

Bylaws of the Epsilon Chapter of Alpha Chi Sigma

Preamble

- The purpose of Alpha Chi Sigma is to bind its members with a tie of true and lasting friendship.
- To strive for the advancement of chemistry both as a science and as a profession.
- To aid its members by every honorable means in the attainment of their ambitions as chemists throughout their mortal lives.

Article 1: Election and Duties of Officers and Committees

Section A: General

1. The officers of the Chapter shall be: Master Alchemist, Vice Master Alchemist, Assistant Vice Master Alchemist, Reporter, Recorder, Treasurer, Master of Ceremonies, Alumni Secretary, Historian and Master of Webs.
2. The officers, with the exception of the Alumni Secretary, must be active members of the chapter.

Section B: Individual

1. The Master Alchemist shall:
 - A. Be the executive officer of the chapter.
 - B. Appoint such committees as necessary for the efficient operation of the chapter.
 - C. Preside at chapter meetings.
 - D. Commit to memory the parts of the ritual assigned to the Master Alchemist.
 - E. Be responsible for the condition of the chapter and the proper discharge of the duties of its officers.
 - F. Be responsible for the vote of the chapter in the Grand Chapter during the period between conclaves.
2. The Vice Master Alchemist shall:
 - A. Assist the Master Alchemist

- B. Act as Master Alchemist in the absence of the Master Alchemist.
- C. Supervise all pledge functions.
- D. Arrange for the chapter's Professional Recognition Ceremony or Professional Initiation Ceremony when any chapter members are to join the Professional Branch.

3. The Assistant 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. Assist in the supervision of all pledge functions.

4. 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.

5. The Recorder shall:

- A. Keep 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.

6. The Treasurer shall:

- A. Be responsible for the collection and disbursement of the chapter monies.
- B. Keep a systematic financial record of the chapter finances.
- C. Report on the chapter's finances upon the 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 Chapter Advisor a standardized financial statement of the chapter's financial condition including a detailed report of delinquencies.

7. The Master of Ceremonies shall:

- A. Organize and supervise all chapter ceremonial activities except the Professional Recognition Ceremony and Professional Initiation Ceremony.
- B. Be responsible for the safekeeping and good condition of the regalia entrusted to the chapter.

- C. Keep and account for all copies of the ritual lent to the chapter and be responsible to the Grand Chapter for them.
- D. Be the chairperson of the Safety and Secrecy Committee.

8. 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 alumni for the HEXAGON.
- D. Report promptly all changes of address of chapter alumni to the Grand Recorder.
- E. May assist the Master Alchemist in familiarizing new chapter officers with their duties

9. The Historian Shall:

- A. Be responsible for passing on AXΣ History and for maintaining its documentation by doing the following items:
- B. Keep the AXΣ History Book up-to-date with descriptions of the Chapter's current events.
- C. Collect photos and creating an annual photo album displaying pictures of the years' events, including an annual composite of the members of the Chapter (which can be taken at a social event).
- D. Organize a large event that promotes brotherly bonding between pledges and active members once per semester, not including the summer semester.

10. The Master of Webs Shall:

- A. Be responsible for creating and maintaining all chapter web pages by doing the following items:
- B. Update the AXΣ, Epsilon Chapter, webpage at least three times per semester.
- C. Check all URL links at least once a year to make sure they work properly.
- D. Be responsible for creating and maintaining all fraternity e-mail accounts.

Section C: Elections

1. The MA shall announce at least two weeks in advance when elections will be held.
2. Nominations will be accepted up until the time of elections. The nominee must be present to accept the nomination. Exception to nominations in absentia must be approved by a ¼ positive vote of the chapter.

3. Elections for MA, MC, and VMA shall take place in the fall, all other elections shall take place in the spring.

4. Only active members shall be allowed to vote. Exceptions shall be granted to collegiate members living outside the chapter locality, and for those who receive 2/3 approval from a blind chapter vote.

Section D: Filling Vacant Offices

1. In the event of a vacant officer position, the MA may appoint an interim officer until another election can be held. However, in the case that the positions of MA, Reporter, or VMA are vacated, the position shall be filled by VMA, Recorder, and AVMA, respectively.

Section E: Term of Office

1. The term of office for all officers shall be one year, aside from AVMA. The term of office for the AVMA shall be for the fall semester only. In the spring semester, the AVMA position is held by the VMA-elect.

Section F: Committees

1. The chapter shall maintain the following committees:

- A. Executive/Bylaws
- B. Scholarship
- C. Volunteer
- D. Budget
- E. Auditing
- F. Sports and Recreation
- G. Brotherhood
- H. Safety and Secrecy
- I. Membership/Rush
- J. Professional Relations

2. The MA shall appoint the chairs of each committee.

Section G: Removal of Officers or Chairs

1. If an officer or committee chair is not fulfilling his/he duties, he can be removed from office by the following procedure:
2. Any voting member may acknowledge dissatisfaction of the Officer or Committee Chair at any regularly scheduled active meeting.
3. The MA (or in event of it being the MA the Chapter Advisor) must inform the officer or the committee chair that his position will be discussed at the next regularly scheduled active meeting.
4. After notification a discussion and vote will occur at the regularly scheduled active meeting, and a decision to remove the officer made by 3/4 majority of the quorum.

Article 2: Rush, Pledgeship, and Initiation

Section A: Non Hazing Policy

1. Hazing is strictly prohibited. Hazing shall be defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent.
2. The Alpha Chi Sigma Epsilon Chapter allows any interested student to participate in, become a member of, and seek leadership positions in the organization without regard to arbitrary consideration of such characteristics as age, color, disability, ethnicity, gender, gender identity/expression, marital status, national origin, race, religion, sexual orientation, or veteran status.

Section B: Individual Initiative

1. An invitation to pledgeship shall not be extended to a prospective member unless he/she has attended at least two fraternity functions and one informational meeting. This provision may be waived by a two-thirds majority vote of the membership. This provision is also subject to the discretion of VMA should the structure of rush week change.

Section C: Pledging

1. Pledging shall be held at least once per year.

2. The pledge period for collegiate members shall be at least six weeks in duration.
3. An invitation to pledgship shall be valid only until the induction ceremony following the date at which the invitation is extended.

Section D: Pledge Duties

1. Pledges shall read the pledge manuals of Alpha Chi Sigma prior to being initiated and shall be examined on its contents.
2. All pledges shall have the signatures on their pledge paddles of, and know on sight a number of active members specified by the VMA, plus additional signatures of professional or collegiate members affiliated with the chapter as required by the VMA and his/her assistants.
3. All pledges shall attain the point requirement set by the VMA at the start of pledgship. This point requirement is based on completion of fraternal tasks, performance on weekly pledge quizzes, and attendance at fraternity events.

Section E: Voting Procedure

1. Two votes by secret ballot shall be taken on each prospective member before the vote for election to membership. The first vote shall be taken prior to induction. A second vote will be taken at least three weeks after induction, but no less than two weeks prior to vote for election to membership.
2. Procedure for the first ballot (before pledging) shall be as follows (first ballot):
 - A. Candidates will be divided into three categories (auto-yes, maybe, auto-no) based on interviews held between prospective pledges and active members.
 - B. Candidates placed on the "auto-yes" list are automatically invited to join the pledge class. Candidates placed on the "auto-no" list are automatically declined invitations to join the pledge class. These two lists shall be discussed as a whole; however, a member may request discussion on an individual candidate. Any candidate who is discussed shall be voted on by the chapter as a whole. Should the candidate receive 50% negative response to their initial placement, they will be moved to the "maybe" list.
 - C. Candidates on the "maybe" list shall be discussed individually and voted on by anonymous paper ballot once all candidates have been discussed. Candidates receiving 50% positive votes shall be invited to join the pledge class. However, if this

situation warrants a pledge class too large, the VMA may choose to increase the required percentage.

3. Procedure for vote to continue pledgship (second ballot):

A. Vote will be announced at least one week in advance.

B. All candidates shall be voted on individually if any member calls for it; otherwise, the class shall be discussed as a whole. Any member may call for a vote on a candidate for membership.

C. A call for a vote shall result in a short, no more than five minute discussion of the candidate after which a second vote shall be taken by secret ballot.

D. A 33% negative response shall result dropping of the candidate from the pledge roll.

4. Procedure for election to membership (third ballot):

A. At the regular membership meeting at least two weeks prior to initiation, the second ballot shall be taken as outlined in Article 1, Section A, Part 2 of the Grand Bylaws. This requires an eighty- percent 80% positive response by secret ballot to be initiated. This procedure is outlined further in Article 3 of these bylaws.

Section F: Duration of Invitation to Pledgship

1. An invitation to pledgship shall be valid only until the induction ceremony following the date at which the invitation is extended.

2. If a pledge is not initiated within one year after being pledged, he/she shall be dropped from the roll.

Section G: Formal Initiation

1. The chapter at the recommendation of the MA and the VMA shall fix the date of formal initiation.

2. The MC shall assign all roles for the initiation to members and those members shall be responsible for their roles and the memorization of the roles. If the parts are lost, the member responsible shall take the appropriate action to replace them.

3. All pledges are required to attend initiation.

Article 3: Election to Membership

Section A: Election to Collegiate Membership

1. The Vice Master Alchemist and the Assistant Vice Master Alchemist shall provide notice to all active members of the Chapter of the selection events of potential members for nomination into the Chapter.
2. The approval will be given by a no less than 80% vote by the active members permitted to be present at the voting procedure
3. Members unavoidably absent from the meeting at which the vote will be held may submit their ballots to the Recorder prior to the meeting.

Section B: Election of Professional Candidates to Membership

1. For candidates having a bachelor's degree - Anyone with at least a bachelor's degree in chemistry may be nominated by any member of the Fraternity to the Chapter as a candidate for Professional membership at any meeting of the chapter. The chapter shall give all of its active members prior notice of meetings when nominations for membership will be received or voted on. The nominations may be made orally or in writing. The nomination must be supported by at least two other Fraternity members who know the candidate personally. A four-fifths majority of the chapter members present must approve the nomination by secret ballot.
2. For other candidates - Anyone who meets the membership qualification may be nominated by any member of the Fraternity to the Chapter as a candidate for Professional membership at any meeting of the Chapter. The nomination must be made in writing and clearly state the nominee's qualifications for membership. The nomination must be signed by at least three active Fraternity members who certify that they know the candidate personally. A four-fifths majority of the chapter members present must approve the nomination by secret ballot. If the chapter approves the nomination, it shall be submitted to the Supreme Council, where a unanimous vote is required for approval.
3. The Chapter shall initiate a candidate for Professional membership approved by the Chapter.

Section C: Miscellaneous

1. No person's nomination for membership shall be voted on more than twice during any one Grand Chapter fiscal year.
2. Membership in Alpha Chi Sigma precludes membership in any other national professional chemistry fraternity.
3. A person may not be pledged in the first half of the first college 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. 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 chemistry 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 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.
6. 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 the Grand Bylaws.

Article 4: Meetings

Section A: Time of Meetings

1. A regular meeting of the chapter shall be held at least twice a month during the school year at a time to be decided on by the MA upon the suggestion of the chapter at the beginning of the semester. Every effort should be made to hold meetings consistently on the same day and at the same time.
2. At the discretion of the MA a special meeting shall be called at the request of any member. Notice of such meeting shall be given as far in advance as possible.

Section B: Quorum

1. No business transacted at meetings shall have official status unless a quorum is obtained.
2. A majority of the active collegiate members residing within the chapter locality, less those excused, shall constitute a quorum. Proxies toward a quorum are prohibited. Quorum shall be reevaluated once per academic year at the discretion of the MA.
3. A member will not be allowed to vote unless he/she has attended two out of the past three meetings, or has been excused by the MA. If he/she is not excused, he/she may appeal to the chapter and may vote upon approval of 2/3 voting chapter members. Collegiate members living outside the chapter locality shall also be permitted to vote.

Section C: Simple Majority Defined

1. A simple majority shall be defined as more than one-half the quorum, provided that there are more positive votes than negative vote.

Section D: Procedure of Meetings

1. The suggested order of business at meetings is below as suggested in Bylaw V. C.6 of the Grand Bylaws. However, procedure at meetings can be altered at the discretion of the MA.

This states the following order of business:

1. Call to order
2. Secret ritual opening
3. Roll call
4. Reading of minutes
5. Reports of officers
6. Reading of correspondence
7. Reports of regular committees
8. Reports of special committees
9. Unfinished business
10. New business
11. Proposals for membership
12. Election to membership
13. Appointment of committees
14. Election of officers

15. Installation of offices

16. Secret Ritual Closing

2. In matters of parliamentary procedure not otherwise covered by these bylaws or by regulations of the Grand Chapter, Robert's Rules of Order shall be taken as authority.

Section E: Attendance and Active Status Policy

1. Accumulating 30 points per semester will fulfill the official attendance requirement, unless extenuating circumstances exist. In the event that there are fewer than 60 points available, 50% of possible points will fulfill the official attendance requirement for active status. One of these aforementioned points must come from attendance at an active meeting. Another point must be obtained by attendance at a pledge meeting or pledge active function. Additionally, an active member must attend at least one of the following: Interviews, Induction, Initiation. However, if a member could not attend one of the aforementioned events they may be exempt at the discretion of the MA. Points can be accumulated by:

A. Induction Ceremony (2pts.) (4->2)

B. Initiation Ceremony (5pts.)

C. Professional Events (3pts.)

D. Active Meetings (2pts.)

E. Pledge Related Events (2pts.)

I. Big / Little Ceremony

II. Second Interviews

III. Wyverns (points awarded only once)

IV. Pledge hosted events

V. Scavenger hunt

VI. Any pledge event approved by the MA

F. Official AXΣ Social/Athletic Events (1pt.)

G. Official AXΣ Volunteer Events (2pts.)

I. Others as specified by the Executive Committee

2. Failure to meet the attendance requirements for two consecutive semesters or to pay dues, as described in Article 5, Section 2 of the Chapter Bylaws, unless otherwise excused by the Executive Committee, will result in inactive collegiate status, defined as being classified as a professional member. Inactive status may also result in the loss of privileges that are given to active members only. This is determined on a case by case basis at the discretion of the MA, subject to approval of the whole chapter by means of a blind vote.

2. Failure to reach half of the required points in a semester will result in immediate inactive collegiate status. Inactive status may also result in the loss of privileges that are given to active members only. Accumulating more than half but less than the required points will result in the member being placed on probationary status.

3. Appeals to active status should be made at least two weeks prior to the end of the academic year.

Article 5: Finance

Section A: Pledge and Initiation Fees

1. A pledge fee and an initiation fee shall be assessed to each pledge as in Article 7, Section B of the Grand Bylaws.

Section B: Dues

1. The chapter dues for each semester shall be determined by a majority vote of the Executive Committee.

Section C: Financial Statements

1. The chapter treasurer shall read a financial statement at least once an academic year. A copy shall be made available to all members upon request.

2. At the beginning of each semester the treasurer shall present a statement which includes the following for the previous semesters:

A. Total income and expenses for the semester

B. Cash on hand in the bank

C. A summary of all monies owed to the chapter and all claims against the chapter.

3. This organization, if raising funds, shall ethically raise and distribute profits from organizational functions to either the organization or to members who provide a service that directly benefits the organization. Individual members may not receive compensation directly from for-profit companies if acting as a representative of a student organization.

Section D: Indebtedness

1. Any member who is in debt to the chapter for a sum more than forty-five dollars shall be prohibited from attending any social functions until such debts are paid. This provision may be waived by a 2/3 vote of the chapter.

Section E: Transfer of Funds

1. If for any reason the Epsilon Chapter no longer maintains active status all funds shall be transferred to the Grand Chapter.

Article 6: Amendment Procedure:

1. Any amendments to these bylaws must be submitted in writing to the recorder at the time they are proposed.

2. These bylaws may be amended by a 3/4 majority vote of the quorum. An amendment cannot be passed until the next membership meeting after that in which it was proposed.

3. After an amendment is passed, the Executive Committee shall put it in a language consistent with these bylaws.

4. The recorder shall maintain a complete record of amendments to these bylaws, which have been passed on the official copy.

Article 7: Chapter Advisor:

1. This chapter shall at all times maintain a chapter advisor. The chapter advisor shall be appointed by the District Counselor upon advice from the chapter.

2. The duties of the chapter advisor are to assist the chapter when asked and to maintain a current knowledge of chapter activities.

Article 8: University Compliance:

Section A: Compliance with Law

This organization shall comply with all Indiana University regulations, and local, state, and federal laws.

Section B: Sexual Misconduct

1. In the case of sexual misconduct, the victim(s) should be contacted by a member(s) of the Epsilon chapter executive board in order to obtain accurate information regarding the incident. This is only to be completed if the victim is willing.
2. A member(s) of the executive board should advise the victim to file a report with Indiana University and/or contact the Office of Student Affairs to receive support services.
3. Information of the incident should be relayed to the chapter advisor. Anonymity should be maintained if requested by victim(s).
4. The Alpha Chi Sigma National Bylaws should be consulted.
5. If the executive board and victim(s) choose to move forward with a trial, the accused should be temporarily suspended from Epsilon chapter. When this is done, the accused should be made aware of allegations.
6. The Epsilon chapter of Alpha Chi Sigma should have a facilitated conversation regarding proper sexual conduct each academic year.

Section C: Programs Involving Children

1. This organization, when working with children, will be aware of and abide by the University's Programs Involving Children (PIC) Policy.

Section D: Personal Gain Clause

1. This organization, if raising funds, shall ethically raise and distribute profits from organizational functions to either the organization or to members