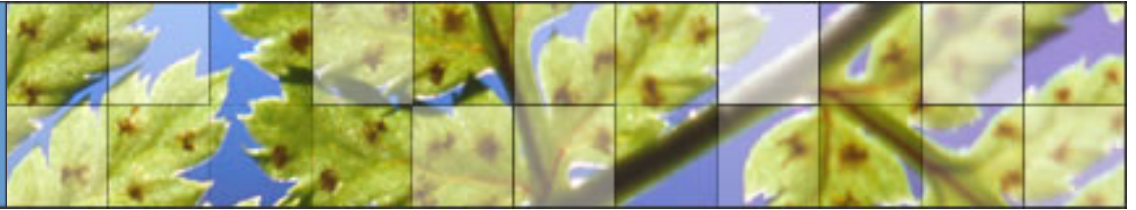


2006 Annual Meeting

Chapters 101/102

Templates



Chapter Team

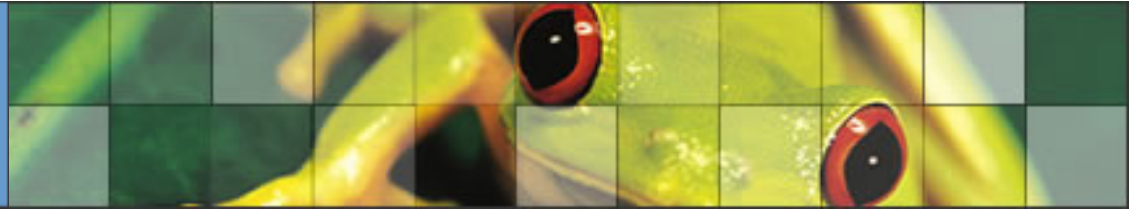
- **Sharon Davis, Manager of Membership Services & Benefits**
- **Roger Harris, Manager Chapter Relations and Support**
- **Kathy McLane, Administrator, Chapter Services and Membership**
- **Laura Nigro, Director of Membership and Chapter Programs**
- **Chapter Program Managers**

Available to assist chapters with programs and limited visits



Services

- Chapter electronic listserv
- Sigma Xi banner
- Sigma Xi honor cords
- Certificates and plaques of recognition
- Chapter Officer Toolkit
- Chapter officer email newsletter – The Intercom
- Chapter archives
- Chapter membership listing on ftp site:
<ftp://192.154.45.16/>



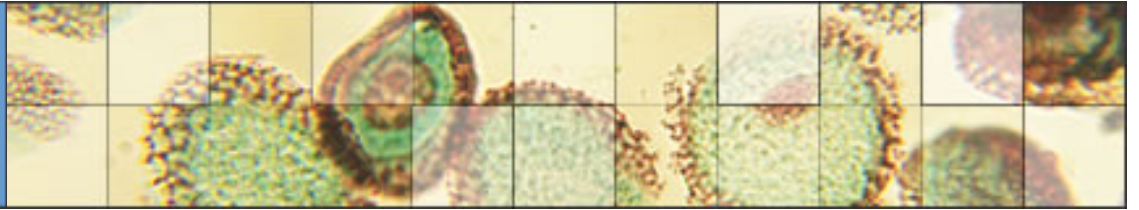
Services

- **Mailing labels**
- **Zip code searches for unaffiliated members in your area**
- **Nomination and informational supplies**
- **Chapter Blue Boards**
- **Sigma Xi Letterhead Services**

Lithoprint Inc. 328 State St. North Haven CT 06473

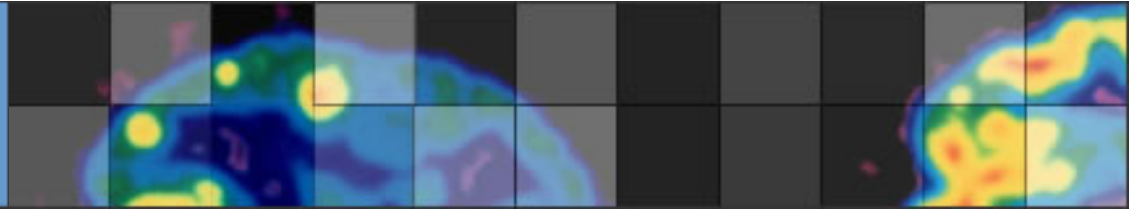
Phone: 203-248-0422

- **Online Chapter Officer Resource Pages**



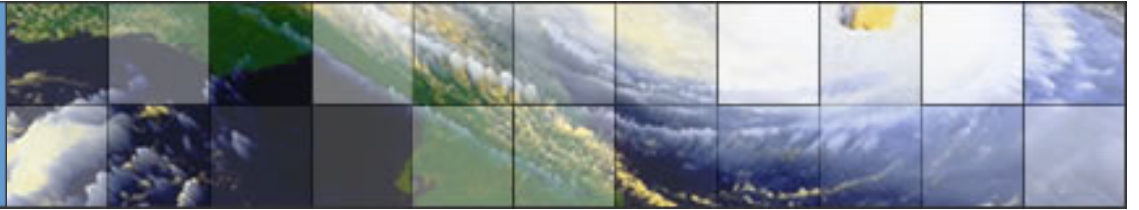
Online Chapter Officer Resource Page

- [Sigma Xi homepage, click on chapters, the last link](#)
- [A guide to reporting new initiates/promoted members](#)
- [Chapter annual report form](#)
- [Calendar of chapter and society activities](#)
- [Order certificates and plaques of recognition](#)
- [Chapter program opportunities](#)
- [Download a high resolution Sigma Xi logo](#)
- [Chapter officer duties](#)
- [Sample chapter activities](#)



Online Resource Page

- **Environment and field codes**
- **Grant-in-Aid of Research guidelines**
- **Local dues listing**
- **Requirements for good standing**
- **Bylaws and constitution**
- **Pledge of the Society**
- **Science, math and engineering education grant**
- **Ten tips for revitalizing chapters**
- **PDF Officer Toolkit**



Good standing requirements

Annual report due July 1 each year

Chapter activity report of the previous fiscal year included in the report (Reports received by mid-August are reviewed for chapter awards)

List of currently serving officers due July 1 each year

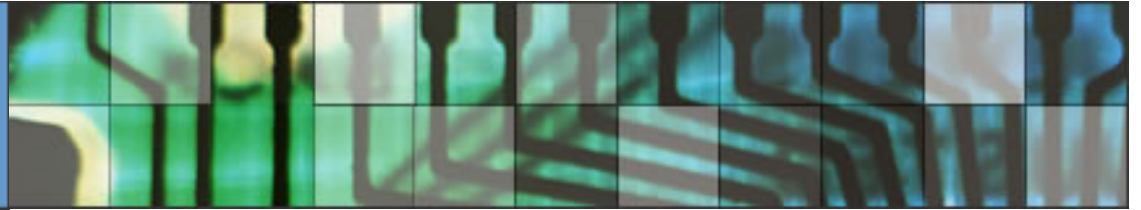
Election of at least one new initiate over a period of two years. (this will change at the fall annual meeting)

Attendance at the annual meeting, once every three years

Local Support and Local Dues

Local support is paid to chapters in three increments each fiscal year, normally in September, January and June.

Approximately $\frac{1}{4}$ (\$2.38 per member) of total local support is paid in the form of the “Uniform Increment” the same payment being made to each chapter regardless of size based on the membership data at the time we compute the support payments.



Local Support – Uniform increment

For the current year

Total number of members contributing	29,227
1/4 of total local support contribution	x 2.50
Uniform increment amount	\$73,067.50
Uniform increment divided by number of chapters (522) each	
Chapter in good standing receives	\$139.98



Local Support – Per capita

Approximately $\frac{3}{4}$ (\$7.50 per member) of total local support is paid as per capita increment based on the chapter affiliation of dues-paying members.

Half of the per capita increment is paid in September and the other half is paid in January. (\$3.75 each period)

This pertains only to full dues paying members. Life members contribute to the per capita but not emeritus, student or the second person in a combined membership



Computation of Local Support

- **Total local support payable to group**
- **Uniform increment + per capita increment**
- **Local support deductions or credits due**
- **Net local support**

- **Local dues if any**
- **All dues collected up to the date the dues are calculated are included in the corresponding check**

- **June checks are usually adjustments**



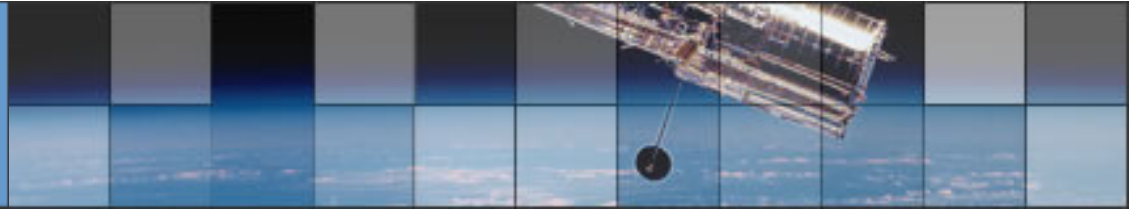
Nominating members

- **How to nominate a new member or promote an associate member**
- **Information and forms can be found online or in the chapter officer toolkit**
- **Chapter nominating committee**
- **Form a strategy for attracting new members**



Strategies

- **The personal touch** *Nominate a colleague or worthy student*
- **Departmental representatives** *Designate a person within each department to solicit nominations within that department*
- **Support of the administration** *Send a letter or email from the president of academic affairs or the dean of the college of science to faculty members. The letter (email) should stress the honor of membership and encourage faculty to nominate individuals*



Campus newspapers and campus email

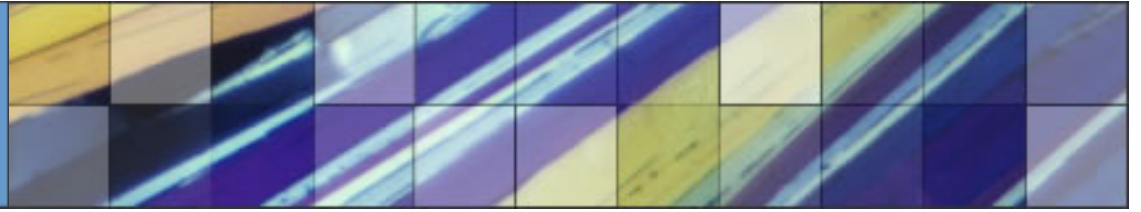
Include the membership qualifications, provide a link to the chapter web site or Sigma Xi's home page, along with the chapter contact persons' name, email and phone number

Open meetings, lectures and other events

A table with Why Sigma Xi brochures, nomination forms

Welcome new faculty members

Invite new faculty to the chapter fall meeting to meet their colleagues

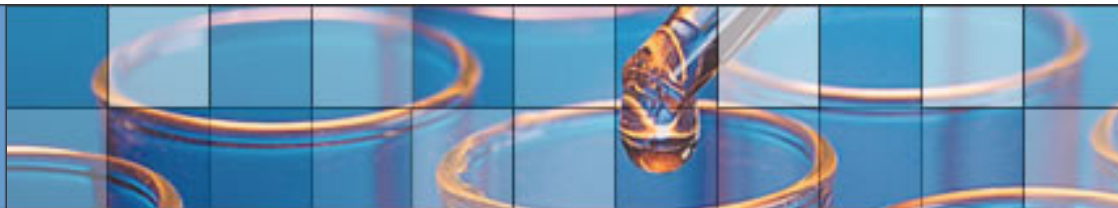


Chapter sponsored programs, science fairs, poster presentations

*The chapter nominating committee can circulate, talk to participants about Sigma Xi. A table with **Why Sigma Xi , Programs, Services, Opportunities, Benefits**, brochures as well as the new **Affiliates** brochure and the chapter presentation board available for individuals to walk by and visit*

Departmental secretaries

These individuals can be a wealth of information They are aware of students who are involved in research as well as grade point averages



Develop a plan of communication

Who

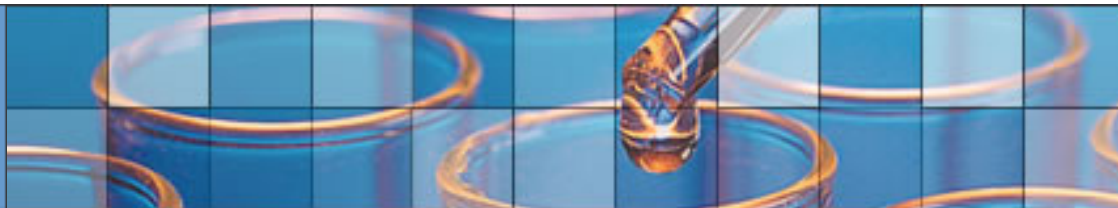
Who are you trying to reach, who will be your audience?

What

What is the nature of your program or activity you are presenting?

When

When will the program take place?. Look at dates, so the program will not clash with a major event elsewhere in your institution.



Where

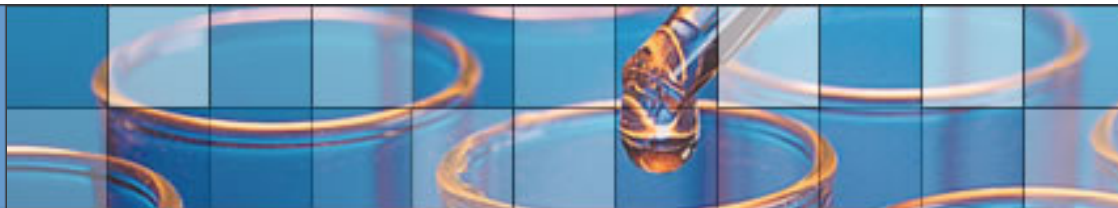
Where will the event be held? It is easily accessible to your target audience? Do you need to include directions or a map with the notice?

Why

Be sure your audience is aware of why the program is important to them.

How

How the information is communicated will vary according to resources and environment.



Identify Potential Members

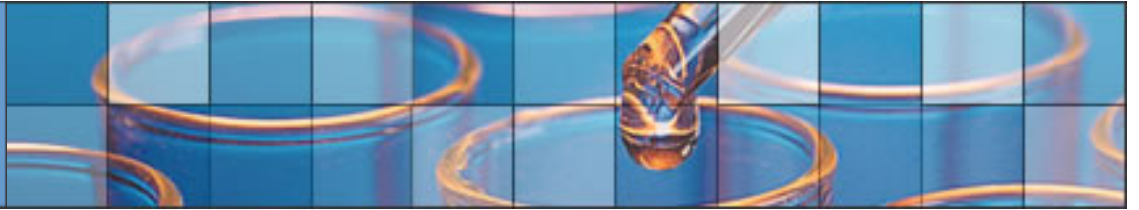
Most members of science, health and engineering faculty

Individuals who participate in chapter programs

Graduate and undergraduate students

Grant recipients, science fair winners, poster presenters

Campus administrators with science backgrounds

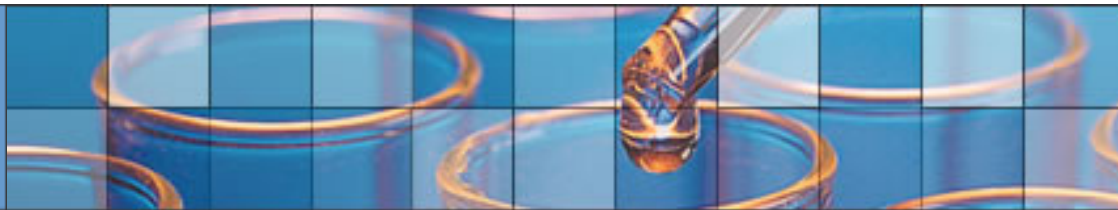


National Academy members and members of other science organizations

Visiting faculty or dignitaries

Local researchers

Current or lapsed associate members eligible for promotion to full membership



Chapter responsibility

- **Form a review committee of 2 to 5 full members to review nominations and invite prospective members**
- **Have the nominee fill out a nomination form (use the chapter website to host electronic forms or paper)**
- **Review supporting materials (CV, list of publications, statement of research)**
- **Letter of invitation**
- **A certificate order form**
- **Receive, sign and distribute certificates to members**
- **Collect Dues**



Return to the administrative offices

**A copy of the nomination form (electronic,
fax or paper)**

Certificate order form

**Dues - electronic chapter debit form,
available online under chapter re credit
card, check (s)**



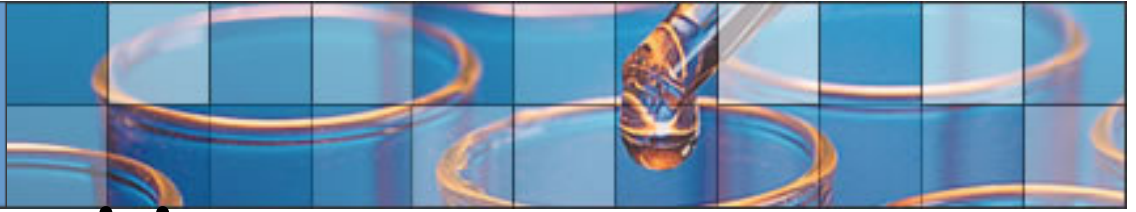
When can you elect new members?

EVERY DAY

We process initiates every day. We do not have deadlines for electing new members.

As a suggestion, early spring and late winter are optimum times. Early spring allows us to get the information into our database and allows for timely delivery of the magazine and membership card and other pertinent mailings.

Winter (late December through late March) is a bonus time. The new initiate will receive the next available issue of the magazine, member card, membership email blasts and letter from the president, ahead of their dues payment time.



Chapter Opportunities

Lectureships is an opportunity for chapters to host visits from outstanding individuals at the leading edge of science.

Financial subsidies are available to assist with speakers

Deadline is March 1.

Contact: lectureships@sigmaxi.org

Grants-in Aid of Research

For 80 years, supporting graduate and undergraduate student researchers.

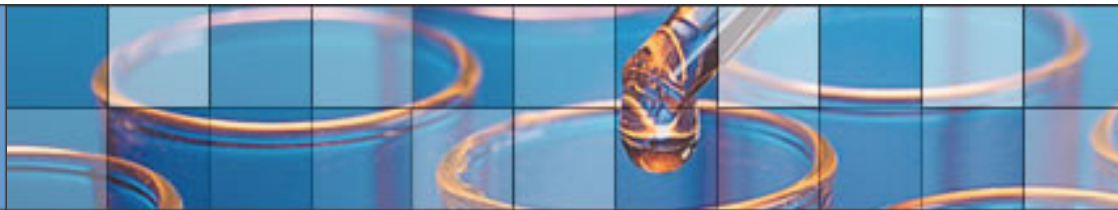
Grants of up to \$1000; some funds available for up to \$2500 in ophthalmology and astronomy.

Deadlines: October 15 and March 15



SMEE

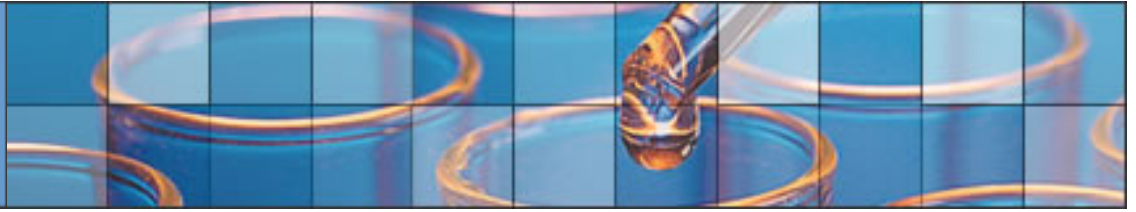
Chapters are invited to submit applications for grants to support science education projects. The basic policy of Sigma Xi's support is to provide "seed" money to initiate innovative programs; matching support from other resources greatly enhances the priority of a grant application for the limited funds that are available. Financial support is one time only to assist the initiation of new projects. Grants are \$1000.00 Contact: education@sigmaxi.org



ReSET volunteers are retired scientists, engineers and technicians who give their time, energy, and expertise to schoolchildren. Because volunteers have had successful careers in their respective professions, they are living; breathing vocational guides who can make a dry curriculum come alive.

ReSET's hands-on, inquiry-based approach gives students direct, intuitive, dynamic encounters with science and math—improving their literacy and awareness, and promoting a positive attitude towards once "scary" subjects.

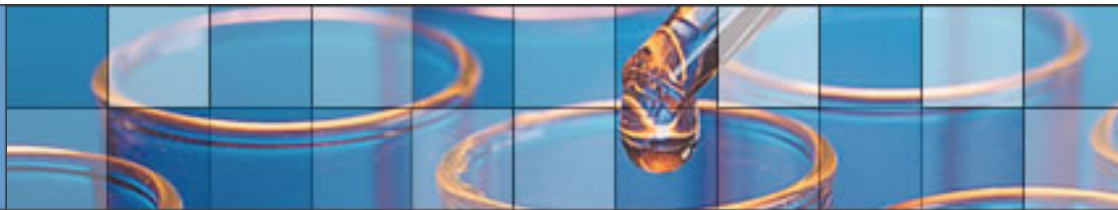
The NIST Chapter is piloting this program to be used as a model for chapters.



The Image and Meaning Initiative was begun through MIT's Envisioning Science Project, and lead by acclaimed science photographer Felice Frankel. The international Image and Meaning 2 (**IM2**) workshop, held recently in Los Angeles, commingled scientists from different disciplines, graphic designers, computing experts, science communicators and science-center professionals. The groups engaged in discourse and hands-on collaborative activities to address problems commonly encountered in visualizing science for various audiences, taking a first step toward building a community of practitioners.



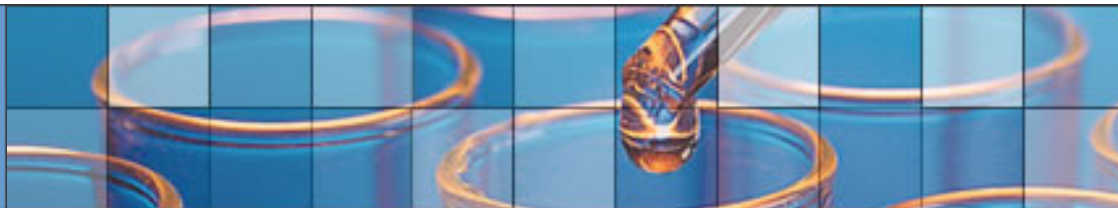
A series of regional workshops will be funded through a grant from the National Science Foundation. As part of its Public Understanding of Science program, Sigma Xi will administer the workshops through its chapters, pulling together researchers and other professionals involved in communicating science. Participants will submit specific problems they have come across in their own efforts to make pictures that communicate complex information. The groups will work on solutions to those specific problems, and report back on how the collaborative process can advance the field. Contact: education@sigmaxi.org



NEW! Multi-Chapter Granting Program

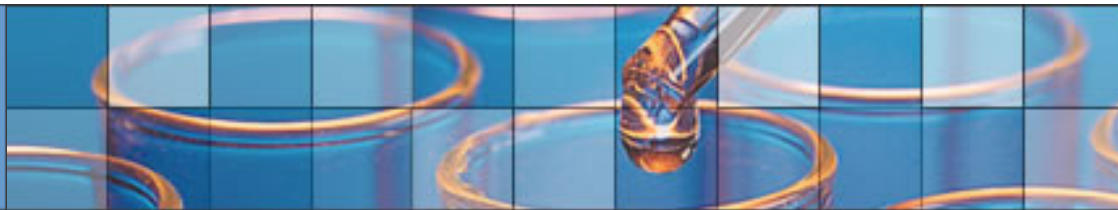
At Sigma Xi's 2002 Annual Meeting in Galveston, the R&D Constituency Group established a three-part Mission Statement with goals including

- Promote science to the public
- Establish better relationships with industry
- Address postdoc and graduate student issues.



The group asked that funds be set aside for a grant program specifically for Research and Doctoral Constituency chapters wanting to collaborate. In response, Sigma Xi's Board of Directors funded two multi-chapter pilot projects, one of which involved the Chapters of Thomas Jefferson University and the University of Delaware

The program was a success, a final report was given and both chapters were recognized for their efforts on this project.



Based on the overall success of this pilot activity, last May Sigma Xi's Board of Directors not only voted to continue funding this sort of multi-chapter collaboration, but to open up the opportunity to chapters from all constituency groups – not just R&D. The Committee on Qualifications and Membership has been charged with overseeing this new granting program, including creation and execution of the proposal evaluation process. Additional information will be available on the web site in November and all chapter officers will be notified once the online form is complete

Contact: chapters@sigmaxi.org



High School Mentoring

More than 30% of Sigma Xi members are interested in participating in mentoring programs. As part of the Sigma Xi commitment to nurturing the health of the research enterprise, the Society is developing a number of programs and partnerships that provide mentoring to students and young professionals.

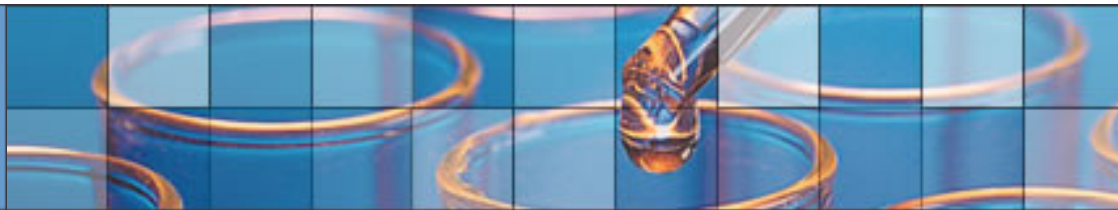
Contact: education@sigmaxi.org



Teach for America

Sigma Xi members can have an enormous positive impact on the quality of the replacement teaching pool by actively encouraging good science students to consider teaching, either for a short two-year period, or for a whole career.

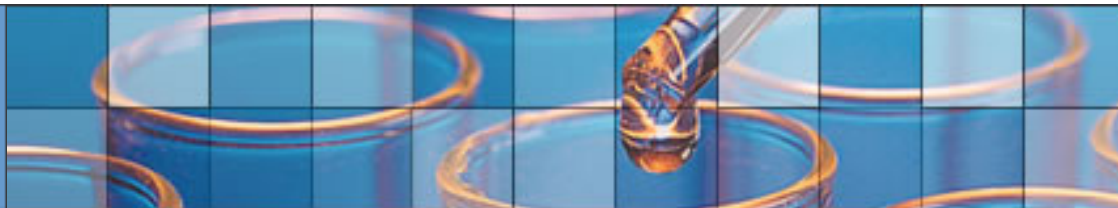
Contact: education@sigmaxi.org



National Computational Science Institute (NCSI)

Using Computational Science In Your Classroom:
Helping Students to "See" the Invisible

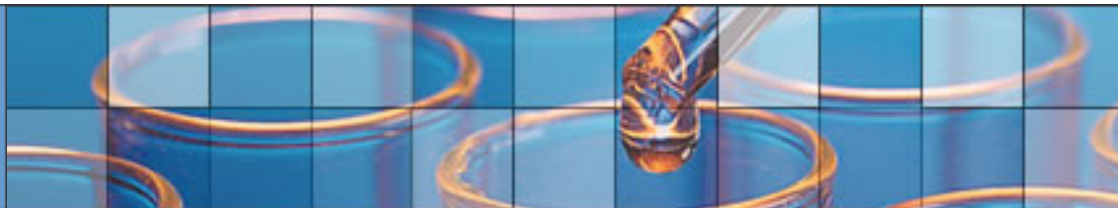
Contact: education@sigmaxi.org for additional
information



ToyChallenge

Sigma Xi chapters and individual members have the opportunity to become involved in TOYchallenge in a number of ways:

- Coach one or more teams in your area.
- Offer to coach a team in another area that may need a coach.
- Sponsor a team financially.
- Volunteer to help at a TOYchallenge national event or a Sally Ride Science Festival.
- Present a workshop for kids or adults attending a Sally Ride Science Festival
- Serve as a judge for a TOYchallenge national event



You'll get advice, ideas and even training if you need it, from staff at both Sigma Xi and Sally Ride Science.

Sigma Xi coaches may request financial support for team building, materials and/or travel. The expectation is that Sigma Xi funds will match funds raised locally.

To be eligible for these benefits you must register through Sigma Xi.

For additional information contact: Kristen Greenaway,
Director of Development, Sigma Xi



Blogs

Your Sigma Xi chapter could benefit by taking advantage of this growing medium. At the very least, a blog can act as a centralized message board, making it easier to schedule and plan chapter meetings, programs and events. More sophisticated and extensive use of a blog could help you engage your host institution and the general public in your chapter activities, and ultimately elect and retain members. There are a number of free services available for chapter use.



How to Raise Funds For Your Local Sigma Xi Chapter

How to Raise Funds For Your Non USA Sigma Xi Chapter

Outreach To Your Community

How Podcasts Can Help Your Chapter

Podcasting is powerful Internet-based technology to
distribute audio files to users anywhere, anytime

Script for Initiation Ceremony



General Membership Retention

Revitalization Resources, Checklist, Template

Letter Communications

Science Cafe