

By-Laws of the North Carolina State University Interest Group of the Alpha Chi Sigma Fraternity

Article I: Brotherhood

A. Requirements and election to brotherhood

1. Candidates for brotherhood in Alpha Chi Sigma must be students of chemistry or a related science and must plan to make chemistry or a related science their life's work.
2. A person may be pledged in the first half of the first college year.
3. If a person changes to a curriculum in which the requirements for initiation cannot be satisfied, that person shall be dropped from the pledge roll.
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 year in the study of chemistry, and be without condition in any current college work.
 - b. Have completed, with credit earned, four semester courses in college chemistry and be without condition in any current college work.
 - c. Be in the second semester of the first college year, and rank in the upper 40% of the class in all chemistry courses undertaken, and be without condition in any current college work.
5. All candidates must attend one of the interest meetings as well as formal rush. The Executive Committee can make exceptions for the rushee by the rushee relaying reasons of absence to the Master Alchemist or Vice Master Alchemist.
6. Election to pledgship shall be by a simple majority with at least 80% of the brothers who missed no more than one of the called rush functions present. This shall be by secret ballot and those members who are unavoidably absent may submit their votes to the Recorder at a prior meeting.
7. Prior to voting on each candidate, the Vice Master Alchemist shall give a short biography on the individual proposed.

B. Duties of active brothers

1. Active brothers must meet promptly all financial obligations.
2. All active brothers shall be required to serve on one committee per semester and fulfill all obligations set forth by the chairperson of that committee.

C. Inactive brothers

1. A brother is declared inactive upon:
 - a. Failing to pay dues within two weeks of the first meeting of the semester.
 - b. Declaring him/herself inactive for personal reasons.
2. An inactive brother may not vote on any of the business of the fraternity.
3. An inactive brother may become active upon fulfilling the requirements set forth by the Executive Committee.

D. Professional Brothers

1. A professional brother shall be subject to all of the chapter's requirements and national requirements in order to be retained as an active brother.
2. A professional brother may vote on chapter business if active and registered as a student.

Article II: Executive Committee

A. Definition of Executive Committee

1. The Executive Committee shall be comprised of all duly elected officers of the fraternity. In addition, all past Master Alchemists and the chapter advisor(s) shall be ex-officio members.
2. All committee chairmen may be included at the Master Alchemist's discretion but do not have voting privileges.

B. Duties of the Executive Committee

1. The Executive Committee shall be responsible for planning and direction of all fraternity business.
2. All Executive Committee actions are subject to the full chapter's approval and must be presented at the next business meeting.
3. The Executive Committee may be petitioned on any matter (business, financial, attendance, etc.). The committee is required to act promptly on each petition in accordance with all the rules and regulations of the chapter and in the best interests of all parties.
4. The Executive Committee will meet as deemed necessary.

Article III: Duties of Officers

A. Master Alchemist

1. Be the executive officer of the chapter.
2. Preside at chapter meetings.
3. Commit to memory the parts of the ritual assigned to the Master Alchemist.
4. Chair the Scholarship Committee, Executive Committee and serve as an ex-officio member of all other committees.
5. Be responsible for the condition of the chapter and the proper discharge of the duties of its officers.
6. Be responsible for the vote of the chapter in the Grand Chapter during the period between conclaves.

B. Vice Master Alchemist

1. Assist the Master Alchemist.
2. Act as the master Alchemist in the Master Alchemist's absence.
3. Supervise all pledge functions, including the training and instruction of the pledges.
4. Act as an objective reporter to the fraternity on the progress of each pledge.
5. Arrange for the chapter's Professional Recognition Ceremony and Professional Initiation Ceremony when any chapter members are to join the Professional Branch.

C. Reporter

1. Carry on the chapter's correspondence with the Grand Chapter.
2. Report elections, initiations, deaths, expulsion proceedings, changes in status of members, election of officers, and matters of record as required by the Supreme Council.

D. Recorder

1. Keep the minutes of the chapter meetings.
 2. Be responsible for the documents and records of the chapter.
 3. Assist the Reporter.
 4. Act as the Reporter in the absence of the Reporter.
 5. Maintain a biographical record and an address and telephone record of the chapter members.
 6. Maintain a record of attendance, service participation and other records of the members.
- E. Treasurer
1. Be responsible for the collection and disbursement of the chapter funds.
 2. Keep a systematic financial record of the chapter's finances.
 3. Report on the chapter's finances upon the request of the Master Alchemist, Grand Recorder, District Counselor, or the Supreme Council.
 4. 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.
- F. Master of Ceremonies
1. Organize and supervise all chapter ceremonial activities except the Professional Recognition Ceremony and Professional Initiation Ceremony.
 2. Be responsible for the safekeeping and good condition of the regalia entrusted to the chapter.
 3. Keep and account for all copies of the ritual lent to the chapter and be responsible to the Grand Chapter for them.
- G. Alumni Secretary
1. Maintain correspondence with alumni.
 2. Assist the chapter in its professional activities.
 3. Solicit articles from alumni for THE HEXAGON.
 4. Maintain an up-to-date list of all addresses and report promptly all changes of address of chapter alumni to the Grand Recorder.
 5. May assist the Master Alchemist in familiarizing new chapter officers with their duties.
 6. Aid Historian in gathering and preserving the historical data of the chapter and make an annual report to the Grand Historian.
- H. Parliamentarian
1. Codify all by-laws and keep a current copy of the chapter By-Laws, supplying the copies to each member who is at NCSU at the time.
 2. Must see that the Constitution and By-Laws of the fraternity and of the chapter are followed and upheld.
 3. Enforce the Chapter's inactive brother policy.
 4. Aid the Treasurer in the collection of dues and fines upon the Treasurer's request.
 5. Maintain order in all meetings and call the meetings to order upon the Master Alchemist's request.
 6. Aid the Master of Ceremonies in the performance of chapter rituals.
 7. Inform the members of the rules of elections from the chapter by-laws before an election is to take place.
 8. Know and enforce Robert's Rules of Order in all cases of public debates.

I. Chapter Historian

1. Gather and preserve the historical data of the chapter.
2. Maintain a photographic record of the chapter.

Article IV: Election of Officers

A. Terms of officers

1. The offices of Master Alchemist, Vice Master Alchemist, Master of Ceremonies, Treasurer, Alumni Secretary, and Reporter shall be filled for one-year terms, beginning after the spring elections.
2. All other offices are to be filled each semester.
3. The officers, with the exception of the Alumni Secretary, should be matriculated students at an institution with which the chapter is associated. The Alumni Secretary should be an active member of the chapter.
4. A member may not hold more than one office required by the Constitution simultaneously. These offices are Master Alchemist, Vice Master Alchemist, Reporter, Recorder, Treasurer, Master of Ceremonies and Alumni Secretary. The offices of Parliamentarian and Historian may be held concurrently with other offices.
5. Vacancies in chapter offices shall be filled in accordance with the National Bylaws. (Ref. Art. V, Sect. A, no. 4, p. 20.)

B. Nomination Procedures

1. Nominations are made from the floor at the meeting one-week prior to the election. Additional nominations may be made on the night of the election.
2. No second is required to confirm a nominee although they may be heard.
3. Nominations and elections must be in accordance with both chapter and national bylaws.
4. A member may be nominated for more than one office but the individual nominating may not nominate anyone else for the same office.
5. An individual may not nominate more than one candidate for any office.
6. To close nominations for each office, a motion, second, and two-thirds majority vote of the members present is required on the proposal. No debate is allowed on said motion.

C. Ballots

1. Election is by secret ballot. However, if there is only one candidate running for the office in question balloting may be by acclamation.
2. Balloting should be repeated as many times as necessary to obtain a majority vote of a single candidate. In each case the single nominee with the fewest votes shall be removed from contention.
3. A majority shall be defined as greater than fifty percent of all members present.

Article V: Committees

A. Standing Committees

1. The chapter shall have the following committees: Advisory, Auditing, Membership, Scholarship, Budget and Safety, as stated by the National By-Laws (Article V, Section B, pp. 20).
2. The duties of the Membership Committee shall include providing refreshments and decorations for all chapter social functions including rush, PRC, sponsored departmental events, posting flyers for events and any hosted lectures in addition to its duties outlined in National By-Laws (Article 5, Section B, pp. 20).

B. Special Committees

1. The Service Committee is to consist of one chair and at least two other brothers. The function of this committee is to help plan and oversee various chapter charity functions such as community service activities.
2. The Social Committee is to consist of one chair and at least two other brothers. The function of this committee is to plan the chapter's brother activities, mixers, and semi-formals.
3. The Web Committee is to consist of one chair and at least two other brothers. The function of this committee is to create and maintain the group's home page.

C. Appointment to the Committees

1. The Master Alchemist, following recommendations of active chapter brothers shall appoint committee chairmen.
2. The Master Alchemist, following recommendations of active brothers shall appoint members of all committees.
3. If an active brother wishes to be a member of any of the above committees, he/she may petition the Master Alchemist to hold such a position.
4. Committees shall be newly appointed every semester.

Article VI: Meetings

A. Quorum

1. A quorum for general business meetings shall be defined as a majority of the active members.
2. Proxies toward a quorum for the general business meetings are prohibited.

B. Order of Meetings

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

14. Election to membership
 15. Appointment of committees
 16. Election of committees
 17. Installation of officers
- C. Time and Place
1. Meetings will be held weekly throughout the academic year and as often as directed by the Executive Committee during the non-academic year. Summer meetings will not carry the stipulation of required attendance.
 2. The time and place of weekly meetings will be determined by the Executive Committee and voted on by the brothers at the next regular meeting which will be held at the same time and place previously agreed upon.
- D. Called Meetings
1. A meeting entailing a special purpose or event may be designated by the Master Alchemist at the previous regular meeting as a called meeting. Subject to the approval of the active brothers present at the time, the following shall be considered called meetings:
 - a. All meetings for the regularly scheduled elections of officers.
 - b. All meetings for voting on membership of new brothers.
 2. A called meeting may not be held at any time other than that of the regular meeting time unless announced by the Master Alchemist at least two weeks before the meeting is to convene.
 3. All active brothers shall be notified regarding the time, location, and subject of each called meeting by means of letter, email or phone call. The Recorder is responsible to see that this is done promptly at least forty-eight hours before the called meeting.

Article VII: Fraternity Finances

- A. Chapter Dues
1. A chapter pledge fee of not more than twenty-five dollars may be collected at the same time as the national pledge fee.
 2. Chapter dues shall be assessed at the rate of thirty-five dollars per semester and are due within two weeks of the first regular meeting of the semester.
- B. Fines
1. Fines shall be assessed for loss of the ritual as defined by the National By-Laws.
 2. All fees are determined and imposed by the Executive Committee and collected by the Treasurer.

Article VIII: Pledges

- A. Administration of pledge activities
1. The Vice Master Alchemist shall supervise the pledge program and classes.
 2. The chapter shall determine the pledge project with recommendations from the Executive Committee.
 3. The Vice Master Alchemist shall arrange the pledge retreat, pledge project day, and other suitable functions.

- B. Extensions of invitations to brotherhood
1. The last business meeting prior to initiation, a called meeting shall be held to determine whether each pledge will be given an invitation to brotherhood.
 2. Every brother must attend a minimum number of pledge functions in order to be eligible to vote. These requirements shall be proposed by Vice Master Alchemist and approved by the chapter. The Vice Master Alchemist will be responsible for regulation of said minimums.
 3. The procedure by which a pledge is invited to brotherhood will be as follows:
 - a. The Vice Master Alchemist shall report on the fitness of each pledge for initiation.
 - b. A vote by secret ballot shall be taken and an 80% vote of the eligible brothers shall be necessary for the extension of invitation to brotherhood.
 - c. All pledges will be contacted by the Vice Master Alchemist with the aid of the brothers concerning the invitation of membership the night of the vote.
- C. Procedure for withdrawal of pledgeship shall be:
1. Any chapter member, at a regular meeting, may move the withdrawal of an invitation to membership for reasons involving dishonorable conduct, consistent scholastic failure, lack of interest in the Fraternity, or injury to the Fraternity if the person is initiated.
 2. At least seven days prior to the meeting at which a vote on the motion will be taken, the chapter shall give all its active members written notice, email or phone call that a motion to withdraw an invitation to membership is pending.
 3. A two-thirds vote of the eligible brothers present shall be necessary for the withdrawal of an invitation to membership.

Article IX: Awards

- A. All scholastic awards given by this chapter shall be given under the following regulations:
1. They shall be unconditional gifts.
 2. No preference shall be given to brothers of Alpha Chi Sigma.

Article X: Quorum

- A. A quorum is the portion of the chapter that must be present in order to conduct business.
- B. A quorum for general business meetings shall be defined as a majority of the active brothers.
- C. A quorum for the purpose of electing officers shall be defined as 80% of the active brothers.
- D. A quorum for the purpose of the withdrawal of an invitation to membership shall be 80% of all active brothers.
- E. All business shall require a simple majority of those voting unless stated otherwise in these by-laws.

Article XI: Amendments and Revision of these By-Laws

- A. These by-laws may be amended or revised by obtaining a two-thirds majority vote of the active members of the chapter.
- B. Any amendment or revision to these by-laws must be presented to the chapter during a regularly scheduled meeting. The proposed amendment or revision may then be voted on at the following regular chapter meeting.
- C. It shall be the duty of the Master Alchemist to compare all amendments or revisions with the National By-Laws and eliminate any possible contradictions.
- D. The by-laws shall in no case be retroactive and are in effect as of August 30th, 2001.

**Alpha Chi Sigma,
A National Professional Co-ed
Chemistry Fraternity**

4004-A Knickerbocker Parkway
Raleigh, NC 27612
919-264-6965
ncgreene@unity.ncsu.edu

September 6, 2001

Mr. Mike Wallace of the Student Organization Resource Center

Dear Sir:

Enclosed is the registration form required to become a recognized on-campus organization. Also enclosed is a copy of our Fraternity's National Constitution and By-laws along with the By-Laws for the North Carolina State University Interest Group of Alpha Chi Sigma. Our National Office is located on 2141 North Franklin Road in Indianapolis, Indiana 46219-2497 and is run by Mr. John Becker and Mrs. Pat Kemle. You may also reach them by phone 1-800-ALCHEMY or e-mail at national@alphachisigma.org. They also currently have a webpage at <http://www.alphachisigma.org>. If you have any questions please feel free to call 264-6965 or e-mail me ncgreene@unity.ncsu.edu. Could someone please contact me when this paperwork is complete either by phone or email I would appreciate it immensely because this has to be complete before I can go in front of the Student Senate. Thanks for all your help.

Sincerely,

Nicole C. Greene, P'00
Master Alchemist

NC STATE UNIVERSITY

Student Organization Resource Center
1201 Talley Student Center
Campus Box 7306
Raleigh, NC 27695-7306

919.515.3323
919.513.2583 (fax)

September 10, 2001

Nicole Greene, President
Alpha Chi Sigma
4004-A Knickerbocker Pkwy
Raleigh, NC 27612

Dr. Charles Boss, Advisor
Alpha Chi Sigma
Box 8204
NCSU Campus

We have reviewed your organization's constitution and officers list and everything seems to be in proper order. You are now a registered student organization at North Carolina State University entitled to all privileges accorded by that status.

Understand that this registration in no way gives the University or Student Government responsibility for any financial liability that may be incurred by your group. Your status does, however, give you the opportunity to approach the Student Senate with a request for funds and gives you certain on-campus solicitation privileges. Additionally, this status enables you to link your student organization's homepage to the University's Web, and to access the services provided by the Student Organization Resource Center.

Please be aware that we ask each student organization to update its file whenever there is a change of officers and at the beginning of each school year. Failure to do so will result in loss of registration.

We look forward to working with you. Good luck with your new group.

Sincerely,



T. Michael Wallace
Coordinator, Student Organization Resources

cc: Darryl Willie, Student Government

December 9, 2002

Alpha Chi Sigma Fraternity

To Whom It May Concern:

Alpha Chi Sigma has been a registered student organization at North Carolina State University since Fall 2001. They have continued to update their registration, therefore staying a recognized organization. Organization advisors are not required for registered student organizations, but Alpha Chi Sigma currently has 3 advisors in their academic department.

Alpha Chi Sigma has been a great addition to NC State's campus. They have shown support both academically and through service to the community.

I recommend Alpha Chi Sigma for charter at North Carolina State University.

Sincerely,

Kimberly Harrill
Student Organization Resource Center
NC State University

History

Alpha Chi Sigma is one of a kind. Following the original concept for a fraternity as an academic organization, we are the only Professional Chemistry Fraternity. Nearly 100 years old with over 53,000 members, we bring together men and women pursuing a wide variety of chemistry-related careers.

Our past is prestigious. Not only are many of our members world-class scientists and engineers, but we sponsor a variety of scholarships and awards. Notable are the ACS Award in Pure Chemistry and the AIChE Award in Chemical Engineering. With our involvement in other chemistry and chemical engineering professional organizations, our members are a sort of bridge between these various organizations.

Collegiate members benefit from a local group to not only help with their studies, but also projects which teach the roles of leadership and management, invaluable in their careers. We also provide an opportunity to create lifelong friendships with others interested in chemistry. Sometimes it's just nice to walk into a room and be able to tell a chemistry joke.

Our organization goes a step further. Actually many steps, as membership is for life. As a Professional member, further opportunities for meeting other members can help with your employment, hiring, and relaxation. Alpha Chi Sigma brings together a unique mix of people. Our Professional members appreciate meeting others involved in chemistry outside of their workplaces and often outside of their field of work.

Purely professional organizations such as the American Chemical Society and the American Institute of Chemical Engineers have their place, and Alpha Chi Sigma constantly encourages its members to become active in these organizations. Social fraternities also offer much to the student, but only a professional fraternity—and Alpha Chi Sigma is the only national professional chemistry fraternity in the United States—can provide the college student and the professional in chemistry and related fields with the interests and bonds of a fraternity.

Alpha Chi Sigma came to North Carolina State University in the Fall of 1999. The University of North Carolina at Chapel Hill has had a chapter dating back to 1912 and has been aiding the process at NC State. The students who have been initiated have been working hard since then to build a foundation to support a chapter of Alpha Chi Sigma Fraternity here at NC State.

Instructions

1. The letter needs to be on NCSU departmental letter head.
2. Please make the letter out to Alpha Chi Sigma Fraternity.
3. I will check back with you on December 3rd to answer any questions and I will return on December 6th to pick up the letter.

Events

1. Tutoring for Dr. Brown's Chemistry 101 class both Spring and Fall 2002.
2. Magic shows to educate and excite K-12 children in the areas of chemistry.
3. Build-a-Shack for Habitat for Humanity on NCSU's campus "Shack-a-Thon."
4. Carnivore Preservation Trust (Fall 2001).
5. Service Raleigh 2001 and 2002.
6. Career Panel with RTP Pro (Fall 2001 and upcoming in Spring 2002).
7. Helping proctor for Dr. Sremaniak's Chem433 problem sessions.



OFFICE OF STUDENT LIFE

August 28, 1996

The Supreme Council and Chapters of
Alpha Chi Sigma

To Whom It May Concern:

I am pleased to support the petition for a new chapter of Alpha Chi Sigma at Northern Arizona University. We have a very fine Chemistry Department at this university and believe that the establishment of this professional chapter on our campus will be beneficial to all concerned.

Sincerely,

Rick Brandel
Dean of Students

**ALPHA CHI SIGMA
NORTH CAROLINA STATE UNIVERSITY COLONY
Fall 2002-Spring 2003**

Officers

Master Alchemist	Nicole C. Greene
Vice Master Alchemist	Jennie M. Warren
Master of Ceremonies	Kathleen A. Hatcher
Reporter	Katie L. Holman
Recorder	Laura K. Ratchford
Treasurer	David Hitt
Alumni Secretary	J. Michael Felts II
Parliamentarian	Chris Brown
Historian	Kelly L. Lancaster

NEW

By-Laws of the North Carolina State University Colony of Rho Chapter of the Alpha Chi Sigma Fraternity

Article I: Brotherhood

Professional activity

Definition: A professional activity is an official Alpha Chi Sigma function or event, which furthers the Second and/or Third Objects of Alpha Chi Sigma.

Designation: The Master Alchemist will determine whether an event is professional or not when the event is announced. The Master Alchemist may declare that a type of event will be considered professional and/or will determine the professional status of an event on a case by case basis. Once a type of event has been designated as a professional activity, such designation will carry over in perpetuity unless and until it is rescinded by the Master Alchemist. Once an event has occurred, its designation cannot be changed retroactively.

Service Activity

Definition: A service activity is an official Alpha Chi Sigma function or event, which aids the community but does not necessarily further the Second and/or Third Object.

Designation: The Master Alchemist will determine whether an event is professional or not when the event is announced. The Master Alchemist may declare that a type of event will be considered service and/or will determine the service status of an event on a case by case basis. Once a type of event has been designated as a service activity, such designation will carry over in perpetuity unless and until it is rescinded by the Master Alchemist. Once an event has occurred, its designation cannot be changed retroactively.

Fundraising Activity

Definition: A fundraising activity is an official Alpha Chi Sigma function or event, which legally raises funds or donations for the chapter or an organization of the chapter's choosing.

Designation: The Master Alchemist will determine whether an event is a fundraising event when the event is announced. The Master Alchemist may declare that a type of event will be considered as fundraising and/or will determine the status of an event on a case by case basis. Once a type of event has been designated as a fundraising activity, such designation will carry over in perpetuity unless and until it is rescinded by the Master Alchemist. Once an event has occurred, its designation cannot be changed retroactively.

Social Activity

Definition: A social activity is an official Alpha Chi Sigma function or event, which furthers the First Object and has not been designated as a professional, service or fundraising activity. Such activities include rush, pledge-brother, brother, and mixers with professional brothers or North Carolina State University faculty.

Designation: A social activity need not be explicitly designated.

Faithful meeting attendance

A brother will be considered to have faithful meeting attendance if said brother attends at least seventy-five percent of the brother meetings.

Semi-faithful brother meeting attendance

A brother will be considered to have semi-faithful meeting attendance if said brother attends at least fifty percent of the brother meetings.

Initiation Attendance

Initiation Attendance consists of being present for a minimum of fifty percent of Initiation, including either set up or breakdown.

A. Categorization of Brothers

Point of Information: Planning an event you cannot attend counts as attending the event. Under no circumstances does any event count twice (ie. attending an event you planned only counts once).

1. A three star brother meets the following criteria:
 - a. Plays a role in Initiation.
 - b. Carries a faithful meeting attendance.
 - c. Three out of the four of the following:
 - i. Participates in three professional activities.
 - ii. Participates in two service or fundraising activities.
 - iii. Participates in three social events.
 - iv. Participates in Pledge Induction (aka Pinning), Pledge Review Boards (final oral exam) and one pledge class.
2. A two star brother meets the following criteria:
 - a. Has Initiation attendance and faithful meeting attendance or plays an Initiation role and has semi-faithful meeting attendance.
 - b. Three out of the four of the following:
 - i. Participates in two professional activities.
 - ii. Participates in one service or fundraising activity.
 - iii. Participates in two social events.
 - iv. Participates in Pledge Induction (aka Pinning) or Pledge Review Boards (final oral exam) plus one other pledge class.
3. A one star brother meets the following criteria:
 - a. Has Initiation attendance and semi-faithful meeting attendance.
 - b. Participates in two professional activities.
 - c. Participates in two social/service/fundraising activities.
 - d. Participates in Pledge Induction (aka Pinning) or Pledge Review Boards (final oral exam) plus attends one-quarter of the pledge classes.
4. An active brother meets one of the following criteria:
 - a. Carries a semi-faithful meeting attendance.
 - b. Plays a major stationary role in Initiation.
 - c. Attends all of the following:
 - i. Pledge Review Boards (final oral exam) plus one other pledge class.
 - ii. Pledge-Brother Retreat or Pledge Party.
 - iii. Participates in three service, social, fundraising or professional activities.

B. Inactive brothers

1. A brother who is not a three star, two star, one star or active brother will be considered inactive.

2. A brother is declared inactive upon:
 - a. Failing to pay fifty percent of dues by the third meeting of the semester.
 - b. Failing to pay dues in full by Initiation of that semester.
 - c. Exceptions to the above can be made by the Executive Committee on a case by case basis.
 - d. Declaring him/herself inactive for personal reasons.
 3. An inactive brother may not vote on any of the business of the fraternity.
- C. Professional Brothers
1. A professional brother shall be subject to all of the chapter's requirements in order to be instated as an active brother.
 2. A professional brother:
 - a. Must pay dues at the current collegiate rate.
 - b. Serve on at least one committee.
 - c. Make a good faith effort attending chapter meetings and events.
 3. An active professional brother retains all the rights and privileges of active undergraduate brothers, including the rights to vote on chapter business and to hold chapter offices.
- D. Extenuating Circumstances
- These criteria may be waived for a brother by a majority vote of the Executive Committee on a case by case basis. The Executive Committee may make exceptions to the distribution of required activities for a brother who has clearly gone above and beyond in one (or more) of the areas of service, fundraising or professional activities.
- E. Determination of Status
- The list of three star, two star, one star, and active brothers is to be drawn up by the Recorder no later than two weeks prior to the end of the semester. The Executive Committee shall approve this list.
- F. Timeframe
- The designation of three star, two star, one star, and active brother as determined two weeks prior to the end of the semester will hold from the end of the current semester until the end of the following semester, exclusive of the summer semester.
- G. Inactive Brothers Petition
1. A brother who has been designated as inactive may officially petition the Executive Committee to have the active status of the brother reinstated.
 2. Petition must be submitted in writing to the Master Alchemist and must include a list demonstrating the recent activities, which the brother has undertaken. The Executive Committee is to evaluate this report by verifying the brother's activities with any or all of the following: Chapter Records, the Recorder, the Historian, committee heads, or other brothers who attended the same functions.
 3. Once a petition has been submitted, the Executive Committee must vote on the matter within a week.
 4. Once the Executive Committee has voted to reinstate a brother's active status, the status will be considered to be reinstated immediately.

H. Becoming Active at the Beginning of a Semester

If a member was not considered an Active Member at the end of the previous semester, such a member must attend the first three brother meetings of the current semester and attend two rush events or Formal Rush before being considered active again.

Article II: Pledges & Pledging

A. Requirements and election to brotherhood

1. Candidates for brotherhood in Alpha Chi Sigma must be students of chemistry or a related science and must plan to make chemistry or a related science their life's work.
2. A person may not be pledged in the first half of the first college year but may attend rush events.
3. If a person changes to a curriculum in which the requirements for initiation cannot be satisfied, that pledge shall be dropped from the pledge roll.
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 year in the study of chemistry, and be without condition in any current college work.
 - b. Have completed, with credit earned, four semester courses in college chemistry and be without condition in any current college work.
 - c. Be in the second semester of the first college year, and rank in the upper 40% of the class in all chemistry courses undertaken, and be without condition in any current college work.
5. All candidates must attend Formal Rush as well as the first three pledge meetings. The Executive Committee can make exceptions for the rushee by the rushee's relaying reasons of absence to the Master Alchemist or Vice Master Alchemist.
6. Prior to voting on each candidate, the Vice Master Alchemist shall give a short biography on the individual proposed.

B. Requirements for pledges

1. Collegiate Pledging Requirements
 - a. Pledges shall determine a pledge service project with the approval from the chapter.
 - b. Pledges shall be required to make a plaque.
 - i. Plaque must be a wooden hexagon.
 - ii. Plaque must have one side related to Alpha Chi Sigma while the other side must be reserved for brother signatures. The big brother must sign the first line.
 - iii. Plaque must have Chrome yellow and Prussian blue involved in the design.
 - iv. Plaques are given to the big brother after Initiation.
 - v. Number of brother signatures required on the plaque will be determined by the Vice Master Alchemist and approved by the chapter.

- vi. All sides on the hexagon must be finished and presentable (i.e. no crayons, colored pencils, etc...)
- vii. Must be completed before the last brother meeting prior to that semester's Initiation.
- c. Commit to memory all of the information set forth by the Vice Master Alchemist and approved by chapter.
- d. Pledges shall take oral and written quizzes throughout the pledge semester as scheduled by the Vice Master Alchemist and approved by the chapter.
- e. Pledges shall be given a final oral exam individually before the chapter can choose to vote upon a withdrawal of invitation to membership.
- f. Must interview brothers as set forth by the Vice Master Alchemist and approved by the chapter prior to the last brother meeting before Initiation.
- g. Pledges should participate in at least one professional activity (i.e. chemistry "magic" shows, tutoring sessions, National Chemistry Week celebration, organization of Career Panel, etc...) with exceptions made by the Master Alchemist and the Vice Master Alchemist.
- h. Required to attend pledge meetings, pledge-brother retreat, and pledge party with exceptions made by the Master Alchemist and the Vice Master Alchemist.
- i. Attendance is required at Initiation.
- j. Pledge class pictures must be taken by Initiation (at least one roll).
- k. Must pay all financial obligations with exceptions made by the Executive Committee.
- l. Each pledge shall be given a big brother. The big brother shall help with the instruction of the pledge.

2. Professional Pledging Requirements

- a. Graduate students interested in pledging shall fulfill all collegiate pledging requirements with exceptions made by the Executive Committee. Graduate students must pay all financial obligations, with exceptions made by the Executive Committee.
- b. Faculty interested in pledging shall (at the very least) know the Three Objects of the Fraternity, enough fraternal knowledge to understand Initiation, make a good faith effort to get to know the brothers of the chapter, and be able to attend Initiation. Faculty pledges are encouraged and welcomed to do more as they are able to do so. They must pay all financial obligations with exceptions made by the Executive Committee.

C. Extensions of invitations to brotherhood

Point of Information: Under the most recent Grand Chapter interpretation of the Constitution and Bylaws, the Pledge Induction Ceremony (a.k.a. pinning) is considered the extension of an invitation to membership. As per those guides, inducted pledges (i.e. those who have been pinned) should be considered to have been invited to initiation and to join the brotherhood, unless a time shall come when the invitation to brotherhood is withdrawn.

- 1. Election to pledgeship shall require approval by at least 80% of the chapter's active brothers. This shall be by secret ballot, and those members who are unavoidably absent may submit their votes to the Recorder prior to the meeting.

2. At the first business meeting following the third pledge meeting, a vote shall be held to determine whether each candidate will be given an invitation to brotherhood.
- D. Procedure for withdrawal of pledgeship shall be:
1. Any pledge may choose to cease pledging at any time during the pledge semester by notifying the Vice Master Alchemist of his/her reason. The former pledge should return the pledge pin and all pledge materials.
 2. Any chapter member, at any regular chapter meeting, may move the withdrawal of an invitation to membership for reasons involving dishonorable conduct, consistent scholastic failure, lack of interest in the Fraternity, or injury to the Fraternity if the person is initiated.
 3. At least seven days prior to the meeting at which a vote on the motion will be taken, the chapter (preferably the Parliamentarian) shall give all its active members written notice, email, or a phone call that a motion to withdraw an invitation to membership is pending.
 4. The procedure by which a pledge's invitation to brotherhood is reviewed at the last business meeting before initiation will be as follows:
 - a. The Vice Master Alchemist shall report on the qualifications of each pledge for initiation.
 - b. A one-thirds vote of the active brothers present shall be necessary for the withdrawal of an invitation to membership.
 - c. All pledges will be contacted concerning the invitation to initiation following the vote.

Article III: Executive Committee

A. Definition of Executive Committee

1. The Executive Committee shall be comprised the Master Alchemist (Chair), Vice Master Alchemist, Master of Ceremonies, Treasurer, Reporter, Recorder, District Counselors and Chapter Advisor(s).
2. Whenever feasible all members of Executive Committee including District Counselors and Chapter Advisor(s) should be informed of the Executive Committee's next meeting time as soon as it is scheduled.
3. District Counselors and Chapter Advisor(s) when present are considered voting members of the Executive Committee.
4. Individual brothers may be invited to the Executive Committee meetings in an advisory role.

B. Duties of the Executive Committee

1. The Executive Committee shall be responsible for planning and direction of all fraternity business.
2. The Executive Committee may be petitioned on any matter (business, financial, attendance, etc.).
3. The Executive Committee will meet at least once a month and more often if necessary.

Article IV: Duties of Officers

A. Master Alchemist

1. Be the executive officer of the chapter.
2. Preside at chapter meetings.
3. Commit to memory the parts of the ritual assigned to the Master Alchemist.
4. Chair the Scholarship Committee, Executive Committee and serve on the Budget, Advisory and Safety Committee.
5. Be responsible for the condition of the chapter and the proper discharge of the duties of its officers.
6. Be responsible for the vote of the chapter in the Grand Chapter during the period between conclaves.

B. Vice Master Alchemist

1. Assist the Master Alchemist.
2. Act as the Master Alchemist in the Master Alchemist's absence.
3. Must plan and coordinate all rushing activities including Formal Rush.
4. Supervise all pledge functions, including the training and instruction of the pledges. The Vice Master Alchemist may delegate specific tasks to willing brothers as needed.
5. Act as a reporter to the fraternity on the progress including pros and cons of each pledge at each brother meeting.
6. Arrange for the chapter's Professional Recognition Ceremony and Professional Induction Ceremony when any chapter members are to join the Professional Branch.

C. Reporter

1. Carry on the chapter's correspondence with the Grand Chapter.
2. Report elections, initiations, deaths, expulsion proceedings, changes in status of members, election of officers, and matters of record as required by the Supreme Council.

D. Recorder

1. Keep the minutes of the chapter meetings and record of brother attendance at meetings.
2. Be responsible for the documents and records of the chapter.
3. Assist the Reporter.
4. Act as the Reporter in the absence of the Reporter.
5. Maintain a biographical record and an address and telephone record of the chapter members
6. Email minutes from previous meeting to brothers before the next scheduled meeting.

E. Treasurer

1. Be responsible for the collection and disbursement of the chapter funds.
2. Keep a systematic financial record of the chapter's finances.
3. Report on the chapter's finances upon the request of the Master Alchemist, Grand Recorder, District Counselor, or the Supreme Council.

4. 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.
- F. Master of Ceremonies
1. Organize and supervise all chapter ceremonial activities except the Professional Recognition Ceremony and Professional Induction Ceremony.
 2. Be responsible for the safekeeping and good condition of the regalia entrusted to the chapter.
 3. Keep and account for all copies of the ritual lent to the chapter and be responsible to the Grand Chapter for them.
 4. Maintain order in all meetings and call the meetings to order upon the Master Alchemist's request.
- G. Alumni Secretary
1. Maintain correspondence with alumni.
 2. Assist the chapter in its professional activities.
 3. Aid Historian in gathering and preserving the historical data of the chapter and make an annual report to the Grand Historian.
 4. Solicit articles from alumni for THE HEXAGON.
 5. Maintain an up-to-date list of all addresses and report promptly all changes of address of chapter alumni to the Grand Recorder.
 6. May assist the Master Alchemist in familiarizing new chapter officers with their duties.
- H. Parliamentarian
1. Codify all by-laws and keep a current copy of the chapter By-Laws, supplying the copies to each member who is at NCSU at the time.
 2. Must see that the Constitution and By-Laws of the fraternity and of the chapter are followed and upheld and compare any proposed amendments to National and Chapter by-laws to ensure no conflict.
 3. Aid the Treasurer in the collection of dues and fines upon the Treasurer's request.
 4. Aid the Master of Ceremonies in the performance of chapter rituals.
 5. Inform the members of the rules of elections from the chapter by-laws before an election is to take place.
 6. Know and enforce Robert's Rules of Order in all cases of public debates.
- I. Chapter Historian
1. Gather and preserve the historical data of the chapter in a professional and presentable manner.
 2. Maintain a photographic record of the chapter in a professional and presentable manner.
 3. Maintain a fraternal family tree.
 4. Maintain a record of attendance, service participation and other records of the members of the chapter.

Article V: Election of Officers

A. Terms of officers

1. All offices shall be filled for one-year terms, beginning after the spring elections.
2. The officers, with the exception of the Alumni Secretary, must be active members of the chapter.
3. A member may not hold more than one office required by the Constitution simultaneously. These offices are Master Alchemist, Vice Master Alchemist, Reporter, Recorder, Treasurer, Master of Ceremonies, and Alumni Secretary. The offices of Parliamentarian and Historian may be held concurrently with other offices if absolutely necessary.
4. Vacancies in chapter offices shall be filled in accordance with the National Bylaws. (Ref. Art. V, Sect. A, no. 4, p. 20.)

B. Nomination Procedures

1. Nominations are made from the floor at the meeting one-week prior to the election. Additional nominations may be made on the night of the election.
2. No second is required to confirm a nominee although they may be heard.
3. To close nominations for each office, a motion, second, and two-thirds majority vote of the members present is required on the proposal. No debate is allowed on said motion.

C. Ballots

1. Election is by secret ballot. However, if there is only one candidate running for the office in question balloting may be by acclamation.
2. Balloting should be repeated as many times as necessary to obtain a majority vote of a single candidate. In each case the single nominee with the fewest votes shall be removed from contention.
3. A majority shall be defined as greater than fifty percent of active members present plus proxies.
4. Abstentions do not count in the overall votes to be tallied (i.e. they are not included in the denominator:

$$[(\text{votes of active members} + \text{proxies} + \text{absentions}) / (\text{active members present} + \text{proxies})] \times 100\% > 50\%$$

Article VI: Committees

A. Each Collegiate Chapter shall have the following standing committees:

1. The Advisory Committee is to consist of the Master Alchemist, the Treasurer, the Chapter Advisor, the District Counselor, and one Professional member of the chapter elected by the chapter. It shall provide counsel to assure that the chapter carries out the Fraternity laws and policies.
2. The Auditing Committee is to consist of the Vice Master Alchemist and two other members of the chapter appointed by the Master Alchemist. It shall audit the books of the Treasurer at least once annually and immediately following the Treasurer's installation.
3. The Membership Committee is to consist of the Vice Master Alchemist and two other members of the chapter appointed by the Master Alchemist. It shall investigate the qualifications of persons proposed for membership and shall report

- to the chapter those eligible for membership. In addition the Membership Committee should orchestrate posting flyers and advertising for rush events.
4. The Scholarship Committee is to consist of the Master Alchemist and two other members of the chapter appointed by the Master Alchemist. It shall supervise the scholastic activities of the chapter and nominate members as Alpha Chi Sigma Scholars.
 5. The Budget Committee is to consist of the Treasurer, the master Alchemist, the District Counselor and one or more members elected by the chapter. It shall create a budget of chapter finances and submit it to the chapter for approval, within the first month of the fall term of the school year. In addition the Budget Committee should orchestrate fundraising activities.
 6. The Safety Committee is to consist of the Master Alchemist, Chapter Advisor, and one or more members appointed by the Master Alchemist. (The Chapter Advisor will be the recipient of all correspondence and an active member of the committee.)
- B. Special Committees
1. The Service Committee is to consist of at least one chair and at least two brothers. The function of this committee is to help plan and oversee various chapter charity functions such as community service activities.
 2. The Social Committee is to consist of at least one chair and at least two brothers. The function of this committee is to plan the chapter's brother activities, mixers, and semi-formals.
 3. The Web Committee is to consist of at least one chair and at least two brothers. The function of this committee is to create and maintain the group's home page.
 4. The Alchemy Outreach Committee is to consist of at least one chair and at least two brothers. The function of this committee is to plan and coordinate all professional chemistry activities (i.e. chemistry "magic" shows and chemistry tutoring).
 5. The By-law Committee is to consist of at least one chair and at least two brothers. The function of this committee is to propose revisions and amendments of the By-laws to the chapter.
- C. Appointment to the Committees
1. The Master Alchemist shall appoint committee chairmen and members only in the case that there are no volunteers.
 2. Committees shall be newly organized every year to:
 - a. Allow newly initiated brothers wishing to join committee(s) to do so at the beginning of each Spring semester.
 - b. Allow brothers wishing to change or join committee(s) to do so at the beginning of each Spring semester.

Article VII: Meetings

A. Order of Meetings

1. Call to order
2. Secret ritual opening
3. Roll call
4. Reading of the 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 committees
15. Installation of officers

B. Time and Place

1. Meetings will be held weekly throughout the academic year and as often as directed by the Executive Committee during the non-academic year.
2. Summer meetings will not carry the stipulation of required attendance.

Article VIII: Quorum

- A. A quorum is the portion of the chapter that must be present in order to conduct business.
- B. A quorum for general business meetings shall be defined as a majority of the active collegiate brothers, minus those excused.

Article IX: Amendments and Revision of these By-Laws

- A. These by-laws may be amended or revised by obtaining a two-thirds majority vote of the active collegiate members of the chapter.
- B. Any amendment or revision to these by-laws must be presented to the chapter during a regularly scheduled meeting. The proposed amendment or revision may then be voted on at the following regular chapter meeting.
- C. It shall be the duty of the Parliamentarian to compare all amendments or revisions with the National By-laws and eliminate any possible contradictions.
- D. The by-laws shall in no case be retroactive and are in effect as of May 2nd, 2002.

Bylaws of Gamma Xi Chapter of Alpha Chi Sigma Fraternity

Article 1: Brotherhood

- A. Collegiate and Professional Brothers
 1. A collegiate brother shall be defined as a member of Alpha Chi Sigma who is affiliated with North Carolina State University by being an enrolled undergraduate student, graduate student, faculty, or staff member.
 2. If the Alumni Secretary is a professional brother and he has paid collegiate dues, he shall be considered a collegiate brother by the chapter.
 3. A professional brother shall be defined as a member of Alpha Chi Sigma who is not a collegiate brother.
 4. Professional brothers may not:
 - a. Vote at any meetings
 - b. Be a voting member of a committee
 - c. Hold an Office except Alumni Secretary
 - d. Chair a Committee
 5. A collegiate brother who leaves school for no more than two semesters and has full intentions of returning as an undergraduate student may petition the Executive Committee to retain his collegiate brother standing for those two semesters.
- B. Brother Standing
 1. Active Brothers. The criteria for being active is separated into two sections: criteria that the executive committee may not modify and criteria that the executive committee may modify.
 - a. Non-Modifiable Criteria that all brothers must meet in order to be considered active:
 - i. Must be a Collegiate Brother
 - ii. Must pay dues in the amount of thirty-five dollars per semester by the third brother meeting of the semester. A newly initiated brother shall only have to pay seventeen dollars and fifty cents for the semester after his initiation.
 - b. Modifiable Criteria that all brothers must meet in order to be considered active: (Newly Initiated Brothers are exempt from these)
 - i. Must attend at least fifty percent of the brother meetings. Beginning on the third brother meeting of the semester brothers may be declared inactive due to non-attendance.
 - ii. Must play a role in initiation
 - iii. Attend Pledge Review Boards (final oral exam) plus one other pledge class.
 - iv. Attend a pledge function other than a pledge class or boards.
 - v. Participate in two service, social, fundraising or professional activities per semester.
 - c. If a brother petitions the executive committee for a modification of the criteria, the committee must rule on the matter within 7 days from the day it was brought.

- d. If the executive committee modifies a requirement for a brother, it shall be required to present it's ruling at the next regularly scheduled brother meeting. At that time, a motion may be made to overrule the executive committee's decision. Such a motion would require 2/3 vote to overrule.
 - e. If the executive committee turns down a brother's petition, that brother may petition the entire membership at the next regularly scheduled brother meeting. It shall require a 2/3 vote to waive a certain requirement.
 - f. The executive committee can only modify criteria on a case-by-case basis. The executive committee may not make modifications that automatically apply in a given situation. For example, the executive committee may not vote to excuse all brothers from meetings if they miss that meeting because of work.
2. An Inactive brother
- a. A brother is declared inactive upon not fulfilling the requirements for active membership unless the Executive committee has modified a brothers' requirements
 - b. If a brother is declared inactive due to failure to pay dues, that brother shall automatically be considered active if he pays his dues.
 - c. If a brother is declared inactive due to failure to attend fifty percent of brother meetings, that brother shall automatically be considered active if he brings his attendance back up to fifty percent.
 - d. An inactive brother may not vote on any of the business of the fraternity.
 - e. A brother who has been designated as inactive may officially petition the Executive Committee to have the active status of the brother reinstated.
 - f. A petition must be submitted in writing to the Master Alchemist and must include a list demonstrating the recent activities, which the brother has undertaken. The Executive Committee is to evaluate this report by verifying the brother's activities with any or all of the following: Chapter Records, the Recorder, the Historian, committee heads, or other brothers who attended the same functions.
 - g. Once a petition has been submitted, the Executive Committee must vote on the matter within a week.
 - h. If Executive Committee has voted to reinstate a brother's active status, it shall be required to present it's ruling at the next regularly scheduled brother meeting. At that time, a motion may be made to overrule the executive committee's decision. Such a motion would require 2/3 vote to overrule.
 - i. If the Executive committee reinstates the brother's active status and that ruling is not vetoed, the brother shall be considered active immediately.
3. Determination of Status

- a. The list of active brothers is to be drawn up by the Recorder weekly after the third meeting of the semester. At the end of the fall semester, the Executive Committee shall verify the semester list. At the end of the school year, the Executive Committee shall approve the final list for submission to Nationals.
- C. Activities
1. The Executive Committee shall decide whether an activity is recognized as an official Alpha Chi Sigma event.
 2. The Master Alchemist shall determine whether an event is Professional, Service, Fundraising, when it is announced. The Master Alchemist may declare certain specific events as always Service, Fundraising, etc. or decide on a case-by-case basis. Once an event has occurred, its designation cannot be changed retroactively.
 3. Professional activity: A professional activity is an official Alpha Chi Sigma function or event, which furthers the Second and/or Third Objects of Alpha Chi Sigma.
 4. Service Activity: A service activity is an official Alpha Chi Sigma function or event, which aids the community but does not necessarily further the Second and/or Third Object.
 5. Fundraising Activity: A fundraising activity is an official Alpha Chi Sigma function or event, which legally raises funds or donations for the chapter or an organization of the chapter's choosing.
 6. Social Activity: A social activity is an official Alpha Chi Sigma function or event, which furthers the First Object and has not been designated as a professional, service or fundraising activity. Such activities include rush, pledge-brother, brother, and mixers with professional brothers or North Carolina State University faculty.

Article II: Pledges & Pledging

- A. Requirements and election to brotherhood
1. Candidates for brotherhood in Alpha Chi Sigma must be students of chemistry or a related science and must plan to make chemistry or a related science their life's work.
 2. A person may not be pledged in the first half of the first college year but may attend rush events.
 3. If a person changes to a curriculum in which the requirements for initiation cannot be satisfied, that pledge shall be dropped from the pledge roll.
 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 year in the study of chemistry, and be without condition in any current college work.
 - b. Have completed, with credit earned, four semester courses in college chemistry and be without condition in any current college work.

- c. Be in the second semester of the first college year, and rank in the upper 40% of the class in all chemistry courses undertaken, and be without condition in any current college work.
 5. All candidates must attend Formal Rush as well as the first three pledge meetings. The Vice Master Alchemist can make exceptions for a rushee.
 6. Prior to voting on each candidate, the Vice Master Alchemist shall give a short biography on the individual proposed.
- B. Requirements for pledges
1. Collegiate Pledging Requirements
 - a. Pledges shall participate in a pledge service project approved by the chapter.
 - b. Pledges shall be required to make a plaque.
 - i. The plaque must be a wooden hexagon.
 - ii. The plaque must have one side related to Alpha Chi Sigma while the other side must be reserved for brother signatures. The big brother must sign the first line.
 - iii. Plaque must have yellow or blue involved in the design.
 - iv. The number of brother signatures required on the plaque will be determined by the Vice Master Alchemist.
 - v. All sides of the hexagon must be finished and presentable.
 - vi. The plaque must be completed before the last brother meeting prior to that semester's initiation.
 - c. Commit to memory all of the information set forth by the Vice Master Alchemist.
 - d. Pledges shall take oral and written quizzes throughout the pledge semester as scheduled by the Vice Master Alchemist.
 - e. Must interview brothers prior to the last brother meeting before Initiation.
 - f. Pledges should participate in at least one professional activity (i.e. chemistry "magic" shows, tutoring sessions, National Chemistry Week celebration, organization of Career Panel, etc...) with exceptions made by the Vice Master Alchemist.
 - g. Required to attend pledge meetings, pledge-brother retreat, and pledge party with exceptions made by the Vice Master Alchemist. Any exceptions must be presented at the next brother meeting and agreed upon by a majority.
 - h. Attendance is required at Initiation.
 - i. Pledge class pictures must be taken by Initiation (at least one roll).
 - j. Must pay all financial obligations with exceptions made by the Executive Committee.
 - k. Each pledge shall be given a big brother. The big brother shall help with the instruction of the pledge.
 2. Professional Pledging Requirements
 - a. Graduate students interested in pledging shall fulfill all collegiate pledging requirements with exceptions made by the Executive

Committee. Graduate students must pay all financial obligations, with exceptions made by the Executive Committee.

- b. Faculty interested in pledging shall (at the very least) know the Three Objects of the Fraternity, enough fraternal knowledge to understand Initiation, make a good faith effort to get to know the brothers of the chapter, and be able to attend Initiation. Faculty pledges are encouraged and welcomed to do more as they are able to do so. They must pay all financial obligations with exceptions made by the Executive Committee.

C. Extensions of invitations to brotherhood

Point of Information: Under the most recent Grand Chapter interpretation of the Constitution and Bylaws, the Pledge Induction Ceremony (a.k.a. pinning) is considered the extension of an invitation to membership. As per those guides, inducted pledges (i.e. those who have been pinned) should be considered to have been invited to initiation and to join the brotherhood, unless a time shall come when the invitation to brotherhood is withdrawn.

1. Election to pledgeship shall require approval by at least 80% of the chapter's active brothers. This shall be by secret ballot, and those members who are unavoidably absent may submit their votes to the Recorder prior to the meeting.
2. Before the first pledge meeting, a vote shall be held to determine whether each candidate will be given an invitation to brotherhood.

D. Procedure for withdrawal of pledgeship shall be:

1. Any pledge may choose to cease pledging at any time during the pledge semester by notifying the Vice Master Alchemist of his/her reason. The former pledge should return the pledge pin and all pledge materials.
2. Any chapter member, at any regular chapter meeting, 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.
3. At least seven days prior to the meeting at which a vote on the motion will be taken, the chapter Parliamentarian shall give all its active members written notice, email, or a phone call that a motion to withdraw an invitation to membership is pending.
4. The procedure by which a pledge's invitation to brotherhood is reviewed at the second to last business meeting before initiation will be as follows:
 - a. The Vice Master Alchemist shall report on the qualifications of each pledge for initiation.
 - b. A one-thirds vote of the active brothers present shall be necessary for the withdrawal of an invitation to membership.
 - c. All pledges will be contacted concerning the invitation to initiation following the vote.
- E. It shall be the responsibility of the Vice Master Alchemist, by the third brother meeting of the semester, to report to the chapter:
 1. The information pledges are required to learn
 2. The content of Oral and Written Quizzes

3. The number of Brother Interviews required
 4. How major pledging events such as Pledge Party and Boards are to be run.
- F. It shall be the responsibility of the Vice Master Alchemist to report all decisions made concerning pledges or pledging at the next brother meeting after such decisions were made.
- G. At a meeting any brother may make a motion to override a decision of the Vice Master Alchemist concerning pledges or pledging. A majority would be required to override.

Article III: Executive Committee

- A. Definition of Executive Committee
1. The Master Alchemist, Vice Master Alchemist, Master of Ceremonies, Treasurer, Reporter, Recorder, Alumni Secretary, Historian, and Parliamentarian shall be the voting members of the Executive Committee.
 2. If District Counselors or Chapter Advisor(s) are present at an Executive Committee Meeting, they shall be considered voting members.
 3. Whenever feasible all members of Executive Committee including District Counselors and Chapter Advisor(s) should be informed of the Executive Committee's next meeting time as soon as it is scheduled.
 4. Individual brothers may be invited to the Executive Committee meetings in an advisory role.
- B. Duties of the Executive Committee
1. The Executive Committee shall be responsible for planning and direction of all fraternity business.
 2. The Executive Committee may be petitioned on any matter (business, financial, attendance, etc.).
 3. The Executive Committee will meet at least once a month and more often if necessary.
 4. The Executive Committee shall, at its first meeting of each semester, set the qualifications for one, two, and three star brother. The executive committee will then present these qualifications at the next brother meeting.

Article IV: Duties of Officers

- A. Master Alchemist
1. Be the executive officer of the chapter.
 2. Preside at chapter meetings.
 3. Commit to memory the parts of the ritual assigned to the Master Alchemist.
 4. Chair the Scholarship Committee, Executive Committee and serve on the Budget, Advisory and Safety Committee.
 5. Be responsible for the condition of the chapter and the proper discharge of the duties of its officers.
 6. Be responsible for the vote of the chapter in the Grand Chapter during the period between conclaves.

7. Ensure that the proper number of activities are arranged and all other requirements are fulfilled to ensure that Gamma Xi chapter receives a 3-star chapter award from nationals yearly.
- B. Vice Master Alchemist
1. Assist the Master Alchemist.
 2. Act as the Master Alchemist in the Master Alchemist's absence.
 3. Must plan and coordinate all rushing activities including Formal Rush.
 4. Supervise all pledge functions, including the training and instruction of the pledges. The Vice Master Alchemist may delegate specific tasks to willing brothers as needed.
 5. Inform the entire brotherhood of all decisions concerning pledges and pledging. (Ref Article II Section E, F, and G)
 6. Act as a reporter to the fraternity on the progress including pros and cons of each pledge at each brother meeting.
 7. Arrange for the chapter's Professional Recognition Ceremony and Professional Induction Ceremony when any chapter members are to join the Professional Branch.
- C. Reporter
1. Carry on the chapter's correspondence with the Grand Chapter.
 2. Report elections, initiations, deaths, expulsion proceedings, changes in status of members, election of officers, and matters of record as required by the Supreme Council.
- D. Recorder
1. Keep the minutes of the chapter meetings and record of brother attendance at meetings. The minutes must be approved at the next meeting.
 2. Be responsible for the documents and records of the chapter.
 3. Assist the Reporter.
 4. Act as the Reporter in the absence of the Reporter.
 5. Maintain a biographical record and an address and telephone record of the chapter members
 6. Email minutes from previous meeting to brothers before the next scheduled meeting.
- E. Treasurer
1. Be responsible for the collection and disbursement of the chapter funds.
 2. Keep a systematic financial record of the chapter's finances.
 3. Report on the chapter's finances the first brother meeting of every month
 4. Report on the chapter's finances upon the request of the Master Alchemist, Grand Recorder, District Counselor, or the Supreme Council.
 5. 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.
- F. Master of Ceremonies
1. Organize and supervise all chapter ceremonial activities except the Professional Recognition Ceremony and Professional Induction Ceremony.
 2. Be responsible for the safekeeping and good condition of the regalia entrusted to the chapter.

3. Keep and account for all copies of the ritual lent to the chapter and be responsible to the Grand Chapter for them.
- G. Alumni Secretary
1. Maintain correspondence with alumni.
 2. Assist the chapter in its professional activities.
 3. Aid Historian in gathering and preserving the historical data of the chapter and make an annual report to the Grand Historian.
 4. Solicit articles from alumni for THE HEXAGON.
 5. Maintain an up-to-date list of all addresses and report promptly all changes of address of chapter alumni to the Grand Recorder.
 6. May assist the Master Alchemist in familiarizing new chapter officers with their duties.
- H. Parliamentarian
1. Codify all by-laws and keep a current copy of the chapter By-Laws, supplying the copies to each member who is at NCSU at the time.
 2. Must see that the Constitution and By-Laws of the fraternity and of the chapter are followed and upheld and compare any proposed amendments to National and Chapter by-laws to ensure no conflict.
 3. Aid the Treasurer in the collection of dues and fines upon the Treasurer's request.
 4. Keep a running list of all active brothers and attendance records. The recorder and Parliamentarian should periodically compare records to ensure agreement.
 5. Inform the members of the rules of elections from the chapter by-laws before an election is to take place.
 6. Know and enforce Robert's Rules of Order in all cases of public debates.
 7. Maintain order in all meetings and call the meetings to order upon the Master Alchemist's request.
- I. Chapter Historian
1. Gather and preserve the historical data of the chapter in a professional and presentable manner.
 2. Maintain a photographic record of the chapter in a professional and presentable manner.
 3. Maintain a fraternal family tree.
 4. Maintain a record of attendance, service participation and other records of the members of the chapter.

Article V: Election of Officers

- A. Terms of officers
1. Unless an officer is removed or vacates office, all offices shall be filled for one-year terms, beginning after the spring elections.
 2. A member may not hold more than one office required by the Constitution simultaneously. These offices are Master Alchemist, Vice Master Alchemist, Reporter, Recorder, Treasurer, Master of Ceremonies, and Alumni Secretary. The offices of Parliamentarian and Historian may be held concurrently with other offices.

3. Vacancies in chapter offices shall be filled in accordance with the National Bylaws. (Ref. Art. V, Sect. A, no. 4, p. 20.)
- B. Nomination Procedures
1. Nominations are made from the floor at the meeting one-week prior to the election. Additional nominations may be made on the night of the election.
 2. No second is required to confirm a nominee although they may be heard.
 3. To close nominations for each office, a motion, second, and two-thirds majority vote of the members present is required on the proposal. No debate is allowed on said motion.
- C. Ballots
1. Election is by secret ballot. However, if there is only one candidate running for the office in question balloting may be by acclamation.
 2. Balloting should be repeated as many times as necessary to obtain a majority vote of a single candidate. In each case the single nominee with the fewest votes shall be removed from contention.
 3. A majority shall be defined as greater than fifty percent of voting members present plus proxies.
 4. The Parliamentarian shall count the ballots. Two brothers not running for the current office in question shall be appointed by the Master Alchemist to verify the ballots. For the office of Parliamentarian, the Master Alchemist shall appoint three brothers not running for said office to count the ballots. When the results have been verified they shall be presented to the Master Alchemist. The Master Alchemist will then read the results allowed prior to the reentry of the nominees.
- D. Removal from Office
1. At any brother meeting an Officer may be removed.
 2. Grounds for removal:
 - a. Actions that could lead to an expulsion from the Fraternity as a whole
 - b. Speaking against the fraternity
 - c. Neglecting duties
 - d. Willfully ignoring motions
 - e. Willfully ignoring provisions in these bylaws
 - f. General disinterest in the fraternity based upon absence at events
 3. Any brother may make a motion, which needs a second, to remove a brother from office. The Parliamentarian must inform the rest of the brothers of the motion. Such a motion would be voted on at the next brother meeting. While the motion is being debated, the officer has the right to respond to all complains against him, all other brothers may only speak twice.
 4. If the Officer is active, a 2/3 vote of all voting members plus proxies is required to remove.
 5. If the Officer is inactive or Alumni Secretary, a majority of all voting members plus proxies is required to remove.
 6. If an officer is removed, the office is considered vacant immediately and will be filled in accordance with the Grand Chapter's bylaws.

Article VI: Committees

- A. Each Collegiate Chapter shall have the following standing committees:
1. The Advisory Committee is to consist of the Master Alchemist, the Treasurer, the Chapter Advisor, the District Counselor, and one Professional member of the chapter elected by the chapter. It shall provide counsel to assure that the chapter carries out the Fraternity laws and policies.
 2. The Auditing Committee is to consist of the Vice Master Alchemist and two other members of the chapter appointed by the Master Alchemist. It shall audit the books of the Treasurer at least once annually and immediately following the Treasurer's installation.
 3. The Membership Committee is to consist of the Vice Master Alchemist and two other members of the chapter appointed by the Master Alchemist. It shall investigate the qualifications of persons proposed for membership and shall report to the chapter those eligible for membership. In addition the Membership Committee should orchestrate posting flyers and advertising for rush events.
 4. The Scholarship Committee is to consist of the Master Alchemist and two other members of the chapter appointed by the Master Alchemist. It shall supervise the scholastic activities of the chapter and nominate members as Alpha Chi Sigma Scholars.
 5. The Budget Committee is to consist of the Treasurer, the Master Alchemist, the District Counselor and one or more members elected by the chapter. It shall create a budget of chapter finances and submit it to the chapter for approval, within the first month of the fall term of the school year. The budget must be balanced. In addition the Budget Committee should orchestrate fundraising activities.
 6. The Safety Committee is to consist of the Master Alchemist, Chapter Advisor, and one or more members appointed by the Master Alchemist. (The Chapter Advisor will be the recipient of all correspondence and an active member of the committee.)
- B. Special Committees
1. The Service Committee is to consist of one chair and at least two brothers. The function of this committee is to help plan and oversee various chapter charity functions such as community service activities.
 2. The Social Committee is to consist of one chair and at least two brothers. The function of this committee is to plan the chapter's brother activities, mixers, and semi-formals.
 3. The Web Committee is to consist of one chair and at least two brothers. The function of this committee is to create and maintain the group's home page.
 4. The Alchemy Outreach Committee is to consist of one chair and at least two brothers. The function of this committee is to plan and coordinate all professional chemistry activities (i.e. chemistry "magic" shows and chemistry tutoring).

5. The By-law Committee is to consist of the Parliamentarian as chair and at least two other members. The function of this committee is to propose revisions and amendments of the By-laws to the chapter.
- C. Appointment to the Committees
1. The Master Alchemist shall appoint committee chairmen and members only in the case that there are no volunteers.
 2. Committees shall be newly organized every year to:
 - b. Allow newly initiated brothers wishing to join committee(s) to do so at the beginning of each Spring semester.
 - c. Allow brothers wishing to change or join committee(s) to do so at the beginning of each Spring semester.

Article VII: Meetings

- A. Order of Meetings
1. Call to order
 2. Secret ritual opening
 3. Roll call
 4. Reading of the 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 committees
 15. Installation of officers
- B. Time and Place
1. Meetings will be held every Thursday at 7pm throughout the academic year and as often as directed by the Executive Committee during the non-academic year.
 2. Summer meetings will not carry the stipulation of required attendance.

Article VIII: Quorum

- A. A quorum is the portion of the chapter that must be present in order to conduct business.
- B. A quorum for general business meetings shall be defined as a majority of the active collegiate brothers, minus those excused.

Article IX: Revisions, Amendments and Suspension of these By-Laws

- A. In extraordinary circumstances, certain provisions in these bylaws may be suspended by a unanimous vote at a regularly scheduled meeting for the duration of that meeting.
- B. These by-laws may be amended or revised by obtaining a two-thirds majority vote of the active collegiate members of the chapter.
- C. Only the Bylaw Committee or the Parliamentarian may propose revisions to the bylaws.
- D. Any amendment or revision to these by-laws must be presented to the chapter during a regularly scheduled meeting. The proposed amendment or revision may then be voted on at the following regular chapter meeting.
- E. It shall be the duty of the Parliamentarian to compare all amendments or revisions with the National By-laws and eliminate any possible contradictions.
- F. The Parliamentarian reserves the right to adjust minor spelling and punctuation mistakes. Any revision to the bylaws by the Parliamentarian must be presented at the next brother meeting. At that time, a motion may be made to stop any change. Such a motion requires a second and requires a majority to stop the Parliamentarian's action.
- G. The by-laws shall in no case be retroactive and are in effect as of January 1st, 2004.

**ALPHA CHI SIGMA
NORTH CAROLINA STATE UNIVERSITY COLONY
Fall 2003 – Spring 2004**

Officers	
Master Alchemist	Kathleen Hatcher
Vice Master Alchemist	Laura Ratchford
Master of Ceremonies	Jennie Warren
Reporter	Johanna Sikes
Recorder	Jamie Harwood
Treasurer	Daraya Pawapootanont
Alumni Secretary	Nathan Cline
Parliamentarian	Andrew DeBrecht
Historian	Heather Smith

Regular Committees	
Advisory	Master Alchemist: Kathleen Hatcher, Chapter Advisor(s): Dr. Charles A. Boss, Dr. Laura Sremaniak and Dr. Phil Brown, District Counselor: Mark Evaniak & Pro member: Sheetal Trivedi plus Daraya Pawapootanont, David Hitt & Jennie Warren.
Auditing	Vice Master Alchemist: Laura Ratchford, Johanna Sikes, Heather Smith & Charles Workman.
Membership	Vice Master Alchemist: Laura Ratchford, Daraya Pawapootanont, Johanna Sikes, Kristin Scott, John LaTorre, Jennie Warren & Charles Workman.
Scholarship	Master Alchemist: Kathleen Hatcher, Jennie Warren, Sheetal Trivedi & Jamie Harwood.
Budget	Treasurer: Daraya Pawapootanont, Master Alchemist: Kathleen Hatcher, District Counselor: Mark Evaniak plus Jennie Warren & Chris Brown.
Safety	Master Alchemist: Kathleen Hatcher, Chapter Advisor(s): Dr. Charles A. Boss, Dr. Sremaniak and Dr. Brown plus Chris Brown, Jennie Warren, David Hitt & Charles Workman.

Special Committees

Service	Co-Chairs: Johanna Sikes and Daraya Pawapootanont plus (at least two brothers) Nathan Cline, John LaTorre, Kristin Scott & Nicole Greene.
Social	Co-Chairs: Nathan Cline and Jennie Warren plus (at least two brothers) John LaTorre, Kristin Scott & Andrew DeBrecht.
Web	Co-Chair: Chris Brown plus (at least two brothers) Charles Workman & Nicole Greene.
Alchemy Outreach	Co-Chairs: Nicole Greene and Jennie Warren plus (at least two brothers) Laura Ratchford, Heather Smith & Nathan Cline.
By-Law	Co-Chairs: Andrew DeBrecht and David Hitt plus (at least two brothers) Chris Brown & Charles Workman.
District Conclave	Co-Chairs: Nicole Greene and Jennie Warren plus (at least two brothers) Chris Brown, Nathan Cline, Kathleen Hatcher, Johanna Sikes, Jamie Harwood, John LaTorre & Laura Ratchford.

Chapter Advisor: Dr. Charles A. Boss, Dr. Laura Sremaniak & Dr. Phil Brown

Faculty Brothers: Dr. Oliver-Hoyo