



Alpha Chi Sigma Fraternity

Professional in the Chemical Sciences

# MANUAL OF PROCEDURE VICE MASTER ALCHEMIST



# Manual of Procedure | Vice Master Alchemist

## Description

The Vice Master Alchemist (VMA) has three extremely important functions in the chapter. In each member's collegiate chapter experience, the Vice Master Alchemist represents the beginning, as pledge educator; the middle, as vice president; and the end, as the person responsible for ensuring a smooth transition into the Professional Branch. In addition, the Vice Master Alchemist is responsible for auditing in the chapter.

## Duties

**Vice President** – The Vice Master Alchemist must be fully prepared to serve as Master Alchemist in their absence. Therefore, the Vice Master Alchemist must be keep completely informed regarding all chapter affairs and must know the areas of responsibility of all officers of the chapter. This duty may not be delegated.

**Pledge Educator** – As pledge educator, the Vice Master Alchemist is responsible for the pledges' interaction with the Fraternity. The purposes, significance in the chemical community, origins, scope and goals of the Fraternity should be communicated to the pledges. To a large extent, the respect with which the pledges regard the chapter will be a direct reflection of the performance of the Vice Master Alchemist. It is the responsibility of the Vice Master Alchemist to secure from each pledge the information for the Pledge Report Form before or immediately following the pledge ceremony. This information should be turned over to the Reporter who will complete and submit the Pledge Report Form to the National Office. To become an acceptable member of the chapter, the pledge must participate in the functions and activities of the chapter and must meet all obligations – financial, professional and social. Hazing in any form is unacceptable. The Vice Master Alchemist may have a committee that may delegate some responsibilities to other members of the Chapter, but the Vice Master Alchemist is ultimately responsible.

**Member of the Membership (Rush) Committee** – Although rush is every Brother's responsibility, the Vice Master Alchemist should be a member of the Rush Committee and may be its chairman. A separate section of this manual deals with rush, pledging and initiation.



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**Chairperson of the Auditing Committee** – The books of the Treasurer should be audited at least twice during each academic year, according to the Bylaws, and before the installation of the new Treasurer. Chapters operating a house should perform a separate audit for the house books. The results of the audit should be filed with the National Office as soon as the audit is completed. The audit is conducted to assure the present Treasurer and members of the chapter that the finances are in order and therefore should not be neglected. It would be advisable to end the auditing period on a specific date. Any transactions after the end date should be included in the next audit to avoid confusion. Follow this auditing process:

1. Assemble the Auditing Committee and obtain the entire set of records kept by the Treasurer for the period being audited. This should include all receipts and statements from accounts, investments, etc. and any journals kept. The Treasurer should not be present during the audit but should be available for clarification.
2. Obtain a copy of the Audit and Statement of Finances, detailing the income and expenditures in the categories as listed on the form. It may be necessary to create subcategories for clarity. Submit those details on appended sheets.
3. With the information about starting and ending balances, income and expenditures, validate that all money is accounted for.
4. If expenditures do not justify the income received, look for the source of auditing error and correct it.
5. Visually inspect all receipts and statements to insure they are in proper order.
6. Send the audit form to the National Office after the appropriate signatures have been collected.

**Professional Branch Induction** – The Vice Master Alchemist is responsible for arranging the ceremony that elevates collegiate Brothers to the Professional Branch. The Vice Master Alchemist also is responsible for filing a Professional Branch Induction form. This is an important responsibility and should not be put off until the last moment. Typically, members are transferred to the Professional Branch due to graduation, but there may be other reasons for a member to enter the Professional Branch. Professional pledge candidates enter the Professional Branch upon initiation and therefore do not go through the Professional Recognition Ceremony or Part I of the Professional Induction Ceremony. For these candidates, Part II of the Professional Induction Ceremony, which introduces the new professional Brother to the chapter, should be performed as soon as possible after the initiation ceremony. The Professional Recognition Ceremony and Part II of the Professional Induction Ceremony are in the Ritual binder.



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### **Meet with Your Successor**

When your term of office is complete, the Vice Master Alchemist should meet with his or her successor and be sure that the responsibilities with regard to pledges, chapter operations, auditing and transferring members to the Professional Branch are understood.