

# PETITION PROCEDURE TO ESTABLISH A SOCIETY OF PHYSICS STUDENTS CHAPTER AT QUALIFIED INSTITUTIONS\*

The following materials should be completed and returned to:

Director  
Society of Physics Students  
American Institute of Physics  
One Physics Ellipse  
College Park, MD 20740  
Tel: (301) 209-3007  
Fax: (301) 209-0839  
E-mail: [sps@aip.org](mailto:sps@aip.org)

1. Petition form (in the Information Handbook or furnished by SPS). Attach additional sheets as needed.
2. Qualification sheet (in the Information Handbook or furnished by SPS).
3. Catalog of institution.
4. A letter from the Chairman of the Physics Department (or of the department responsible for physics instruction) indicating willingness to appoint a Faculty Advisor and to sponsor and maintain the chapter.
5. Local bylaws submitted for approval. (Sample in the Information Handbook or furnished by SPS).
6. Membership forms for all members.
7. National dues of \$24.00 per year per person for all members (returned with the petition).

\* All accredited institutions offering courses in physics are eligible to establish an SPS chapter.

# QUALIFICATION SHEET FOR INSTITUTIONS PETITIONING TO ESTABLISH A SOCIETY OF PHYSICS STUDENTS CHAPTER

1. Name of Institution \_\_\_\_\_  
2. Department Name \_\_\_\_\_  
3. Address of Institution \_\_\_\_\_

(city, state, zip)

4. Telephone: Campus Switchboard: \_\_\_\_\_  
Department Number: Direct Dial: \_\_\_\_\_ or Extension: \_\_\_\_\_  
Fax Number: \_\_\_\_\_

5. Highest degree in physics offered by the Institution \_\_\_\_\_

6. Type of Institution (*university, four-year college, two-year college, etc.*)  
\_\_\_\_\_

7. By what accrediting agencies is the Institution approved?  
\_\_\_\_\_

8. Number of majors (or equivalent): \_\_\_\_\_  
undergraduates \_\_\_\_\_ graduates \_\_\_\_\_

9. Number of students on campus: undergraduates \_\_\_\_\_ graduates \_\_\_\_\_

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

11. Full name and other information for the SPS Chapter Advisor appointed by the Department Chair (*please print*):

\_\_\_\_\_

*SPS Chapter Advisor*

\_\_\_\_\_

*Telephone Number*

\_\_\_\_\_

*E-mail Address*

Signed: \_\_\_\_\_  
*SPS Chapter Advisor*

12. Full name and other information for the Department Chair (*please print*):

\_\_\_\_\_

*Department Chair*

\_\_\_\_\_

*Telephone Number*

\_\_\_\_\_

*E-mail Address*

The SPS Chapter Officers are:

President: \_\_\_\_\_ Email: \_\_\_\_\_  
Vice President: \_\_\_\_\_ Email: \_\_\_\_\_  
Secretary: \_\_\_\_\_ Email: \_\_\_\_\_  
Treasurer: \_\_\_\_\_ Email: \_\_\_\_\_

Signed: \_\_\_\_\_  
*Chapter Secretary*

# PETITION TO THE SOCIETY OF PHYSICS STUDENTS

We, the undersigned, members of the instruction staff, alumni, and students at

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*(Name of Institution)*

sharing an interest in physics and believing in the worth and objectives of the Society of Physics Students, 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 the Society of Physics Students in the organization and conduct of the chapter.

Signed, this \_\_\_\_\_ day of \_\_\_\_\_, 2 \_\_\_\_\_

**SIGNATURE**

*(Names to be typewritten below each signature)*

**CLASSIFICATION**

*(Students give class; faculty give state academic title; alumni indicate position)*