



Alpha Chi Sigma Fraternity

Professional in the Chemical Sciences

MANUAL OF PROCEDURE MASTER ALCHEMIST



Manual of Procedure | Master Alchemist

Description

Within the Fraternity, your title is Master Alchemist (MA). Outside the Fraternity, you should be identified as the president of your chapter. You are responsible for the welfare and organization of your chapter.

Duties

Executive Officer - You are responsible for all of the duties that usually pertain to the office of president. 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 an ex officio member of all committees and share in the planning of all chapter activities. Accurate records should be kept of all activities in order to aid future officers. 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. 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 Vice Master Alchemist. Bylaw VI, Section B of the Constitution & Bylaws describes the following standing committees of each chapter. You should be familiar with these committees and their responsibilities:

- Auditing Committee
- Membership Committee
- Budget Committee
- 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. You can save much time during your chapter meetings by having regular meetings of the Executive Committee. Executive Committee meetings should be open to all Alpha Chi Sigma members; however, only Executive Committee members may vote. The Executive Committee should meet prior to the beginning of the semester, inviting the Chapter Advisor to attend, and should discuss which activities and functions are necessary and desirable in order to make rough financial plans to guide the Budget Committee. A calendar of professional and social activities should be made at this time. The Executive Committee should meet regularly throughout the semester, perhaps before regular chapter meetings.



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Preside at Meetings - In order to preside, meetings must be called and held. Schedule regular meetings and 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. Don't rule out Sunday as a time for meetings. Provided the meetings are regularly scheduled and properly announced, the Master Alchemist 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. Use Bylaws VI, Section C. 6. as a guide, but some items come up only occasionally:

1. Call to order
2. Secret ritual opening
3. Roll call
4. Reading of minutes
5. Reports of officers
6. Reading of correspondence
7. Reports of regular committees
8. Reports of special committees
9. Unfinished business
10. New business
11. Proposals for membership
12. Election to membership
13. Appointment of committees
14. Election of officers
15. Installation of officers
16. Secret ritual closing

Items 11 through 15 should be handled in Special Meetings at which these topics may be the major or only items of business. Special meetings should be scheduled as far in advance as possible but never with less than one week's notice. Don't try to accomplish in chapter meetings what should be handled by committees. A good Master Alchemist should check in with each officer and committee chairman before meetings and only call on those who have something to report. Reports should be in writing, duplicated and distributed prior to the meeting if possible. Only correspondence that requires action needs to be read. Other correspondence can be made available otherwise.



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Commit Ritual Parts to Memory - Secret ritual parts for opening and closing meetings and for initiation ceremonies must be committed to memory. A month before initiation is scheduled is not too soon to start learning your part.

Responsible for the Condition of the Chapter - The success of the chapter will depend on the ability of the Master Alchemist to delegate responsibility to the respective officers and committee chairmen. The Master Alchemist should be aware of progress made and if necessary, reassign responsibilities. Use the Executive Committee to maintain this organization.

Responsible for the Chapter's Vote in Grand Chapter Activities - The Grand Chapter consists of the Master Alchemist 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 Master Alchemist 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.

Correspondance - The Master Alchemist should make certain that prompt action is taken when required by correspondence on the part of the Master Alchemist, any other chapter officer or the chapter in general. The Master Alchemist frequently receives copies of items intended for other chapter officers or other members of the chapter. The Master Alchemist should distribute these items as promptly as possible. Although the Master Alchemist is not specifically required to prepare any reports, except in emergency situations, the responsibility of seeing that others file the required reports on time rests with the Master Alchemist.

Meet 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 and advice within your University. Every effort should be made to involve the Chapter Advisor as much as possible in chapter operations. Regular conferences 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.



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Visits by the District Counselor - Your District Counselor should visit your chapter at least once each year. Although the District Counselor should be informed about and invited to attend any special event hosted by the chapter in addition to all initiations, 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:

1. Arrange for a meeting with the entire chapter. This can be a social event if time will permit.
2. Arrange for a meeting with the Executive Committee and the Chapter Advisor or with each individually.
3. Be sure any reports the District Counselor may wish to see have been completed.
4. 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 point.

Visits by National Officers - Should any member of the Supreme Council (Grand Master Alchemist, Grand Collegiate Alchemist, Grand Professional Alchemist and Grand Master of Ceremonies) be able to visit the chapter during the academic year, the Master Alchemist should make whatever arrangements are requested for meetings with the chapter, the chapter officers, the Chapter Advisor, faculty or administrative officers of the school or other persons in the community with whom the chapter is conducting business. If possible, a luncheon, dinner or reception should be scheduled in honor of and at the convenience of the visiting Supreme Council member. Visits by the Grand Recorder should receive similar treatment, but most frequently such visits are for specific purposes and often are at the request of the chapter to deal with some problem. The same would apply to visits by the Assistant Grand Recorder.

Meet with your Successor - The final responsibility of the Master Alchemist is to meet with the elected successor to discuss this Manual of Procedures and the responsibilities it describes, as well as the chapter bylaws. The Master Alchemist-elect should be made aware of any pending or unfinished business, both within the chapter and the Grand Chapter. The outgoing Master Alchemist should arrange a meeting where all officers may discuss their duties and become aware of those of the other officers.