



Alpha Chi Sigma Fraternity

Professional in the Chemical Sciences

MANUAL OF PROCEDURE MASTER ALCHEMIST



Manual of Procedure | Master Alchemist

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The role of the Master Alchemist (MA) is the first of the eight required officer roles established in Article IV, Section D of the Constitution. Within the Fraternity, your title is Master Alchemist. Outside the Fraternity, you should be identified as the president of your chapter. You are responsible for the welfare and organization of your chapter.

Eligibility and Election

Bylaw VI states that the person elected to this role shall be elected for a term of no longer than one year and must be a matriculated student at the institution with which the chapter is affiliated. In addition, it provides that if the MA leaves office during their term, the Vice Master Alchemist (VMA) will succeed the MA and then an election will be held to replace the Reporter.

Some institutions have additional requirements that apply to all officers in recognized student organizations. If institutional policy conflicts with fraternity policy, accommodations can be made to ensure that the chapter's needs are met and that the chapter remains compliant with local rules.



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Duties

Be the executive officer of the chapter:

You are responsible for all the duties that usually pertain to the office of president. A true leader will participate, not dominate; guide by suggestion and example, not demand. Accept the fact that some of the ideas of others may be superior to yours and that by using them you will share the credit. Accurate records should be kept of all activities to aid future officers. You should ensure that the officers of the chapter should meet with the advisor prior to the beginning of each semester to schedule major activities and plan an approximate budget.

Preside at Chapter Meetings:

Schedule regular meetings, not less frequently than twice each month, preferably weekly. The same time of day on the same day of the week is best. On some campuses, no one time will be found suitable to all Brothers. In such cases, it is better to try to find two different meeting times that can be alternated so every active chapter member is able to attend at least one. Provided the meetings are regularly scheduled and properly announced, the MA should be reluctant to excuse anyone from attendance except for good cause. Inconvenience is not a good cause. It is also your duty to enforce the attendance requirements as described by your chapter bylaws. Voting privileges should be determined prior to the regular chapter meeting. Keep meetings brief. This may be accomplished by preparing an agenda, which should be shared in advance. Bylaw VI, Section C(6) suggests a default order of business for meetings. Remember, as the executive officer you must remain objective at all times. If you feel, however, that your opinion is essential to the proceedings, you must turn the meeting over to the VMA.

Special meetings for things like inviting new members or chapter elections should be scheduled as far in advance as possible – and never with less than one week's notice. Don't try to accomplish in chapter meetings what should be handled by committees. A good MA should check in with each officer and committee chairman before meetings and only call on those who have something to report. Important reports should be in writing, duplicated and distributed prior to the meeting if possible. Be sure to either share correspondence from outside the chapter or ensure that all chapter members have received it.



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Commit to memory the parts of the ritual assigned to the MA:

Secret ritual parts for opening and closing meetings and for initiation ceremonies must be committed to memory. Like all ritual, they should not be read and they especially should not be put into any digital form. The MA plays a central role in the performance of initiation and has much to prepare for. A month before initiation is scheduled is not too soon to start learning your part.

Appoint such committees as necessary for the efficient operation of the chapter:

It is your privilege to appoint all working committees of the chapter and to select for these appointments those whom you feel will accomplish your objectives. You are a non-voting, ex officio member of all committees and share in the planning of all chapter activities. There are four committees required by Bylaw VI Section B: Finances, Membership, Budget, and Conduct. Many Chapters also form an Executive Committee consisting of the officers of the chapter and the chairs of each standing committee. Other committees may be required to meet the needs of your chapter, such as one to plan a particular activity.

Be responsible for the condition of the chapter and the proper discharge of the duties of its officers:

There are few specific tasks required of the MA, yet they are ultimately responsible for everything. The success of the chapter will depend on the ability of the MA to delegate responsibility to the respective officers and committee chairs. The MA should be aware of progress made and if necessary, reassign responsibilities. Use the Executive Committee to maintain this organization.

Be responsible for the vote of the chapter in the Grand Chapter during the period between conclaves:

The Grand Chapter consists of the MA of every collegiate chapter, the President of every professional chapter, each District Counselor, each Professional Representative, and each member of the Supreme Council. At Conclave, chapters are represented by accredited delegates. Votes on proposed changes in the Constitution and Bylaws, charter approvals and other Grand Chapter business may be requested by the Grand Chapter. The MA should bring these matters to the attention of the chapter and should secure the majority opinion before casting the chapter's vote or before instructing the Conclave delegate.



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Correspondence

The MA should make certain that prompt action is taken when required by correspondence on the part of the MA, any other chapter officer or the chapter in general. The MA will receive most communication from the National Office and the District Counselor. The MA will generally be copied on those items intended for other chapter officers or members of the chapter. The MA should ensure that they've been seen and addressed by their primary recipient. Although the MA is not specifically required to prepare any reports, except in emergency situations, the responsibility of seeing that others file their required reports on time rests with the MA.

Meeting with the Chapter Advisor

The Chapter Advisor should be your contact with other faculty members and the school administration. They are your best resource in obtaining permission, advice, and support within your University. Every effort should be made to involve the Chapter Advisor as much as possible in chapter operations. Regular meetings should be scheduled to keep the Chapter Advisor informed regarding chapter activities and to obtain the benefit of the Chapter Advisor's advice or suggestions. The Chapter Advisor must be invited but not obligated or expected to attend all chapter meetings and other functions. To the extent possible, the Chapter Advisor should be present at all meetings of the Executive Committee.

Working with your District Counselor

Your District Counselor is your link to the Grand Chapter. Their role is to help your chapter succeed and to help keep you connected to the chapters and professionals in your district. They should be a member of your chapter email list and any other forum/method you use for group communication. They (or a representative from the District Committee) should visit your chapter at least once a year. Although the District Counselor should be invited to attend initiation and any special event hosted by the chapter, you should realize that only one trip per year may be possible. The District Counselor's visit is a business call. Before the District Counselor arrives, there are a number of tasks the Master Alchemist and other chapter officers should complete to assure a satisfactory visit and a complete District Counselor report to the Supreme Council:

- Arrange for a meeting with the entire chapter. This can be a social event if time will permit.
- Arrange for a meeting with the Executive Committee and the Chapter Advisor or with each individually.
- Be sure any reports the District Counselor may wish to see have been completed.
- If the District Counselor visits at the time of an initiation, arrange as much as possible of the preceding items. Also be sure that the ritual is performed in such a manner that the District Counselor has a chance to visit each part.



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Visits from Grand Chapter Officers and Other Professionals

When possible, the members of the Supreme Council (Grand Master Alchemist, Grand Collegiate Alchemist, Grand Professional Alchemist and Grand Master of Ceremonies) or Grand Chapter Officers (Grand Recorder, Grand Health and Safety Officer, and Assistant Grand Recorder) try to visit chapters during the academic year. Sometimes these visits are because they have other business in the area and sometimes, they are there specifically to visit the chapter. The Master Alchemist should make whatever arrangements are requested for meetings with the chapter, the chapter officers, the Chapter Advisor, faculty, or other administrative officers of the school. Beyond conducting necessary business, the officer will likely want to meet socially with the members so that they can get to know the full character of your chapter.

Meeting your Successor

The final responsibility of the Master Alchemist is to meet with the elected successor to discuss this Manual of Procedure and the responsibilities it describes, as well as the Alpha Chi Sigma Constitution and Bylaws and your chapter's bylaws. The MA-elect should be made aware of any pending or unfinished business, both within the chapter and the Grand Chapter. The outgoing MA should arrange a meeting where all officers may discuss their duties and become aware of those of the other officers. Make sure that all account logins and passwords are handed off from each officer to their successor. You and the treasurer should work together to ensure that your respective successors have been added to any financial accounts and have access to the chapter's money. It is often wise to include the Chapter Advisor on those accounts in the event that this handover is forgotten and you are no longer available to help do so.



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Describing your Role

Many people are not familiar with professional fraternities and may not properly understand the work you do as the Master Alchemist. Even though they're more familiar with a "chapter president," the unique nature of our brotherhood still leaves much to be said. I've included two short sample descriptions of the role to help you communicate the skills learned in this position and the contributions you've made to your university community.

Resume/CV summary:

I serve as the chief executive officer of the chapter, leading meetings, coordinating officers and committees, overseeing chapter operations, and ensuring compliance with fraternity and university requirements. I work closely with advisors, district leadership, and chapter members to plan activities, manage organizational priorities, represent the chapter in Grand Chapter matters, and promote the chapter's long-term success.

One Paragraph Summary:

As Master Alchemist, I serve as the chief executive officer and president of the chapter, providing leadership, overseeing chapter operations, and ensuring that officers, committees, and members work together effectively to achieve the organization's goals. I preside over chapter meetings, coordinate planning and budgeting, appoint and support committees, maintain communication with advisors and fraternity leadership, represent the chapter in Grand Chapter matters, and help foster a productive, engaged, and responsible chapter community while preserving continuity for future leaders.