OFFICIAL MINUTES

OF THE

THIRTY-THIRD NATIONAL CONGRESS

OF

PHI LAMBDA UPSILON

held at the

Jumer’s Hotel

Urbana, Illinois

August 24-25, 2001

Distribution:

1. National Office Records
2. Dr. Jack Graybeal
3. Dr. Charles Campbell
4. Dr. Christine Pastorek
5. Dr. Manuel Soriaga
6. Dr. Richard White
7. Dr. Sheldon H. Cohen
8. Dr. Frederick W. Wasswmundt
9. Dr. Jeff Fieberg
10. Archives
The Thirty-third Triennial National Congress of Phi Lambda Upsilon was held in Urbana, Illinois at the Jumer’s Hotel from August 24 through August 25, 2001. Arrangements for the Congress were made by the National Office. Chapter Delegates, Alternates, and National Officers totaled 19. All sessions were held in a conference room at the Jumer’s Hotel. Living accommodations were all at the Jumer’s Hotel.

THURSDAY, August 23, 2001

The National Executive Committee met at the Jumer’s Hotel at 7:00 P.M. to review the final arrangements for the Congress and to discuss outstanding business items.

FRIDAY, August 24, 2001

First Session

President Graybeal called the opening session of the Thirty-third Congress to order at 8:30 A.M. He proceeded to present the Presidents Report to the Congress. A copy of the report is appended to these minutes.

The President presented a list of tentative committee assignments and requested that he be informed if anyone wished to serve in another capacity than that proposed. Following a discussion by the members the following committee assignments were set:

Congress Program and Credentials

Christopher Eide (Epsilon)
Heather Vander Woude (Alpha)
Jeffrey Fieberg (Advisor)

Register Committee

Steven Meier (Alpha Alpha)
Richard White, Advisor
It was pointed out to the delegates that the voting on motions was entirely a function of the delegates and that the National Officers have no vote. The one exception is that the National Secretary holds the right of all proxy votes for this Congress.

The reports of the National Officers were given and were received by the Congress with no dissenting votes. These reports, as modified by the authors during presentation are appended to these minutes.

In addition to the formal reports of the National Officers the delegates were presented with several additional items.

1. The minutes of the 1992 Congress were distributed to the delegates.
2. It was noted that proxy votes would be used only in the case of a tie vote on a motion.
3. It was announced that a computer would be available for the preparation of committee reports.
4. A request was made for the delegates to turn in a listing of their flight times so arrangements for return to the airport could be made.
5. The primary duties of the National Secretary and the National Office were outlined for the delegates.
It was moved and seconded that the Minutes of the Thirtieth National Congress be accepted as distributed. The motion passed unanimously.

President Graybeal reported the reimbursement schedule for delegates attending the Congress, as developed by the Executive Committee. The recommended schedule is:

1. For those who drove reimbursement will be a $0.30 per mile.
2. Meals: $30.00 per diem (during travel and at the Congress).
3. Economy airfare at cost.
4. Incidental costs (tolls, parking, etc) at cost.

Approval of individual reimbursements will be made by the Finance Committee and the checks will be prepared by the close of the final session.

It was moved and seconded that the schedule for reimbursements be approved by the Congress. The motion passed unanimously.

Following a short recess the Congress reconvened and reports by the delegates reviewing chapter activities were presented.

It was moved and seconded that the reports of the delegates be accepted. The motion passed unanimously.

In order to allow the committees to begin discussions the Congress adjourned until 3:00 pm August 24, 2001.

**FRIDAY, August 24, 2001**

**Second Session**

President Graybeal called the second session of the thirty-third Congress to order at 3:00 P.M..

The report of the Credentials and Program Committee was presented to the Congress. It was moved and seconded that the report as appended to these minutes be accepted. The motion was passed without dissent. (A complete listing of the Delegates, is contained in the attached report).
Congress Program

Thursday, August 23

8:00 PM National Executive Committee Meeting

Friday, August 24

8:00 AM Registration and Continental Breakfast
8:30 AM Opening Session
12:00 Noon Lunch
1:00 PM Committee Meetings
2:00 PM Afternoon Break
3:00 PM Second General Session
6:00 PM Dinner
7:30 PM Committee Meetings

Saturday, August 25

8:00 AM Continental Breakfast
8:30 AM Third General Session
10:00 AM Group Photograph
10:30 AM Committee Meetings
12:00 Noon Lunch
1:00 PM Fourth General Session
2:00 PM Afternoon Break
2:00 PM Completion of Committee Reports
3:00 PM Final General Session
4:30 PM Wrap up
5:30 PM Social Hour

6:30 PM Banquet

Sunday, August 26

8:00 AM Continental Breakfast
There being no other committee reports to be accepted at this time it was moved and seconded that the Congress dissolve into the Committee of the Whole for the purpose of discussing issues of concern to the various committees. The motion passed unanimously.

The Committee of the Whole hear preliminary reports, questions, and requests for information from the committees.

The Congress returned to general session and adjourned at 5:00 P.M. to reconvene on Saturday morning.

Friday evening was used for the Committees to continue working on their reports.

SATURDAY, August 25, 2001

Third Session

The session was called to order at 8:30 A.M. by President Graybeal.

Following a call for any final reports which were ready for presentation, and there being none, it was move and seconded that the Congress dissolve into the Committee of the Whole for the purpose of continuing discussion of issues of concern to the various committees. The motion passed unanimously.

Following discussion of the preliminary reports of the Committees a group photograph of the Congress was taken and the Delegates used the remainder of the morning and each afternoon for Committee meetings and presentation of final reports.

SATURDAY, August 25, 2004

Fourth Session

The session was called to order by President Graybeal at 3:00 P.M. Final reports of all Committees were distributed to the Delegates. It was moved and seconded that the Congress return from the Committee of the whole into General Session. The motion passed without decent.

It was moved and seconded that the National Secretary be given editorial privilege for the preparation of the Minutes. The motion passed unanimously.

It was moved (Figard) and seconded (Clark) that the Report of the Finance Committee be accepted by the Congress. The motion passed unanimously.

It was moved (Figard) and seconded (Ham) that the Report of the Register Committee be accepted by the Congress. The motion passed unanimously.
It was moved (Figard) and seconded (Clark) that the Report of the Nominations Committee be accepted by the Congress. The motion passed unanimously.

It was moved (Figard) and seconded (Clark) that the Report of the Constitution and By-Laws Committee be accepted by the Congress. The motion passed unanimously.

It was moved (Figard) and seconded (Clark) that Constitutional Amendment Number 1 in the accepted Report of the Constitutional and By-Laws Committee be submitted to the Chapters for a vote. The motion passed unanimously.

It was moved (Figard) and seconded (Clark) that By-Laws Amendment Number 1 in the accepted Report of the Constitution and By-Laws Committee be accepted. The motion passed unanimously.

It was moved (Figard) and seconded (Clark) that By-Laws Amendment Number 2 in the accepted Report of the Constitution and By-Laws Committee be accepted. The motion passed unanimously.

It was moved (Figard) and seconded (Clark) that the Report of the Membership and Chapter Activities Committee be accepted by the Congress. The motion passed unanimously.

There being no further business it was moved (Raible) and seconded (Clark) that the Congress Adjourn sine die. The congress adjourned sine die at 4:00 PM.
Presidents Note to the Minutes of the Thirty Third National Congress

As was pointed out in a communication to the Chapters the National Secretary for the 1999-2002 trienniums, Jeff Fieberg, resigned the position only a short time prior to the Congress. Due to his having to relocate to a new academic position for the Fall of 2001 he was only able to attend the Friday sessions at the Congress. In addition, the equipment used to record the sessions produced a tape that could not be transcribe. As a result, much of the details of the discussions and some of the National Officers reports were unavailable for reproduction. The record of the closing sessions was obtainable by Dr. Christine Pastorek, the 2002-2005 Secretary.
**PhI Lambda Upsilon**

Thirty-third Triennial National Congress  
August 23 5- 25, 2001  
Urbana, IL

*National Treasurer’s Report*

A. I officially took over the duties as National Treasurer from *T. Adrian George* in March 2000. Uninvested funds ($39,989.00) were transferred from the PLU bank account in Lincoln, NE to one in College Station, TX. All other funds matured in August 2001; these were cashed ($178,056.61) and then transferred to the PLU account in College Station, TX.

B. The primary duties of the National Treasurer are:

   (i) Issuance of checks upon authorization from the National President or National Secretary.

   (ii) Filing of U. S. income tax forms. Since the PLU is a non-profit organization, the tax year starts in the first of July to the end of June of the following year.

   (iii) Arrange for the triennial audit of the financial records.

C. The PLU’s income tax form, from July 1, 1999 to June 30, 2000, was filed last May 2001. A filing extension and the use of a commercial tax preparer were necessary because the tax year straddled the terms of the past and present National Treasurer which complicated the process.

D. The triennial audit, from July 1, 1996 to June 30, 1999, was completed last June 2000. A copy of the audit is attached. The financial statement for the year ended July 1999 presents a hazard to the PLU’s status as a tax-exempt professional organization because, to remain in such status, a organization must receive (a) *at least one-third* of its support from membership fees, and (b) *at most one-third* of its support from gross-investment income.

E. Financial statement:

   **Balance Transfer:**
   
<table>
<thead>
<tr>
<th>Month</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>March 2000</td>
<td>$39,989.00</td>
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<tr>
<td>August 2000</td>
<td>$195,430.00</td>
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   **Income:**
   
<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Initiation Fees</td>
<td>$26,096.85</td>
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<tr>
<td>Interest Income</td>
<td>$9,771.50</td>
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</table>
Disbursements:
  Certificates $ 2,954.93
  Register $ 2,694.31
  Administrative Expenses $ 1,815.65
  Postage $ 4,358.01
  Fresenius Award $ 1,440.40
  Student Travel Grants $ 4,242.75

Balance (August 2000): $ 263,781.41

F. A comparison of the Initiation Fees and Interest Income indicates that the PLU has fulfilled the IRS requirements for tax-exempt status, at least for the past two years.

Manuel P. Soriaga
Department of Chemistry
Texas A&M University
Report of the National Secretary

The National Office of the Society resides with the National Secretary. This office is responsible for 1) processing all chapter and at-large membership orders and information requests, 2) issuance of all Official Proceedings, and 3) receiving and answering general correspondence as received from members, alumni or other interested parties. The processing of the Fresenius Award correspondence has been recently performed by the National President.

I volunteered to become National Secretary following the health problems of the previous National Secretary, James George. I began serving in this role in the Fall of 1999. My goal was to provide continuity to the administrative workings of the Society—to keep it going until this Triennial Congress.

Included in this report are:
A. Membership Information
B. Chapter Activity
C. Suggestions for improving Phi Lambda Upsilon

A. Membership Information
Since taking over as National Secretary, 794 members have been initiated; this number includes 200 at-large members recruited by Charlie Campbell, Vice President.

B. Chapter Activity

The following page lists active and inactive chapters (the definition of inactive being no correspondence with the National Office since Fall 1999). The chapter at Rensselaer Polytechnic Institute has been revived and the University of Tulsa is in the process of establishing a chapter; they initiated 24 members this past April.
<table>
<thead>
<tr>
<th>Active Chapters</th>
<th>Illinois</th>
<th>Inactive Chapters</th>
<th>Wisconsin</th>
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<tr>
<td>Alpha</td>
<td>Washington</td>
<td>Beta</td>
<td>Columbia</td>
</tr>
<tr>
<td>Epsilon</td>
<td>Penn St.</td>
<td>Gamma</td>
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</tr>
<tr>
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<td>Delta</td>
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<td>Zeta</td>
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<td>Xi</td>
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<td>W. Virginia</td>
<td>Theta</td>
<td>Iowa St.</td>
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<tr>
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<td>Iota</td>
<td>Stanford</td>
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<tr>
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<td>Rice</td>
<td>Kappa</td>
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<td>Alpha Alpha</td>
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<td>Lambda</td>
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<td>Omicron</td>
<td>I.I.T.</td>
</tr>
<tr>
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<td>Kansas St.</td>
<td>Pi</td>
<td>Texas</td>
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<td>Duke</td>
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<td>Syracuse</td>
<td>Alpha Eta</td>
<td>Johns Hopkins</td>
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<td>Alpha P]</td>
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<tr>
<td>Beta Sigma</td>
<td>Scranton</td>
<td>Beta Rho</td>
<td>Mississippi St.</td>
</tr>
</tbody>
</table>
C. Suggestions for improving Phi Lambda Upsilon

1. Since finding people willing to serve as national officers has been very difficult, the Secretary and Editor positions could be combined. Most of the information used by the Editor to produce the Register comes from the National Secretary anyway; this **person would need to be duly compensated for the extra work.**

2. The organization needs to become less paper-driven and more web/email driven. Most forms could be downloaded from the National Homepage maintained at the University of Washington. A database of members could be stored on a server; Mack Carter, secretary for Vice President Charlie Campbell, has already begun a database for the recently elected At-Large Members.

3. The rules for adding new chapters should be minimized. Most schools that inquire about installing a new chapter are small colleges, where membership in an honorary appears to be more meaningful for students (in comparison to students at larger universities). Honor cords for PLU could become an option for graduations at schools around the country. Perhaps the only requirement for obtaining a chapter of PLU should be that a school is ACS-certified, or perhaps, simply possesses an active ACS-student affiliate’s chapter. I guarantee membership would sky-rocket and new blood could be found to become National Officers.

4. A National Meeting, where research results could be presented (similar to Beta Beta Beta, the National Biology Honorary), in addition to a National Congress, would provide more activity for PLU.

Respectfully submitted,

Jeffrey Fieberg
National Secretary
Dear National PLU Executive Committee:

This letter serves as my Report for the 2001 National Congress. I am sorry I cannot attend this year.

Thanks to the help of my very capable assistant, Mr. Mack Carter, we have streamlined many jobs for the PLU officers by making them more computer-ready. We have:

1. Generated an electronic PLU letterhead for national officers, available from Mack or me upon request.
2. Made numerous Web page improvements, including adding a link to a PDF file of the PLU Officers Manual.
3. Made numerous improvements in the mechanism for recruiting At-Large members, including:
   a. Added a downloadable Word form and encouraged its use by Department Chairmen when submitting their nomination lists. (Actually, they mostly get the form by requesting Mack to email it to them as an attached document, which is easier.) Most chairs chose to respond by email following our recommendation, which means we greatly reduce typing the information on each nominee or new member. We simply generate a database record with each nominee’s address, etc., by copying the information directly from the electronic nomination lists.
   b. We can now provide information from that database to the PLU secretary and treasurer, saving them the hassle of typing this information too. In fact, it is now so easy to do that we already print many of the cards and forms for secretary. For example, we can and do now automatically generate from this database the 3x5 membership cards, Balfour order forms, invoice forms that go to the treasurer, file cards for keeping the national record of members, etc. It is essential that a similar procedure and database be developed to streamline the work in normal membership recruiting. That is, the chapters should be encouraged to submit their lists of new members on an electronic form. Ask me and I’ll have Mack prepare such a downloadable / e-mailable form that can be accessed on the web and emailed in by each local chapter officer. The best way to get the local chapters to respond properly (i.e., with an electronic list of new officers) will be to add the following statement to the end of the Secretary’s letter to local chapters when requesting then to send in lists of new members:
   “We actually prefer that you send the names and addresses of new members by email, which prevents retyping of data. I will send you a form for this purpose by email upon request to: secretary’s email address. We encourage you to submit this electronic list in lieu of the enclosed hard-copy form(s).”
This way, you could use the same documents Mack already wrote to computer generate all the other stuff needed (i.e., membership cards, Balfour order forms, etc..). Ask us and we will send you the documents to generate these cards and forms electronically: It saves lots of hassle (and waiting time) to have them accessible so easily. It also saves mailing costs between national officers.
c. We initiated a new option for department chairmen in inviting new at-large members: The nominators can now personally hand (or mail) invitations to nominees (rather than mail each individual nominee a letter). We simply print all the invitations / membership cards and send them in one packet to the nominator from that college. It is amazing how often the departmental chairs prefer this route. It is also a good way to get someone at that college interested in starting a new chapter. And it saves us mailing costs.

These efforts have led to high numbers of new At-Large members (97 in 2000 and 115 so far in 2001). I am not sure what the numbers were in the past few years before we started, but I think pretty tiny.

We also have helped several new chapters in the chapter formation stage, which are still in the process of applying.

We hope that you all have fun at the congress. Please pass on my warmest welcome to the conference attendees, especially to the student officers, who are really the ones out there “in the trenches” making PLU a successful organization.

Sincerely,

Charles T. Campbell
National Vice President of PLU, and Professor
phone: (206) 616-6085
fax: (206) 616-6250
email: campbell@chem.washington.edu

enc.: Examples of electronic forms and cards we can now generate from the membership database.