

# PETITION PROCEDURE TO (RE)ESTABLISH A ΣΠΣ CHAPTER

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The following materials should be completed and returned to:

Director Sigma Pi Sigma  
One Physics Ellipse College Park,  
MD 20740 Tel: (301) 209-3007  
Fax: (301) 209-0839  
E-mail: [sigmapisigma@aip.org](mailto:sigmapisigma@aip.org)  
Web site: [www.sigmapisigma.org](http://www.sigmapisigma.org)

1. Fill out the petition form attached. Petitioners should be eligible inductees of the honor society as laid out in Article VII of the SPS and ΣΠΣ Constitution.<sup>1</sup>
2. A current copy of the SPS Chapter Bylaws is required to review a petition for establishing a ΣΠΣ chapter.
3. A copy of the course catalog of petitioning institution, or a link to the online catalogue. If the institution's course catalogue is online, it is not necessary to send a physical copy with the petition. The catalogue is used to document that the institution meets requirements for Sigma Pi Sigma chapters as defined in Article VII of the SPS and Sigma Pi Sigma Constitution.<sup>2</sup>
4. A letter from the Chair of the Physics Department (or of the department responsible for physics instruction) indicating willingness to support a Sigma Pi Sigma chapter and appoint an appropriate faculty member or advisor.



**SIGMA PI SIGMA**  
The physics honor society

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<sup>1</sup> <https://www.spsnational.org/about/governance/constitution>

<sup>2</sup> A copy of the SPS Constitution can be found online at [www.spsnational.org/governance](http://www.spsnational.org/governance)

## Processing of the Sigma Pi Sigma Chapter Petition & Important timelines

- Once the completed petition packet is received by the SPS National office, the petition will be routed for approval as described by the SPS National Constitution: the documents will be reviewed either by the SPS & Sigma Pi Sigma Director, or by the SPS Executive Committee.
- The petitioners will be notified with a decision within two weeks of receipt of the completed petition packet.
- Upon approval of the chapter, the chapter advisor will be provided chapter administration instructions, including login information. **At least three weeks before the induction ceremony and chapter installation is scheduled**, the advisor will enter inaugural members of the honor society chapter in the Sigma Pi Sigma online induction system portal and arrange for payment of induction fees:  
<https://sigmapisigma.myhonorsociety.com/account/login.cfm>  
**NOTE:** Each Sigma Pi Sigma inductee receives one full year of membership in the Society of Physics students (or an additional year if already a member)
- The SPS National Office will arrange for a charter document to be prepared. The charter document will be presented to the chapter at the time of the inaugural induction and chapter installation.
- Once the inductees are entered into the Sigma Pi Sigma induction portal, completed all required information and payment arrangements are made, the SPS National Office will prepare a set of induction reception items for each inductee. The set (for each inductee) includes:
  - An official Sigma Pi Sigma lapel pin
  - An official Sigma Pi Sigma membership card with chapter name and induction date
  - A farmable membership certificate (shingle), suitable for framing
  - Materials elucidating the benefits of Sigma PI Sigma membership

Action	Recommended lead time before date of chapter installation and inaugural induction ceremony
Submit complete petition for review	<b>Minimum of 6 weeks</b> <i>This allows time for review of petition and preparation of chapter charter and for arrangements for a representative of the SPS National office to be present to serve as the installing officer at the chapter installation</i>
Enter names of inaugural inductees into online induction portal	<b>Minimum of 3 weeks</b> <i>This allows time for induction materials to be prepared and shipped to the institution.</i>

# QUALIFICATION SHEET FOR INSTITUTIONS PETITIONING TO ESTABLISH A SIGMA PI SIGMA ( $\Sigma\Pi\Sigma$ ) CHAPTER

## Contact Information

1. Name of Institution \_\_\_\_\_

2. Department Name \_\_\_\_\_

3. Institution Address \_\_\_\_\_

*Please indicate preferred mailing AND shipping address (if different) Include City, State and Zip*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Departmental Phone \_\_\_\_\_

## Institutional Information

Highest degree in physics offered by the Institution  AAS  BS/BA  MS  PhD

Type of Institution (university, four-year college, two-year college, etc.)

\_\_\_\_\_

By what accrediting agencies is the Institution approved?

\_\_\_\_\_

Approximate number of majors (or equivalent) by status:

Undergraduates \_\_\_\_\_

Graduate Students \_\_\_\_\_

Number of students on campus:

Undergraduates \_\_\_\_\_

Graduate Students \_\_\_\_\_

Number of faculty members in the department: \_\_\_\_\_

Check all that apply about the institution (for demographics data collection only) (optional information)

- |   |   |
|---|---|
| <input type="checkbox"/> Historically Black College / University (HBCU) | <input type="checkbox"/> Alaska Native-Serving Institution  |
| <input type="checkbox"/> Minority Institution                           | <input type="checkbox"/> American Indian Tribally Controlled College/University                             |
| <input type="checkbox"/> Native American-Serving, Nontribal Institution | <input type="checkbox"/> Asian American and Native American Pacific Islander-Serving Institution (AANAPISI) |
| <input type="checkbox"/> Native Hawaiian-Serving Institution            | <input type="checkbox"/> High Hispanic Enrollment Institution   |
| <input type="checkbox"/> Predominantly Black Institutions (PBI)         | <input type="checkbox"/> Hispanic-Serving Institution (HSI)   |

Chapter Administration Information

Is the Physics Department (or the department responsible for physics instruction) willing to sponsor the chapter and have the appropriate institutional groups given approval? \_\_\_\_\_

**Sigma Pi Sigma Chapter Advisor appointed by the Department Chair: Contact information**

*(please print or type)*

Sigma Pi Sigma Chapter Advisor Name: \_\_\_\_\_

Sigma Pi Sigma Chapter Advisor Phone \_\_\_\_\_

Sigma Pi Sigma Chapter Advisor E-mail Address \_\_\_\_\_

Sigma Pi Sigma Advisor Signature \_\_\_\_\_

**Department Chair: Contact information**

*(please print or type)*

Department Chair Name: \_\_\_\_\_

Department Chair Phone \_\_\_\_\_

Department Chair E-mail Address \_\_\_\_\_

Department Chair Signature \_\_\_\_\_

**The Sigma Pi Sigma Chapter Officers Contact Information:**

*Note: Officers must be eligible for Sigma Pi Sigma induction, to be inducted as inaugural members upon chapter installation*

*Please print names and list preferred email contact*

President: \_\_\_\_\_ email address: \_\_\_\_\_

Vice President: \_\_\_\_\_ email address: \_\_\_\_\_

Secretary: \_\_\_\_\_ email address: \_\_\_\_\_

Treasurer: \_\_\_\_\_ email address: \_\_\_\_\_

\_\_\_\_\_  
**Signature of Chapter Secretary**

# PETITION TO THE SIGMA PI SIGMA NATIONAL OFFICE

I, the undersigned representative of the instruction staff, alumni, or student leader at

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(Name of Institution)

, sharing an interest in physics and believing in the worth and objectives of the Sigma Pi Sigma, the national physics honor society, do hereby signify our desire to be granted a charter of this Society. If this charter is granted, we do hereby agree at all times to comply with and abide by the Constitution and Bylaws of Sigma Pi Sigma in the organization and conduct of the chapter.

Signed, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

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**Signature**

*(print or type name under signature)*

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**Classification**

*Faculty - academic title; Student - Graduation year; Alumni - Position*