

# Bylaws of the Alpha Beta Chapter of the Alpha Chi Sigma Fraternity

## **Article 1: Name**

The name of this organization shall be the Alpha Beta Chapter of the Alpha Chi Sigma Fraternity.

## **Article 2: Purpose**

This chapter shall be conducted under the policies, principles, and provisions set forth by the Alpha Chi Sigma Grand Chapter Constitution and Bylaws and of this chapter's bylaws, as well as by our three objects, which are:

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

## **Article 3: House**

The Alpha Chi Sigma House and its rules are defined in the binding document known as the House Constitution.

## **Article 4: Membership**

### **I. Eligibility for Membership**

- A. Eligibility for membership shall proceed as a student who has received college credit\* for a chemistry course and/or demonstrates interested in pursuing a career in pure or applied chemistry. \*AP/IB credit may only be accepted from first year students.
- B. The Alpha Beta Chapter of the Alpha Chi Sigma Fraternity is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, height, weight, or veteran status in its membership or activities unless permitted by university policy for gender specific organizations.
- C. Upon joining the organization, all members agree not to undermine the purpose or mission of The Alpha Beta Chapter of the Alpha Chi Sigma Fraternity

### **II. Election to Membership**

- A. Each individual seeking membership must be voted upon by the chapter to enter the pledge program. After the pledge program, if the individual still seeks membership, the individual must be voted upon by the chapter to be approved to initiate.
  - 1. Each vote will be conducted in accordance with the Grand Chapter Constitution.
    - a. If no brother objects to the advancement of the individual in question, then the individual will proceed automatically.
    - b. If a brother does object, the chapter shall vote upon the pledge in question. If quorum is met, two-thirds of those present at the meeting at which the approval of pledges occurs must approve of the pledge in order for him or her to proceed to initiation.

### III. Active Membership

- A. An active member must be an initiated member of Alpha Chi Sigma.
- B. The individual must be no more than \$10.00 in arrears with the house or the chapter.
- C. The individual must live in Ann Arbor, Michigan.
  - 1. This can be waived by a majority vote of the chapter.
- D. At the first chapter of each new semester, the MA will propose a number of chapters that a member may miss and still remain active. This number should be between 20-30% of the total chapters for the semester. The chapter will vote to approve the chosen number by a 2/3 vote of members present. The recorder will be responsible for keeping track of the attendance of members at chapter. To maintain active member status, a brother may not miss more than the decided number of chapters.
- E. To maintain active member status, a brother must participate in at least one event from any of the three committees: Professional, Fundraising, or Community Outreach. The only events that will not count towards this requirement are Relay for Life and fundraising dinners. Lastly, tutoring will count towards this requirement as long as the brother in question attends no less than three tutoring sessions.

### IV. Inactive Status

- A. Inactive status will automatically be instated on any member who is in debt to the house or to the chapter as defined by Article 3, Section III, paragraph B.
- B. Inactive status may also be given by a two-thirds vote of the chapter.
- C. Inactive status can also be removed by paying off the debt, if that is the reason for the inactive status, or by a two-thirds affirmative majority vote by the chapter.
- D. Inactive members have the following restrictions:
  - 1. They can come to meetings, but cannot vote.

- E. Inactive status does not excuse any debts owed to the fraternity that were accumulated before inactive status was instated.
- II. Removal of Membership
- A. A written request by at least three members of the organization must be sent to the Executive Board, which is comprised of the members holding Officer Positions (See Article 6 section I.F).
  - B. Written notification to the member in question, asking the member to be present the next board meeting and prepared to speak.
  - C. A unanimous decision by the members holding officer positions to remove the member from the organization.
- V. Alumni Status
- A. Alumni status is automatically given to any member who does not live in Ann Arbor, Michigan, unless waived as by Article 3, Section III, paragraph C, subparagraph 1.
  - B. Alumni status can also be given to any member who requests it, and is no longer a student at the University of Michigan, by a majority vote of the chapter.
  - C. Alumni members can attend and participate in all events and meetings, but do not have a vote in any meetings.

### **Article 5: Pledging and Initiation**

- I. Duration of invitation to pledge
- A. An invitation to pledge will last up to one year. After that, it is revoked.
  - B. After one year, if a pledge does not initiate, his status as a pledge is revoked.
- II. Initiation
- A. Date of initiation is to be defined at the first meeting of the term.
  - B. All parts for initiation are to be assigned by three weeks before initiation, and all those assigned parts must have their part memorized by initiation.

### **Article 6: Election and Duties of Officers and Chairs**

- I. Elections
- A. Elections shall be held at the last regularly scheduled meeting of the term for those positions that are open for that term.
  - B. Calendar year-long positions, which begin at the start of the Winter term, are the Master Alchemist and Master of Ceremonies.

- C. Academic year-long positions, which begin at the start of Fall term are Treasurer, Auditor, Reporter, Bartell Chair, and Alumni Secretary.
  - D. Term-long positions are the VMA, Assistant VMA, Recorder, Historian, Social Chair(s), Webmaster, Professional chair(s), Fundraising Chair(s), and Community Outreach Chair(s).
  - E. All elections are decided by a majority vote. If no majority is reached, the person with the least amount of votes is dropped, and there is a new vote. This continues until someone has a majority vote.
  - F. The positions of MA, VMA, MC, AVMA, Treasurer, Reporter, Recorder, Historian, Webmaster, and Alumni Secretary shall be referred to as officer positions. No officer may hold more than two positions unless a two-thirds affirmative majority vote of the chapter waives that restriction.
  - G. The remaining positions shall be referred to as chair positions. If a majority of the chapter approves, during any election the number of chair positions available may be altered for the next term.
- II. Duties of Positions
- A. The duties of all officers, except for the assistant VMA, are defined by the Grand Chapter Constitution and Bylaws.
    - 1. The assistant VMA is responsible for the rush process, and the VMA is responsible for the pledge program and the development of the pledges.
    - 2. The Alumni Secretary is also responsible for the yearly creation of the Side Chain, a newsletter that goes out to all living alumni of this chapter.
  - B. The Bartell Chair is responsible for the setup and execution of the Bartell Lecture, a yearly lecture that is funded by a grant managed by the Chemistry Department of the University of Michigan.
  - C. The Professional Chair is responsible for Alpha Chi Sigma's participation in National Chemistry Week at the University of Michigan.
  - D. The Professional Chair is also responsible for all professional activities including but not limited to tutoring, lectures except for the Bartell lecture, and philanthropic events, as well as upkeep of relations with faculty members of Alpha Chi Sigma working at the University of Michigan.
  - E. The Social chairmen are responsible for organization of all social events sponsored by Alpha Chi Sigma, and their subsequent cleanup, as well as athletic events.
  - F. The Fundraising chairs are responsible for fundraising events of this chapter.
  - G. The Historian is responsible for the upkeep of the historical records of the chapter, by writing and by photographing events that have Alpha Chi Sigma members involved in it.
  - H. The webmaster is responsible for maintaining the chapter webpage and updating the electronic mailing list as needed.

- I. The Community Outreach chair is responsible for organizing community service events for the chapter.
  - J. Sustainability Chair responsible for reducing the amount of waste produced by the fraternity and improving the fraternity's relationship with the environment
  - K. Diversity & Inclusion chair responsible for creating a safe space for all identities and promoting inclusion in STEM
  - L. All officers and chair holders are required to keep a semester log in which they record pertinent information for next term. The log is required to be passed on to the person newly elected to that position by the first meeting of the next term.
- III. Restrictions on Holding Positions
- A. All position holders must be active members in the chapter. If inactive status is granted to any position holder, the individual loses their position and a special election is held to fill that position.
  - B. An individual entering at least his or her second active term to hold the position of MA or MC.
- IV. Removal of Officers and Chairs
- A. An officer can be called before the chapter by a majority affirmative vote, if the chapter feels the position holder is not fulfilling their responsibilities, to explain the deficiency.
  - B. A second vote can then be taken if called for by a member and seconded. This second vote is to remove the individual as the position holder, and requires a two-thirds majority vote.
  - C. If the motion to remove is approved, a special election will begin immediately after the vote to choose the new position holder.
- V. Delegate to the Biennial Conclave
- A. At the end of the winter term of the year the Conclave is being held, a delegate to the Conclave must be elected, to officially represent the chapter in Conclave business.

### **Article 7: Meetings**

- I. Time of Meetings
  - A. The time of the term's meetings will be defined in the last meeting of the previous term, by the newly elected MA and approved by the chapter in a majority vote.
- II. Quorum
  - A. Quorum is required for the chapter to conduct business and shall be defined as one half of the number of active members.
  - B. Quorum for matters requiring official votes will be defined by the following rules:

1. When an official vote is necessary, a motion must first be brought before the chapter. The motion is automatically tabled until the next properly scheduled meeting.
  2. At the next meeting, only those who were present at the previous meeting will represent the chapter on that motion and that motion alone.
- C. Quorum at Special Meetings
1. A special meeting may be called by the MA no less than 72 hours in advance of the time when the meeting is to begin.
  2. The MA must then contact each active member of the chapter and confirm that said member understands that an official meeting will be taking place, and whether that member intends to attend the meeting.
    - a. If the MA takes this action, then quorum shall be defined as one-half of the sum of the total members planning to attend and those who did not respond to the MA's request.
    - b. If the MA does not take this action, then quorum shall be defined as in Article 6, Section II, paragraph A.
- D. For the purposes of stating its views, of amending its old policy, and of instituting new policy, the active members present at a meeting which has met the requirements for quorum shall represent the entire Alpha Beta chapter.

### III. Procedure of Meetings

- A. All meetings will be run in the format of an open forum with the MA as chair of the meeting. If the MA feels the meeting is running ineffectively, that individual, with the majority approval of the chapter, may change the meeting into parliamentary procedure.
1. Parliamentary procedure will follow Robert's Rules of Order in how to run the meeting, and the meeting will follow this format:
    - a. Roll call.
    - b. Reading of minutes.
    - c. Reports and questions of officers.
    - d. Reports of chairs.
    - e. Old business.
    - f. New business.
    - g. Discussion.
    - h. Adjournment.

## **Article 8: Finances**

### I. Pledge and Initiation Dues

- A. Pledge dues are due by the second meeting of the pledges, the dues amount being defined by the Grand Chapter Bylaws.

- B. Initiation dues are due four weeks before initiation, the amount being defined by the Grand Chapter Bylaws for cost of initiating and purchasing an active badge.
- II. Active Dues
- A. The Treasurer shall collect active dues.
    - 1. Active dues are to be collected no later than five weeks after the beginning of each Fall and Winter term.
    - 2. The due date for payment shall be set by the Treasurer at the first regular meeting of the term.
  - B. All active members (who have not undergone professional initiation), including those initiated during the prior term, shall be required to pay active dues.
  - C. Active dues shall be \$55 per term.
    - 1. Any member paying dues on or before the date set by the Treasurer shall be required to pay only \$50.
    - 2. Newly initiated brothers receive a discounted rate in dues, and are required to pay the set amount: \$35.
    - 3. The MA or the Treasurer may request a permanent increase in the amounts listed in this paragraph. This increase will be approved only by a two-thirds majority of the chapter's active membership per the amendment process described in Article 10, Section I.
    - 4. Any non-ranking member in their last two semesters of study before their expected graduation date may choose to pay a reduced due of \$35. This reduced rate is only applicable for the aforementioned semesters. If the member does not graduate as expected and wants to continue to be an active member the normal due amount will be reinstated.
  - D. All active members shall be required to pay the one-time fee to become a member of the Building Association their first term after being initiated.
    - 1. For members who will be active the second term of 2010, whether or not they are a newly initiated brothers, this fee shall be required unless they are already a member of the Building Association.
  - E. Those failing to pay dues by the date determined by the Treasurer shall be deemed inactive per Article 3, Section IV, paragraph A.

### **Article 9: Amendment Procedure and Suspension**

- I. Amendment Procedure
  - A. All amendments must first be presented to the chapter at an official meeting, with enough copies for all active members present to read.
  - B. At the next official meeting when a quorum is present, the active members present will vote upon the amendment, with a three-fourths majority required to approve the amendment.

- C. The MA and the Recorder, will word the provision in a properly worded document, as well as make sure that it in no way conflicts with the Grand Chapter Constitution, Bylaws, or Standing Policies.

II. Suspension of the bylaws

- A. Any portion of the bylaws may be suspended by a three-fourths majority vote of the present active members. This suspension will be noted by the Recorder, who will move to reinstate the bylaws at the end of the regular meeting during which they were suspended and at the beginning of each subsequent meeting.
  - B. The bylaws will be reinstated by a simple majority vote of the active members present.