsin Nonstock Corporation
Filed May 31, 1967

As amended by the 30th Biennial Conclave on August 18, 1970; by Grand Chapter Proposition No. 41, passed by mail vote 1970-71; by the 32nd Biennial Conclave on October 5, 1974; and by the 40th Biennial Conclave on August 16, 1990.

- Article 1. The name of the corporation shall be ALPHA CHI SIGMA FRATERNITY, Inc.
- Article 2. The period of existence shall be perpetual.
- Article 3. The purposes shall be educational and charitable.
- Article 4. The location of the principal office - 621 N. Lake Street, Madison, Wisconsin.
- Article 5. Name of the registered agent - James Maynard
- Article 6. Address of agent – UW Madison, Dept Chem, 1101 University Ave, RM B361, Madison, WI 53706
- Article 7. The number of directors may be fixed by Bylaw, but shall be not less than three (3).
- Article 8. Membership provisions
- (a) Election to membership in said Fraternity shall be restricted to persons having an active interest in the field of chemistry.
 - (b) The members of this corporation shall be of two classes:
 - (1) Members elected by subordinate chapters.
 - (2) National members elected or appointed to represent the subordinate chapters who, together with the elected officers of this corporation, district counselors and professional representatives, shall constitute the corporate voting membership.
 - (3) Powers and duties of both classes of members shall be as provided by the Bylaws (called "Constitution, Bylaws and Edicts").
- Article 9. Other Provisions
- (a) This corporation hereby claims all powers and benefits available under the Nonstock Corporation Act of the State of Wisconsin.
 - (b) These restated Articles of Incorporation supersede and take the place of the heretofore Articles of Incorporation (under the laws of the State of Wisconsin) and all amendments thereto.
 - (c) Upon the dissolution of this nonstock corporation, all assets remaining after the payment of debts and liabilities shall be and become the property of Alpha Chi Sigma Education Foundation for its corporate educational and charitable purposes and no payment or distribution thereof shall be made to any member of the Fraternity, by reason of such membership.
- Article 10. These articles may be amended in the manner authorized by law at the time of amendment.

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CONSTITUTION

ARTICLE I - GENERAL ORGANIZATION

Section A - Objects

The Objects of this Fraternity shall be:

1. To bind its members with a tie of true and lasting friendship.
2. To strive for the advancement of chemistry both as a science and as a profession.
3. To aid its members by every honorable means in the attainment of their ambitions as chemists throughout their mortal lives.

Section B - Membership

1. Classification of Members - The members of this Fraternity shall be of two types.
 - a. Collegiate members are those who are enrolled as members of Collegiate Chapters and have been in a degree-granting program within the past 12 months. Active Collegiate members shall be as reported by each Collegiate Chapter. All Collegiate members are collectively to be known as the Collegiate Branch.
 - b. Professional members are those who are not Collegiate members. Active Professional Members are those who pay annual voluntary Professional Contributions or have been designated a permanent active Professional Member. All Professional members are collectively to be known as the Professional Branch.
 - c. A member may not be simultaneously in the Collegiate Branch and the Professional Branch.
 - d. The Grand Collegiate Alchemist may make individual exceptions to a member's Branch status when deemed in the best interest of a Collegiate Chapter.
2. Qualifications for Membership -
 - a. A candidate for Collegiate membership shall be a student of chemistry who intends to pursue a career in pure or applied chemistry.
 - b. A candidate for Professional membership shall either have at least a bachelor's degree in chemistry or be a properly qualified chemist.
 - c. Reference to chemistry and chemists in connection with membership qualifications shall be interpreted as including chemists, chemical engineers, and members of allied professions in which chemistry predominates.
 - d. A candidate for membership shall be professionally acceptable to the Grand Chapter.
 - e. Membership shall not be restricted on any other basis.
3. Initiation - Candidates elected to membership shall be initiated according to the official Fraternity ritual.
4. Membership for Life - Every member shall be granted the privileges of the Fraternity, and shall assume the obligations of membership, for life.

- 1 5. Expulsion - Any member may be expelled for violating the oath of membership, for
2 dishonorable or improper conduct, for neglecting to meet indebtedness to the
3 Fraternity, for disloyalty to the Fraternity, or when that person's membership becomes
4 injurious to the Fraternity.
5

6 Section C - Chapters

- 7 1. Classification of Chapters - The chapters of this Fraternity shall be of three types.
8 a. The Grand Chapter
9 b. Collegiate Chapters
10 c. Professional Chapters
11
12 2. The Collegiate Chapters and Professional Chapters shall be subordinate to the Grand
13 Chapter.
14

15 Section D - Ancient Customs

- 16
17 1. The ancient customs of this Fraternity shall consist of:
18 a. The Objects of the Fraternity.
19 b. The qualifications for membership.
20 c. The insignia of the order, which shall be the badge of membership, the colors, the
21 flower, and the coat of arms, as described in the ritual.
22 d. The means of recognition of the order, which shall consist of outward signs (a
23 dialogue, a handclasp, a knock, and a whistle), as described in the ritual.
24
25 2. The ancient customs of this Fraternity shall never change.
26

27 **ARTICLE II - THE GRAND CHAPTER**

28 Section A - Membership

- 29
30
31 1. The Grand Chapter shall consist of the Grand Chapter officers, the District
32 Counselors, the Professional Representatives, and the Master Alchemist of each
33 active Collegiate Chapter and the President of each active Professional Chapter, or in
34 conclave each accredited delegate.
35
36 2. Each member of the Grand Chapter, except the Grand Recorder and the Assistant
37 Grand Recorder, shall be a voting member of the Grand Chapter. The voting
38 members of the Grand Chapter shall be the Corporate Voting Members of Alpha Chi
39 Sigma Fraternity, Inc.
40

41 Section B - Jurisdiction and Duties

- 42
43 1. The Grand Chapter shall:
44 a. Make laws for governing the Fraternity and guiding its members in the attainment
45 of the Objects of the Fraternity.
46 b. Elect the Supreme Council.
47 c. Perpetuate the Fraternity and plan for its expansion.
48 d. Meet in conclaves.
49 e. Fix and assess pledge fees and lifetime membership fees.
50 f. Establish the Fraternity ritual.

- 1 g. Maintain an Alpha Chi Sigma Reserve Fund for the purpose of receiving
2 contributions and other monies for investment and for meeting the financial needs
3 of the Fraternity.
4 h. Maintain a House Fund for the purpose of receiving monies contributed for loans
5 to Housing Corporations established in accordance with the Bylaws
6
7 2. The Grand Chapter may, by a three-fourths majority, overrule the revocation of a
8 charter upon the appeal of a chapter which has had its charter revoked by the
9 Supreme Council.

10
11 Section C - Officers
12

- 13 1. Grand Chapter officers shall be:
14 a. Grand Master Alchemist - President.
15 b. Grand Collegiate Alchemist - a Vice President.
16 c. Grand Professional Alchemist - a Vice President.
17 d. Grand Master of Ceremonies - a Vice President.
18 e. Grand Recorder - Secretary/Treasurer.
19
20 2. The Supreme Council may also appoint an Assistant Grand Recorder as a Grand
21 Chapter Officer.
22

23 Section D - Duties of the Grand Chapter Officers
24

- 25 1. The Grand Master Alchemist shall preside over Grand Chapter and Supreme Council
26 proceedings, vote on Grand Chapter and Supreme Council legislation, have general
27 supervisory authority over the activities of the Grand Chapter Officers, care for
28 matters of discipline, direct the installation of Collegiate Chapters, and sign charters
29 and membership certificates. The Grand Master Alchemist shall, with concurrence of
30 the Supreme Council, appoint committees of the Grand Chapter and of the Supreme
31 Council, fill vacancies in the Supreme Council, and appoint District Counselors.
32
33 2. The Grand Collegiate Alchemist shall supervise the activities of the Collegiate
34 chapters and of the District Counselors in their relations with the Collegiate chapters,
35 adjudicate disagreements regarding Collegiate Branch membership requirements,
36 assist the Grand Master Alchemist, vote on Grand Chapter and Supreme Council
37 legislation, and sign charters.
38
39 3. The Grand Professional Alchemist shall supervise the activities of the Professional
40 chapters and of the District Counselors in their relations with the Professional
41 chapters, direct fund-raising and development activities, assist the Grand Master
42 Alchemist, vote on Grand Chapter and Supreme Council legislation, and sign
43 charters.
44
45 4. The Grand Master of Ceremonies shall be the ceremonial officer of the Fraternity,
46 supervise the installation of chapters at the direction of the Grand Master Alchemist,
47 administer the ritual of the Fraternity, have charge of Fraternity regalia, assist the
48 Grand Master Alchemist, vote on Grand Chapter and Supreme Council legislation,
49 and sign charters.
50

- 1 5. The Grand Recorder shall carry out the duties of a Secretary and Treasurer, and shall
2 sign charters. The Grand Recorder shall act as historian unless the Supreme Council
3 appoints a Grand Historian.
4
- 5 6. The Assistant Grand Recorder, if any, shall assist the Grand Recorder and shall
6 assume the duties of Grand Recorder when the Grand Recorder is unavailable. The
7 Assistant Grand Recorder need not be a member of Alpha Chi Sigma Fraternity. If a
8 non-member, the Assistant Grand Recorder shall neither witness nor participate in
9 any part of the ritual associated with initiations, but may attend conclaves and
10 Supreme Council meetings and may, if invited, attend any meetings of subordinate
11 chapters.
12

13 Section E - Conclaves
14

15 Meetings of the Grand Chapter shall be called "Conclaves" and shall be held at least once
16 every two calendar years unless the Supreme Council shall adopt a resolution fixing
17 another time. Each will be held at the principal place of business of the Fraternity, in the
18 City of Madison, in the State of Wisconsin, unless the Supreme Council shall adopt a
19 resolution fixing another place.
20

21 **ARTICLE III - SUPREME COUNCIL**
22

23 Section A - Membership
24

25 The Grand Master Alchemist, Grand Collegiate Alchemist, Grand Professional
26 Alchemist, and Grand Master of Ceremonies shall constitute the Supreme Council, which
27 shall act as the Board of Directors of Alpha Chi Sigma Fraternity, Inc.
28

29 Section B - Jurisdiction and Duties
30

31 The Supreme Council is empowered to:
32

- 33 1. Transact business of the Fraternity.
34
- 35 2. Make expenditures from the Grand Treasury, including the investment of funds of
36 every kind.
37
- 38 3. Fix the time and place for conclave.
39
- 40 4. Issue Collegiate and Professional Chapter charters.
41
- 42 5. Revoke or suspend the charter of any subordinate chapter.
43
- 44 6. Meet at least once each year, or at the call of the Grand Master Alchemist, or upon
45 the written request of three members of the Supreme Council.
46
- 47 7. Expel members for cause.
48
- 49 8. Publish a journal.
50

- 1 9. Choose a Certified Public Accountant to audit annually the accounts of the Grand
2 Recorder.
- 3
- 4 10. Remove from office any subordinate chapter officer who fails to discharge the duties
5 of the office in the proper manner.
- 6

7 **ARTICLE IV - COLLEGIATE CHAPTERS**

8 Section A - Establishment

- 9
- 10
- 11 1. Eight or more students or members of the instructional staff of any college or
12 university that meet the qualifications for membership, may petition the Fraternity for
13 a charter.
- 14
- 15 2. A joint charter may be granted to petitioners from two or more institutions existing in
16 the same locality.
- 17
- 18 3. Properly qualified alumni members of the organization represented by the petitioners
19 may join with them in applying for a charter.
- 20

21 Section B - Chapter Identification

- 22
- 23 1. The Collegiate Chapters shall be designated in the Fraternity records in the order of
24 their installation by the letters of the Greek alphabet. The twenty-fifth chapter shall
25 be known as Alpha Alpha, the forty-ninth as Beta Alpha, and so on.
- 26
- 27 2. The original Greek letter designation for a chapter that has had its charter revoked or
28 has otherwise been declared inactive shall be reserved and used for the chapter if it is
29 reactivated.
- 30

31 Section C - Jurisdiction and Duties

32 The Collegiate Chapters shall:

- 33
- 34
- 35 1. Have the sole right of initiating members into the Fraternity, except at the installation
36 of new chapters.
- 37
- 38 2. Engage in professional and service activities that advance the Objects of the
39 Fraternity.
- 40
- 41 3. Hold meetings and engage in fraternal activities for the good of the Order.
- 42
- 43 4. Require attendance of Collegiate members at chapter meetings.
- 44
- 45 5. Maintain and keep chapter records and property in good condition.
- 46
- 47 6. Preserve the property of the Grand Chapter entrusted to them.
- 48
- 49 7. Report to the Supreme Council, the Grand Chapter and the District Counselors upon
50 request.
- 51

- 1 8. Adopt bylaws for their own governance, provided these are in accord with the laws of
2 the Fraternity.
- 3
- 4 9. Levy and collect dues for the support of the local chapters and the Grand Chapter.
- 5
- 6 10. Institute and carry out expulsion proceedings when necessary.
- 7
- 8 11. Have the power to bond the office of Chapter Treasurer.
- 9

10 Section D - Officers

- 11
- 12 1. The officers of each Collegiate Chapter shall be a Master Alchemist, Vice Master
13 Alchemist, Reporter, Recorder, Treasurer, Master of Ceremonies, Alumni Secretary,
14 and such other officers as the chapter may desire.
- 15
- 16 2. The officers, with the exception of the Alumni Secretary, must be active members of
17 the chapter.
- 18

19 Section E - Duties of Officers

- 20
- 21 1. The Master Alchemist shall:
 - 22 a. Be the executive officer of the chapter.
 - 23 b. Preside at chapter meetings.
 - 24 c. Commit to memory the parts of the ritual assigned to the Master Alchemist.
 - 25 d. Appoint such committees as necessary for the efficient operation of the chapter.
 - 26 e. Be responsible for the condition of the chapter and the proper discharge of the
27 duties of its officers.
 - 28 f. Be responsible for the vote of the chapter in the Grand Chapter during the period
29 between conclaves.
- 30
- 31 2. The Vice Master Alchemist shall:
 - 32 a. Assist the Master Alchemist.
 - 33 b. Act as Master Alchemist in the absence of the Master Alchemist.
 - 34 c. Supervise all pledge functions.
 - 35 d. Arrange for the chapter's Professional Recognition Ceremony or Professional
36 Induction Ceremony when any chapter members are to join the Professional
37 Branch.
- 38
- 39 3. The Reporter shall:
 - 40 a. Carry on the chapter's correspondence with the Grand Chapter.
 - 41 b. Report elections, initiations, deaths, expulsion proceedings, changes in status of
42 members, election of officers, and matters of record as required by the Supreme
43 Council.
- 44
- 45 4. The Recorder shall:
 - 46 a. Keep the minutes of the chapter meetings.
 - 47 b. Be responsible for the documents and records of the chapter.
 - 48 c. Assist the Reporter.
 - 49 d. Act as Reporter in the absence of the Reporter.
 - 50 e. Maintain a record, including contact information, of the chapter members.
- 51

- 1 5. The Treasurer shall:
 - 2 a. Be responsible for the collection and disbursement of the chapter monies.
 - 3 b. Keep a systematic financial record of the chapter finances.
 - 4 c. Report on the chapter's finances upon the request of the Master Alchemist, the
 - 5 Grand Recorder, the District Counselor, or the Supreme Council.
 - 6 d. Submit to the Supreme Council, the District Counselor and Chapter Advisor a
 - 7 standardized financial statement of the chapter's financial condition including a
 - 8 detailed report of delinquencies.
 - 9
- 10 6. The Master of Ceremonies shall:
 - 11 a. Organize and supervise all chapter ceremonial activities except the Professional
 - 12 Recognition Ceremony and Professional Induction Ceremony.
 - 13 b. Be responsible for the safekeeping and good condition of the regalia entrusted to
 - 14 the chapter.
 - 15 c. Keep and account for all copies of the ritual lent to the chapter and be responsible
 - 16 to the Grand Chapter for them.
 - 17
- 18 7. The Alumni Secretary shall:
 - 19 a. Assist the chapter in its professional activities.
 - 20 b. Gather and preserve the historical data of the chapter and make an annual report
 - 21 to the Grand Historian.
 - 22 c. Solicit information from alumni for the official journal of the Fraternity.
 - 23 d. Report promptly all changes of address of chapter alumni to the Office of the
 - 24 Grand Recorder.
 - 25 e. May assist the Master Alchemist in familiarizing new chapter officers with their
 - 26 duties.
 - 27

28 Section F - Chapter Advisor

29
30 Each Collegiate Chapter shall have a Chapter Advisor appointed by the District
31 Counselor upon the chapter's recommendation.

32
33 Section G - Conclave Delegates

34
35 Each Collegiate Chapter shall send a delegate to each conclave.

36
37 **ARTICLE V - PROFESSIONAL CHAPTERS**

38
39 Section A - Establishment

40
41 Eight or more active Professional members who live in one locality may petition the
42 Supreme Council for a charter. Upon proper certification of the eligibility of the
43 petitioners by the Grand Recorder, the Supreme Council may grant a charter to them.

44
45 Section B - Membership

- 46
- 47 1. To be eligible to vote or hold office in a Professional Chapter, a member must be an
- 48 active Professional member in the Fraternity, not a member of another Professional
- 49 Chapter, and reside in the locality.
- 50

- 1 2. A Professional Chapter may assess local dues and fees and require their payment for
2 local membership.
3
4 3. Any member of the Fraternity may attend meetings or functions of a Professional
5 Chapter.
6

7 Section C - Chapter Identification
8

9 A Professional Chapter shall be designated by the name of the city or locality in
10 which it exists.
11

12 Section D - Jurisdiction and Duties
13

14 Each Professional Chapter shall:
15

- 16 1. Adopt rules for its governance.
17 2. Hold at least three meetings each year.
18 3. Keep a record of its membership.
19 4. Aid in the transition of Collegiate members to the Professional Branch.
20 5. Engage in fraternal activities for the good of the order.
21 6. Report to the Grand Chapter and the District Counselor when requested.
22

23 Section E - Officers
24

- 25 1. The officers of the Professional Chapter shall be:
26 President, Vice President, Secretary, Treasurer, HEXAGON correspondent, and such
27 other officers as the Chapter may desire.
28
29 2. The officers shall be elected annually and be certified to the Grand Recorder.
30

31 Section F - Conclave Delegates
32

33 Each active Professional Chapter shall send a delegate to conclave. The Professional
34 Chapter delegate must be an active voting member of the chapter.
35

36 **ARTICLE VI - DISTRICT ORGANIZATION**
37

38 Section A - Districts
39

40 The Supreme Council shall designate, by majority vote, geographical districts and assign
41 each subordinate chapter to a district.
42

43 Section B - District Counselors
44

45 A District Counselor for each district shall be appointed biennially. The District
46 Counselor must be an active professional member. The District Counselor may be
47 removed at the discretion of the Supreme Council.
48

49 Section C - Duties
50

51 Each District Counselor shall:

- 1 1. Maintain close contacts with the chapters in the district, acting as an advisor on
2 behalf of the Supreme Council;
- 3 2. Visit each chapter in the district at least once each year or designate a representative
4 to make the visit;
- 5 3. Preside over district meetings;
- 6 4. Place on probation, subject to the approval of the Supreme Council, any chapter in the
7 district which fails to comply with Fraternity requirements.
- 8 5. Attend Conclaves and vote on Grand Chapter legislation; and
- 9 6. Act as a nonvoting ex officio member of all policy-determining committees of each
10 Collegiate Chapter in the district.

11
12
13

Section D - District Meetings

14 District meetings, attended by representatives of the chapters of the district and presided
15 over by its District Counselor, may be authorized by a two-thirds vote of the chapters of
16 the district. The meetings may adopt rules for their guidance and finance, the cost to be
17 borne by the chapters of the district involved or by the attendees. The actions authorized
18 at such meetings shall be subject to ratification by the Supreme Council.

19
20

Section E - District Committees

21 District Committees, consisting of active professional members, shall be established to
22 assist the District Counselors in the performance of their duties.

23
24

ARTICLE VII - PROFESSIONAL REPRESENTATIVES

25
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Section A - Qualifications

27
28

29 Professional Representatives must be active professional members of the Fraternity.

30
31

Section B - Duties

32
33

Each Professional Representative shall:

- 34 1. Serve as a member of the Grand Chapter, including attending conclaves, providing
35 representation for professional branch members at-large.
- 36 2. Report to the Grand Chapter or Supreme Council when requested.
- 37 3. Work on tasks assigned by the Grand Chapter or the Supreme Council when
38 requested.
- 39 4. Advance the Professional branch through reasonable engagement in the following
40 activities:
 - 41 a. Aid in the transition of Collegiate members to the Professional Branch.
 - 42 b. Work to increase the number of Professional Groups or Professional Chapters.
 - 43 c. Work to increase the number of active professional members of the organization.
 - 44 d. Advocate the Professional Branch to all members of the organization.

45
46

ARTICLE VIII - ORDER OF ALTOTUS

47
48

The Order of Altotus shall consist of all past Grand Master Alchemists, except those
49 removed from office, and other specially chosen active Professional members. Each
50 member of the Order will be considered an active professional member for life.

51

1 **ARTICLE IX - RITUAL**

2
3 Section A - Official Ritual

4
5 The official ritual of the Fraternity shall be secret and shall include the procedure for
6 initiation of candidates, the Professional Induction Ceremony, and the opening and
7 closing of Grand Chapter and subordinate Chapter meetings.

8
9 Section B - Extraordinary Sessions

10
11 The installation of chapters (other than the initiation of the individual members), the
12 installation of officers, and the presentation of awards may be held during designated
13 Extraordinary Sessions, which are open to both members and friends of the Fraternity.
14 The ritual opening and closing of meetings shall not be used for Extraordinary Sessions;
15 however, it is appropriate to close Extraordinary Sessions with a recitation of the Objects
16 of the Fraternity.

17
18 **ARTICLE X - JOURNAL**

19
20 Section A - The Official Journal

21
22 The Fraternity shall publish a journal to be issued at least four times annually. It shall be
23 called "THE HEXAGON OF ALPHA CHI SIGMA."

24
25 Section B - Editor

- 26
27 1. The editor of the official journal shall be designated the Grand Editor.
28
29 2. The Grand Editor shall be appointed by and serve at the discretion of the Supreme
30 Council.

31
32 **ARTICLE XI - BYLAWS**

33
34 The Grand Chapter shall adopt Bylaws that supplement, interpret, and are in accord with
35 this Constitution.

36
37 **ARTICLE XII - AMENDMENTS**

38
39 This Constitution may be amended in either of two ways.

- 40
41 1. By a three-fourths affirmative vote of the Grand Chapter, or
42
43 2. During a conclave, by a three-fourths affirmative vote of the Grand Chapter members
44 registered at the conclave, the vote being held no sooner than one day following the
45 initial presentation to the conclave of the proposed amendment.

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BYLAWS

BYLAW I - MEMBERSHIP PROCEDURES

Section A - Election to Membership

1. Discrimination based on race, religion, sex, ethnicity, national origin, age, disability, veteran status, sexual orientation, gender expression, or gender identity is prohibited.

2. Election to Collegiate Membership.

The election of Collegiate members shall proceed as follows:

- a. A chapter shall give all of its active members prior notice of meetings at which it will receive or vote on nominations for membership. In the meeting, any active chapter member may nominate for membership any qualified person. The nomination may be made orally or in writing. The nomination must be supported by at least one other active member of the chapter.
- b. A four-fifths majority of the chapter's active members must approve the nomination by secret ballot.
- c. Members unavoidably absent from the meeting at which the vote will be held may submit their ballots to the Recorder prior to the meeting.
- d. The Chapter Advisor must ensure that the approved candidates meet professional qualifications before a candidate may be extended an invitation of membership.
- e. A Collegiate Chapter may, with the approval of the Supreme Council, elect and initiate any properly qualified student of a neighboring college or university where a chapter of this Fraternity does not exist, provided such action is in accord with the regulations of both institutions. Subject to Supreme Council approval, members who are students of an institution where a chapter previously existed but is inactive, may, upon petition, be considered members of that chapter rather than the initiating chapter.
- f. In the event that the procedure for election of Collegiate members is in conflict with the rules of the institution with which a Collegiate Chapter is affiliated, the Supreme Council may authorize an exception to the procedure for the particular chapter.
- g. In no case shall Alpha Chi Sigma accept the assignment of members by an agency external to the Fraternity.

3. Election of Professional Candidates to Membership.

- a. For candidates having a bachelor's degree - Anyone with at least a bachelor's degree in chemistry may be nominated by any member of the Fraternity to a Collegiate Chapter as a candidate for Professional membership at any meeting of the chapter. The chapter shall give all of its active members prior notice of meetings when nominations for membership will be received or voted on. The nominations may be made orally or in writing. The nomination must be supported by at least two other Fraternity members who know the candidate personally. A four-fifths majority of the active chapter members present must approve the nomination by secret ballot.
- b. For other candidates - Anyone who meets the membership qualification may be nominated by any member of the Fraternity to a Collegiate Chapter as a candidate for Professional membership at any meeting of the Chapter. The nomination must be made in writing and clearly state the nominee's qualifications for membership.

1 The nomination must be signed by at least three active Fraternity members who
2 certify that they know the candidate personally. A four-fifths majority of the
3 active chapter members present must approve the nomination by secret ballot. If
4 the chapter approves the nomination, it shall be submitted to the Supreme
5 Council, where a unanimous vote is required for ratification.

6 c. The chapter that approved the candidate's nomination for membership shall
7 initiate the candidate.

8
9 4. No person's nomination for membership shall be voted on more than twice during any
10 one Grand Chapter fiscal year.

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12 5. Membership in Alpha Chi Sigma precludes membership in any other national
13 professional chemistry fraternity.

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15 6. A person may be pledged in the first half of the first college year.

16
17 7. If a pledge changes to a curriculum in which the requirements for initiation cannot be
18 satisfied, that person shall be dropped from the pledge roll.

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20 8. The procedure for withdrawal of an invitation to membership shall be:

21 a. Any chapter member, at a regular meeting of the chapter, may move the
22 withdrawal of an invitation to membership for reasons involving dishonorable
23 conduct, consistent scholastic failure, lack of interest in the Fraternity, or injury to
24 the Fraternity if the person is initiated.

25 b. At least seven days prior to the meeting at which a vote on the motion will be
26 taken, the chapter shall give all of its active members written notice that a motion
27 to withdraw an invitation to membership is pending and the time and place of the
28 meeting.

29 c. A one-third vote of the ballots cast by active members shall be necessary for the
30 withdrawal of an invitation to membership.

31 d. Members unavoidably absent from the meeting at which the vote will be held may
32 submit their ballots to the Recorder prior to the meeting.

33
34 9. No person shall be initiated into the Fraternity until having complied with the
35 following conditions:

36 a. Be currently enrolled in, or have successfully completed, the second introductory
37 course of the student's intended course of study.

38 b. Have successfully received credit for at least one college-level chemistry course.

39 c. Be without condition in any current college work.

40
41 10. No pledge shall be initiated before paying either the entire required lifetime
42 membership fee or one-half of the installment lifetime membership fee as specified
43 elsewhere in these Bylaws.

44 45 Section B - Transfer Between Collegiate and Professional Branches

46
47 1. Except as described below, a member becomes a member of the Collegiate Branch
48 upon:

49 a. Initiation into a Collegiate Chapter,

50 b. Re-affiliation with a Collegiate Chapter, as reported by that chapter to the Grand
51 Recorder.

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2. A. member becomes a member of the Professional Branch upon:
 - a. Initiation as a Professional member,
 - b. Report of transfer from a Collegiate Chapter by that chapter to the Grand Recorder,
 - c. Passage of one academic year during which the member's chapter fails to report the member as being active in the chapter,
 - d. Acceptance by the member of an elected or appointed position in the Fraternity that requires that the member be in the Professional Branch.
3. A Collegiate member who, after one year of membership, changes curricula to one which does not lead to a degree in chemistry, or who wishes to withdraw from the Collegiate Branch, may, upon payment of the balance of financial obligations to the Fraternity, become a member of the Professional Branch.
4. Any member who is unable to pay in full any indebtedness to the Collegiate Chapter at the time of transfer to Professional status shall sign a note, payable to the chapter, for the unpaid balance with interest as the chapter directs. Failure to sign such a note for any unpaid balance at the date of transfer shall be considered prima facie evidence of disloyalty to the Fraternity.
5. Each Collegiate Chapter shall sponsor an official ceremony for the purpose of recognizing a member's transfer into the Professional Branch when that member leaves the Collegiate Branch of the Fraternity.
6. Disputes or conflicts regarding membership in the Collegiate Branch shall first be raised with the Chapter Advisor or the District Counselor, who shall report unresolved disputes to the Grand Collegiate Alchemist for final resolution.
7. Only members of the Professional Branch may perform the Professional Induction Ceremony. Collegiate members may not observe or participate other than as candidates. The Grand Master of Ceremonies may grant exceptions to this restriction on specific occasions.
8. The chapter Reporter shall notify the Grand Recorder when a Collegiate member becomes a Professional member.

Section C-- Expulsion - (Collegiate and Professional)

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1. Expulsion of a member upon the revocation of a charter: When a charter is suspended or revoked, the Grand Collegiate Alchemist, if the chapter was a Collegiate Chapter, or the Grand Professional Alchemist, if the chapter was a Professional Chapter, shall make a complete investigation to determine the responsibility for the incidents leading to the suspension or revocation of the charter. If the Grand Collegiate Alchemist or the Grand Professional Alchemist determines that any member has committed any act which warrants expulsion, the Grand Collegiate Alchemist or Grand Professional Alchemist shall present a complete record of the case, with recommendations, to the Supreme Council. The member in question may be expelled by a unanimous vote of the Supreme Council.

2. Expulsion for failure to meet financial obligations: Any member who fails to meet Lifetime Membership fee obligations in full within the time period required at initiation shall be notified of the remaining obligation by the Grand Recorder and informed that failure to pay shall constitute grounds for expulsion from the Fraternity. If the member then fails to meet the outstanding obligation, the Grand Recorder shall propose expulsion in a written report to the Supreme Council, a copy of which shall be mailed to the member. A unanimous vote of the Supreme Council shall be necessary for expulsion of the member.

3. General expulsion procedures for Collegiate members
 - a. A Collegiate member may submit written, signed charges against a member to the Master Alchemist, who shall read them at the next regular meeting of the chapter.
 - b. The Master Alchemist shall appoint a member of the chapter to conduct the prosecution. The member bringing the charges shall act as prosecuting witness.
 - c. The accused member may select two members of the chapter to conduct the defense.
 - d. The Recorder shall notify in writing every active member of the chapter of the time of the trial.
 - e. The accused member shall be tried not sooner than at the next regular chapter meeting following that at which the charges were read. The Master Alchemist shall preside at the trial, unless accused, in which case the Vice Master Alchemist shall preside.
 - f. After the evidence has been heard, the active members of the chapter shall vote by secret ballot for acquittal or conviction. A three-fourths vote of all active members of the chapter for conviction shall result in a recommendation for expulsion.
 - g. If the vote recommends expulsion, the Reporter shall send copies of the proceedings to the Grand Collegiate Alchemist and the District Counselor. The Grand Collegiate Alchemist shall summarize the proceedings and make a personal recommendation to the Supreme Council. The Supreme Council may, by a unanimous vote, expel the member.

- 1 4. General expulsion procedures for Professional members
2 a. Two members of the Fraternity may submit written, signed charges, against a
3 member to the Grand Professional Alchemist. If the charges are brought by or
4 against the Grand Professional Alchemist, they shall be submitted to the Grand
5 Master Alchemist.
6 b. The Grand Professional Alchemist shall send a copy of the charges to the member
7 accused and request the member to present a defense in writing.
8 c. The accused may submit signed statements from other members in defense
9 against the charges.
10 d. The Grand Professional Alchemist shall study the evidence and present a report
11 and recommendation to the Supreme Council.
12 e. The Supreme Council shall vote whether to expel the accused member. A
13 unanimous vote of the Supreme Council shall be necessary for expulsion of the
14 member.
15
16 5. No member shall be tried twice on the same charge.
17
18 6. The name of each expelled member with a statement of the cause for expulsion shall
19 be published in the Proceedings of the Grand Chapter.
20

21 **BYLAW II - SUBORDINATE CHAPTER RELATIONS WITH THE GRAND**
22 **CHAPTER**

23
24 Section A - Procedures for Chartering Collegiate Chapters
25

- 26 1. The following procedure shall be followed in the petitioning, approval, and
27 installation of new Collegiate Chapters or for reactivation of chapters that have had
28 their charter revoked:
29 a. Inquiries from organizations concerning affiliation with the Fraternity shall be
30 referred to the Grand Master Alchemist, who shall direct correspondence with the
31 organization.
32 b. When an organization desires to become a Collegiate Chapter, and the Grand
33 Master Alchemist approves, the organization shall submit a written request for
34 permission to petition.
35 c. When an organization requests permission to petition, the Grand Master
36 Alchemist, or a designated representative, shall visit the organization.
37 d. After the visit, the Grand Master Alchemist shall prepare a recommendation on
38 the request for permission to petition.
39 e. The request for permission to petition and the Grand Master Alchemist's
40 recommendation shall be submitted to the Supreme Council, which shall decide
41 by majority vote whether to permit a formal petition by the organization.
42 f. If the Supreme Council grants the organization permission to petition, the
43 organization shall submit a petition to the Grand Recorder. The petition shall be
44 directed to "The Chapters of Alpha Chi Sigma." The form of the petition and its
45 contents shall be established through consultation between the petitioning
46 organization and a designated representative of the Supreme Council.
47 g. Upon receiving the petition, the Grand Recorder shall notify the Grand Master
48 Alchemist. The Grand Master Alchemist shall obtain the recommendation of the
49 Supreme Council and forward it to the Grand Recorder in writing. The Grand
50 Recorder shall submit the petition and the recommendation of the Supreme
51 Council to the active subordinate chapters.

- 1 h. If at least three-fourths of the chapters vote favorably, the petition shall be
2 granted. Any chapter not voting within 45 days shall be deemed to have voted in
3 favor of the petition.
- 4 i. If the petition is granted, the Supreme Council shall issue a charter and install the
5 organization as a new Collegiate Chapter.
- 6 j. Members of the petitioning organization other than the petitioners themselves
7 shall have no rights conferred by the charter grant, but shall be subject to election
8 to membership.
- 9
- 10 2. In order to help form the nucleus of a new chapter, any member who is initiated into a
11 chapter at an institution other than that which the member attends shall have the option of
12 becoming a charter member of the new chapter, if and when a charter is granted. This
13 choice must be made at the time of installation.
- 14

15 Section B - Procedures for Chartering Professional Chapters

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- 17 1. Five or more Professional members residing in the same locality and holding meetings
18 may notify the Grand Recorder of their activities. Upon receipt of notice, the Grand
19 Recorder shall be authorized to designate such a local organization as a "Professional
20 Group" and to list the group in the Fraternity directory. The Grand Professional
21 Alchemist may approve District Counselor visitation.
- 22
- 23 2. The following procedure shall be followed in the petitioning, approval, and installation of
24 new Professional Chapters or for reactivation of chapters that have had their charter
25 revoked:
 - 26
 - 27 a. In order to be eligible to petition to become a Professional Chapter, an
28 organization must have been designated as a Professional Group for at least six
29 (6) consecutive months and consist of at least eight(8) active members.
 - 30 b. If a Professional Group desires to become a Professional Chapter, the
31 organization shall submit a written request for permission to petition.
 - 32 c. When a Professional Group requests permission to petition, the Grand Master
33 Alchemist, or a designated representative, shall visit the organization.
 - 34 d. After the visit, the Grand Master Alchemist, or the designated representative, shall
35 prepare a recommendation on the request to petition.
 - 36 e. The request for permission to petition and the Grand Master Alchemist's
37 recommendation shall be submitted to the Supreme Council, which shall decide
38 by majority vote whether to permit a formal petition by the organization.
 - 39 f. The request to petition and the Grand Master Alchemist's recommendation shall
40 be submitted to the Supreme Council, which shall decide by majority vote
41 whether to grant the request.
 - 42 g. If the Supreme Council grants the organization permission to petition, the
43 organization shall submit a petition to the Grand Recorder. The petition shall be
44 directed to "The Supreme Council of Alpha Chi Sigma." The form of the petition
45 and its contents shall be established through consultation between the petitioning
46 organization and a designated representative of the Supreme Council.
 - 47 h. If the Supreme Council approves the petition by majority vote, it shall issue a
48 charter and install the organization as a new Professional Chapter.
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3 Section C - Probation

- 4 1. Failure of a Subordinate Chapter to comply with Fraternity law shall be reported
5 promptly to the District Counselor, who shall investigate and assist the chapter to
6 correct its procedure.
7
8 2. If the Supreme Council finds just cause to place a Subordinate Chapter on probation
9 or finds that the chapter has failed to comply with Fraternity law, it shall notify the
10 chapter's District Counselor. The District Counselor shall then place the Subordinate
11 Chapter on probation.
12
13 3. When a chapter is placed on probation, its charter shall be confiscated and forwarded
14 by the District Counselor to the Grand Recorder, who shall retain possession during
15 the period of probation.
16
17 4. A chapter on probation shall tender reports at least monthly to the District Counselor.
18
19 5. Probation will continue until the charter is reinstated or suspended by a majority vote
20 of the Supreme Council or revoked by a unanimous vote of the Supreme Council.

21 Section D - Suspension

- 22
23 1. A chapter failing to comply with Fraternity law may have its charter suspended by
24 majority vote of the Supreme Council.
25
26 2. A subordinate chapter that has had its charter suspended shall cease to operate as or
27 be recognized as an active chapter of the Fraternity.
28
29 3. A chapter's suspension shall be for a stated period of time within the discretion of the
30 Supreme Council.
31
32 4. At the end of the stated time period, the suspension will be lifted and one of the
33 following actions shall be taken:
34
35 a. The chapter will be returned to full active status by a majority vote of the
36 Supreme Council.
37 b. The chapter will be placed on probation by a majority vote of the Supreme
38 Council.
39 c. The chapter's charter will be revoked by a unanimous vote of the Supreme
40 Council.

41
42 Section E - Inactive Chapters

- 43
44 1. The Supreme Council shall declare a Subordinate Chapter inactive if no activity has
45 been reported for three consecutive years.
46
47 2. A chapter whose charter has been suspended or revoked shall be considered to be de
48 facto inactive.
49
50 3. When a chapter is declared inactive, all property of the chapter, except that provided
51 for by incorporation, shall pass to the Grand Chapter, in trust. The Supreme Council
shall liquidate such assets as are required to pay claims against the chapter so far as

1 the assets will permit. If the chapter is not reactivated within five years, the Grand
2 Chapter may dispose of any residue in any manner it sees fit.

- 3
- 4 4. When a chapter becomes inactive, the Grand Chapter shall receive and retain the
5 charter, records, and regalia of the chapter.
- 6
- 7 5. The Grand Chapter shall be the sole representative and authorized agent of the
8 inactive chapter in all matters.
- 9

10 Section F - Gifts, Bequests and Donations

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- 12 1. Whenever gifts, bequests, donations or the like of money or tangible or intangible
13 property in excess of \$10,000 are made to an active Subordinate Chapter, the money
14 or property shall be transmitted to the Grand Chapter.
- 15
- 16 2. Whenever gifts, bequests, donations, or the like of money or tangible or intangible
17 property in any amount are made to an inactive subordinate chapter, the money or
18 property shall be transmitted to the Grand Chapter.
- 19
- 20 3. The Grand Chapter shall hold such money or property and shall be solely responsible
21 for the investment of such money or property and the income therefrom; for holding,
22 selling, and investing the proceeds from the sale of such property; and for the
23 disbursement of such assets to carry out the intentions of the donor and to carry out
24 the provisions of such gift, bequest, or donation.
- 25
- 26 4. The Grand Chapter may, at its sole discretion, set up separate corporations, use
27 existing corporations, or establish other mechanisms for administering such gifts,
28 bequests, or donations.
- 29
- 30 5. If a corporation is used to administer such gifts, bequests or donations made to an
31 active Subordinate Chapter, the membership of any board of the corporation shall
32 include at least one member of the Subordinate Chapter, if state law allows.
- 33
- 34 6. In the case of gifts, bequests or donations to a Collegiate Chapter, this section shall be
35 subject to requirements of the institution at which that Collegiate Chapter is located.
- 36

37 **BYLAW III - THE GRAND CHAPTER**

38

39 Section A - Membership

40

- 41 1. Conclave Delegates
- 42 a. When electing a delegate for conclave, each Subordinate Chapter shall elect a
43 delegate, a first alternate, and a second alternate.
- 44 b. If a chapter delegate cannot attend conclave, the first alternate shall become the
45 delegate. If both the delegate and first alternate cannot attend conclave, the
46 second alternate shall become the delegate.
- 47 c. If a Subordinate Chapter fails to have a delegate at conclave, it may be punished
48 by chapter probation and a fine of not more than \$250, at the discretion of the
49 Supreme Council.
- 50 d. A Collegiate Chapter delegate shall not be accredited unless the delegate expects
51 to return to the chapter as an active member for the remainder of the current

1 calendar year or unless approved by the District Counselor and the Grand
2 Collegiate Alchemist.

- 3 e. A delegate shall not be accredited if the chapter is delinquent in the payment of
4 any fees due the Grand Chapter. To obtain accreditation, the delegate may pay
5 the indebtedness or sign a statement that the chapter will meet the indebtedness
6 within ninety days of the closing date of the conclave. If the delegate signs the
7 statement and the chapter fails to meet the conditions of the statement, the chapter
8 shall be placed on probation until the indebtedness is paid or until the
9 indebtedness is excused by unanimous vote of the Supreme Council.

10
11 2. Professional Representatives

- 12 a. The number of Professional Representatives shall be no greater than one-fifth of
13 the number of active collegiate chapters, rounded to the next higher number. The
14 number of Professional Representatives shall be determined by the Grand Chapter
15 at each Conclave.
- 16 b. Each Professional Representative shall hold office for a term of no more than two
17 years, with approximately one-half of the Professional Representatives beginning
18 their term in any year.
- 19 c. Professional Representatives are eligible for reelection.
- 20 d. Candidates for Professional Representative shall be solicited at least six months
21 prior to an election.
- 22 e. The vitae of nominees, together with statements of their views, shall be accessible
23 when the ballots are made available.
- 24 f. Each year, Professional Representatives will be elected by secret ballot of the
25 active professional members of the Fraternity. This election shall be held at the
26 time of the solicitation of professional contributions. Only ballots returned by
27 November 30 will be counted. In the event of a tie between two or more
28 candidates for the last position to be filled in an annual election, the elected
29 candidate shall be determined by random drawing.
- 30 g. If an elected Professional Representative is unwilling or unable to serve for any
31 reason, including failure to remain an active professional member, the Grand
32 Master Alchemist shall appoint the unelected nominee who received the highest
33 number of votes in the preceding election to serve as Professional Representative.
- 34 h. The Professional Representatives shall elect a chair before the end of January on a
35 yearly basis.

36
37 3. District Counselors

- 38 a. The Supreme Council shall solicit recommendations for District Counselor from
39 the Master Alchemist or President of each chapter. The Master Alchemists and
40 Presidents shall submit their recommendations to the Grand Collegiate Alchemist
41 by May 1st of a conclave year. The Supreme Council shall consider these
42 recommendations before appointment of District Counselors.
- 43 b. The District Counselors shall elect a chair within two months of the end of each
44 conclave. The duties of this individual shall include instructing recently
45 appointed District Counselors in the duties of their office.

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3 Section D - Selection of Officers

- 4 1. The Grand Chapter Officers, except the Grand Recorder and Assistant Grand
5 Recorder, shall be elected at regular conclaves of the Grand Chapter by a majority
6 vote. They shall be installed at the close of the conclave at which they are elected in
7 accordance with the ritual. They shall hold office until the installation of their
8 successors. Only active professional members may serve on the Supreme Council.
9
10 2. The Grand Recorder shall be appointed by the Supreme Council within ten days of
11 the close of conclave, shall be installed as directed by the Supreme Council and shall
12 hold office until the installation of a successor.
13
14 3. An Assistant Grand Recorder may be appointed by the Supreme Council at such time
15 as deemed desirable and necessary by them. If so appointed, the Assistant Grand
16 Recorder shall hold office until the installation of a successor or until discontinuance
17 of the office by a majority vote of the Supreme Council.

18 Section E - Vacancies in Offices

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20 1. The Grand Master Alchemist shall fill, by appointment, with the approval of the
21 Supreme Council, any vacancies that may occur in the other Grand Chapter offices.
22
23 2. When a vacancy occurs in the office of the Grand Master Alchemist, the other
24 Supreme Council members shall succeed in the order of seniority, which shall be
25 measured by length of service on the Supreme Council.
26
27 3. Upon the succession of any officer to the office of Grand Master Alchemist, the
28 office thus made vacant shall be filled by the new Grand Master Alchemist by
29 appointment.
30
31 4. In the event that all of the Supreme Council members become unable to serve, the
32 office of the Grand Master Alchemist shall be filled by the most immediately
33 available past-Grand Master Alchemist until an election and installation can be held.
34

35 Section F - Removal of Grand Chapter Members

- 36
37 1. Grand Chapter Officer - Any Grand Chapter Officer may be impeached by any
38 subordinate chapter for disloyalty to the Fraternity or dilatory discharge of duties.
39 The impeaching chapter shall take a vote of the active subordinate chapters regarding
40 removal of the officer. The vote shall be counted and certified by the District
41 Counselor at a meeting of the impeaching chapter and the result forwarded to the
42 individual members of the Supreme Council. The Supreme Council shall recognize
43 the result of the vote and shall declare the officer removed from office if three-fourths
44 of the chapters vote for removal.
45
46 2. Professional Representative
47 a. Impeachment - A Professional Representative may be impeached for disloyalty to
48 the Fraternity or dilatory discharge of duties. To impeach a Professional
49 Representative, two members of the Grand Chapter, one of whom is a
50 professional member and not a member of the Supreme Council, may contact the
51 Grand Professional Alchemist in writing detailing the charges. The Supreme

1 Council shall discuss the charges and may remove the individual from the
2 Professional Representative position by unanimous vote.

- 3 b. Appeal - A person thus removed from the Professional Representative position
4 may appeal removal within 30 days of being notified of the vote by contacting the
5 Grand Recorder in writing. The Grand Recorder shall then contact all
6 professional members of the Grand Chapter, supplying them with a copy of the
7 original allegations and a rebuttal provided by the person making the appeal. The
8 Supreme Council's decision to remove the person from the position of
9 Professional Representative may be overturned by a majority vote of total number
10 of professional members of the Grand Chapter.

11
12 Section G - Committees
13

- 14 1. Nominating - The Grand Chapter shall have a Nominating Committee to solicit
15 possible candidates for Grand Chapter offices and Professional Representatives, to
16 review the qualifications of each possible candidate, and, based upon the review,
17 nominate candidates for each Grand Chapter office and Professional Representative.
18 The committee shall consist of five active members willing to serve, who will select a
19 chair amongst themselves. The committee may nominate more than one person for
20 any office.
21
- 22 2. Professional Representative - The Grand Chapter shall have a Professional
23 Representative Committee to coordinate and facilitate the activities of the
24 Professional Representatives and help them complete their duties. The committee
25 shall consist of all Professional Representatives and the Grand Professional
26 Alchemist.
27
- 28 3. Other Grand Chapter committees may be created by the Supreme Council.
29

30 Section H - Conclaves
31

- 32 1. The Grand Master Alchemist shall give notice in writing of the time and place of a
33 conclave to all Grand Chapter members at least three months prior to the conclave.
34 For Grand Chapter members representing subordinate chapters, notice to the
35 subordinate chapter's Master Alchemist or President shall constitute notice to the
36 representative.
37
- 38 2. No member of the Grand Chapter shall be absent from any business session of the
39 Conclave unless excused by the Grand Master Alchemist. Unexcused absentees shall
40 not receive expense allowances from the Fraternity.
41
- 42 3. A majority of the members of the Grand Chapter shall constitute a quorum for the
43 transaction of business, except for the purpose of amending the Constitution, in which
44 case a quorum shall consist of 80% of the Grand Chapter members.
45
- 46 4. Proxies are prohibited.
47
- 48 5. The Grand Recorder shall advise the conclave of the Supreme Council's
49 recommendations on legislation.
50

- 1 6. The Grand Chapter Nominating Committee shall recommend nominees for Grand
2 Chapter offices at least six months prior to Conclave. The vita of the nominees,
3 together with statements of their views, shall be published prior to May of each
4 Conclave year. Other candidates may be nominated by members of the Grand
5 Chapter either prior to Conclave or from the Conclave floor.
6
- 7 7. The order of business at the conclave shall be at the discretion of the Grand Master
8 Alchemist but shall include the following:
9 a. Roll Call
10 b. Reports of officers
11 c. Reports of regular committees
12 d. Reports of special committees
13 e. Unfinished business
14 f. New business
15 g. Election of officers
16 h. Installation of officers
17 i. Adjournment
18
- 19 8. Conferences of all Professional delegates to consider legislation affecting
20 Professional members may be held in connection with the conclaves at the call of the
21 Grand Professional Alchemist or of three-fourths of the Professional delegates.
22
- 23 9. Expenses of the Grand Chapter Officers, the District Counselors, Grand Chapter
24 Committee Chairs, Collegiate and Professional Chapter delegates (or elected
25 alternates), Professional Representatives, and invited guests shall be paid from Grand
26 Chapter funds to the extent authorized by the Supreme Council.
27
- 28 10. The Supreme Council shall manage conclaves.
29
- 30 11. All Collegiate delegates at conclave must use the housing accommodations approved
31 by the Supreme Council. Any exceptions must be approved by the Supreme Council.
32 Professional delegates not using the housing accommodations arranged by the
33 Supreme Council may be reimbursed for housing only at the same rate as the
34 delegates who participate. Delegates not using the meal plan arranged by the
35 Supreme Council may not be reimbursed for meals at the conclave, unless the
36 Supreme Council approves another plan for an individual delegate for health or other
37 good reason.
38
- 39 12. The following Grand Chapter Conclave Committees shall be appointed by the Grand
40 Master Alchemist at least two months prior to the conclave:
41 a. Legislative Preparation - to assist the delegates in presenting all conclave motions
42 in proper written form for presentation to the Grand Chapter.
43 b. Financial Legislation - to prepare or review all legislation regarding fees, dues
44 and other Fraternity financial issues and to advise the Grand Chapter on the
45 impact of that legislation on the finances of the Fraternity
46 c. Constitution and Bylaws - to prepare or review all legislation amending the
47 Constitution and Bylaws and to ensure that such legislation is in proper form for
48 presentation to the Grand Chapter.
49 d. Resolutions - to prepare or review Resolutions of greeting and appreciation for
50 presentation to the Grand Chapter.
51

1 Section I – Reports and Proceedings

- 2
- 3 1. Each Grand Chapter Officer shall submit a report of activities to the Grand Recorder
- 4 at the close of each fiscal year.
- 5
- 6 2. The Grand Recorder shall submit the Grand Chapter Officer reports, the record of
- 7 Supreme Council proceedings, activities and meetings, and the report of Grand
- 8 Chapter proceedings to all members of the Grand Chapter at the close of each fiscal
- 9 year.

10 **BYLAW IV - SUPREME COUNCIL**

11 Section A - Quorum

12

13 Three members of the Supreme Council shall constitute a quorum.

14 Section B - Voting

- 15
- 16
- 17 1. Unless otherwise stated, approval by the Supreme Council shall be considered to
- 18 mean approval by a majority of the members of the Supreme Council.
- 19
- 20
- 21 2. Proxies are prohibited.
- 22

23 **BYLAW V - COLLEGIATE CHAPTERS**

24 Section A - Election of Officers

- 25
- 26 1. The Reporter, Treasurer, and Alumni Secretary shall be elected for a term of one
- 27 year. All other officers shall be elected for a term of no longer than one year.
- 28
- 29
- 30 2. Officers may be reelected.
- 31
- 32 3. All officers shall serve until the installation of their successors.
- 33
- 34
- 35 4. Vacancies in the Collegiate Chapter offices shall be filled as follows:
- 36 a. The Vice Master Alchemist shall succeed the Master Alchemist, and a new Vice
- 37 Master Alchemist will be elected.
- 38 b. The Recorder shall succeed the Reporter, and a new Recorder will be elected.
- 39 c. Where assistant chapter officers are provided by chapter bylaws, the assistant
- 40 shall succeed to the higher office, and a new assistant will be elected.
- 41 d. Vacancies not otherwise provided for shall be filled by chapter election.
- 42 e. The Master Alchemist may appoint a temporary officer to fill a vacancy until a
- 43 replacement officer has been elected. This temporary appointment shall not
- 44 extend beyond the second chapter meeting after the vacancy occurs.
- 45
- 46 5. The officers, with the exception of the Alumni Secretary, should be matriculated
- 47 students at an institution with which the chapter is associated. The Alumni Secretary,
- 48 if a Collegiate member, should be an active member of the chapter.
- 49

50 Section B - Committees

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Each Collegiate Chapter shall have the following standing committees:

1. Auditing - to consist of the Vice Master Alchemist and two other members of the chapter appointed by the Master Alchemist. It shall audit the books of the Treasurer at least once annually and immediately following the Treasurer's installation.
2. Membership - to consist of the Vice Master Alchemist and two collegiate members of the chapter appointed by the Master Alchemist. It shall investigate the qualifications of persons proposed for membership and shall report to the chapter those eligible for membership.
3. Budget - to consist of the Treasurer, the Master Alchemist, and one or more members elected by the chapter. It shall create a budget of chapter finances and submit it to the chapter for approval, within the first month of the fall term of the school year.

Section C - Miscellaneous Chapter Procedures

1. A Manual of Procedure shall be provided by the Supreme Council for the guidance of all officers and chapters in routine Fraternity matters. It shall include instructions to officers, methods of finance and accounting, methods of reporting, the Fraternity laws with indices, and ceremonial instructions not included in the ritual.
2. The Supreme Council may assist any chapter in collecting unpaid obligations of its members.
3. There shall be no penalty for absence from a regular chapter meeting if the member is not in residence in the chapter locality or if the member is excused by a two-thirds vote of the members present at the next regular chapter meeting.
4. A Collegiate Chapter may provide an organization for its pledges, with the consent of the District Counselor and the Supreme Council and subject to the regulations of the institution. The chapter shall be responsible for the activities of such an organization.
5. A majority of the active collegiate members residing within the chapter locality, less those excused, shall constitute a quorum. Proxies toward a quorum are prohibited.
6. The suggested order of business at Collegiate Chapter meetings shall be as follows:
 - a. Call to order
 - b. Secret ritual opening
 - c. Roll Call
 - d. Reading of minutes
 - e. Reports of officers
 - f. Reading of correspondence
 - g. Reports of regular committees
 - h. Reports of special committees
 - i. Unfinished business
 - j. New business
 - k. Proposals for membership
 - l. Election to membership

- 1 m. Appointment of committees
- 2 n. Election of officers
- 3 o. Installation of officers
- 4 p. Secret ritual closing
- 5
- 6 7. A member who moves to another institution where a chapter of the Fraternity exists
- 7 may become a member of this chapter if desired. Before affiliating that member, the
- 8 new chapter shall ascertain his status of membership from the former chapter and
- 9 from the Grand Recorder. Any disputes shall be referred to the Grand Collegiate
- 10 Alchemist for resolution. A member can be an active member of only one collegiate
- 11 chapter at a time.
- 12
- 13 8. A Collegiate Chapter shall not incorporate, nor shall it own any real property for the
- 14 purpose of providing housing for its members or producing rental income. Housing
- 15 Corporations may not be formed on behalf of subordinate chapters without the
- 16 approval of the Supreme Council. Such Housing Corporations are separate and
- 17 distinct from the Alpha Chi Sigma Fraternity. Members of Alpha Chi Sigma residing
- 18 in chapter houses should not be voting officers or voting members of the Board of
- 19 Directors of the housing corporation.
- 20

21 **BYLAW VI - LEADERSHIP CONFERENCES**

22 Section A - Regional Leadership Conferences

- 23
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- 25 1. The Supreme Council may annually authorize a series of Regional Leadership
- 26 Conferences to be attended by any member of the Fraternity.
- 27
- 28 2. The Grand Recorder shall be responsible for arrangements for housing, meals,
- 29 meeting facilities, and instructional or discussion materials to be provided.
- 30
- 31 3. The program for a Conference in a specific region shall be arranged by the Grand
- 32 Recorder and the District Counselors for all chapters in the region.
- 33
- 34 4. The extent to which the Grand Chapter will meet expenses of the conferees shall be
- 35 determined by the Supreme Council at least three months prior to any Conference.
- 36
- 37 5. The locations of the Regional Conferences shall be determined by the Supreme
- 38 Council, upon advice of the District Counselors and the Grand Recorder.
- 39

40 Section B - District Leadership Conferences

- 41
- 42 1. The District Counselor and the Master Alchemists of the Collegiate Chapters in a
- 43 District may arrange for a Leadership Conference in their district whenever desired.
- 44
- 45 2. Participants shall be any Alpha Chi Sigma member who wishes to attend and any
- 46 invited guests.
- 47
- 48 3. The District Counselor shall be responsible for arrangements for housing, meals,
- 49 meeting facilities, and instructional or discussion materials.
- 50

- 1 4. The locations of the District Conferences shall be determined by the District
2 Counselor and the Master Alchemists of the chapters in the District.
3
- 4 5. The method of financing will be determined by the chapters in the District.
5
- 6 6. With approval of the District Counselor, the District may request financial support
7 from Grand Chapter funds.
8

9 **BYLAW VII - FRATERNITY FINANCE**

10 Section A - Fraternity Fiscal Year

11 The fiscal year of the Grand Chapter shall coincide with the calendar year.
12

13 Section B - Pledge and Lifetime Membership Fees

- 14
- 15
- 16
- 17 1. A pledge fee for each candidate shall be collected by the Collegiate Chapter and
18 forwarded to the Grand Recorder immediately following the Pledge Ceremony. For
19 each biennium the pledge fee shall be established by the Supreme Council with the
20 concurrence of the Grand Chapter. The pledge fee is non-refundable.
21
- 22 2. a. For each candidate initiated into the Fraternity by an established Collegiate
23 Chapter of the Fraternity, a lifetime membership fee shall be paid to the Grand
24 Chapter. The fee shall be collected by the Treasurer of the chapter.
25 b. For each biennium the lifetime membership fee shall be established by the
26 Supreme Council with the concurrence of the Grand Chapter.
27 c. Payment of the lifetime membership fee on an installment basis shall be
28 permitted. The installment lifetime membership fee shall be the lifetime
29 membership fee increased by ten percent and rounded to the nearest whole dollar
30 amount. One-half of the installment lifetime membership fee rounded up to the
31 nearest whole dollar shall be paid to the Treasurer of the chapter prior to
32 initiation. The remainder of the installment lifetime membership fee shall be paid
33 within six months of the initiation date or upon the candidate's graduation,
34 whichever comes first.
35 d. The Treasurer shall forward all collected fees to the Grand Recorder prior to the
36 initiation date. The Treasurer shall forward all second payments collected to the
37 Grand Recorder prior to their due date.
38
- 39 3. The Supreme Council may set reduced pledge and lifetime membership fees and
40 specify extended payment schedules for candidates who will become Collegiate
41 members of a new or reactivated collegiate chapter within three years of the
42 establishment or reactivation of that chapter.
43
- 44 4. A Collegiate chapter may submit a written petition to the Supreme Council for a
45 waiver of all or part of pledge and lifetime membership fees on behalf of qualified
46 faculty members at the Collegiate Chapter's institution.
47

48 Section C - Professional Contributions

- 1 1. The suggested amount of annual voluntary Grand Chapter Contributions for
2 Professional members shall be fixed by the Supreme Council and shall be solicited by
3 the Grand Professional Alchemist.
4
- 5 2. Any member who contributes a sum of money, in an amount chosen by the Supreme
6 Council, to the Alpha Chi Sigma Reserve Fund or House Fund shall be designated as
7 a permanent active Professional member provided the payment of Lifetime
8 membership fees has been completed. This contribution may be made in a lump sum
9 or in installments of not less than 10% of the total in addition to annual voluntary
10 Professional Contributions.

11 Section D - Warrant Validation

- 12
- 13
- 14 1. Any Grand Chapter Officer may sign warrants for Fraternity funds.
- 15
- 16 2. The Supreme Council shall, by proposition, establish limits above which warrants
17 shall require the signature of two or more authorized persons. These limits shall not
18 be less than \$1,000 nor more than \$5,000.
- 19
- 20 3. The Supreme Council may bond, in an amount it deems appropriate, any of the
21 persons authorized to sign warrants, or any employee handling Fraternity accounts or
22 funds. The bond shall be made payable to the Fraternity, in case of default. The cost
23 of carrying the bond shall be borne by the Fraternity.
- 24

25 Section E - Special Assessments and Fees

26
27 Assessments and fees as determined and approved by the Supreme Council for special
28 purposes not otherwise covered in the Constitution and Bylaws shall not become binding
29 upon individual chapters until approved by a majority vote of the Grand Chapter.
30

31 Section F - Reimbursements

32
33 Application for reimbursement for expenses incurred in Fraternity service shall be
34 presented to the appropriate Grand Chapter Officer no later than six months following
35 such expenditures or prior to January 15 of the year following such expenditures,
36 whichever is earlier. When leaving office, officers shall submit a full accounting for
37 reimbursement at the time of transferring the offices to their successors.
38

39 Section G – Expense Allotments

40
41 The Supreme Council may establish annual allotments for Grand Chapter Officers for
42 miscellaneous expenses related to their offices. The total annual allotments shall not
43 exceed 0.5% of the Grand Chapter budget for the previous year.
44

45 Section H - Ritual and Regalia

- 46
- 47 1. A complete set of regalia shall be furnished free of charge to a new chapter on the
48 date of installation.
- 49
- 50 2. Regalia articles not subject to normal depreciation, as determined by the District
51 Counselor, shall be replaced at chapter expense.

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- 3. A fine shall be levied against any chapter or member of the Fraternity responsible for the loss of all or part of a copy of the ritual. This fine will be set and publicized by the Grand Master of Ceremonies.
- 4. A Collegiate Chapter, with the permission of the Grand Master of Ceremonies, may purchase for the Grand Chapter up to a complete second set of regalia for exclusive use by that Collegiate Chapter. All copies of the ritual and all regalia shall remain the property of the Grand Chapter.

Section I – Debt Liability

Neither the Grand Chapter nor any of its members shall be liable for debts incurred by subordinate chapters or individual members of the Fraternity.

BYLAW VIII - OFFICIAL JOURNAL

Section A - Editors

There may be one or more Associate Editors or Assistant Editors of the official journal appointed by the Grand Editor with the approval of the Supreme Council.

Section B - Business Manager

The Grand Recorder shall be business manager of the official journal and shall receive and disburse all monies of the journal.

Section C - Distribution

The official journal shall be distributed regularly to all members of known address.

Section D - Subscription Price

The subscription price for non-members shall be determined by the Grand Editor.

Section E - Volumes

All issues of the official journal published during any one Fraternity fiscal year shall constitute one volume.

BYLAW IX - FRATERNITY JEWELRY

Section A - Official Jewelry

The flat-bordered plain badge shall be the standard official badge of the Fraternity. All other badges, pins, rings, or charms of the same basic design as the flat-bordered plain badge and buttons or lapel pins in the hexagon shape or the badge with the alchemical symbol for lead on the face shall comprise the official jewelry of the Fraternity.

Section B - Orders

1 Orders for all official jewelry must be placed through the Grand Recorder.

1 Section C - Wearing

2
3 Official jewelry of the Fraternity may be worn by a member, a member's betrothed, or a
4 member of the Fraternity member's immediate family.

5
6 Section D - Order of Altotus

7
8 The Order of Altotus Jewelry shall be reserved exclusively for the members of the Order.
9 Upon entry to the Order, the member may choose to be presented with one item of
10 jewelry

11
12 Section E - Recognition Pins

13
14 The gold Greek letter recognition button shall be reserved for Professional members, and
15 the silver Greek letter recognition button shall be reserved for Collegiate members.

16
17 Section F - Redemption

18
19 The Grand Recorder shall be empowered to redeem any official badges found in the
20 hands of unqualified persons, for a value determined from manufacturer's prices.

21
22 **BYLAW X - MISCELLANY**

23
24 Section A - Indemnification

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26 The Fraternity shall indemnify any person (or the heirs or personal representatives of
27 such person) who has served or is serving as a member of the Supreme Council, the
28 Grand Recorder, Assistant Grand Recorder, Grand Editor, or any other officer or duly
29 elected or appointed official or employee of the Fraternity designated by the Supreme
30 Council, in the fulfillment of that person's duties against expenses actually and
31 reasonably incurred by the individual in connection with the defense of any claim, action,
32 suit, or proceeding resulting therefrom, to the extent permitted by law, upon
33 determination by the Supreme Council that the indemnification is proper in each specific
34 case. The right of indemnification shall not be exclusive of other rights to which the
35 individual may be entitled as a matter of law.

36
37 Section B - Parliamentary Authority

38
39 In matters of parliamentary procedure not otherwise covered by this Constitution and
40 Bylaws, the most recent edition of *Robert's Rules of Order Newly Revised* shall be
41 considered authoritative.

42
43 Section C - Editing of Constitution or Bylaws

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45 The Supreme Council shall be empowered to change the wording of adopted Grand
46 Chapter legislation, without changing the meaning, if necessary to bring it into
47 conformity with the accepted standards of English and consistent terminology.

BYLAW XI - AMENDMENTS

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These Bylaws may be amended, but not in violation of any provision of the Restated Articles of Incorporation or of the Constitution, by a two-thirds majority of the Grand Chapter members voting. No amendment may be adopted in conclave unless presented in conclave at least one day preceding its consideration.

