



**Bylaws of the Beta Beta Chapter of
The Phi Lambda Upsilon (PLU) Honorary Chemical Society
Texas A&M University**
(Chartered May 4, 1957)
(Updated: July 26, 2018)

Article I. Name

The name of this organization shall be **PHI LAMBDA UPSILON**, Honorary Chemical Society. The Chapter at Texas A&M University shall be known as the **BETA BETA CHAPTER OF PHI LAMBDA EPSILON**.

Article II. Objective

The objective of this Society shall be the promotion of high scholarship and original investigation in all branches of pure and applied chemistry.

Article III. Membership

Section 1.

The membership of the chapter shall consist of graduate students duly elected and undergraduate students of junior and senior rank. All members should be elected from the departments of chemistry, chemical engineering, and biochemistry.

Section 2.

Invited members must have a minimum grade point ratio (GPR) as stated below and meet that minimum GPR in the timeframe as stated below.

Section 3.

For graduate students, the minimum GPR is 3.50. In order for this provision to be met, the student must have completed three (3) semesters of graduate work. For undergraduate students, the minimum GPR is 3.50. In order for this provision to be met, the student must have completed at least sixty-four (64) semester hours of college work including twenty (20) semester hours in chemistry courses.

Section 4.

Invited members must be in good standing with the university and enrolled: Full time (twelve (12) or more credit hours), if an undergraduate student. 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).

Section 5.

Invited undergraduate students shall fill an application form and demonstrate genuine interest in becoming a member. The Elected Officers (also called Chapter Officers) shall evaluate this application form. Undergraduate membership shall be granted upon application merits.

Section 6.

Memberships from other chapters will be recognized as “not active” memberships until requirements prescribed in Article III – Sections 1, 2, 3, and 4 are met.

Section 7.

An “active” member shall be defined as a member who has been a member for at least one (1) year from their initiation date and who participates in two (2) volunteer events per academic year. To satisfy the fundraising requirement, members 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. Any other duties of importance, which are approved by the Chapter Officers, may satisfy this requirement.

Section 8.

“Inactive” members will not be eligible for any benefits and awards available to “active” members; this is subject to decision by the Awards Committee.

Section 9.

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.

Section 10.

Any 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 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.

Section 11.

Any 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 officer will be allowed to explain his/her actions before the general membership votes.

Article IV. Elected Officers**Section 1.**

Chapter officers, whenever possible, shall be elected in the month of April or May to serve for one (1) year. The chapter officers of the Society shall be the Chapter President, Chapter Vice-President, Chapter Secretary, and Chapter Treasurer.

Section 2.

A majority vote of the active chapter membership shall be sufficient to elect any officer, and a three- fourths majority shall be necessary to remove an officer at any time.

Section 3.

Officers shall be graduate students maintaining the requirements of active membership as prescribed in Article III during the term of office.

Article V. Duties of Elected Officers**Section 1.**

The Chapter President shall perform all duties usually pertaining to this office. The Chapter President shall be a member of the National Administrative Council and is responsible for:

- (a) 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.
- (b) The Chapter President shall issue all notices of meetings involving Elected Officers.

Section 2.

The Chapter Vice-President shall in the absence of the President perform the duties of the President and shall also do the following:

- (a) The Chapter Vice-President shall work closely with the Chapter Advisor in identifying qualified individuals at neighboring educational and non-academic institutions for consideration for membership.

Section 3.

The Chapter Secretary shall perform the duties usually pertaining to this office, including, but no limited by, the following:

- (a) The Chapter Secretary shall issue all notices of meetings involving all members and be responsible for all records 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 the Elected Officers. The Chapter Secretary shall keep an accurate and complete file of all members initiated by the chapter.
- (e) 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 chapter officers as soon as they have been elected.

Section 4.

The Chapter Treasurer shall collect, care for, and keep accurate records of all funds of the chapter, and make disbursements upon order of the Chapter President or a majority vote by the Elected Officers. These records should be stored for at least one year to allow for the new board to obtain insight into the financial status of PLU.

Article VI. Appointed Officers

Section 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.

Article VII. The Chapter Advisor

Section 1.

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. As a registered organization, the Chapter Advisor must be a faculty member, professional or associate staff member, or graduate assistant. 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.

Section 2.

The Chapter Advisor should meet with the officers of this organization to discuss expectations for roles and responsibilities. The Chapter Advisor should regularly attend executive and general meetings and be available outside those meetings for advice and consultation related to the operations of this organization. The Chapter Advisor should assist the organization in developing realistic goals for the academic year.

Section 3.

The Chapter Advisor should participate in event planning and attend events when possible or when deemed necessary.

Section 4.

The Chapter Advisor should be aware of this organization's financial status and complete the online education process for the Student Organization Finance Center (SOFC)

Section 5.

The Chapter Advisor should be aware of the University Student Rules and other institutional guidelines that establish expectations for student behavior and activities. The Chapter Advisor should 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. The Chapter Advisor is expected to report all rule violations or potential

violations to the appropriate university official. The Chapter Advisor should be familiar with the organization's constitution and all other governing documents.

Article VIII. Finances

Section 1.

All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Student Organization Finance Center and/or the Fiscal Office. All funds must be deposited within 24 hours after collection. The Chapter Advisor must approve and sign each expenditure before payment.

Article IX. Meetings

Section 1.

Meetings will be held as determined by the Elected Officers, but at least once each semester.

Section 2.

Special meetings may be called at the discretion of the Elected Officers. Such special meetings shall be announced to members by phone or e-mail at least three (3) days before the meeting date.

Article X. Committees

Section 1.

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. The Executive Committee shall be subject to the orders of the general body. Any member of the Executive Committee may request a special meeting. This committee will be responsible for maintaining and updating the Chapter Bylaws at least one (1) time per academic year. The Executive Committee shall also maintain and update the website for the organization.

Section 2.

The Judiciary-Awards Committee shall be composed of two (2) officers and seven (7) active members, with the Chapter Treasurer presiding as chair. This committee will meet at least one (1) time per semester to decide on the distribution of travel awards. This committee will also review applications from applicants to determine the winner of the Sharon Dabney award. This committee will also will also oversee any and all instances regarding dismissal of members or the removal of any officer from office.

Section 3.

The Volunteer Committee shall be composed of at least six (6) members, with the Chapter Secretary presiding as the chair. This committee will be responsible for organizing volunteer opportunities for PLU members and will work in an effort to extend the reach of PLU into the community. This committee is responsible for alerting PLU members of at least one major volunteer event per semester. This committee may be composed of further sub-committees to focus on specific volunteer outreach events. This also includes the planning and execution of the initiation banquet. Should be planning other fundraising events such as the fundraising with restaurants.

Section 4. The Philanthropy Committee shall be composed of at least one (1) officer and a minimum of ten (10) active members with the Vice-President presiding as chair. The primary responsibility of this committee is the planning and execution of a fundraising event (e.g. a 5K Fun Run, READY-SET-GO event). Each member of this committee must actively help with the publicity and fundraising for the event.

Article XI. Chapter Awards

Section 1. Travel Awards

Travel Awards are awarded to active PLU members so they may present scientific research at local, national, or international conferences. Travel Awards are awarded by the Awards Committee. Only one (1) Travel Award will be awarded per active PLU member during their tenure at Texas A&M University. Applications for Travel Awards must be submitted to the Awards Committee before the travel date. 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.

Qualifications for Travel Awards shall be based on points. A minimum of twenty-two (22) points must be accumulated for an active member to qualify for any travel award. Points are awarded for participation in activities as outlined below:

- a. Twelve (12) points will be awarded to each elected officer. If one member serves as an officer for more than one term, twelve (12) points will be awarded for each term served after the successful completion of the term.
- b. Three (3) points will be awarded for each committee chair. 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. One term is one year.
- c. Two (2) points will be awarded for each committee member. If one member serves in multiple committees, Two (2) points will be awarded for each committee served after the successful completion of the term.
- d. Two (2) points will be awarded for participating in a single goggle sales time slot.
- e. Four (4) points will be awarded for participating in voluntary activities. Other voluntary events may be awarded with more points as the chapter officers of the Executive Committee sees fit.
- f. Cancellations: In order to ensure the smooth operation of chapter fundraising and volunteer events, prior notice of cancellations is required. In the event that a member will be absent from a scheduled goggle sales or volunteer activity time slot, 24 hours notice must be given to the Chapter Secretary. Members who cancel time slots before the 24-hour cancellation deadline will not be awarded points for the missed activity. Cancellations after the 24-hour cancellation deadline or absences during scheduled time slots will result in the loss of four (4) points from the member. In the event of extraordinary circumstances, the loss of points can be waived by a majority vote of the Chapter Officers or the Executive Committee.

Section 2. Sharon Dabney Memorial Scholarship

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. PLU had continued to subsidize the fund since until when, with the help of the Chemistry Department, the fund became a permanently endowed scholarship, to award to excellent graduate students. The award from this fund is in the amount of approximately \$1200, and given annually to the graduate student displays excellence academically and through service to their respective department.

Qualifications for Sharon Dabney Memorial Scholarship. The following criteria must be met for applying students:

- a. Domestic or foreign graduate student 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.

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. The application package should be placed in the mailbox room to the Treasurer.

Section 3. American Chemical Society Dues Reimbursement Award

American Chemical Society (ACS) dues (ca. \$83) will be reimbursed in full or in part for active PLU members based on the availability of funding. Applications for reimbursement must be submitted after an active PLU member joins or renews their ACS membership. The reimbursement request needs to be submitted the first week of each Spring semester for reimbursement for the previous calendar year membership.

Section 4. Dissertation Processing Fee Reimbursement

For active PLU graduate students, PLU offers reimbursement of the processing fee required for their dissertation or thesis. This is provided to help defray the processing cost for active PLU members. This fee (\$170) is required for all graduates. Applications must be submitted 30 days before graduation date during the semester the active member plans to graduate. A minimum of forty-four (44) points must be accumulated for an active member to qualify for the dissertation processing fee reimbursement.

Article XII. Constitution and Bylaws

Section 1.

The constitution is described as the document governing the National Organization.

Section 2.

A representative of the Department of Student Activities reviews the Bylaws annually.

Section 3.

Any member of said chapter may propose amendments to the constitution of the Beta Beta chapter. All proposed the Executive Committee would consider amendments to this constitution. Amendments must be approved by a majority of the members of the Executive Committee. After such approval is obtained, said amendment will be made to this constitution.

Section 4.

Amendments to this constitution are subject to approval by the Department of Student Activities.

Article XIII. Points System Chart, Committee Overview, and Requirements Summary.

Section 1.

Please see the three tables below for summarized information regarding the point system, committees, and requirements and deadlines.

Point System Overview

Activity	Point Received
Member of Committee	2p
Chair of Committee	3p
Goggle Sales	2p/slot (-4p if no-show)
Volunteer Event	4p
1 year of active membership	20p (incl. one committee)

Committee Overview

Committee	Chair	Members	Elected Officers (Chapter Officers)	Main Activity
Executive committee	President	0	4	Steer PLU
Judiciary-Awards committee	Treasurer	7	2	Decide awards and misconduct
Philanthropy Committee	Vice President	10 (min)	1	Fundraising events (Chipotle, 5k Fun Run)
Volunteer Committee	Secretary	6 (min)	1	Chemistry Open House

Eligibility/requirements and deadlines overview.

Task	Requirement #1	Requirement #2	Requirement #3	Deadlines
PLU-membership (graduate)	min 3.5 GPR	3 semesters of graduate school	Full time enrolled (≥ 9 credits)	Spring semester (stated in email sent out once per year)
PLU-membership (undergraduate)	min 3.5 GPR	20h chemistry courses and 64 semester hours college	Full time enrolled (≥ 12 credits)	Spring semester (stated in email sent out once per year)
Active Membership (18p per year)	5 goggle sales slots per year (3x during Fall, 2x during Spring)	2 volunteer events per year		N/A
Travel Award*	22 p	Active member		Sept 15 (for travel Sept 16 – Jan 1) Jan 15 (for travel Jan 16 – May 15) May 15 (for travel May 16 – Sept 16)
Sharon Dabney Award*	3.25 GPA Active in service to the department Completed 2 nd year of graduate school	2 major publications 2 presentations (National or regional conferences)	2 letters of recommendation (one from applicant's committee Chair)	1 st week of April
ACS Reimbursement*	Active member during year prior to when you request reimbursement	Have been an active member for 1 year		1 st week of Spring semester
Dissertation Thesis Reimbursement*	44 p and active member	Served on 1 committee or been Elected Officer		30 days before your defense

* Application/reimbursement must be handed in to the mailbox of the treasurer as well as a scanned version sent to the treasurer (Google Form)