

**PHI LAMBDA UPSILON
HONORARY CHEMICAL SOCIETY**

NATIONAL BY-LAWS

February 1, 2003

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NATIONAL BY-LAWS
of
PHI LAMBDA UPSILON
Honorary Chemical Society

Article I. Administrative Council Regulations

Section 1. Any member of the Administrative Council may at any time submit to the National President a proposal that involves the Society at large. (See National Constitution, Article VII, Section 2.).

Section 2. If council action on such a proposal is deemed advisable the National President shall instruct the National Secretary to transmit the same to the members of the Council for their vote.

Section 3. An affirmative majority vote shall suffice for the adoption of such a measure unless the National Constitution or By-Laws specifically provide otherwise.

Section 4. The votes of Administrative Council members shall not be counted if received later than one month from date of the original communication from the National Secretary provided that enough votes have been received to take action on the issue in question.

Section 5. Upon completion of the vote on a proceeding, the National Secretary shall transmit the ballots to the National President for checking. The result of the vote shall be officially announced by the National President, or, upon the National President's direction, by the National Secretary.

Article II. National Committees

Section 1. All Committees except the Executive Committee shall be

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appointed by the National President, and shall serve for the triennium for which the National President is elected. The National President shall be ex-officio, a member of all such committees.

Section 2. The Executive Committee shall be constituted as provided in Article VI, Section 1, of the National Constitution.

(a) This Committee shall have charge of the general administration of the Society's affairs during the triennium.

(b) It shall serve as the Budget Committee for the National Congress prior to the Congress for funding of necessary expenditures regarding the National Congress.

(c) The National Executive committee shall be empowered to utilize the Phi Lambda Upsilon Fresenius Award Fund to support the administration of the Award, preferably at the site of the nominating chapter, including the fostering of an optional Fresenius Lecture at another chapter of the Society.

Section 3. The Expansion Committee shall consist of several alumni with the National Vice-President as Chairman. The Committee shall investigate all petitions for new chapters and recommend action by the Administrative Council and chapters. (Cf. National By-Laws, Article 5, Section 1.)

Section 4. The National Constitution and By-Laws Committee shall consist of not less than five members, with the National Secretary as Chairman.

(a) This Committee shall make a critical study of the national code with the view of eliminating obsolete regulations and conforming it more closely to existing conditions.

(b) This Committee shall submit proposals of revisions to the chapters for approval.

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Section 5. The Finance Committee shall consist of the National Treasurer, National President, and either a past National President or a past National Treasurer and shall serve throughout a triennium.

(a) The function of this Committee shall be to study the investment of surplus funds of the Society in safe, interest-bearing securities. It shall supervise the financial structure of the Society.

(b) It shall submit recommendations of investment to the National President, and if deemed desirable by the Executive Committee, the National Treasurer shall be instructed to purchase the securities recommended.

Section 6. The Public Relations Committee shall consist of any convenient number of members. This Committee shall assist with the officers of the chapters and The REGISTER Committee in publicizing news of interest concerning the chapters and their members.

Section 7. The REGISTER Committee shall consist of the National Editor, as Chairman, and any convenient number of members including, however, representatives from at least two of the active chapters.

(a) The REGISTER Committee shall recommend action on all matters pertaining to The REGISTER.

(b) It shall set up a definite editorial and administrative policy in conformity with the aims and purposes of the Society.

Section 8. The Chapter Relations Committee shall consist of any convenient number of alumni members holding positions which enable them to travel.

The duties of this committee shall be to visit local chapters whenever possible to discuss with the local officers and Councilor any subject pertinent to the welfare of the chapter, to report periodically to the Executive Committee on the status of chapters visited, to offer lectures before chapters which are otherwise unable to obtain speaker, and to generally aid and encourage small chapters and chapters in danger of dormancy.

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Section 9. The National Awards Committee shall consist of five (5) members who shall hold office for a term not exceeding three (3) years. This Committee shall administer the Phi Lambda Upsilon Fresenius Award as described in Article X of the National Constitution.

Section 10. The Committee on Honorary Membership shall consist of the National President, one to three honorary members appointed by the National President, and the three most recently retired Past National Presidents. If one of the most recently retired Past National Presidents is unable to serve however, the next most recently retired Past National President shall serve as a substitute.

(a) Honorary members shall be nominated by local chapters or honorary members.

(b) Each nominator shall be limited to two nominations in any one year.

(c) The nominator shall submit a letter of nomination and a biographical sketch of their nominee including publications authored, positions held, honors received, and services rendered.

(d) Honorary nominees shall be evaluated by the Committee on Honorary Membership appointed by the National President in accordance with Article II, Section 10. When a nominee is not approved by a two-thirds majority of the Committee on Honorary Membership, a statement to this effect shall be presented by the National President to the Executive Council. The National President will notify the nominating chapter, and no general chapter vote will occur.

(e) If the nominee is approved by the Committee on Honorary Membership, the National Secretary shall inform the nominator by December 1.

(f) Fifty (50) copies of the nomination shall be forwarded to the National Secretary by December 15.

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(g) The National Secretary shall distribute the information on the nominees to the chapters by January 15.

(h) The chapters shall return their votes on each nominee to the National Secretary by-March 1.

(i) The award shall be presented by the nominating chapter in cooperation with the National Officers.

Section 11. The National Members Elected-at-Large Committee shall consist of a convenient number of members, at least one who will be a past national officer. This committee shall be responsible for implementing the election of members as defined under Article VI, Section 4(h) of these National By-Laws. One member of this committee shall represent all Members Elected-at-Large at the National Congress.

Section 12. The National President may from time to time appoint other committees as needed.

Section 13. Any expenses incurred by these committees in the discharge of their duties shall be paid by the National Treasurer upon order of the National President.

Article III. The National Congress

Section 1. Selection of Chapter Delegates.

(a) The delegate to the National Congress should preferably have been a member of the chapter represented for at least one year, and should preferably be a chapter officer. Furthermore, the delegate must give assurance of being in residence and active in chapter affairs for at least one year following the Congress. These requirements may be disregarded only if it appears that any member fully qualifying would be unable to attend.

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(b) The chapter shall elect an alternate who shall serve if the delegate is unable to attend. The alternate should meet qualifications of the delegate (See Section 1(a), supra).

(c) In case neither delegate nor alternate is able to attend, the chapter may appoint as its official representative the delegate from some other chapter, or one of the National officers. The chapter may give such proxy full or limited power.

(d) The names of both delegate and alternate shall be sent to the National Secretary as soon as possible after their election, together with duplicate copies of their Credentials Certificates.

(e) The responsibility for the attendance of a delegate at the Congress shall rest solely with the chapter, providing due and sufficient notice of the arrangements shall have been given by the National Secretary.

Section 2. The expenses of the National Congress shall be paid from the general funds of the Society.

(a) Allowance for travel expenses shall be made to one delegate from each chapter, to each National Officer and to the two most recently retired Past National Presidents.

(b) Such travel expense allowance shall be determined by the Congress after due consideration of the financial condition of the Society and the cost of travel from chapter locations to the Congress site.

Section 3. The National Executive Committee shall decide the time and place of the National Congress, giving careful consideration to advantages of the proposed locations and the total estimated cost (cf. National Constitution, Article VIII, Section 1.).

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Section 4. As soon as the National President has received the names of the delegates, the National President shall appoint the various committees that, in addition to the standing committees, are to serve at the Congress.

In the case of standing committees on which the Councilor has served as the chapter representative during the triennium, the delegates from such chapters shall be appointed to serve in place of the Councilors on the corresponding Congress Committee.

Section 5. The order of business of the National Congress shall be:

- (a) Report of the Committee on credentials
- (b) Reading of the Minutes of the last Congress and of Council Proceedings
- (c) Reports of the National officers
- (d) Chapter Reports by delegates
- (e) Reports of Committees, including nomination of National officers
- (f) New business
- (g) Adjournment

Article IV. Finances

Section 1. The Budget: A budget as drawn up by the Budget Committee shall be submitted to the National Congress for approval. A two-thirds vote of the Congress shall be necessary for the adoption of a budget.

Section 2. Fiscal Year: For purposes of the financial transactions, the fiscal year of the Society shall extend from July 1st of any given year through June 30th of the following year.

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Section 3. National Treasurer's Accounts:

(a) As soon as possible after the close of each fiscal year, the National Treasurer shall prepare a complete and detailed report of the Society's financial transactions for the year just closed.

(b) Such report, together with such original records as may be deemed necessary, shall be sent to the National President for checking and a copy retained in the permanent files of the Society.

(c) A condensed summary of such annual report shall be presented to the Executive Committee at its first meeting after the close of the fiscal year or by mail if such meeting does not occur within three months of this time. This report shall be published in the The REGISTER.

(d) A complete audit of the National Treasurer's books shall be made by a certified public accountant at the close of each triennium and a report thereof shall be submitted by such public accountant to the National President. A condensed statement of the financial condition of the Society for the triennium just closed, as shown by such audit, shall be published in The REGISTER.

Section 4. Income: The schedule of fees and charges required of members and chapters, to be paid into the National Treasury, shall unless or until amended by regular proceedings are to be as follows:

- (a) National Initiation Fee (Member).....\$40.00
- (b) Membership Certificate (New Member).....No Charge
- (c) REGISTER Subscription per year.....\$ 3.00
- (d) REGISTER Subscription per five years.....\$12.00
- (e) REGISTER Subscription for Life.....\$30.00

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Section 5. Investments: Investments of surplus funds of the Society shall be made only upon recommendation of the Finance Committee. Such investments shall be made in securities that yield the most advantageous income consistent with safety and liquidity. They shall conform in general to the requirements of acceptable reserves for savings banks in the State of New York or states having comparable banking laws.

Section 6. Transfer of Funds: No transfer of funds from one account to another shall be made by the National Treasurer except with approval of the National President. Withdrawals from savings accounts shall in all cases require two signatures, normally those of the National President and the National Treasurer. However, the National Secretary may sign if either of the above officers is unable to sign or is unavailable to sign. Withdrawals from the commercial account for current expenses or for transfers to savings accounts shall require the signature of the National Treasurer only, provided, however, that such withdrawals shall have been authorized by the National President.

Section 7. Special Expenditures: No indebtedness shall be incurred for any purpose not provided for in the budget unless approved by the National President.

Section 8. Renewal of Contracts: Contracts with firms supplying jewelry and certificates and printing The REGISTER, or rendering any other form of continuous service, shall be examined at the beginning of each triennium. Existing contracts may be continued or revised as may be deemed advantageous by the Executive Committee.

Section 9. The Fresenius Award Fund: A Fresenius Award Fund consisting of a certificate of deposit for \$44,000.00 and interest from that certificate of deposit will be established.

Article V. New Chapters

Section 1. Prior to submission of the tentative draft of the petition for a charter, the Expansion Committee shall have given its tentative approval of the petitioning group, basing its decision upon information requested by the

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Chair of the Expansion Committee.

Following the tentative approval of the Expansion Committee the petitioning group may be authorized by the Chair of the Expansion Committee to prepare and submit a petition. The final draft of the petition shall be sent to the Chair of the Expansion Committee for approval prior to publication.

The petition for a charter shall contain the following items:

- (a) Formal Letter of Petition signed by each member of the petitioning group.
- (b) Historical sketch of the institution with particular emphasis upon those departments offering basic courses in chemistry.
- (c) List of national honor societies that have chapters at the Institution at the time of petitioning.
- (d) List of faculty members teaching courses in pure and applied chemistry, including their degrees and the years in which said degrees were granted, the institutions granting the degrees, plus the current academic title of the faculty member.
- (e) Names of the petitioners who qualify as members of Phi Lambda Upsilon as specified in the National By-Laws.
- (f) Documentation of activities performed to promote excellence in chemistry by the organization petitioning for chapter status.
- (g) An on-site visitation report submitted by an officer of a nearby chapter, a national officer or any other Phi Lambda Upsilon member who is not a member of the institution petitioning for membership and so designated by the National President.

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(h) Installation of an average of 10 people over a 2-year period as Members-at-large prior to request for chapter status will constitute proof that there will be a sufficient number of members to maintain an active chapter.

Section 2. The procedure for approval of the petition shall be as follows:

(a) The requisite number of petitions shall be submitted, charges prepaid, to the National Secretary.

(b) Upon authorization by the Chairman of the Expansion Committee, the National Secretary shall send copies of the petition simultaneously to each member of the Administrative Council and to the chapters. In case the petition fails to receive the required votes as set by the National Constitution, Article II, Section 2, it shall be referred to the Expansion Committee. If after revision by the petitioning group the petition is found by the Expansion Committee to be satisfactory, the Committee may recommend its resubmission to the Administrative Council and chapters.

(c) If and when the vote of the Executive Committee has been found to be favorable, the petitioners shall be officially notified by the National President and instructed to set a date for the installation. They may, with approval of the National President, select the installing officer.

(d) Before the installation of a new chapter, the proposed constitution and by-laws of the chapter shall be submitted to and approved by the National Secretary if found to be in harmony with the National Constitution and By-Laws of the Society. If such is not the case, the constitution and bylaws shall be returned to the chapter for revision before a charter is issued.

Section 3. Installation of New Chapters:

(a) The President of the petitioning group shall call the meeting to order, state its purpose, and introduce the installing officer.

(b) The installing officer shall give formal notice of approval of the petition and shall read authorization from the National President to install the chapter.

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(c) The installing officer shall transmit the Charter to the President of the petitioning group.

(d) Initiation of the members of the new chapter into the Society shall take place according to the Official Ritual Standard Form with appropriate Society members assuming roles of the officers listed in the ritual.

(e) Members of the new chapter shall sign the Society Pledge and be presented with certificates and keys (cf. National By-Laws, Article V, Section 5).

(f) The installing officer shall address the chapter, setting forth the ideals and purposes of the Society.

(g) Officers of the new chapter shall then be elected.

(h) A report concerning the installation shall be sent to the National Secretary and to the National Editor.

(i) Except as otherwise provided, and subject to the approval of the National President, the expenses of the installing officer shall be paid by the Society.

(j) A copy of the chapter by-laws shall be sent to the National Secretary for the permanent files.

Section 4. The Charter shall read as follows:

“BE IT KNOWN that a Charter for the establishment of a chapter of Phi Lambda Upsilon is hereby granted to the persons whose names appear below as Charter Members of

(Insert chapter name)

conveying to them and their duly elected associates and successors all rights and privileges conferred by the Constitution of the Society.

(Names of Charter Members in Alphabetical Order)

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IN WITNESS WHEREOF, the signatures of the National President and National Secretary of the Society and the official Seal of the Society are hereunto affixed this day of (spell out month) in the year of our Lord one thousand nine hundred and (spell out number).

(Official
Seal
Affixed)

_____ National President

_____ National Secretary

Section 5. The Society Pledge shall read as follows:

"We, the members of _____ (insert name of petitioning group) of _____ (insert name of school) _____, in consideration of the approval given our petition for a chapter of Phi Lambda Upsilon and the privileges thus extended to us of associating ourselves with the Society, do hereby promise and affirm that we shall at all times in the future strive to uphold the high ideals of achievement, the standards of attainment in scholarship and research in chemistry, and the traditions of high ethical conduct and irreproachable character and reputation which the Society expects of its chapters and individual members. Furthermore, that as a chapter we shall cheerfully conform to the usages of the Society, and give full cooperation to the National Organization and its duly elected officers, in the furtherance of these objectives."

Article VI. Election and Initiation of Members

Section 1. Each chapter shall have a Committee on Eligibility whose duty it shall be to ascertain, prior to an election, the scholarship rating, i.e. grade point average, and other desirable information concerning prospective candidates. The Chapter Councilor shall be, ex-officio, a member of this committee.

Section 2. Chapters may hold as many elections and initiations each year as may deemed expedient by the chapter officers and the Committee on Eligibility.

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Section 3. The basis of the election shall be primarily scholarship, which shall be determined by averaging all scholastic grades on a credit-hour basis. For purposes of this Article, a credit-hour shall be defined as credit received for work done in any course requiring one hour of lecture or recitation work per week during a semester of fifteen (15) weeks, or three (3) hours of laboratory work per week during a semester of fifteen (15) weeks. Quarter hours of work shall be pro-rated accordingly.

A student to be eligible for membership should have an average of at least 3.00 on a 4.00 point system based on all courses, both chemistry and non-chemistry. In schools where grades are given on a pass-fail basis, membership should be offered to outstanding students who have been recommended by their professors. Details of exactly how this should be accomplished are left to the discretion of the Chapter Committee on Eligibility.

(a) Courses involving deficiencies which later were removed by either repetition or examination shall be counted each time taken. Grades earned in courses not credited toward graduation shall not be counted in computing the rating.

(b) Credits earned in summer sessions or night school may be counted toward the scholarship rating only if they represent work of college level, equivalent to that which is required in the regular university curriculum toward the bachelor's or advanced degrees.

(c) The scholarship rating shall be computed by multiplying the number of credit-hours in each course by the point value corresponding to the grade earned in that course, summing up the total points so computed, and dividing the sum by the total number of credit hours. The final quotient shall represent the scholarship rating upon which election shall be based.

(d) When grades are stated in terms of "Satisfactory" or "Unsatisfactory", or "Passed" and "Failed", the Committee on Eligibility shall have the power to set up its own method of arriving at the scholarship rating and administering it as the circumstances may require. Additional information should be secured as provided for in Section 3(c), supra.

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Section 4. Types of Membership:

(a) Undergraduate Students:

(i) To be eligible for election to membership, upper-division students shall have obtained an overall grade point average of not less than 3.00 on a 4.00 scale. Furthermore, the candidate shall have completed at least sixty-four (64) semester hours of college work including twenty (20) semester hours or thirty (30) quarter hours in chemistry courses to be eligible under this section.

(ii) Individual chapters are permitted and encouraged to set standards for membership which are higher than the national minimal standards. Chapters are recommended to invite for membership the top 20% of students in the chemical sciences.

(b) Undergraduate Transfer Students: Undergraduate upper division students transferring to the chapter location from another institution shall have been in residence at least one year at the chapter location at the time they are considered for election unless they transfer at the beginning of their senior year, in which case they may be considered for election after one (1) semester or two (2) quarters of residence. In such cases the scholarship rating shall be computed on the basis of only those courses of college level, which shall include chemistry courses taken at the institution where the chapter is located, and the minimum scholarship rating shall be 3.00 grade points; provided, however, that the candidate shall have completed at least twenty (20) semester hours or thirty (30) quarter hours in chemistry courses to be eligible under this section.

The chapter may set any limit above this minimum as a basis for eligibility. In case the undergraduate transfer came from an institution where there is a chapter of Phi Lambda Upsilon, inquiry should be made of that chapter as to the reason for the student's failure of election to membership at that institution.

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(c) Graduate Students: In order to be eligible for election graduate students shall have been in graduate residence at the current institution at least one (1) semester or two (2) quarters and shall have completed approximately one-half of the number of semester-hours or quarter-hours of graduate work normally required for the Master's Degree or shall have been admitted to doctoral candidacy with a scholastic rating of at least 3.00 on a 4.00 scale. Graduate students may be subject to a secondary vote as outline in these By-Laws, Article VI, Section 5(b). The foregoing shall constitute the basis of computation, irrespective of the graduate degree sought by the candidate.

A student in the process of completing the above requirements may be elected to membership in the second semester or third quarter providing the chapter Committee on Eligibility shall have reasonable assurance from the candidate's instructors and research director that the scholastic standing of the student is above the minimum requirements of the Society. Only such graduate students as are majoring in chemistry, chemical engineering or related fields of pure and applied chemistry and who meet the requirements of the Section shall be eligible. The chapter shall have the right to set any limit above this minimum as a basis for determining eligibility. The scholarship record may be supplemented by information from the candidate's director of research as to the quality of the candidate's performance, if such research is already in progress. (See these By-Laws, Article VI, Section 3(d).

(d) Faculty and Staff: This category includes persons specified in the National Constitution, Article III, Section 2a(iii) who are members of the faculties of chemistry, chemical engineering, biochemistry, and other applied chemical fields.

(i) In order to be eligible for membership, such faculty member shall have been in full time employment of the current institution for at least one (1) year, and is responsible charge of some of the undergraduate or graduate courses, or important research work of the institution.

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(ii) Eligibility of faculty members shall be based mainly upon their present achievements as denoted by their degrees, rank, publications, high standards of scholarship maintained in their classes or research work, honors and memberships in other societies, and potential future interests in our Society.

(e) Post-Doctoral Fellows: Post-doctoral fellows may be elected if

(i) They have been in residence at least one (1) semester or two (2) quarters at the institution where they are proposed for election.

(ii) They meet the requirements, employment responsibilities and length of employment expected of faculty members for membership eligibility as specified in the National Constitution, Article III, Section 2a(iii).

(f) Summer School Students: Summer school students may be elected to membership if

(i) They have completed at least two full regular sessions at the institution where they are proposed for election.

(ii) They fulfill the requirements of the pertinent Sections of this Article that pertains to them.

(g) Students of Neighboring Schools: Eligible students from a neighboring institution may be elected to membership in a chapter of the Society under the following conditions:

(i) The institution must meet the requirements of the National Constitution, Article II, Section 1 (a).

(ii) The candidate must meet the same eligibility requirements as the other chapter members (see these By-Laws, Article VI, Section 3).

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(iii) The chapter located most closely geographically must be accorded preference in the privilege of initiating eligible students.

(h) Membership at-large:

(i) Undergraduate Membership-at-large: Seniors affiliated with American Chemical Society approved chemistry, biochemistry, or chemical engineering departments without active Phi Lambda Upsilon chapters may be nominated for Membership-at-large by their department chair, by two Phi Lambda Upsilon members, or by the Eligibility Committee of a nearby chapter. Requirements for membership shall be:

- (1) A minimum of 30 semester hours or the equivalent of Chemistry, chemical engineering, and/or biochemistry;
- (2) Rank in the top 20% of seniors in their department or at their institution; and
- (3) A minimum grade point average of 3.5/4.0.

(ii) Graduate Membership-at-large: Graduate students affiliated with American Chemical Society approved chemistry, biochemistry or chemical engineering departments without active Phi Lambda Upsilon chapters may be nominated for Membership-at-large by their department chair, by two Phi Lambda Upsilon members, or by the Eligibility Committee of a nearby chapter. Requirements for membership shall be:

- (1) Completion of one year of graduate study.
- (2) Completion of 30 graduate or undergraduate semester hours, or the equivalent of, chemistry, biochemistry, or chemical engineering.
- (3) A minimum graduate grade point average of 3.5/4.0.

(iii) Faculty Membership-at-Large: Tenured faculty members who are affiliated with institutions meeting the provisions of the National Constitution, Article II, Section 1(a), but without active Phi Lambda Upsilon

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chapters, and who are active in a field of pure or applied chemistry, may be nominated for membership-at-large by the institution's chemistry chair, by two Phi Lambda Upsilon members, or by the Eligibility Committee of a nearby chapter.

(iv) **Alumnae Membership-at-Large:** Persons who graduated from institutions having active Phi Lambda Upsilon chapters before the adoption of the constitutional amendment which places no restriction on sex, and who would have been eligible for membership under the provisions of the National Constitution, Article II, Section 1 and Article III, Section 2, shall be eligible for election to membership-at large. Initiation fees shall be waived.

Section 5. Two votes may be taken on each candidate for membership: a required primary vote based on scholarship, and an optional secondary vote based upon those qualities of character, other than scholarship, which make for success in professional pursuits.

(a) The primary vote shall be taken as follows: The Committee on Eligibility shall first present the scholarship ratings of all prospective candidates in two groups, (1) undergraduate and (2) graduate, in descending order, the candidates being designated by number only. The chapter shall then decide the lower limit of scholarship ratings that shall be necessary for election. This decision shall be compatible with Article VI, Section 3 of the By-Laws. When only a primary vote is taken, all candidates whose ratings lie above or equal to the limit so fixed are automatically elected. The scholarship vote may be either by acclamation or by secret ballot. A ninety percent favorable majority of the votes cast, provided that a quorum is present, shall be necessary for setting the lower limit.

(b) The optional secondary vote may be taken after the names of those candidates who were elected by the primary vote are announced and the qualifications of the respective candidates as prospective chemists thoroughly discussed. The secondary vote shall be taken by secret ballot. Each chapter using the secondary vote must include in its written by-laws those criteria that applied for that vote. Although such criteria necessarily

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will be subjective, they are to deal with estimates of how likely a prospective member is to further the Society's goals, namely, the promotion of high scholarship and original investigation in all branches of pure and applied chemistry. A three-fourths majority of the votes cast must be affirmative for election, provided that a quorum has been established.

Section 6 Alumni and Alumnae of an institution who graduated before a chapter of Phi Lambda Upsilon was established and who would have been eligible for membership under the provisions of the National Constitution, Article II, Section 1 and Article III, Section 2, had the chapter existed prior to their graduation, shall be eligible for election to membership, provided at the time of their election they are actively interested in and engaged in chemical work.

(a) The election of any members nominated under this classification shall occur according to the procedure prescribed in these By-Laws, Article VI, Sections 3, 4 and 5. Such members shall pay the fees and be initiated according to the Ritual as required of members elected while in residence.

(b) To limit the provisions of this Section, no candidate shall be eligible for election to membership if more than three years have elapsed since the candidate's graduation, except as provided in the National Constitution, Article III, Section 2(a).

Section 7. Honorary Members: Honorary Membership is the highest honor that the Society may bestow upon an individual.

(a) Honorary members shall be nominated by local chapters.

(b) Each chapter shall be limited to two nominations in any one year. Each person proposed by a chapter need not be associated with the institution in which the chapter is located.

(c) The nominating chapter shall submit a letter of nomination and a biographic sketch of their nominee including publications authored, positions held, honors received, and services rendered.

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(d) Fifty (50) copies of the nomination shall be forwarded to the National Secretary by October 15 of the year Of submission.

(e) The National Secretary shall distribute the information on the nominees to the chapters by December 15.

(f) The chapters shall return their votes on each nominee to the National Secretary by February 15.

(g) The award shall be presented by the nominating chapter in cooperation with the National Officers.

Section 8. Any candidate who has been duly elected, but has refused membership, is not barred from subsequent reconsideration and re-election.

Section 9. The chapter secretary or National President in the case of Honorary Members shall notify all candidates in writing with respect to their election as soon thereafter as possible.

Section 10. All new members shall be initiated according to an official Ritual, except under unusual circumstances where other informal but dignified ceremonies may be used.

- (a) Charter Members of a new chapter shall be initiated during the installation ceremonies of that chapter. Such persons as signed the successful petition for establishment of the chapter and desire currently to be Charter Members, and for whom the necessary initiation fees and charges have been transmitted by the petitioning group, shall be regarded as Charter Members of the chapter. If for any reason it is impossible for a Charter Member to attend the installation, special arrangements for initiation in absentia may be made through the Office of the National Secretary. In such case the initiate shall be required to sign and return a copy of the Society Pledge (see these By-Laws, Article V, Section 5), thus signifying the initiate's acceptance of formal

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membership in the Society. The signed Pledge shall be forwarded by the National Secretary to the chapter for inclusion in the chapter records.

(b) Honorary members shall be initiated with due regard for their status.

Section 11. Each candidate initiated, whatever the candidate's status, shall receive a membership certificate, signed by the National President and Chapter President (or in the case of Honorary and Charter Members, by the National President and National Secretary) and impressed with the Official Seal of the Society.

(a) The Society's magazine, The REGISTER, shall be sent to each initiate as provided for in the National Constitution, Article IX, Sections 2(a) and 2(b).

(b) Each individual chapter shall have the power to determine whether the purchase of a key shall be required of, or be optional with, the initiate.

Section 12. Initiates shall be certified by the National Secretary only upon receipt of all blank forms properly filled out and remittance in full for all fees and charges.

(a) The National By-Laws, Article IV, Sections 4(a) and 4(b) shall prescribe the schedule of fees to be paid for initiation.

(b) There shall be no initiation fee for Honorary Members.

(c) The National Society shall pay for keys and certificates, mounted in suitable frames, presented to Honorary Members.

(d) No additional initiation fee shall be charged any member of the Society who, subsequent to the member's first initiation, is invited to become a Charter Member of a new chapter.

(e) Chapters shall initiate no candidate without prior certification from the National Secretary.

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Section 13. Any candidate who has met the requirements for membership and has been duly elected, but is financially unable at the time to pay the fees for initiation, shall be eligible for initiation at any future date; provided, however, that after the election, the candidate shall have maintained a creditable record in scholarship or research in chemistry. Initiation in such cases shall require special chapter decision, based upon careful investigation of each case.

Section 14. Should any member-elect, having paid the fees for initiation, decide not to be initiated, the member-elect shall be entitled to a refund of the national initiation fee less the cost of the certificate, and, if a key is ordered, the amount allowed by the jeweler upon its return.

Article VII. Duties, Nomination, and Election of National Officers

Section 1. The specific duties of the National Officers are:

(a) The National President shall direct the general policies and affairs of the society; the National President shall also do the following:

(i) The National President shall appoint the Committees required by the National Constitution and such others as may be deemed necessary.

(ii) The National President shall be Chairman of the Congress.

(iii) The National President shall, during the interim between Congresses, render decisions as to interpretation of the National Constitution and suggest procedure in special cases.

(iv) The National President shall appoint officers for the installation of new chapters.

(v) The National President shall perform any other duties specifically imposed by the National Constitution and By-Laws.

(b) The National Vice-President shall do the following:

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(i) The National Vice-President shall in the absence of the National President perform the duties of that office.

(ii) The National Vice-President shall be Chairman of the Committee on Expansion and serve as councilor to at-large-members.

(c) The National Secretary shall keep the records of the Society and of the Administrative Council. The National Secretary shall also do the following:

(i) The National Secretary shall inform the chapters, by way of official chapter letters (as many during the college year as may be deemed necessary) concerning matters affecting their welfare and the conduct of chapter business with the National Secretary's Office. (See the National Constitution, Article VII, Section 11.)

(ii) The National Secretary shall issue charters for new chapters and make arrangements for installations at the direction of the National President.

(iii) The National Secretary shall certify candidates for initiation as prescribed in Article VI, Section 4 of these By-Laws.

(iv) The National Secretary shall maintain an accurate card file on the entire membership of the Society.

(v) The National Secretary shall collect and preserve information of interest to the Society.

(vi) The National Secretary shall cooperate with the National Editor in publishing The REGISTER.

(vii) The National Secretary shall upon authorization of the National President submit official proceedings to the Administrative Council and chapters, and keep records of the ballots thereon.

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(viii) The National Secretary shall make such preliminary arrangements for the Triennial Congress and other meetings of the Society as the National President may direct.

(ix) The National Secretary shall each year publish in The REGISTER a full and complete tabulation of the number of initiation by chapter.

(x) The National Secretary shall execute all orders for keys and certificates received from the chapters or from individual members.

(xi) The National Secretary shall perform such other duties for the advancement of the Society as the National President or the Administrative Council or the National Constitution and By-Laws may direct.

(d) The National Treasurer shall be the custodian of all funds Of the Society and shall pay all bills upon written authorization from the National President. In addition the National Treasurer shall do the following:

(i) The National Treasurer shall be bonded for an amount sufficient to guarantee the funds of the Society as required by the National By-Laws, Article IV.

(ii) The National Treasurer shall make proper arrangements for financing the Triennial Congresses.

(iii) The National Treasurer shall perform such other duties for the advancement of the Society as the National President or the Administrative Council may direct.

(e) The National Editor shall publish and distribute The REGISTER. In addition the National Editor shall do the following:

(i) The National Editor shall be Chairman of The REGISTER Committee and formulate policies for the publication of The REGISTER.

(ii) The National Editor shall maintain an accurate mailing list of subscribers

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(iii) The National Editor shall publish a Directory of the Society upon order of the National Congress.

(iv) The National Editor shall, in the interest of economy and efficiency, secure bids at frequent intervals on the printing of The REGISTER.

(v) The National Editor shall have power to maintain such exchanges with other honorary chemical organizations as may best serve the interests of the Society.

(vi) The National Editor shall prepare and submit articles concerning the progress and activities of the Society in other suitable periodicals. Such articles shall be submitted to, and approved by, the National President prior to publication.

(vii) The National Editor shall prepare and maintain a web page.

(f) The National Historian shall collect such items and compile such information as may be necessary to give an accurate picture of the Society's history. In addition the National Historian shall do the following:

(i) The National Historian shall present articles of historical interest for publication in The REGISTER.

(ii) The National Historian shall preserve such property of the Society in a suitable place for safekeeping.

(g) The National Secretary, the National Treasurer, and the National Editor shall receive such remuneration for their services and allowance for secretarial expenses as may be determined by the National Congress or by the Administrative Council.

Section 2. The most recent Past President who is available shall be Chairman of the Nominations Committee of the National Congress and Must be appointed by the National President at least three (3) months in advance of the Congress. As soon as the list of official chapter delegates to the

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Congress is available the remainder of the Nominations Committee shall be appointed by the National President.

Section 3. It shall be the duty of the Chairman of the Nominations Committee to solicit suggestions as to candidates for the national offices from the chapter, who by chapter action may submit the names of qualified candidates for consideration by the Committee. The proposals must be received at least one month in advance of the National Congress, and shall include biographical sketches and statements assuring availability of the candidates proposed.

Section 4. The Chairman of the Nominations Committee shall submit a list of all duly proposed candidates to the official chapter delegates to the National Congress at least ten (10) days in advance of the Congress. For the National Offices only one candidate for each need be listed; this shall not prevent the listing of all nominees who have been proposed for these offices.

Section 5. The Congress delegates, meeting as a Committee of the Whole, shall informally consider the list of the proposed candidates at least one day preceding adjournment of the Congress. Additional candidates may be proposed to the Nominations Committee for its consideration by an official chapter delegate, providing such proposals are accompanied by biographical sketches of the proposed candidates, statements of their willingness to serve if elected, and any other pertinent information necessary for proper consideration by the Nominations Committee.

Section 6. The Chairman of the Nominations Committee shall submit to the Congress, during the last session prior to adjournment, the list of proposed nominees prepared as outlined in the preceding two Sections (4 and 5) of these By-Laws. Additional nominees may be proposed by any official chapter delegate, providing complete information concerning the qualifications of the candidates and statements of their willingness to serve, if elected, are provided. If approved by a three-fourths majority vote of the Congress delegates, any candidate thus proposed will be added to the list of proposed candidates submitted by the Nominations Committee. The official Congress delegates shall then, in cases where more than two (2) nominees

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are proposed for any office, proceed to select the Congress nominees by secret ballot. Voting shall continue, eliminating the nominees receiving the lowest number of votes on the preceding ballot, providing the lowest number of votes is less than twenty-five (25) per cent of the total votes cast, until the total number of votes for the two (2) nominees receiving the most votes represents at least a two-thirds majority of the total votes cast for that office.

Section 7 Additional nominations for any office may be made subsequent to the Congress by petitions from the chapters containing not less than a total of one hundred (100) bona fide signatures of the student membership, of which not more than one-third may be from any one (1) chapter. These petitions shall be certified by the Councillors of the chapters involved and sent to the National Secretary not later than the November first (1st) following the National Congress.

Section 8. Not earlier than November first (1st) nor later than December thirty-first (31st) following the National Congress, the National Secretary shall submit to the chapters ballots bearing the names of the Congress and chapter nominees for each of the national offices with space for indicating choices. These blank ballots shall be sent with election registration forms and instructions for conducting the election by secret ballot.

Section 9. The ballots cast by the individual members of the chapters shall be returned in sealed envelopes, along with the election registration lists bearing the signatures of the chapter voters, to the National Secretary. The National Secretary shall turn them over to a committee of tellers, appointed by the National President, who shall tabulate the votes and report the results of the election to the National President.

Section 10. In case any of the nominees for a particular national office lacks a majority of the votes cast by the chapter membership for that office, the Administrative Council shall be empowered to resolve election to that office by a special poll of its membership.

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Article VIII. Chapter Meetings, Dues, Records, and Duties of Chapter
Officers

Section 1. Meetings

(a) Each chapter shall hold meetings as deemed necessary by its own officers and membership.

(b) Such meetings shall be conducted according to Robert's Rules of order.

(c) Each chapter shall have the power of determining the number of members, or the proportion of its membership, that shall constitute a quorum for transaction of business and election of members.

(d) All members shall be notified at least three (3) days in advance of meetings called for election of new members, or chapter officers, or for taking official action on important local business or voting on official proceedings from the National Office.

Section 2. Dues. Each chapter shall have the power to assess its own members for local purposes as it may see fit.

Section 3. Chapter Records. Each chapter shall maintain a file of membership cards, official communications from the National officers, and other items of importance or historical value. Minutes of meetings and financial records shall be kept in books suitable to their respective purposes. Adequate facilities shall be provided to preserve such records against loss.

Section 4. Chapter officers. The following is a list of chapter officers and their suggested duties. Due to the background and needs of each individual chapter, these duties may be distributed slightly differently in each chapter.

(a) The President shall perform all duties usually pertaining to this office. The President shall be a member of the National Administrative Council.

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

(i) The Vice-President shall be Chairman of the Eligibility Committee.

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

(iii) The vice-President shall be responsible for the initiation ceremony and be charged with seeing that the initiation is carried out in a formal and dignified manner.

(c) The Secretary shall perform the duties usually pertaining to this office, including, but not limited by, the following:

(i) The Secretary shall issue all notices of meetings and be responsible for all records of the Secretary's office.

(ii) The Secretary shall keep an accurate and complete file of all members initiated by the chapter.

(iii) The Secretary shall file and preserve the chapter copies of The REGISTER.

(iv) The Secretary shall send initiation orders to the National Secretary.

(v) The Secretary shall bring before the chapter all official communications from the National Office.

(vi) The 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.

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(vii) The 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.

(viii) The Secretary shall prepare and send to the National Editor for publication in The REGISTER reports of chapter activities and items of interest concerning the alumni.

(ix) The Secretary shall keep the National Secretary informed of changes in the chapter by-laws.

(x) The Secretary shall send to the National Secretary names and addresses of the chapter officers as soon as they have been elected.

(d) The Treasurer shall collect, care for, and keep accurate records of all funds of the chapter, and make disbursements upon order of the chapter President.

(e) The Alumni Secretary shall keep an accurate record of members no longer connected with the university and, in addition, shall do the following:

(i) The Alumni Secretary shall send invitations to alumni members residing in the vicinity to attend special chapter functions.

(ii) The Alumni Secretary shall do all possible to keep the alumni members interested in the activities of the chapter and of the Society in general.

(iii) The Alumni Secretary shall see to the publicizing of chapter activities in university and local publications.

(iii) The Alumni Secretary shall assist the secretary with the care of any backlog of material, particularly certificates, which

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need to be distributed.

(v) The Alumni Secretary shall, at the request of a chapter member, write a letter of introduction to any chapter with which the member may wish to affiliate.

(f) The Chapter Councilor shall advise the chapter in matters of policy pertaining to the welfare of the chapter and, in addition, shall do the following:

(i) The Chapter Councilor shall be, *ex-officio*, an active member of the chapter.

(ii) The Chapter Councilor shall be a chapter representative on the National Administrative Council and, as such, shall have a vote on all official Council Proceedings.

Article IX. Alumni and Chapter Contact

Section 1. The Society shall foster contact between the members by scheduling luncheons to be held in connection with meetings of the American Chemical Society, or other scientific societies.

(a) The National Secretary shall, with cooperation of the other National Officers, make arrangements for such occasions.

(b) Programs shall be arranged to stimulate interest in, and loyalty to the Society.

Section 2. Visitation of Chapters

(a) The National President, or some national officer designated by the National President, shall endeavor to visit as many chapters as Possible during each triennium.

(b) The National Secretary shall inform the National President of any chapter which fails to initiate members during any academic year

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as soon as possible, preferably before the beginning of the next academic year. The National President will then inquire of the chapter the reason for this inactivity, and, if necessary, will designate a present or past national officer or other qualified person to visit the chapter at the earliest convenience to make further inquiry into their situation. The visiting officer shall make a study of local conditions and endeavor to assist the chapter in restoring itself to full activity.

(c) Reports of such visits shall be sent to the National President.

Section 3. Publicity. In order to keep the membership of the Society informed concerning the progress of the organization, and to accomplish its aims more effectively, the Society shall foster and maintain a program of dignified and controlled publicity. For this purpose the following and any other appropriate activities shall be fostered:

(a) News items of interest shall be published as far as possible in chemical and fraternity publications and in the daily press.

(b) For the purpose of carrying out such a program, the National President shall appoint a Committee on Public Relations (See these By-Laws, Article II, Section 6.).

(c) Each individual chapter shall have the right to determine the nature of its local publicity as it may see fit. It shall be the duty of the alumni secretary or other officer to which such duty is assigned to cooperate with the Chairman of The REGISTER Committee, supplying the latter with news items of significant events, which may be worthy of national publicity.

Article X. Suspension and Amendment of the National By-Laws

Section 1. Any By-Law, other than one involving income or suspension of the National By-Laws, may be temporarily suspended by consent of two-thirds of a National Congress.

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Section 2. Amendments to the National By-Laws may be proposed by the Triennial Congress, by the Committee on Constitution and By-Laws, by any member of the Administrative Council, or by any chapter. Any such proposal shall come as a seconded motion. If proposed by a member of the Administrative Council it shall be supported by one or more Chapter Councilors. If proposed by a chapter, it shall have the support of one or more other chapters. Of the active chapters reporting their vote on the amendment to the National Secretary in a two (2) month period starting the day the proposed amendment is mailed to the chapters, a three-fourths majority must favor the amendment for its adoption.

Section 3. An amendment of the National By-Laws may be adopted by a three-fourths affirmative vote of a National Congress.

END
of
THE NATIONAL BY-LAWS
of
PHI LAMBDA UPSILON
Honorary Chemical Society