

Constitution and Bylaws of the Iota Chapter of Alpha Chi Sigma

Adopted: May 17, 1999

Amended: May 18th, 2009

Constitution of Iota Chapter of Alpha Chi Sigma

Article I: Name

The name of this organization shall be the Iota Chapter of the Alpha Chi Sigma Fraternity, hereinafter referred to as Iota or the Chapter.

Article II: Purpose

The purposes of this organization shall be educational, charitable and to further the three objects of the Alpha Chi Sigma Fraternity.

Article III: Location

The permanent location of the 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 into 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 All previous bylaws and associated amendments shall be considered repealed and no longer in effect.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 the 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 of the Alpha Chi Sigma fraternity. In any matter of disagreement, the National Constitution, Bylaws, and Edicts shall supercede and take precedence over these bylaws.

Article I: Membership

Section I: General Qualifications for Membership

1. A candidate for collegiate membership shall be a student of chemical science who intends to make chemistry their life work and has been in a degree granting program within the past twelve months
2. A candidate for professional membership shall either have at least a bachelor's degree in chemical sciences or be a properly qualified chemical scientist

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3. References 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 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
 - a. The Supreme Council approved on December 1st, 1990, the initiation of students from Indiana State University into the Iota Chapter
6. Membership shall not be restricted on any basis other than those listed above
7. 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. Nomination for Invitation of Candidates to Membership:
 - a. The Rush Committee shall give all active members prior notice of no less than one week of meetings at which nominations for invitations to membership will be discussed. The Rush Chair will make the first nominations. Any active chapter member may nominate qualified candidates to receive an invitation to membership. All nominations must be supported by at least one other active member of the chapter. These nominations are then tabled until the next chapter meeting in which the Membership Committee will report to the Chapter regarding the qualifications of the nominees and voting will proceed as outlined in Article VII, Section III
 - b. Active members with an excused absence, as outlined in Article II, Section II, from the meeting at which voting takes place may submit their ballot to the Recorder no less than one hour prior to the meeting at which voting is taking place.
 - c. 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.

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- 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 individual's nomination for membership may be voted on more than twice during one academic year.
4. 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.
 - i. For the purposes of Iota chapter, a student is considered to be in the second college year of study if enrolled in CHEM 251 (Organic Chemistry I), CHEM 225 (Analytical Chemistry I) or CHE 201 (Conservation Principles and Balances).
 - b. Have completed, with college credit allowed, four semester or six quarter courses in college chemistry and be without condition in any college work.
 - c. Be in the second semester or third quarter of the first academic year, rank in the upper forty percent of their academic class and be without condition in any current college work.
 - d. A student shall be considered without condition in any current college work if they are in good standing with the institution as confirmed by the registrar of the college
5. Immediately following the voting for the last candidate nominated to receive an invitation to membership, pledge fathers shall be assigned for each candidate as follows:
 - a. The Master of Ceremonies shall read the names of all candidates being extended an invitation to membership
 - b. Members will be given the ability to request a pledge son in the following order:
 - i. Seniors without a pledge son
 - ii. Juniors without a pledge son
 - iii. Sophomores without a pledge son
 - iv. Freshmen without a pledge son
 - v. Seniors having one or more pledge sons
 - vi. Juniors having one or more pledge sons
 - vii. Sophomores having one or more pledge sons
 - c. In the case of two members with the same priority ranking wanting the same pledge son, preference shall be given to the member who was initiated earliest
 - i. If this does not result in a decision, the Master Alchemist shall decide
6. The pledging program shall proceed as outlined in Article IV, Section II.

Section III: Withdrawal of Invitation to Membership

1. In the case that a candidate for membership changes to a curriculum in which the requirements for membership cannot be fulfilled, the candidate is dropped from the pledge roll.
2. 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

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failure, lack of interest in the Fraternity, or potential injury to the Fraternity if the person is initiated.

- a. At least six days prior to the meeting at which a vote on the motion will be taken, the Recorder shall give the Chapter written notice that a motion to withdrawal an invitation to membership is pending.
- b. A two-thirds vote 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 and immediately return all Fraternity property.

Section IV: Active Membership

1. Active membership of the chapter is comprised of:
 - 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 members of the Iota Chapter, fulfill all financial and attendance obligations to the Chapter and have been approved by a majority vote.
 - c. Professional members initiated into any Chapter who desire to become active in the Chapter, who fulfill all financial and attendance obligations of the Chapter and have been approved by a majority vote.
 - i. A member initiated into another Chapter or a professional member choosing to become active in the Iota chapter is considered active immediately following approval by a majority vote of the active chapter and the fulfillment of all financial obligations.
2. All brothers must maintain their financial and attendance obligations to remain active.
 - a. A member is considered inactive if the member is declared financially delinquent.
 - b. A member declared inactive due to financial delinquency shall be reactivated at the start of the chapter following the repair of the delinquency.
 - i. If a member repairs the delinquency during a regular chapter meeting, the member is declared active immediately upon payment of dues.
 - ii. A member who has notified the treasurer prior to the due date of a delinquency may be declared active at the discretion of the treasurer.
 - c. A member is considered inactive if the member has more than one unexcused absence within an academic quarter.
 - d. A member is declared inactive if the member misses a mandatory event without an excused absence, even if it is the member's first unexcused absence
 - i. Mandatory events include:
 1. Pledging Ceremonies
 2. Initiation Ceremonies

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3. Any other event deemed mandatory by a majority vote of the Executive Committee a minimum of two weeks prior to the event
- e. Excused absences from events include:
 - i. School-sponsored functions (i.e. review sessions hosted by a professor, class trips)
 - ii. Serious illness
 - iii. Family emergency
 - iv. Job interviews and campus visits
 - v. Any other absence approved at the discretion of the Recorder.
 - f. All requests for excused absences must be submitted in writing to the Recorder no less than one hour prior to a regularly scheduled chapter meeting and no later than one week preceding any mandatory event the member will be missing.
 - i. Circumstances prohibiting the member from contacting the Recorder with ample notice shall be considered by the Recorder on a case by case basis.
 - ii. If the request for an excused absence is rejected by the Recorder, the petitioning brother must be notified of the rejection no later than 24 hours after the conclusion of the chapter meeting.
 - iii. If a request for an excused absence is rejected by the Recorder, the petitioning member may ask the Master Alchemist to overturn the Recorder's decision in writing within 24 hours of receiving the Recorder's decision. The decision of the Master Alchemist shall be final.
 - g. A member declared inactive due to attendance shall be deemed active at the end of the third consecutive chapter meeting the member attends.
 - i. All prior absences shall be expunged from their record when the member is declared active.
 - h. If a member has not attended at least one professional activity in a calendar year, the member is declared inactive until they have attended a professional activity.
 - i. Events considered professional activities include, but are not limited to:
 1. Chemistry on Wheels Demonstrations
 2. Merit Badges offered by the chapter
 3. Service events as presented by the Service Chairman
 4. Other events as determined by the Professional Activities Committee
 - i. A member not serving on a chapter committee will be declared inactive until they are serving as a member of a committee
 - j. Any member participating in co-ops, study abroad or other similar programs shall be considered on special status
 - i. Members on special status do not have to fulfill financial or attendance obligations to the fraternity during their special status period
 - ii. Members on special status shall not be counted as an active member when calculating quorum and are not allowed to vote

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- k. Any member declared inactive for three consecutive quarters for any reason shall be contacted by the executive committee to assess the reason for inactivity
 - i. If the member does not communicate with the executive committee as to why they have been inactive, they shall be transferred to the Professional Branch
 - ii. If the member does not wish to remain active, they may submit a written request to the Reporter to be transferred to the Professional Branch at any time during their college career
 1. Members transferred to the Professional Branch may request to become active with the Collegiate Branch as outlined in Article I, Section IV

Article II. Leadership

Section I: Executive Officers

1. The executive officers of the Chapter shall be:
 - a. Master Alchemist
 - b. Vice Master Alchemist
 - c. Co-Vice Master Alchemist
 - d. Reporter
 - e. Recorder
 - f. Treasurer
 - g. Master of Ceremonies
 - h. Alumni Secretary
 - i. Chapter Advisor
 - j. Faculty Advisor
2. 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
 - i. These responsibilities may be delegated as deemed necessary by the Master Alchemist
 - 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

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- k. Be the official Chapter representative at public functions unless delegated to another member
 - l. Have the power to call special meetings with due notice
 - i. Due notice is defined as at least one calendar week
3. The Vice Master Alchemist shall:
- a. Assist the Master Alchemist
 - b. Act as the Master Alchemist in the absence of the Master Alchemist
 - c. Be responsible for communication with the Grand Chapter as necessary
 - d. Organize the Professional Recognition Ceremony and the Professional Induction Ceremony when any chapter members are to join the Professional Branch
 - e. Supervise all pledge functions
 - f. Chair the Auditing Committee
 - g. Be a member of the Executive and Membership Committees
 - h. Be familiar with the Manual of Procedure for the office of Vice Master Alchemist
4. The Co-Vice Master Alchemist shall:
- a. Assist the Vice Master Alchemist
 - b. Act as the Vice Master Alchemist in the absence of the Vice Master Alchemist
 - c. Be a member of the Executive, Membership and Auditing Committees
 - d. Be familiar with the Manual of Procedure for the office of Vice Master Alchemist
 - e. Perform all duties of Vice Master Alchemist in cooperation with the Vice Master Alchemist
5. 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
 - c. Chair the Constitutional Review Committee
 - d. Be a member of the Executive Committee and the Professional Activities Committee
 - e. Be familiar with the Manual of Procedure for the office of Reporter
 - f. Solicit articles from the collegiate chapter for inclusion in 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.
6. The Recorder shall:
- a. Keep and distribute the minutes of 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 chapter members
 - f. Be familiar with the Manual of Procedure for the office of Recorder

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- g. Keep a record of all meeting attendance
 - h. Produce a list of all members declared inactive for attendance reasons at any time
 - 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
7. The Treasurer shall:
- a. Be responsible for the collection and disbursement of 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 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. Produce a list of all members declared inactive due to financial delinquency at any time
 - f. Be a member of the Advisory, Budget, and Executive Committees
 - g. Be familiar with the Manual of Procedure for the office of Treasure
 - h. Be responsible for the preparation of the Chapter's annual budget
 - i. Submit a budget for approval by the Chapter no later than the eighth week of the spring term for the following academic year
8. The Master of Ceremonies shall:
- a. Organize and supervise all Chapter ceremonial activities except the Professional Recognition Ceremony and the Professional Induction Ceremony
 - b. Be responsible for obtaining all materials needed for ceremonial activities unless otherwise delegated
 - c. Be responsible for the safekeeping and good condition of the regalia entrusted to the chapter
 - d. Keep account for all copies of the ritual lent and be responsible to the Grand Chapter for them
 - e. Chair the Ritual Committee
 - f. Be a member of the Executive Committee
 - g. Be familiar with the Manual of Procedure for the office of Master of Ceremonies
 - h. Be Chapter parliamentarian
9. 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

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- 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
10. In the absence of the Master Alchemist, the order in which officers preside over meetings shall be as follows:
- a. Vice Master Alchemist
 - b. Reporter
 - c. Recorder
 - d. Treasurer
 - e. Master of Ceremonies
 - f. Alumni Secretary
 - g. Chapter Advisor
11. Only the officers listed in Article II, Section I, subsection 9 are ever allowed to preside over official Chapter meetings. In no case is an officer not listed there allowed to assume the duties of the Master Alchemist.

Section II: Additional Officers

1. The additional officers as designated by the Iota Chapter shall be:
 - a. Vice Master of Ceremonies
 - b. Public Relations Director
 - c. Social Chair
 - d. Chemistry on Wheels Director
 - e. Merit Badge Coordinator
 - f. Vice Chemistry on Wheels Director
 - g. Rush Chairman
 - h. Service Chairman
 - i. Webmaster
2. The Vice Master of Ceremonies shall:
 - a. Be familiar with the Manual of Procedure for the office of Master of Ceremonies
 - b. Maintain the security of chapter meetings
 - c. Assist the Master of Ceremonies
 - d. Act as the Master of Ceremonies in the absence of the Master of Ceremonies
 - e. Perform all other duties assigned by the Master of Ceremonies
3. 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 or otherwise
 - e. Chair the Public Relations Committee

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4. The Social Chairman shall:
 - a. Be responsible for the planning and organization of all chapter social events
 - b. Be responsible for obtaining food for all ritual ceremonies
 - c. Chair the Social Committee
 - d. Choose a Chemist of the Week to be recognized in Chapter
 - e. Be allowed to nominate a co-Social Chairman to assist in the duties of the Social Chairman
5. 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 unless otherwise delegated
 - e. Keep track of Chapter attendance at chemistry shows
 - f. Provide the information required for chapter members to obtain Wyvern Pins
6. The Merit Badge Coordinator shall:
 - a. Be responsible for the planning and execution of the Boy Scout Merit Badge Program
 - b. Be responsible for ensuring that all badge requirements are fulfilled during the program
 - c. Be a member of the Professional Activities Committee
 - d. Keep track of attendance at Merit Badges
 - e. Provide the information required for chapter members to obtain Wyvern Pins
 - f. Be a certified Merit Badge Counselor with the National Boy Scout Association
 - i. The chapter will cover all fees associated with certification
7. The Vice Chemistry on Wheels Director shall:
 - a. Assist the Chemistry on Wheels director
 - b. Assist the Merit Badge Director
 - c. Act as the Chemistry on Wheels director in the absence of the Chemistry on Wheels Director
 - d. Act as the Merit Badge Coordinator in the absence of the Merit Badge Coordinator
8. The Rush Chairman shall:
 - a. Be responsible for organizing all Rush activities
 - b. Provide the first nominations for invitations to membership
 - c. Chair the Membership Committee
 - d. Be allowed to nominate a co-Rush Chairman to assist with the duties of the Rush Chairman
9. The Service Chairman shall:
 - a. Organize service events that do not fall under the category of Chemistry on Wheels

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- b. Notify the chapter of current campus service events
 - c. Be a member of the Public Relations Committee
10. The Webmaster shall:
- a. Maintain and update the chapter website as 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: Advisors

1. The Chapter shall have a Chapter Advisor and a Faculty Advisor, recommended by the Chapter
 - a. The Chapter Advisor must be approved by the District Counselor
 - b. Both advisory positions may be held by the same person
2. The Chapter's recommendation for Advisors shall be made at the time of the regular officer elections
 - a. The recommendation for Chapter Advisor must be 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
5. In the case of a tie during any voting procedure, the Chapter Advisor shall be the tie-breaking vote unless otherwise stated
6. The Chapter Advisor shall oversee all impeachment proceedings
7. The Faculty Advisor shall be a member of the Executive Committee
8. The Faculty Advisor is responsible for all communications with the Rose-Hulman Student Affairs office

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

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 the term of office, the office shall be immediately considered vacant
 - a. See Article III, Section VII for procedures to fill officer vacancies
3. Nominations for officers shall proceed as follows:
 - a. Nominations shall be opened at least two weeks prior to election
 - b. Nominations shall be turned into the Recorder during official Chapter meetings
 - c. Nominations shall close at the closing of the last official Chapter meeting prior to elections

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- d. Offices for which no nominations were received shall remain open until a nominee is found.
4. Elections of officers shall proceed as outlined in Article VII, Section 4
 - a. All Chapter offices shall have a term of one year in length
 - i. Members may be re-elected to the same office
 - b. No member may hold more than one chapter office
 - i. In the case that a nominee for an office cannot be found, an officer may hold multiple offices except:
 1. No officer may hold more than one executive office
 2. No executive officers may hold the additional office of co-Vice Master Alchemist or Vice Master of Ceremonies
 - c. All officers shall serve until the installation of their successors
5. Installation of officers shall proceed as follows:
 - a. The installation of all new officers shall take place at the next official Chapter meeting following the completion of elections
 - b. The order of installation 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: Impeachment

1. Impeachment of officers shall proceed as follows:
 - a. Any member may propose the impeachment of a Chapter officer
 - b. Officers may be impeached by a two-thirds vote of the Chapter's active members
 - c. The proposed impeachment of an officer must be voted upon at the Chapter meeting following the meeting at which the proposal is made
 - d. The vacancy shall be filled according to the procedures set forth in Article II, Section VI
2. All impeachment proceedings are to be conducted by the Chapter Advisor in order to avoid conflict of interest

Section VI: Vacancies

1. Vacancies in the Chapter offices shall be filled as follows:
 - a. The Vice Master Alchemist shall succeed the Master Alchemist and a new Vice Master Alchemist elected
 - b. The Recorder shall succeed the Reporter and a new Recorder elected
 - c. Where assistant chapter offices are provided by Chapter Bylaws, the assistant shall succeed to the higher office and a new assistant will be elected
 - i. This only applies to non-appointed offices

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- d. If a co-Officer has been delegated, the co-office shall succeed to the higher office upon a majority vote of the chapter without other nominations being accepted
 - i. If the co-officer is not approved by the chapter for succession, elections shall be held to fill the vacancy with the current co-officer maintaining the position of co-officer
- e. All other vacancies shall be filled by Chapter election as described in Article VII, Section IV
- f. The Master Alchemist may appoint temporary officers to fill vacancies until the next meeting of the chapter, where 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

Article III: Committees

Section I: National Standing Committees

1. The Iota Chapter shall have the following standing committees, as per the National Constitution:
2. The Advisory Committee shall:
 - a. Be chaired by the Master Alchemist and be composed of the Treasurer, Chapter Advisor, 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
3. The Auditing Committee shall:
 - a. Be chaired by the Vice Master Alchemist and be composed of two members of the Chapter appointed by the Master Alchemist and approved by a majority vote of the active members of the Chapter
 - 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
4. The Membership Committee shall:
 - a. Be chaired by the Rush Chairman and composed of the Vice Master Alchemist, the co-Vice Master Alchemist, the Recorder, the co-Rush Chairman, if applicable, and the Chapter Advisor
 - 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.
5. The Scholarship Committee shall:
 - a. Be chaired by the Master Alchemist and composed of the Chapter Advisor and two or more other members of the chapter appointed by the Master Alchemist and approved by a majority vote of the active members of the Chapter.

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- b. Be responsible for nominating members as Alpha Chi Sigma Scholars and for other scholarships
 - c. Supervise the scholastic activities of the Chapter
6. The Budget Committee shall:
- a. Be chaired by the Treasurer and composed of 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.
7. The Safety Committee shall:
- a. Be chaired by the Master Alchemist and composed of the Chapter Advisor, The Chemistry on Wheels Director, and one or more members appointed by the Master Alchemist and approved by a majority vote of the active members of the chapter.
 - b. Be responsible with working with the Chemistry and Chemical Engineering Departments to promote laboratory safety.

Section II: Local Standing Committees

1. 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.
2. The Executive Committee shall:
 - a. Be chaired by the Master Alchemist and 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. Have the power to remove any member from chapter proceedings when deemed appropriate
 - g. Recommend a course of action when a member of the Chapter has behaved in a manner that can be viewed as damaging to the Fraternity.
 - h. Report all actions to the Chapter at the next regularly scheduled meeting
3. The Professional Activities Committee shall:
 - a. Be chaired by the Chemistry on Wheels Director and composed of the co-Chemistry on Wheels Director, the Vice Chemistry on Wheels Director, the Reporter, and at least one other member appointed by the Master Alchemist and approved by a majority vote of active members of the Chapter

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- b. Coordinate all professional activities for the Chapter
- c. Publish a quarterly calendar of all professional activities
4. The Public Relations Committee shall:
 - a. Be chaired by the Public Relations Director and composed of the service chairman at least two other members appointed by the Master Alchemist and approved by a majority vote of the chapter
 - b. Update and maintain each of the Chapter's campus bulletin boards
 - c. Be responsible for submitting articles to local and fraternal publications
 - d. Establish operating procedures and goals to be approved by the Chapter
5. The Constitutional Review Committee shall:
 - a. Be chaired by the Reporter and be composed of at least three other members of the Chapter appointed by the Master Alchemist and approved by majority vote of the Chapter
 - b. Convene once per year to revise the Constitution or Bylaws as necessary
 - 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 makes changes to the constitution or bylaws, for submitting to the National Office any revisions approved by the Chapter

Section III: Ad-hoc Committees

1. 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.
2. 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

1. The Rush Program shall proceed as follows:
 - a. The Membership Committee shall recommend to the Chapter candidates which qualify for membership
 - b. The Rush Chairman shall be in charge of all rush activities
 - c. 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

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Amended: May 18th, 2009

Section II: Pledging

1. Pledging shall consist of a Pledging Ceremony and a Pledge Program
2. Pledges shall receive their bids at least two days prior to the pledging ceremony
3. The Master of Ceremonies is responsible for distributing written invitations to qualified candidates.
 - a. The Master of Ceremonies shall delegate this task to the pledge father selected for each pledge
4. The Pledging Ceremony shall:
 - a. Take place in a timely manner following the completion of Rush but no earlier than two days following the distribution of bids
 - b. Be held outside of the regularly scheduled Chapter meetings
 - c. Be conducted by the Master of Ceremonies
 - d. Be the final date for the payment of pledging fees
5. The Pledging Program shall:
 - a. Be conducted by the Vice Master Alchemist, who shall report regularly to the Chapter regarding the progress of the pledge class
 - b. Last not less than four weeks
 - c. Include not less than four 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 promptly return all Fraternity property.
 - i. Successful completion requires passing of a test written by the Vice-Master Alchemist and approved by the executive committee
 - ii. The pledge must go through an interview with members of the chapter
 - f. A simple majority vote of active members is required to allow the pledge to go through the initiation ceremony.
 - i. A negative does not revoke the invitation to membership.
 - g. No pledge shall be initiated before paying the lifetime membership fee.
 - h. In order to take the final pledge exam, the pledge must retrieve an Academic Verification form from the Reporter and have it completed by the Registrar. Any pledge failing to return the completed form or who does not meet the requirements will not be allowed to take the pledge exam and cannot be initiated into full membership
 - i. Not completing the verification form or fulfilling the requirements does not revoke the invitation to membership

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Section III: Initiation

1. Initiation shall be conducted as follows:
 - a. The Initiation Ceremony shall:
 - i. Be conducted by the Master of Ceremonies
 - ii. Take place in a timely manner following the completion of the last pledge class.
2. Chapter Members shall:
 - a. Conduct themselves professionally during the Initiation Ceremony
 - b. Not participate in, permit, or tolerate hazing of any kind during the Initiation Ceremony.
 - i. Any member found to be taking part in hazing will be removed from the initiation ceremony by a member of the executive committee and face further disciplinary action at the discretion of the Executive Committee.
 - c. Be required to attend 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 or lower dues from those of the current year.
3. Dues may not change by more than five dollars per quarter from the current year.
 - a. Dues may not be less than \$25 per quarter
4. Dues shall be set separately for Collegiate and Professional members of the Chapter.

Section II: Financial Delinquency

1. Each quarter's dues must be paid by the third chapter meeting of each quarter.
2. 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.
3. 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 eighth week of the Spring quarter.
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 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

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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 dues collected during the school year 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 money 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.
4. The savings account is to be used for long-term projects, for example, 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 emergencies at the Treasurer's discretion.
6. Only the Treasurer may write checks or authorize the use of the check card.
7. The chapter may, at the discretion of the executive committee, maintain an account with the business office of Rose-Hulman Institute of Technology. The responsibility for maintenance of this account shall lie solely with the Treasurer. The primary purpose of this account shall be the payment of internal bills, however, further use of the account for chapter business shall be at the discretion of the Treasurer.

Article VI: Meetings

1. The chapter shall have at least two regular business meetings each month during the regular school year.
 - a. An exception can be made if there are less than two weeks of a quarter during any given month.
2. The Master Alchemist may call a special meeting with due notice.
 - a. Due notice is defined as at least one calendar week from the time the meeting is to be held.
3. In cases of parliamentary interpretation, Robert's Rules of Order, Newly Revised shall prevail.
4. 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.

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- 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
5. All voting shall occur only during an official meeting.
 6. All members of Alpha Chi Sigma Fraternity may attend meetings of the Chapter, however only active members of the chapter may vote or make motions.

Article VII: Voting Policies and Procedures

Section I: Quorum

1. All votes required by the bylaws must have quorum achieved during each vote
 - a. Quorum is defined as 2/3 of the active members of the fraternity
 - b. Excused absences for which votes have been submitted as outlined in Article I Section II may count toward quorum
 - c. Abstentions are considered a 'non-vote' and only count toward quorum
 - d. Inactive members of the fraternity in attendance do not count toward quorum and are not allowed to participate in discussion or vote

Section II: Discussions

1. On all voting matters requiring a prior discussion, the Master Alchemist shall lead the discussion
2. Members shall only be allowed to comment when they are called upon
3. All discussions shall be limited at the discretion of the Master Alchemist
4. All discussion should be voiced in an appropriate manner
 - a. Anyone using inappropriate language or being openly disrespectful may be removed from the discussion by the Master Alchemist, the Chapter Advisor or the Faculty Advisor

Section III: Extending an Invitation to Membership

1. Candidates for Invitations to Membership shall be discussed one at a time
 - a. The name of the candidate being discussed, their current grade level, and their current course qualification shall be read by the Rush Chairman
 - b. Discussion shall be opened and conducted by the Master Alchemist
 - c. At the conclusion of the discussion, a motion and second are required to move to a vote
 - d. Candidates for Invitation to Membership must receive a four-fifths majority in order to receive an invitation
 - e. The next candidate cannot be introduced to discussion until a vote on the prior candidate has concluded

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Section IV: Officer Elections

1. Nominations for Officers begin during the regularly scheduled chapter meeting two weeks prior to the meeting in which elections will be taking place and close at the conclusion of business at the chapter meeting prior to elections
2. Only active members of the fraternity may make nominations, participate in officer discussion, or vote on candidates for office
3. Officer elections shall be the first order of business during the meeting scheduled for elections
4. The Master Alchemist shall oversee elections in their entirety
5. The order of election shall be as follows:
 - a. Master Alchemist
 - b. Vice Master Alchemist
 - c. Co-Vice Master Alchemist
 - i. See Article VII, Section IV, subsection 8 for special procedure regarding co-Vice Master Alchemist
 - d. Reporter
 - e. Recorder
 - f. Treasurer
 - g. Master of Ceremonies
 - h. Alumni Secretary
 - i. Vice Master of Ceremonies
 - j. Rush Chairman
 - k. Chemistry on Wheels Coordinator
 - l. Merit Badge Coordinator
 - m. Vice Chemistry on Wheels Director
 - n. Public Relations Director
 - o. Social Chairman
 - p. Service Chairman
 - q. Webmaster
6. Following the election of chapter officers, nominations for Chapter Advisor and Faculty Advisor may be made
 - a. If there are no new nominations for the Advisor positions, the current advisors shall remain in office
7. Elections for all officers except the co-Vice Master Alchemist shall proceed as follows:
 - a. The nominees for the office being discussed shall be read by the Recorder in the order of nomination
 - b. Each nominee will have a maximum of sixty seconds in which to address the chapter
 - i. Nominees shall speak in the order nominated
 - c. The nominees will leave the room
 - d. Discussion on each candidate will take place one at a time with the Master Alchemist leading the discussion

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- e. Voting is conducted by the Master Alchemist via secret ballot
- f. A nominee wins the election by receiving a majority of the votes cast
 - i. If there is not a clear majority, the vote is recast with only those with the two highest totals proceeding to the next ballot
 - ii. In the case of a tie, a new ballot is taken
 - 1. If after three votes, there is still a tie, the Chapter Advisor shall cast the deciding vote
- g. The nominees are brought back into the room and the result of the vote is announced
- 8. If, after the election of Vice Master Alchemist, the newly elected officer would like to share the duties of Vice Master Alchemist with a co-Vice Master Alchemist, they may nominate one candidate immediately following their own election with voting proceeding as follows:
 - a. The candidate for co-Vice Master Alchemist shall be removed from the room
 - b. The chapter shall immediately vote by acclamation as outlined in Article VII, Section V, subsection 4
 - i. If the nomination is approved by the chapter, the nominee shall serve the term as co-Vice Master Alchemist with their name removed from nominations for any other office
 - ii. If the nomination is not approved by the chapter, there shall not be a co-Vice Master Alchemist for the term of office
 - c. The candidate is brought back into the room and the results of the election announced
 - d. Voting proceeds as outlined in Article VII, Section IV, subsection 7
- 9. Trickle down, the ability for a member who loses an election for a particular office to be automatically nominated for a later office, shall be allowed as follows:
 - a. Any member nominated for an executive office shall be considered nominated for all executive offices whose election follows the office the member was initially nominated for, with the exception of Alumni Secretary (i.e. a member nominated for the office of Vice Master Alchemist who loses the election shall then be nominated for Reporter and so on)
 - b. Any member nominated for Master of Ceremonies shall be considered nominated for Vice Master of Ceremonies
 - c. Any member nominated for Chemistry on Wheels Director or Merit Badge Coordinator shall be considered nominated for Vice Chemistry on Wheels Director
- 10. If elections are taking an excessive amount of time, a motion can be made to table the remainder of elections until the next regularly scheduled Chapter meeting where they shall be the first business of the meeting

Section V: General Voting Procedures

- 1. The Master Alchemist shall oversee all voting procedures
- 2. Quorum must be present for any vote to take place
- 3. All votes require a 2/3 majority unless specified otherwise

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4. Voting by acclimation may take place as follows:
 - a. An active member must move to vote by acclimation on the specific motion (i.e. A member states "I move to vote yes by acclimation to allow the candidate to be installed as co-Vice Master Alchemist")
 - b. The motion is seconded by another active member
 - c. The motion is voted on exactly as stated by the motioning member
5. Voting may take place by secret ballot if requested by any active member of the chapter

Article VIII: Risk Management

Section I: Alcohol and Drugs

1. The possession, use and/or consumption of alcoholic beverages during an official Fraternity event or in any situation sponsored or endorsed by the chapter must be in compliance with any and all applicable laws and regulations, whether they be those of the state, province, county, city or educational institution
2. Alcoholic beverages may only be served at establishments licensed for the sale and service of such beverages and only by an individual licensed to distribute such beverages
3. Any event at which alcohol is served must have a guest list with all attendees registered and with age verification at the door
4. All events at which alcoholic beverages are served must also have non-alcoholic beverages and food available
5. A safe ride home program must be provided and is the responsibility of the officer in charge of the event
6. No alcoholic beverages shall be purchased through the Fraternity or Chapter treasury, nor shall purchase of such beverages for members or guests be undertaken or coordinated by any member in the name of or on behalf of the Fraternity or Chapter. The purchase and/or use of a bulk quantity of alcoholic beverages, e.g., kegs, are against Fraternity policy.
7. The Fraternity's name shall not be associated with any event co-sponsored with an alcohol distributor, charitable organization or tavern/bar where alcohol is given away, sold or otherwise provided to those present.
8. No alcohol shall be present at any rushing, pledging, or initiation event or at any pledge or chapter meeting.
9. No member is allowed to attend any Chapter event at which alcohol is not served under the influence of alcohol
 - a. Any member found to be in violation of this policy will be immediately removed from the event by a member of the Executive Committee
 - b. Members found to be in violation of this policy may be subject to other disciplinary action as determined by the Executive Committee
10. It is against Fraternity policy to sponsor events at which non-members of the Fraternity, unless specifically invited, have unrestricted access to alcohol.

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11. No member shall permit, tolerate, encourage or participate in "drinking games" while on Chapter premises during a Fraternity event, or at any event sponsored or endorsed by a chapter.
12. The possession, sale and/or use of any illegal drugs or controlled substances at any Chapter house, at any Fraternity sponsored event, or at any event that an observer would associate with the Fraternity, is strictly against Fraternity policy.
13. A copy of the National Risk Management Policy must be posted at the door of all Alpha Chi Sigma parties.
 - a. Each guest must sign in when they arrive indicating that they have read, understood, and agreed to follow the regulations set forth by the National Risk Management Policy.
 - b. Any violation of this policy may be the subject of discipline by the Iota Chapter or by the National Fraternity if it is aware of the violation

Section II: Hazing

1. The Fraternity does not tolerate or condone any manner of hazing.
 - a. Hazing is defined by the National Fraternity as "Any action taken or situation created intentionally, whether on or off Fraternity premises, to produce mental or physical discomfort, embarrassment, harassment or ridicule."
2. Any member found to be involved in the hazing of an individual will be removed from the event at which hazing is taking place and face disciplinary action at the discretion of the Executive Committee

Section III: Sexual Abuse

1. The Fraternity does not tolerate or condone any form of sexually abusive behavior, whether physical, mental, or emotional on the part of its members. This includes any actions that are demeaning to any person or group, including, but not limited to, date rape, gang rape, or verbal harassment.
 - a. Any member found to be engaging in sexual abuse of another member shall be subject to disciplinary action as deemed appropriate by the Executive Committee

Article IX: 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:
 - 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

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- 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 vote in the second vote, it is considered adopted. If the motion fails, it is killed.
4. These Bylaws, if adopted, shall be placed into effect beginning on May 19th, 2009 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.