

Alpha Chi Sigma Constitution & Bylaws

2022

**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, BF '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.**

©Copyright

2012

**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.

Table of Contents

RESTATED ARTICLES OF INCORPORATION

..... 3

CONSTITUTION.....
..... 7

ARTICLE	I	-	GENERAL	ORGANIZATION
.....			7	Section A - Objects
				7 Section
B		-		Membership
.....				7 Section C -
Chapters				8
Section	D	-	Ancient	Customs

..... 8

ARTICLE	II	-	THE	GRAND	CHAPTER
.....				8	Section A - Membership
.....					8 Section B -
Jurisdiction and Duties					8
Section			C		-
Officers.....					9
Section	D	-	Duties	of	the
.....				9	Section E - Conclaves
.....					10

ARTICLE	III	-	SUPREME	COUNCIL
.....			10	Section A - Membership
.....				10 Section B -
Jurisdiction and Duties				10

ARTICLE	IV	-	COLLEGIATE	CHAPTERS
.....			11	Section A - Qualifications
.....				11 Section B -
Chapter Identification				11
Section	C	-	Jurisdiction	and
.....				11 Section D - Officers
.....				12 Section
E - Duties of Officers				
12	Section	F	-	Chapter
.....				13 Section G -
Conclave Delegates				13

ARTICLE	V	-	PROFESSIONAL	CHAPTERS
.....			13	Section A - Qualifications
.....				13 Section B -
Membership				13
Section	C	-	Chapter	Identification
.....				14 Section D - Jurisdiction
and Duties				14 Section E -
Officers				14
Section	F	-	Conclave	Delegates
.....				14

ARTICLE	VI	-	DISTRICT	ORGANIZATION
.....	14	Section	A	- Districts
.....				14 Section
B - District Counselors				
14	Section	C	-	Duties
.....				15 Section
D - Chairman.....				Error! Bookmark not defined.
.....	Section	E	-	District Meetings
.....				15
Section F - District Committees				
.....				15

ARTICLE	VII	-	PROFESSIONAL	REPRESENTATIVES
.....	15	Section	A	- Qualifications
.....				15 Section B -
Duties				15
Section C - Chairman				Error! Bookmark not defined.

ARTICLE VIII - ORDER OF ALTOTUS	15
.....	

ARTICLE	IX	-	RITUAL
.....	15	Section	A -
Official Ritual			15
Section	B	-	Extraordinary Sessions
.....			16

ARTICLE	X	-
JOURNAL		16
Section	A	- The HEXAGON
.....		16 Section B - Editor
.....		16

ARTICLE XI - BYLAWS	16
.....	

ARTICLE XII - AMENDMENTS

..... 16

BYLAWS

. 17

ARTICLE 1 - MEMBERSHIP PROCEDURES

..... 17 Section A - Election to Membership
..... 17 Section B - Transfer
Between Collegiate and Professional Branches 18 Section
C-- Expulsion - (Collegiate and Professional)
20

ARTICLE 2 - SUBORDINATE CHAPTER RELATIONS WITH THE GRAND CHAPTER

21 Section A - Procedures for Chartering Collegiate Chapters
..... 21 Section B - Procedures for Chartering
Professional Chapters 22 Section C - Probation
..... 23 Section D
- Inactive Chapters
23 Section E - Gifts, Bequests and Donations
..... 24

ARTICLE 3 - THE GRAND CHAPTER

..... 24 Section A - Membership
..... 24 Section B -
Duties of Grand Chapter Members 25
Section C -
Voting..... 26
Section D - Selection of Officers
..... 26 Section E - Vacancies
in Offices 28 Section F -
Removal of Officers 28
Section G - Committees
..... 28 Section H -
Conclaves 29
Section I - Miscellaneous
..... 30

ARTICLE 4 - SUPREME COUNCIL

..... 31 Section A - Quorum

.....	31	Section
B - Voting.....		
31		

ARTICLE	5	-	COLLEGIATE	CHAPTERS
.....			31	Section A - Election of Officers
.....			31	Section B -
Committees				31
Section	C	-	Miscellaneous	Chapter Procedures
.....				32

ARTICLE	6	-	LEADERSHIP	CONFERENCES
.....			33	Section A - Regional Leadership
Conferences			33	Section B - District
Leadership Conferences				34

ARTICLE	7	-	FRATERNITY	FINANCE
.....			34	Section A - Pledge and
Lifetime Membership Fees			34	Section B -
Professional Contributions				35
Section	C	-	Warrant	Validation
.....				35 Section D - Special
Assessments and Fees				35 Section
E - Reimbursements				
35	Section	F	-	Ritual and Regalia
.....				36

ARTICLE	8	-	THE	HEXAGON
.....			36	Section A - Editors
.....				36 Section
B - Business Manager				
36	Section	C	-	Distribution
.....				36 Section D -
Subscription Price				36
Section	E	-		Volumes
.....				36

ARTICLE	9	-	FRATERNITY	JEWELRY
.....			37	Section A - Official Jewelry

.....	37	Section B -	
Orders	37		
Section		C	- Wearing
.....	37		Section
D - Order of Altotus			
37		Section	E - Recognition Pins
.....	37		Section F -
Redemption	37		

ARTICLE	10	-	MISCELLANEOUS
.....			37 Section A -
Indemnification			37
Section	B	-	Parliamentary Authority
.....			38 Section C - Editing of
Constitution or Bylaws.....			38

ARTICLE 11 - AMENDMENTS

..... 39

CONSTITUTION 1 2 ARTICLE I - GENERAL ORGANIZATION 3 4 Section A - Objects 5 6

The Objects of this Fraternity shall be: 7 8 1. To bind its members with a tie of true and lasting friendship. 9 10 2. To strive for the advancement of chemistry both as a science and as a profession. 11 12 3. To aid its members by every honorable means in the attainment of their ambitions as 13 chemists throughout their mortal lives. 14 15 Section B -

Membership 16 17 1. Classification of Members - The members of this Fraternity shall be of two types. 18 a. Collegiate members are those who are enrolled as members of Collegiate 19 Chapters and have been in a degree-granting program within the past 12 months. 20 Active Collegiate members shall be as reported by each Collegiate Chapter. All 21 Collegiate members are collectively to be known as the Collegiate Branch. 22 b. Professional members are those who are not Collegiate members. Active 23 Professional Members are those who pay annual voluntary Professional 24 Contributions or have been designated a permanent active Professional Member. 25 All Professional members are collectively to be known as the Professional 26 Branch. 27 c. A member may not be simultaneously in the Collegiate Branch and the 28 Professional Branch. 29 d. The Grand Collegiate Alchemist may make individual exceptions to a member's 30 Branch status

when deemed in the best interest of a Collegiate Chapter. 31 32 2. Qualifications for Membership - 33 a. A candidate for Collegiate membership shall be a student of chemistry who 34 intends to pursue a career in pure or applied chemistry. 35 b. A candidate for Professional membership shall either have at least a bachelor's 36 degree in chemistry or be a properly qualified chemist. 37 c. Reference to chemistry and chemists in connection with membership 38 qualifications shall be interpreted as including chemists, chemical engineers, and 39 members of allied professions in which chemistry predominates. 40 d. A candidate for membership shall be professionally acceptable to the Grand 41 Chapter. 42 e. Membership shall not be restricted on any other basis. 43 44 3. Initiation - Candidates elected to membership shall be initiated according to the 45 official Fraternity ritual. 46 47 4. Membership for Life - Every member shall be granted the privileges of the Fraternity, 48 and shall assume the obligations of membership, for life. 49 50

7

5. Expulsion - Any member may be expelled for violating the oath of membership, for 1 dishonorable or improper conduct, for neglecting to meet indebtedness to the 2 Fraternity, for disloyalty to the Fraternity, or when that person's membership becomes 3 injurious to the Fraternity. 4 5 Section C - Chapters 6 7 1. Classification of Chapters - The chapters of this Fraternity shall be of three types. 8 a. The Grand Chapter 9 b. Collegiate Chapters 10 c. Professional Chapters 11 12 2. The Collegiate Chapters and Professional Chapters shall be subordinate to the Grand 13 Chapter. 14 15 Section D - Ancient Customs 16 17 1. The ancient customs of this Fraternity shall consist of: 18 a. The Objects of the Fraternity. 19 b. The qualifications for membership. 20 c. The insignia of the order, which shall be the badge of membership, the colors, the 21 flower, and the coat of arms, as described in the ritual. 22 d. The means of recognition of the order, which shall consist of outward signs (a 23 dialogue, a handclasp, a knock, and a whistle), as described in the ritual. 24 25 2. The ancient customs of this Fraternity shall never change. 26 27 **ARTICLE II - THE GRAND**

CHAPTER 28 29 Section A - Membership 30 31 1. The Grand Chapter shall consist of the Grand Chapter officers, the District 32 Counselors, the Professional Representatives, and the Master Alchemist of each 33 active Collegiate Chapter and the President of each active Professional Chapter, or in 34 conclave each accredited delegate. 35 36 2. Each member

of the Grand Chapter, except the Grand Recorder and the Assistant 37 Grand Recorder, shall be a voting member of the Grand Chapter. The voting 38 members of the Grand Chapter shall be the Corporate Voting Members of Alpha Chi 39 Sigma Fraternity, Inc. 40

41 Section B - Jurisdiction and Duties 42 43 1. The Grand Chapter shall: 44 a. Make laws for governing the Fraternity and guiding its members in the attainment 45 of the Objects of the Fraternity. 46 b. Elect the Supreme Council. 47 c. Perpetuate the Fraternity and plan for its expansion. 48 d. Meet in conclaves. 49 e. Fix and assess pledge fees and lifetime membership fees. 50 f. Establish the Fraternity ritual. 51

8

g. Maintain an Alpha Chi Sigma Reserve Fund for the purpose of receiving 1 contributions and other monies for investment and for meeting the financial needs 2 of the Fraternity. 3

h. Maintain a House Fund for the purpose of receiving monies contributed for loans 4 to

Housing Corporations established in accordance with the Bylaws 5 6 2. The Grand Chapter may, by a three-fourths majority, overrule the revocation of a 7 charter upon the appeal of a chapter which has had its charter revoked by the 8 Supreme Council. 9 10 Section C -

Officers 11 12 1. Grand Chapter officers shall be: 13 a. Grand Master Alchemist -

President. 14 b. Grand Collegiate Alchemist - a Vice President. 15 c. Grand Professional Alchemist - a Vice President. 16 d. Grand Master of Ceremonies - a Vice President. 17 e.

Grand Recorder - Secretary/Treasurer. 18 19 2. The Supreme Council may also appoint an

Assistant Grand Recorder as a Grand 20 Chapter Officer. 21 22 Section D - Duties of the

Grand Chapter Officers 23 24 1. The Grand Master Alchemist shall preside over Grand Chapter and Supreme Council 25 proceedings, vote on Grand Chapter and Supreme Council legislation, have general 26 supervisory authority over the activities of the Grand Chapter Officers, care for 27 matters of discipline, direct the installation of Collegiate Chapters, and sign charters 28 and membership certificates. The Grand Master Alchemist shall, with concurrence of 29 the Supreme Council, appoint committees of the Grand Chapter and of the Supreme 30 Council, fill vacancies in the Supreme Council, and appoint

District Counselors. 31 32 2. The Grand Collegiate Alchemist shall supervise the activities of the Collegiate 33 chapters and of the District Counselors in their relations with the Collegiate chapters, 34 adjudicate disagreements regarding Collegiate Branch membership requirements, 35 assist the Grand Master Alchemist, vote on Grand Chapter and Supreme Council 36 legislation, and sign charters. 37 38 3. The Grand Professional Alchemist shall

supervise the activities of the Professional 39 chapters and of the District Counselors in their relations with the Professional 40 chapters, direct fund-raising and development activities, assist the Grand Master 41 Alchemist, vote on Grand Chapter and Supreme Council legislation, and sign 42 charters. 43 44 4. The Grand Master of Ceremonies shall be the ceremonial officer of the Fraternity, 45 supervise the installation of chapters at the direction of the Grand Master Alchemist, 46 administer the ritual of the Fraternity, have charge of Fraternity regalia, assist the 47 Grand Master Alchemist, vote on Grand Chapter and Supreme Council legislation, 48 and sign charters. 49 50

9

5. The Grand Recorder shall carry out the duties of a Secretary and Treasurer, and shall 1 sign charters. The Grand Recorder shall act as historian unless the Supreme Council 2 appoints a Grand Historian. 3 4 6. The Assistant Grand Recorder, if any, shall assist the Grand Recorder and shall 5 assume the duties of Grand Recorder when the Grand Recorder is unavailable. The 6 Assistant Grand Recorder need not be a member of Alpha Chi Sigma Fraternity. If a 7 non-member, the Assistant Grand Recorder shall neither witness nor participate in 8 any part of the ritual associated with initiations, but may attend conclaves and 9 Supreme Council meetings and may, if invited, attend any meetings of subordinate 10 chapters. 11 12 Section E - Conclaves 13 14 Meetings of the Grand Chapter shall be called "Conclaves" and shall be held at least once 15 every two calendar years unless the Supreme Council shall adopt a resolution fixing 16 another time. Each will be held at the principal place of business of the Fraternity, in the 17 City of Madison, in the State of Wisconsin, unless the Supreme Council shall adopt a 18 resolution fixing another

19 20 **ARTICLE III - SUPREME COUNCIL** 21 22 Section A - Membership 23 24

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

and Duties 29 30 The Supreme Council is empowered to: 31 32 1. Transact business of

the Fraternity. 33 34 2. Make expenditures from the Grand Treasury, including the

investment of funds of 35 every kind. 36 37 3. Fix the time and place for conclave. 38 39 4.

Issue Collegiate and Professional Chapter charters. 40 41 5. Revoke or suspend the

charter of any subordinate chapter. 42 43 6. Meet at least once each year, or at the call of the Grand Master Alchemist, or upon 44 the written request of three members of the Supreme Council. 45 46 7. Expel members for cause. 47 48 8. Publish a journal. 49 50

1
0

9. Choose a Certified Public Accountant to audit annually the accounts of the Grand 1 Recorder. 2 3 10. Remove from office any subordinate chapter officer who fails to

discharge the duties 4 of the office in the proper manner. 5 6 **ARTICLE IV - COLLEGIATE**

CHAPTERS 7 8 Section A - Establishment 9 10 1. Eight or more students or members of the instructional staff of any college or 11 university that meet the qualifications for membership, may petition the Fraternity for 12 a charter. 13 14 2. A joint charter may be granted to petitioners from two or more institutions existing in 15 the same locality. 16 17 3. Properly qualified alumni members of the organization represented by the petitioners 18

may join with them in applying for a charter. 19 20 Section B - Chapter Identification 21 22

1. The Collegiate Chapters shall be designated in the Fraternity records in the order of 23 their installation by the letters of the Greek alphabet. The twenty-fifth chapter shall 24 be

known as Alpha Alpha, the forty-ninth as Beta Alpha, and so on. 25 26 2. The original Greek letter designation for a chapter that has had its charter revoked or 27 has otherwise been declared inactive shall be reserved and used for the chapter if it is 28 reactivated. 29

30 Section C - Jurisdiction and Duties 31 32 The Collegiate Chapters shall: 33 34 1. Have

the sole right of initiating members into the Fraternity, except at the installation 35 of new

chapters. 36 37 2. Engage in professional and service activities that advance the Objects

of the 38 Fraternity. 39 40 3. Hold meetings and engage in fraternal activities for the good

of the Order. 41 42 4. Require attendance of Collegiate members at chapter meetings. 43

44 5. Maintain and keep chapter records and property in good condition. 45 46 6. Preserve

the property of the Grand Chapter entrusted to them. 47 48 7. Report to the Supreme

Council, the Grand Chapter and the District Counselors upon 49 request. 50 51

8. Adopt bylaws for their own governance, provided these are in accord with the laws of 1
the Fraternity. 2 3 9. Levy and collect dues for the support of the local chapters and the
Grand Chapter. 4 5 10. Institute and carry out expulsion proceedings when necessary. 6 7
11. Have the power to bond the office of Chapter Treasurer. 8 9 Section D - Officers 10 11
1. The officers of each Collegiate Chapter shall be a Master Alchemist, Vice Master 12
Alchemist, Reporter, Recorder, Treasurer, Master of Ceremonies, Alumni Secretary, 13 and
such other officers as the chapter may desire. 14 15 2. The officers, with the exception of
the Alumni Secretary, must be active members of 16 the chapter. 17 18 Section E - Duties
of Officers 19 20 1. The Master Alchemist shall: 21 a. Be the executive officer of the
chapter. 22 b. Preside at chapter meetings. 23 c. Commit to memory the parts of the ritual
assigned to the Master Alchemist. 24 d. Appoint such committees as necessary for the
efficient operation of the chapter. 25 e. Be responsible for the condition of the chapter and
the proper discharge of the 26 duties of its officers. 27 f. Be responsible for the vote of the
chapter in the Grand Chapter during the period 28 between conclaves. 29 30 2. The Vice
Master Alchemist shall: 31 a. Assist the Master Alchemist. 32 b. Act as Master Alchemist in
the absence of the Master Alchemist. 33 c. Supervise all pledge functions. 34 d. Arrange
for the chapter's Professional Recognition Ceremony or Professional 35 Induction
Ceremony when any chapter members are to join the Professional 36 Branch. 37 38 3. The
Reporter shall: 39 a. Carry on the chapter's correspondence with the Grand Chapter. 40 b.
Report elections, initiations, deaths, expulsion proceedings, changes in status of 41
members, election of officers, and matters of record as required by the Supreme 42
Council. 43 44 4. The Recorder shall: 45 a. Keep the minutes of the chapter meetings. 46
b. Be responsible for the documents and records of the chapter. 47 c. Assist the Reporter.
48 d. Act as Reporter in the absence of the Reporter. 49 e. Maintain a record, including
contact information, of the chapter members. 50 51

5. The Treasurer shall: 1 a. Be responsible for the collection and disbursement of the
chapter monies. 2 b. Keep a systematic financial record of the chapter finances. 3 c.

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

Section F - Chapter Advisor 29 30 Each Collegiate Chapter shall have a Chapter Advisor appointed by the District 31 Counselor upon the chapter's recommendation. 32 33 Section G - Conclave Delegates 34 35 Each Collegiate Chapter shall send a delegate to each conclave. 36 37 **ARTICLE V - PROFESSIONAL CHAPTERS** 38 39 Section A -

Establishment 40 41 Eight or more active Professional members who live in one locality may petition the 42 Supreme Council for a charter. Upon proper certification of the eligibility of the 43 petitioners by the Grand Recorder, the Supreme Council may grant a charter to them. 44 45 46 Section B - Membership 47 48 1. To be eligible to vote or hold office in a Professional Chapter, a member must be an 49 active Professional member in the Fraternity, not a member of another Professional 50 Chapter, and reside in the locality. 51

1

3

1 2. A Professional Chapter may assess local dues and fees and require their payment for 2 local membership. 3 4 3. Any member of the Fraternity may attend meetings or functions of a Professional 5 Chapter. 6 7 Section C - Chapter Identification 8 g A Professional Chapter shall be designated by the name of the city or locality in which it 10 exists. 11 12

Section D - Jurisdiction and Duties 13 14 Each Professional Chapter shall: 15 16 1. Adopt rules for its governance. 17 2. Hold at least three meetings each year. 18 3. Keep a record of its membership. 19 4. Aid in the transition of Collegiate members to the Professional Branch. 20 5. Engage in fraternal activities for the good of the order. 21 6. Report to the Grand Chapter and the District Counselor when requested. 22 23 Section E - Officers 24

25 1. The officers of the Professional Chapter shall be: 26 President, Vice President, Secretary, Treasurer, HEXAGON correspondent, and such 27 other officers as the Chapter may desire. 28 29 2. The officers shall be elected annually and be certified to the Grand

Recorder. 30 31 Section F - Conclave Delegates 32 33 Each active Professional Chapter should send a delegate to conclave. The Professional 34 Chapter delegate must be an active voting member of the chapter. 35 36 **ARTICLE VI - DISTRICT ORGANIZATION** 37

38 Section A - Districts 39 40 The Supreme Council shall designate, by majority vote, geographical districts and assign 41 each subordinate chapter to a district. 42 43 44 45

Section B - District Counselors 46 47 A District Counselor for each district shall be appointed biennially. The District 48 Counselor must be an active professional member.

The District Counselor may be 49 removed at the discretion of the Supreme Council. 50 51

1

4

Section C - Duties 1 2 The duties of the District Counselor shall be: to maintain close contacts with the chapters 3 in the district, acting as an advisor on behalf of the Supreme Council; to visit each 4 chapter in the district at least once each year or designate a representative to make the 5 visit; to preside over district meetings; and to place on probation, subject to the approval 6 of the Supreme Council, any chapter in the district which fails to comply with Fraternity 7 requirements. The District Counselor shall attend conclaves and vote on Grand Chapter 8 legislation and shall be a nonvoting ex officio member of all policy-determining 9 committees of each Collegiate Chapter in the district. 10

11 12 Section D - District Meetings 13 14 District meetings, attended by representatives of the chapters of the district and presided 15 over by its District Counselor, may be authorized by a two-thirds vote of the chapters of 16 the district. The meetings may adopt rules for their guidance and finance, the cost to be 17 borne by the chapters of the district

involved or by the attendees. The actions authorized 18 at such meetings shall be subject to ratification by the Supreme Council. 19 20 Section E - District Committees 21 22 District Committees, consisting of active professional members, shall be established to 23 assist the District Counselors in the performance of their duties. 24 25 **ARTICLE VII -**

PROFESSIONAL REPRESENTATIVES 26 27 Section A - Qualifications 28 29

Professional Representatives must be active professional members of the Fraternity. 30 31

Section B - Duties 32 33 Each Professional Representative shall: 34 1. Serve as a member of the Grand Chapter, including attending conclaves, providing 35 representation for professional branch members at-large. 36 2. Aid in the transition of Collegiate members to the Professional Branch. 37 3. Engage in fraternal activities for the good of the order. 38 4.

Report to the Grand Chapter and the Grand Professional Alchemist when requested. 39 40

41 **ARTICLE VIII - ORDER OF ALTOTUS** 42 43 The Order of Altotus shall consist of all past Grand Master Alchemists, except those 44 removed from office, and other specially chosen active Professional members. 45 46 **ARTICLE IX - RITUAL** 47 48 Section A -

Official Ritual 49 50

1

5

The official ritual of the Fraternity shall be secret and shall include the procedure for 1 initiation of candidates, the Professional Induction Ceremony, and the opening and 2

closing of Grand Chapter and subordinate Chapter meetings. 3 4 Section B - Extraordinary

Sessions 5 6 The installation of chapters (other than the initiation of the individual members), the 7 installation of officers, and the presentation of awards may be held during designated 8 Extraordinary Sessions, which are open to both members and friends of the Fraternity. 9 The ritual opening and closing of meetings shall not be used for Extraordinary Sessions; 10 however, it is appropriate to close Extraordinary Sessions with a recitation of

the Objects 11 of the Fraternity. 12 13 **ARTICLE X - JOURNAL** 14 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 1. The editor of the official journal shall be designated the Grand Editor. 23 24
2. The Grand Editor shall be appointed by and serve at the discretion of the Supreme 25
Council. 26 27 **ARTICLE XI - BYLAWS** 28 29 The Grand Chapter shall adopt Bylaws that
supplement, interpret, and are in accord with 30 this Constitution. 31 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. 42 43 44 45

BYLAWS 1 2 **BYLAW I - MEMBERSHIP PROCEDURES** 3 4 Section A - Election to
Membership 5 6 1. Discrimination based on race, religion, sex, ethnicity, national origin,
age, disability, 7 veteran status, sexual orientation, gender expression, or gender identity is
prohibited. 8 9 2. Election to Collegiate Membership. 10 11 The election of Collegiate
members shall proceed as follows: 12 a. A chapter shall give all of its active members prior
notice of meetings at which it 13 will receive or vote on nominations for membership. In the
meeting, any active 14 chapter member may nominate for membership any qualified
person. The 15 nomination may be made orally or in writing. The nomination must be
supported 16 by at least one other active member of the chapter and must have the
certification 17 of the Chapter Advisor regarding the candidate's professional qualifications.
18 b. A four-fifths majority of the chapter's active members must approve the 19
nomination by secret ballot. 20 c. Members unavoidably absent from the meeting at which
the vote will be held may 21 submit their ballots to the Recorder prior to the meeting. 22 d.
A Collegiate Chapter may, with the approval of the Supreme Council, elect and 23 initiate
any properly qualified student of a neighboring college or university 24 where a chapter of
this Fraternity does not exist, provided such action is in accord 25 with the regulations of

both institutions. Subject to Supreme Council approval, 26 members who are students of an institution where a chapter previously existed but 27 is inactive, may, upon petition, be considered members of that chapter rather than 28 the initiating chapter. 29 e. In the event that the procedure for election of Collegiate members is in conflict 30 with the rules of the institution with which a Collegiate Chapter is affiliated, the 31 Supreme Council may authorize an exception to the procedure for the particular 32 chapter. 33 f. In no case shall Alpha Chi Sigma accept the assignment of members by an agency 34 external to the

Fraternity. 35 36 3. Election of Professional Candidates to Membership. 37 a. For candidates having a bachelor's degree - Anyone with at least a bachelor's 38 degree in chemistry may be nominated by any member of the Fraternity to a 39 Collegiate Chapter as a candidate for Professional membership at any meeting of 40 the chapter. The chapter shall give all of its active members prior notice of 41 meetings when nominations for membership will be received or voted on. The 42 nominations may be made orally or in writing. The nomination must be 43 supported by at least two other Fraternity members who know the candidate 44 personally. A four-fifths majority of the active chapter members present must 45 approve the nomination by secret ballot. 46 b. For other candidates - Anyone who meets the membership qualification may be 47 nominated by any member of the Fraternity to a Collegiate Chapter as a candidate 48 for Professional membership at any meeting of the Chapter. The nomination must 49 be made in writing and clearly state the nominee's qualifications for membership. 50 The nomination must be signed by at least three active Fraternity members who 51

1

7

certify that they know the candidate personally. A four-fifths majority of the 1 active chapter members present must approve the nomination by secret ballot. If 2 the chapter approves the nomination, it shall be submitted to the Supreme 3 Council, where a unanimous vote is required for ratification. 4 c. The chapter that approved the candidate's nomination for

membership shall 5 initiate the candidate. 6 7 4. No person's nomination for membership

shall be voted on more than twice during any 8 one Grand Chapter fiscal year. 9 10 5.

Membership in Alpha Chi Sigma precludes membership in any other national 11

professional chemistry fraternity. 12 13 6. A person may be pledged in the first half of the

first college year. 14 15 7. If a pledge changes to a curriculum in which the requirements for

initiation cannot be 16 satisfied, that person shall be dropped from the pledge roll. 17 18 8.

The procedure for withdrawal of an invitation to membership shall be: 19 a. Any chapter

member, at a regular meeting of the chapter, may move the withdrawal of an invitation to membership for reasons involving dishonorable conduct, consistent scholastic failure, lack of interest in the Fraternity, or injury to the Fraternity if the person is initiated. At least seven days prior to the meeting at which a vote on the motion will be taken, the chapter shall give all of its active members written notice that a motion to withdraw an invitation to membership is pending and the time and place of the meeting. A one-third vote of the ballots cast by active members shall be necessary for the withdrawal of an invitation to membership. Members unavoidably absent from the meeting at which the vote will be held may submit their ballots to the Recorder prior to the meeting.

9. No person shall be initiated into the Fraternity until having complied with at least one of the following conditions:

- Be in at least the second college year in the study of chemistry and be without condition in any current college work.
- Have completed, with college credit allowed, four semester courses or six quarter courses in college chemistry and be without condition in any current college work.
- Be in the second semester or third quarter of the first college year, and rank in the upper forty percent of the class in all chemistry courses undertaken, and be without condition in any current college work.

10. No pledge shall be initiated before paying either the entire required lifetime membership fee or one-half of the installment lifetime membership fee as specified elsewhere in these Bylaws.

Section B - Transfer Between Collegiate and Professional Branches

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

1
8

a. Initiation into a Collegiate Chapter, b. Reaffiliation with a Collegiate Chapter, as reported by that chapter to the Grand Recorder.

2. A member becomes a member of the Professional Branch upon:

- Initiation as a Professional member,
- Report of transfer from a Collegiate Chapter by that chapter to the Grand Recorder,
- Passage of one academic year during which the member's chapter fails to report the member as being active in the chapter,
- Acceptance by the member of an elected or appointed position in the Fraternity that requires that the member be in the Professional Branch.

3. A Collegiate member who, after one year of membership, changes curricula to one which does not lead to a degree in chemistry, or who wishes to withdraw from the Collegiate Branch, may, upon payment of the balance of financial obligations to the Fraternity, become a member of the Professional Branch.

4. Any member who is

unable to pay in full any indebtedness to the Collegiate Chapter 19 at the time of transfer to Professional status shall sign a note, payable to the chapter, 20 for the unpaid balance with interest as the chapter directs. Failure to sign such a note 21 for any unpaid balance at the date of transfer shall be considered prima facie evidence 22 of disloyalty to the Fraternity.

23 24 5. Each Collegiate Chapter shall sponsor an official ceremony for the purpose of 25 recognizing a member's transfer into the Professional Branch when that member 26 leaves

the Collegiate Branch of the Fraternity. 27 28 6. Disputes or conflicts regarding membership in the Collegiate Branch shall first be 29 raised with the Chapter Advisor or the District Counselor, who shall report 30 unresolved disputes to the Grand Collegiate

Alchemist for final resolution. 31 32 7. Only members of the Professional Branch may perform the Professional Induction 33 Ceremony. Collegiate members may not observe or participate other than as 34 candidates. The Grand Master of Ceremonies may grant

exceptions to this restriction 35 on specific occasions. 36 37 8. The chapter Reporter shall notify the Grand Recorder when a Collegiate member 38 becomes a Professional member.

39 40

Section C-- Expulsion - (Collegiate and Professional) 1 2 1. Expulsion of a member upon the revocation of a charter: When a charter is suspended 3 or revoked, the Grand Collegiate Alchemist, if the chapter was a Collegiate Chapter, 4 or the Grand Professional Alchemist, if the chapter was a Professional Chapter, shall 5 make a complete investigation to determine the responsibility for the incidents 6 leading to the suspension or revocation of the charter. If the Grand Collegiate 7 Alchemist or the Grand Professional Alchemist determines that any member has 8 committed any act which warrants expulsion, the Grand Collegiate Alchemist or 9 Grand Professional Alchemist shall present a complete record of

the case, with 10 recommendations, to the Supreme Council. The member in question may be expelled 11 by a unanimous vote of the Supreme Council. 12 13 2. Expulsion for failure to meet financial obligations: Any member who fails to meet 14 Lifetime Membership fee obligations in full within the time period required at 15 initiation shall be notified of the remaining obligation by the Grand Recorder and 16 informed that failure to pay shall constitute grounds for expulsion from the Fraternity. 17 If the member then fails to meet the outstanding obligation, the Grand Recorder shall 18 propose expulsion in a written report to the Supreme Council, a copy of which shall 19 be mailed to the member. A unanimous vote of the Supreme Council shall be 20 necessary for expulsion of the member. 21 22 3. General expulsion procedures for Collegiate members 23 a. A Collegiate member may submit written, signed charges against a member to the 24 Master Alchemist, who shall read them at the next regular meeting of the chapter. 25 b. The Master Alchemist shall appoint a member of the chapter to conduct the 26 prosecution. The member bringing the charges shall act as prosecuting witness. 27 c. The accused member may select two members of the chapter to conduct the 28 defense. 29 d. The Recorder shall notify in writing every active member of the chapter of the 30 time of the trial. 31 e. The accused member shall be tried not sooner than at the next regular chapter 32 meeting following that at which the charges were read. The Master Alchemist 33 shall preside at the trial, unless accused, in which case the Vice Master Alchemist 34 shall preside. 35 f. After the evidence has been heard, the active members of the chapter shall vote by 36 secret ballot for acquittal or conviction. A three-fourths vote of all active 37 members of the chapter for conviction shall result in a recommendation for 38 expulsion. 39 g. If the vote recommends expulsion, the Reporter shall send copies of the 40 proceedings to the Grand Collegiate Alchemist and the District Counselor. The 41 Grand Collegiate Alchemist shall summarize the proceedings and make a personal 42 recommendation to the Supreme Council. The Supreme Council may, by a 43 unanimous vote, expel the member. 44 45

4. General expulsion procedures for Professional members 1 a. Two members of the Fraternity may submit written, signed charges, against a 2 member to the Grand Professional Alchemist. If the charges are brought by or 3 against the Grand Professional

Alchemist, they shall be submitted to the Grand 4 Master Alchemist. 5 b. The Grand Professional Alchemist shall send a copy of the charges to the member 6 accused and request the member to present a defense in writing. 7 c. The accused may submit signed statements from other members in defense 8 against the charges. 9 d. The Grand Professional Alchemist shall study the evidence and present a report 10 and recommendation to the Supreme Council. 11 e. The Supreme Council shall vote whether to expel the accused member. A 12 unanimous vote of the Supreme Council shall be necessary for expulsion of the 13 member. 14 15 5. No member shall be tried twice on the same charge. 16 17 6. The name of each expelled member with a statement of the cause for expulsion shall 18 be published in the Proceedings of the Grand Chapter. 19 20

BYLAW II - SUBORDINATE CHAPTER RELATIONS WITH THE GRAND 21 CHAPTER

22 23 Section A - Procedures for Chartering Collegiate Chapters 24 25 1. The following procedure shall be followed in the petitioning, approval, and 26 installation of new Collegiate Chapters or for reactivation of chapters that have had 27 their charter revoked: 28 a. Inquiries from organizations concerning affiliation with the Fraternity shall be 29 referred to the Grand Master Alchemist, who shall direct correspondence with the 30 organization. 31 b. When an organization desires to become a Collegiate Chapter, and the Grand 32 Master Alchemist approves, the organization shall submit a written request for 33 permission to petition. 34 c. When an organization requests permission to petition, the Grand Master 35 Alchemist, or a designated representative, shall visit the organization. 36 d. After the visit, the Grand Master Alchemist shall prepare a recommendation on 37 the request for permission to petition. 38 e. The request for permission to petition and the Grand Master Alchemist's 39 recommendation shall be submitted to the Supreme Council, which shall decide 40 by majority vote whether to permit a formal petition by the organization. 41 f. If the Supreme Council grants the organization permission to petition, the 42 organization shall submit a petition to the Grand Recorder. The petition shall be 43 directed to "The Chapters of Alpha Chi Sigma." The form of the petition and its 44 contents shall be established through consultation between the petitioning 45 organization and a designated representative of the Supreme Council. 46 g. Upon receiving the petition, the Grand Recorder shall notify the Grand Master 47 Alchemist. The Grand Master Alchemist shall obtain the recommendation of the 48 Supreme Council and forward it to the Grand Recorder in writing. The Grand 49 Recorder shall submit the petition and the recommendation of the Supreme 50 Council to the active subordinate chapters. 51

2

1

h. If at least three-fourths of the chapters vote favorably, the petition shall be 1 granted.

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

Section B - Procedures for Chartering Professional Chapters 15 16 1. Five or more Professional members residing in the same locality and holding meetings 17 may notify the Grand Recorder of their activities. Upon receipt of notice, the Grand 18 Recorder shall be authorized to designate such a local organization as a "Professional 19 Group" and to list the group in the Fraternity directory.

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

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

Section D - Suspension 21 22 1. A chapter failing to comply with Fraternity law may have its charter suspended by 23 majority vote of the Supreme Council. 24 25 2. A subordinate chapter that has had its charter suspended shall cease to operate as or 26 be recognized as an active chapter of the Fraternity. 27 28 3. A chapter's suspension shall be for a stated period of time within the discretion of the 29 Supreme Council. 30 31 4. At the end of the stated time period, the suspension will be lifted and one of the 32 following actions shall be taken: 33 34 a. The chapter will be returned to full active status by a majority vote of the 35 Supreme Council. 36 b. The chapter will be placed on probation by a majority vote of the Supreme 37 Council. 38 c. The chapter's charter will be revoked by a unanimous vote of

the Supreme 39 Council. 40 41 Section E - Inactive Chapters 42 43 1. The Supreme Council shall declare a Subordinate Chapter inactive if no activity has 44 been reported for three consecutive years. 45 46 2. A chapter whose charter has been suspended or revoked shall be considered to be de 47 facto inactive. 48 3. When a chapter is declared inactive, all property of the chapter, except that provided 49 for by incorporation, shall pass to the Grand Chapter, in trust. The Supreme Council 50 shall liquidate such assets as are

required to pay claims against the chapter so far as 51

2

3

the assets will permit. If the chapter is not reactivated within five years, the Grand 1

Chapter may dispose of any residue in any manner it sees fit. 2 3 4. When a chapter

becomes inactive, the Grand Chapter shall receive and retain the 4 charter, records, and

regalia of the chapter. 5 6 5. The Grand Chapter shall be the sole representative and

authorized agent of the 7 inactive chapter in all matters. 8 9 Section F - Gifts, Bequests and

Donations 10 11 1. Whenever gifts, bequests, donations or the like of money or tangible or

intangible 12 property in excess of \$10,000 are made to an active Subordinate Chapter, the

money 13 or property shall be transmitted to the Grand Chapter. 14 15 2. Whenever gifts,

bequests, donations, or the like of money or tangible or intangible 16 property in any

amount are made to an inactive subordinate chapter, the money or 17 property shall be

transmitted to the Grand Chapter. 18 19 3. The Grand Chapter shall hold such money or

property and shall be solely responsible 20 for the investment of such money or property

and the income therefrom; for holding, 21 selling, and investing the proceeds from the sale

of such property; and for the 22 disbursement of such assets to carry out the intentions of

the donor and to carry out 23 the provisions of such gift, bequest, or donation. 24 25 4. The

Grand Chapter may, at its sole discretion, set up separate corporations, use 26 existing

corporations, or establish other mechanisms for administering such gifts, 27 bequests, or

donations. 28 29 5. If a corporation is used to administer such gifts, bequests or donations

made to an 30 active Subordinate Chapter, the membership of any board of the corporation

shall 31 include at least one member of the Subordinate Chapter, if state law allows. 32 33

6. In the case of gifts, bequests or donations to a Collegiate Chapter, this section shall be

34 subject to requirements of the institution at which that Collegiate Chapter is located. 35

36 **BYLAW III - THE GRAND CHAPTER** 37 38 Section A - Membership 39 40 1. Conclave

Delegates 41 a. When electing a delegate for conclave, each Subordinate Chapter shall

elect a 42 delegate, a first alternate, and a second alternate. 43 b. If a chapter delegate

cannot attend conclave, the first alternate shall become the 44 delegate. If both the

delegate and first alternate cannot attend conclave, the 45 second alternate shall become

the delegate. 46 c. If a Collegiate Chapter fails to have a delegate at conclave, it may be

punished by 47 chapter probation and a fine of not more than \$250, at the discretion of the

48 Supreme Council. 49 d. A Collegiate Chapter delegate shall not be accredited unless the delegate expects 50 to return to the chapter as an active member for the remainder of the current 51

2

4

calendar year or unless approved by the District Counselor and the Grand 1 Collegiate Alchemist. 2 e. A delegate shall not be accredited if the chapter is delinquent in the payment of 3 any fees due the Grand Chapter. To obtain accreditation, the delegate may pay 4 the indebtedness or sign a statement that the chapter will meet the indebtedness 5 within ninety days of the closing date of the conclave. If the delegate signs the 6 statement and the chapter fails to meet the conditions of the statement, the chapter 7 shall be placed on probation until the indebtedness is paid or until the 8 indebtedness is excused by

unanimous vote of the Supreme Council. 9 10 2. Professional Representatives 11 a. The number of Professional Representatives shall be no greater than one-fifth of 12 the number of active collegiate chapters, rounded to the next higher number. The 13 number of Professional Representatives shall be determined by the Grand Chapter 14 at each Conclave. 15 b. Each Professional Representative will hold office for a term of two years, with 16 approximately one-half of the terms beginning in any year. 17 c. Professional Representatives are eligible for reelection. 18 d. Candidates for Professional Representative shall be solicited at least six months 19 prior to an election. 20 e. The vitae of nominees, together with statements of their views, shall be 21 distributed with the ballots. 22 f. Each year, Professional Representatives will be elected by secret ballot of the 23 active professional members of the Fraternity. This election shall be held at the 24 time of the solicitation of professional contributions. Only ballots returned by 25 November 30 will be counted. In the event of a tie between two or more 26 candidates for the last position to be filled in an annual election, the elected 27 candidate shall be determined by random drawing. 28 g. If an elected Professional Representative is unable to serve for any reason 29 including failure to remain an active professional member, the Grand Master 30 Alchemist shall appoint the unelected nominee who received the highest number 31 of votes in the preceding election to serve. 32 h. The Professional Representatives shall elect

a chair before the end of January on a 33 yearly basis. 34 35 3. District Counselors 36 37 a. The Supreme Council shall solicit recommendations for District Counselor from 38 the Master Alchemist or President of each chapter. The Master Alchemists and 39 Presidents shall submit their recommendations to the Grand Collegiate Alchemist 40 by May 1st of a conclave year. The Supreme Council shall consider these 41 recommendations before appointment of District Counselors. 42 b. The District Counselors shall elect a chair within two months of the end of each 43 conclave. The duties of this individual shall include

instructing recently 44 appointed District Counselors in the duties of their office. 45 46 47
Section B - Duties of Grand Chapter Members 48

2
5

1 1. Each member of the Grand Chapter should send to the Grand Recorder, at least three
2 months prior to the conclave, brief statements of proposals they intend to recommend 3
for conclave action. The Grand Recorder shall summarize and send this information 4 to all
members of the Grand Chapter for consideration. 5 6 2. Each chapter delegate shall, at the

first business meeting of the chapter following the 7 conclave, present a report on all
important business transacted at the conclave. 8 9 Section C - Voting 10 11 1. Each voting
member of the Grand Chapter shall have one vote on every question that 12 comes before
the Grand Chapter. No individual or subordinate chapter shall have 13 more than one vote,
regardless of the number of positions held. 14 15 2. The Grand Chapter shall be

considered in continuous session. 16 17 3. When the Grand Chapter is assembled in
conclave, voting shall take place according 18 to the current edition of *Robert's Rules of
Order Newly Revised* or such other rules 19 adopted by the Grand Chapter for the

conclave. 20 21 4. When the Grand Chapter is not assembled in Conclave, legislation shall
be conducted 22 as follows: 23 a. The legislation and an explanation shall be submitted by
its maker and seconder 24 to the Grand Recorder. 25 b. The Grand Recorder shall
distribute the legislation and written explanation to the 26 members of the Grand Chapter.
27 c. Members of the Grand Chapter may submit written comments on the legislation 28 to
the Grand Recorder within 45 days from the date of distribution. 29 d. If after the comment
period, significant disagreement is apparent, the Supreme 30 Council may defer
consideration of the legislation to the next Conclave. 31 e. If the legislation is not deferred,
the Grand Recorder shall distribute a ballot and a 32 copy of each of the comments to each
member of the Grand Chapter. 33 f. The members of the Grand Chapter shall complete
their ballots and return them to 34 the Grand Recorder. 35 g. Only ballots returned to the
Grand Recorder within 45 days of the date the Grand 36 Recorder distributed the ballots
shall be counted. 37 h. A quorum shall consist of a majority of the members of the Grand
Chapter, as 38 counted by ballots returned to the Grand Recorder within 45 days from the
date of 39 distribution, except for the purpose of amending the Constitution, in which case
a 40 quorum shall consist of 80% of the members of the Grand Chapter. 41 i. Should a

quorum of members of the Grand Chapter not be obtained, the 42 legislation shall be included in the old business agenda of the next Conclave. 43 j. The Grand Recorder shall publish the legislation and the result of the vote and the 44 Grand Editor shall publish it in official journal. 45 k. Amendments to the Constitution or Bylaws approved by the Grand Chapter shall 46 be read, along with an explanation of the amendment by its originator or his 47 representative, at the conclave following their adoption. 48 49 Section D - Selection of Officers 50 51

2

6

1. The Grand Chapter Officers, except the Grand Recorder and Assistant Grand 1 Recorder, shall be elected at regular conclaves of the Grand Chapter by a majority 2 vote. They shall be installed at the close of the conclave at which they are elected in 3 accordance with the ritual. They shall hold office until the installation of their 4 successors.

Only active professional members may serve on the Supreme Council. 5 6 2. The Grand Recorder shall be appointed by the Supreme Council within ten days of 7 the close of conclave, shall be installed as directed by the Supreme Council and shall 8 hold office until the installation of a successor. 9 10 3. An Assistant Grand Recorder may be appointed by the Supreme Council at such time 11 as deemed desirable and necessary by them. If so appointed, the Assistant Grand 12 Recorder shall hold office until the installation of a successor or until discontinuance 13 of the office by a majority vote of the Supreme Council. 14 15

Section E - Vacancies in Offices 1 2 1. The Grand Master Alchemist shall fill, by appointment, with the approval of the 3 Supreme Council, any vacancies that may occur in the other Grand Chapter offices. 4 5 2. When a vacancy occurs in the office of the Grand Master Alchemist, the other 6 Supreme Council members shall succeed in the order of

seniority, which shall be 7 measured by length of service on the Supreme Council. 8 9 3.
Upon the succession of any officer to the office of Grand Master Alchemist, the 10 office
thus made vacant shall be filled by the new Grand Master Alchemist by 11 appointment. 12
13 4. In the event that all of the Supreme Council members become unable to serve, the
14 office of the Grand Master Alchemist shall be filled by the most immediately 15 available
past-Grand Master Alchemist until an election and installation can be held. 16 17 Section F
- Removal of Officers 18 19 Any Grand Chapter Officer may be impeached by any
subordinate chapter for disloyalty 20 to the Fraternity or dilatory discharge of duties. The
impeaching chapter shall take a vote 21 of the active subordinate chapters regarding
removal of the officer. The vote shall be 22 counted and certified by the District Counselor
at a meeting of the impeaching chapter 23 and the result forwarded to the individual
members of the Supreme Council. The 24 Supreme Council shall recognize the result of
the vote and shall declare the officer 25 removed from office if three-fourths of the chapters
vote for removal. 26 27 Section G - Committees 28 29 1. Nominating - The Grand Chapter
shall have a Nominating Committee to solicit 30 possible candidates for Grand Chapter
offices and Professional Representatives, to 31 review the qualifications of each possible
candidate, and, based upon the review, 32 nominate candidates for each Grand Chapter
office and Professional Representative. 33 The committee shall consist of five Grand
Chapter members. At least two of these 34 shall be Professional members at the time of
their appointment, and at least two of 35 these shall be Collegiate members. Active
professional members who cease to be 36 qualified as Grand Chapter members during the
biennium may continue to serve until 37 the end of the biennium at the discretion of the
Supreme Council. At the discretion of 38 the Grand Master Alchemist, the previous Grand
Master Alchemist may serve on the 39 committee, without voting privileges. The committee
may nominate more than one 40 person for any office. 41 42 2. Professional
Representative - The Grand Chapter shall have a Professional 43 Representative
Committee to coordinate and facilitate the activities of the 44 Professional Representatives
and help them complete their duties. The committee 45 shall consist of all Professional
Representatives and the Grand Professional 46 Alchemist, who shall appoint a chair for the
committee from among its members. 47 48 3. Other Grand Chapter committees may be
created by the Supreme Council. 49 50

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

10. The Supreme Council shall manage conclaves. 1 2 11. All Collegiate delegates at conclave must use the housing accommodations approved 3 by the Supreme Council. Any exceptions must be approved by the Supreme Council. 4 Professional delegates not using the housing accommodations arranged by the 5 Supreme Council may be reimbursed for housing only at the same rate as the 6 delegates who participate. Delegates not using the meal plan arranged by the 7 Supreme Council may not be reimbursed for meals at the conclave, unless the 8 Supreme Council approves another plan for an individual delegate for health or other 9 good reason. 10 11 12. The following Grand Chapter Conclave Committees shall be appointed by the Grand 12 Master Alchemist at least two months prior to the conclave: 13 a. Legislative Preparation - to assist the delegates in presenting all conclave motions 14 in proper written form for presentation to the Grand Chapter. 15 b. Financial Legislation - to prepare or review all legislation regarding fees, dues 16 and other Fraternity financial issues and to advise the Grand Chapter on the 17 impact of that legislation on the finances of the Fraternity 18 c. Constitution and Bylaws - to prepare or review all legislation amending the 19 Constitution and Bylaws and to ensure that such legislation is in proper form for 20 presentation to the Grand Chapter. 21 d. Resolutions - to prepare or review Resolutions of greeting and appreciation for 22 presentation to the Grand Chapter. 23 24 Section I – Reports and Proceedings 25 26 27 28 1. Each Grand Chapter Officer shall submit a report of activities to the Grand Recorder 29 at the close of each fiscal year. 30 31 2. The Grand Recorder shall submit the Grand Chapter Officer reports, the record of 32 Supreme Council proceedings, activities and meetings, and the report of Grand 33 Chapter proceedings to all members of the Grand Chapter at the close of each fiscal 34 year. 35 36 37 38 39 40 41

Supreme Council shall constitute a quorum. 5 6 Section B - Voting 7 8 1. Unless otherwise stated, approval by the Supreme Council shall be considered to 9 mean approval by a majority of the members of the Supreme Council. 10 11 2. Proxies are prohibited. 12 13

BYLAW V - COLLEGIATE CHAPTERS 14 15 Section A - Election of Officers 16 17 1. The Reporter, Treasurer, and Alumni Secretary shall be elected for a term of one 18 year. All other officers shall be elected for a term of no longer than one year. 19 20 2. Officers may be reelected. 21 22 3. All officers shall serve until the installation of their successors. 23 24 4. Vacancies in the Collegiate Chapter offices shall be filled as follows: 25 a. The Vice Master Alchemist shall succeed the Master Alchemist, and a new Vice 26 Master Alchemist will be elected. 27 b. The Recorder shall succeed the Reporter, and a new Recorder will be elected. 28 c. Where assistant chapter officers are provided by chapter bylaws, the assistant 29 shall succeed to the higher office, and a new assistant will be elected. 30 d. Vacancies not otherwise provided for shall be filled by chapter election. 31 e. The Master Alchemist may appoint temporary officers to fill vacancies until the 32 next meeting of the chapter, when an election shall be held. 33 34 5. The officers, with the exception of the Alumni Secretary, should be matriculated 35 students at an institution with which the chapter is associated. The Alumni Secretary, 36 if a Collegiate member, should be an active member of the chapter. 37 38 Section B - Committees 39 40 Each Collegiate

Chapter shall have the following standing committees: 41 42 1. Auditing - to consist of the Vice Master Alchemist and two other members of the 43 chapter appointed by the Master Alchemist. It shall audit the books of the Treasurer 44 at least once annually and immediately following the Treasurer's installation. 45 46 2. Membership - to consist of the Vice Master Alchemist and two collegiate members of 47 the chapter appointed by the Master Alchemist. It shall investigate the qualifications 48 of persons proposed for membership and shall report to the chapter those eligible for 49 membership. 50 51

3

1

1 2 3. Budget - to consist of the Treasurer, the Master Alchemist, and one or more members 3 elected by the chapter. It shall create a budget of chapter finances and submit it to the 4 chapter for approval, within the first month of the fall term of the school year. 5 6

7 8 Section C - Miscellaneous Chapter Procedures 9 10 1. A Manual of Procedure shall be provided by the Supreme Council for the guidance of 11 all officers and chapters in routine Fraternity matters. It shall include instructions to 12 officers, methods of finance and accounting, methods of reporting, the Fraternity laws 13 with indices, and ceremonial instructions not included in the ritual. 14 15 16 2. The Supreme Council may assist any chapter in collecting unpaid obligations of its 17 members. 18 19 3. There shall be no penalty for absence from a regular chapter meeting if the member is 20 not in residence in the chapter locality or if the member is excused by a two-thirds 21 vote of the members present at the next regular chapter meeting. 22 23 4. A Collegiate Chapter may provide an organization for its pledges, with the consent of 24 the District Counselor and the Supreme Council and subject to the regulations of the 25 institution. The chapter shall be responsible for the activities of such an organization. 26 27 5. A majority of the active collegiate members residing within the chapter locality, less 28 those excused, shall constitute a quorum. Proxies toward a quorum are prohibited. 29 30 6. The suggested order of business at Collegiate Chapter meetings shall be as follows: 31 a. Call to order 32 b. Secret ritual opening 33 c. Roll Call 34 d. Reading of minutes 35 e. Reports of officers 36 f. Reading of correspondence 37 g. Reports of regular committees 38 h. Reports of special committees 39 i. Unfinished business 40 j. New business 41 k. Proposals for membership 42 l. Election to membership 43 m. Appointment of committees 44 n. Election of officers 45 o. Installation of officers 46 p. Secret ritual closing 47 48 7. A member who moves to another institution where a chapter of the Fraternity exists 49 may become a member of this chapter if desired. Before affiliating that member, the 50 new chapter shall ascertain his status of membership from the former chapter and 51

3

2

from the Grand Recorder. Any disputes shall be referred to the Grand Collegiate 1 Alchemist for resolution. A member can be an active member of only one collegiate 2 chapter at a time. 3 4 8. A Collegiate Chapter shall not incorporate, nor shall it own any real property for the 5 purpose of providing housing for its members or producing rental income. Housing 6 Corporations may not be formed on behalf of subordinate chapters without the 7 approval of the Supreme Council. Such Housing Corporations are separate and 8 distinct from the Alpha Chi Sigma Fraternity. Members of Alpha Chi Sigma residing 9 in chapter houses should not be voting officers or voting members of the Board of 10 Directors of the

housing corporation. 11 12 13 **BYLAW VI - LEADERSHIP CONFERENCES** 14 15 Section

A - Regional Leadership Conferences 16 17 1. The Supreme Council may annually
authorize a series of Regional Leadership 18 Conferences to be attended by any member
of the Fraternity. 19 20 2. The Grand Recorder shall be responsible for arrangements for
housing, meals, 21 meeting facilities, and instructional or discussion materials to be
provided. 22 23 3. The program for a Conference in a specific region shall be arranged by
the Grand 24 Recorder and the District Counselors for all chapters in the region. 25 26 4.
The extent to which the Grand Chapter will meet expenses of the conferees shall be 27
determined by the Supreme Council at least three months prior to any Conference. 28 29
5. The locations of the Regional Conferences shall be determined by the Supreme 30
Council, upon advice of the District Counselors and the Grand Recorder. 31 32 33

3

3

Section B - District Leadership Conferences 1 2 1. The District Counselor and the Master
Alchemists of the Collegiate Chapters in a 3 District may arrange for a Leadership
Conference in their district whenever desired. 4 5 2. Participants shall be any Alpha Chi
Sigma member who wishes to attend and any 6 invited guests. 7 8 3. The District

Counselor shall be responsible for arrangements for housing, meals, 9 meeting facilities, and instructional or discussion materials. 10 11 4. The locations of the District Conferences shall be determined by the District 12 Counselor and the Master Alchemists of the chapters in the District. 13 14 5. The method of financing will be determined by the chapters in the District. 15 16 6. With approval of the District Counselor, the District may request financial support 17 from Grand Chapter funds. 18 19 **BYLAW VII - FRATERNITY FINANCE** 20 21

Section A - Fraternity Fiscal Year 22 23 The fiscal year of the Grand Chapter shall coincide with the calendar year. 24 25 Section B - Pledge and Lifetime Membership Fees 26 27 1. A pledge fee for each candidate shall be collected by the Collegiate Chapter and 28 forwarded to the Grand Recorder immediately following the Pledge Ceremony. For 29 each biennium the pledge fee shall be established by the Supreme Council with the 30 concurrence of the Grand Chapter. The pledge fee is non-refundable. 31 32 2. a. For each candidate initiated into the Fraternity by an established Collegiate 33 Chapter of the Fraternity, a lifetime membership fee shall be paid to the Grand 34 Chapter. The fee shall be collected by the Treasurer of the chapter. 35 b. For each biennium the lifetime membership fee shall be established by the 36 Supreme Council with the concurrence of the Grand Chapter. 37 c. Payment of the lifetime membership fee on an installment basis shall be 38 permitted. The installment lifetime membership fee shall be the lifetime 39 membership fee increased by ten percent and rounded to the nearest whole dollar 40 amount. One-half of the installment lifetime membership fee rounded up to the 41 nearest whole dollar shall be paid to the Treasurer of the chapter prior to 42 initiation. The remainder of the installment lifetime membership fee shall be paid 43 within six months of the initiation date or upon the candidate's graduation, 44 whichever comes first. 45 d. The Treasurer shall forward all collected fees to the Grand Recorder prior to the 46 initiation date. The Treasurer shall forward all second payments collected to the 47 Grand Recorder prior to their due date. 48 49 3. The Supreme Council may set reduced pledge and lifetime membership fees and 50 specify extended payment schedules for candidates who will become Collegiate 51

3

4

members of a new or reactivated collegiate chapter within three years of the 1 establishment or reactivation of that chapter. 2 3 4. A Collegiate chapter may submit a

written petition to the Supreme Council for a 4 waiver of all or part of pledge and lifetime membership fees on behalf of qualified 5 faculty members at the Collegiate Chapter's institution. 6 7 Section C - Professional Contributions 8 9 1. The suggested amount of annual voluntary Grand Chapter Contributions for 10 Professional members shall be fixed by the Supreme Council and shall be solicited by 11 the Grand Professional Alchemist. 12 13 2. Any member who contributes a sum of money, in an amount chosen by the Supreme 14 Council, to the Alpha Chi Sigma Reserve Fund or House Fund shall be designated as 15 a permanent active Professional member provided the payment of Lifetime 16 membership fees has been completed. This contribution may be made in a lump sum 17 or in installments of not less than 10% of the total in addition to annual voluntary 18 Professional Contributions. 19 20 Section D - Warrant Validation 21 22 1. Any Grand Chapter Officer may sign warrants for Fraternity funds. 23 24 2. The Supreme Council shall, by proposition, establish limits above which warrants 25 shall require the signature of two or more authorized persons. These limits shall not 26 be less than \$1,000 nor more than \$5,000. 27 28 3. The Supreme Council may bond, in an amount it deems appropriate, any of the 29 persons authorized to sign warrants, or any employee handling Fraternity accounts or 30 funds. The bond shall be made payable to the Fraternity, in case of default. The cost 31 of carrying the bond shall be borne by the Fraternity. 32 33 Section E - Special Assessments and Fees 34 35 Assessments and fees as determined and approved by the Supreme Council for special 36 purposes not otherwise covered in the Constitution and Bylaws shall not become binding 37 upon individual chapters until approved by a majority vote of the Grand Chapter. 38 39 Section F - Reimbursements 40 41 Application for reimbursement for expenses incurred in Fraternity service shall be 42 presented to the appropriate Grand Chapter Officer no later than six months following 43 such expenditures or prior to January 15 of the year following such expenditures, 44 whichever is earlier. When leaving office, officers shall submit a full accounting for 45 reimbursement at the time of transferring the offices to their successors. 46 47 Section G – Expense Allotments 48 49

The Supreme Council may establish annual allotments for Grand Chapter Officers for 1 miscellaneous expenses related to their offices. The total annual allotments shall not 2

exceed 0.5% of the Grand Chapter budget for the previous year. 3 4 5 Section H - Ritual and Regalia 6 7 1. A complete set of regalia shall be furnished free of charge to a new chapter on the 8 date of installation. 9 10 2. Regalia articles not subject to normal depreciation, as determined by the District 11 Counselor, shall be replaced at chapter expense. 12 13 3. A fine not to exceed \$50 shall be levied against any chapter or member of the 14 Fraternity responsible for the loss of a copy of the ritual. The fine for the loss of any 15 section of the ritual shall be \$5. 16 17 4. A Collegiate Chapter, with the permission of the Grand Master of Ceremonies, may 18 purchase for the Grand Chapter up to a complete second set of regalia for exclusive 19 use by that Collegiate Chapter. All copies of the ritual and all regalia shall remain the 20 property of the Grand Chapter. 21 22

Section I – Debt Liability 23 24 Neither the Grand Chapter nor any of its members shall be liable for debts incurred by 25 subordinate chapters or individual members of the Fraternity.

26 27 28 29 **BYLAW VIII - OFFICIAL JOURNAL** 30 31 Section A - Editors 32 33 There may be one or more Associate Editors or Assistant Editors of the official journal 34 appointed by the Grand Editor with the approval of the Supreme Council. 35 36 Section B - Business Manager 37 38 The Grand Recorder shall be business manager of the official journal and shall receive 39 and disburse all monies of the journal. 40 41 Section C - Distribution 42 43 The official journal shall be distributed regularly to all members of known address. 44 45 Section D - Subscription Price 46 47 The subscription price for non-members shall be determined by the Grand Editor. 48 49 Section E - Volumes 50 51

3

6

All issues of the official journal published during any one Fraternity fiscal year shall 1 constitute one volume. 2 3 **BYLAW IX - FRATERNITY JEWELRY** 4 5 Section A - Official

Jewelry 6 7 The flat-bordered plain badge shall be the standard official badge of the Fraternity. All 8 other badges, pins, rings, or charms of the same basic design as the flat-bordered plain 9 badge and buttons or lapel pins in the hexagon shape or the badge with the alchemical 10 symbol for lead on the face shall comprise the official jewelry of the

Fraternity. 11 12 Section B - Orders 13 14 Orders for all official jewelry must be placed
through the Grand Recorder. 15 16 Section C - Wearing 17 18 Official jewelry of the
Fraternity may be worn by a member, a member's betrothed, or a 19 member of the
Fraternity member's immediate family. 20 21 Section D - Order of Altotus 22 23 The Order
of Altotus jewelry shall be reserved exclusively for members of the Order. 24 Upon entry to
the Order, the member will be presented with one item of jewelry. 25 26 Section E -
Recognition Pins 27 28 The gold Greek letter recognition button shall be reserved for
Professional members, and 29 the silver Greek letter recognition button shall be reserved
for Collegiate members. 30 31 Section F - Redemption 32 33 The Grand Recorder shall be
empowered to redeem any official badges found in the 34 hands of unqualified persons, for
a value determined from manufacturer's prices. 35 36 **BYLAW X - MISCELLANY** 37 38
Section A - Indemnification 39

3

7

1 The Fraternity shall indemnify any person (or the heirs or personal representatives of 2
such person) who has served or is serving as a member of the Supreme Council, the 3
Grand Recorder, Assistant Grand Recorder, Grand Editor, or any other officer or duly 4
elected or appointed official or employee of the Fraternity designated by the Supreme 5
Council, in the fulfillment of that person's duties against expenses actually and 6
reasonably incurred by the individual in connection with the defense of any claim, action, 7
suit, or proceeding resulting therefrom, to the extent permitted by law, upon 8 determination
by the Supreme Council that the indemnification is proper in each specific 9 case. The right
of indemnification shall not be exclusive of other rights to which the 10 individual may be

entitled as a matter of law. 11 12 Section B - Parliamentary Authority 13 14 In matters of
parliamentary procedure not otherwise covered by this Constitution and 15 Bylaws, the
most recent edition of *Robert's Rules of Order Newly Revised* shall be 16 considered
authoritative. 17 18 Section C - Editing of Constitution or Bylaws 19 20 The Supreme
Council shall be empowered to change the wording of adopted Grand 21 Chapter
legislation, without changing the meaning, if necessary to bring it into 22 conformity with
the accepted standards of English and consistent terminology. 23 24 25 26 27 28

3
8

BYLAW XI - AMENDMENTS 1 2 These Bylaws may be amended, but not in violation of
any provision of the Restated 3 Articles of Incorporation or of the Constitution, by a
two-thirds majority of the Grand 4 Chapter members voting. No amendment may be
adopted in conclave unless presented 5 in conclave at least one day preceding its
consideration. 6

