



**Bylaws of the Beta Beta Chapter of
The Phi Lambda Upsilon (PLU) Honorary Chemical Society
Texas A&M University
(Chartered May 4, 1957)
(Updated: February 25th, 2021)**

Chapter 1. STRUCTURE OF THE ORGANIZATION

1.1. Elected Officers

- 1.1.1. The following shall be the responsibility of all Elected Officers:
- A. Elected Officers shall be responsible to the PLU members to uphold the PLU Constitution and Bylaws.
 - B. Elected Officers shall at all times take into consideration the PLU welfare, image and purpose.
 - C. Elected Officers shall assist and work with other Elected Officers as necessary.
 - D. Elected Officers shall at all times abide by Texas A&M University, State and Federal ordinances, written policies and regulations.
 - E. Elected Officers shall ensure that they are up-to-date on any training required for their position.
 - F. Elected Officers shall serve as chairperson for the PLU committees, as described in **Chapter 3**.
 - G. Elected Officers must meet regularly as stated in Chapter 4 - 4.2
 - H. Current Elected officers shall be responsible for providing an appropriate transition for newly Elected Officers
- 1.1.2. The following shall be the responsibility of the President:
- A. The Chapter President shall be responsible for overseeing the activities of the organization.
 - B. The Chapter President shall serve as the external representation for PLU in all matters, or designate a representative.
 - C. The Chapter President shall be responsible for ensuring that the organization remains in good standing with Texas A&M University.
 - D. The Chapter President shall be responsible for the Annual General Meeting.
 - E. The Chapter President shall be responsible for the initiation ceremony and be charged with seeing that the initiation is carried out in a form and dignified manner.
 - F. The Chapter President shall issue all notices of meetings involving Elected Officers.
- 1.1.3. The following shall be the responsibility of the Vice-President:
- A. The Chapter Vice-President shall, in the absence of the President, perform the duties of the President.
 - B. The Chapter Vice-President shall, when necessary, aid the President in their duties.
 - C. The Chapter Vice-President shall work closely with the Chapter Advisor in identifying interested and qualified individuals at neighboring educational and non-academic institutions for consideration for membership.
- 1.1.4. The following shall be the responsibility of the Secretary:
- A. The Chapter Secretary shall issue all notices of meetings involving all members and be responsible for all records, including the point system, of the Secretary's office.
 - B. The Chapter Secretary shall keep meeting protocols and shall make them available in a common repository accessible by the Elected Officers.
 - C. The Chapter Secretary shall oversee the website maintenance with the help of the Elected Officers. The Chapter Secretary shall keep an accurate and complete file of all members initiated by the chapter.
 - D. The Chapter Secretary shall file and preserve the chapter copies of The Register.
 - E. The Chapter Secretary shall send initiation orders to the National Secretary.

- F. The Chapter Secretary shall bring before the chapter all official communications from the National Office.
 - G. The Chapter Secretary shall send to the National Secretary each year a list of names and addresses of the members of all classes constituting the resident chapter roll.
 - H. The Chapter Secretary shall at the close of the academic year send to the National Secretary for the permanent files of the Society, and on forms to be provided, a report of the activities of the chapter during the year just closed.
 - I. The Chapter Secretary shall prepare and send to the National Editor for publication in The Register reports of the activities and items of interest concerning alumni.
 - J. The Chapter Secretary shall keep the National Secretary informed of changes in the chapter bylaws.
 - K. The Chapter Secretary shall send to the National Secretary the names and addresses of the Elected Officers as soon as they have been elected.
- 1.1.5. The following shall be the responsibility of the Treasurer:
- A. The Chapter Treasurer shall collect, care for, and keep accurate records of all funds of the chapter.
 - B. The Chapter Treasurer shall make disbursements upon order of the Chapter President or a majority vote by the Elected Officers.
 - C. The Chapter Treasurer shall provide the Elected Officers with a proposed budget for their term of office.
 - D. The Chapter Treasurer shall store financial records for at least one year to allow for the new board to obtain insight into the financial status of PLU.

1.2. Appointed Officers

- 1.2.1. Coordinators of an activity, committee chairmen, delegates to the State or National Meetings will be elected by the members, or appointed or replaced if need be by the Elected Officers or the Executive Committee.

1.3. The Chapter Advisor

- 1.3.1. The following shall be the requirements for the Chapter Advisor:
- A. The Chapter Advisor must be a Texas A&M University employee as defined by the Human Resources Department and must advise at a level consistent with this organization.
 - B. The Chapter Advisor must be a faculty member, professional or associate staff member, or graduate assistant.
 - C. The Chapter Advisor must be familiar with activities of this organization and have (or be willing to obtain) an appropriate level of experience, resources, and knowledge related to those activities and the mission of this organization.
- 1.3.2. The following shall be the responsibility of the Chapter Advisor:
- A. The Chapter Advisor shall meet with the Elected Officers of this organization to discuss expectations for roles and responsibilities.
 - B. The Chapter Advisor shall regularly attend executive and general meetings and be available outside those meetings for advice and consultation related to the operations of this organization.
 - C. The Chapter Advisor shall assist the organization in developing realistic goals for the academic year.
 - D. The Chapter Advisor shall participate in event planning and attend events when possible or when deemed necessary.
 - E. The Chapter Advisor shall be aware of this organization's financial status and complete the online education process for the Student Organization Finance Center (SOFC).
 - F. The Chapter Advisor shall be aware of the University Student Rules and other institutional guidelines that establish expectations for student behavior and activities.
 - G. The Chapter Advisor shall ensure that this organization and its officers know where rules and guidelines are published, what the rules are, why they exist, and the consequences for choosing to operate outside their parameters.
 - H. The Chapter Advisor shall report all rule violations or potential violations to the appropriate university official.

- I. The Chapter Advisor shall be familiar with the organization's constitution and all other governing documents.

Chapter 2. MEMBERSHIP

2.1. Membership Criteria

- 2.1.1. The following shall be the requirements to be elected to the general membership of this organization:
 - A. All members should be elected from the departments of chemistry, chemical engineering, and biochemistry.
 - B. The membership of the chapter shall consist of graduate students and undergraduate students of junior and senior rank.
 - C. For graduate students, the minimum GPR is 3.50.
 - a. In order for this provision to be met, the student must have completed three (3) semesters of graduate work.
 - D. For undergraduate students, the minimum GPR is 3.50.
 - a. In order for this provision to be met, the student must have completed at least sixty (60) semester hours of college work including twenty (20) semester hours in chemistry courses.
 - E. Invited members must be in good standing with the university and enrolled
 - a. Full time (twelve (12) or more credit hours if an undergraduate student.
 - b. Full time (nine (9) or more credits), if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement).
 - F. Invited undergraduate students shall fill out an application form and demonstrate a genuine interest in becoming a member. The Elected Officers shall evaluate this application form. Undergraduate membership shall be granted upon application merits.

2.2. Active Membership

- 2.2.1. An "active member" shall be defined as a member who has completed the following requirements:
 - A. The member shall have been a member for at least one (1) year from their initiation date.
 - B. The member must maintain all criteria for membership, including:
 - a. The members should be from the departments of chemistry, chemical engineering, and biochemistry.
 - b. For graduate and undergraduate students, the minimum GPR is 3.50.
 - c. The member must be in good standing with the university and enrolled full time - minimum 12 credit hours for undergraduate and minimum 9 credit hours for graduate students.
 - C. The member must participate in two (2) volunteer events per academic year. Ideally this should be one (1) per Fall and Spring semester.
 - D. The member must participate in a minimum of five (5) goggle sales time slots per academic year: three (3) sales in the fall semester and at least two (2) during the Spring semester.
 - E. The member must participate in a minimum of one (1) committee during their tenure as a PLU member.
 - F. Any other duties of importance, which are approved by the Elected Officers, may satisfy the above requirements.
- 2.2.2. Members who do not maintain active status will be ineligible for any benefits and awards; this is subject to decision by the Judiciary-Awards Committee.
- 2.2.3. The Chapter Secretary shall provide to the Judiciary-Awards Committee a complete tally of membership activity with recommendation for gain/loss of "active membership" status. The Judiciary-Awards committee shall ratify these recommendations.
- 2.2.4. Memberships from other chapters will be recognized as "not active" memberships until requirements prescribed in Chapter 2 – 2.2.1 are met.

2.3. Membership Removal

- 2.3.1. Any members having been found guilty by a committee of his/her peers of having lied,

- cheated, or stolen shall be expelled from this organization and barred from future membership. The member will be informed, in writing, one (1) week before the meeting of the Judiciary-Awards Committee and will be allowed to present a defense. A majority vote of the committee will be sufficient to remove the accused.
- 2.3.2. Any Elected Officer having been found guilty by a committee of his/her peers of having lied, cheated, or stolen shall be expelled from this organization and barred from future membership. The Elected Officer will be informed, in writing two (2) weeks before the meeting of the Judiciary-Awards Committee and will be allowed to present a defense. A majority vote of the committee will be sufficient to remove the accused.
- 2.3.3. Any Elected Officer found to be in dereliction of his/her duty can, on the recommendation of the other Elected Officers, be removed by a 2/3-majority vote of the general membership. The accused Elected Officer will be allowed to explain his/her actions before the general membership votes.

Chapter 3. COMMITTEES

3.1. Standing Committees

- 3.1.1. The Executive Committee
- A. The Executive Committee shall be composed of all Elected Officers with the Chapter President presiding as the chair. The Executive Committee shall have general supervision of the affairs of the organization.
 - B. The Executive Committee shall be subject to the orders of the general body.
 - C. Any member of the Executive Committee may request a special meeting.
 - D. This committee shall be responsible for maintaining and updating the Chapter Bylaws at least one (1) time per academic year.
 - E. The Executive Committee shall also maintain and update the website for the organization.
- 3.1.2. The Judiciary-Awards Committee
- A. The Judiciary-Awards Committee shall be composed of two (2) Elected Officers and seven (7) general members.
 - B. The Chapter Treasurer shall preside as chair.
 - C. The Chapter President shall preside as co-chair.
 - D. The committee shall meet at least one (1) time per semester to decide on the distribution of travel awards.
 - E. This committee shall review applications from applicants to determine the winner of the Sharon Dabney award.
 - F. This committee shall oversee any and all instances regarding dismissal of members or the removal of any Elected Officer from office.
 - G. This committee shall confirm the active membership status of all PLU members. Removal of "active membership" is subject to a decision by this committee.
- 3.1.3. The Philanthropy Committee
- A. The Philanthropy Committee shall be composed of at least one (1) Elected Officer and a minimum of ten (10) general members.
 - B. The Chapter Vice-President shall preside as chair.
 - C. The primary responsibility of this committee shall be the planning and execution of a fundraising event.
 - D. Committee members must actively help with the publicity and fundraising for the event.
- 3.1.4. The Volunteer Committee
- A. The Volunteer Committee shall be composed of at least one (1) Elected Officer and a minimum of six (6) general members.
 - B. The Chapter Secretary shall preside as the chair.
 - C. This committee shall be responsible for organizing volunteer opportunities for PLU members and will work in an effort to extend the reach of PLU into the community.
 - D. This committee shall be responsible for alerting PLU members of at least one (1) major volunteer event per semester.
 - E. This committee may be composed of further sub-committees to focus on specific volunteer outreach events.

3.2. Committee Membership

- 3.2.1. All active members must be part of a minimum of one (1) committee as stated in Chapter 2- 2.2.1.
- 3.2.2. Membership and performance of committee duties shall not count for the volunteer requirement for the active membership as stated in Chapter 2 - 2.2.1.
- 3.2.3. Committees shall be filled on a first-come first-serve basis
 - A. A notice to the membership shall be sent with a link to a sign-up system
 - B. The link shall become active to all members simultaneously, where members may indicate their top three (3) committee preferences
 - C. In the case of a members' top preference being full, they shall be placed in the next available committee.

Chapter 4. MEETINGS

4.1. General Meetings

- 4.1.1. The General Information Meeting shall be held once per year.
 - A. This meeting shall be organized by the Chapter President .
 - B. This meeting shall be held at least three (3) weeks prior to the beginning of the Fall semester.
- 4.1.2. The Constitution and Bylaw review meeting shall be held once per year as needed.
 - A. This meeting shall be organized by the Chapter President.
 - B. This meeting shall be held in the Spring semester.
 - C. Notice of the meeting must be provided to the general membership at least one (1) week prior to the meeting date.
- 4.1.3. Special meetings may be called at the discretion of the Elected Officers. Such special meetings shall be announced to members by phone or email at least three (3) days before the meeting date.

4.2. Elected Officer Meetings

- 4.2.1. Meetings will be held as determined by the Elected Officers.
- 4.2.2. Meetings shall occur on a minimum monthly basis.
- 4.2.3. A transition meeting between new and current elected officers should occur before the end of current officers' term.

4.3. End of Year Banquet

- 4.3.1. The End of the Year Banquet shall be held once per year at the end of the Spring semester.
- 4.3.2. The End of the Year Banquet shall serve as the initiation meeting for the new members.

4.4. Quorum

- 4.4.1. Quorum for motions presented at General Meetings shall be 20% of the general membership.
- 4.4.2. Quorum for Officer Elections shall be 20% of the general membership.
- 4.4.3. Quorum at Elected Officer Meetings shall be three (3) of the four (4) Elected Officers.

Chapter 5. FINANCES

5.1. Monies

- 5.1.1. All monies belonging to this organization shall be deposited and disbursed through a bank account established for the Beta Beta chapter of Phi Lambda Upsilon at the Student Organization Finance Center (SOFC) and/or the Fiscal Office.
- 5.1.2. All funds must be deposited within 24 hours after collection.
- 5.1.3. The Chapter Advisor must approve and sign each expenditure before payment.

5.2. Ledger and Audit

- 5.2.1. The Chapter Treasurer shall reconcile the organization ledger with the SOFC account statements monthly.
- 5.2.2. The Student Organization Finance Center conducts a semi-annual audit of accounts with deposits and/or expenses in excess of \$25,000.00 during the previous fiscal year. The

- account of the Beta Beta chapter of Phi Lambda Upsilon meets this criteria.
- 5.2.3. The Chapter Treasurer shall follow instructions given by the Student Organization Finance Center to complete the audit.

5.3. Budget

- 5.3.1. The Chapter Treasurer shall provide the Elected Officers with a proposed budget for their term of office.
- 5.3.2. The budget must be approved unanimously by the Elected Officers
- 5.3.3. The expected expenditures shall include (but is not limited to) taxes, safety goggle purchases, National Phi Lambda Upsilon dues, travel awards, dissertation processing fees reimbursements, ACS dues reimbursements, teacher grants, and other general expenditures (general member meetings, induction banquet, volunteer events, philanthropy events, and outreach events).
- 5.3.4. The expected income shall include (but is not limited to) goggle sales.

5.4. Taxes

- 5.4.1. The Beta Beta Chapter of Phi Lambda Upsilon is not tax exempt.
- 5.4.2. The franchise taxes are filed and paid annually (mid-May).
- 5.4.3. The sales and use taxes are supposed to be filed and paid quarterly, but the chapter account is set up to file and pay biannually (April 20th and October 20th).

5.5. Large Expenditures

- 5.5.1. The Chapter Treasurer shall purchase safety goggles for the annual goggle sales at least two (2) weeks before the beginning of Fall semester (as stock necessitates).
- 5.5.2. The Chapter Treasurer shall pay for the National Phi Lambda Upsilon dues (\$40 per new inductee) to Phi Lambda Upsilon National Treasurer by the end of August.
- 5.5.3. The Chapter Treasurer shall coordinate with other Elected Officers to pay for other expenditures.

5.6. Reimbursements

- 5.6.1. Reimbursements for the ACS dues, the dissertation processing fee, and travel awards are available as stated in Chapter 8.
- 5.6.2. In order to successfully apply for a reimbursement, applicants are required to submit the following to the Chapter Treasurer:
- A. Original itemized receipts for all expenditures
 - B. Bank statements proving the identity of the payee
 - C. Reimbursement request online form
- 5.6.3. The application for the dissertation processing fee (\$170) reimbursement is due thirty (30) days before the graduation date. Refer to Chapter 8 - 8.4.
- 5.6.4. The application for the ACS dues reimbursement (ca. \$85) is due at the end of the first week of Spring semester. Refer to Chapter 8 - 8.3.
- 5.6.5. The application for the reimbursements for travel awards (also see Chapter 8 - 8.1) and other expenditures that are approved by the Elected Officers and Chapter Advisors have no due date, but are encouraged to be submitted as early as possible.

Chapter 6. THE POINT SYSTEM

- 6.1. Points are awarded for participation in activities.
- 6.2. A member maintains active status by accumulating a minimum of eighteen (18) points a year in addition to meeting requirements defined by Chapter 2.2.1
- 6.3. The points assigned shall be as follows (Appendix I):
- 6.3.1. Committee Membership
- A. Three (3) points will be awarded for each committee chair.
 - B. If one member serves as a chairperson for multiple committees, three (3) points will be awarded for each committee chaired after the successful completion of the term.
 - C. Two (2) points will be awarded for each committee member after the successful completion of the term.
 - D. If one member serves in multiple committees, two (2) points will be awarded for each committee served after the successful completion of the term.

- 6.3.2. Goggle Sales
 - A. Two (2) points will be awarded for participating in a single goggle sales time slot.
- 6.3.3. Volunteer Activities
 - A. Four (4) points will be awarded for participating in voluntary activities.
 - B. Other voluntary events may be awarded with more points as the Elected Officers of the Executive Committee sees fit.
- 6.3.4. Elected Officers
 - A. Twelve (12) points will be awarded to each Elected Officer after the successful completion of one term.
 - B. If one member serves as an Elected Officer for more than one term, twelve (12) points will be awarded for each term served after the successful completion of the term.
- 6.4. Four (4) points shall be removed from members in the event that a member will be absent from a scheduled goggle sale or volunteer activity and they do not give 24-hours notice. In the event of extraordinary circumstances, the loss of points can be waived by a majority vote of the Elected Officers.
- 6.5. The point system shall be updated and announced to all PLU members at least twice per Fall and Spring semester, ideally after goggle sales and prior to the end of a semester (see Chapter 1.1.4).

Chapter 7. EVENTS

7.1. Outreach

- 7.1.1. To promote scholarly achievement, Phi Lambda Upsilon shall promote science and chemistry outreach.
- 7.1.2. The Volunteer committee shall facilitate opportunities to perform outreach activities in the broader community.
- 7.1.3. The Volunteer committee shall organize at least one activity for STEM education each semester
- 7.1.4. Outreach activities may include (but are not limited to): chemistry demonstrations, chemistry workshops, interactions with families, interactions with education, open house events.

7.2. Philanthropy

- 7.2.1. Phi Lambda Upsilon shall support local public schools in the form of Teacher Grants from a combination of funds acquired from the PLU budget and additional fundraising events.
- 7.2.2. The Philanthropy committee shall organize a minimum of one (1) fundraising event per academic year.
- 7.2.3. The funds raised from philanthropic events shall be used to provide grants to science, technology, engineering and math teachers in the Bryan - College Station public school districts.
- 7.2.4. Information regarding applications for Teacher Grants shall be accessible on the chapter website for the general public and provide details on eligibility requirements.
- 7.2.5. When possible, Phi Lambda Upsilon shall strive to directly inform the beneficiaries of these grant opportunities.

7.3. Other Volunteerism

- 7.3.1. Phi Lambda Upsilon shall promote good citizenship and activity within the community
- 7.3.2. Phi Lambda Upsilon shall encourage and support the volunteer work of the general membership
- 7.3.3. Events related to outreach, science, or community engagement beyond those organized by the organization shall be recognized through the awarding of points to participating members
- 7.3.4. When available and possible, volunteer opportunities shall be communicated to the general membership.

Chapter 8. CHAPTER AWARDS

8.1. Travel Awards

- 8.1.1. Travel Awards are awarded to active PLU members so they may present scientific research at local, national, or international conferences.

- 8.1.2. Travel Awards are awarded by the Judiciary-Awards Committee.
- 8.1.3. Only one (1) Travel Award will be awarded per active PLU member during their tenure at Texas A&M University.
- 8.1.4. The number of Travel Awards to be awarded per year is based on available funds, and as such, the number of awards to be awarded is at the sole discretion of the Chapter Treasurer.
- 8.1.5. There shall be three (3) application cycles for travel awards at the beginning of each academic semester.
- 8.1.6. Travel Awards shall be distributed based on the following criteria:
 - A. The applicant must have accumulated a minimum of twenty-two (22) points.
 - B. The application package must be submitted to the Judiciary-Awards Committee before the application deadline.
 - C. Award winners will be determined their seniority, PLU contributions and scope of their travel, their ranking shall be determined using the Travel Awards Rubric (Appendix IV).

8.2. Sharon Dabney Award

- 8.2.1. The Beta-Beta Chapter of Phi Lambda Upsilon offers the Sharon Dabney Memorial Scholarship for outstanding graduate students in the field of chemistry, biochemistry, or chemical engineering. Sharon Dabney was a graduate student in chemistry at Texas A&M University at the time of her death. In 1972, those close to Sharon started the fund in her name for those who excel in the aforementioned fields.
- 8.2.2. The Sharon Dabney Award is a permanently endowed scholarship through the Department of Chemistry; the administration of this award shall be administered by this organization.
- 8.2.3. The Sharon Dabney Award is awarded annually to a graduate student who displays excellence academically and through service to their respective department.
- 8.2.4. The award is valued at approximately \$1200.00.
- 8.2.5. The qualifications for the Sharon Dabney Memorial Scholarship are as follows.
 - A. Domestic or foreign graduate students currently enrolled in the Department of Chemistry, Biochemistry, or Chemical Engineering.
 - B. Completed his/her second year of graduate school.
 - C. GPA of 3.25/4.00 or higher in their graduate career.
 - D. Two (2) major publications in peer reviewed journals.
 - E. Two (2) research presentations at national or regional conferences.
 - F. Active in service to the department.
 - G. Two (2) letters of recommendation, including one from the applicant's committee chair.
- 8.2.6. Applicants must submit a signed and dated letter detailing their publication/presentation record and service to their department along with letters of recommendation by the first week of April.
- 8.2.7. The application package should be placed in the mailbox room to the Treasurer.
- 8.2.8. The recipient shall be determined by the Judiciary-Awards Committee.

8.3. ACS Dues Reimbursements

- 8.3.1. American Chemical Society (ACS) dues (ca. \$85) will be reimbursed in full or in part for active PLU members based on the availability of funding.
- 8.3.2. Applicants must be an active member in good standing in order to receive the ACS dues reimbursement.
- 8.3.3. Applications for reimbursement must be submitted after an active PLU member joins or renews their ACS membership.
- 8.3.4. The reimbursement request needs to be submitted the first week of each Spring semester for reimbursement for the payment made in the previous year.

8.4. Dissertation Processing Fee Reimbursement

- 8.4.1. PLU offers reimbursement of the mandatory processing fee of \$170 required for their dissertation or thesis.
- 8.4.2. Applicants must be an active member in good standing in order to receive the dissertation processing fee reimbursement.
- 8.4.3. A minimum of forty-four (44) points must be accumulated for an active member to qualify for the dissertation processing fee reimbursement.

- 8.4.4. Applications must be submitted 30 days before graduation date during the semester the active member plans to graduate.

Chapter 9. ELECTIONS

9.1. Elected Officer Elections

- 9.1.1. A simple majority (50%) vote is sufficient to elect any Elected Officer.
- 9.1.2. In the case that a simple majority (50%) is not reached in the first round of voting, there shall be a run-off voting process for the top two (2) nominees.
- 9.1.3. Elections for the upcoming Elected Officers shall be held in the Spring semester and chaired by the President.
- 9.1.4. The nomination period shall begin in March and shall close by the beginning of April.
- 9.1.5. Nominations shall be accepted for any position from the general membership, including self-nominations.
- 9.1.6. Candidates may be nominated for more than one (1) position, and may run for more than one (1) position, but may only be elected to one (1) position.
- 9.1.7. The election process shall be administered electronically through an online form that is confidential to the general membership.
- 9.1.8. In the case that quorum is not met, the election cycle shall be extended until quorum is met.

9.2. Elected Officer Replacement

- 9.2.1. A two-thirds ($\frac{2}{3}$) majority vote of the Judiciary-Awards Committee (see Chapter 3.1.2) shall be necessary to remove an Elected Officer at any time.
- 9.2.2. In the case of an Elected Officer unable to complete their full term, a nomination and election shall occur with the process as stated in Chapter 9 - 9.1.1, 9.1.2, 9.1.5 - 9.1.8.

Chapter 10. CONSTITUTION AND BYLAWS

10.1. Review

- 10.1.1. The Constitution and Bylaws of the Beta Beta Chapter of Phi Lambda Upsilon shall be reviewed annually by the Elected Officers.
- 10.1.2. A representative of the Department of Student Activities shall review the Bylaws and Constitution annually as part of the Texas A&M University student organization recognition process.

10.2. Amendments

- 10.2.1. Any member may propose amendments to the Constitution and Bylaws of the Beta Beta chapter.
- 10.2.2. All proposed amendments from the general membership must be submitted in writing to the Executive Committee a minimum of one (1) weeks prior to the annual Constitution and Bylaw review meeting.
- 10.2.3. Amendments to the Constitution must pass with a two-thirds ($\frac{2}{3}$) majority of the voting membership
- 10.2.4. Amendments to the Bylaws must pass with a simple majority (50%) of the voting membership.
- 10.2.5. Amendments to this constitution are subject to approval by the Department of Student Activities as part of the Texas A&M University student organization recognition process.

Appendix I. POINT SYSTEM OVERVIEW

Section 1.

Please see the three tables below for summarized information regarding the point system.

Table 1.1. Point System Overview.

Activity	PLU Point Received
Elected officer	Twelve (12) PLU points
Member of committee	Two (2) PLU points
Chair of committee	Three (3) PLU points
Goggle sales	Two (2) PLU points
Volunteer event	Four (4) PLU points

Appendix II. COMMITTEE OVERVIEW

Section 1.

Please see the three tables below for summarized information regarding the committee.

Table 2.1. Committee Overview.

Committee	Committee Chair	Number of Elected Officers	Number of Other Members	Main Activities
Executive	Chapter President	Four (4)	Zero (0)	Steer PLU
Judiciary-Awards	Chapter Treasurer	Two (2)	Seven (7)	Awards and misconduct
Philanthropy	Chapter Vice President	One (1)	Minimum ten (10)	Fundraising events
Volunteer	Chapter Secretary	One (1)	Minimum six (6)	Volunteer events

Appendix III. MEMBERSHIP, AWARDS, AND REIMBURSEMENTS OVERVIEW

Section 1.

Please see the three tables below for summarized information regarding the membership, awards, and reimbursements.

Table 3.1. Membership Requirement Overview.

Membership	Requirement 1	Requirement 2	Requirement 3
Graduate	Minimum 3.50 GPR	Three (3) semesters of graduate school	Full time enrolled (≥ nine (9) credits)
Undergraduate	Minimum 3.50 GPR	Sixty (60) semester hours including twenty (20) semester hours in chemistry courses	Full time enrolled (≥ twelve (12) credits)
Active (in addition to above)	Five (5) goggle sales per year (three (3) in Fall, two (2) in Spring)	Two (2) volunteer events per academic year	Served in one (1) committee during the PLU tenure

Table 3.2. Awards and Reimbursements Overview.

Awards and Reimbursements	Requirement 1	Requirement 2	Requirement 3	Deadline
Travel Award	Minimum twenty-two (22) PLU points			September 15 th (Fall); January 15 th (Spring); May 15 th (Summer)
Sharon Dabdney Award	Minimum 3.25 GPA	Two (2) major publications Two (2) presentations	Two (2) letters of recommendation	First week of April
ACS Dues Reimbursement	Current active member*			First week of Spring semester
Dissertation Processing Fee Reimbursement	Minimum forty-four (44) PLU points	Current active member*	Served on at least one committee	Thirty (30) days before the graduation

* The first-year inductees are not eligible for the ACS Dues Reimbursement and the Dissertation Processing Fee Reimbursement.

Appendix IV. AWARDS RUBRICS

Section 1.

The total scores for the travel awards are 100 points, which are divided to 50 points for the seniority, 40 points for the PLU contribution, and 10 points for the scope of the travel.

Section 2.

See the attached table for the detailed rubric for each category.

Table 4.1. Seniority.

Number Years of the Active Membership*	Score
One (1)	Ten (10)
Two (2)	Twenty (20)
Three (3)	Thirty (30)
Four (4)	Fourty (40)
Five (5) and more	Fifty (50)

* Please note, the number years of active membership does not equal to the number year spent in Texas A&M University.

Table 4.2. PLU Contribution.

PLU points	Score
Twenty-two (22)	Four (4)
Twenty-three (23) - forty-four (44)	Eight (8)
Forty-five (45) - sixty-six (66)	Sixteen (16)
Sixty-seven (67) - Eighty-eight (88)	Twenty-four (24)
Eighty-nine (89) - One hundred and ten (110)	Thirty-two (32)
One hundred and eleven (111) and more	Fourty (40)

Table 4.3. Scope of the Travel.

Presentation	Score
Oral	Five (5)
Poster	Five (5)
Both oral and poster	Ten (10)