

CONSTITUTION

SOCIETY OF PHYSICS STUDENTS

INCLUDING SIGMA PI SIGMA

ARTICLE I. NAME

The name of this organization shall be "Society of Physics Students" with an honor society component named "Sigma Pi Sigma."

ARTICLE II. OBJECTIVES

The objectives of the Society of Physics Students shall be to:

- a) encourage and assist students interested in physics to develop the knowledge, competence, enthusiasm, and social responsibility that are essential to the advancement of physics;
- b) stimulate interest in advance study and research in physics;
- c) develop collegiality among physics students and faculty members;
- d) promote public interest in physics;
- e) provide liaison between students and the member societies of the American Institute of Physics; and
- f) recognize high scholarship and potential achievement in physics among outstanding students by means of Sigma Pi Sigma membership.

ARTICLE III. OFFICERS

Section 1. Elective Officers

Clause 1. The elective officers of the Society shall be the President of the Council, the President of Sigma Pi Sigma, one Councilor from each of the geographic Zones, and one Associate Councilor from each of the geographic Zones. Elective officers may not serve more than two consecutive full terms on the Council in the same office.

Clause 2. The President of the Council shall be elected biennially by the Society of Physics Students Chapters from a slate of at least two candidates presented by the National Nominating Committee. Elections for the President of the Council and the President of Sigma Pi Sigma shall be held on alternate years. The term shall be nominally two years, beginning thirty days after the election is completed or at the beginning of the next meeting of the Executive Committee,

whichever occurs first. The uncompleted term of a President of the Council who vacates the position between annual elections shall be filled as determined by majority vote of the Executive Committee until the next annual election when the remaining portion of the uncompleted term shall be filled through the normal election procedure. The duties of the President of the Council shall include serving on the Executive Committee as its chairperson and presiding over meetings of the Council.

Clause 3. The President of Sigma Pi Sigma shall be elected biennially by the Sigma Pi Sigma Chapters from a slate of at least two candidates presented by the National Nominating Committee. Elections for the President of the Council and the President of the Council and the President of Sigma Pi Sigma shall be held on alternate years. The term of the President of Sigma Pi Sigma shall be nominally two years, beginning thirty days after the election is completed or at the beginning of the next annual meeting of the Council or at the beginning of the next meeting of the Executive Committee, whichever occurs first. The uncompleted term of a President of Sigma Pi Sigma who vacates the position between annual elections shall be filled as determined by majority vote of the Executive Committee until the next annual election when the remaining portion of the uncompleted term shall be filled through the normal election procedure. The duties of the President of Sigma Pi Sigma shall include representing Sigma Pi Sigma to the Executive Committee and the Council and providing liaison, together with the Director of the Society of Physics Students, between Sigma Pi Sigma and the Association of College Honor Societies.

Clause 4. One third of the Councilors, each representing one of the geographic Zones, shall be elected in each annual election by the Society of Physics Students Chapters within their Zones from slates of at least two candidates for each position presented by the national Nominating Committee. Councilors shall be professional physicists who have demonstrated continuing interest in student organizations. The term of Councilor shall be nominally three years, beginning thirty days after the election is completed or at the beginning of the next annual meeting of the Council, whichever comes first. The uncompleted term of a Councilor who vacates the position between annual elections shall be filled as determined by majority vote of the Executive Committee until the next annual election when the remaining portion of the uncompleted term shall be filled through the normal election procedures. The duties of the Councilor shall include representing the Chapters in the Zone at Council meetings, assisting Chapters of the Zone, arranging combined activities among the

Chapters in the Zone, and providing liaison between the Chapters in the Zone and National Office.

Clause 5. Associate Councilors, each representing one of the geographic Zones, shall be elected in each annual election by the Society of Physics Students Chapters within their Zones from slates of at least two candidates for each position presented by the respective Zone Nominating Committee. Associate Councilors shall be student members of the Society of Physics Students. The term of Associate Councilor shall be nominally one year, beginning thirty days after the election is completed or at the beginning of the next annual meeting of the Council, whichever occurs first. The uncompleted term of an Associate Councilor who vacates the position between annual elections shall be filled by appointment by the Councilor for that Zone. The duties of an Associate Councilor shall include representing the Chapters in the Zone at Council meetings and assisting the Councilor for the Zone.

Clause 6. Election procedures shall be those specified in the Bylaws of this Constitution.

Section 2. Administrative Officer

The Director of the Society of Physics Students shall be the administrative executive of the Society and shall have administrative, supervisory, and fiscal authority over the National Office. The Director of the Society of Physics Students shall serve as secretary for the meetings of the Council and the Executive Committee and shall prepare the agenda for those meetings. The Director of the Society of Physics Students shall be appointed by the Executive Director of the American Institute of Physics with the advice and consent of the Council and shall be responsible to the Executive Director of the American Institute of physics.

Section 3. Historian

The Historian shall maintain a historical record of the Society of Physics Students as well as Sigma Pi Sigma. The Historian shall attend all meetings of the Council and Executive Committee, with a voice but no vote. The Historian shall be appointed for a three-year term by the Director of the Society of Physics Students.

ARTICLE IV. COUNCIL

Section I. Council Duties

The policy making and legislative functions of the Society of Physics Students shall be the responsibility of the Council. The Council shall set the date for the annual meeting of the Council, which shall be designated as a Convention of both the Society of Physics Students and Sigma Pi Sigma. Special meetings may be called by the President of the

Council. The Council shall establish the schedule for the election of Council members. Only the Council shall elect persons to Sigma Pi Sigma honorary membership upon recommendation either by the Chapter into which the member is to be received or by a member of the Executive Committee. The Council shall specify the composition of the geographic Zones, with approximately equal numbers of Society of Physics Students Chapters in each Zone.

Section 2. Council Membership

The Council shall consist of (a) the members of the Executive Committee, (b) one Councilor from each of the geographic Zones, and (c) one Associate Councilor from each of the geographic Zones.

ARTICLE V. EXECUTIVE COMMITTEE

Section I. Executive Committee Duties

The Executive Committee shall have the administrative, supervisory, and fiscal responsibility for the operations of the Society of Physics Students and shall approve all policies of the Society of Physics Students before they are implemented. The Executive Committee shall specify the procedures for the installation of new Chapters and the reception of new members and shall designate official insignia items of the Society of Physics Students and Sigma Pi Sigma. The Executive Committee shall determine the privileges of, and the dues and fees to be paid by, all members of the Society of Physics Students and/or Sigma Pi Sigma. The Executive Committee shall be responsible for approving petitions for new Chapters and withdrawing charters from Chapters. The Executive Committee shall meet at least twice annually.

Section 2. Executive Committee Membership

Clause 1. The Executive Committee shall consist of (a) the President of the Council, (b) the President of Sigma Pi Sigma, (c) the Associate Councilor Representative, (d) the Director of the Society of Physics Students, (e) the Executive Director of the American Institute of Physics, or his representative, and (f) a member appointed by the Executive Director of the American Institute of Physics. The Director of the Society of Physics Students shall arrange At-Large Sigma Pi Sigma membership for any nonstudent members as soon as possible after their election according to the procedure described in Article IX, Section 4 of this Constitution.

Clause 2. An Associate Councilor Representative on the Executive Committee shall be elected by the Associate Councilors from their number at the time of the annual Council meeting. The term of the Associate Councilor Representative shall be nominally one year beginning at the close of the Council meeting at which the election was held

and ending at the close of the next annual Council meeting. The uncompleted term of an Associate Councilor Representative who vacates the position during the term of office shall be filled by appointment by the President of the Council from among the remaining Associate Councilors.

ARTICLE VI. SOCIETY OF PHYSICS STUDENTS CHAPTERS

Section 1. Institutional Requirements for Society of Physics Students Chapters

Clause 1. A Society of Physics Students Chapter may exist only in institutions of higher learning which regularly offer at least a two-year curriculum that includes physics and which are accredited by the appropriate national or regional accrediting agency.

Clause 2. All Society of Physics Students Chapters shall be designated by the official name of the institutions in which they are located.

Section 2. Establishment of New Society of Physics Students Chapters

Clause 1. A group applying for a charter for a Society of Physics Students Chapter shall submit a petition prepared on the official form and shall furnish all data required for the official questionnaire for petitioning groups. Approval of the Executive Committee shall be required to grant a charter for a Society of Physics Students Chapter.

Clause 2. The procedure for the installation of Society of Physics Students Chapters shall be specified by the Executive Committee.

Section 3. Society of Physics Students Chapter Bylaws

Each Society of Physics Students Chapter shall have a set of local Chapter bylaws. Society of Physics Students Chapter bylaws, and any amendments thereof, must be submitted to the Director of the Society of Physics Students for approval. Society of Physics Students Chapter bylaws shall specify the Chapter Officer structure and the amount of any local dues or charges that will be paid by members in addition to those paid to the National Office of the Society of Physics Students. Society of Physics Students Chapter bylaws, except at those institutions not eligible for the establishment of a Sigma Pi Sigma Chapter or where administrative regulations prohibit honor societies, shall specify local standards for the election of Sigma Pi Sigma members by the Sigma Pi Sigma Chapter upon its installation as specified in Article VII of this Constitution. Society of Physics Students Chapter bylaws shall be in accordance with the Society of Physics Students Constitution and Bylaws.

Section 4. Society of Physics Students Chapter Administration

Clause 1. Each Society of Physics Students Chapter shall have a Chapter advisor and an appropriate officer structure. All Chapter Officers must be student members of the Society of Physics Students as defined in Article VIII, Section 1.

Clause 2. The Chapter advisor shall be a faculty member appointed by the head of the department responsible for physics instruction, after consultation with the Chapter Officers. The Chapter advisor shall provide liaison among the Chapter, the department responsible for physics instruction, and the national Office of the Society of Physics Students. The Chapter advisor will supply counseling to the Chapter, furnish continuity of experience in Chapter operations, and provide long-range perspective to insure continuance of departmental interest in and support of the Society of Physics Students. The Chapter advisor shall assist the Chapter secretary in furnishing the National Office of the Society of Physics Students with data concerning the personnel and activities of the Chapter and shall assist the Chapter treasurer in transmitting fees and dues to the National Office of the Society of Physics Students.

Section 5. Inactive Society of Physics Students Chapters

A Society of Physics Students Chapter which has been inactive for a period of two years or which has indicated its intention to cease to function may be declared officially inactive by the Director. The Director shall have the power to declare a Society of Physics Students Chapter active again if and when, in the judgment of the Director, the Society of Physics Students Chapter demonstrates its ability to function satisfactorily.

Section 6. Withdrawal of a Society of Physics Students Charter

Upon recommendation of the Director of the Society of Physics Students, the Executive Committee may withdraw a Society of Physics Students charter. Withdrawal of a Society of Physics Students charter shall be automatic for a Society of Physics Students Chapter which fails to satisfy the requirements of Section 1 of this article.

ARTICLE VII. SIGMA PI SIGMA CHAPTERS

Section 1. Institutional Requirements for Sigma Pi Sigma Chapters

Clause 1. A Sigma Pi Sigma Chapter may exist only in colleges and universities which grant baccalaureate or higher degrees, which regularly offer such courses in physics as to constitute an undergraduate or graduate curriculum common-

ly called a “physics major” or its equivalent, and which are accredited by the appropriate national or recognized regional accrediting agencies.

Clause 2. At institutions, otherwise eligible for the establishment of a Sigma Pi Sigma Chapter, where administrative regulations prohibit professional organizations, the Executive Committee may provide for a Society of Physics Students Chapter to function solely as a Sigma Pi Sigma Chapter.

Clause 3. All Sigma Pi Sigma Chapters shall be designated by the official names of the institution in which they are located.

Section 2. Establishment of New Sigma Pi Sigma Chapters

Clause 1. Any Society of Physics Students Chapter, which meets the requirements to establish a Sigma Pi Sigma Chapter, as specified in Clause 1 of Section 1 of this article, and which met those requirements at the time its charter for a Society of Physics Students Chapter was granted, may be granted a charter for a Sigma Pi Sigma Chapter by arranging for the installation of its Sigma Pi Sigma Chapter with the Director of the Society of Physics Students.

Clause 2. Any Society of Physics Students Chapter, which meets the requirements to establish a Sigma Pi Sigma Chapter, as specified in Clause 1 of Section 1 of this article, and which did not meet those requirements at the time its charter for a Society of Physics Students Chapter was granted, may apply for a charter for a Sigma Pi Sigma Chapter. Such Society of Physics Students Chapters shall furnish all data required on the official questionnaire for petitioning groups. Approval of the Executive Committee shall be required to grant a charter for a Sigma Pi Sigma Chapter to such Society of Physics Students Chapters.

Clause 3. New Sigma Pi Sigma Chapters shall be installed by one or more Sigma Pi Sigma members designated as Installing Officers by the Director of the Society of Physics Students. The procedure for the installation of Sigma Pi Sigma Chapters shall be specified by the Executive Committee.

Section 3. Sigma Pi Sigma Chapter Bylaws

Ordinarily, the Sigma Pi Sigma Chapter bylaws will be included in the Society of Physics Students Chapter bylaws so that separate Sigma Pi Sigma Chapter bylaws are not required. Chapter bylaws shall specify standards for the election of Sigma Pi Sigma members. If separate Sigma Pi Sigma bylaws are used, the Sigma Pi Sigma Chapter bylaws and any amendments thereof must be submitted to the Director of the Society of Physics Students for approval and shall be in accordance with the Society of Physics Students Constitution and Bylaws.

Section 4. Sigma Pi Sigma Chapter Administration

One of the Society of Physics Students Chapter officers, who is a Sigma Pi Sigma member, and the Chapter advisor shall be given specific responsibility for the affairs of the Sigma Pi Sigma Chapter.

Section 5. Inactive Sigma Pi Sigma Chapters

A Sigma Pi Sigma Chapter which has been inactive for a period of two years or which has indicated its intention to cease to function may be declared officially inactive by the director. The Director of the Society of Physics Students shall have the power to declare a Sigma Pi Sigma Chapter active again if and when, in the Director’s judgment, the Sigma Pi Sigma Chapter demonstrates its ability to function satisfactorily.

Section 6. Withdrawal of a Sigma Pi Sigma Charter

Upon recommendation of the Director of the Society of Physics Students, the Executive Committee may withdraw a Sigma Pi Sigma charter. Withdrawal of a Sigma Pi Sigma charter shall be automatic for a Sigma Pi Sigma Chapter which fails to satisfy the requirements of Section 1 of this article.

Section 7. Sigma Pi Sigma as a National Honor Society

The Sigma Pi Sigma Chapters shall constitute a national honor society, within the framework of the Society of Physics Students, comparable to the other organizations in the Association of College Honor Societies. The Sigma Pi Sigma Honor Society policies shall be in accordance with the policies specified by the Association of College Honor Societies Constitution for a specialized honor society.

ARTICLE VIII. SOCIETY OF PHYSICS STUDENTS MEMBERSHIP

Section 1. Society of Physics Students Chapter Membership

Membership in the Society of Physics Students Chapters shall be open to all persons interested in physics. Any student either in or nearby the institution in which the Society of Physics Students Chapter is located, who shall have paid current dues both to the National Office of the Society of Physics Students and to the Society of Physics Students Chapter shall be a student member. Any other person who shall have paid current dues both to the National Office of the Society of Physics Students and to the Society of Physics Students Chapter shall be a non-student member. Any question about the definition of student status shall be resolved by the Advisor of the local Chapter.

Section 2. Society of Physics Students At-Large Membership

The Director of the Society of Physics Students is empowered to approve at-large memberships in the Society of Physics Students for all persons interested in physics who are not so situated that their membership would be handled normally by a Society of Physics Students Chapter.

Section 3. Dues, Fees, and Privileges of the Society of Physics Students Members

The Executive Committee may establish different dues, fees, and/or privileges for student and nonstudent Society of Physics Students members.

ARTICLE IX. SIGMA PI SIGMA MEMBERSHIP

Section 1. Individual Sigma Pi Sigma Membership

Classes of individual membership in Sigma Pi Sigma shall include (a) student, (b) alumnus, and (c) honorary.

Section 2. Sigma Pi Sigma Chapter Membership

Sigma Pi Sigma Chapter membership shall include all student Sigma Pi Sigma members, either in or nearby the institution in which the Sigma Pi Sigma Chapter is located, who are not active members of another Chapter. Sigma Pi Sigma Chapter membership also shall include alumni and Sigma Pi Sigma honorary members, either in or nearby the institution in which the Sigma Pi Sigma Chapter is located, who pay Chapter dues and participate in Chapter activities. Sigma Pi Sigma members may transfer their membership to another Sigma Pi Sigma Chapter.

Section 3. Election to Sigma Pi Sigma Membership

Clause 1. A Sigma Pi Sigma Chapter may elect into its membership, regardless of membership in or affiliation with any other honor society, those students, faculty members and other qualified persons, either in or nearby the institution in which the Sigma Pi Sigma Chapter is located, who attain its standards of high scholarship in physics and other subjects and who give evidence of professional merit, proficiency, and distinction. Sigma Pi Sigma membership shall be conferred in strict accordance with standards no lower than those established by the Society of Physics Students Constitution and the Association of College Honor Societies Constitution. The only basis of selection shall be the character and the professional or scholastic records of the candidate. Election to Sigma Pi Sigma membership is not restricted to physics majors or members of Society of Physics Students Chapters.

Clause 2. Undergraduate candidates (a) shall have completed at least the equivalent of three semesters or five quarters of full-time college work, (b) shall not rank lower than the upper one third of their college class in overall scholarship, and (c) shall have completed at least three semester courses or five quarter courses in physics, each of at least three credit hours or the equivalent, which may be credited toward a physics major. Chapter bylaws may specify higher minimum requirements for undergraduate candidates and also may specify the minimum scholastic standards for undergraduate candidates in terms of the local grading system. Graduate students of physics or closely related fields shall also be eligible for election to Sigma Pi Sigma membership. Graduate student candidates either (a) shall meet the requirements for undergraduate candidates, based upon their undergraduate records, or (b) shall have completed at least one year of graduate work, meeting departmental standards for satisfactory progress toward an advanced degree. Faculty members, research staff members, and other qualified individuals, either in or nearby the institution in which the Sigma Pi Sigma Chapter is located, who are in physics or closely related fields, shall be eligible for election to Sigma Pi Sigma membership on the basis of their professional record.

Clause 3. The election to Sigma Pi Sigma membership shall be conducted by the active members of the Sigma Pi Sigma Chapter. The Chapter advisor shall preside over the Sigma Pi Sigma membership nominating committee and shall appoint the Sigma Pi Sigma membership nominating committee from among the active Sigma Pi Sigma members. For institutions where there are no Sigma Pi Sigma members, the Director of the Society of Physics Students or the President of Sigma Pi Sigma may sanction procedures to elect persons to Sigma Pi Sigma membership in accordance with the Sigma Pi Sigma membership requirements specified in the Society of Physics Students Constitution.

Section 4. Sigma Pi Sigma At-Large Membership

The Director of the Society of Physics Students or the President of Sigma Pi Sigma is empowered to elect to Sigma Pi Sigma at-large membership qualified persons who are not so situated that their election into Sigma Pi Sigma membership would be handled normally by a Sigma Pi Sigma Chapter.

Section 5. Sigma Pi Sigma Alumnus Membership

A Sigma Pi Sigma member who is not a student shall be designated an alumnus member for life and shall have all the rights and privileges thereof, including those of a member of an affiliated society of the American Institute of Physics

Section 6. Sigma Pi Sigma Honorary Membership

Clause 1. Any person who has attained noteworthy distinction at the national level in physics or closely related fields shall be eligible for election to Sigma Pi Sigma honorary membership, regardless of whether or not that person is already a Sigma Pi Sigma member.

Clause 2. Sigma Pi Sigma honorary members may be elected only by the Council upon recommendation either by the Chapter into which the member is to be received or by a member of the Executive Committee.

Clause 3. Persons elected to Sigma Pi Sigma honorary membership shall have all the rights and privileges of other members of Sigma Pi Sigma, but they will not be required to pay any fees.

Section 7. Reception into Sigma Pi Sigma Membership

Each Sigma Pi Sigma Chapter shall use the official procedure for the reception of persons into Sigma Pi Sigma membership. Temporary changes in the procedure in individual cases may be sanctioned by the Director of the Society of Physics Students or the President of Sigma Pi Sigma. The official procedure shall be that approved by the Executive Committee.

Section 8. Alumni Contributions

Sigma Pi Sigma alumni members may be provided periodically with the opportunity to contribute to the Society. These contributions shall be voluntary, and failure to contribute shall in no manner alter the status of any Sigma Pi Sigma member. The policies for the arrangements for the solicitation and utilization of these funds shall be under the direction of the Executive Committee.

ARTICLE X. AMENDMENTS TO THIS CONSTITUTION

Section 1.

Amendments to this Constitution, with the exception of Articles VII and IX, may be proposed by any member of the Council, by petition endorsed by at least five percent of the Society of Physics Students Chapters, or by petition signed by at least one hundred members of the Society of Physics Students. Proposed amendments shall be submitted to the Executive Committee, through the Director of the Society of Physics Students, for presentation to the Council. Copies of a duly proposed amendment shall be sent to the Council within fifteen days after it is received by the Director of the Society of Physics Students. A duly proposed amendment shall be presented at the first Council meeting held thirty or more days

after its submission to the Executive Committee. A proposed amendment shall be submitted to the Society of Physics Students Chapters for mail ballot if (a) a majority of the Council so votes or (b) it is endorsed by at least ten percent of the Society of Physics Students Chapters or (c) it bears the signature of at least two hundred members of the Society of Physics Students. The mailing shall include a statement of the Council's position regarding the proposed amendment. Adoption of a proposed amendment shall require (a) a favorable vote of a majority of all the Society of Physics Students Chapters or, failing that, of two thirds of the Society of Physics Students Chapters which return a ballot within one month after ballots are mailed and (b) ratification by the Governing Board of the American Institute of Physics. A ratified amendment shall become effective upon notification of the Society of Physics Students Chapters.

Section 2.

Amendments to Articles VII and IX of this Constitution may be proposed by any member of the Council, by petition endorsed by at least five percent of the Sigma Pi Sigma Chapters, or by petition signed by at least one hundred active members of Sigma Pi Sigma. Proposed amendments shall be submitted to the Executive Committee, through the Director of the Society of Physics Students, for presentation to the Council. Copies of a duly proposed amendment shall be sent to the Council within fifteen days after it is received by the Director of the Society of Physics Students. A duly proposed amendment shall be presented at the first Council meeting held thirty or more days after its submission to the Executive Committee. A proposed amendment shall be submitted to the Sigma Pi Sigma Chapters for mail ballot if (a) a majority of the Council so votes, or (b) it is endorsed by at least ten percent of the Sigma Pi Sigma Chapters or (c) it bears the signature of at least two hundred active members of Sigma Pi Sigma. The mailing shall include a statement of the Council's position regarding the proposed amendment. Adoption of a proposed amendment shall require (a) a favorable vote of a majority of all the Sigma Pi Sigma Chapters or, failing that, of two thirds of the Sigma Pi Sigma Chapters which return a ballot within one month after ballots are mailed and (b) ratification by the Governing Board of the American Institute of Physics. A ratified amendment shall become effective upon notification of the Society of Physics Students Chapters.

Adopted and as amended through November 5, 2000.

BYLAWS

SOCIETY OF PHYSICS STUDENTS

INCLUDING SIGMA PI SIGMA

ARTICLE I. ZONES

Eighteen geographical zones shall be established by the Council.

The division of the Chapters into the zones shall be published annually in the Society of Physics Students Information Book.

ARTICLE II. NOMINATIONS AND ELECTIONS

Section 1. National Nominating Committee

Clause 1. The National Nominating Committee shall present annually to the appropriate Chapters for election by mail ballot a slate of at least two candidates for each of the following positions, as required for that election: the President of the Council, the President of Sigma Pi Sigma, and the Councilors. The National Nominating Committee shall not place on the slate of candidates the name of any person who, if elected, would serve a third consecutive full term in the same office. The National Nominating Committee shall consider only members of Sigma Pi Sigma as candidates for President of Sigma Pi Sigma. A slate of candidates for President of the Council must include the name of any eligible person nominated by five or more Society of Physics Students Chapters and/or Council members. A slate of candidates for President of Sigma Pi Sigma must include the name of any eligible person nominated by five or more Sigma Pi Sigma Chapters and/or Council members. A slate of candidates for Councilor for a given Zone must include the name of any eligible person nominated by five or more Society of Physics Students Chapters in that Zone. Nominations must be accompanied by a biographical resume about the nominee and the nominee's statement of acceptance of the nomination.

Clause 2. The President of the Council shall appoint the National Nominating Committee, which shall consist of three professional physicists who have completed service as Council Members.

Section 2. Zone Nominating Committees

Clause 1. The Zone Nominating Committees shall present annually to the Society of Physics Students Chapters in their respective Zones for election by mail ballot a slate of at least two candidates for the position of Associate Councilor for their respective Zone. The Zone Nominating Committees shall not place on the slate of candidates the name of any person who, if elected, would serve a third consecutive full term in the same office. A slate of candidates for Associate

Councilor for a Zone must include the name of any eligible person nominated by five or more Society of Physics Students Chapters in that Zone and/or Council members from that Zone. Nominations must be accompanied by a biographical resume about the nominee and the nominee's statement of acceptance of the nomination. All nominees shall be student members of the Society of Physics Students as defined in Article VIII, Section 1 of the Constitution.

Clause 2. The Councilor for each Zone shall preside over the Zone Nominating Committee for the Zone and shall appoint two additional members from among the Chapter officers, the Chapter advisors, the Associate Councilor and former Council members in that Zone. No two Zone Nominating Committee members may be from the same institution.

Section 3. Elections

To be counted, a ballot must be received by the Director of the Society of Physics Students within one month after ballots were mailed to the Chapters. The ballots shall be counted by a Telling committee, appointed by the Director of the Society of Physics Students which shall include a student member of the Society of Physics Students. A plurality of votes cast for an office is required for election to that office. In the event of a tie in the election for any of the offices, a tie-breaking vote shall be cast by the members of the national nominating committee.

ARTICLE III. STANDING COMMITTEES

There shall be three standing committees with memberships ordinarily defined as follows:

Awards Committee 1: To determine the recipients of the Marsh White and other similar competitive awards. To be chaired by a former Council member and to include two Councilors in the third year of their terms. The Society of Physics Students Director will serve ex-officio.

Awards Committee 2: To determine recipients of the Society of Physics Students Scholarships and the Outstanding Chapter Advisor Award. The membership to consist of the Society of Physics Students President, the President of Sigma Pi Sigma, and the At-Large member of the Executive Committee. The Society of Physics Students Director will serve ex-officio.

Long-Range Planning Committee: To suggest and implement directions for activities of the Society of Physics Students, including Sigma Pi Sigma. To be chaired by a

Councilor in the second year of the second term and to include three Councilors serving their first, second, and third years, first term plus the Associate Councilor Representative and one other Associate Councilor.

ARTICLE IV. STATEMENTS OF THE COUNCIL

The Council, acting as the governing body of the Society of Physics Students and/or Sigma Pi Sigma, shall have the authority to issue public policy statements by a vote of two-thirds of the Council. Upon Council approval, such statements must also be approved by the Director of SPS, the Executive Director of AIP, and by the Chair of the AIP Governing Board.

ARTICLE V. PARLIAMENTARY AUTHORITY

Section 1.

The rules contained in the latest edition of *Robert's Rules of Order*, except when inconsistent with this Constitution and Bylaws, shall govern the meetings of the Council and the Executive Committee.

Section 2.

Business conducted by mail ballot either by the Council or by the Executive Committee shall be submitted through the Director of the Society of Physics Students and shall require for adoption a favorable vote of a majority of the members of the respective group or, failing that, a favorable vote on two thirds of the ballots returned by a quorum of the respective group within one month after ballots were mailed.

ARTICLE VI. AMENDMENTS TO THESE BYLAWS

Amendments to these Bylaws may be proposed by any member of the Council or by petition endorsed by at least five percent of the Society of Physics Students Chapters or by petition signed by at least one hundred members of the Society of Physics Students. Proposed amendments shall be submitted to the Executive Committee, through the Director of the Society of Physics Students, for presentation to and action by the Council. Copies of a duly proposed amendment shall be sent to the Executive Committee within fifteen days after it is received by the Director of the Society of Physics Students. The Executive Committee shall present all duly proposed amendments to the Council at the next Council meeting or by mail ballot prior to the next Council meeting. A proposed amendment, if intended for presentation at a Council meeting, must be submitted properly at least one day prior to that Council meeting. Such amendments, if submitted between fifteen days and one day prior to that Council meeting, must be accompanied by one copy for each Council member. Whether presented at a meeting or by mail, adoption of a proposed

amendment shall require (a) a favorable vote of a majority of the entire Council and (b) ratification by the Governing Board of the American Institute of Physics. Should the Council reject a duly proposed amendment to these Bylaws, the rejected amendment shall be returned to the proposers with a statement of the Council's position regarding the amendment. The amendment may be repropose by petition endorsed by at least ten percent of the Society of Physics Students Chapters or by petition signed by at least two hundred members of the Society of Physics Students Chapters and shall be submitted to the Society of Physics Students Chapters and shall be submitted to the Society of Physics Students Chapters for mail ballot following the same procedures as specified for an amendment to the constitution. A ratified amendment shall become effective upon notification of Society of Physics Students Chapters.

Adopted and as amended through November 5, 2000.

Society of Physics Students

Councilor & Associate Zone Councilor Duties

Councilors and Associate Councilors play an important role in making SPS a strong and effective organization, serving the needs of its members. The SPS Council is a network which maintains intimate contact with and helps address the needs of over 700 SPS chapters throughout the country.

The ZONE COUNCILOR (ZC) must be a current or former Chapter Advisor. Elected for a three-year term, the Zone Councilor:

- Makes sure that zone meetings are regularly organized. This does not mean that the Zone Councilor organizes them him/herself--it means that the Zone Councilor asks (and sometimes coaxes) chapters to host a zone meeting.
- Communicates regularly with all chapters about SPS interest in the zone and at the national level, reminds chapters of deadlines in the SPS calendar, and meets with individual chapters as time and resources permit;
- Encourages, keeps a polite thumb in the back of chapter advisors;
- Represents the zone on the National Council;
- Serves on a committee of the Council throughout the year, communicating regularly via conference call or email with the other committee members, to report back to the Council. Examples of committees include: Reaching out to under-represented groups, Undergraduate research programs/priorities, Addressing the ethics recommendations put forth at the Sigma Pi Sigma Congress, Long-range planning, the Undergraduate section of ComPADRE (the physics digital library), and Reviewing SPS publications
- If the Zone Councilor is a Sigma Pi Sigma member, then he/she may install new Sigma Pi Sigma chapters at a chapter's invitation.

The ASSOCIATE ZONE COUNCILOR (AZC) must be a national member of the Society of Physics Students, and a member of a local SPS chapter. Elected for a one-year term, the Associate Zone Councilor:

- Makes sure that zone meetings are regularly organized, encouraging and urging chapters in the zone to host zone meetings;
- Communicates regularly with all chapters about SPS interest in the zone and at the national level, reminds chapters of deadlines in the SPS calendar, etc.;
- Encourages, keeps a polite thumb in the back of chapter officers;
- Represents the zone on the National Council;
- Serves on a committee of the Council throughout the year, communicating regularly via conference call or email with the other committee members, to report back to the Council. Examples of committees include: Reaching out to under-represented groups, Undergraduate research programs/priorities, Addressing the ethics recommendations put forth at the Sigma Pi Sigma Congress, Long-range planning, the Undergraduate section of ComPADRE (the physics digital library), and Reviewing SPS publications.

The Importance of Communication

A one word summary of your role in SPS is **COMMUNICATION**. To represent the chapters in your zone at the National Council meeting, you must know the chapters in your zone; i.e., what are their problems, interests, and desires? To organize zone meetings, you must be able to evaluate the effectiveness of the prospective host chapter and the interests of the surrounding chapters. To offer suggestions to a chapter for activities, membership promotion, etc., you must know enough about the particular chapter to tailor your suggestions to that chapter. The same considerations apply when you are urging a school to establish an SPS chapter or an SPS chapter to install a Sigma Pi Sigma chapter.

Your lines of communication are face-to-face conversation, telephone calls and the written word. These are listed in order of decreasing effectiveness. Face-to-face conversation gives you the most effective means of learning about people and their institutions. Every area of the country has professional meetings (AAPT sections, APS sections, State Academies of Science, etc.). Once you know the names of the chapters and chapter advisors in your zone, you should make it a point to talk to chapter advisors and other faculty members. Unless you are a hermit, you will travel close to at least some of the chapters in your zone at various times. A personal visit to the campus is not only effective, but can be fun. It is best to make prior arrangements with the chapter so your visit will have the maximum impact. Telephone calls can be almost as effective as face-to-face conversation, particularly if you have already met the person to whom you're speaking. If your school has a WATTS line, this may be a very convenient way of maintaining contact with at least some of the chapters in your zone. The written word suffers from the disadvantage that the disinterested person can easily ignore it. However, it is the cheapest way to communicate and is an effective way of making general announcements. Again, its effectiveness is increased if you have already met the person to whom you are writing. Incidentally, address labels for the chapter advisors in your zone are available upon request from the National Office.

You should consider the following schedule for letters/emails:

June

- Preliminary reminder of fall SPS Zone meetings already scheduled;
- Call for host chapters for future SPS Zone meetings; and
- Reminder to Sigma Pi Sigma chapters to report members received in the spring to the National Office.

September - Time to get things rolling for the fall:

- Membership drives, get SPS memberships into the National Office as soon as possible (ideally by October 15);
- Begin formulating details of fall SPS Zone meeting, suggestions for activities, etc.;
- Begin planning for Sigma Pi Sigma installations in the spring; and
- Request input for National Council meeting

November

- Organize spring SPS Zone meetings;
- Reminder on sending in SPS membership; and
- Start considering chapter nominations for Associate Councilor, Councilor (if applicable), and either Sigma Pi Sigma President or Council President.

January

- Remind chapters to vote;
- Call for host chapters for fall SPS Zone meetings;
- Remind Sigma Pi Sigma chapters to prepare for reception of members; and
- Suggest Sigma Pi Sigma installations.

May

- Contact the new Associate Councilor to begin planning for the next academic year (this should be done via telephone).

National Mailings

As a Council member you receive a copy of all mailings to the chapters as well as a copy of the *SPS Newsletter*. This should keep you abreast of what the chapters in your zone are receiving from the National Office. You will also receive copies of (most) letters to schools in your zone. These will include letters concerning zone meetings, Sigma Pi Sigma installations, SPS chapters, new chapter advisors, and major gripes by chapters. It is often appropriate for you to write follow-up letters to welcome new chapters and advisors, to make suggestions Concerning meetings, etc.

It would help if you would send the National Office copies of mailings to chapters in your zone and copies of your letters when appropriate.

Zone Meetings

Zone meetings can be an effective way for SPS members to get new input, both as physicists and students, that they cannot get on their own campuses. Ideally, every zone should have at least two meetings a year. The meeting should be distributed geographically so that most SPS members in your zone can attend at least one meeting.

There are a number of different formats that can be used. An independent SPS Zone meeting can be held with an individual chapter hosting the meeting, or the SPS Zone meeting could be held in conjunction with another meeting such as are held by APS, AAPT, an Academy of Science, etc. Activities at meetings have included employment seminars, interviews with graduate school representatives, guest speakers, contributed student panel discussions, discussion groups, films, book and equipment exhibits, banquets, luncheons, picnics, chapter reports, meeting of chapter officers and advisors, quiz bowls, laboratory tours, etc. Meetings have run anywhere from one hour to two days. For longer meetings, housing arrangements may be necessary. Often cheap group rates are available at a nearby motel. Registration fees may be charged, but the meetings should be run on a nonprofit basis. Publicity is vital to the success of a meeting and a telephone campaign can be effective. The National Office can supply at least the following assistance to host chapters:

1. Publicity - Calendar announcements of meetings can be placed in *Physics Today* and *The Physics Teacher*. Only the date and the name of the person to contact for information are necessary. The lead time for these announcements is about three months. Multiple announcements can be placed in the *SPS Newsletter*. The preliminary announcement may be very brief, but the last announcement should include some details of the program. The meeting will also be reported in the *SPS Newsletter*. The lead time is about 1 ½ to 2 months. Address labels for chapter advisors are available from National Office for mailings.

2. Financial - The National Office will supply up to \$100 towards the travel expenses of a guest speaker. Student organizations are usually effective in getting a speaker to donate his/her time. The National Office also will supply up to \$500 towards the expenses of the host chapter for mailings, phone calls, printing programs, etc. Often support can be arranged with the physics department, the student activities office, civic groups, etc.

3. Advice - In addition to the National Office, experienced host chapters can offer a gold mine of useful advice.

New SPS Chapters

By knowing the institutions in your area, you are in a particularly good position to promote new chapters. With a group of interested students and a dedicated chapter advisor the new chapter is off to a good start. Strong support from the department chairman is very helpful. Different institutions find different advantages to having an SPS chapter on campus, and your pitch will have to be varied. Information packets are available from the National Office. These packets contain descriptive literature, petition forms and other necessary forms. A mailing is made to non-SPS institutions each fall to wave the SPS flag and urge the department chairman to establish a chapter. Incidentally, do not become discouraged if your efforts do not yield immediate results. The National Office has received petition forms that were sent to the prospective SPS chapter over two years earlier.

New Sigma Pi Sigma Chapters

Most of the comments concerning the establishment of new SPS chapters apply also to the installation of new Sigma Pi Sigma chapters. Several times a year SPS chapters are urged to install their Sigma Pi Sigma chapter. Information packets are available from the National Office. Installation of the Sigma Pi Sigma chapter is considered the final step in the formation of an SPS chapter. Remember that to be eligible for a Sigma Pi Sigma chapter an institution must be accredited and offer at least a bachelors degree in physics. Chapters indicated with a "U" or a "4" in parentheses after the name of the institution in the *SPS Information Handbook* Chapter List are the only ones that meet these requirements.

Inactive Chapters

In this imperfect world, inactive chapters do occur. Some of the reasons for inactivity are the graduation of a good group of student officers with no replacements, a disinterested faculty advisor, the faculty advisor leaving and various dissatisfactions with SPS. By personal contact with the chapter, you can be a great help in getting an inactive chapter going again. Inactive chapters will be carried on the rolls for a while, but eventually they must be declared officially inactive.

The National Office will supply you with computer printouts indicating the number of SPS members with given membership expiration dates for each chapter in your zone. The chapters are listed by chapter numbers (essentially alphabetically) for each state in your zone. A list will be available in the fall. It will be a great help if you contact inactive chapters.

Inactive chapters not only mean a loss of income for the Society but cost money to maintain on the rolls. This means less money is available for Society activities to benefit its members. Everyone benefits if the chapters keep active.

Associate Councilor Representative

The Constitution and By-Laws of SPS give some direction as to the role of the Associate Councilor Representative to the SPS Executive Committee, and the relevant clauses are included below in *italics*, with suggested or traditional timelines interspersed in an **upright, bold font**. There are other roles that have become tradition that are not spelled out in the Constitution or By-Laws, and they are summarized at the end, especially regarding travel expectations. If any errors, oversights, or misstatements are detected, please contact the SPS national office at sps@aip.org or 301-209-3007

Associate Councilor Representative in the SPS Constitution and By-Laws

An Associate Councilor Representative on the Executive Committee shall be elected by the Associate Councilors from their number at the time of the annual Council meeting. The term of the Associate Councilor Representative shall be nominally one year beginning at the close of the Council meeting at which the election was held and ending at the close of the next annual Council meeting. The uncompleted term of an Associate Councilor Representative who vacates the position during the term of office shall be filled by appointment by the President of the Council from among the remaining Associate Councilors.

Traditionally, the Executive Committee meets with the SPS Council in late September (where the Associate Councilor Representative is elected), and in early June (see below under travel expectations)

The Executive Committee shall have the administrative, supervisory, and fiscal responsibility for the operations of the Society of Physics Students and shall approve all policies of the Society of Physics Students before they are implemented. The Executive Committee shall specify the procedures for the installation of new Chapters and the reception of new members and shall designate official insignia items of the Society of Physics Students and Sigma Pi Sigma. The Executive Committee shall determine the privileges of, and the dues and fees to be paid by, all members of the Society of Physics Students and/or Sigma Pi Sigma. The Executive Committee shall be responsible for approving petitions for new Chapters and withdrawing charters from Chapters. The Executive Committee shall meet at least twice annually.

The Executive Committee shall consist of (a) the President of the Council, (b) the President of Sigma Pi Sigma, (c) the Associate Councilor Representative, (d) the Director of the Society of Physics Students, (e) the Executive Director of the American Institute of Physics, or his representative, and (f) a member appointed by the Executive Director of the American Institute of Physics.

Traditionally, the Associate Councilor Representative assists with the orientation of the new Associate Zone Councilors at the September Council meeting (Thursday

evening), and moderates the election process for the incoming Associate Councilor Representative (Saturday morning).

Traditionally, the Associate Councilor Representative is an invited guest at the AIP Advisory Committee on Education, held at the American Center for Physics.

Traditionally, the Associate Councilor Representative serves on the committee that decides the winners of the Sigma Pi Sigma Project Awards. This committee meets by conference call in December or January.

Travel associated with the Associate Councilor Representative position, in approximate order of priority:

- 1) SPS Council meeting, usually third or fourth weekend in September (Thursday through Sunday);
- 2) SPS Executive Committee meeting, usually first weekend in June (Thursday through Saturday);
- 3) AIP Advisory Committee on Education, usually in February (Thursday and Friday);
- 4) Sigma Pi Sigma Congress (every fourth year, usually in late fall);

Other roles sometimes taken on by the Associate Councilor Representative:

- 1) moderating election process for successor at Council meeting;
- 2) writing welcome letter and/or looking back letter for the SPS Observer;
- 3) serving as a liaison to the Associate Zone Councilors.

SPS ZONE MEETINGS

Fall 2007 - Spring 2008

DATES	ZONE	HOSTED BY
Fall 2007		
October 19	3, 7	Juniata College
October 19-20	13	Texas A&M University
October 19-20 *	16	Northern Arizona
October 19-20**	1	University of Connecticut
October 20	4	Virginia Tech
November 8-10***	Multi	Fisk & Vanderbilt University - Scarritt Bennett Center
TBA	12	Emporia State University
Spring 2008		
April 5	2	University of Rochester

* Joint Meeting with APS Four Corners Section.

** New England Section with APS and AAPT

*** Multi Zone Meeting - SESAPS and SPS Zone 4, 5, 6, 8, 10
 Southeast Sections - AAPT
 Texas Sections of AAPT, APS and SPS
 Pacific North

☺ Requested Funds

Checklist for Chapters Hosting a Zone Meeting

On behalf of the Society of Physics Students, thank you for agreeing to host a Zone meeting at your institution. This is a crucial contribution to the life of SPS. Participation in Zone meetings is a necessary condition for a healthy chapter.

Hosting this meeting may involve some busywork, but along the way it will increase the *esprit de corps* within your chapter and department. The secret is to be organized, with several people involved, so the work does not fall on the shoulders of just one or two individuals.

A checklist of "Things to Do" may be helpful. Also, it makes parts of the job easier to delegate.

The items on this checklist are only suggestions, but they are written from the experience of chapters who have hosted Zone meetings. Of course, you will want to plan for your meeting in your own style, and may have better ideas than anyone else has had so far.

There are two common Zone meeting styles: a stand-alone Zone meeting, and a meeting held jointly with other Societies. Each style has its advantages. Most of the checklist items apply to both types of meeting.

Please establish regular communications with your Zone Councilor and Associate Councilor throughout the planning process, to keep them informed, and so they can help you communicate your plans to other chapters. Also, feel free to call upon the SPS National Office at any time.

A. PUBLICITY

1. The first priority is to choose a date for the meeting. Friday evening (a social mixer) and Saturday (for presentations and a guest speaker) usually works the best.
2. As soon as your date is firm, contact Lydia Quijada or Stephanie Campbell at the SPS National Office, with an announcement to be published in the SPS Observer and the SPS national website. Perhaps you have already done this. The address is Society of Physics Students, American Institute of Physics, One Physics Ellipse, College Park, MD 20740. The Fax number to the SPS National Office is (301) 209-0839. The phone number to reach a real person is (301) 209-3007. The e-mail address is sps@aip.org.

Be sure to announce your meeting at the preceding Zone meeting if possible.

3. As soon as the preceding meeting is over, (so as not to steal their thunder) send a mailing to all chapters in your Zone, announcing your meeting's time and location, with a call for papers, and as much other information as you care to provide. The SPS National Office will supply you with email addresses and mailing labels in whatever format you need by calling (301) 209-3007). Don't forget to invite relatively close off-Zone chapters. Also remember the local high school physics classes. Provide the SPS National Office with the Zone meeting information to be placed on the national SPS website.

Also invite other colleges that do not have SPS chapters as yet. The National Office can provide you with labels for off-Zone chapters, and labels by Zone for institutions that don't yet have SPS chapters. The most effective way to start new chapters is to get people to come to these meetings.

4. In the weeks preceding your meeting, there should be at least a couple more mailings from the host chapter to the Zone chapters to remind them of the meeting, call again for student papers, describe the events, describe lodging options, provide city and campus maps, parking information, etc. Many will pre-register if you enclose forms, but expect walk-ins on the day of the meeting. Also do not be surprised if most wait until they arrive to pay their registration fees.
5. A written program at the meeting is a nice touch. To prepare for it you need to put in a deadline for submitting an abstract and/or title for those who want their participation documented in your

program. However, keep the door open for post-deadline papers to be presented if not written up; build enough flexibility into your events that a small number of last-minute submissions can be worked in, because the main reason for SPS meetings in the first place is student participation.

6. Involve your campus community. Inform the campus newspaper well in advance, so they can give your chapter some publicity; invite the university's President, Vice-Presidents, Deans, etc., to attend (even if they cannot, the point is they will know that you are doing something that has attracted regional and national attention to your campus). Invite one of the top administrators to provide opening greetings to the group when the Saturday session convenes. Let the person in charge of your university's public relations office know about the meeting well in advance, and they will send out press releases. Tell the alumni office, so they can carry the news of your meeting to alumni through their own publications.
7. Solicit the support (moral and financial) of your department: point out to your department chair the recruitment and public relations possibilities which this meeting presents. It gives your department a chance to display what it has to offer, and accordingly, your department's administration and faculty should be eager to cooperate with you in helping make the meeting successful.

B. LOGISTICAL MATTERS

8. Early in your planning reserve the rooms on campus that will be needed. One large lecture hall is usually adequate for the paper presentations. Typically there will be on the order of 60 people present, and a dozen papers or so to be given. In a stand-alone SPS meeting parallel sessions probably will not be needed, but you will be able to get a better feeling for what to expect as pre-registration forms start coming in.
9. Have someone responsible for making sure the room has the audio-visual capabilities needed. You might mention in your call for papers what audio-visual equipment you will have, and tell authors to inform you well in advance of their additional needs. Have a couple of students ready to run last-minute errands! There is always something that needs doing unexpectedly-getting change, finding an extension cord, etc. Have a "gopher" standing by, they are important!
10. Line up a chapter officer to preside over the paper presentations. About 20 minutes per paper is an appropriate schedule for a few papers and 10 or 12 minutes (including time for questions) if there are many. Make sure the room has a clock which the speaker can see. Instruct the one presiding to stick to the schedule.
11. Decide how much responsibility your group wants to assume for the attendees' lodging and meal arrangements. Some chapters arrange for some "crash space" to be available, where host students will let visiting students roll out sleeping bags and stay in their dorm or apartment at no charge. If you can do it, even in a small way, it may help some who are on a tight budget. Whether or not you offer "crash space," you will need to let the chapters know about local motels, their rates, telephone numbers, etc. Sometimes you can get special conference rates, if in return you mention them in your meeting announcement literature.
12. At some meetings, the host chapter has arranged for everyone to have lunch together on Saturday, with the cost included in the registration fee. Again, that is up to you, but it is an opportunity to build a sense of community. Such a luncheon offers a chance for introductions, announcements, and collective discussions. A list in your mailings of nearby restaurants and fast food places will also be appreciated.
13. As people gather on Saturday, they generally expect something like coffee and donuts, and a coffee break during the Saturday morning session.
14. You will need to organize some sort of social get-together on Friday evening as people arrive. These are times to get acquainted and have some fun. At some meetings we played volleyball; some chapters have organized a "Physics Jeopardy" tournament with t-shirts for prizes; at one meeting there was a contest to see which chapter could build, in 15 minutes, the highest tower

out of toothpicks and small marshmallows, that would stand for ten seconds (prizes were physics toys, like yo-yos). One chapter featured a talk on physics and Star Trek; another had a "Demonstration Derby." So plan whatever sounds interesting and fun to you.

15. Also on Friday evening, most people will register and pay their fees, so you need to have someone lined up to handle those details, provide nametags, keep the cash box, give receipts to those who request them, etc.
16. You will need to decide whether you want to have a panel of judges award a prize to the best student paper. Again, this is not always done, but it has been done at many meetings, to give an added incentive and element of interest. The prizes have been things like a book, calculator, pen/pencil sets, etc. Sometimes local businesses or the host department will donate the prizes.

It is fun also to give a prize to each member of the chapter that has the largest number of person-miles for their journey to the meeting. The prizes here can be things like 3-ring notebooks with your university's emblem, t-shirts, certificates, etc. Again, this is up to you

Do not forget to schedule time in the meeting for the awarding of any prizes, and to announce the next Zone meeting. This could be done at the end. It is also a good idea to allow a few minutes for announcements, any brief Zone business, etc.

17. People generally expect a featured guest speaker. The topic should be on something that is not too specialized but is of wide interest. If you must bring the speaker in from out of town, you should arrange their lodging, meals, and transportation. The better known the speaker, the greater the number of people that will come.
18. After all the speakers have spoken and awards have been awarded, this can be a good time to schedule a lab tour, open house, etc., because many may want to browse around a bit before heading home. Here you will have to play it by ear. Plan for something where you can accommodate either a small number or a large number of people. You might also mention local attractions (e.g., museums, historic sites, etc.) they might wish to see before going home.
19. Do not forget the follow-up after the meeting: either someone from the local chapter, or if you wish, the Zone Councilor, should write an article/report to send to the National Office, for publication in the SPS Observer and the SPS national website. For that purpose, take some photos during the meeting which will be displayed on the SPS website as well. **For those chapters who received funding from the National Office, a report and photographs are required in order to receive the full amount of funding.**

Also, it is very important to send thank-you letters to the featured guest speaker and any judges of student papers. Also send a note of thanks to each person who presented a paper.

20. Part of the job of the Zone Councilor and Associate Councilor is to help you publicize the meeting and help you pull it off successfully. Keep in close communication with them. Do not hesitate to contact the National Office at any time. We are in this together.
21. If given sufficient notice, the SPS National Office may be able to send a representative to the Zone meeting.

Again, thanks to all of you for making this important contribution to the professional experience of members of the Society of Physics Students.