Bylaws of the Alpha Omega Chapter
of the Alpha Chi Sigma Fraternity

Georgia Institute of Technology
January 22, 2016

Section I.
Finance

1. The fiscal year shall be from the first day of the fall term of an academic year to the last day of the following summer term.

2. Any reimbursement or expense exceeding $300 other than payments to Grand Chapter must be approved by the chapter; those of $300 or less may be approved by the Master Alchemist and the Treasurer; and those of $100 or less requires only the approval of the Treasurer. A receipt must be given to the chapter Treasurer before any reimbursement will be given.

3. Under no circumstances shall chapter funds be used to purchase alcoholic beverages.

4. The Master Alchemist and the Treasurer have checkbook authority.

Section II.
Membership Status

1. Student members are those actively enrolled in a degree program at Georgia Tech in a discipline related to the chemical sciences. Co-op students and Interns are considered full-time Georgia Tech students for the purpose of membership.

2. Non-student members must be Georgia Tech faculty, staff, or alumni. Non-student members are ineligible to vote and/or hold office within the organization.

3. Brothers are expected to pay $50 in dues to the chapter each semester excluding summer semester.

4. A brother who has not paid any chapter dues for one term because of Co-op, withdraw from active enrollment, or by choice shall be deemed disenfranchised.

5. A brother who has not paid any chapter dues for two consecutive terms of have graduated from a degree program are deemed inactive and will be transferred to the Professional Branch by notifying the National Office.

6. Disenfranchised of inactive brothers cannot vote or hold office in the chapter. Disenfranchised or inactive brothers may become active through payment of the current semester’s fraternity dues if they are still enrolled in a degree program at Georgia Tech and they must contact the National Office to correct their status.

7. Disenfranchised or inactive brothers may attend fraternity functions, but may be asked to pay a fee to cover expenses of the attended function.
Section III.
Election of Officers

1. Election of officers shall take place during the first two weeks of the spring term so that the new officers will be installed before the spring pledge class has begun. The date of election shall be announced at least two weeks before they are to occur.

2. The term for each office shall be one year, except in the case of resignation or removal from office. In case of resignation or removal from office, a new officer shall be elected by the brotherhood to serve the remainder of the term.

3. Only active brothers, as determined by the payment of dues during the current term, shall be allowed to vote during an election. Co-op students or study abroad students who pay their dues before the election may also vote.

4. A quorum of half the brothers eligible to vote must be present at the meeting during which the elections are to be held. The quorum must include those represented by absentee ballots. If a quorum is not present, the elections must be postponed.

5. Absentee voting will be allowed provided that nominations are submitted to an officer prior to the meeting at which elections will be held. All absentee ballots must be cast in writing and signed by the absent brother.

6. Newly elected officers shall be installed during the same meeting at which they were elected or at the next possible chapter meeting thereafter.

7. All active brothers, who are not on academic warning or probation, are eligible to run for an office provided they will be active brothers through the term of the office. All nominees must be on student status. Alumni secretary is an exception to this and may be a member of the Professional Chapter.

8. Nominations will open at the meeting prior to the one at which elections are to be held. They will close immediately before the elections begin.

9. The offices will be voted on in the following order: Master Alchemist (President), Vice Master Alchemist (Vice President), Master of Ceremonies, Reporter, Recorder, Treasurer, Historian, and Alumni Secretary.

10. Elections must be held in secret ballot and have pro/con discussion of the candidates.

11. Counting of ballots shall be performed by the current Master Alchemist and a brother (to be decided by the chapter prior to any voting). The neutral brother shall not be a current officer or a candidate for an office. If the current Master Alchemist runs for an office, the current Vice Master Alchemist and the neutral brother shall count the ballots for that office. If both the current Master Alchemist and current Vice Master Alchemist are running for the same position, two neutral brothers shall count the ballots for that office.

12. Neither the Master Alchemist nor the neutral brother may vote in the officer elections. The Master Alchemist may vote to break a tie, but only when a simple majority is required.

13. The winner of the election is the one who receives the most votes. Abstentions will not be allowed.

14. A candidate is allowed to run for only one office at a time, and may run for only one additional office of their choosing (“drop down”) after being defeated. That is, he may run for a maximum of two offices; this does not include committee chairs.

15. Assistant officers may be elected as provided by the national constitution in accordance with the bylaws of the chapter.

16. An office may be alternated between two people on a semester basis if they are elected as a pair. The offices of Master Alchemist, Vice Master Alchemist, and Master of Ceremonies may not be shared.
17. Committees shall be formed as needed by the Master Alchemist. The committees in order of selection are: Science Outreach Chair, Professional Activities Chair, Rush Chair, Website Development Chair, Brotherhood Activities, and Merchandising Chair. The Master Alchemist is an ex officio member of all committees.

18. Committee co-chairs may be elected provided they are nominated as a pair.

19. An officer must resign if placed on academic warning or probation to allow him to concentrate on academics.

20. A motion to remove an officer from an office must be made by another officer at the chapter meeting. At the next chapter meeting, a vote may take place if two-thirds of the brothers eligible to vote are present. If less than two-thirds of the brothers eligible to vote are present, the vote does not take place and the officer keeps the office. Removal from office requires a positive vote of two-thirds of the total brothers eligible to vote in officer elections.

   a. If dues are not paid by the second chapter of the semester, the officer or committee chair will be removed.

21. If a person is removed from office, nominations to fill the office must take place at that chapter meeting. The election for that office must be held at the next chapter meeting and must follow all previously stated election rules.

   a. Committee chairs will be replaced at the discretion of the Master Alchemist.

Section IV.
Rush and Pledgeship Procedures

1. Brothers will not discriminate against potential pledges on the basis of race/ethnicity, sex, age, religion, disability, creed, sexual orientation, or background.

2. Pledgeship is restricted to second semester undergraduate freshmen and onward, graduate students, and professionals in the chemical sciences including faculty or staff.

   a. If a first semester freshmen rushes, but is a sophomore by hours (>30 hours) they are still eligible to receive a bid.

3. Brothers are expected to attend the rush functions. This will allow them to make informed decision during the voting on potential pledges.

4. The number of bids shall be decided upon before voting on potential pledges. The number shall be based on the number of active brothers who will serve as big brothers, with a practical limit to be decided upon by the Master Alchemist, the Vice Master Alchemist, and the Master of Ceremonies.

5. There shall be a minimum of four rush events.

6. Immediately after the last rush event, the active brothers who have attended at least one rush function shall vote on potential pledges by secret ballot. Absentee voting shall be allowed provided they are submitted in writing and signed by the absent brother.

7. During the preliminary voting each rushee will be discussed and, in turn, voted on, one by one. Each brother must vote yes or no, abstentions will not be allowed. The rush chair, MA, and VMA will be the only brothers to count the votes; the rush chair can appoint other brothers to help but they will not to be allowed to see the votes. The rushee must receive a two-thirds majority of the active brothers present during voting to be offered a bid. In the event that the number of rushees with greater than a two-thirds majority exceeds the predetermined bid quota, the rushees with the highest majority will be selected. In the event of a tie, the rushees in question will be discussed again and a yes/no vote will be taken again.

8. Immediately following the voting on potential pledges, big brothers will select little brothers based on initiation order, with brothers initiated first having priority.

   a. In the event that the Master Alchemist and Master of Ceremonies must take little brothers, they will select little brothers following initiation order.
b. Seniors graduating at the end of the present semester are guaranteed a little brother should they choose. If their position to choose a little doesn’t place them in the group of eligible brothers based on initiation order, they will have last priority in choosing a little.

c. Brothers will only be allowed to take one little per semester.

9. Bids must be given out no later than three days after the bid voting. Emails to all the rushees who were not offered bids must be sent out no later than one week after the bid voting.

10. During the pledgeship, the pledges shall receive a copy of the pledge manual, a copy of these bylaws, and a copy of the Risk Management Policy. The Risk Management Policy must be signed and returned to the Vice Master Alchemist prior to pledge induction.

11. At the chapter meeting 1 month prior to the week of initiation, a discussion will be held to evaluate the individual performance of each pledge. The pledges shall not be allowed to attend this meeting.

12. Each pledge will be voted on individually for full membership into the fraternity by secret ballot at the chapter the week of initiation. Absentee voting shall be allowed provided they are submitted in writing and signed by the absent brother. Abstentions will not be allowed. After receiving a number of votes totaling at least four-fifths of the members voting, the pledge will be initiated.

Section V.
Bylaws and Amendments

1. Amendments to these bylaws shall be accepted by a two-thirds majority of the active brothers eligible to vote the semester the change is proposed.

2. Changes to the items contained in the Appendix of these bylaws shall be by a two-thirds majority of the active brothers eligible to vote during the semester the change is proposed.

3. Notification of any proposed change in the bylaws must be made at least two weeks in advance by mail or by posting to the electronic listserver. Verbal notifications to the brotherhood are not sufficient.

4. Suspension of the bylaws may take place by a two-thirds positive vote of the active brothers eligible to vote.
Appendix

Section A.
Guidelines for Big Brothers

I. Potential big brothers are expected to attend at least half of the rush events. This will give them the opportunity to meet the potential pledges.

II. Big brothers are expected to attend both the pledge induction ceremony and initiation. If a big brother is not able to attend, the big brother must provide a proxy.

III. Big brothers are expected to meet with their little brothers on a weekly basis. This is in addition to the weekly chapter meetings.

IV. The selection of who may be a big brother is ultimately at the discretion of the Master Alchemist, Vice Master Alchemist, and Master of Ceremonies.

V. Surrogate Bigs
   a. Henceforth, the brother who was a big at the start of the pledgeship process shall be known as the “primary big”.
   b. The Recorder will be responsible for taking big and little reports during chapter and taking note if a big report is not submitted. If the “primary big” misses two big reports in a semester, consecutively or non-consecutively, or if there is an apparent lack of interest voted on by two-thirds of the chapter, another brother who is not the “primary big” shall be given the title and duties of “Surrogate Big”, detailed below.
      i. An eligible brother shall be nominated as “surrogate big” by the Master Alchemist. The chapter will then vote to accept this nomination. If the nomination is not accepted by two-thirds active majority at that chapter, the chapter will nominate a new eligible brother to take the role of “surrogate big” and then vote on that person to take the role of “surrogate big”. This process will continue until two-thirds approval is reached. A brother may not recommend themselves, and any person nominated by the chapter must be seconded. The “primary big” is not eligible for nomination.
   c. The duties of the “surrogate big” will help to foster the little’s pledgeship. The “surrogate big” will be announced to the pledge in such a way to avoid showing discord in the fraternity. The “surrogate big” will take over for the “primary big” in all duties and privileges.

VI. If a big cannot be in chapter to give a report, the reports may be submitted by email to the Master Alchemist, Master of Ceremonies, or Recorder prior to chapter. The “primary big” will be made aware of this at the start of the pledgeship process.

Section B.
Pledging Guidelines

I. Pledge Period
   a. These guidelines shall cover the time period from the reciting of the pledge oath until initiation into full membership.

II. Attendance
   a. Pledges are expected to attend all meetings during the pledging period. Exceptions will be treated individually and are up to the discretion of the Vice Master Alchemist, with appeals to the brotherhood as a whole if needed. Attendance at the induction and initiation ceremonies is mandatory and cannot be appealed.
III. Quizzes
   a. Pledges will be expected to take a number of weekly quizzes decided upon by the Vice Master Alchemist, based on the reading assignments from the pledge manual. The pledge must pass with a 70 or better. Only one make-up test will be allowed per test given and must be completed before the next chapter. Before the brothers vote on pledges to be initiated, the pledges will take a pledge final covering all of the material assigned during the pledging period. A final score of 70 on the pledge final with no extra credit, is required to be initiated. There will be no retaking the final exam.

IV. Pledge Pins
   a. Pledges are expected to wear the pledge pin at all times. Exceptions to this rule, such as showering and intramurals, should be apparent.

V. Pledge Class President
   a. The pledge class president shall be elected no later than the first pledge test.
   b. This person shall be elected by a majority of the pledge class present at the meeting of the election. The pledge class president shall be in charge of distributing a weekly announcement during the pledge period to the members of the pledge class. The pledge class president shall serve as a liaison between the pledge class and the brotherhood conveying information as required.

Section C.
Officer Duties
I. Alumni Secretary
   a. Alumni Secretary must send out a bi-monthly newsletter via the alumni listserver. Also, must send a formal invitation at least two weeks prior to initiation-should include request for help with initiation activities.

II. Historian
   a. Historian must keep the awards case up to date and maintain a chapter scrapbook.

III. Professional Activities Chair
   a. Must hold at least one professional activity per semester, not including “Take a Professor to Lunch”.

IV. Science Outreach Chair
   a. Must hold at least one school demonstration per semester.
   b. Must hold at least one boy scouts clinic per semester.

V. Brotherhood Activities Chair
   a. Must plan at least two brotherhood activities per semester, not including football games and pledge retreat.

VI. Merchandising Chair
   a. Must take charge of all merchandise purchases of the fraternity, including for any events organized.