

# Alpha Chi Sigma Constitution & Bylaws



2012-2014

**23 August 2012**

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

It was adopted by unanimous vote of the Grand Chapter at the 40th Biennial Conclave of the Fraternity in August 1990. Amendments adopted by the Grand Chapter through the 50th Biennial Conclave have been incorporated. The edited wording of the document was approved by unanimous vote of the Supreme Council, Proposition 4412, on 23 August 2012.

Patrick J. Johanns, AΘ '81  
Grand Recorder

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

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**RESTATED ARTICLES OF INCORPORATION**  
**of**  
**ALPHA CHI SIGMA FRATERNITY**

A Wisconsin Nonstock Corporation  
Filed May 31, 1967

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

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

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# CONSTITUTION

## ARTICLE I - GENERAL ORGANIZATION

### Section A - Objects

The Objects of this Fraternity shall be:

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

### Section B - Membership

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

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

5  
6 Section C - Chapters

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

15  
16 Section D - Ancient Customs

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

27  
28 **ARTICLE II - THE GRAND CHAPTER**

29  
30 Section A - Membership

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

41  
42 Section B - Jurisdiction and Duties

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



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

10  
11 Section C - Officers  
12

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

23 Section D - Duties of the Grand Chapter Officers  
24

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

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

13 Section E - Conclaves  
14

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

21 **ARTICLE III - SUPREME COUNCIL**  
22

23 Section A - Membership  
24

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

29 Section B - Jurisdiction and Duties  
30

31 The Supreme Council is empowered to:  
32

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

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

## 7 **ARTICLE IV - COLLEGIATE CHAPTERS**

### 8 Section A - Establishment

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

### 21 Section B - Chapter Identification

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

### 31 Section C - Jurisdiction and Duties

32  
33 The Collegiate Chapters shall:

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

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

#### 10 Section D - Officers

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

#### 19 Section E - Duties of Officers

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

- 1           5. The Treasurer shall:
  - 2           a. Be responsible for the collection and disbursement of the chapter monies.
  - 3           b. Keep a systematic financial record of the chapter finances.
  - 4           c. Report on the chapter's finances upon the request of the Master Alchemist, the
  - 5           Grand Recorder, the District Counselor, or the Supreme Council.
  - 6           d. Submit to the Supreme Council, the District Counselor and Chapter Advisor a
  - 7           standardized financial statement of the chapter's financial condition including a
  - 8           detailed report of delinquencies.
  - 9
- 10          6. The Master of Ceremonies shall:
  - 11          a. Organize and supervise all chapter ceremonial activities except the Professional
  - 12          Recognition Ceremony and Professional Induction Ceremony.
  - 13          b. Be responsible for the safekeeping and good condition of the regalia entrusted to
  - 14          the chapter.
  - 15          c. Keep and account for all copies of the ritual lent to the chapter and be responsible
  - 16          to the Grand Chapter for them.
  - 17
- 18          7. The Alumni Secretary shall:
  - 19          a. Assist the chapter in its professional activities.
  - 20          b. Gather and preserve the historical data of the chapter and make an annual report
  - 21          to the Grand Historian.
  - 22          c. Solicit information from alumni for the official journal of the
  - 23          Fraternity.
  - 24          d. Report promptly all changes of address of chapter alumni to the Office of the
  - 25          Grand Recorder.
  - 26          e. May assist the Master Alchemist in familiarizing new chapter officers with their
  - 27          duties.
  - 28

Section F - Chapter Advisor

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

Section G - Conclave Delegates

Each Collegiate Chapter shall send a delegate to each conclave.

**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.

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- 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.

Section E - Officers

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

Section F - Conclave Delegates

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

**ARTICLE VI - DISTRICT ORGANIZATION**

Section A - Districts

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

Section B - District Counselors

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

1 Section C - Duties

2  
3 The duties of the District Counselor shall be: to maintain close contacts with the chapters  
4 in the district, acting as an advisor on behalf of the Supreme Council; to visit each  
5 chapter in the district at least once each year or designate a representative to make the  
6 visit; to preside over district meetings; and to place on probation, subject to the approval  
7 of the Supreme Council, any chapter in the district which fails to comply with Fraternity  
8 requirements. The District Counselor shall attend conclaves and vote on Grand Chapter  
9 legislation and shall be a nonvoting ex officio member of all policy-determining  
10 committees of each Collegiate Chapter in the district.

11  
12  
13 Section D - District Meetings

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

20  
21 Section E - District Committees

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

25  
26 **ARTICLE VII - PROFESSIONAL REPRESENTATIVES**

27  
28 Section A - Qualifications

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

31  
32 Section B - Duties

33  
34 Each Professional Representative shall:

- 35 1. Serve as a member of the Grand Chapter, including attending conclaves, providing  
36 representation for professional branch members at-large.  
37 2. Aid in the transition of Collegiate members to the Professional Branch.  
38 3. Engage in fraternal activities for the good of the order.  
39 4. Report to the Grand Chapter and the Grand Professional Alchemist when requested.  
40

41  
42 **ARTICLE VIII - ORDER OF ALTOTUS**

43  
44 The Order of Altotus shall consist of all past Grand Master Alchemists, except those  
45 removed from office, and other specially chosen active Professional members.

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47 **ARTICLE IX - RITUAL**

48  
49 Section A - Official Ritual

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

5 Section B - Extraordinary Sessions  
6

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

14 **ARTICLE X - JOURNAL**

15 Section A - The Official Journal  
16

17 The Fraternity shall publish a journal to be issued at least four times annually. It shall be  
18 called "THE HEXAGON OF ALPHA CHI SIGMA."  
19

20 Section B - Editor  
21

- 22
- 23 1. The editor of the official journal shall be designated the Grand Editor.
  - 24
  - 25 2. The Grand Editor shall be appointed by and serve at the discretion of the Supreme  
26 Council.  
27

28 **ARTICLE XI - BYLAWS**  
29

30 The Grand Chapter shall adopt Bylaws that supplement, interpret, and are in accord with  
31 this Constitution.  
32

33 **ARTICLE XII - AMENDMENTS**  
34

35 This Constitution may be amended in either of two ways.  
36

- 37 1. By a three-fourths affirmative vote of the Grand Chapter, or
- 38
- 39 2. During a conclave, by a three-fourths affirmative vote of the Grand Chapter members  
40 registered at the conclave, the vote being held no sooner than one day following the  
41 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 and must have the certification of the Chapter Advisor regarding the candidate's professional qualifications.
- 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

- 1 certify that they know the candidate personally. A four-fifths majority of the  
2 active chapter members present must approve the nomination by secret ballot. If  
3 the chapter approves the nomination, it shall be submitted to the Supreme  
4 Council, where a unanimous vote is required for ratification.
- 5 c. The chapter that approved the candidate's nomination for membership shall  
6 initiate the candidate.
- 7
- 8 4. No person's nomination for membership shall be voted on more than twice during any  
9 one Grand Chapter fiscal year.
- 10
- 11 5. Membership in Alpha Chi Sigma precludes membership in any other national  
12 professional chemistry fraternity.
- 13
- 14 6. A person may be pledged in the first half of the first college year.
- 15
- 16 7. If a pledge changes to a curriculum in which the requirements for initiation cannot be  
17 satisfied, that person shall be dropped from the pledge roll.
- 18
- 19 8. The procedure for withdrawal of an invitation to membership shall be:
- 20 a. Any chapter member, at a regular meeting of the chapter, may move the  
21 withdrawal of an invitation to membership for reasons involving dishonorable  
22 conduct, consistent scholastic failure, lack of interest in the Fraternity, or injury to  
23 the Fraternity if the person is initiated.
- 24 b. At least seven days prior to the meeting at which a vote on the motion will be  
25 taken, the chapter shall give all of its active members written notice that a motion  
26 to withdraw an invitation to membership is pending and the time and place of the  
27 meeting.
- 28 c. A one-third vote of the ballots cast by active members shall be necessary for the  
29 withdrawal of an invitation to membership.
- 30 d. Members unavoidably absent from the meeting at which the vote will be held may  
31 submit their ballots to the Recorder prior to the meeting.
- 32
- 33 9. No person shall be initiated into the Fraternity until having complied with at least one  
34 of the following conditions:
- 35 a. Be in at least the second college year in the study of chemistry and be without  
36 condition in any current college work.
- 37 b. Have completed, with college credit allowed, four semester courses or six quarter  
38 courses in college chemistry and be without condition in any current college  
39 work.
- 40 c. Be in the second semester or third quarter of the first college year, and rank in the  
41 upper forty percent of the class in all chemistry courses undertaken, and be  
42 without condition in any current college work.
- 43
- 44 10. No pledge shall be initiated before paying either the entire required lifetime  
45 membership fee or one-half of the installment lifetime membership fee as specified  
46 elsewhere in these Bylaws.
- 47

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

49

- 50 1. Except as described below, a member becomes a member of the Collegiate Branch  
51 upon:

- 1 a. Initiation into a Collegiate Chapter,
- 2 b. Reaffiliation with a Collegiate Chapter, as reported by that chapter to the Grand
- 3 Recorder.
- 4
- 5 2. A. member becomes a member of the Professional Branch upon:
- 6 a. Initiation as a Professional member,
- 7 b. Report of transfer from a Collegiate Chapter by that chapter to the Grand
- 8 Recorder,
- 9 c. Passage of one academic year during which the member's chapter fails to report
- 10 the member as being active in the chapter,
- 11 d. Acceptance by the member of an elected or appointed position in the Fraternity
- 12 that requires that the member be in the Professional Branch.
- 13
- 14 3. A Collegiate member who, after one year of membership, changes curricula to one
- 15 which does not lead to a degree in chemistry, or who wishes to withdraw from the
- 16 Collegiate Branch, may, upon payment of the balance of financial obligations to the
- 17 Fraternity, become a member of the Professional Branch.
- 18
- 19 4. Any member who is unable to pay in full any indebtedness to the Collegiate Chapter
- 20 at the time of transfer to Professional status shall sign a note, payable to the chapter,
- 21 for the unpaid balance with interest as the chapter directs. Failure to sign such a note
- 22 for any unpaid balance at the date of transfer shall be considered prima facie evidence
- 23 of disloyalty to the Fraternity.
- 24
- 25 5. Each Collegiate Chapter shall sponsor an official ceremony for the purpose of
- 26 recognizing a member's transfer into the Professional Branch when that member
- 27 leaves the Collegiate Branch of the Fraternity.
- 28
- 29 6. Disputes or conflicts regarding membership in the Collegiate Branch shall first be
- 30 raised with the Chapter Advisor or the District Counselor, who shall report
- 31 unresolved disputes to the Grand Collegiate Alchemist for final resolution.
- 32
- 33 7. Only members of the Professional Branch may perform the Professional Induction
- 34 Ceremony. Collegiate members may not observe or participate other than as
- 35 candidates. The Grand Master of Ceremonies may grant exceptions to this restriction
- 36 on specific occasions.
- 37
- 38 8. The chapter Reporter shall notify the Grand Recorder when a Collegiate member
- 39 becomes a Professional member.
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Section C-- Expulsion - (Collegiate and Professional)

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1. Expulsion of a member upon the revocation of a charter: When a charter is suspended or revoked, the Grand Collegiate Alchemist, if the chapter was a Collegiate Chapter, or the Grand Professional Alchemist, if the chapter was a Professional Chapter, shall make a complete investigation to determine the responsibility for the incidents leading to the suspension or revocation of the charter. If the Grand Collegiate Alchemist or the Grand Professional Alchemist determines that any member has committed any act which warrants expulsion, the Grand Collegiate Alchemist or Grand Professional Alchemist shall present a complete record of the case, with recommendations, to the Supreme Council. The member in question may be expelled by a unanimous vote of the Supreme Council.
  
2. Expulsion for failure to meet financial obligations: Any member who fails to meet Lifetime Membership fee obligations in full within the time period required at initiation shall be notified of the remaining obligation by the Grand Recorder and informed that failure to pay shall constitute grounds for expulsion from the Fraternity. If the member then fails to meet the outstanding obligation, the Grand Recorder shall propose expulsion in a written report to the Supreme Council, a copy of which shall be mailed to the member. A unanimous vote of the Supreme Council shall be necessary for expulsion of the member.
  
3. General expulsion procedures for Collegiate members
  - a. A Collegiate member may submit written, signed charges against a member to the Master Alchemist, who shall read them at the next regular meeting of the chapter.
  - b. The Master Alchemist shall appoint a member of the chapter to conduct the prosecution. The member bringing the charges shall act as prosecuting witness.
  - c. The accused member may select two members of the chapter to conduct the defense.
  - d. The Recorder shall notify in writing every active member of the chapter of the time of the trial.
  - e. The accused member shall be tried not sooner than at the next regular chapter meeting following that at which the charges were read. The Master Alchemist shall preside at the trial, unless accused, in which case the Vice Master Alchemist shall preside.
  - f. After the evidence has been heard, the active members of the chapter shall vote by secret ballot for acquittal or conviction. A three-fourths vote of all active members of the chapter for conviction shall result in a recommendation for expulsion.
  - g. If the vote recommends expulsion, the Reporter shall send copies of the proceedings to the Grand Collegiate Alchemist and the District Counselor. The Grand Collegiate Alchemist shall summarize the proceedings and make a personal recommendation to the Supreme Council. The Supreme Council may, by a unanimous vote, expel the member.

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

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## **BYLAW II - SUBORDINATE CHAPTER RELATIONS WITH THE GRAND CHAPTER**

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### Section A - Procedures for Chartering Collegiate Chapters

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

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

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

- 16
- 17 1. Five or more Professional members residing in the same locality and holding meetings  
18 may notify the Grand Recorder of their activities. Upon receipt of notice, the Grand  
19 Recorder shall be authorized to designate such a local organization as a "Professional  
20 Group" and to list the group in the Fraternity directory. The Grand Professional  
21 Alchemist may approve District Counselor visitation.
- 22
- 23 2. The following procedure shall be followed in the petitioning, approval, and installation of  
24 new Professional Chapters or for reactivation of chapters that have had their charter  
25 revoked:
  - 26
  - 27 a. In order to be eligible to petition to become a Professional Chapter, an  
28 organization must have been designated as a Professional Group for at least six  
29 (6) consecutive months and consist of at least eight(8) active members.
  - 30 b. If a Professional Group desires to become a Professional Chapter, the  
31 organization shall submit a written request for permission to petition.
  - 32 c. When a Professional Group requests permission to petition, the Grand Master  
33 Alchemist, or a designated representative, shall visit the organization.
  - 34 d. After the visit, the Grand Master Alchemist, or the designated representative, shall  
35 prepare a recommendation on the request to petition.
  - 36 e. The request for permission to petition and the Grand Master Alchemist's  
37 recommendation shall be submitted to the Supreme Council, which shall decide  
38 by majority vote whether to permit a formal petition by the organization.
  - 39 f. The request to petition and the Grand Master Alchemist's recommendation shall  
40 be submitted to the Supreme Council, which shall decide by majority vote  
41 whether to grant the request.
  - 42 g. If the Supreme Council grants the organization permission to petition, the  
43 organization shall submit a petition to the Grand Recorder. The petition shall be  
44 directed to "The Supreme Council of Alpha Chi Sigma." The form of the petition  
45 and its contents shall be established through consultation between the petitioning  
46 organization and a designated representative of the Supreme Council.
  - 47 h. If the Supreme Council approves the petition by majority vote, it shall issue a  
48 charter and install the organization as a new Professional Chapter.
  - 49

1 Section C - Probation

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

21 Section D - Suspension

- 22
- 23 1. A chapter failing to comply with Fraternity law may have its charter suspended by
- 24 majority vote of the Supreme Council.
- 25
- 26 2. A subordinate chapter that has had its charter suspended shall cease to operate as or
- 27 be recognized as an active chapter of the Fraternity.
- 28
- 29 3. A chapter's suspension shall be for a stated period of time within the discretion of the
- 30 Supreme Council.
- 31
- 32 4. At the end of the stated time period, the suspension will be lifted and one of the
- 33 following actions shall be taken:
- 34
- 35 a. The chapter will be returned to full active status by a majority vote of the
- 36 Supreme Council.
- 37 b. The chapter will be placed on probation by a majority vote of the Supreme
- 38 Council.
- 39 c. The chapter's charter will be revoked by a unanimous vote of the Supreme
- 40 Council.
- 41

42 Section E - Inactive Chapters

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

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

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

10 Section F - Gifts, Bequests and Donations

11

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

37 **BYLAW III - THE GRAND CHAPTER**

38

39 Section A - Membership

40

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



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

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

10  
11 2. Professional Representatives

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

35  
36 3. District Counselors

- 37  
38 a. The Supreme Council shall solicit recommendations for District Counselor from  
39 the Master Alchemist or President of each chapter. The Master Alchemists and  
40 Presidents shall submit their recommendations to the Grand Collegiate Alchemist  
41 by May 1st of a conclave year. The Supreme Council shall consider these  
42 recommendations before appointment of District Counselors.
- 43 b. The District Counselors shall elect a chair within two months of the end of each  
44 conclave. The duties of this individual shall include instructing recently  
45 appointed District Counselors in the duties of their office.
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Section B - Duties of Grand Chapter Members

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

Section C - Voting

1. Each voting member of the Grand Chapter shall have one vote on every question that comes before the Grand Chapter. No individual or subordinate chapter shall have more than one vote, regardless of the number of positions held.
2. The Grand Chapter shall be considered in continuous session.
3. When the Grand Chapter is assembled in conclave, voting shall take place according to the current edition of *Robert's Rules of Order Newly Revised* or such other rules adopted by the Grand Chapter for the conclave.
4. When the Grand Chapter is not assembled in Conclave, legislation shall be conducted as follows:
  - a. The legislation and an explanation shall be submitted by its maker and seconder to the Grand Recorder.
  - b. The Grand Recorder shall distribute the legislation and written explanation to the 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           1. The Grand Chapter Officers, except the Grand Recorder and Assistant Grand  
2           Recorder, shall be elected at regular conclaves of the Grand Chapter by a majority  
3           vote. They shall be installed at the close of the conclave at which they are elected in  
4           accordance with the ritual. They shall hold office until the installation of their  
5           successors. Only active professional members may serve on the Supreme Council.  
6
- 7           2. The Grand Recorder shall be appointed by the Supreme Council within ten days of  
8           the close of conclave, shall be installed as directed by the Supreme Council and shall  
9           hold office until the installation of a successor.  
10
- 11          3. An Assistant Grand Recorder may be appointed by the Supreme Council at such time  
12          as deemed desirable and necessary by them. If so appointed, the Assistant Grand  
13          Recorder shall hold office until the installation of a successor or until discontinuance  
14          of the office by a majority vote of the Supreme Council.  
15



1 4. Each permanent Grand Chapter committee shall include at least one Professional  
2 Representative.

3  
4 Section H - Conclaves  
5

- 6 1. The Grand Master Alchemist shall give notice in writing of the time and place of a  
7 conclave to all Grand Chapter members at least three months prior to the conclave.  
8 For Grand Chapter members representing subordinate chapters, notice to the  
9 subordinate chapter's Master Alchemist or President shall constitute notice to the  
10 representative.  
11
- 12 2. No member of the Grand Chapter shall be absent from any business session of the  
13 Conclave unless excused by the Grand Master Alchemist. Unexcused absentees shall  
14 not receive expense allowances from the Fraternity.  
15
- 16 3. A majority of the members of the Grand Chapter shall constitute a quorum for the  
17 transaction of business, except for the purpose of amending the Constitution, in which  
18 case a quorum shall consist of 80% of the Grand Chapter members.  
19
- 20 4. Proxies are prohibited.  
21
- 22 5. The Grand Recorder shall advise the conclave of the Supreme Council's  
23 recommendations on legislation.  
24
- 25 6. The Grand Chapter Nominating Committee shall recommend nominees for Grand  
26 Chapter offices at least six months prior to Conclave. The vita of the nominees,  
27 together with statements of their views, shall be published prior to May of each  
28 Conclave year. Other candidates may be nominated by members of the Grand  
29 Chapter either prior to Conclave or from the Conclave floor.  
30
- 31 7. The order of business at the conclave shall be at the discretion of the Grand Master  
32 Alchemist but shall include the following:  
33 a. Roll Call  
34 b. Reports of officers  
35 c. Reports of regular committees  
36 d. Reports of special committees  
37 e. Unfinished business  
38 f. New business  
39 g. Election of officers  
40 h. Installation of officers  
41 i. Adjournment  
42
- 43 8. Conferences of all Professional delegates to consider legislation affecting  
44 Professional members may be held in connection with the conclaves at the call of the  
45 Grand Professional Alchemist or of three-fourths of the Professional delegates.  
46
- 47 9. Expenses of the Grand Chapter Officers, the District Counselors, Grand Chapter  
48 Committee Chairs, Collegiate and Professional Chapter delegates (or elected  
49 alternates), Professional Representatives, and invited guests shall be paid from Grand  
50 Chapter funds to the extent authorized by the Supreme Council.  
51

- 1 10. The Supreme Council shall manage conclaves.  
2  
3 11. All Collegiate delegates at conclave must use the housing accommodations approved  
4 by the Supreme Council. Any exceptions must be approved by the Supreme Council.  
5 Professional delegates not using the housing accommodations arranged by the  
6 Supreme Council may be reimbursed for housing only at the same rate as the  
7 delegates who participate. Delegates not using the meal plan arranged by the  
8 Supreme Council may not be reimbursed for meals at the conclave, unless the  
9 Supreme Council approves another plan for an individual delegate for health or other  
10 good reason.  
11  
12 12. The following Grand Chapter Conclave Committees shall be appointed by the Grand  
13 Master Alchemist at least two months prior to the conclave:  
14 a. Legislative Preparation - to assist the delegates in presenting all conclave motions  
15 in proper written form for presentation to the Grand Chapter.  
16 b. Financial Legislation - to prepare or review all legislation regarding fees, dues  
17 and other Fraternity financial issues and to advise the Grand Chapter on the  
18 impact of that legislation on the finances of the Fraternity  
19 c. Constitution and Bylaws - to prepare or review all legislation amending the  
20 Constitution and Bylaws and to ensure that such legislation is in proper form for  
21 presentation to the Grand Chapter.  
22 d. Resolutions - to prepare or review Resolutions of greeting and appreciation for  
23 presentation to the Grand Chapter.  
24

25 Section I – Reports and Proceedings  
26  
27  
28

- 29 1. Each Grand Chapter Officer shall submit a report of activities to the Grand Recorder  
30 at the close of each fiscal year.  
31  
32 2. The Grand Recorder shall submit the Grand Chapter Officer reports, the record of  
33 Supreme Council proceedings, activities and meetings, and the report of Grand  
34 Chapter proceedings to all members of the Grand Chapter at the close of each fiscal  
35 year.  
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1 **BYLAW IV - SUPREME COUNCIL**

2  
3 Section A - Quorum

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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  
10 mean approval by a majority of the members of the Supreme Council.  
11  
12 2. Proxies are prohibited.

13  
14 **BYLAW V - 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  
19 year. 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  
30 shall 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 temporary officers to fill vacancies until the  
33 next meeting of the chapter, when an election shall be held.  
34  
35 5. The officers, with the exception of the Alumni Secretary, should be matriculated  
36 students at an institution with which the chapter is associated. The Alumni Secretary,  
37 if a Collegiate member, should be an active member of the chapter.  
38

39 Section B - Committees

40  
41 Each Collegiate Chapter shall have the following standing committees:

- 42  
43 1. Auditing - to consist of the Vice Master Alchemist and two other members of the  
44 chapter appointed by the Master Alchemist. It shall audit the books of the Treasurer  
45 at least once annually and immediately following the Treasurer's installation.  
46  
47 2. Membership - to consist of the Vice Master Alchemist and two collegiate members of  
48 the chapter appointed by the Master Alchemist. It shall investigate the qualifications  
49 of persons proposed for membership and shall report to the chapter those eligible for  
50 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.

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
- 7. A member who moves to another institution where a chapter of the Fraternity exists may become a member of this chapter if desired. Before affiliating that member, the new chapter shall ascertain his status of membership from the former chapter and



1 from the Grand Recorder. Any disputes shall be referred to the Grand Collegiate  
2 Alchemist for resolution. A member can be an active member of only one collegiate  
3 chapter at a time.  
4

- 5 8. A Collegiate Chapter shall not incorporate, nor shall it own any real property for the  
6 purpose of providing housing for its members or producing rental income. Housing  
7 Corporations may not be formed on behalf of subordinate chapters without the  
8 approval of the Supreme Council. Such Housing Corporations are separate and  
9 distinct from the Alpha Chi Sigma Fraternity. Members of Alpha Chi Sigma residing  
10 in chapter houses should not be voting officers or voting members of the Board of  
11 Directors of the housing corporation.  
12

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14 **BYLAW VI - LEADERSHIP CONFERENCES**

15 Section A - Regional Leadership Conferences  
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- 17  
18 1. The Supreme Council may annually authorize a series of Regional Leadership  
19 Conferences to be attended by any member of the Fraternity.  
20  
21 2. The Grand Recorder shall be responsible for arrangements for housing, meals,  
22 meeting facilities, and instructional or discussion materials to be provided.  
23  
24 3. The program for a Conference in a specific region shall be arranged by the Grand  
25 Recorder and the District Counselors for all chapters in the region.  
26  
27 4. The extent to which the Grand Chapter will meet expenses of the conferees shall be  
28 determined by the Supreme Council at least three months prior to any Conference.  
29  
30 5. The locations of the Regional Conferences shall be determined by the Supreme  
31 Council, upon advice of the District Counselors and the Grand Recorder.  
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33



1 members of a new or reactivated collegiate chapter within three years of the  
2 establishment or reactivation of that chapter.

- 3  
4 4. A Collegiate chapter may submit a written petition to the Supreme Council for a  
5 waiver of all or part of pledge and lifetime membership fees on behalf of qualified  
6 faculty members at the Collegiate Chapter's institution.

7  
8 Section C - Professional Contributions

- 9  
10 1. The suggested amount of annual voluntary Grand Chapter Contributions for  
11 Professional members shall be fixed by the Supreme Council and shall be solicited by  
12 the Grand Professional Alchemist.  
13  
14 2. Any member who contributes a sum of money, in an amount chosen by the Supreme  
15 Council, to the Alpha Chi Sigma Reserve Fund or House Fund shall be designated as  
16 a permanent active Professional member provided the payment of Lifetime  
17 membership fees has been completed. This contribution may be made in a lump sum  
18 or in installments of not less than 10% of the total in addition to annual voluntary  
19 Professional Contributions.

20  
21 Section D - Warrant Validation

- 22  
23 1. Any Grand Chapter Officer may sign warrants for Fraternity funds.  
24  
25 2. The Supreme Council shall, by proposition, establish limits above which warrants  
26 shall require the signature of two or more authorized persons. These limits shall not  
27 be less than \$1,000 nor more than \$5,000.  
28  
29 3. The Supreme Council may bond, in an amount it deems appropriate, any of the  
30 persons authorized to sign warrants, or any employee handling Fraternity accounts or  
31 funds. The bond shall be made payable to the Fraternity, in case of default. The cost  
32 of carrying the bond shall be borne by the Fraternity.

33  
34 Section E - Special Assessments and Fees

35  
36 Assessments and fees as determined and approved by the Supreme Council for special  
37 purposes not otherwise covered in the Constitution and Bylaws shall not become binding  
38 upon individual chapters until approved by a majority vote of the Grand Chapter.

39  
40 Section F - Reimbursements

41  
42 Application for reimbursement for expenses incurred in Fraternity service shall be  
43 presented to the appropriate Grand Chapter Officer no later than six months following  
44 such expenditures or prior to January 15 of the year following such expenditures,  
45 whichever is earlier. When leaving office, officers shall submit a full accounting for  
46 reimbursement at the time of transferring the offices to their successors.

47  
48 Section G – Expense Allotments

1 The Supreme Council may establish annual allotments for Grand Chapter Officers for  
2 miscellaneous expenses related to their offices. The total annual allotments shall not  
3 exceed 0.5% of the Grand Chapter budget for the previous year.  
4

5  
6 Section H - Ritual and Regalia  
7

- 8 1. A complete set of regalia shall be furnished free of charge to a new chapter on the  
9 date of installation.  
10  
11 2. Regalia articles not subject to normal depreciation, as determined by the District  
12 Counselor, shall be replaced at chapter expense.  
13  
14 3. A fine not to exceed \$50 shall be levied against any chapter or member of the  
15 Fraternity responsible for the loss of a copy of the ritual. The fine for the loss of any  
16 section of the ritual shall be \$5.  
17  
18 4. A Collegiate Chapter, with the permission of the Grand Master of Ceremonies, may  
19 purchase for the Grand Chapter up to a complete second set of regalia for exclusive  
20 use by that Collegiate Chapter. All copies of the ritual and all regalia shall remain the  
21 property of the Grand Chapter.  
22

23 Section I – Debt Liability  
24

25 Neither the Grand Chapter nor any of its members shall be liable for debts incurred by  
26 subordinate chapters or individual members of the Fraternity.  
27  
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30 **BYLAW VIII - OFFICIAL JOURNAL**  
31

32 Section A - Editors  
33

34 There may be one or more Associate Editors or Assistant Editors of the official journal  
35 appointed by the Grand Editor with the approval of the Supreme Council.  
36

37 Section B - Business Manager  
38

39 The Grand Recorder shall be business manager of the official journal and shall receive  
40 and disburse all monies of the journal.  
41

42 Section C - Distribution  
43

44 The official journal shall be distributed regularly to all members of known address.  
45

46 Section D - Subscription Price  
47

48 The subscription price for non-members shall be determined by the Grand Editor.  
49

50 Section E - Volumes  
51

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

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**BYLAW IX - FRATERNITY JEWELRY**

Section A - Official Jewelry

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

Section B - Orders

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

Section C - Wearing

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

Section D - Order of Altotus

The Order of Altotus jewelry shall be reserved exclusively for members of the Order. Upon entry to the Order, the member will be presented with one item of jewelry.

Section E - Recognition Pins

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

Section F - Redemption

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

**BYLAW X - MISCELLANY**

Section A - Indemnification

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

Section B - Parliamentary Authority

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

Section C - Editing of Constitution or Bylaws

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

**BYLAW XI - AMENDMENTS**

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

