

56th BIENNIAL CONCLAVE OF ALPHA CHI SIGMA

STANDING RULES

1. CREDENTIALS AND VOTING

- 1.1. The Grand Recorder shall examine and certify the credentials of each delegate to the Conclave.
- 1.2. If an alternate is to serve in place of a delegate for a session, the alternate must notify the Grand Recorder prior to certification of voting credentials to the Grand Chapter
- 1.3. The Grand Recorder shall report and record the number of duly certified voting delegates at the beginning of each Conclave session. All voting delegates physically present in a session shall be seated in a designated area of the Grand Chapter meeting room.
- 1.4. Any delegate or alternate whose attendance has not been duly certified shall not be permitted to vote during that session without the permission of the Grand Master Alchemist.

2. LEGISLATION

- 2.1. All legislation shall be submitted to the Grand Recorder in the appropriate form. The Grand Recorder is responsible for assuring that all the requirements of the Constitution and Bylaws of the Fraternity and these Standing Rules have been satisfied before the legislation is submitted to the Grand Chapter.
- 2.2. Legislation proposed by the Supreme Council shall be deemed to have the approval of other committees and may be submitted directly to the Grand Chapter unless the Grand Chapter objects by majority vote.
- 2.3. All legislation regarding fees, dues, or other aspects of Fraternity finance shall be referred to the Financial Advisory Committee for determination of its potential financial impact on the Fraternity.
- 2.4. A motion to amend the Constitution or Bylaws must be made and seconded by voting members of the Grand Chapter and must be submitted to the Grand Recorder prior to the penultimate (second to last) Conclave session. All such legislation shall be referred without debate to the Constitution and Bylaws Committee.
- 2.5. The maker of a motion to amend the Constitution or Bylaws shall have an opportunity to explain the provisions of the proposed amendment at the time of its first reading, but debate on the merits of the amendment shall not be in order. Debate on the merits of the amendment shall commence following the amendment's second reading, with the maker and seconder of the motion being accorded the privilege of speaking first and second, respectively.
- 2.6. Motions to adopt all other legislation must be made and seconded by voting members of the Grand Chapter. Such legislation, except for those resolutions described in Secs. 2.7 and 4 below, shall be referred without debate to the Legislative Preparation Committee.
- 2.7. Resolutions must be made and seconded by voting members of the Grand Chapter. Resolutions shall be referred without debate to the Resolutions Committee.
- 2.8. No legislation shall be submitted during the last session of Conclave.

3. CONSTITUTION AND BYLAWS COMMITTEE

- 3.1. The Constitution and Bylaws Committee shall review any proposed amendment for accuracy, reference, content, completeness, and consistency with the rest of the Constitution and Bylaws prior to consideration of that amendment by the Grand Chapter.
- 3.2. Each member who offers an amendment to the Constitution or Bylaws shall, upon request, be given an opportunity to explain it to the Constitution and Bylaws Committee.
- 3.3. By a two-thirds vote, the Constitution and Bylaws Committee may return the proposed amendment to the maker.
- 3.4. Once the language and content of the proposed amendment has been perfected in accordance with the intent of the maker, it shall be forwarded to the Grand Recorder for distribution to the Financial Advisory Committee for review or for consideration by the Grand Chapter. The exact text of the perfected amendment shall be provided to the Grand Chapter members prior to their vote.

4. RESOLUTIONS COMMITTEE

- 4.1. The Resolutions Committee shall review all resolutions of greeting or appreciation for language and format prior to consideration of the resolutions by the Grand Chapter.
- 4.2. The Resolutions Committee also shall prepare suitable resolutions as may be appropriate.
- 4.3. Each member who offers a resolution shall be given, upon request, an opportunity to explain it to the Resolutions Committee.
- 4.4. All resolutions referred to the Resolutions Committee, once perfected, shall be returned to the Grand Recorder for consideration by the Grand Chapter unless the committee determines by two-thirds vote to return the proposed resolution to the maker.

5. LEGISLATIVE PREPARATION COMMITTEE

- 5.1. The Legislative Preparation Committee shall review any proposed legislation referred to it prior to consideration of the legislation by the Grand Chapter.
- 5.2. The Legislative Preparation Committee shall review the proposed legislation for accuracy, reference, completeness, and consistency with any current or pending legislation.
- 5.3. Each member who offers legislation under consideration by the Legislative Preparation Committee shall, upon request, be given an opportunity to explain it to the Legislative Preparation Committee.
- 5.4. By a two-thirds vote, the Legislative Preparation Committee may return the proposed legislation to the maker.
- 5.5. Once the proposed legislation is perfected, it shall be forwarded to the Grand Recorder for distribution to the Financial Advisory Committee for review or for consideration by the Grand Chapter.

6. FINANCIAL ADVISORY COMMITTEE

- 6.1. The Financial Advisory Committee shall examine all legislation and amendments referred to it to determine its financial impact on the Fraternity. It shall advise the Grand Chapter whether the legislation will have a positive, negative, or no effect on the finances of the Fraternity, and estimate, to the best of the committee's ability, the magnitude of the effect.

7. LIMITATION OF DEBATE

- 7.1. No member shall speak in debate longer than three minutes or more than twice on the same question on the same day without permission of the Grand Chapter, granted by a two-thirds vote without debate.
- 7.2. After the maker and seconder of a motion have spoken to it, debate will proceed alternating between speakers against and for (or for and against, if the seconder has spoken against the motion) until one side has no further speakers.
- 7.3. The Grand Master Alchemist may restrict debate to voting delegates if legislative time is limited.

8. REPORTS

- 8.1. All reports and other material for the permanent record or proceedings shall be in appropriate format and shall be submitted to the Grand Recorder immediately after presentation.

9. NOMINATIONS AND ELECTIONS

- 9.1. The Nominations Committee shall serve as filing clerks prior to the election and election judges during the election.
- 9.2. Candidates for Supreme Council positions shall indicate their intentions to stand for election by filing with the Nominations Committee. The Nominations Committee shall also conduct a candidate search to ensure there is at least one candidate for each position.
- 9.3. The Nominations Committee shall report to the Grand Chapter no later than the day preceding the scheduled election of Grand Chapter Officers. Candidates named in the report shall be considered to have been nominated and seconded. Within the constraints of Rule 9.4, nominations from the floor may be made at any time following the report of the Nominating Committee. For any office only nominees who have agreed to serve if elected shall be candidates.
- 9.4. Nominations shall close at the end of the last Grand Chapter Session on the day preceding the election.
- 9.5. Time shall be provided before the election for Grand Chapter members to meet and question the candidates.
- 9.6. Uncontested offices may be filled by acclamation. Otherwise, voting shall be by submitted ballot. Candidates who are members of the Grand Chapter may vote.
- 9.7. A candidate must receive a majority of the votes cast to be declared elected. If no candidate receives a majority, a runoff election shall be held between the two candidates receiving the highest number of votes. If no candidate is elected on the first ballot and should two candidates having the second-largest number of votes be tied, then a runoff election shall determine which of the two shall remain eligible for election to that Supreme Council office.
- 9.8. Order of Election
 - 9.8.1. The election of the Grand Master Alchemist shall be held first.
 - 9.8.2. The election of the Grand Chapter office having the greatest number of candidates shall be held next. For offices having an equal number of candidates, the order of election shall be determined at random and announced to the Grand Chapter prior to the beginning of the elections.

9.8.3. An unsuccessful candidate for one office may stand for election to any of the other offices yet to be filled.

9.9. Order of Installation

9.9.1. The Grand Master Alchemist will be installed first by the outgoing Grand Master Alchemist.

9.9.2. The Grand Master Alchemist will install the other Grand Chapter Officers

9.9.3. If two or more individuals elected to offices other than that of Grand Master Alchemist have equal prior service on the Supreme Council, the order of installation and succession shall be determined at random and announced to the Grand Chapter following completion of the elections.

10. ANNOUNCEMENTS

10.1. Notices or announcements to the Grand Chapter shall be in the appropriate format and shall be submitted to the Grand Recorder.

10.2. The reading of notices or announcements shall be at the discretion of the Grand Master Alchemist.

11. MINUTES

11.1. Minutes of the proceedings of this Conclave, including the results of the election and all legislative action, shall be corrected if necessary and shall be approved by the Supreme Council.

12. PARLIAMENTARY AUTHORITY

12.1. In matters of parliamentary procedure not otherwise specified in the Constitution or Bylaws of Alpha Chi Sigma Fraternity, or in these Standing Rules, the rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern the Grand Chapter.

13. SUNSET PROVISION

13.1. These Standing Rules shall apply to the Grand Chapter only while it is assembled as constituted at the 56th Biennial Conclave.

Provisions of the Constitution and Bylaws Governing Conclave Legislation

VOTING:

BYLAW IV - THE GRAND CHAPTER

Section C - Voting

1. Each voting member of the Grand Chapter shall have one vote on every question that comes before the Grand Chapter. No individual or subordinate chapter shall have more than one vote, regardless of the number of positions held, unless otherwise authorized by a two-thirds vote of the Grand Chapter.
3. When the Grand Chapter is assembled in conclave, voting shall take place according to the current edition of *Robert's Rules of Order Newly Revised* or such other rules adopted by the Grand Chapter for the conclave.

Section G - Conclaves

2. No member of the Grand Chapter shall be absent from any business session of the Conclave unless excused by the Grand Master Alchemist. Unexcused absentees shall not receive expense allowances from the Fraternity.
3. A majority of the members of the Grand Chapter shall constitute a quorum for the transaction of business, except for the purpose of amending the Constitution, in which case a quorum shall consist of 80% of the Grand Chapter members.
4. Proxies are prohibited.

AMENDMENTS TO THE CONSTITUTION OR BYLAWS:

CONSTITUTION ARTICLE XII - AMENDMENTS

This Constitution may be amended:

2. During a conclave, by a three-fourths affirmative vote of the Grand Chapter members registered at the conclave, the vote being held no sooner than one day following the initial presentation to the conclave of the proposed amendment.

BYLAW XII - AMENDMENTS

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.