

Alpha Chi Sigma Fraternity Constitution

Article I: Name

The name of this organization shall be the Alpha Chi Sigma Fraternity of Duquesne University.

Article II: Purpose

The purpose of this organization is:

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

Article III: Officer Responsibilities

The officers of the Alpha Chi Sigma Fraternity shall be Master Alchemist, Vice Master Alchemist, Assistant Vice Master Alchemist, Master of Ceremonies, Reporter, Recorder, Treasurer, Historian, Alumni Secretary, and Social Outreach.

Master Alchemist:

- The executing officer of the chapter.
- Presides at chapter meetings.
- Responsible for the condition of the chapter and proper discharge of the duties of its officers.

Vice Master Alchemist:

- Assists the Master Alchemist.
- Acts as Master Alchemist in the absence of the Master Alchemist.
- Supervises all pledge functions.

Assistant Vice Master Alchemist:

- Assists the Vice Master Alchemist.
- Acts as Vice Master Alchemist in the absence of the Vice Master Alchemist.
- Supervises all pledge functions.

Master of Ceremonies:

- Organizes and supervises all chapter ceremonial activities.
- Responsible for the safekeeping and good condition of the regalia entrusted to the chapter.
- Keeps an account for all copies of the ritual lent to the chapter and be responsible to the National Office for them.

Treasurer:

- Responsible for the collection and disbursement of the chapter monies.
- Keeps a systematic financial record of the chapter finances.
- Reports of the chapter's finances to the National Office.

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Reporter:

- Carries on the chapter's correspondence with the National Office.
- Reports elections, initiations, deaths, expulsion proceedings, changes in the status of members, election of officers, and other matters of record.

Recorder:

- Keeps the minutes of the chapter meetings.
- Updates master calendar.
- Responsible for the documents and records of the chapter.
- Assists the Reporter.
- Acts as reporter in the absence of the Reporter.
- Maintains a biographical record and an address and telephone record of the chapter members.

Historian:

- Responsible for website and bulletin board.
- Takes pictures at chapter functions.

Alumni Secretary:

- Assists the chapter in its professional activities.
- Gathers and preserves the historical data of the chapter and make an annual report to the National Office.
- Solicits articles from the alumni for the Fraternity newsletter.
- Reports promptly all changes of address of the chapter alumni to the National Office.

Social Outreach:

- Plans social events for members of the organization.
- Assists recruitment of new members.

Fundraising Chair:

- Plans fund raising events for members of the organization.
- Collects funds raised by each member amounting to twenty dollars.
 - If members do not raise twenty dollars, they will have to pay twenty dollars before the end of the semester.

Article IV: Membership

Qualifications for Membership:

- A candidate for membership of the Alpha Chi Sigma Fraternity of Duquesne University must actively be pursuing a degree in chemistry or show profound interest in the subject itself.
- No candidate shall be initiated into the Fraternity until having complied with at least one of the following conditions:
 - Be in at least the second college year in the study of chemistry.

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- Be in the second semester or third quarter of the first college year, and rank in the upper forty percent of the class in all chemistry courses undertaken, in which the Master Alchemist will meet with the candidate's advisor.
- Have completed, with college credit allowed, four semester courses or six quarter courses in college chemistry.
- Membership shall not be restricted on any other basis.

Procedure for Membership:

- A candidate must show sincere interest in the Fraternity by attending a majority of the rush events hosted by the Fraternity.
- Upon a four-fifths vote by the Fraternity, the potential member may proceed to the pledge ceremony and subsequently begin pledging the Fraternity for no longer than a six week period.
- During the pledge process, the candidate is required to participate in all the pledge events arranged by the Vice Master Alchemist.

Requirements for Good Standing:

- All members must maintain at least a 2.0 grade-point average.
- All members must attend the meetings held by the Fraternity or be excused by a written statement concerning their absence.

Obligations of Members:

- That the member will remember the purpose of the Fraternity and endeavor always to further them.
- That the member will pay promptly all financial obligations or will be charged a late fee.
- That the member will act so as to never to a reproach to the Fraternity.
- That a member will cheerfully fulfill any assigned fraternal task.
- That a member will maintain as satisfactory a scholastic record as possible.

Membership for Life:

- Every member shall be granted the privileges of the Fraternity, and shall assume the obligations of membership for life.

Expulsion:

- Any member may be expelled for violating the oath of membership, for dishonorable or improper conduct, for neglecting to meet indebtedness to the Fraternity, for disloyalty to the Fraternity, or when that member's membership becomes injurious to the Fraternity.

Article V: Committees

The Alpha Chi Sigma Fraternity of Duquesne University shall have the following standing committees:

- Advisory:

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- To consist of the District Advisor, the Chapter Advisor, the Master Alchemist, the Treasurer, 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.
- Auditing:
 - 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.
- Membership:
 - 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 candidates proposed for membership and shall report to the chapter those eligible for membership before induction.
- Scholarship:
 - 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.
- Budget:
 - To consist of the District Advisor, the Master Alchemist, the Treasurer, and one or more members of the chapter elected by the chapter.
 - It shall create a budget of chapter finances and fundraising opportunities, and submit it to the chapter for approval within the first month of the fall term of the school year.
- Safety:
 - To consist of the Chapter Advisor, the Master Alchemist, and one or more members of the chapter appointed by the Master Alchemist.
 - It shall ensure that all members of the Fraternity are complying with the University's standards of safety regulation.

Article VI: Elections

- The Master Alchemist, Vice Master Alchemist, Assistant Vice Master Alchemist, Master of Ceremonies, Recorder, Historian, and Social Outreach shall be elected for a term of no longer than a year.
- The reporter, Treasurer, and Alumni Secretary shall be elected for a term of one year.
- Officers may be reelected.
- All officers shall serve until the installation of the successors.

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- The officers, with the exception of the Alumni Secretary, should be matriculated students at the institution in which the chapter is associated. The Alumni Secretary should be an active member of the chapter.
- Elections shall take place at the end of the fall semester and the officers will commence their term the following fall semester.
- One semester of full membership is required for members wishing to run for any office positions.

Article VII: Meetings

- A majority of the members residing within the chapter locality, minus those excused, shall constitute a quorum. Proxies toward a quorum are prohibited.
- There shall be no penalty for absence from a regular chapter meeting if the member is not in residence in the chapter locality.
 - After two unexcused absences, the member in question will be fined five dollars for each missed meeting.
 - Excused absences should be approved by the executive board and may be considered unexcused if rationale for absence is lacking.
- Meeting shall be held no less than twice a month.
- If the Master Alchemist is unable to attend the Duquesne President's Meeting, the chain of succession shall be Vice Master Alchemist, Assistant Vice Master Alchemist, Master of Ceremonies, Recorder, Reporter, Historian. If the chain of succession does not work, the Master Alchemist may appoint a member to attend the meetings

Article VII: Voting

- Only those members who uphold the obligations of the Fraternity are eligible to vote on an issue.
- For regular business, a majority vote of the members present is required.
- For amendments to the bylaws, a two-thirds vote of the members present is required.
- For selection of pledges, a four-fifths vote of the members present is required.
- Quorum of two thirds must be met in order to vote on issues.

Article IX: Vacancies

Vacancies in the chapter offices shall be filled as follows:

- The Vice Master Alchemist shall succeed the Master Alchemist.
- The Assistant Vice Master Alchemist shall succeed of the Vice Master Alchemist.
- The Recorder shall succeed the Reporter, and a new Recorder will be elected.

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- Vacancies not otherwise provided for shall be filled by chapter election.
- The Master Alchemist may appoint temporary officers to fill vacancies until the next meeting of the chapter, when an election shall be held.

Article X: Finances

- For each candidate initiated into the Fraternity, an established lifetime membership fee shall be paid to the National Office. The fee shall be collected by the Treasurer of the chapter.
- For each biennium the lifetime membership fee shall be established by the National Office.
- Payment of the lifetime membership fee on an installment basis shall be permitted. The installment lifetime membership fee shall be the lifetime membership fee increased by ten percent and rounded to the nearest whole dollar amount. One-half of the installment lifetime membership fee rounded up to the nearest whole dollar shall be paid to the Treasurer of the chapter prior to initiation. The remainder of the installment lifetime membership fee shall be paid within six months of the initiation date or upon the candidate's graduation, whichever comes first.
- The Treasurer shall forward all collected fees to the Grand Recorder prior to initiation. The Treasurer shall forward all second payments collected to the Grand Recorder prior to their due date.
- Each member shall pay a forty dollar fee within three weeks of the first meeting of each semester. The fee shall be collected by the Treasurer of the chapter.
 - Failure to pay on time will result in an increase of five dollars for every two weeks the dues are late.

Article XI: Advisor

- The Alpha Chi Sigma Fraternity shall have an advisor appointed by the Steel District Advisor, a representative of the National Office, upon the chapter's recommendation.
- The advisor shall assist the members in all matters, providing special guidance in the areas of safety and general University procedures.

Article XII: Impeachment

- Any discussion regarding the impeachment of a chapter officer shall be conducted in the presence of a National Office representative who will then decide the necessary action.

Article XIII: Amendments

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- The constitution may be amended by a two-thirds vote of the chapter.
- All amendments must be submitted to the Assistant Vice President for Student Life of Duquesne University for further approval.

Article XIV: Interpretation

- This constitution shall be interpreted by the Master Alchemist in concordance with the other chapter officers and chapter advisor.
- Any dispute should be resolved by consultation with a representative from the National Office.

Article XV: Regulations

- The Alpha Chi Sigma Fraternity shall comply with the Duquesne University Student Code of Rights, Responsibilities, and Conduct.