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

1. Petition form - attached document and additional sheets as needed.
2. Qualification sheet - attached document and additional sheets as needed.
3. Catalog of institution - specifically to physics and/or astronomy courses taught.
4. A letter from the Chairperson of the Department (or 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. (See website for most recent version)
6. Membership forms for all members.
7. Dues for all members (returned before or 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 Faculty Advisor appointed by the Department Chair (please print):

SPS Faculty Advisor Telephone Number E-mail Address

Signed: ____________________________________________________________

SPS Faculty Advisor

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

Department Chair Telephone Number E-mail Address

Signed: ____________________________________________________________

Chapter Secretary

The SPS Chapter Officers are:

President: ________________________________________________________________

Vice President: ____________________________________________________________

Secretary: _______________________________________________________________

Treasurer: _________________________________________________________________

Signed: _________________________________________________________________

Chapter Secretary
PETITION TO THE
SOCIETY OF PHYSICS STUDENTS

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

____________________________________________________________________________________________

(Name of Institution)

sharing an interest in physics and believing in the worth and objectives of the Society of Physics Students, do here-
by 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)