

# Alpha Chi Sigma Constitution & Bylaws



2022-2024

**6 August 2022**

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., *Beta Nu 1981*, as chairman; John R. Mattson, *Beta Nu 1979*; and Eileen Wiseman, *Beta Gamma 1986*; 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 56th Biennial Conclave have been incorporated. The edited wording of the document was approved by unanimous vote of the Supreme Council, Proposition 4929, on August 6, 2022.

John N. Stipp, OA, *Epsilon 1989*  
Grand Recorder

Dr. Jonathan E. Wenzel, OA, *Delta 1996*  
Assistant 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; by the 40th Biennial Conclave on August 16, 1990; and by the 56th Biennial Conclave on July 12, 2022.

- 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 - 6296 Rucker Road, Suite B, Indianapolis, Indiana.
- 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.

**Table of Contents**

**RESTATED ARTICLES OF INCORPORATION..... 3**  
**CONSTITUTION..... 7**  
**ARTICLE I - GENERAL ORGANIZATION ..... 7**  
    Section A - Objects ..... 7  
    Section B - Membership ..... 7  
    Section C – Chapters..... 8  
    Section D - Ancient Customs ..... 8  
**ARTICLE II - THE GRAND CHAPTER ..... 8**  
    Section A - Membership ..... 8  
    Section B - Jurisdiction and Duties ..... 8  
    Section C - Officers..... 9  
    Section D - Duties of the Grand Chapter Officers ..... 9  
    Section E - Conclaves ..... 10  
**ARTICLE III - SUPREME COUNCIL ..... 10**  
    Section A - Membership ..... 10  
    Section B - Jurisdiction and Duties ..... 10  
**ARTICLE IV - COLLEGIATE CHAPTERS ..... 11**  
    Section A - Establishment..... 11  
    Section B - Chapter Identification ..... 11  
    Section C - Jurisdiction and Duties ..... 11  
    Section D - Officers ..... 12  
    Section E - Duties of Officers..... 12  
    Section F - Chapter Advisor ..... 13  
    Section G - Conclave Delegates ..... 13  
    Section H – Legal Agents of the Grand Chapter ..... 14  
**ARTICLE V - PROFESSIONAL CHAPTERS ..... 14**  
    Section A - Establishment..... 14  
    Section B - Membership ..... 14  
    Section C - Chapter Identification ..... 14  
    Section D - Jurisdiction and Duties ..... 14  
    Section E - Officers..... 15  
    Section F - Conclave Delegates..... 15  
    Section G – Legal Agents of the Grand Chapter ..... 15  
**ARTICLE VI - DISTRICT ORGANIZATION ..... 15**  
    Section A - Districts ..... 15  
    Section B - District Counselors ..... 15  
    Section C - Duties ..... 15  
    Section D - District Meetings ..... 16  
    Section E - District Committees ..... 16  
**ARTICLE VII - PROFESSIONAL REPRESENTATIVES ..... 16**  
    Section A - Qualifications..... 16  
    Section B - Duties ..... 16  
**ARTICLE VIII - ORDER OF ALTOTUS ..... 16**  
**ARTICLE IX - RITUAL..... 17**

Section A - Official Ritual .....	17
Section B - Extraordinary Sessions .....	17
<b>ARTICLE X - JOURNAL.....</b>	<b>17</b>
Section A - The Official Journal.....	17
Section B - Editor.....	17
<b>ARTICLE XI - BYLAWS.....</b>	<b>17</b>
<b>ARTICLE XII - AMENDMENTS .....</b>	<b>17</b>
<b>BYLAWS.....</b>	<b>18</b>
<b>BYLAW I - MEMBERSHIP PROCEDURES .....</b>	<b>18</b>
Section A - Election to Membership .....	18
Section B - Transfer Between Collegiate and Professional Branches.....	19
<b>BYLAW II - CONDUCT.....</b>	<b>20</b>
Section A – Rights and Duties.....	20
Section B - Standards of Due Process and Evidence.....	21
Section C - Case Resolution by the Collegiate Chapter .....	21
Section D - Case Resolution by the Supreme Council .....	23
Section E - Sanctions .....	23
Section F - Appeals.....	25
<b>BYLAW III - SUBORDINATE CHAPTER RELATIONS WITH THE GRAND CHAPTER</b>	<b>25</b>
.....	25
Section A - Procedures for Chartering Collegiate Chapters .....	25
Section B - Procedures for Chartering Professional Chapters.....	26
Section C - Inactive Chapters .....	27
Section D - Gifts, Bequests and Donations .....	27
<b>BYLAW IV - THE GRAND CHAPTER.....</b>	<b>28</b>
Section A - Membership.....	28
Section B - Duties of Grand Chapter Members .....	29
Section C - Voting.....	29
Section D - Selection of Officers.....	30
Section E - Vacancies in Offices .....	30
Section F – Removal from Office .....	31
Section G - Committees .....	31
Section H - Conclaves.....	32
Section I – Reports and Proceedings .....	33
<b>BYLAW V - SUPREME COUNCIL .....</b>	<b>34</b>
Section A - Quorum.....	34
Section B - Voting.....	34
<b>BYLAW VI - COLLEGIATE CHAPTERS.....</b>	<b>34</b>
Section A - Election of Officers .....	34
Section B – Committees .....	34
Section C - Miscellaneous Chapter Procedures .....	35
<b>BYLAW VII - LEADERSHIP CONFERENCES.....</b>	<b>36</b>
Section A - Regional Leadership Conferences .....	36
Section B - District Leadership Conferences .....	36
<b>BYLAW VIII - FRATERNITY FINANCE.....</b>	<b>37</b>
Section A - Fraternity Fiscal Year.....	37

Section B - Pledge and Lifetime Membership Fees and Surcharges .....	37
Section C - Professional Contributions .....	37
Section D - Warrant Validation .....	38
Section E - Special Assessments and Fees.....	38
Section F - Reimbursements.....	38
Section G - Ritual and Regalia .....	38
Section H – Debt Liability .....	38
<b>BYLAW IX - OFFICIAL JOURNAL .....</b>	<b>39</b>
Section A - Editors.....	39
Section B - Business Manager.....	39
Section C - Distribution .....	39
Section D - Subscription Price.....	39
Section E - Volumes .....	39
<b>BYLAW X - FRATERNITY JEWELRY .....</b>	<b>39</b>
Section A - Official Jewelry .....	39
Section B - Orders.....	39
Section C - Wearing.....	39
Section D - Order of Altotus.....	39
Section E - Recognition Pins .....	40
Section F - Redemption .....	40
<b>BYLAW XI - MISCELLANY .....</b>	<b>40</b>
Section A – Indemnification.....	40
Section B - Parliamentary Authority .....	40
Section C - Editing of Constitution or Bylaws.....	40
<b>BYLAW XII - AMENDMENTS .....</b>	<b>40</b>

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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.
5. Expulsion - Any member may be expelled for violating the oath of membership, for dishonorable or improper conduct, for neglecting to meet indebtedness to the

1 Fraternity, for disloyalty to the Fraternity, or when that person's membership becomes  
2 injurious to the Fraternity.

3  
4 Section C – Chapters

- 5  
6 1. Classification of Chapters - The chapters of this Fraternity shall be of three types.  
7 a. The Grand Chapter  
8 b. Collegiate Chapters  
9 c. Professional Chapters  
10  
11 2. The Collegiate Chapters and Professional Chapters shall be subordinate to the Grand  
12 Chapter.

13  
14 Section D - Ancient Customs

- 15  
16 1. The ancient customs of this Fraternity shall consist of:  
17 a. The Objects of the Fraternity.  
18 b. The qualifications for membership  
19 c. The insignia of the order, which shall be the badge of membership, the colors, the  
20 flower, and the coat of arms, as described in the ritual.  
21 d. The means of recognition of the order, which shall consist of outward signs (a  
22 dialogue, a handclasp, a knock, and a whistle), as described in the ritual.  
23  
24 2. The ancient customs of this Fraternity shall never change.

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27 **ARTICLE II - THE GRAND CHAPTER**

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29 Section A - Membership

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

5 Section C - Officers  
6

- 7 1. Grand Chapter officers shall be:  
8 a. Grand Master Alchemist - President.  
9 b. Grand Collegiate Alchemist - a Vice President.  
10 c. Grand Professional Alchemist - a Vice President.  
11 d. Grand Master of Ceremonies - a Vice President.  
12 e. Grand Recorder - Secretary/Treasurer.  
13 f. Grand Health and Safety Officer  
14  
15 2. The Supreme Council may also appoint an Assistant Grand Recorder as a Grand  
16 Chapter Officer.  
17

18 Section D - Duties of the Grand Chapter Officers  
19

- 20 1. The Grand Master Alchemist shall preside over Grand Chapter and Supreme Council  
21 proceedings, vote on Grand Chapter and Supreme Council legislation, have general  
22 supervisory authority over the activities of the Grand Chapter Officers, care for matters  
23 of discipline, direct the installation of Collegiate Chapters, and sign charters and  
24 membership certificates. The Grand Master Alchemist shall, with concurrence of the  
25 Supreme Council, appoint committees of the Grand Chapter and of the Supreme  
26 Council, fill vacancies in the Supreme Council, and appoint District Counselors.  
27  
28 2. The Grand Collegiate Alchemist shall supervise the activities of the Collegiate chapters  
29 and of the District Counselors in their relations with the Collegiate chapters, adjudicate  
30 disagreements regarding Collegiate Branch membership requirements, assist the Grand  
31 Master Alchemist, vote on Grand Chapter and Supreme Council legislation, and sign  
32 charters.  
33  
34 3. The Grand Professional Alchemist shall supervise the activities of the Professional  
35 chapters and of the District Counselors in their relations with the Professional chapters,  
36 direct fund-raising and development activities, assist the Grand Master Alchemist, vote  
37 on Grand Chapter and Supreme Council legislation, and sign charters.  
38  
39 4. The Grand Master of Ceremonies shall be the ceremonial officer of the Fraternity,  
40 supervise the installation of chapters at the direction of the Grand Master Alchemist,  
41 administer the ritual of the Fraternity, have charge of Fraternity regalia, assist the Grand  
42 Master Alchemist, vote on Grand Chapter and Supreme Council legislation, and sign  
43 charters.  
44  
45 5. The Grand Recorder shall carry out the duties of a Secretary and Treasurer, and shall  
46 sign charters. The Grand Recorder shall act as historian unless the Supreme Council  
47 appoints a Grand Historian.  
48  
49 6. The Assistant Grand Recorder, if any, shall assist the Grand Recorder and shall assume  
50 the duties of Grand Recorder when the Grand Recorder is unavailable. The Assistant  
51 Grand Recorder need not be a member of Alpha Chi Sigma Fraternity. If a non-

1 member, the Assistant Grand Recorder shall neither witness nor participate in any part  
2 of the ritual associated with initiations, but may attend conclaves and Supreme Council  
3 meetings and may, if invited, attend any meetings of subordinate chapters.  
4

- 5 7. The Grand Health and Safety Officer will oversee the entirety of the Alpha Chi Sigma  
6 Health and Safety program including, philosophy, policies, procedures, education, and  
7 enforcement.  
8

9 Section E - Conclaves

10 Meetings of the Grand Chapter shall be called "Conclaves" and shall be held at least once  
11 every two calendar years unless the Supreme Council shall adopt a resolution fixing  
12 another time. Each will be held at the principal place of business of the Fraternity, in the  
13 City of Indianapolis, in the State of Indiana, unless the Supreme Council shall adopt a  
14 resolution fixing another place.  
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18 **ARTICLE III - SUPREME COUNCIL**

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20 Section A - Membership

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

26 Section B - Jurisdiction and Duties

27  
28 The Supreme Council is empowered to:

- 29  
30 1. Transact business of the Fraternity.  
31  
32 2. Make expenditures from the Grand Treasury, including the investment of funds of  
33 every kind.  
34  
35 3. Fix the time and place for conclave.  
36  
37 4. Issue Collegiate and Professional Chapter charters.  
38  
39 5. Hold conduct proceedings, institute sanctions, and carry out sanctions when necessary.  
40 Sanctions may be assigned to individual members or subordinate chapters.  
41  
42 6. Meet at least once each year, or at the call of the Grand Master Alchemist, or upon the  
43 written request of three members of the Supreme Council.  
44  
45 7. Publish a journal.  
46  
47 8. Choose a Certified Public Accountant to audit annually the accounts of the Grand  
48 Recorder.  
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50 9. Remove from office any subordinate chapter officer who fails to discharge the duties  
51 of the office in the proper manner.

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## ARTICLE IV - COLLEGIATE CHAPTERS

### Section A - Establishment

1. Eight or more students or members of the instructional staff of any college or university that meet the qualifications for membership, may petition the Fraternity for a charter.
2. A joint charter may be granted to petitioners from two or more institutions existing in the same locality.
3. Properly qualified alumni members of the organization represented by the petitioners may join with them in applying for a charter.

### Section B - Chapter Identification

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

### Section C - Jurisdiction and Duties

The Collegiate Chapters shall:

1. Have the sole right of initiating members into the Fraternity, except at the installation of new chapters.
2. Engage in professional and service activities that advance the Objects of the Fraternity.
3. Hold meetings and engage in fraternal activities for the good of the Order.
4. Require attendance of Collegiate members at chapter meetings.
5. Maintain and keep chapter records and property in good condition.
6. Preserve the property of the Grand Chapter entrusted to them.
7. Report to the Supreme Council, the Grand Chapter and the District Counselors upon request.
8. Adopt bylaws for their own governance, provided these are in accord with the laws of the Fraternity.
9. Levy and collect dues for the support of the local chapters and the Grand Chapter.
10. Conduct Chapter Conduct Committee proceedings, institute sanctions, and carry out sanctions when necessary.

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11. Have the power to bond the office of Chapter Treasurer.

Section D - Officers

- 1. The officers of each Collegiate Chapter shall be a Master Alchemist, Vice Master Alchemist, Reporter, Recorder, Treasurer, Master of Ceremonies, Alumni Secretary, Health & Safety Officer, and such other officers as the chapter may desire.
- 2. The officers, with the exception of the Alumni Secretary, must be active members of the chapter.

Section E - Duties of Officers

- 1. The Master Alchemist shall:
  - a. Be the executive officer of the chapter.
  - b. Preside at chapter meetings.
  - c. Commit to memory the parts of the ritual assigned to the Master Alchemist.
  - d. Appoint such committees as necessary for the efficient operation of the chapter.
  - e. Be responsible for the condition of the chapter and the proper discharge of the duties of its officers.
  - f. Be responsible for the vote of the chapter in the Grand Chapter during the period between conclaves.
- 2. The Vice Master Alchemist shall:
  - a. Assist the Master Alchemist.
  - b. Act as Master Alchemist in the absence of the Master Alchemist.
  - c. Supervise all pledge functions.
  - d. Arrange for the chapter's Professional Recognition Ceremony or Professional Induction Ceremony when any chapter members are to join the Professional Branch.
- 3. The Reporter shall:
  - a. Carry on the chapter's correspondence with the Grand Chapter.
  - b. Report elections, initiations, deaths, votes to expel or suspend a member as a result of Chapter Conduct Committee proceedings, changes in status of members, election of officers, and matters of record as required by the Supreme Council.
- 4. The Recorder shall:
  - a. Keep the minutes of the chapter meetings.
  - b. Be responsible for the documents and records of the chapter.
  - c. Assist the Reporter.
  - d. Act as Reporter in the absence of the Reporter.
  - e. Maintain a record, including contact information, of the chapter members.

- 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 to
  - 21          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 Grand
  - 24          Recorder.
  - 25          e. May assist the Master Alchemist in familiarizing new chapter officers with their
  - 26          duties.
  - 27
- 28          8. The Health and Safety Officer shall:
  - 29          a. Be familiar with the Health and Safety Philosophy and Health and Safety Policies
  - 30          of Alpha Chi Sigma.
  - 31          b. Be familiar with campus, local and national policies and regulations as they relate
  - 32          to the chapter.
  - 33          c. Be a member of the Chapter Conduct Committee.
  - 34          d. Assist with planning chapter events to ensure compliance with all policies and
  - 35          regulations.
  - 36

#### Section F - Chapter Advisor

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39 Each Collegiate Chapter shall have a Chapter Advisor appointed by the District Counselor  
40 upon the chapter's recommendation.

- 41
- 42          1. The Chapter Advisor should:
  - 43          a. Attend chapter meetings and ritual events when possible.
  - 44          b. Mentor chapter members and officers and promote chapter community.
  - 45          c. Confirm the chapter's established standards for membership and monitor adherence
  - 46          to that standard.
  - 47          d. Act as the faculty or staff member of record with the institution for the chapter.
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#### Section G - Conclave Delegates

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51 Each Collegiate Chapter shall send a delegate to each conclave.

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Section H – Legal Agents of the Grand Chapter

Neither Collegiate chapters nor their members shall act as the legal representative or agent of the Fraternity, nor shall they have the right to assume, create, or incur any liability of any kind, expressed or implied, against or in the name of or on behalf of Alpha Chi Sigma Fraternity or its affiliates without the express permission of the Supreme Council.

**ARTICLE V - PROFESSIONAL CHAPTERS**

Section A - Establishment

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

Section B - Membership

1. To be eligible to vote or hold office in a Professional Chapter, a member must be an active Professional member in the Fraternity, not a member of another Professional Chapter, and reside in the locality.
2. A Professional Chapter may assess local dues and fees and require their payment for local membership.
3. Any member of the Fraternity may attend meetings or functions of a Professional Chapter.

Section C - Chapter Identification

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

Section D - Jurisdiction and Duties

Each Professional Chapter shall:

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

1 Section E - Officers

- 2
- 3 1. The officers of the Professional Chapter shall be: President, Vice President, Secretary,  
4 Treasurer, HEXAGON correspondent, and such other officers as the Chapter may  
5 desire.
- 6
- 7 2. The officers shall be elected annually and be certified to the Grand Recorder.
- 8

9 Section F - Conclave Delegates

10

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

13

14 Section G – Legal Agents of the Grand Chapter

15

16 Neither Professional chapters nor Professional members shall act as the legal representative  
17 or agent of the Fraternity, nor shall they have the right to assume, create, or incur any  
18 liability of any kind, expressed or implied, against or in the name of or on behalf of Alpha  
19 Chi Sigma Fraternity or its affiliates without the express permission of the Supreme  
20 Council.

21

22

23 **ARTICLE VI - DISTRICT ORGANIZATION**

24

25 Section A - Districts

26

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

29

30 Section B - District Counselors

31

32 A District Counselor for each district shall be appointed biennially. The District Counselor  
33 must be an active professional member. The District Counselor may be removed at the  
34 discretion of the Supreme Council.

35

36 Section C - Duties

37

38 Each District Counselor shall:

39

- 40 1. Maintain close contacts with the chapters in the district, acting as an advisor on behalf  
41 of the Supreme Council;
- 42
- 43 2. Visit each chapter in the district at least once each year or designate a representative to  
44 make the visit;
- 45
- 46 3. Preside over district meetings;
- 47
- 48 4. Place on probation, subject to the approval of the Supreme Council, any chapter in the  
49 district which fails to comply with Fraternity requirements.
- 50
- 51 5. Attend Conclaves and vote on Grand Chapter legislation; and

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6. Act as a nonvoting ex officio member of all policy-determining committees of each Collegiate Chapter in the district.

Section D - District Meetings

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

Section E - District Committees

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

**ARTICLE VII - PROFESSIONAL REPRESENTATIVES**

Section A - Qualifications

Professional Representatives must be active professional members of the Fraternity.

Section B - Duties

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

**ARTICLE VIII - ORDER OF ALTOTUS**

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



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**ARTICLE IX - RITUAL**

Section A - Official Ritual

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

Section B - Extraordinary Sessions

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

**ARTICLE X - JOURNAL**

Section A - The Official Journal

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

Section B - Editor

1. The editor of the official journal shall be designated the Grand Editor.
2. The Grand Editor shall be appointed by and serve at the discretion of the Supreme Council.

**ARTICLE XI - BYLAWS**

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

**ARTICLE XII - AMENDMENTS**

This Constitution may be amended in either of two ways.

1. By a three-fourths affirmative vote of the Grand Chapter, or
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.

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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. 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.
  - e. 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.
  - f. 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. The nomination must be signed by at least three active Fraternity members who certify that they know the candidate personally. A four-fifths majority of the active

1 chapter members present must approve the nomination by secret ballot. If the  
2 chapter approves the nomination, it shall be submitted to the Supreme Council,  
3 where a unanimous vote is required for ratification.

4 c. The chapter that approved the candidate's nomination for membership shall initiate  
5 the candidate.

- 6  
7 4. No person's nomination for membership shall be voted on more than twice during any  
8 one Grand Chapter fiscal year.  
9  
10 5. Membership in Alpha Chi Sigma precludes membership in any other national  
11 professional chemistry fraternity.  
12  
13 6. A person may be pledged in the first half of the first college year.  
14  
15 7. If a pledge changes to a curriculum in which the requirements for initiation cannot be  
16 satisfied, that person shall be dropped from the pledge roll.  
17  
18 8. The procedure for withdrawal of an invitation to membership shall be:  
19 a. Any chapter member, at a regular meeting of the chapter, may move the withdrawal  
20 of an invitation to membership for reasons involving dishonorable conduct,  
21 consistent scholastic failure, lack of interest in the Fraternity, or injury to the  
22 Fraternity if the person is initiated.  
23 b. At least seven days prior to the meeting at which a vote on the motion will be taken,  
24 the chapter shall give all of its active members written notice that a motion to  
25 withdraw an invitation to membership is pending and the time and place of the  
26 meeting.  
27 c. A one-third vote of the chapter's active members by ballot shall be necessary for  
28 the withdrawal of an invitation to membership.  
29 d. Members unavoidably absent from the meeting at which the vote will be held may  
30 submit their ballots to the Recorder prior to the meeting.  
31 e. The withdrawal of an invitation to membership is the dissolution of the fraternal  
32 relationship between the individual and the Fraternity. The individual whose  
33 invitation to membership has been revoked loses all rights and privileges and  
34 forfeits all claims on the Fraternity. The individual may not again become a pledge  
35 of the Fraternity unless another invitation to membership is extended in accordance  
36 with the chapter bylaws.  
37  
38 9. No person shall be initiated into the Fraternity until having complied with the following  
39 conditions:  
40 a. State the desire to further chemistry as a science and as a profession  
41 b. Have paid all applicable fees due the Grand Chapter  
42

#### 43 Section B - Transfer Between Collegiate and Professional Branches

44

- 45 1. Except as described below, a member becomes a member of the Collegiate Branch  
46 upon:  
47 a. Initiation into a Collegiate Chapter,  
48 b. Re-affiliation with a Collegiate Chapter, as reported by that chapter to the Grand  
49 Recorder.  
50  
51 2. A. member becomes a member of the Professional Branch upon:

- 1 a. Initiation as a Professional member,
- 2 b. Report of transfer from a Collegiate Chapter by that chapter to the Grand Recorder,
- 3 c. Passage of one academic year during which the member's chapter fails to report the
- 4 member as being active in the chapter,
- 5 d. Acceptance by the member of an elected or appointed position in the Fraternity that
- 6 requires that the member be in the Professional Branch.
- 7
- 8 3. A Collegiate member who, after one year of membership, changes curricula to one
- 9 which does not lead to a degree in chemistry, or who wishes to withdraw from the
- 10 Collegiate Branch, may, upon payment of the balance of financial obligations to the
- 11 Fraternity, become a member of the Professional Branch.
- 12
- 13 4. Any member who is unable to pay in full any indebtedness to the Collegiate Chapter at
- 14 the time of transfer to Professional status shall sign a note, payable to the chapter, for
- 15 the unpaid balance with interest as the chapter directs. Failure to sign such a note for
- 16 any unpaid balance at the date of transfer shall be considered prima facie evidence of
- 17 disloyalty to the Fraternity.
- 18
- 19 5. Each Collegiate Chapter shall sponsor an official ceremony for the purpose of
- 20 recognizing a member's transfer into the Professional Branch when that member leaves
- 21 the Collegiate Branch of the Fraternity.
- 22
- 23 6. Disputes or conflicts regarding membership in the Collegiate Branch shall first be
- 24 raised with the Chapter Advisor or the District Counselor, who shall report unresolved
- 25 disputes to the Grand Collegiate Alchemist for final resolution.
- 26
- 27 7. Only members of the Professional Branch may perform the Professional Induction
- 28 Ceremony. Collegiate members may not observe or participate other than as
- 29 candidates. The Grand Master of Ceremonies may grant exceptions to this restriction
- 30 on specific occasions.
- 31
- 32 8. The chapter Reporter shall notify the Grand Recorder when a Collegiate member
- 33 becomes a Professional member.
- 34
- 35

36 **BYLAW II - CONDUCT**

37 Section A – Rights and Duties

- 38 1. Every member has a duty to understand and abide by the Constitution, Bylaws, their
- 39 oath of membership, and resolutions and policies of the Grand Chapter and the
- 40 Supreme Council, including the Health and Safety Policy; as well as any provisions of
- 41 chapter bylaws or house rules. Ignorance of a specific provision is not an acceptable
- 42 defense.
- 43
- 44
- 45



- 1           2. Any member or pledge of the Fraternity may refer another member suspected of  
2           violating this Code to the Master Alchemist and Chapter Conduct Committee of the  
3           suspected member's chapter for resolution in accordance with chapter and Alpha Chi  
4           Sigma Bylaws. In order to initiate conduct proceedings, a written complaint must be  
5           filed with the Master Alchemist and Chapter Conduct Committee of the subordinate  
6           chapter.  
7
- 8           3. Upon receipt of the written complaint, the Chapter Conduct Committee shall set a time  
9           and place for a meeting to hear the case. The meeting shall occur within fifteen (15)  
10          days of receipt of the written complaint. A copy of the complaint, together with notice  
11          of the time and place of the Chapter Conduct Committee meeting, shall be given to the  
12          Respondent at least five (5) days prior to the meeting. The Complainant shall first  
13          present their case, without the presence of the Respondent, after which the Respondent  
14          shall have a reasonable opportunity to present their defense.  
15
- 16          4. Following the conclusion of all relevant testimony, the Respondent and Complainant  
17          shall be excused and a determination of responsibility shall be made by a majority vote  
18          of members hearing the case. If a majority of the members hearing the case vote in the  
19          affirmative, the Respondent shall be found responsible. The members hearing the case  
20          shall then consider and decide the sanction to be assigned in accordance with Chapter  
21          and Alpha Chi Sigma Bylaws.  
22
- 23          5. The Respondent and the Chapter Conduct Committee may resolve the complaint  
24          through agreed resolution. In order for the matter to be resolved without a Chapter  
25          Conduct Committee meeting, the Respondent must waive their right to an appeal;  
26          accept responsibility for their conduct; and agree, in writing, to complete the sanctions  
27          recommended by the Chapter Conduct Committee.  
28
- 29          6. Respondents who fail to appear or to be represented by another member, after proper  
30          notice, may be found responsible by default, at which time the Chapter Conduct  
31          Committee will determine the appropriate sanction.  
32
- 33          7. The Respondent shall be promptly notified of the determination of responsibility and  
34          any sanctions assigned.  
35
- 36          8. Minutes shall be kept of all conduct proceedings, summarizing the evidence presented,  
37          and maintained by the Chair of the Chapter Conduct Committee and include:  
38              a. Date of Chapter Conduct Committee meeting or chapter hearing;  
39              b. Name and address or e-mail address of Respondent;  
40              c. Chapter designation, school, and address;  
41              d. Copy of the written complaint;  
42              e. Summary of the evidence presented by the Complainant and Respondent;  
43              f. Determination of responsibility and the specific provisions of the Alpha Chi Sigma  
44              Bylaws, chapter bylaws, or Fraternity Policy violated (if applicable);  
45              g. Sanctions assigned (if applicable);  
46              h. The name and address or e-mail address of the member who kept the minutes.  
47
- 48          9. In the event that the Chapter Conduct Committee finds a member responsible for a  
49          conduct violation and votes to suspend or expel the member in accordance with the  
50          Alpha Chi Sigma Bylaws, minutes from the proceedings and a copy of the sanctions  
51          must be sent to the Grand Collegiate Alchemist within ten (10) days after the sanction

1 is assigned. No other results of Chapter Conduct Committee meetings need to be  
2 reported.

3  
4 Section D - Case Resolution by the Supreme Council  
5

- 6 1. Conduct proceedings concerning a member or chapter that are to be adjudicated by the  
7 Supreme Council shall be instituted upon receipt of a written complaint, signed by a  
8 member or pledge in good standing and filed with the National Office. The written  
9 complaint shall set forth the alleged conduct violations with sufficient facts or  
10 supporting documents to substantiate the allegation. Proceedings concerning a member  
11 or chapter may also be instituted by the Supreme Council without receipt of a written  
12 complaint.  
13
- 14 2. In any proceeding under this section, the Respondent shall be given reasonable notice  
15 of the time and place of hearing. The proceeding shall be conducted so that the  
16 Respondent has a reasonable opportunity to present a defense. At the conclusion of the  
17 presentation of evidence, the hearing body shall consider its determination of  
18 responsibility. The hearing body may, by a majority vote, find the Respondent  
19 responsible for one or more of the alleged conduct violations. If the Respondent is  
20 found responsible, the hearing body shall consider the assignment of sanctions as  
21 presented herein. The Respondent shall be promptly notified of the determination of  
22 responsibility and any sanctions assigned. The hearing body and the Respondent may  
23 enter into an agreement to resolve the complaint in a way other than as herein provided.  
24
- 25 3. If the Respondent fails to answer the complaint or fails to attend the hearing, the  
26 Respondent may be found responsible by default, at which time the hearing body will  
27 determine the appropriate sanction.  
28
- 29 4. The Respondent may waive the right to a hearing and may consent to the assignment  
30 of a sanction as recommended by the Supreme Council.  
31

32 Section E - Sanctions  
33

- 34 1. The subordinate chapter or its Chapter Conduct Committee, or the Supreme Council,  
35 may assign one or more of the following sanctions to an individual by a majority vote,  
36 with each sanction being voted on separately:
- 37 a. Censure – a written reprimand for violation of specific provisions of the Alpha Chi  
38 Sigma constitution, Alpha Chi Sigma Bylaws, chapter bylaws, or Fraternity Policy,  
39 including a warning that continuation or repetition of prohibited conduct may be  
40 case for additional conduct proceedings.
  - 41 b. Written apology to those wronged.
  - 42 c. Probation – a designated period of time during which additional violations may  
43 result in more severe sanctions.
  - 44 d. Educational sanctions – the completion of education programs or other  
45 discretionary sanctions necessary to develop the skills and/or knowledge necessary  
46 to prevent future violations.
  - 47 e. Loss of privileges.
  - 48 f. Exclusion from various fraternity activities.
  - 49 g. Payment for loss or damage.

- 1 h. Removal from office – the Chapter Conduct Committee may not assign this  
2 sanction, but may forward a recommendation of removal from office to the  
3 subordinate chapter for final adjudication.
- 4 i. Other sanctions as agreed upon by the subordinate chapter or its Chapter Conduct  
5 Committee, or the Supreme Council, and the Respondent.
- 6
- 7 2. The Chapter Conduct Committee, after a determination of responsibility in a conduct  
8 proceeding, may by a four-fifths vote suspend a brother for a specified period of time,  
9 or expel the brother from the Fraternity. The member suspended or expelled shall have  
10 the right to have the sanction reviewed by the chapter, which may, by a two-thirds  
11 affirmative vote overturn a suspension, or by a three-fourths affirmative vote overturn  
12 an expulsion. Should a suspension or expulsion be overturned, the case shall be  
13 remanded to the Chapter Conduct Committee, which shall have the authority to assign  
14 any other sanctions provided for herein. The expulsion of a member shall not be  
15 effective until approved by the Supreme Council, who shall have the authority to assign  
16 a lesser sanction.
- 17
- 18 3. The Supreme Council, after a determination of responsibility in a conduct proceeding,  
19 may by a majority vote: suspend or expel a brother from the Fraternity, place a chapter  
20 on probation, suspend or revoke the charter of a subordinate chapter, and/or issue other  
21 orders to the chapter as it deems in the best interest of the Fraternity.
- 22
- 23 4. The suspension of a member deprives them temporarily of all rights and privileges in  
24 the Fraternity. During their suspension, they may not hold office, attend meetings, nor  
25 participate in any Fraternity activities. They shall at all times be subject to the discipline  
26 and laws of the Fraternity, and shall not be in good standing until the termination of the  
27 suspension.
- 28
- 29 5. The expulsion of a member is the permanent dissolution of the fraternal relationship  
30 between the individual and the Fraternity. An expelled member loses all rights and  
31 privileges and forfeits all claims on the Fraternity. The expelled member may not again  
32 become a member of the Fraternity in good standing unless a unanimous vote of the  
33 Supreme Council reinstates membership.
- 34
- 35 6. When a chapter is placed on probation, its charter shall be confiscated and forwarded  
36 by the District Counselor to the Grand Recorder, who shall retain possession during the  
37 period of probation. Probation terms will include activities the chapter must perform to  
38 be reinstated as chapter in good standing. Probation will continue until the charter is  
39 reinstated, suspended or revoked by a majority vote of the Supreme Council.
- 40
- 41 7. A subordinate chapter that has had its charter suspended shall cease to operate as or be  
42 recognized as an active chapter of the Fraternity. The chapter's suspension shall be for  
43 a stated period of time within the discretion of the Supreme Council. At the end of the  
44 stated time period, the suspension will be lifted and one of the following actions shall  
45 be taken - The chapter will be returned to full active status by a majority vote of the  
46 Supreme Council, or the chapter will be placed on probation by a majority vote of the  
47 Supreme Council, or the chapter's charter will be revoked by a majority vote of the  
48 Supreme Council.
- 49



- 1 8. The members of a chapter on probation, a suspended chapter, or a chapter with a  
2 revoked charter shall be members in good standing unless included in the conduct  
3 proceedings against such chapter.  
4

5 Section F - Appeals  
6

- 7 1. Any brother found responsible of a conduct violation by the Chapter Conduct  
8 Committee of a subordinate chapter may appeal their case in accordance with the  
9 chapter bylaws. Once the appellant's right to an appeal, as defined by the chapter  
10 bylaws, has been exhausted, they may exercise a further right of appeal to the Supreme  
11 Council as described herein.  
12
- 13 2. Appeals must be submitted in writing, and supporting documentation should  
14 accompany all appeal requests. Appeals shall be based on one or more of the following  
15 grounds:  
16 a. Procedural error that substantially affected the outcome of the case.  
17 b. New information that was not available at the time of adjudication that could  
18 substantially affect the finding of responsibility.  
19 c. Finding of responsibility against the weight of the evidence.  
20 d. Sanctions that are disproportionately severe in light of the violation committed.  
21
- 22 3. Except as required to explain the basis of new information, an appeal shall be limited  
23 to a review of the decision letter issued in accordance with the Alpha Chi Sigma  
24 Bylaws, the minutes of the conduct proceedings as defined herein, the appellant's  
25 written statement, and any written response or memoranda prepared by the Chapter  
26 Conduct Committee, subordinate chapter, District Counselor, and/or the Supreme  
27 Council.  
28
- 29 4. Any brother exercising their right of appeal to the Supreme Council or its designee  
30 must do so by filing a written notice of appeal with the National Office within thirty  
31 (30) days of the conclusion of the chapter appellate process and the appeal shall be  
32 adjudicated within sixty (60) days thereafter.  
33  
34

35 **BYLAW III - SUBORDINATE CHAPTER RELATIONS WITH THE GRAND**  
36 **CHAPTER**  
37

38 Section A - Procedures for Chartering Collegiate Chapters  
39

- 40 1. The following procedure shall be followed in the petitioning, approval, and installation  
41 of new Collegiate Chapters or for reactivation of chapters that have had their charter  
42 revoked:  
43 a. Inquiries from organizations concerning affiliation with the Fraternity shall be  
44 referred to the Grand Master Alchemist, who shall direct correspondence with the  
45 organization.  
46 b. When an organization desires to become a Collegiate Chapter, and the Grand  
47 Master Alchemist approves, the organization shall submit a written request for  
48 permission to petition.  
49 c. When an organization requests permission to petition, the Grand Master Alchemist,  
50 or a designated representative, shall visit the organization.

- 1 d. After the visit, the Grand Master Alchemist shall prepare a recommendation on the  
2 request for permission to petition.
  - 3 e. The request for permission to petition and the Grand Master Alchemist's  
4 recommendation shall be submitted to the Supreme Council, which shall decide by  
5 majority vote whether to permit a formal petition by the organization.
  - 6 f. If the Supreme Council grants the organization permission to petition, the  
7 organization shall submit a petition to the Grand Recorder. The petition shall be  
8 directed to "The Chapters of Alpha Chi Sigma." The form of the petition and its  
9 contents shall be established through consultation between the petitioning  
10 organization and a designated representative of the Supreme Council.
  - 11 g. Upon receiving the petition, the Grand Recorder shall notify the Grand Master  
12 Alchemist. The Grand Master Alchemist shall obtain the recommendation of the  
13 Supreme Council and forward it to the Grand Recorder in writing. The Grand  
14 Recorder shall submit the petition and the recommendation of the Supreme Council  
15 to the active subordinate chapters.
  - 16 h. If at least three-fourths of the chapters vote favorably, the petition shall be granted.  
17 Any chapter not voting within 45 days shall be deemed to have voted in favor of  
18 the petition.
  - 19 i. If the petition is granted, the Supreme Council shall issue a charter and install the  
20 organization as a new Collegiate Chapter.
  - 21 j. Members of the petitioning organization other than the petitioners themselves shall  
22 have no rights conferred by the charter grant, but shall be subject to election to  
23 membership.
- 24
  - 25 2. In order to help form the nucleus of a new chapter, any member who is initiated into a  
26 chapter at an institution other than that which the member attends shall have the option of  
27 becoming a charter member of the new chapter, if and when a charter is granted. This  
28 choice must be made at the time of installation.
  - 29

### 30 Section B - Procedures for Chartering Professional Chapters

- 31
- 32 1. Five or more Professional members residing in the same locality and holding meetings  
33 may notify the Grand Recorder of their activities. Upon receipt of notice, the Grand  
34 Recorder shall be authorized to designate such a local organization as a "Professional  
35 Group" and to list the group in the Fraternity directory. The Grand Professional  
36 Alchemist may approve District Counselor visitation.
- 37
- 38 2. The following procedure shall be followed in the petitioning, approval, and installation of  
39 new Professional Chapters or for reactivation of chapters that have had their charter  
40 revoked:
  - 41 a. In order to be eligible to petition to become a Professional Chapter, an  
42 organization must have been designated as a Professional Group for at least six  
43 (6) consecutive months and consist of at least eight(8) active members.
  - 44 b. If a Professional Group desires to become a Professional Chapter, the  
45 organization shall submit a written request for permission to petition.
  - 46 c. When a Professional Group requests permission to petition, the Grand Master  
47 Alchemist, or a designated representative, shall visit the organization.
  - 48 d. After the visit, the Grand Master Alchemist, or the designated representative, shall  
49 prepare a recommendation on the request to petition.
  - 50 e. The request for permission to petition and the Grand Master Alchemist's  
51 recommendation shall be submitted to the Supreme Council, which shall decide

- 1 by majority vote whether to permit a formal petition by the organization.  
2 f. The request to petition and the Grand Master Alchemist's recommendation shall  
3 be submitted to the Supreme Council, which shall decide by majority vote  
4 whether to grant the request.  
5 g. If the Supreme Council grants the organization permission to petition, the  
6 organization shall submit a petition to the Grand Recorder. The petition shall be  
7 directed to "The Supreme Council of Alpha Chi Sigma." The form of the petition  
8 and its contents shall be established through consultation between the petitioning  
9 organization and a designated representative of the Supreme Council.  
10 h. If the Supreme Council approves the petition by majority vote, it shall issue a  
11 charter and install the organization as a new Professional Chapter.  
12

### 13 Section C - Inactive Chapters

- 14  
15 1. The Supreme Council shall declare a Subordinate Chapter inactive if no activity has  
16 been reported for three consecutive years.  
17  
18 2. A chapter whose charter has been revoked shall be considered to be de facto inactive.  
19  
20 3. When a chapter is declared inactive, it is the revocation of all its rights and privileges.  
21 All of the chapter's property rights shall be transferred to the Grand Chapter, which  
22 shall have the right to enforce ownership of property rights in any court of competent  
23 jurisdiction.  
24  
25 4. When a chapter becomes inactive, the Grand Chapter shall receive and retain the  
26 charter, records, and regalia of the chapter.  
27  
28 5. The Grand Chapter shall be the sole representative and authorized agent of the inactive  
29 chapter in all matters.  
30

### 31 Section D - Gifts, Bequests and Donations

- 32  
33 1. Whenever gifts, bequests, donations or the like of money or tangible or intangible  
34 property in excess of \$10,000 are made to an active Subordinate Chapter, the money or  
35 property shall be transmitted to the Grand Chapter.  
36  
37 2. Whenever gifts, bequests, donations, or the like of money or tangible or intangible  
38 property in any amount are made to an inactive subordinate chapter, the money or  
39 property shall be transmitted to the Grand Chapter.  
40  
41 3. The Grand Chapter shall hold such money or property and shall be solely responsible  
42 for the investment of such money or property and the income therefrom; for holding,  
43 selling, and investing the proceeds from the sale of such property; and for the  
44 disbursement of such assets to carry out the intentions of the donor and to carry out the  
45 provisions of such gift, bequest, or donation.  
46  
47 4. The Grand Chapter may, at its sole discretion, set up separate corporations, use existing  
48 corporations, or establish other mechanisms for administering such gifts, bequests, or  
49 donations.  
50

- 1 5. If a corporation is used to administer such gifts, bequests or donations made to an active  
2 Subordinate Chapter, the membership of any board of the corporation shall include at  
3 least one member of the Subordinate Chapter, if state law allows.  
4
- 5 6. In the case of gifts, bequests or donations to a Collegiate Chapter, this section shall be  
6 subject to requirements of the institution at which that Collegiate Chapter is located.  
7

## 8 **BYLAW IV - THE GRAND CHAPTER**

### 9 Section A - Membership

- 10 1. Conclave Delegates  
11 a. When electing a delegate for conclave, each Subordinate Chapter shall elect a  
12 delegate, a first alternate, and a second alternate.  
13 b. If a chapter delegate cannot attend conclave, the first alternate shall become the  
14 delegate. If both the delegate and first alternate cannot attend conclave, the second  
15 alternate shall become the delegate.  
16 c. If a Subordinate Chapter fails to have a delegate at conclave, it may be punished by  
17 chapter probation and a fine of not more than \$250, at the discretion of the Supreme  
18 Council.  
19 d. A Collegiate Chapter delegate shall not be accredited unless the delegate expects  
20 to return to the chapter as an active member for the remainder of the current  
21 calendar year or unless approved by the District Counselor and the Grand  
22 Collegiate Alchemist.  
23 e. A delegate shall not be accredited if the chapter is delinquent in the payment of any  
24 fees due the Grand Chapter. To obtain accreditation, the delegate may pay the  
25 indebtedness or sign a statement that the chapter will meet the indebtedness within  
26 ninety days of the closing date of the conclave. If the delegate signs the statement  
27 and the chapter fails to meet the conditions of the statement, the chapter shall be  
28 placed on probation until the indebtedness is paid or until the indebtedness is  
29 excused by unanimous vote of the Supreme Council.  
30
- 31 2. Professional Representatives  
32 a. The number of Professional Representatives shall be no greater than one-fifth of  
33 the number of active collegiate chapters, rounded to the next higher number. The  
34 number of Professional Representatives shall be determined by the Grand Chapter  
35 at each Conclave.  
36 b. Each Professional Representative shall hold office for a term of no more than two  
37 years, with approximately one-half of the Professional Representatives beginning  
38 their term in any year.  
39 c. Professional Representatives are eligible for reelection.  
40 d. Candidates for Professional Representative shall be selected by August 1.  
41 e. The vitae of nominees, together with statements of their views, shall be accessible  
42 when the ballots are made available.  
43 f. Each year, Professional Representatives will be elected by secret ballot of the active  
44 professional members of the Fraternity. This election shall be held at the time of  
45 the solicitation of professional contributions. Only ballots returned by December  
46 15 will be counted. In the event of a tie between two or more candidates for the  
47 last position to be filled in an annual election, the elected candidate shall be  
48 determined by random drawing.  
49  
50  
51

- 1 g. If an elected Professional Representative is unwilling or unable to serve for any  
2 reason, including failure to remain an active professional member, the Grand  
3 Master Alchemist shall appoint the unelected nominee who received the highest  
4 number of votes in the preceding election to serve as Professional Representative.  
5 h. The Professional Representatives shall elect a chair before the end of January on a  
6 yearly basis.  
7 i. In the event of a vacancy in the office of Professional Representatives with no  
8 available unelected nominees from the previous election cycle, the remaining  
9 Professional Representatives may choose and submit a suitable candidate for  
10 appointment by the Grand Master Alchemist to serve as Professional  
11 Representative.

12  
13 3. District Counselors

- 14 a. The Supreme Council shall solicit recommendations for District Counselor from  
15 the Master Alchemist or President of each chapter. The Master Alchemists and  
16 Presidents shall submit their recommendations to the Grand Collegiate Alchemist  
17 by May 1st of a conclave year. The Supreme Council shall consider these  
18 recommendations before appointment of District Counselors.  
19 b. The District Counselors shall elect a chair within two months of the end of each  
20 conclave. The duties of this individual shall include instructing recently appointed  
21 District Counselors in the duties of their office.

22  
23 Section B - Duties of Grand Chapter Members

- 24  
25 1. Each member of the Grand Chapter should send to the Grand Recorder, at least three  
26 months prior to the conclave, brief statements of proposals they intend to recommend  
27 for conclave action. The Grand Recorder shall summarize and send this information  
28 to all members of the Grand Chapter for consideration.  
29  
30 2. Each chapter delegate shall, at the first business meeting of the chapter following the  
31 conclave, present a report on all important business transacted at the conclave.

32  
33 Section C - Voting

- 34  
35 1. Each voting member of the Grand Chapter shall have one vote on every question that  
36 comes before the Grand Chapter. No individual or subordinate chapter shall have more  
37 than one vote, regardless of the number of positions held, unless otherwise authorized  
38 by a two-thirds vote of the Grand Chapter.  
39  
40 2. The Grand Chapter shall be considered in continuous session.  
41  
42 3. When the Grand Chapter is assembled in conclave, voting shall take place according  
43 to the current edition of *Robert's Rules of Order Newly Revised* or such other rules  
44 adopted by the Grand Chapter for the conclave.  
45  
46 4. When the Grand Chapter is not assembled in Conclave, legislation shall be conducted  
47 as follows:  
48 a. The legislation and an explanation shall be submitted by its maker and seconder to  
49 the Grand Recorder.  
50 b. The Grand Recorder shall distribute the legislation and written explanation to the  
51 members of the Grand Chapter.

- c. Members of the Grand Chapter may submit written comments on the legislation to the Grand Recorder within 45 days from the date of distribution.
- d. If after the comment period, significant disagreement is apparent, the Supreme Council may defer consideration of the legislation to the next Conclave.
- e. If the legislation is not deferred, the Grand Recorder shall distribute a ballot and a copy of each of the comments to each member of the Grand Chapter.
- f. The members of the Grand Chapter shall complete their ballots and return them to the Grand Recorder.
- g. Only ballots returned to the Grand Recorder within 45 days of the date the Grand Recorder distributed the ballots shall be counted.
- h. A quorum shall consist of a majority of the members of the Grand Chapter, as counted by ballots returned to the Grand Recorder within 45 days from the date of distribution, except for the purpose of amending the Constitution, in which case a quorum shall consist of 80% of the members of the Grand Chapter.
- i. Should a quorum of members of the Grand Chapter not be obtained, the legislation shall be included in the old business agenda of the next Conclave.
- j. The Grand Recorder shall publish the legislation and the result of the vote and the Grand Editor shall publish it in official journal.
- k. Amendments to the Constitution or Bylaws approved by the Grand Chapter shall be read, along with an explanation of the amendment by its originator or his representative, at the conclave following their adoption.

#### Section D - Selection of Officers

1. The Grand Chapter Officers, except the Grand Recorder, the Assistant Grand Recorder, and the Grand Health and Safety Officer, shall be elected at regular conclaves of the Grand Chapter by majority vote. They shall be installed at the close of the conclave at which they are elected in accordance with the ritual. They shall hold office until the installation of their successors. Only active professional members may serve on the Supreme Council.
2. The Grand Recorder shall be appointed by the Supreme Council within ten days of the close of Conclave or of a vacancy occurring in office and shall be installed as directed by the Supreme Council.
3. An Assistant Grand Recorder may be appointed by the Supreme Council at such time as deemed desirable and necessary by them. If so appointed, the Assistant Grand Recorder shall hold office until the installation of a successor or until discontinuance of the office by a majority vote of the Supreme Council.
4. The Grand Health and Safety Officer shall be appointed by the Supreme Council within thirty days of the close of Conclave, or of a vacancy occurring in office, and shall be installed as directed by the Supreme Council

#### Section E - Vacancies in Offices

1. The Grand Master Alchemist shall fill, by appointment, with the approval of the Supreme Council, any vacancies that may occur in the other Grand Chapter offices.

- 1           2. When a vacancy occurs in the office of the Grand Master Alchemist, the other Supreme  
2           Council members shall succeed in the order of seniority, which shall be measured by  
3           length of service on the Supreme Council.  
4
- 5           3. Upon the succession of any officer to the office of Grand Master Alchemist, the office  
6           thus made vacant shall be filled by the new Grand Master Alchemist by appointment.  
7
- 8           4. In the event that all of the Supreme Council members become unable to serve, the office  
9           of the Grand Master Alchemist shall be filled by the most immediately available past-  
10          Grand Master Alchemist until an election and installation can be held.  
11

#### Section F – Removal from Office

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- 13
- 14          1. Professional Representatives
- 15           a. Any member of the Fraternity not under a current sanction as defined in BYLAW  
16           II - CONDUCT Section E - Sanctions who believes that a Professional  
17           Representative is not fulfilling their duties or is otherwise behaving in manner  
18           unbecoming to the office, may submit a written request to the Supreme Council to  
19           review the matter, listing specific complaints that the member has about the  
20           Professional Representative in question.
- 21           b. Within 14 days, if the Supreme Council agrees that the complaint is serious enough  
22           to recommend that the Professional Representative be removed from office, they  
23           shall inform the Professional Representative Chair of their recommendation. If the  
24           Supreme Council does not make the recommendation, the Grand Professional  
25           Alchemist shall inform the original complainant of the result and why the complaint  
26           is not moving forward.
- 27           c. Within fourteen (14) days of receiving the notice from the Grand Professional  
28           Alchemist, the Professional Representative Chair shall convene a meeting of the  
29           Professional Representatives. The meeting shall consist solely of the Professional  
30           Representatives and, if necessary, a representative for the respondent.
- 31           d. Following the close of the meeting, the Professional Representatives shall be given  
32           seventy-two (72) hours to transmit their vote to the Professional Representative  
33           Chair. The respondent is not eligible to vote. A two-third's vote of eligible  
34           Professional Representatives in favor of removal will result in the removal of the  
35           respondent from office
- 36           e. The Professional Representative Chair shall notify the Grand Professional  
37           Alchemist of the result of the vote within two (2) days. The Grand Professional  
38           Alchemist shall notify the remainder of the Supreme Council of the result.
- 39           f. If the vote to remove is passed, the respondent Professional Representative shall be  
40           considered formally removed from office on the day that the Grand Professional  
41           Alchemist reports the result to the Supreme Council, or fourteen (14) days after the  
42           conclusion of the vote, whichever comes first.  
43

#### Section G - Committees

- 44
- 45
- 46          1. Nominating - The Grand Chapter shall have a Nominating Committee to solicit  
47          possible candidates for Grand Chapter offices and Professional Representatives, to  
48          review the qualifications of each possible candidate, and, based upon the review,  
49          nominate candidates for each Grand Chapter office and Professional Representative.  
50          The committee shall consist of the immediate past Grand Master Alchemist (ex-officio,

1 non-voting) and five active members willing to serve, who will select a chair amongst  
2 themselves. The committee may nominate more than one person for any office.  
3

- 4 2. Professional Representative - The Grand Chapter shall have a Professional  
5 Representative Committee to coordinate and facilitate the activities of the Professional  
6 Representatives and help them complete their duties. The committee shall consist of  
7 all Professional Representatives and the Grand Professional Alchemist.  
8
- 9 3. Diversity, Equity, and Inclusion – The Grand Chapter shall have a Diversity, Equity,  
10 and Inclusion Committee. The committee will provide diversity, equity, and inclusion  
11 training and materials to the membership; address diversity, equity, and inclusion  
12 concerns across the Fraternity; and promote improved access and inclusion for all  
13 members.  
14
- 15 4. Other Grand Chapter committees may be created by the Supreme Council.  
16

### 17 Section H - Conclaves 18

- 19 1. The Grand Master Alchemist shall give notice in writing of the time and place of a  
20 conclave to all Grand Chapter members at least three months prior to the conclave. For  
21 Grand Chapter members representing subordinate chapters, notice to the subordinate  
22 chapter's Master Alchemist or President shall constitute notice to the representative.  
23
- 24 2. No member of the Grand Chapter shall be absent from any business session of the  
25 Conclave unless excused by the Grand Master Alchemist. Unexcused absentees shall  
26 not receive expense allowances from the Fraternity.  
27
- 28 3. A majority of the members of the Grand Chapter shall constitute a quorum for the  
29 transaction of business, except for the purpose of amending the Constitution, in which  
30 case a quorum shall consist of 80% of the Grand Chapter members.  
31
- 32 4. Proxies are prohibited.  
33
- 34 5. The Grand Recorder shall advise the conclave of the Supreme Council's  
35 recommendations on legislation.  
36
- 37 6. The Grand Chapter Nominating Committee shall recommend nominees for Grand  
38 Chapter offices by January 15 of every Conclave year. The vita of the nominees,  
39 together with statements of their views, shall be published prior to May of each  
40 Conclave year. Other candidates may be nominated by members of the Grand Chapter  
41 either prior to Conclave or from the Conclave floor.  
42
- 43 7. The order of business at the conclave shall be at the discretion of the Grand Master  
44 Alchemist but shall include the following:  
45 a. Roll Call  
46 b. Reports of officers  
47 c. Reports of regular committees  
48 d. Reports of special committees  
49 e. Unfinished business  
50 f. New business  
51 g. Election of officers



- 1 h. Installation of officers
- 2 i. Adjournment
- 3
- 4 8. Conferences of all Professional delegates to consider legislation affecting Professional
- 5 members may be held in connection with the conclaves at the call of the Grand
- 6 Professional Alchemist or of three-fourths of the Professional delegates.
- 7
- 8 9. Expenses of the Grand Chapter Officers, the District Counselors, Grand Chapter
- 9 Committee Chairs, Collegiate and Professional Chapter delegates (or elected
- 10 alternates), Professional Representatives, and invited guests shall be paid from Grand
- 11 Chapter funds to the extent authorized by the Supreme Council.
- 12
- 13 10. The Supreme Council shall manage conclaves.
- 14
- 15 11. All Collegiate delegates at conclave must use the housing accommodations approved
- 16 by the Supreme Council. Any exceptions must be approved by the Supreme Council.
- 17 Professional delegates not using the housing accommodations arranged by the Supreme
- 18 Council may be reimbursed for housing only at the same rate as the delegates who
- 19 participate. Delegates not using the meal plan arranged by the Supreme Council may
- 20 not be reimbursed for meals at the conclave, unless the Supreme Council approves
- 21 another plan for an individual delegate for health or other good reason.
- 22
- 23 12. The following Grand Chapter Conclave Committees shall be appointed by the Grand
- 24 Master Alchemist at least two months prior to the conclave:
- 25 a. Legislative Preparation - to assist the delegates in presenting all conclave motions
- 26 in proper written form for presentation to the Grand Chapter.
- 27 b. Financial Legislation - to prepare or review all legislation regarding fees, dues and
- 28 other Fraternity financial issues and to advise the Grand Chapter on the impact of
- 29 that legislation on the finances of the Fraternity
- 30 c. Constitution and Bylaws - to prepare or review all legislation amending the
- 31 Constitution and Bylaws and to ensure that such legislation is in proper form for
- 32 presentation to the Grand Chapter.
- 33 d. Resolutions - to prepare or review Resolutions of greeting and appreciation for
- 34 presentation to the Grand Chapter.
- 35

#### Section I – Reports and Proceedings

- 36
- 37
- 38 1. Each Grand Chapter Officer shall submit a report of activities to the Grand Recorder at
- 39 the close of each fiscal year.
- 40
- 41 2. The Grand Recorder shall submit the Grand Chapter Officer reports, the record of
- 42 Supreme Council proceedings, activities and meetings, and the report of Grand Chapter
- 43 proceedings to all members of the Grand Chapter at the close of each fiscal year.
- 44
- 45

1 **BYLAW V - SUPREME COUNCIL**

2  
3 Section A - Quorum

4  
5 Three members of the Supreme Council shall constitute a quorum.

6  
7 Section B - Voting

- 8  
9 1. Unless otherwise stated, approval by the Supreme Council shall be considered to mean  
10 approval by a majority of the members of the Supreme Council.  
11  
12 2. Proxies are prohibited.

13  
14 **BYLAW VI - COLLEGIATE CHAPTERS**

15  
16 Section A - Election of Officers

- 17  
18 1. The Reporter, Treasurer, and Alumni Secretary shall be elected for a term of one year.  
19 All other officers shall be elected for a term of no longer than one year.  
20  
21 2. Officers may be reelected.  
22  
23 3. All officers shall serve until the installation of their successors.  
24  
25 4. Vacancies in the Collegiate Chapter offices shall be filled as follows:  
26 a. The Vice Master Alchemist shall succeed the Master Alchemist, and a new Vice  
27 Master Alchemist will be elected.  
28 b. The Recorder shall succeed the Reporter, and a new Recorder will be elected.  
29 c. Where assistant chapter officers are provided by chapter bylaws, the assistant shall  
30 succeed to the higher office, and a new assistant will be elected.  
31 d. Vacancies not otherwise provided for shall be filled by chapter election.  
32 e. The Master Alchemist may appoint a temporary officer to fill a vacancy until a  
33 replacement officer has been elected. This temporary appointment shall not extend  
34 beyond the second chapter meeting after the vacancy occurs.  
35  
36 5. The officers, with the exception of the Alumni Secretary, should be matriculated  
37 students at an institution with which the chapter is associated. The Alumni Secretary,  
38 if a Collegiate member, should be an active member of the chapter.

39  
40 Section B – Committees

41  
42 Each Collegiate Chapter shall have the following standing committees:

- 43  
44 1. Auditing - to consist of the Vice Master Alchemist and two other members of the  
45 chapter appointed by the Master Alchemist. It shall audit the books of the Treasurer at  
46 least once annually and immediately following the Treasurer's installation.  
47  
48 2. Membership - to consist of the Vice Master Alchemist and two collegiate members of  
49 the chapter appointed by the Master Alchemist. It shall investigate the qualifications  
50 of persons proposed for membership and shall report to the chapter those eligible for  
51 membership.

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- 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.
- 4. Conduct – to consist minimally of either:
  - a. no less than 5 active members, including the Health and Safety Officer, appointed as described in chapter bylaws or,
  - b. the Health and Safety Officer, Vice Master Alchemist, Treasurer, Master of Ceremonies, Reporter, and Recorder.

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
  - m. Appointment of committees
  - n. Election of officers
  - o. Installation of officers
  - p. Secret ritual closing

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

## 16 **BYLAW VII - LEADERSHIP CONFERENCES**

### 17 Section A - Regional Leadership Conferences

- 18
- 19
- 20
- 21 1. The Supreme Council may annually authorize a series of Regional Leadership  
22 Conferences to be attended by any member of the Fraternity.  
23
- 24 2. The Grand Recorder shall be responsible for arrangements for housing, meals, meeting  
25 facilities, and instructional or discussion materials to be provided.  
26
- 27 3. The program for a Conference in a specific region shall be arranged by the Grand  
28 Recorder and the District Counselors for all chapters in the region.  
29
- 30 4. The extent to which the Grand Chapter will meet expenses of the conferees shall be  
31 determined by the Supreme Council at least three months prior to any Conference.  
32
- 33 5. The locations of the Regional Conferences shall be determined by the Supreme  
34 Council, upon advice of the District Counselors and the Grand Recorder.  
35

### 36 Section B - District Leadership Conferences

- 37
- 38 1. The District Counselor and the Master Alchemists of the Collegiate Chapters in a  
39 District may arrange for a Leadership Conference in their district whenever desired.  
40
- 41 2. Participants shall be any Alpha Chi Sigma member who wishes to attend and any  
42 invited guests.  
43
- 44 3. The District Counselor shall be responsible for arrangements for housing, meals,  
45 meeting facilities, and instructional or discussion materials.  
46
- 47 4. The locations of the District Conferences shall be determined by the District Counselor  
48 and the Master Alchemists of the chapters in the District.  
49
- 50 5. The method of financing will be determined by the chapters in the District.  
51

- 1 6. With approval of the District Counselor, the District may request financial support from  
2 Grand Chapter funds.  
3

4  
5 **BYLAW VIII - FRATERNITY FINANCE**  
6

7 Section A - Fraternity Fiscal Year  
8

9 The fiscal year of the Grand Chapter shall coincide with the calendar year.  
10

11 Section B - Pledge and Lifetime Membership Fees and Surcharges  
12

- 13 1. Immediately following the Pledge Ceremony, a pledge fee for each candidate shall be  
14 paid directly to the Grand Chapter or, alternatively, shall be collected by the Collegiate  
15 Chapter and forwarded promptly to the Grand Recorder. For each biennium the pledge  
16 fee shall be established by the Supreme Council with the concurrence of the Grand  
17 Chapter. From time to time, the Supreme Council also may assess a mandatory  
18 surcharge on the pledge fee for a period not exceeding two years. The pledge fee is  
19 non-refundable.  
20
- 21 2. a. For each candidate initiated into the Fraternity by an established Collegiate  
22 Chapter of the Fraternity, a lifetime membership fee and applicable surcharge shall  
23 be paid to the Grand Chapter. The fee shall be collected by the Treasurer of the  
24 chapter or paid directly to the Grand chapter.  
25 b. For each biennium the lifetime membership fee shall be established by the Supreme  
26 Council with the concurrence of the Grand Chapter. From time to time, the  
27 Supreme Council also may assess a mandatory surcharge on the lifetime  
28 membership fee for a period not exceeding two years  
29 c. The Treasurer shall forward all fees collected on behalf of the Grand Chapter to the  
30 Grand Recorder prior to the initiation date.  
31
- 32 3. The Supreme Council may set reduced pledge and lifetime membership fees and  
33 specify extended payment schedules for candidates who will become Collegiate  
34 members.  
35
- 36 4. A Collegiate chapter may submit a written petition to the Supreme Council for a waiver  
37 of all or part of pledge and lifetime membership fees and applicable surcharges on  
38 behalf of qualified faculty members at the Collegiate Chapter's institution.  
39

40 Section C - Professional Contributions  
41

- 42 1. The suggested amount of annual voluntary Grand Chapter Contributions for  
43 Professional members shall be fixed by the Supreme Council and shall be solicited by  
44 the Grand Professional Alchemist.  
45
- 46 2. Any member who contributes a sum of money, in an amount chosen by the Supreme  
47 Council, to the Alpha Chi Sigma Reserve Fund shall be designated as a permanent  
48 active Professional member provided the payment of Lifetime membership fees has  
49 been completed. This contribution may be made in a lump sum or in installments of  
50 not less than 10% of the total in addition to annual voluntary Professional  
51 Contributions.

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Section D - Warrant Validation

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

Section E - Special Assessments and Fees

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

Section F - Reimbursements

Reasonable and customary business expenses incurred in and attributable to Fraternity service may be reimbursed from Grand Chapter funds upon authorization of the appropriate Grand Chapter Officer. Requests for such reimbursement must be submitted with appropriate justifying documentation to that authorizing officer within three months of the expenditure and no later than December 31 of that year.

Section G - Ritual and Regalia

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

1 **BYLAW IX - OFFICIAL JOURNAL**

2  
3 Section A - Editors

4  
5 There may be one or more Associate Editors or Assistant Editors of the official journal  
6 appointed by the Grand Editor with the approval of the Supreme Council.

7  
8 Section B - Business Manager

9  
10 The Grand Recorder shall be business manager of the official journal and shall receive and  
11 disburse all monies of the journal.

12  
13 Section C - Distribution

14  
15 The official journal shall be distributed regularly to all members of known address.

16  
17 Section D - Subscription Price

18  
19 The subscription price for non-members shall be determined by the Grand Editor.

20  
21 Section E - Volumes

22  
23 All issues of the official journal published during any one Fraternity fiscal year shall  
24 constitute one volume.

25  
26  
27 **BYLAW X - FRATERNITY JEWELRY**

28  
29 Section A - Official Jewelry

30  
31 The flat-bordered plain badge shall be the standard official badge of the Fraternity. All  
32 other badges, pins, rings, or charms of the same basic design as the flat-bordered plain  
33 badge and buttons or lapel pins in the hexagon shape or the badge with the alchemical  
34 symbol for lead on the face shall comprise the official jewelry of the Fraternity.

35  
36 Section B - Orders

37  
38 Orders for all official jewelry must be placed through the Grand Recorder.

39  
40 Section C - Wearing

41  
42 Official jewelry of the Fraternity may be worn by a member, a member's betrothed, or a  
43 member of the Fraternity member's immediate family.

44  
45 Section D - Order of Altotus

46  
47 The Order of Altotus Jewelry shall be reserved exclusively for the members of the Order.  
48 Upon entry to the Order, the member may choose to be presented with one item of jewelry

1 Section E - Recognition Pins

2  
3 The gold Greek letter recognition button shall be reserved for Professional members, and  
4 the silver Greek letter recognition button shall be reserved for Collegiate members.  
5

6 Section F - Redemption

7  
8 The Grand Recorder shall be empowered to redeem any official badges found in the hands  
9 of unqualified persons, for a value determined from manufacturer's prices.  
10

11 **BYLAW XI - MISCELLANY**

12 Section A – Indemnification

13  
14  
15  
16 The Fraternity shall indemnify any person (or the heirs or personal representatives of such  
17 person) who has served or is serving as a member of the Supreme Council, the Grand  
18 Recorder, Assistant Grand Recorder, Grand Editor, or any other officer or duly elected or  
19 appointed official or employee of the Fraternity designated by the Supreme Council, in the  
20 fulfillment of that person's duties against expenses actually and reasonably incurred by the  
21 individual in connection with the defense of any claim, action, suit, or proceeding resulting  
22 therefrom, to the extent permitted by law, upon determination by the Supreme Council that  
23 the indemnification is proper in each specific case. The right of indemnification shall not  
24 be exclusive of other rights to which the individual may be entitled as a matter of law.  
25

26 Section B - Parliamentary Authority

27  
28 In matters of parliamentary procedure not otherwise covered by this Constitution and  
29 Bylaws, the most recent edition of *Robert's Rules of Order Newly Revised* shall be  
30 considered authoritative.  
31

32 Section C - Editing of Constitution or Bylaws

33  
34 The Supreme Council shall be empowered to change the wording of adopted Grand  
35 Chapter legislation, without changing the meaning, if necessary to bring it into conformity  
36 with the accepted standards of English and consistent terminology.  
37

38 **BYLAW XII - AMENDMENTS**

39  
40  
41 These Bylaws may be amended, but not in violation of any provision of the Restated  
42 Articles of Incorporation or of the Constitution, by a two-thirds majority of the Grand  
43 Chapter members voting. No amendment may be adopted in conclave unless presented in  
44 conclave at least one day preceding its consideration.



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