

*The Constitution and Bylaws of the Gamma Chi
Chapter of Alpha Chi Sigma
Revised 2018*

Article I. General Organization

Section 1.01 The Objects of the Fraternity shall be:

- (a) To bind its member with a tie of true and lasting friendship.
- (b) To strive for the advancement of chemistry both as a science and as a profession.
- (c) To aid its members by every honorable means in the attainment of their ambitions as chemists throughout their mortal lives.

Section 1.02 Membership

(a) Classification of a Member

- (i) Collegiate Members- Collegiate members must have the intent in pursuing a career in chemical science.
- (ii) Professional Members- Professional members must have at least a bachelor's degree in chemistry or chemical sciences.
- (iii) Social Member- A Social Member is eligible according to these criteria:
 - 1. Good standing with the University.
 - 2. While not eligible for full brotherhood, the individual must have a passion for the brotherhood.
 - 3. This will be voted on mid-semester, and each term will last one year. Upon termination, the individual may be voted upon again.
 - 4. Will be responsible for paying social dues.
 - 5. A social brother is not required to have taken a chemistry class.
 - 6. Nominees for social brother will be required to write a letter to the chapter to explain their ties to the chapter and why they desire to be the social brother.

Section 1.03 Membership for Life

- (a) Every member shall be granted the privilege of the fraternity, and shall assume obligations for life.

Section 1.04 Probation

1. To be put on probation, a brother may have violated the following clauses
 - i) Poor academic standing with Longwood University
 - ii) Violating our objects or obligations
 - iii) At the unanimous vote of the executive board, and the chapter advisor, other violations may be cause for probation.
 - iv) Receive three strikes (Article IV, Section 4.01)
1. While on probation, the brother must abide by the following criteria
 - i) The brother may not attend the following events
 - (1) Social events
 - ii) The brother may not partake in the following privileges
 - (1) Vote
 - (2) Hold executive position
 - (3) Take a little
 - (4) Cannot be nominated for brother of the month
1. If the brother has been approved for probation and has already paid dues for the semester, they will not be reimbursed.
2. If the brother has been approved for probation, they must still partake in all required events such as initiation, pinning, etc.
3. If the brother violates any requirements for the probationary status they will be reviewed for expulsion by the executive board and the chapter advisor.
4. If the brother is approved for probationary status 2 times consecutively or 3 times in total they will be brought the executive board and chapter advisor for expulsion.
5. The brother in question may meet with the executive board to discuss the accusations against them.

6. At the discretion of the executive board and chapter advisor, the brother may be forgiven or placed on probation.
7. Once approved, the brother on probation will maintain their probationary status until the end of the semester in which they were approved.

Section 1.05 Expulsion

(a) In order for a member to be removed from the fraternity, Master Alchemist must notify both their chapter advisor and district counselor of the misconduct done. Once an investigation is done by either the district counselor or chapter advisor then the Master Alchemist must present the charges to the chapter by the next chapter meeting.

Article II. Pledging Process and Procedures

Section 2.01 Pledging

(a) Qualifications for Pledging

(i) In order to pledge the fraternity of Alpha Chi Sigma, the following requirements must be fulfilled:

- 1) Must not be failing a current class during the semester of pledging, and be in good standing with Longwood University.
- 2) Every candidate that shows interest in pledging the fraternity must be approved by chapter advisor before being brought to the chapter for voting.
- 3) Once approved by the chapter advisor, the candidate must then receive 2/3 vote of present brothers to pass and proceed to pledging.

(ii) If the person who desires to enter the pledging process for Alpha Chi Sigma meets any of these criteria they will be subject to denial of entering the pledging process

- a. The Chapter advisor deems the person is not able to maintain academic prowess throughout the entirety of pledgeship.
 - i. If the Chapter advisor deems this person not capable of maintaining this academic prowess, the person may apply again the future.

(b) On the third week of the pledge process (or half way through), the active members of the brotherhood will hold a vote in chapter regarding the current pledges. In this meeting, the brotherhood will bring to floor every pledge's name and discuss their validity of joining. The default for this meeting will be that all pledges will continue their pledgeship, but if a brother

chooses to they may motion to vote this pledge out of the process. A $\frac{2}{3}$ majority must be met in order to stop the pledge process for the pledge.

Section 2.02 Initiation

- (a) Candidates elected to membership shall be initiated according to the official fraternity ritual.
- (b) Pledges must interview $\frac{2}{3}$ of the active brothers by the end of their pledging to continue to initiation.
- (c) Requirements to proceed with initiation:
 - (i) Pledges must attend all of the following:
 - 1) Pinning
 - 2) Weekly meetings with VMA
 - 3) Big/little reveal
 - 4) Initiation
 - 5) Paddle exchange (normally the morning before initiation)
- (d) Once a pledge begins the initiation, they may not stop or quit during the ceremony.
 - (i) If a pledge is feeling overwhelmed during initiation, it is up to the M.O.C. or any current brother to do everything in their power to make the pledge feel comfort and be accommodating with any of their needs within reason
- (e) If a pledge loses their pledge pin during the pledging process, the pledge must come before the chapter and explain how they lost their pin. The chapter must then vote on whether or not to assign the pledge another pin. There must be a $\frac{2}{3}$ vote of the present chapter to assign them another pin.

Section 2.03 Pledges must collect 7000 (or the amount designated by the executive board) points from active brothers, alumni, and professional members in order to continue to initiation

- (a) 50 points may be given from active brothers per day per pledge
- (b) 100 points may be given from an executive board member per day per pledge

- (c) Alumni and professional members can give unlimited points only if the pledge has not reached their designated point goal.
- (d) In order to receive points, pledges must wear pledge pin in visible area. Collegiate can ask pledges relevant questions pertaining to their pledge process. A correct response from the pledge may earn them an additional 25 points. Each collegiate brother can only ask each pledge a question once daily.
- (e) If a pledge does not gain all of their points before the cut off date determined by the VMA, then the pledge must come the executive board explain why they were unable to collect their points. The executive board must then vote on the excuse and 2/3 of the present executive board is needed in order for the pledge to continue to initiation
- f) Halfway through the pledge process, the pledge books will be checked by the Vice Master Alchemist to ensure they are making steady progress toward the pledge requirements.

Section 2.04 An interview with each pledge, active brother (including executive board members and professional members who are currently associated with Longwood University)

- (a) 100 points may be awarded by an active member for an interview with each pledge as said in sub section II

Section 2.05 *Expulsion*

- (a) If a pledge is under probation for misconduct with Longwood University or has inappropriate behavior during pledging, the master alchemist must present this information to the chapter advisor or district counselor. Upon their investigation of the situation at hand, the chapter advisor or district counselor reserve the right to de-pledge the pledge in question.

Section 2.06 *Pledge fees*

- a) \$185 must be paid to Nationals before the pledge is initiated or the pledge cannot be initiated into the fraternity.
- b) The fraternity may set up a payment plan with the pledge.
 - i) The treasurer and master alchemist may decide a pledge cannot form a payment plan if the pledge is graduating during the semester they are being initiated.

Section 2.07 *Rushing*

(a) Pledges are required to go to all weekly meetings unless they give the Vice Master Alchemist 24 hours notice with an acceptable excuse, which then will be voted on. The excuse needs 2/3 of the executive board's vote to be deemed acceptable.

(b) Pledges will be expected to take weekly quizzes and must receive a 90% or better in order to pass each quiz

(c) Pledges are allowed to make up one quiz, but must earn 100% or better in order to replace the failing score (extra credit must be made available)

(i) The only exception is a 2/3 vote from executive board allowing the score that did not meet the 100% or better clause to pass and the pledge to continue

Article III. Financial Obligations

Section 3.01 All active members should be expected to pay a fee of \$30 per semester, which will be due the first two weeks after the first chapter meeting of each semester.

(a) If an active brother fails to pay his or her dues in the time provided, they must contact the treasurer and work out a payment plan before the two weeks deadline is over or they will be fined (amount of fine will be determined by the executive board)

(b) If brother fails to pay for two consecutive semesters, then the issue must be brought to the chapter advisor's attention and he/she will determine in next step.

Section 3.02 Strike System

(a) A brother may receive a strike for the following infractions:

(i) Not paying dues before two weeks after the first chapter, unless a payment plan has been set up with the treasurer.

(ii) Missing chapter or executive meetings without an approved excuse.

(iii) Three strikes will be awarded to any brother who misses initiation or pinning without an approved excuse. They will also receive a \$50 fine.

(iv) Violating probationary status requirements will result in immediate inactive status for the remainder of the semester

(v) If a brother does not meet the minimum required recruitment events as determined by the VMA, they will receive a strike and a \$25 fine.

(b) Strikes

- (i) The first strike will result in a warning
 - (ii) The second strike will result in a \$5 fine
 - (iii) The third strike will result in automatic probationary status
 - 1) See Section 1.04 for probationary status
 - (iv) The fourth strike will result in a \$15 fine
 - (v) The fifth strike will result in inactive status for the remainder of the semester
 - (vi) All strikes above are encompassing of the previous strike in the instance that multiple strikes are awarded at one time.
 - (vii) The amount of strikes a brother has on record will reset at the beginning of each new semester
- (c) All excuses must be submitted to M.O.C. 24 hours before said event, unless an emergency comes up which will then be voted on by the board. Must have 2/3 of the executive board for an excuse to be an acceptable emergency
- (d) A brother can appeal a first fine at the first scheduled meeting after getting said fine. The brother must email M.O.C. 24 hours before the meeting that you plan to appeal at.

Article IV. Inactive Status

Section 4.01 Brothers may only be put inactive by the chapter advisor or district counselor for:

- (a) Failure to pay fines and/or dues for an extensive amount of time
 - (i) Fines must be paid two weeks after issued
- (b) Misconduct of the fraternity
- (c) Any Longwood University violations

Article V. Title IX and Misconduct

Section 5.01 I: If any misconduct or title ix infraction occurs within the chapter, it must be brought to the master alchemist's attention. The MA must then notify the chapter advisor and district counselor within 24 hours. The MA is not allowed to bring this violation to chapter until

either the chapter advisor or district counselor does an investigation. Once their investigation is complete, the MA then must bring the charges to the chapter at the next scheduled meeting.

- (a) All procedures and actions must be followed by Longwood University's regulations and procedures

Article VI. Executive Board

Section 6.01 I: Jurisdiction and Duties

- (a) The duties of the executive board are to hold its brothers to the Three Objects and enforce the Constitution and bylaws of this Gamma Chi Chapter

Section 6.02 Positions and Descriptions

- (a) Master Alchemist
 - (i) Be the executive officer of the chapter
 - (ii) Preside at chapter meetings
 - (iii) Commit to memory the parts of the ritual assigned to the Master Alchemist
 - (iv) Appoint such committees as necessary for the efficient operation of the chapter
 - (v) Be responsible for the condition of the chapter and the proper discharge of the duties of its officers
 - (vi) Be responsible for the vote of the chapter in the Grand Chapter during the period between conclaves
- (b) Vice Master Alchemist
 - (i) Assist the Master Alchemist
 - (ii) Act as Master Alchemist in the absence of the Master Alchemist
 - (iii) Supervise all pledge functions
 - (iv) Be in charge of all pledge education and pledge handlings
- (c) Reporter
 - (i) Carry on the Chapter's correspondence with the Grand Chapter

(ii) Report elections, initiations, deaths, expulsion proceedings, change in status of members, elections of officers, and matter of record as required by the Supreme Council

(iii) Shall be responsible for all required national paperwork to be sent in on time and be filled out appropriately for the chapter of Gamma Chi

(iv) Shall keep copies of all forms in their binder with information correctly filled out, so they may be used as reference points for future members

(d) Recorder

(i) Keep the minutes of the chapter meetings

(ii) Be responsible for the documents and records of the chapter

(iii) Assist the reporter

(iv) Act as reporter in the absence of the reporter

(v) Maintain a record, including contact information, of the chapter members

(e) Treasurer

(i) Be responsible for the collection and disbursement of the chapter finances

(ii) Keep a systemic financial record of the chapter finances

(iii) Report on the chapter's finances upon the request of the Master Alchemist, the Grand Recorder, the District Counselor, or the Supreme Council

(iv) 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

(f) Master of Ceremonies

(i) Organize and supervise all chapter ceremonial activities except the Professional Recognition Ceremony and Professional Induction Ceremony

(ii) Be responsible for the safekeeping and good condition of the regalia entrusted to the chapter

(iii) Keep and account for all copies of the ritual lent to the chapter and be responsible to the Grand Chapter for them

- (iv) Keep attendance during chapter meetings
- (v) Keep record of excuses, including number of strikes and fines awarded to each individual.

- (vi) Arrange for the chapter's Professional Recognition Ceremony or Professional Induction Ceremony when any chapter members are to join the Professional Branch

- (g) Chapter Advisor

- (i) Shall be appointed by the District Counselor based on the recommendations from the chapter

- (ii) They shall be responsible for the effective running of both the executive board and the chapter itself

- (iii) They shall be there to provide advice to the chapter and shall be informed about any discrepancies within the chapter

- (h) Social Chair

- (i) Shall be in charge of planning and organizing all social Alpha Chi Sigma events

- (ii) The social chair reserves the right to form a committee to assist them in any way in planning and organizing social Alpha Chi Sigma events

- (i) Expansion Chair

- (i) Will contact places of business and set up fundraisers for the chapter to intend

- (ii) Every month choose a new organization to support and fundraise for. Allow a percentage of the proceeds to go to said organization

- (iii) Be available to be the representative of the parent chapter (Gamma Chi) if expansion happens and a colony is undertaken by Gamma Chi

- 1) Will act as MA to the colony undertaken

- (iv) Will organize and create all advertisement for the fraternity's recruitment, brotherly events, and fundraising

- (v) Will be a strong advocate for spreading the name of Alpha Chi Sigma in a positive and appropriate manner

(j) Webmaster Chair

(i) Will keep the Gamma Chi chapter of Alpha Chi Sigma website up to date on events and information such as pledge membership, contact information, photos, and chapter goals

(ii) Will keep an updated account of all of the following

- 1) Facebook for both active brothers, our like page, and alumni
- 2) Twitter
- 3) Instagram

(iii) Will keep an updated alumni newsletter and make certain that all alumni are up to date on events and current information about both the national, professional, and collegiate (district) chapters of Alpha Chi Sigma

(iv) They will be responsible to inform all alumni of both profession and collegiate events

(v) Assist the Master of Ceremonies during the planning of the Professional Induction Ceremony by:

- 1) Informing all alumni

Section 6.03 Impeachment and Withdrawing from a Position

(a) Impeachment

(i) To impeach a brother from the executive board, chapter advisor and district counselor must be made aware of the motion before the motion is made. They must be aware of your motion 24 hours prior to beginning the process of impeachment. Once the 24 hour notification is over, the impeachment motion must be made at the end of the next chapter meeting. In order to begin the process the motion must be stated and seconded by another brother (either executive or general body). The chapter then will wait until the next chapter meeting or emergency meeting to hear the speeches and evidences. During the next meeting, the executive member accused must step out of the room and the motion maker must present a speech to why they began an impeachment. After their speech and evidences are presented, the seconder has the floor to speak. Then the chapter is able to ask questions. Once they have both spoke and the questions have been asked, the brother accused can re-enter the meeting and provide a speech to defend them. After the speeches have end, the chapter has the right to ask any remaining questions to the accused brother. Then the chapter must use a secret ballot to determine whether the executive member will be impeached or not. The vote must be 2/3 of the present chapter to

pass. The chapter advisor must be present for the voting, because he or she will be counting the ballots. Also the MA is able to vote during this time.

(ii) The seconder has the right to waive their speech, but the motion maker does not.

(iii) The motion maker can extend for another brother to speak on their behalf during their speech time.

Section 6.04 Withdrawing from a Position

(a) To withdraw from an executive position, you must notify the Chapter Advisor 24 hours prior to the next chapter meeting. Once the Chapter Advisor has been notified, at the next chapter meeting the executive member must formally step down from their position (they can give a speech to why, but it is not required). At that time the position is vacant and up for nominations.

(b) To nominate someone, you must have a seconder for the nomination and the maker must speak on the nominees behalf.

(c) You may not vote on the nominees during the same meeting they were nominated. You must vote on them the next chapter meeting and there must be a 2/3 vote of the present chapter to pass.

(i) If this is an emergency situation, you can nominate people during the beginning of chapter and vote at the end of chapter.

(d) Also the MA is able to vote during this situation, and the nominees for the position are also allowed to vote.

Section 6.05 General Elections and Procedures

(a) To run for executive positions, you must be nominated by a fellow brother and the nominations must be seconded.

(b) Once seconded the nominators must speak on the nominees behalf

(c) Voting on nominees will occur in the following chapter

(d) The nominees must then exit the room and one at a time give their speeches separately to the chapter

(e) Once all the speeches have been said the chapter will vote via secret ballot, where the MA, MOC, and VMA will count votes. These brothers only have voting rights in the instance that there is a tie that must be broken.. You need 2/3 of the present chapter to pass.

(f) Nominees are allowed to vote for the position they are running for.

Article VII. Appeals

Section 7.01 An official action taken by any officer, committee, or member pertaining to fraternity affairs may be appealed to the active chapter unless such appeal constitutes a change in the bylaws. Must have 2/3 of the present chapter vote in order to override the action.

Article VIII. Amendments

Section 8.01 In order to amend a part of the constitution or a bylaw, you must have 2/3 vote of the entire chapter.

Article IX. Hazing

(i) This fraternity does not and will not condone any form you hazing during or after the pledging process. We, as the Gamma Chi chapter of Alpha Chi Sigma, will not tolerate anyone making a brother or pledge feel uncomfortable, embarrassed, anxious, or upset. We as a chapter will make sure to accommodate any brother or pledge with their needs within reason. Any brother accused of hazing or inappropriate conduct will be brought in front of the executive board, the chapter advisor, and distract counselor, for evaluation and verdict.

(ii) How to report hazing

- 1) If you feel hazing is occurring to yourself or another brother and/or pledge, please contact the MA
- 2) Once the MA is presented with this information, they must present it to both the district counselor and chapter advisor for further instruction
- 3) The district counselor has the ultimate decision making in the handling of this situation