

**Constitution and Bylaws of the Iota Chapter
Alpha Chi Sigma
Professional Chemistry Fraternity**
By: Members of the Iota Chapter of Alpha Chi Sigma
Submitted for approval May 17, 1999

Constitution of Iota Chapter of Alpha Chi Sigma

Article I: Name

The name of this association shall be the Iota Chapter of the Alpha Chi Sigma Fraternity (hereinafter referred to as Iota Chapter or the Chapter).

Article II: Purpose

The purposes of the association shall be educational, charitable, and to further the objects of our order.

Article III: Location

The permanent location of Iota Chapter shall be at Rose-Hulman Institute of Technology in the city of Terre Haute, in the state of Indiana.

Bylaws of Iota Chapter of Alpha Chi Sigma

Introduction

Section I. Precedence of Bylaws

Once adopted and placed in effect, these bylaws will supercede and take precedence over all previous bylaws. All previous bylaws and associated amendments shall be considered repealed and no longer in effect.

Section II. Subordination of Bylaws

These bylaws shall govern only Iota Chapter, and have been approved by a two-thirds majority vote of all active members of the Chapter. These bylaws are governed by, and must be in accord with, the National Constitution, Bylaws, and Edicts. In any matter of disagreement, the National Constitution, Bylaws, and Edicts shall supercede and take precedence over these Bylaws.

Article I. Membership

Section I. Qualifications for Membership

1. A candidate for collegiate membership shall be a student of chemical science who intends to make chemistry their life work.
2. A candidate for Professional membership shall either have at least a bachelor's degree of chemical sciences or be a properly qualified chemical scientist.
3. Reference to chemical science and chemical scientists in connection with membership qualifications shall be interpreted as including chemists, chemical engineers, and members of allied professions in which chemistry predominates.
4. A candidate for membership shall be professionally acceptable to the Grand Chapter.
5. A collegiate Chapter may, with the approval of the Supreme Council, elect and initiate any properly qualified student of a neighboring college or university where a chapter of this Fraternity does not exist, provided such action is in accord with the regulations of both institutions.
6. The Supreme Council approved on December 1, 1990, the initiation of Indiana State University students into the Iota Chapter of Alpha Chi Sigma.
7. Membership shall not be restricted on any other basis.

8. Membership and participation are free from discrimination based on race, religion, color, sex, age, national origin or ancestry, marital status, parental status, sexual orientation, disability, or status as a disabled or Vietnam-era veteran.

Section II. Invitation to Membership

1. Invitation to collegiate membership shall proceed as follows:
 - A. The Chapter shall give all of its active members prior notice of meetings at which it will receive a vote on invitations to membership. In the meeting, the Rush Committee Chairman will make the first nominations. However, any active member may nominate for invitation to membership any qualified person. The nomination must be supported by at least one other active member of the chapter and have the certification of the Membership Committee regarding the candidate's professional qualifications. After the initial nominations have been made, the nominations will be tabled until the next Chapter meeting. At this meeting, the Membership Committee will report to the Chapter regarding the qualifications of the nominees, and the Chapter will vote on the nominations.
 - B. A four-fifths majority of the chapter's active members must approve the nomination. A two-thirds majority vote of active members may cause the vote to not be done by secret ballot.
 - C. Members with an excused absence from the meeting at which the vote will be held may submit their ballots to the Recorder prior to the meeting.
 - D. In no case shall Alpha Chi Sigma accept the assignment of members by an agency external to the Fraternity.
2. Invitation of Professional Candidates to Membership shall proceed as follows:
 - A. For candidates having a bachelor's degree - Invitation to Professional membership shall follow the procedure for invitation to collegiate membership except that the nomination must be supported by at least two other Fraternity members who know the candidate personally.
 - B. For other candidates - Invitation to Professional membership shall follow the procedure for invitation to collegiate membership with the following exceptions:
 - i. The nomination must be made in writing and clearly state the nominee's qualifications for membership.
 - ii. The nomination must be signed by at least three active Fraternity members who certify that they know the candidate personally.
 - iii. If the Chapter approves the nomination, it shall be submitted to the Supreme Council, where a unanimous vote is required for approval.
3. No person's nomination for membership shall be voted on more than twice during any one academic year.
4. If a pledge changes to a curriculum in which the requirements for initiation cannot be satisfied, that person shall be dropped from the pledge roll.
5. The procedure for withdrawal of an invitation to membership shall be:
 - A. Any chapter member, at a regular meeting of the chapter, may move for 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.
 - B. 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 two-thirds vote by secret ballot of active members present is required to withdraw an invitation to membership.

- C. Pledges whose invitation to membership has been withdrawn shall be notified in writing by the Master Alchemist.
6. No person shall be initiated into the Fraternity until having complied with at least one of the following conditions:
- A. Be in at least the second college year in the study of chemical sciences and be without condition in any current college work.
 - B. 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.
 - C. Be in the second semester or third quarter of the first academic 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.
7. Upon completion of the pledge program, voting shall occur:
- A. A simple majority vote of active members is required to allow the pledge to go through the initiation ceremony.
 - B. A negative does not revoke the invitation to membership.
8. No pledge shall be initiated before paying the lifetime membership fee.

Section III. Active Membership

1. The active membership of the Chapter shall include:
- A. Those collegiates initiated into the Chapter who fulfill all financial and attendance obligations to the Chapter.
 - B. Collegiates initiated into other chapters who desire to become active in the Chapter, fulfill all financial and attendance obligations to the Chapter, and have been approved by a majority vote of the active membership.
 - C. Professional members initiated into any chapter who desire to be active in the Chapter, who fulfill all financial and attendance obligations of the Chapter, and who have been approved by a majority vote of the active membership.
2. All brothers must maintain their financial and attendance obligations to remain active.
- A. A member is considered inactive if the member is financially delinquent.
 - B. A member is considered inactive if the member has more than two unexcused absences in the past ten regular Chapter meetings. Excused absences include:
 - i. School-sponsored functions.
 - ii. Co-ops, study abroad, or similar programs.
 - iii. Serious illness.
 - iv. Death in the family.
 - v. Any other absence approved at the discretion of the recorder.
 - C. Newly initiated members who have not yet attended ten Chapter meetings shall be considered active members during the term in which they were initiated.
 - D. A member declared inactive due to financial delinquency shall be automatically reactivated upon repair of the delinquency.

- E. Any member who is declared inactive due to attendance shall be reactivated at the beginning of the third consecutive meeting attended by the member in question; the previous two unexcused absences will be expunged from their record.

Article II. Leadership

Section I. Executive Officers

The executive officers of the Chapter as defined by the National Constitution shall be Master Alchemist, Vice Master Alchemist, Reporter, Recorder, Treasurer, Master of Ceremonies, and Alumni Secretary.

1. The Master Alchemist shall:
 - A. Be the executive officer of the Chapter.
 - B. Preside at Chapter meetings.
 - C. Commit to memory the parts of the ritual assigned to the Master Alchemist.
 - D. Chair the Advisory, Safety, Scholarship, and Executive Committees.
 - E. Be a member of the Budget Committee.
 - F. Be responsible for the condition of the Chapter and the proper discharge of the duties of its officers.
 - G. Be responsible for the Chapter's Grand Chapter vote during the period between conclaves.
 - H. Be familiar with the Manual of Procedure for the office of Master Alchemist.
 - I. Be familiar with general parliamentary procedure.
 - J. Be an ex-officio member of all committees unless otherwise restricted.
 - K. Be the official Chapter representative at public functions unless delegated to another member.
 - L. Appoint and dissolve special committees.
 - M. Have the power to call special meetings with due notice.
2. The Vice Master Alchemist shall:
 - A. Assist the Master Alchemist.
 - B. Act as the Master Alchemist in the absence of the Master Alchemist.
 - C. Supervise all pledge functions.
 - D. Chair the Auditing Committee.
 - E. Be a member of the Membership Committee.
 - F. Be familiar with the Manual of Procedure for the office of Vice Master Alchemist.
3. The Reporter shall:
 - A. Carry on the Chapter's correspondence with the Grand Chapter.
 - B. Report elections, initiations, deaths, expulsion proceedings, changes in status of members, election of officers, and matters of record as required by the Supreme Council.

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- C. Chair the Professional Activities Committee.
 - D. Be a member of the Executive Committee.
 - E. Be familiar with the Manual of Procedure for the office of Reporter.
 - F. Solicit articles from the collegiate chapter for the Hexagon.
 - G. Maintain necessary correspondence with other collegiate chapters.
 - H. Be responsible for submitting the Annual Star Chapter Report to the National Office.
 - I. Be responsible for checking the Chapter's mailbox regularly.
4. The Recorder shall:
- A. Keep and distribute the minutes of the Chapter meetings.
 - B. Be responsible for the documents and records of the Chapter.
 - C. Assist the Reporter.
 - D. Act as Reporter in the absence of the Reporter.
 - E. Maintain a biographical record and an address and telephone record of the Chapter members.
 - F. Be familiar with the Manual of Procedure for the office of Recorder.
 - G. Keep a record of all meeting attendance.
 - H. Codify all bylaws amended and revised by the Chapter and have a copy of the current bylaws at all times.
 - I. Have the power to request written reports from committee chairmen prior to the meeting.
 - J. Be a member of the Advisory, Membership, and Executive Committees.
5. The Treasurer shall:
- A. Be responsible for the collection and disbursement of the Chapter monies.
 - B. Keep a systematic record of the Chapter finances.
 - C. Report on the Chapter finances upon request of the Master Alchemist, the Grand Recorder, the District Counselor, or the Supreme Council.
 - D. Submit to the Supreme Council, the District Counselor, and the Chapter Advisor a standardized financial statement of the Chapter's financial condition including a detailed report of delinquencies.
 - E. Be a member of the Advisory, Budget, and Executive Committees.
 - F. Be familiar with the Manual of Procedure for the office of Treasurer.
 - G. Be responsible for the preparation of the Chapter's annual budget.
 - H. Submit a budget for approval by the Chapter during the spring term of the previous academic year.
6. The Master of Ceremonies shall:

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- A. Organize and supervise all Chapter ceremonial activities except the Professional Recognition Ceremony and the Professional Induction Ceremony.
 - B. Be responsible for the safekeeping and good condition of the regalia entrusted to the Chapter.
 - C. Keep account for all copies of the ritual lent and be responsible to the Grand Chapter for them.
 - D. Chair the Ritual Committee.
 - E. Be a member of the Executive Committee.
 - F. Be familiar with the Manual of Procedure for the office of Master of Ceremonies.
 - G. Arrange for the chapter's Professional Recognition Ceremony or Professional Induction Ceremony when any chapter members are to join the Professional Branch.
 - H. Be Chapter parliamentarian.
7. The Alumni Secretary shall:
- A. Assist the Chapter in its professional activities.
 - B. Gather and preserve the historical data of the chapter and make an annual report to the Grand Historian.
 - C. Solicit articles from the alumni for the Hexagon.
 - D. Report promptly all changes of address of alumni to the Grand Recorder and the Chapter.
 - E. Assist the Master Alchemist in familiarizing new Chapter officers with their duties.
 - F. Be familiar with the Manual of Procedure for the office of Alumni Secretary.
 - G. Maintain contact with all Chapter alumni and local alumni of other chapters.
 - H. Edit the Chapter's alumni newsletter unless otherwise delegated.

Section II. Additional Officers

The additional Chapter officers are Vice Master of Ceremonies, Public Relations director, Social Chair, Chemistry on Wheels Director, Vice Chemistry on Wheels Director, Rush Chairman, and Webmaster.

1. The Vice Master of Ceremonies shall:
- A. Be familiar with the Manual of Procedure for the office of Master of Ceremonies.
 - B. Assist the Master of Ceremonies.
 - C. Act as the Master of Ceremonies in the absence of the Master of Ceremonies.
 - D. Perform all other duties assigned by the Master of Ceremonies.
2. The Public Relations director shall:
- A. Be responsible for promoting the general public welfare of the Chapter.
 - B. Assist the Alumni Secretary in the gathering and preservation of the historical record of the Chapter.

- C. Maintain a record of the activities of the Chapter.
 - D. Maintain **all** Chapter photographs, electronic and otherwise.
 - E. Chair of the Public Relations Committee.
3. The Social Chairman shall:
- A. Chair the Social Committee.
 - B. Be responsible for the planning and organizing of all chapter social events.
4. The Chemistry on Wheels Director shall:
- A. Chair the Professional Activities Committee
 - B. Be responsible for maintaining contacts with schools and other organizations for which chemistry shows are performed.
 - C. Maintain a copy of the manual of demonstrations for the chemistry shows.
 - D. Be responsible for the preparation and safe disposal of all chemicals used in the chemistry shows.
 - E. Keep track of Chapter attendance at chemistry shows.
5. The Vice Chemistry on Wheels Director shall:
- A. Assist the Chemistry on Wheels Director.
 - B. Act as the Chemistry on Wheels Director in the absence of the director.
6. The Rush Chairman shall:
- A. Chair the Membership Committee
 - B. Be responsible for organizing all Rush activities.
7. The Webmaster shall:
- A. Maintain and update the chapter webpage when needed.
 - B. Work with the Reporter and Recorder to keep an updated calendar and member list online.
 - C. Maintain thorough documentation of the web page
 - D. Administer the Chapter's mailing lists.

Section III. Chapter Advisor

- 1. The Chapter shall have an Advisor, appointed by the District Counselor upon the Chapter's recommendation.
- 2. The Chapter's recommendation for Chapter Advisor shall be made at the time of the regular officer elections, and the recommendation for appointment forwarded to the District Counselor.
- 3. The recommendation of the Chapter shall remain standing until such a time as the Chapter makes a new recommendation.
- 4. The Chapter Advisor shall be a member of the Advisory, Safety, and Executive Committees.

Section IV. Officer Qualifications, Nominations, Elections, and Installation

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1. To be qualified to hold office, a member shall:
 - A. Except in the case of the Alumni Secretary, be an active member of the Chapter.
 - B. Be a member of either the Collegiate or Professional branch.
2. If an officer becomes inactive during his term of office, the office shall be considered vacant.
3. Nominations for Officers shall proceed as follows:
 - A. Nominations shall be opened at least two weeks prior to the election.
 - B. Nominations shall be turned in to the Recorder during official Chapter meetings.
 - C. Nominations shall close at the closing of the last official Chapter meeting prior to elections.
 - D. Offices for which no nominations were received shall remain open until a nominee is found.
4. Election of Officers shall proceed as follows:
 - A. The current Master Alchemist at the beginning of the meeting in which elections are held shall oversee elections in their entirety.
 - B. Voting shall follow the procedures set forth in Article II, Section V of these Bylaws.
 - C. The order of election shall be: Master Alchemist, Vice Master Alchemist, Master of Ceremonies, Vice Master of Ceremonies, Reporter, Recorder, Treasurer, Alumni Secretary, Public Relations director, Social Chairman, Chemistry on Wheels program director, Vice Chemistry on Wheels director, and Webmaster. The recommendation for Chapter Advisor shall then be made.
 - D. All Chapter officers shall have a term of one year in length.
 - E. No member may hold more than one Executive Office.
 - F. Officers may be re-elected.
 - G. All officers shall serve until the installation of their successors.
5. Installation of Officers shall proceed as follows:
 - A. The installation of new officers shall take place at the next official Chapter meeting following elections.
 - B. The order of installation of Officers shall follow the order of Election, with the exception that the Master of Ceremonies shall be installed first. The new Master of Ceremonies shall then proceed with the installation of the other Officers.
 - C. Installed Officers assume their office immediately following their installation.

Section V. Election Voting Procedures

The voting procedures for electing Officers shall be as follows

1. A quorum is necessary for an election of officers.
 - A. Abstentions are not counted toward quorum.
 - B. A quorum must be achieved on each vote.

2. A person is elected by receiving the majority of the votes cast.
3. In the case where more than two people run for an office and a clear majority is not reached, those with the two highest totals shall proceed to the next ballot.
4. In the case of a tie:
 - A. A new ballot will be taken.
 - B. If a tie persists after three ballots, the Chapter Advisor shall cast the tiebreaking vote.
5. Voting may be done by secret ballot by a motion.

Section VI. Impeachment

Impeachment of Officers shall proceed as follows:

1. Any member may propose the impeachment of a Chapter officer.
2. Officers may be impeached by a two-thirds vote of the Chapter's active members.
3. The proposed impeachment of an officer must not be voted upon until the next regular chapter meeting.
4. The vacancy shall be filled according to the procedures set forth in Article II Section VII of these Bylaws.

Section VII. Vacancies

Vacancies in the Chapter offices shall be filled as follows:

1. The Vice Master Alchemist shall succeed the Master Alchemist, and a new Vice Master Alchemist elected.
2. The Recorder shall succeed the Reporter, and a new Recorder elected.
3. Where assistant chapter officers are provided by the Chapter Bylaws, the assistant shall succeed to the higher office, and a new assistant will be elected.
4. All other vacancies shall be filled by chapter election.
5. The Master Alchemist may appoint temporary officers to fill vacancies until the next meeting of the chapter, when an election shall be held. In the event that an election cannot be completed in the next Chapter meeting, the appointed officer shall remain in office until the new officer is elected and installed.
6. Current officers are eligible for nomination to vacant offices.

Article III. Committees

Section I. National Standing Committees

The Iota Chapter shall have the following standing committees, as per the National Constitution (the chair of each committee is underlined):

1. The Advisory Committee shall:
 - A. Be composed of the Master Alchemist, the Treasurer, the Chapter Advisor, the District Counselor, and one Professional member of the Chapter elected by the Chapter.
 - B. Provide counsel to assure that the Chapter carries out the Fraternity laws and policies.

2. The Auditing Committee shall:
 - A. Be composed of the Vice Master Alchemist and two other members of the Chapter appointed by the Master Alchemist.
 - B. Be responsible for auditing the books of the Treasurer at least once annually and within one month of the installation of a new Treasurer.
3. The Membership Committee shall:
 - A. Be composed of the Vice Master Alchemist, the Recorder, and the Rush Chair.
 - B. Investigate the qualifications of persons proposed for membership and shall report to the Chapter those eligible for membership.
 - C. Be responsible for recording the active status of Chapter members.
 - D. Maintain the policy for the pledge program.
4. The Scholarship Committee shall:
 - A. Be composed of the Master Alchemist, the Chapter Advisor, and two other members of the Chapter appointed by the Master Alchemist.
 - B. Supervise the scholastic activities of the Chapter.
 - C. Be responsible for nominating members as Alpha Chi Sigma Scholars and for other scholarships.
5. The Budget Committee shall:
 - A. Be composed of the Treasurer, the Master Alchemist, the District Counselor, and one or more members elected by the Chapter.
 - B. Create a budget of Chapter finances and submit it to the Chapter for approval by the end of the academic year.
6. The Safety Committee shall:
 - A. Be composed of the Master Alchemist, the Chapter Advisor, and at least one other member appointed by the Master Alchemist.
 - B. Be responsible with working with the Chemistry and Chemical Engineering Department to promote laboratory safety.

Section II. Local Standing Committees

The Iota Chapter shall have the following local standing committees. With the exception of the committees listed, the Master Alchemist may appoint, change, or dissolve any other local standing committee as necessary.

1. The Executive Committee shall:
 - A. Be composed of all executive officers of Iota Chapter.
 - B. Have as ex-officio members:
 - i. The Chapter Advisor.
 - ii. All active past Master Alchemists.
 - iii. All active past official Conclave Delegates.
 - C. Count ex-officio members toward a quorum only when present.

- D. Not allow any member more than one vote.
 - E. Meet in a timely manner following the request of the Master Alchemist or any other two members of the committee.
 - F. Report all actions to the Chapter at the next regularly scheduled business meeting.
2. The Professional Activities Committee shall:
- A. Be composed of the Chemistry on Wheels Director, the Vice Chemistry on Wheels Director, the Reporter, and at least one other member appointed by the Master Alchemist.
 - B. Have as a chairman the Chemistry on Wheels Director.
 - C. Coordinate all professional activities for the Chapter.
 - D. Be responsible for maintaining contacts with schools and other organizations for which chemistry shows are performed.
 - E. Publish a quarterly calendar of all professional activities.
 - F. Update and maintain a manual of demonstrations for the chemistry shows.
 - G. Be responsible for the preparation and safe disposal of all chemicals used in the chemistry shows.
3. The Public Relations Committee shall:
- A. Be composed of the Public Relations Director, and at least two other members appointed by the Master Alchemist.
 - B. Be responsible for publicizing Chapter events.
 - C. Update and maintain each of the Chapter's campus bulletin boards.
 - D. Be responsible for submitting articles to local and fraternal publications.
 - E. Establish operating procedures and goals to be approved by the Chapter.
4. The Constitutional Review Committee shall:
- A. Be composed of a Chairman and at least three other members appointed by the Master Alchemist.
 - B. Convene within at least two years following the most recent Constitutional or Bylaws revision.
 - C. Be responsible for recommending to the Chapter any necessary revisions to the Constitution and Bylaws.
 - D. Be responsible, in the years in which the committee convenes, for submitting to the National Office any revisions approved by the Chapter.

Section III. Ad-Hoc Committees

The Master Alchemist may appoint, change, or dissolve any Ad-Hoc committee as necessary. These Ad-Hoc committees may include, but are not limited to, those listed in Subsection 2 below.

1. Ad-Hoc Committees shall:
- A. Have appointed by the Master Alchemist a chairman and at least two other members.

- B. Establish a time limit, after which the committee will be dissolved.
- C. Report to the Chapter at each regularly scheduled business meeting.

Article IV. The Pledge Process

Section I. Rush

The Rush Program shall proceed as follows:

- 1. The Membership Committee shall recommend to the Chapter which candidates qualify for membership.
- 2. The Membership Committee shall be in charge of all Rush activities.
- 3. Rush shall occur once during the Fall Quarter and once during the Winter or Spring Quarter, and shall occur in a manner that allows ample time for pledging and initiation.
- 4. Pledges shall receive their bids at least two days prior to the pledging ceremony.
- 5. The Membership Committee is responsible for distributing written invitations to properly qualified candidates.

Section II. Pledging

Pledging shall consist of a Pledging Ceremony and a Pledge Program.

- 1. The Pledging Ceremony shall:
 - A. Take place in a timely manner following the completion of Rush.
 - B. Be required attendance for all Chapter members, unless excused by the Recorder.
 - C. Be held outside of the regularly scheduled meetings.
 - D. Be conducted by the Master of Ceremonies.
 - E. Be the final date for payment of pledging fees.
- 2. The Pledge Program shall:
 - A. Be conducted by the Vice Master Alchemist, who shall report regularly to the Chapter regarding the progress of each pledge.
 - B. Last not less than four weeks.
 - C. Include not less than five Pledge Classes conducted so as to educate the pledges in the history, traditions, purpose, structure, and organization of the Chapter and of the Fraternity.
 - D. Be required attendance for all pledges, unless excused by the Vice Master Alchemist.
 - E. Be successfully completed by each pledge. Any pledge who fails to do so, and does not plan to initiate in the immediate future, shall return all Fraternity property.

Section III. Initiation

Initiation shall be conducted as follows:

- 1. The Initiation Ceremony shall:
 - A. Be conducted by the Master of Ceremonies.

- B. Take place in a timely manner following the completion of the last pledge class.
 - C. Be required attendance for all Chapter members, unless excused by the Master of Ceremonies.
2. Chapter members shall:
 - A. Conduct themselves professionally during the Initiation Ceremony.
 - B. Not participate in, permit, or tolerate hazing during the Initiation Ceremony.

Article V. Finances

Section I. Dues

1. Dues shall be set during the spring quarter for the following academic year.
2. A three-fourths majority vote is required to raise dues from those of the current year.
3. Dues shall not be lower than those of the current year, but do not necessarily need to be raised each year.
4. Dues may not be increased by more than five dollars per quarter from the previous year.
5. Dues shall be set separately for professional and collegiate members of the Chapter.

Section II. Financial Delinquency

1. Each quarter's dues must be paid by the fifth week.
2. Members who are in default shall be considered Financially Delinquent and shall be considered inactive members of the Chapter.
3. All rights will be restored to the member upon payment of all back dues.
4. Any member Financially Delinquent for more than three quarters shall, by a motion, face a vote of expulsion from the Chapter. A four-fifths majority vote will be required.
5. Special exemptions from these rules shall be made upon the Treasurer's discretion.

Section III. Budget

1. The Treasurer is responsible for submitting to the Chapter a budget prepared by the Budget Committee for the following school year by the end of the current academic year.
2. All officers and committee chairmen will be responsible for submitting a budget to the Budget Committee before the Treasurer is to submit the budget to the Chapter.
3. The budget will be approved by the Chapter with a simple majority vote.
4. Deviations from the budget may only be made by consent of the Budget Committee.

Section IV. Bank Accounts

1. All money collected by the Treasurer shall be placed in one of two accounts: a checking account or a savings account.
2. No less than ten percent of all revenues shall be placed in the savings account.
3. At the end of the academic year, all money left in the checking account shall be rolled over into the savings account, save enough to keep an account open, but no more than \$1,000. With a simple majority, the Chapter may vote to place any or all of the amount rolled over into the savings account back in the checking account at the beginning of the following academic year.

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4. The savings account is to be used for long-term projects, i.e., acquiring a Chapter house, and may not be invaded except upon a four-fifths majority chapter vote.
5. The Chapter shall have a check card, which is to be used primarily for dinners and other emergencies at the Treasurer's discretion.
6. Only the Treasurer may write checks.

Article VI. Meetings

1. The chapter shall have at least two regular business meetings each month during the regular school year.
2. The Master Alchemist may call a special meeting with due notice.
3. A quorum is 51% of the chapter's active members.
4. In cases of parliamentary interpretation, Robert's Rules of Order shall prevail.
5. The order of business shall be:
 - A. Call to Order.
 - B. Secret ritual opening.
 - C. Reports of the standing committees.
 - D. Reports of the ad-hoc committees.
 - E. Reports of the officers.
 - F. Old business.
 - G. New business.
 - H. Nominations for membership
 - I. Invitation to membership.
 - J. Appointment of committees.
 - K. Nomination of officers.
 - L. Election of officers.
 - M. Installation of officers.
 - N. Announcements for the Good of the Order.
 - O. Secret ritual closing.
6. All voting shall occur only during an official meeting.
7. All members of Alpha Chi Sigma Fraternity may attend meetings of the Chapter; however, only active members of the Chapter may vote and make motions.

Article VII. Amendments and Revisions

1. These Bylaws may be amended or revised by a two-thirds majority of the Chapter's active members.
2. Any active Chapter member may propose an amendment to these Bylaws.
3. The means for amending or revising these Bylaws shall be as follows:

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- A. Any amendment or revision to these Bylaws must be presented to the Chapter during a regularly scheduled meeting and a copy distributed to each member.
 - B. The proposed amendment or change shall be discussed and voted on during new business.
 - C. If the motion passes by a simple majority, it shall be tabled. If the motion fails, it is killed.
 - D. The tabled motion shall be discussed and voted on during old business at the next regular chapter meeting.
 - E. If the motion passes by a two-thirds majority in the second vote, it is considered adopted. If the motion fails, it is killed.
4. These Bylaws (if adopted) shall be placed in effect beginning on September 1, 1999, and shall be retroactive to the date of adoption.
 5. The dates of adoption, amendment, and printing of these and all future revised and amended Bylaws shall appear on each page of every copy.