

RECEPTION OF NEW SIGMA PI SIGMA MEMBERS

1. The membership nominating committee, chaired by the Chapter Advisor, should verify the qualifications of prospective members, who are to be selected only on the basis of character and professional or scholastic records. Note that Sigma Pi Sigma membership is not restricted to undergraduate physics majors. The committee should also consider undergraduate non-physics majors, graduate students, faculty members, research staff members, and other qualified individuals who are in physics or closely related fields. See Article IX, Section 3, Clause 2 of the SPS Constitution for the minimum Sigma Pi Sigma membership requirements (Section B of this publication). Many chapter bylaws require at least a 3.0 grade point average on a 4.0 system for physics courses and for cumulative course grades in all courses. If your chapter bylaws specify a minimum grade point average, periodically check with the Registrar's Office to be sure that the specified grade point average also requires members-elect to rank in the upper one third of their college class.
2. After election by the Sigma Pi Sigma members of the chapter, invitations should be sent to the members-elect. Formal invitations are available from the National Office should you wish to use them.
3. **Have each member-elect complete *two* copies of the Membership Information Cards (MIC)—one copy for the chapter's files and one copy to be sent to the SPS National Office—at the time of reception. Sigma Pi Sigma members transferring their membership to your chapter should write in the name of their original chapter and original reception date (give approximate date if exact date is not known) in the space provided on the MIC card. Anyone who is also new to SPS must complete the SPS membership application.**
4. At least *three* weeks *prior* to the reception, order the required number of reception items—pin (man's or woman's), membership certificate (shingle), and membership card—from the National Office. Include orders for Sigma Pi Sigma keys or other insignia items for the members-elect. Please use an Order Form for Supplies. A bill is sent for the number of sets of reception items ordered. Credit is given for returned sets so you can allow for any last minute additions to the group of members-elect when ordering reception items. Reception items can be sent express mail but the cost of postage will be charged to the chapter. Bills must be paid within 45 days.
5. **After the reception, send a Sigma Pi Sigma Reception Report, one copy of the MIC card (per inductee), SPS membership forms, and the entrance fees to the National Office. Include any unused reception items for credit. Return statement with credits marked.**
 - a. Enter the "Member Serial Number" from your chapter record book on each MIC card. All Member Serial Numbers must be accounted for, so indicate skipped (blank) Member Serial Numbers on the Sigma Pi Sigma Reception Report. Transfer members should be assigned Member Serial Numbers in the regular sequence but should be identified by a "T" following their Member Serial Number. Honorary members, elected by the National SPS Council, also should be assigned Member Serial Numbers in the regular sequence but should be identified by an "H" following their Member Serial Number.
 - b. Enter the date of the reception ceremony after "Date Received into Membership" on each MIC card.
 - c. The basic entrance fee is \$25.00. Since Sigma Pi Sigma inductees must be SPS members, new Sigma Pi Sigma members who are also new to SPS must pay \$45.00 (this includes the SPS membership fee). Please send in SPS membership forms for those new Sigma Pi Sigma members who are not current SPS members.
 - d. Complete the Sigma Pi Sigma Reception Report.
 - e. Indicate credits on your bill and return with Transmission of Funds form. Use the Sigma Pi Sigma Reception Report to order additional sets of reception items if you did not order a sufficient number before the reception.
6. Retain one copy of the MIC cards for your chapter file.