



Alpha Chi Sigma Manual of Procedures Professional Representatives

Created 2022

This manual shall be reviewed every biennium and updated as needed.

The role of Professional Representative is established by Article VII of the Constitution. The Professional Representatives along with the Grand Professional Alchemist are members of the Professional Representative Committee as established in Bylaw IV Section F.

Appointment

Per Bylaw IV Section A:

- a. The number of Professional Representatives shall be no greater than one-fifth of the number of active collegiate chapters, rounded to the next higher number. The number of Professional Representatives shall be determined by the Grand Chapter at each Conclave.
- b. Each Professional Representative shall hold office for a term of no more than two years, with approximately one-half of the Professional Representatives beginning their term in any year.
- c. Professional Representatives are eligible for reelection.
- d. Candidates for Professional Representative shall be selected by August 1
- e. The vitae of nominees, together with statements of their views, shall be accessible when the ballots are made available.
- f. Each year, Professional Representatives will be elected by secret ballot of the active professional members of the Fraternity. This election shall be held at the time of the solicitation of professional contributions. Only ballots returned by December 15 will be

counted. In the event of a tie between two or more candidates for the last position to be filled in an annual election, the elected candidate shall be determined by random drawing.

Replacing Vacancies

Per Bylaw IV Section A, 2, g

If an elected Professional Representative is unwilling or unable to serve for any reason, including failure to remain an active professional member, the Grand Master Alchemist shall appoint the unelected nominee who received the highest number of votes in the preceding election to serve as Professional Representative.

Per Bylaw IV Section A, 2, i

In the event of a vacancy in the office of Professional Representatives with no available unelected nominees from the previous election cycle, the remaining Professional Representatives may choose and submit a suitable candidate for appointment by the Grand Master Alchemist to serve as Professional Representative.

Qualifications

Professional Representatives must be active professional members of the Fraternity. Per Article I Section B of the constitution "Active Professional Members are those who pay annual voluntary Professional Contributions or have been designated a permanent active Professional Member."

Duties

Per Article VII Section B of the Constitution, the duties of the professional representatives are as follows:

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

General Procedures:

1. Reporting Structure
 - a. The Professional Representatives fall under the jurisdiction of the Supreme Council, with the first line of contact being the GPA.
2. Onboarding

- a. Ensure that AGR creates an email address (@alphachisigma.org) if one does not already exist.
- b. Ensure that PR is able to log into Google account, access email and shared drive.
- c. Ensure new PRs are added to regular PR meeting invitation(s).
- d. Ensure PR directory is updated on website and in Hexagon.
- e. Request business cards from the National Office.
- f. Meet and greet session with PR chair and/or GPA if desired.
- g. Ensure that new PR's complete the Fraternity Diversity, Equity, and Inclusion training within six months of taking office.
- h. Ensure that new PR's review the PR Manual of Procedures

3. PR Chair

- a. The Professional Representatives shall vote to elect a committee chair annually.
 - i. Nominations for the PR chair open at the October meeting.
 - ii. Nominations close at the end of the December meeting.
 - iii. The PR chair election is to be held at the end of the January meeting, after which the newly elected chair immediately assumes the office for a full year term.
- b. The PR Chair shall name a Vice Chair to serve as Chair in their absence
 - i. The Vice Chair shall assume the role of Chair in the event that the Chair is no longer able to serve.
- c. The PR Chair is responsible for scheduling and conducting regular meetings of the Professional Representatives and ensuring that proper minutes are recorded and distributed to the PRs, GPA, and Grand Historian in a timely manner following each meeting.
- d. The PR Chair is responsible for ensuring that the PR's review the Manual of Procedure once per biennium.
- e. The PR Chair may be asked to represent the Professional Representatives at Supreme Council meetings.
- f. The PR Chair is the point of contact for onboarding newly elected PRs.
- g. The PR Chair is expected to hold regular meetings with the GPA.
- h. Any PR may make a motion, which requires a second, to hold a vote of no confidence in the Chair:
 - i. The motion must be taken up immediately.
 - ii. The Vice Chair shall preside over discussion of the motion.
 - iii. Debate will continue on the motion until a motion to close is seconded and agreed to.
 - iv. Votes by the PRs will be by secret ballot, conducted over e-mails sent to the Vice Chair.
 - v. A two-thirds majority of those voting, rounded up to the nearest whole number, is required to pass the no confidence motion.
- i. If the no confidence vote passes, the Chair is relieved of their position and the Vice Chair immediately assumes the role as Chair.

4. Meetings
 - a. For matters requiring a vote, a quorum, defined as two-thirds of the total number of PRs, are required to be present at the meeting.
5. PR Reports
 - a. In order to fulfill Article VII Section B Part 2 of the Constitution, each PR is expected to complete an annual report on their activities prior to the Summer Supreme Council meeting. See Appendix for sample report.
6. Ongoing Requirements
 - a. Maintain active professional membership status per Article I Section B of the constitution during the entire term of office.
 - b. PRs are required to use their assigned Alpha Chi Sigma email address for fraternity related communications and check the account regularly.
 - c. Attend a majority of regularly scheduled committee meetings unless otherwise agreed upon by the GPA and/or GMA.
 - d. Attend diversity, equity and inclusion training as required by the Supreme Council.
7. Recommended Activities - Professional Representatives are encouraged to participate in the following activities as opportunities arise.
 - a. Contribute to the Double Bond newsletter.
 - b. Assist the GPA in organizing and attending Alpha Chi Sigma luncheons at ACS and AIChE meetings.
 - c. Assist the GPA in coordinating and executing fundraising drives.
 - d. Serve on National and District committees.
 - e. Maintain open lines of communication with the Supreme Council, District Counselors, and other fraternity volunteers.
 - f. Maintain visibility with collegiate chapters by attending initiations, district conclaves, and virtual or in-person events.
 - g. Act as an advocate and sounding board for professional members regardless of geographic location or professional group/chapter affiliation.
 - h. Maintain active membership in a Professional Group or Chapter.
 - i. Assist in performing Professional Induction Ceremonies.
 - j. Establish and maintain contact with graduating collegiate members and provide them with information on becoming involved in the professional branch.
 - k. Assist with professional chapter and group expansion efforts.
 - l. Organize professional development events.

Removal from Office

Per Bylaw IV Section F: Professional Representatives

1. Any member of the Fraternity not under a current sanction as defined in Bylaw II, Section E who believes that a Professional Representative is not fulfilling their duties or is otherwise behaving in manner unbecoming to the office, may submit a written request to the Supreme Council to

review the matter, listing specific complaints that the member has about the Professional Representative in question.

2. Within 14 days, if the Supreme Council agrees that the complaint is serious enough to recommend that the Professional Representative be removed from office, they shall inform the Professional Representative Chair of their recommendation.
 - a. If the Supreme Council does not make the recommendation, the Grand Professional Alchemist shall inform the original complainant of the result and why the complaint is not moving forward.
3. Within fourteen (14) days of receiving the notice from the Grand Professional Alchemist, the Professional Representative Chair shall convene a meeting of the Professional Representatives. The meeting shall consist solely of the Professional Representatives and, if necessary, a representative for the respondent.
4. Following the close of the meeting, the Professional Representatives shall be given seventy-two (72) hours to transmit their vote to the Professional Representative Chair. The respondent is not eligible to vote.
 - a. A two-third's vote of eligible Professional Representatives in favor of removal will result in the removal of the respondent from office
5. The Professional Representative Chair shall notify the Grand Professional Alchemist of the result of the vote within two (2) days. The Grand Professional Alchemist shall notify the remainder of the Supreme Council of the result.
6. If the vote to remove is passed, the respondent Professional Representative shall be considered formally removed from office on the day that the Grand Professional Alchemist reports the result to the Supreme Council, or fourteen (14) days after the conclusion of the vote, whichever comes first.

Appendix

Sample Report

2021 Report of the Professional Representative
July 16, 2021

The first half of 2021 has been interesting as a Professional Representative, and I am thoroughly enjoying being able to serve the Fraternity and represent Professional Members At-Large. The COVID-19 pandemic has continued to necessitate safety precautions and limited many in-person activities on both the Collegiate and Professional levels during the Spring of 2021. Zoom and Discord provided platforms to maintain a level of involvement during that time. Since May, I have had the opportunity to interact with several professional and collegiate brothers in person and am striving to assist the South Central District Counselor with re-infusing life into the Alpha Sigma and Beta Eta chapters. Below I outline my Goals as a Professional Representative during this biennium, list efforts that have been made to date in accomplishing those goals, summarize where efforts stand at this point, and outline my future plans for the 2021-2022 Academic year.

Goals:

- Promote the establishment of a Central Arkansas/Arkansas Professional Group.
- Connect with a professional brother, to act as a point of contact, in the Dallas/Fort Worth Metroplex and aid in establishing a DFW Professional Group or Chapter.
- Connect with professional brothers, professional groups, and professional chapters.
- Offer professional development opportunities to collegiate chapters.
- Serve on the South Central District Committee and provide assistance as needed.

Efforts to Date:

- Attended the South Central District Conclave (with PR Lib Morgan) and attended the Northwest/Southwest joint District Conclave on March 6, 2021, to discuss the professional branch with attendees using the Professional Branch PowerPoint developed by the GPA.
- Attended Beta Eta's Virtual Induction Ceremony on February 12, 2021, and Alpha Sigma's Virtual Induction Ceremony on February 13, 2021.
- Emails and letters were sent to brothers in the Central Arkansas/Arkansas area inviting them to attend a Zoom meeting on April 1, 2021, at 7:00 pm. Seven brothers attended that initial meeting. A second meeting was to be held May 27, 2021, at 7:00 pm, but due to a personal issue, reminders did not go out and the meeting did not occur.
- Attended the Alpha Sigma/Beta Eta joint virtual initiation on April 10, 2021, and played part 8 due to need.
- Discussed the professional branch at Alpha Sigma's Alumni Night Zoom event on April 17, 2021.
- Discussed Chemists Celebrate Earth Day resources with a representative of the Delta Beta Chapter.
- Alpha Sigma and Beta Eta were hit particularly hard by the COVID-19 pandemic. Both chapters have struggled to induct and initiate new members during the last 1.5 years, especially Beta Eta. I have worked with the SCDC to provide assistance to both of these chapters.

- I met with Beta Eta officers, Faculty Advisor, and University of North Texas faculty on March 21, 2021, and on May 4, 2021, to determine if there were ways in which I could help. We were able to share ideas and identify communications that the students could pursue to aid in getting the word out about the chapter.
- The SCDC and I hosted a retreat for Alpha Sigma and Beta Eta June 4th – 6th of 2021 at my home in Conway, AR. 10 people were in attendance. The chapter members developed plans and solidified some ideas to work on to encourage individuals to induct and initiate into their chapters.
- Hosted Zoom meetings with Alpha Sigma and Beta Eta Alumni.

Summary:

My activity thus far has been primarily associated with the South Central District. I have had the opportunity to reconnect with Alpha Sigma and Beta Eta alumni and have made the first efforts in developing a Central Arkansas/Arkansas Professional Group. I have met with current Alpha Sigma and Beta Eta collegiate members, as a representative of the South Central District Committee, to assist in identifying ways that I, and perhaps other professionals, could help those groups post-pandemic establish a more vibrant chapter. Lastly, when an opportunity presents itself, I have taken the opportunity to inform members and potential members of the benefits of Alpha Chi Sigma and the Professional Branch of the organization.

Future Plans:

- Set up an in-person meeting for Central Arkansas/Arkansas Professional Brothers in the hopes of establishing a Professional Group.
- Continue to work with Alpha Sigma / Beta Eta members and meet with faculty at the respective universities in hopes of improving student/professional relationships to revitalize those chapters.
- Identify a Professional Brother in the DFW Metroplex to be the point person for contact and then develop a mailing and meeting to bring brothers together. The goal would be to establish a group or chapter in the DFW area.
- Continue to offer assistance to the SCDC in whatever capacity needed.
- Offer chapters a point of contact for professional development opportunities, service ideas, etc.

I am looking forward to the next year and a half as a Professional Representative and hope to continue efforts to make contributions that benefit our brotherhood.

Yours in the Double Bond,



Faith Yarberry, Alpha Sigma '92