

**BYLAWS OF THE
WASHINGTON PROFESSIONAL
CHAPTER OF THE ALPHA CHI SIGMA
FRATERNITY**

ARTICLE I - ORGANIZATION

Section 1. Name. This organization operating under charter granted by the Supreme Council of Alpha Chi Sigma Fraternity shall be known as the Washington Professional Chapter of the Alpha Chi Sigma Fraternity.

Whenever used hereinafter, the word "Chapter" shall be understood to refer to the Washington Professional Chapter of the Alpha Chi Sigma Fraternity.

Section 2. Purpose. The purpose of this organization shall be to further and carry out the aims and ideals of Alpha Chi Sigma, as set forth in the three objects of the Fraternity.

Section 3. Membership. Members of Alpha Chi Sigma in good standing in the Fraternity who reside within the jurisdiction of the Washington Professional Chapter shall be eligible for membership in the Chapter. They shall become members of the Chapter upon the payment of local dues and after meeting all requirements established by the Chapter.

Nonmember chemists may be proposed for membership and initiated into the Fraternity in accordance with the Constitution and Bylaws of Alpha Chi Sigma Fraternity after payment of all Chapter and National initiation dues and fees. The Board of Managers shall be responsible for approving new members by at least 75% of the Managers present at a duly called meeting. No more than ten candidates sponsored by the Chapter shall be initiated each year.

The membership year shall be from August 1 to the close of business on July 31 of the following calendar year.

**ARTICLE II - OFFICERS AND
MANAGERS**

Section 1. Officers. The officers of the Chapter shall consist of President, Vice President, Secretary, and Treasurer.

Section 2. Board of Managers. The Board of Managers shall consist of the Officers of the Chapter and six other persons hereinafter called Managers, who shall be elected by the members of the Chapter. The most recent Past President willing and able to serve shall also serve as a voting member of the Board of Managers.

Section 3. Elections. The President, Vice President, Secretary, Treasurer, and Managers shall be elected by means of a mail ballot distributed to all members of the Chapter in good standing between April 1 and April 15 of each year, with 30 days allowed for final receipt of all marked ballots. Ballots shall be returned to the Secretary and maintained in sealed form for counting within one week thereafter by a team of two Tellers appointed by the President. The Officers shall hold office for one year or until their successors are chosen. Three Managers shall be elected each year to hold office for two years or until their successors are chosen.

Members shall be invited to propose candidates for office, either in writing or in person no later than the time of the March meeting. In addition, the Board of Managers may propose candidates. When the number of nominees is equal to the number of vacancies, the Board of Managers may direct the Secretary to cast a single ballot electing all nominees. In this case, the procedures in the first paragraph of Article II, Section 3, need not be followed.

Section 4. Duties. The President shall be the executive officer of the Chapter and shall preside at all meetings. He shall be responsible for the vote of the Chapter in the Grand Chapter in the interim between conclaves. He shall appoint any and all committees which he may

deem essential to the expeditious conduct of business and social activities of the Chapter. He shall convene the Chapter and Board of Managers, as directed by the Bylaws and at such other times as he may consider necessary for the transaction of the business of the Chapter.

The Vice President shall be the second ranking executive officer of the Chapter. He shall assume the duties and responsibilities of the President in the absence, incapacity, or at the request of the President. He shall be the Chairman of the Professional Service Award Committee and such other committees as the President or the Board of Managers may designate.

The Secretary shall keep the minutes of the business meetings of the Chapter and of the Board of Managers, and a record of attendance at such meetings, and shall be custodian of the permanent records of the Chapter. He shall carry on any and all correspondence, as may come to him as an officer of the Chapter, and shall correspond with the Grand Chapter, as appropriate, including the rendering of official reports on behalf of the Chapter, and serving as HEXAGON correspondent.

The Treasurer shall be responsible for the collection and disbursement of the monies of the Chapter, and shall keep a systematic record of all financial transactions. He shall report to the Chapter on the state of the finances of the organization and submit his books for audit at such times as the President of the Chapter shall direct.

The Board of Managers shall have general charge of the ordinary business and affairs of the Chapter, and shall direct all expenditures of funds of the Chapter through the Treasurer. A majority of the voting members of the said Board shall constitute a quorum for the transaction of business.

Section 5. Vacancy in Office. In the event of a vacancy in elected office, the Board of Managers is empowered to fill that vacancy as expeditiously as possible. In the event of a vacancy in the office President, the Vice President shall become President for the remainder of the prevailing term, and the Board of Managers shall name a new Vice President for the remainder of the current term.

ARTICLE III - COMMITTEES

Section 1. Standing Committees. There shall be a standing Committee on the Professional Service Award, whose purpose is to recognize and encourage contributions to the promotion of chemistry as a profession and/or to recognize service to the Fraternity. Its members shall consist of the Vice President as Chairman and three other members of the Chapter, who shall be appointed on a confidential basis annually by the President. The Committee shall be responsible for considering and selecting candidates for this award to be presented each spring. Selection shall be on the basis of rules of eligibility and procedures adopted by the Chapter on January 22, 1965, or as subsequently amended. The Committee shall inform the President of its selection by March 31 of each year in which a candidate is proposed.

Section 2. Other Committees. The Program Committee shall prepare the program of meetings for the year, obtain speakers and any special equipment required for the meetings, and arrange a place for the meetings. The Board of Managers shall ordinarily serve as the Program Committee.

Not later than June 30 each year, the President shall appoint an Audit Committee of three persons to inspect the accounts of the Treasurer.

The Board of Managers may establish such other committees as it deems appropriate from time to time to carry out the continuing activities of the Chapter.

ARTICLE IV - FINANCES

Section 1. Dues. The Board of Managers shall set Chapter dues each spring for the ensuing fiscal year beginning August 1 and ending July 31 of the following calendar year.

Section 2. Initiation Fees. All candidates initiated into the Alpha Chi Sigma Fraternity as members of the Washington Professional Chapter shall pay to the Chapter an initiation fee, which shall include membership dues in advance for the candidate's first fiscal year following his or her initiation, in addition to the initiation fee of the collegiate chapter.

ARTICLE V - MEETINGS

Section 1. General Meetings. The Chapter by order of the President or the Board of Managers and after due notice to the membership shall meet no fewer than six times in any fiscal year. Attendance at meetings shall be open to all members of the Fraternity, but the right to hold office and privilege of suffrage shall be limited to members of the Chapter.

Section 2. Board of Managers. The Board of Managers shall meet at least three times in any fiscal year.

ARTICLE VI - GENERAL

Section 1. National Constitution and Bylaws. Wherever any article or section of these bylaws is found to conflict with the Constitution, Bylaws, and edicts of the Alpha Chi Sigma Fraternity, the latter shall have precedence over the former.

Section 2. Rules of Order. In matters of parliamentary procedure not otherwise covered by these bylaws, Robert's Rules of Order Revised shall be considered as the authority.

Section 3. Amendments. These bylaws may be extended or amended by a majority vote of the active members present at any meeting of the Chapter, provided the Secretary has notified the members in writing of the proposed amendment at least one week prior to said meeting.

Bylaws adopted initially January 13, 1989, and amended 4/5/90, 7/19/93, 5/1/96, and 9/13/02.