

# Gamma Sigma Epsilon National Chemistry Honor Society

## Constitution and Bylaws

(Last Revised October, 2017)

### Preamble

Being deeply interested in that science which has revealed to the miner the hidden ores; which has instructed the apothecary how to prepare his remedies; which has taught the physician how to banish sickness by its instrumentalities; which is now acting and reacting on our daily lives' which has acted as a lever to raise up for us the luxuries of life; we resolve ourselves into this subordination to law and order by engineering a high regard for virtue and truth, and to unite with us in closer bonds of friendship and fellowship those whom we deem worthy of our esteem; and to bring into closer relation the facts of science with the truths of God through the promotion of Chemistry; do ordain and establish this Constitution and Bylaws of the Gamma Sigma Epsilon National Chemistry Honor Society.

### Article 1 – Organization

Section 1 – This organization shall be known as the Gamma Sigma Epsilon National Chemistry Honor Society.

Section 2 – The object of the society shall be to recognize outstanding academic achievement in chemistry, to increase interest, scholarship, and research in chemistry, and to promote professionalism and the general welfare of the chemist.

Section 3 – The government of this society shall be vested in a biennial Convention and an Executive Council.

### Article 2 – the Convention

Section 1 – Membership at the Convention shall consist of members of the Executive Council and one (1) delegate from each active chapter of the Society and any other members of the Society who wish to attend.

Section 2 – Each chapter is entitled to one voting delegate, who shall be chosen by the chapter. The delegate's name and number of other representatives expecting to attend shall be submitted to the Executive Recorder and hosting chapter before the opening of the Convention.

Section 3 – A quorum shall consist of three (3) or more of the Executive Officers and at least one-half (1/2) of the active chapter voting delegates. A simple majority vote shall be required for motions to carry.

Section 4 – Each Executive Officer shall be entitled to one (1) vote. Each chapter voting delegate shall be entitled to one (1) vote.

Section 5 – The Executive President shall preside over the Convention. In event of the Executive President's absence, the Executive President-Elect shall preside over the Convention or any other Executive Officer shall call for an election of a presiding officer.

Section 6 – It shall be the function of the Convention: (1) to enact, amend, or repeal any laws; (2) to adopt a Ritual; (3) to adopt signs, symbols, coat of arms, etc.; (4) to elect and direct the Executive Officers of the Council; (5) to revoke charters; (6) to act as a final court of appeal.

Section 7 – A Convention shall be held every two (2) years. The place and approximate time shall be determined by the Executive Council at least six (6) months in advance.

Section 8 – A registration fee for the Convention shall be set by the Executive Council. The registration fee and a portion of the initiation fee shall be used by the Executive Treasurer for the expenses of the voting delegates and Executive Council to the Biennial Convention. The sum so used shall be distributed as follows:

Food for all chapter delegates and Executive Council Officers during the convention.

Shared room lodging for each voting delegate and Executive Council Officer at the convention site

Biennial Convention Round trip travel – the Current IRS mileage rate for each chapter voting delegate and each Executive Council Officer driving round trip between chapter location and convention site; OR one round trip airfare (coach) and associated ground transportation costs between chapter location and convention site for each voting delegate and each Executive Council Officer

A cap on travel is set biennially (six months prior to the biennial convention) by the Executive Council. Any travel over the cap must be approved by the Executive Council. Requests for travel waivers must be received at least 1 month prior to the convention.

### Article 3 – The Executive Officers

Section 1 – The Executive Officers shall be as follows: The Executive President, the Executive President-Elect, the Immediate Past President, the Executive Recorder, the Executive Treasurer, and the Executive Director of the Archives.

Section 2 – The Executive President shall exercise a general supervision of all the chapters, act as chair of the Executive Council, and preside at all conventions. The President shall be responsible for promoting the establishment of new chapters.

Section 3 – The Executive President-Elect shall assist the President in his/her duties and will coordinate the publication of the annual newsletter. He/she will organize the next biennial convention, have charge of the convention in the President's absence, and will become the Executive President at this next convention.

Section 4 – The Executive Recorder shall keep a faithful record of the proceedings of the Executive Council. At the biennial convention, the recorder shall keep a faithful record of the proceedings and shall render a synopsis of the same at the final meeting. The recorder will submit Minutes of the Convention to the Executive Council. The Recorder shall notify inactive chapters (Article 5, Section 5) of pending deactivation, and seek reactivation of those inactive chapters. The Recorder will be the recipient of chapter biennial reports.

Section 5 – The Executive Treasurer shall have charge of the finances of the Society and shall submit a financial statement to the biennial convention, at which time the Executive Council shall audit the books. The Treasurer shall submit a financial statement to the Executive Council every six months. The Treasurer shall have charge of the purchases and distribution of all badges and official insignia. In a timely manner, the Treasurer shall inform the President-Elect of the monies available for the next biennial convention.

Section 6 – The Executive Director of the Archives shall keep an accurate database of all chapters. The Archivist will also function as the Webmaster for the Society. The Director shall keep in touch with Ritual and see that every chapter has an accurate copy. The Archivist shall bring to the Convention any proposed changes or additions to the Ritual. The Archivist shall be the official custodian of all initiation paraphernalia and be entrusted with the custody of all valuable plates, seals, and other property of the Society.

Section 7 – In event of resignation, death or removal of the President from office, the President-Elect shall assume the office of President. Other vacancies of executive officers shall be filled by appointment by the remaining executive officers from voluntary nomination(s) of chapter advisors.

Section 8 – If an Executive Officer is found by the remaining Executive Officers and/or by the active Membership to be delinquent in fulfilling the duties of his/her office or guilty of malfeasance of office, the Executive Officer in question, after being given the opportunity to resign, can be removed by at least a 2/3 (two-thirds) majority vote of the remaining Executive Officers. This action may be initiated by any of the remaining Executive Officers, in consultation with the others.

#### Article 4 – The Executive Council

Section 1 – The Executive Council shall be composed of the Executive President as chair ex-officio, the Executive President-Elect, the Immediate Past President, the Executive Recorder, the Executive Treasurer, and the Executive Director of the Archives. The terms of the executive officers are from the end of the biennial convention in which elected to the end of the next biennial convention at which a successor is elected.

It shall be the duty of this body to consider and act on all petitions for chapters.

The Executive Council shall also have charge of all agencies, and formulate all plans.

It shall be responsible to the Convention for its actions.

It shall have charge of the government of the Society during Conventions.

It shall hear all controversies.

It shall suggest to the Biennial Convention nominees for Executive President-Elect, Executive Recorder, Executive Treasurer, and Executive Director of the Archives.

#### Article 5 – The Chapters

Section 1 – A chapter shall consist of all members satisfying the eligibility requirements in institutions of higher learning of recognized standing.

Section 2 – A petition for charter from any institution must be signed by each one of the student petitioners and approved by the Chair of the Chemistry Department. The petition must establish minimum requirements for membership in the local chapter. The petition is submitted to the Executive President and approved by a majority of the members of the Executive Council within no more than three months of submission of the petition. Any subsequent changes in these membership requirements must be submitted to the Executive Council for approval.

Section 3 – The chapter must be installed by the Executive President or by a representative appointed by the President. The portion of the expenses of the installation to be born by the petitioning body shall be determined by the Executive Council.

Section 4 – The naming of the chapter shall be as follows:

The first state to obtain a chapter shall be known as the Alpha state. The second state to obtain a chapter shall be known as the Beta state. Each state or regional group of states to obtain a chapter shall be named in succession, according to the Greek Alphabet.

The first chapter in the first state shall be known as the Alpha Alpha chapter. The second chapter in the first state shall be known as the Alpha Beta chapter. Each succeeding chapter in its representative state or regional group of states shall have for its second name the corresponding Greek letter, in reference to its order of installation.

Chapter designations (approved at the 2009 biennial convention):

A	Alpha	North Carolina
B	Beta	Florida, Bahamas, Puerto Rico, Virgin Islands
Γ	Gamma	Maryland, Delaware, District of Columbia
Δ	Delta	Alabama
E	Epsilon	Virginia
Z	Zeta	Kentucky
H	Eta	Michigan, Wisconsin, Minnesota
Θ	Theta	Wyoming, Montana, Idaho, North and South Dakota
I	Iota	Tennessee
K	Kappa	New York
Λ	Lambda	Mississippi, Louisiana
M	Mu	Georgia
N	Nu	Arkansas, Oklahoma
Ξ	Xi	Texas, New Mexico, Arizona
O	Omicron	Illinois, Indiana
Π	Pi	West Virginia, Ohio
P	Rho	Pennsylvania
Σ	Sigma	New Jersey
T	Tau	(N.E. states: Connecticut, Rhode Island, Massachusetts, Vermont, New Hampshire, Maine
Υ	Upsilon	Missouri, Iowa, Nebraska, Kansas
Φ	Phi	Colorado, Utah, Nevada
X	Chi	South Carolina
Ψ	Psi	California, Hawaii
Ω	Omega	Oregon, Washington, Alaska, Canada

Section 5 – If a chapter fails to initiate members for ONE biennial period OR fails to send a representative to TWO consecutive biennial conventions, that chapter will be placed on probation. A chapter will be deactivated if it fails to initiate members for TWO biennial periods OR fails to send a representative to THREE consecutive biennial conventions. The Executive Officers are authorized to notify chapters which have been placed on probation or deactivated.

Section 6 – All chapters are required to send a delegate to the biennial convention unless a pre-submitted excuse is accepted by the Executive Officers or unless their travel distance to the conference exceeds 3000 miles. These chapters not in attendance are encouraged to participate virtually.

Section 7 – Chapters shall be required to submit a biennial report to the Executive Council prior to the convention detailing initiatives, activities, philanthropy, etc.

## Article 6 – The Charter

Section 1 – The charter shall be as follows:

Gamma Sigma Epsilon  
National Chemistry Honor Society



We the officers of the  
EXECUTIVE COUNCIL  
governing this Society, by reason of our belief in the worth and merits of  
(names of petitioners)  
do hereby incorporate and establish them into a chapter under the name and title of the  
(name of chapter)  
at (name of the institution where chapter is located), (name of town and state where  
chapter is located)

We hereby commit to this chapter the honor, integrity, and ideals of this Society.  
Given under our hand and seal this (day) of (month, year), the \_\_\_th year of the  
Society.

Signed by:

Executive President  
Executive Secretary



Executive President-Elect  
Executive Treasure

## Article 7 – The Chapter Officers

Section 1 – Gamma Sigma Epsilon has established the following officers for the local chapters: the Grand Alchemist (President), The Alchemist's Apprentice (Vice-President), the Keeper of the Formulas (Recorder), the Keeper of the Solvents (Treasurer), and the Guardian of Entropy (Sergeant-at-Arms). Each chapter has the option of using either the ritual titles or the common names.

Section 2 – The Grand Alchemist shall preside at all meetings and maintain discipline and order during his/her term of office.

Section 3 – The Alchemist's Apprentice shall have charge of the meeting in the President's absence and assist the President in his/her duties.

Section 4 – The Keeper of the Formulas shall keep a faithful record of proceedings in the chapter meetings, shall conduct all official correspondence with the other chapters and the Executive Council, and shall have custody of all records of the chapter. Upon election of a new member, he/she shall immediately notify the Executive Recorder and the Executive Treasurer.

Section 5 – The Keeper of the Solvents shall control the finances of the chapter and render an account of the chapter books at the end of the term.

Section 6 – The Guardian of Entropy (Sergeant-at-Arms) shall oversee the hall at meetings and initiation ceremonies.

Section 7 – The election of officers shall take place at a time designated by the respective chapter bylaws.

## Article 8 – Members

Section 1 – Any student pursuing Chemistry in an institution as specified in Article 5, Section 1, is eligible for membership, provided the student's progress in chemistry meets a high standard set by the local chapter and approved by the Executive Council for the two years prior to initiation. Advanced placement students may become eligible as a sophomore whose record in Chemistry is outstanding and who by the close of that academic year shall have completed all requirements for membership. A senior whose record in Chemistry is satisfactory for the year preceding, but whose scholastic attainment in other subjects is slightly below the requirements of the chapter, may be elected to membership by a majority vote of the chapter. Graduate students of high standing, pursuing Chemistry and showing promise of usefulness to the Society, may be elected to membership. A proposed member must receive two or more negative votes before being excluded from membership.

Section 2 – Members transferring to an institution in which a chapter of Gamma Sigma Epsilon is located shall, on declaration of their wish, become active members of that chapter.

Section 3 – Anyone who has attained eminence in Chemistry and who may be of value to the Society may be nominated for Honorary Membership by the majority vote of an active chapter or by the majority vote of the Executive Council, followed by election by the Executive Council. Such persons may attend meetings, take part in the exercises, and give advice for the betterment of this great work, but may not vote on matters of the chapter or of the Society at the Biennial convention.

## Article 9 – Expulsion of Members

Section 1 – If a chapter chooses to expel a member who is found guilty of conduct unworthy of the high standards of the society they will send the name and supporting documentation to the Executive Council who will review the information, make a decision and inform both the accused and the chapter by formal letter.

Section 2 – The accused may appeal to the executive council in writing within two months of receipt of notification of expulsion, providing documentation in defense of their appeal. The Executive Council will reconsider the decision and notify both the accused and the chapter within one month. At that point the decision is final"

## Article 10 – Awards

Section 1 – Awards may be presented based on the criteria of that award as set forth in the bylaws.

## Article 11 – Symbols

Section 1 – The badge of the Society is a ten-sided shield, the upper eight (8) sides of which are concave and the lower two (2) sides being straight and forming a diamond point. Across the center of the field of black enamel are the letters ΓΣΕ in gold. In the upper field is a golden "X" radiating light. In the lower field is a balance.

Section 2 – The colors of the society are blue and white.

Section 3 – The flower of the Society is the Blue Hyacinth.

Section 4 – The crest consists of a blue shield crossed diagonally from upper left to lower right by a white bar. The bar bears three yellow stars. A red bird in flight is in the blue field above the bar and a yellow crescent moon opens to the right in the blue field below the bar. Below the shield is a scroll bearing the Greek inscription "ΓΑΜΜΑ ΣΙΓΜΑ ΕΠΙΣΙΛΟΝ". A white knight's helmet is centered atop the shield and a green leafy pattern flows from the helmet to each side of the shield. A blue horse sits astride the helmet with a yellow sun in front of its muzzle.

## Article 12 – Amendments

Section 1 – amendments to the Constitution and Bylaws shall be proposed in the Convention. Such proposed amendments shall be adopted when ratified by a two-thirds majority vote of the active chapters and the Executive Council.

## Article 13 – Finances

Section 1 – Each proposed member, upon being pledged, shall pay an initiation fee set by the Biennial Convention, which fee shall be remitted to, and acknowledged by the Executive Treasurer before initiation.

## Article 14 – Disability of Officers or Resignation

Section 1 – The Executive Officers shall have the authority to fill any vacancies, which may occur in the Executive Council because of illness or resignation during Convention interim.

## **Bylaws**

### Article 1 – Chapter Bylaws

Section 1 – No chapter may pass a local Bylaw in conflict with the constitution of the Society.

### Article 2 – Awards

Section 1 – The Host Chapter Award. In recognition of the work of the chapter that hosts the convention, a plaque or other suitable trophy will be presented to that chapter. The presentation to the host chapter will be at the conclusion of the convention. The Executive Treasurer will be responsible for purchasing and presenting the plaque or award.

Section 2 – the Biennial John F. Conn Presentation. Each individual presenting a research poster or paper at the convention will receive \$50 and a certificate, with the maximum total expended on this endeavor being \$1500 per biennium. Each research poster or paper will then be considered for the Powell Award.

Section 3 – The W. Allan Powell Award. The criteria shall be as follows:

1. The W. Allan Powell Award will be given to the outstanding research poster or paper presented at each National Convention. The award shall consist of a certificate and \$100.00.
2. The recipient for the award will be determined by secret ballot of all Executive Council members and faculty sponsors attending the presentations.

Section 4 – The Roy W. Sonntag Award. A cash award of \$100 and a certificate may be given annually to a worthy member of a local chapter. Criteria for choosing the worthy member is determined by the local chapter.

Section 5 – The Outstanding chapter award, consisting of a certificate and \$200, shall be presented to a chapter whose activities are documented by a poster presented at the biennial convention. The recipient of the outstanding chapter award will be determined by the Executive Officers present at the convention.

Section 6 – the DeLap-Holcomb Scholarship, funded from the national budget, will be awarded to a junior or senior chemistry major or minor who is a member of Gamma Sigma Epsilon. The scholarship is merit-based and awarded annually at the discretion of the chapter advisor in the form of a \$100 check.

Section 7 – A special project award of up to \$500 is available to a chapter based upon a proposal to the Executive Council. A final report of the project's result is required.