

TO INSTALL A NEW SIGMA PI SIGMA CHAPTER

1. Decide on a program for the installation. A formal ceremony, including a banquet and speaker and invited guests from the college administration, has the advantage of publicizing your Chapter and department. However, you must decide on the type of ceremony that will best suit your own needs. Please send to the National Office the program and several possible dates at least *five* weeks before the installation. Then we can arrange a mutually convenient date with the Installing Officer and have your charter prepared for presentation during the installation. Your charter will be mailed directly to you.
2. Appoint a nominating committee (consisting of Sigma Pi Sigma alumni on campus, if any, and the Chapter Advisor) to select the charter members of your Chapter. It should review the qualifications of the students—both graduate and undergraduate—to see that they meet the requirements for membership (for undergraduates, at least three semester courses or five quarter courses in physics which may be credited towards a physics major and standing in the upper third of their class, often interpreted as an overall 3.0 out of a possible 4.0). Your Chapter's requirements for membership should be in your Chapter's bylaws. (See the Sample Chapter Bylaws in this book.) The nominating committee should consider inviting alumni, faculty, college administrators and local scientists with a physics background to join. Members elect who cannot attend the installation can be received by correspondence. Also, the nominating committee should invite Sigma Pi Sigma alumni in the area to join the Chapter as transfer members.
3. Have each new member-elect fill out two copies of the Membership Information Card (MIC), one for your records and one for our records. MICs should be held for the Installing Officer. Transfer members should write the name of their original Chapter, original reception date, and original serial number in the spaces provided on the MIC.
4. Three weeks before the installation send to the National Office the *complete* names of both new and transfer members. This will allow time to prepare membership certificates and cards and to send the correct number of membership pins to the Installing Officer to bring to the Installation. Entrance fees may be sent with the names or may be given to the Installing Officer.