

Iota Sigma Pi

**National Honor Society for
Women in Chemistry**



Starting a New Chapter Operations Guide

November 2011

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Introduction

The Iota Sigma Pi Operations Guide for starting a new chapter is meant to complement the Rules and Regulations and the Constitution and Bylaws. Descriptions of the responsibilities of the petitioning group, the National Vice President, and National Council required for the smooth startup and installation of a new chapter have been included. The specific steps that must be taken to produce a complete petition packet may be found within this document.

Historically, two types of chapters were installed: Academic and Metropolitan. Currently all chapters are Metropolitan, and **only** Metropolitan chapters shall be installed.

1. Academic chapters were university or college based, and their members were composed mainly of students, post-doctoral research fellows/associates/assistants, and faculty. These chapters are entirely situated in an academic environment. No chapters are currently Academic ones.
2. Metropolitan chapters include members recruited from beyond as well as within the university/college environment. Members may be from universities/colleges, industry, government, secondary schools, and other professions. All new installed chapters will be Metropolitan Chapters, even if most members are from academia.

Several chapters still have the majority of the members from academics but they have now opened their chapters to include other qualified members.

This document should be used as a guide. The deadlines noted for submission of petition documents to National should be strictly followed as much as possible but close attention should be paid to ensure a complete packet has been submitted to the National Vice President. An incomplete petition packet will delay the process.

This process may take up to six months from the time the petitioner(s) requests information about starting a new chapter to final approval and installation of the chapter. The petitioner collects all necessary documents to forward to the National Vice President, who will review for completeness of the petition packet. When the National Vice President deems that the petition packet is complete, copies are sent to the NC for review and approval. **All materials requested of the petitioner must be forwarded to all National Council members by the National Vice President.** Open communication among national officers should be maintained in order to provide for a complete and thorough discussion of the petition materials.

The acting chapter liaison is strongly encouraged to communicate with National Council via the National Vice President for assistance.

Part A – Minimum Requirements: Brief Summary

1. A minimum of six women scientists (i.e., students, faculty, business professionals from industry and government or any mix thereof) who are members or who qualify for membership may petition for a charter. Qualifications for membership and application forms may be found on the website: <http://www.iotasigmapi.info/about.htm>
2. An acting chapter liaison to be in charge of arrangements for obtaining the charter should be named. She will communicate with the National Council through the National Vice President and will handle all correspondence for the chartering process. If the liaison is a student, she must provide the name of a permanent faculty or staff member who will serve as a sponsor for the chapter. This will ensure stability of the chapter.
3. Petitioners must provide **one original and one electronic copy (as a .pdf)** of the final petition with proper signatures to the Vice President. Copies should include the signed petition (with signatures of all charter members, which may exceed the minimum number required to petition as noted in #1 above, and the proposed name of the chapter), supporting paperwork, and appropriate attachments for each prospective member: 1) application for membership; 2) individual membership fees; 3) curriculum vitae for professionals or transcripts for students.
4. The petition should include general information on the region from which the members will come (colleges, universities, research institutes and chemical industries). The petition should include at least one paragraph describing the element chosen to represent the chapter and a reason why it was chosen. This will be included in the Society's History. **All chapters are to be organized as metropolitan chapters.** If the chapter is to be headquartered at a specific academic or industrial institution, a proposed descriptive plan for **how** the charter members will reach out to other institutions and chemists in the area to recruit for members must be included.
5. Letters of recommendation for the establishment of the chapter from Department Chairs and Deans of local area universities and colleges and Industrial Department Leaders and/or Managers from industry and/or government are strongly recommended to be included with the petition.
6. The Vice President will review the petition and, if complete, send copies to each member of National Council for approval.
7. Officers (descriptions detailed in the Rules and Regulations) must be selected prior to the installation and initiation ceremony. The visiting National Council member will install the officers at this ceremony.
8. **CONTACT the National Vice President** for details before submitting any material.

Historically, two types of chapters were installed: Academic and Metropolitan. Currently all chapters are Metropolitan, and only Metropolitan chapters shall be installed.

The National Vice President must receive the above information and documentation of the **final complete** petition AT LEAST three months prior to when you plan to have your official installation ceremony. National Council must have time to review and vote on your petition, membership applications must be processed and certificates made and sent out, and plans made for a member of National Council to be present at your initiation and installation ceremony.

Part B – Petitioning Group

Requirement and Responsibilities

1. Contact the National Vice President for details before submitting any material.
2. A minimum of at least six women scientists, who may be students, faculty, business professionals, or any mix thereof, must sign the petition.

Note: Satellite Groups – members who live some distance from a chapter may form an informal group. Such a group has no standing in the Society. The group may petition to form a chapter when the requirements for chapter formation are met.

3. An acting chapter liaison to be in charge of arrangements for obtaining the charter should be named. She will communicate with the National Council through the National Vice President and will handle all correspondences for the chartering process. If the liaison is a student, she must provide the name of a permanent faculty or staff member who will serve as a sponsor for the chapter. This will ensure stability of the chapter.
4. Petitioners must send **one original and one electronic copy (as a .pdf)** of the final petition (with all the proper signatures) to the Vice President.

Petition Packet

1. The petitioning group shall select a name from names of chemical elements or binary compounds not in active or inactive use.
 - a. The name shall be part of the petitioning document.
 - (1) Go to the Iota Sigma Pi website for the list of current chapter names.
 - (2) Choose either the Latin or English name (if applicable) for the element or binary compound.
 - b. The petition should include at least one paragraph describing the element chosen to represent the chapter and a reason(s) why it was chosen. This will be included in the Society's History.
2. The petition should include general information on the region from which the members will come (colleges, universities, research institutes and chemical industries). The region should be a defined geographic area.
3. The petition must include a clear descriptive plan of how the group will be recruiting members for the chapter.
 - a. If the petition originates from an academic location, the plan must include procedures in place to recruit members from outside the academic arena.
 - b. If the petition originates from a nonacademic location, the plan should include procedures to recruit potential members from academics.

Note: All chapters are to be organized as metropolitan chapters. If the chapter is to be headquartered at a specific academic or industrial institution, a proposed plan for how the charter members will reach out to other institutions and chemists in

the area must be included. Charter members should be representative of students, faculty, and business professionals from industry and government.

4. Letters of recommendation for the establishment of the chapter from Department Chairs and Deans of local area universities and colleges and Industrial Department Leaders and/or Managers may be included with the petition.
5. Petitioners must provide **one original and one electronic copy (as a .pdf)** of the final petition with the proper signatures to the National Vice President. Copies should include the signed petition (with signatures of all charter members and proposed name of the chapter), supporting documents, and appropriate attachments for each prospective member: 1) application for membership 2) individual membership fees 3) curriculum vitae for professionals or transcripts for students.
6. The National Vice President must receive the above information and documentation AT LEAST three months prior to when the official installation ceremony is planned. National Council must have time to review and vote on the petition, membership applications must be processed and certificates made and sent out, and plans made for a member of National Council to be present at the initiation and installation ceremony.

Part C – Responsibilities of National Vice President

1. Inform petitioner (or any inquiry about starting a new chapter) about revitalizing a chapter if one is within the location of the possible new chapter.
2. Provide details to the guidelines found on the Iota Sigma Pi website.

Note: The information on the website is a summary guideline. The National Vice President needs to provide the details and supplemental information to the petitioner or those seeking information about starting a new chapter.

- a. Explain that all chapters are metropolitan chapters and what this means (see below).

Historically, two types of chapters were installed: Academic and Metropolitan. Currently all chapters are Metropolitan, and **only** Metropolitan chapters shall be installed.

- Academic chapters were university or college based and their members were composed mainly of students, post-doctoral research fellows/associates/assistants), and faculty. These chapters are entirely situated in an academic environment. No chapters are currently Academic ones.
 - Metropolitan chapters include members recruited from beyond as well as within the university/college environment. Members may be from industry, government, secondary schools and other professions.
- b. Request a concise plan on recruitment of members
 - c. Provide the petition and the supplementary form requesting required information to the petitioning individual.
3. Inform the petitioners of the initiation fee, other fees, annual dues, and time of payment. She shall also inform the petitioners of the required annual submissions of chapter and financial reports.
 4. Notify Members-at-Large (MAL's) within the area of the possibility of the establishment of a new chapter in their vicinity and poll their interest in joining. Provide a list of MAL's to the petitioners early in the process to contact also.
 5. Remind the petitioners that the submitted petition packet, containing the petition and supporting documents, must include items described in Part B above.
 6. Review the petition and, if complete, send copies to each member of National Council for approval. Completed copies are required for NC to make an informed decision for approval of the application. The approved original petition should be sent to the National Historian for the archives.
 7. Notify the acting chapter liaison of the outcome of the approval review by NC.

Part D – Responsibilities of National Council

Note: Each member of National Council should receive copies of the **COMPLETE** petition packet from the National Vice President. Completed copies are required for NC to make an informed decision for approval of the application.

Note: National Council should keep in mind during review of the petition materials, whether the documentation provided with the petition shows strong support for a chapter and that the plans proposed would lead to the viability and sustainability of the chapter.

1. NC should review the petition materials and determine whether the petitioners have met (and, ideally and in some cases, may have exceeded) the criteria expressed above.
2. The petition may be approved by
 - a. two-thirds vote (of votes cast) during a National Convention or
 - b. two-thirds vote of National Council when the National Convention is recessed.
3. If the vote is to be taken at a National Convention, the National Vice President shall provide several copies for review by the delegates prior to the vote.
4. The National Vice President shall inform the petitioners of the result of the vote. If the petition is turned down, the National Vice President shall explain the reasons in writing and request additional information from the petitioners.

Part E – Post Approval of Petition and Chapter Installation

1. Chapter officers (descriptions detailed in the Rules and Regulations) must be selected prior to the installation and initiation ceremony.
2. The National Vice President shall
 - a. Send Instructions for Preparations for Installation including a copy of the **Rules and Regulations** and the **Chapter Operations Guide** to the new chapter as soon as possible. It takes at least three to four months to prepare for installation of a new chapter.
 - b. Request the National Secretary to send an adequate supply of blank membership forms to the proper chapter officers.
 - c. Request the Coordinator of Initiates and Supplies to send a current price list for Iota Sigma Pi official merchandise and instructions on ordering to the appropriate officer of the new chapter. The National Vice President will give the Coordinator of Initiates and Supplies the name and address of the person to whom the requested materials are to be sent.
 - d. Request the Coordinator of Initiates and Supplies to prepare initiation packets and send them to the appropriate officer of the new chapter. The packet should include the **Constitution and Bylaws** and **History of Iota Sigma Pi**.
 - e. Request the National Historian to have a charter prepared and sent to the officer arranging the installation.
 - f. Inform the new chapter that the appropriate national officers will send the materials named above.
 - g. Select the Installing Officer and send her name and address to the appropriate officer of the new chapter. It is then the responsibility of the new chapter to arrange with the Installing Officer a date for installation of the chapter that is suitable.
 - h. Send to the Installing Officer a list of her duties and a copy of the **Rituals of Iota Sigma Pi**.
3. The Installing Officer may be any National Officer or a Past President. The Installing Officer will:
 - a. Perform the Installation of Officers and the Ritual of Initiation of members.
 - b. Meet with the officers (and members) of the new chapter for the purpose of describing the obligations the new chapter has to the National organization. This should include:
 - (1) A description of the dues structure (including the current breakdown of dues that goes to the national operating budget, convention fund and chapter rebate) and membership categories.
 - (2) Requirements for membership-emphasizing that new members do not have to be chemistry majors if they meet the other qualifications outlined in the Rules and Regulations.
 - (3) Prompt submission of chapter reports to the National Treasurer each year.
 - (4) Prompt reporting of the names and addresses of chapter officers to the National Vice President each year.
 - (5) Notification of the Records Chair of name and address changes of any member.
 - (6) Transfer of membership to another chapter or MAL when a member moves.
 - (7) Sending of chapter news or other information of interest to the Editor of **The Iota**.

- (8) Encourage the chapter to send a description and photos of chapter installation and initiation of new members to the National Editor, the National Historian, and the Webmaster.
 - (9) Encourage chapter activities and share information on the activities of other Iota Sigma Pi chapters.
 - (10) Describe the Triennial Convention and the need for the chapter to send a delegate.
 - (11) Inform the chapter of the website and encourage downloading the **Rules and Regulations** and the **Chapter Operations Guide**.
- c. Deliver or have delivered one Chapter copy of the **Constitution and By-Laws, History of Iota Sigma Pi, Chapter Operations Guide, and Rules and Regulations** to the chapter historian.
4. The expenses of the installing officer shall be paid by the National Treasury. Expenses would include travel, overnight stay if required, and meals. Attempt to minimize expenses in all categories. Prior approval by the National Treasurer is strongly encouraged. The mileage reimbursement rate will be the current one approved by the National Treasurer.
5. Expenses other than those for the installing officer are the responsibility of the petitioners.

Part F – Instructions for Preparations for Installation

Recommended preparations by new chapter

1. Notification of installation of new chapter
 - a. Invite university president, provost, deans, dept chairs, officers from local honor societies and several newspapers/media.
 - (1) Provide great visibility
 - (2) Handwritten invitations on high quality paper & hand delivered would make a good impression
 - b. If available as press release for newspapers (school and local) and for general audiences after chapter president makes address (see below), would be (1) easy for someone to quote correctly and possibly include an article in a paper or campus brochure; (2) Also be a good souvenir for charter members.
2. Keep ceremonies formal to stress importance and honor portion of the society
 - a. Flowers, candles (represent IΣΠ colors: white, gold, dark green), refreshments
 - b. After chapter president is installed, she should give an official address stating goals and plans for the chapter
 - c. Charter members sign back of charter. If not thick enough, sign paper stating they are charter members and tuck sheet in frame behind the charter for posterity

Installation & Initiation (found in Rituals)

*This is composed so as to provide for chapter members who are (1) already members, transferring from MAL or another chapter, and (2) new initiates of the newly installed chapter. Modification can easily be made in order to provide for a different situation. **The following is read by the Installing Officer(s).** It is assumed that the charter members are seated in front of her.*

In 1900, a group called Chemistry Fiends was started at the University of California at Berkeley as a recreational and social group for women chemistry students who were quite isolated because of their choice of courses. In 1902, a constitution was adopted, stating that the objectives were to further the interests of the women students in the laboratories of the Chemistry Building and to bring them into close contact in a social way with the chemistry faculty and with students in other chemistry classes. In 1912, the name Alchemia was chosen as being more dignified than Chemistry Fiends. In 1913 and 1914, Alchemia expanded into Stanford University and the University of Southern California.

Meanwhile, a group at the University of Washington organized as Chi Alpha Pi in 1911 and a group at the University of Nebraska called itself Iota Sigma Pi in 1912.

In 1916, there was a meeting of these groups, and the formal organization on a nationwide basis was started. Agreement made Hydrogen Chapter at the University of California at Berkeley the mother chapter, and therefore Chapter #1. Oxygen at the University of Washington Chapter #2, and Nitrogen at the University of Nebraska Chapter #3, but contributing the name Iota Sigma Pi. The founding date is taken as 1902, the year the group at Berkeley wrote its first constitution.

Up to the present time, a total of _____ chapters have been installed. Today we add **(Chapter Name)**, the _____ chapter.

Our mutual interest in chemistry has been an incentive toward creating more interest in this field among women. Only by strict attention and earnest endeavor can we accomplish our purpose. Since you are now about to be received into the society whose chief interest is in chemistry, it is fitting that we should explain to you our symbols.

Our name, Iota Sigma Pi, signifies Iotes Sophia Procorei (ee-**OH**-tace sof-**EE**-a pro-coh -**RAY**) which stands for Go, Scientist, Forward. Our motto is Chemia Adelphae Prokope (kay-**MEE**-a a-**DEL**-fee pro-koh-**PAY**) which means Sisterhood for Advancement in Chemistry.

Our aim is stated more clearly in our objectives:

- (a) to promote interest in chemistry among women students;
- (b) to facilitate networking to provide personal and professional support;
- (c) to foster professional advancement of women in chemistry and related fields;
- (d) to recognize outstanding accomplishments of women students and professionals in chemistry and related fields.

Our colors are white, gold, and cedar green. White, the symbol of purity and truth, to us signifies unselfish sisterhood. Gold, the symbol of quality, to us signifies both scientific achievement and the inorganic phases of chemistry. Cedar green, the symbol of immortality, to us signifies both the perpetuity of science and the organic and biochemical phases of chemistry.

The insignia of Iota Sigma Pi shall be a pin or key. This pin or key symbolizes the entire spectrum of chemistry. Organic chemistry and biochemistry are represented by two symbols: the benzene ring which forms the outside of the key and the two diamonds, pure carbon, located above and below the letters "ΙΣΠΙ" in the center of the benzene ring. Inorganic chemistry is represented by two ancient alchemist symbols: the double crescents which signify silver, the imperfect metal, located above and below the diamonds, and the circles which signify gold, the perfect metal, encircling the diamonds. To the alchemists, the double crescents and circles meant purity, completeness, and the highest quality. These then are our appropriate symbols.

The following will please rise:

(Read names, in alphabetical order, of those who are already members and are transferring to the new chapter.)

You are already members of Iota Sigma Pi, associated with the **(insert Members-at-Large and names of chapters as appropriate)** and now are transferring to _____ Chapter.

(Each member receives a ribbon, pin, flower, or corsage.)

The following please rise:

(Read names, in alphabetical order, of new initiates.)

You have been chosen for membership on the basis of your accomplishments in chemistry and will now be formally initiated into Iota Sigma Pi and _____ Chapter with the distinction of becoming the first initiate of _____ Chapter.

(To each candidate separately) Do you **(name of candidate)** pledge to uphold these objectives and to respect these symbols of Iota Sigma Pi?

Candidate: I do. *(Candidate then signs the chapter membership book. All members sign chapter membership book including those previously initiated in either a Chapter or as a Member-at-Large.)*

*Installing officer presents an initiation packet containing a membership certificate, a copy of **A History of Iota Sigma Pi**, a copy of the **Constitution and Bylaws**, a current copy of the **Membership Directory** (or note indicating availability from the Records Chair) and a current issue of **The Iotan** to each candidate and puts a ribbon, pin, flower, or corsage on each candidate.*

Installing officer. *(To each candidate or to the entire group)* Iota Sigma Pi now recognizes you as (a) duly initiated member(s) of this society.

These **(number)** women will be recognized as the charter members of the _____ Chapter.

By the power vested in me by the members of Iota Sigma Pi, I pronounce _____ Chapter to be an integral part of the society with all the rights, privileges, and responsibilities possessed by each local chapter of Iota Sigma Pi.

It is my privilege and honor to present the charter to _____, who will serve as the first president of _____ Chapter.

All of the petitioning members of the newly installed or reactivated chapter traditionally sign the back of the charter and appropriately frame the charter.

Installation of Chapter Officers

The following will please come forward: **(Read names of the chapter officers.)**

_____	(President)
_____	(Vice President)
_____	(Secretary)
_____	(Treasurer)
_____	(Historian)
_____	(Membership Activities Coordinator)

You have been chosen to be the officers of _____ Chapter for the coming year.

(Name), President, will you interpret the laws of Iota Sigma Pi, enforce the observance of the Constitution and Bylaws and Rules and Regulations, and supply leadership to the members of _____ Chapter?

(Answer: I will.)

(Name), Vice President, will you act in the place of the President in the event of her absence and complete all the other duties for your office as listed in the Constitution and Bylaws and Rules and Regulations?

(Answer: I will.)

(Name), Secretary, will you keep a record in durable form of the proceedings of meetings, attend to all official correspondence of the Chapter, maintain a list of members, and complete other duties for your office as mentioned in the Constitution and Bylaws and Rules and Regulations?

(Answer: I will.)

(Name), Treasurer, will you collect all assessments levied by the Chapter, receive chapter rebates from the National Treasurer, pay to the National Treasurer the initiation fees for new members, pay out monies in accordance with the vote of the Chapter, and complete other duties of your office as given in the Constitution and Bylaws and Rules and Regulations?

(Answer: I will.)

(Name), Historian, will you act as curator of the Chapter's documents and the Chapter's copy of the Society's documents, and complete all other duties of your office as listed in the Constitution and Bylaws and Rules and Regulations?

(Answer: I will.)

(Name), Membership Activities Coordinator, will you act as liaison to the departments of chemistry and related fields and to local industries and governments to help identify potential members, facilitate efforts to reach out to inactive members, and complete other duties of your office as listed in the Constitution and Bylaws and Rules and Regulations?

(Answer: I will.)

By approval and witness of the active members, you are now duly installed officers of _____ Chapter of Iota Sigma Pi.

(Letters from National Council Officers) (National Council members often send letters of congratulations)

Installing officer. I would like to be the first to congratulate you on your new offices in the newly activated _____ Chapter. It has taken much effort on your part to organize and nurture your group to this point. Although most of the National Council members are not able to join us for this important event, they send their best wishes.

Chapter Vice President will introduce the readers of the letters from members of National Council.

Installing officer. Congratulations from all Iota Sigma Pi members!

(Then the Chapter President handles closing remarks and wrap-up.)

Part G – Petition for Starting a New Chapter

Petition should include

1. Names of the Chapter Liaison and, if applicable, a Sponsor (i.e., faculty or permanent staff, if the chapter liaison is a student)
2. A name from names of chemical elements or binary compounds not in active or inactive use.
 - a. The name shall be part of the petitioning document.
 - (1) Go to the Iota Sigma Pi website for the list of current chapter names.
 - (2) Choose either the Latin or English name (if applicable) for the element or binary compound.
 - b. The petition should include at least one paragraph describing the element chosen to represent the chapter and a reason(s) why it was chosen. This will be included in the Society's History.
3. Concise plan on recruitment of members
 - a. Recruit from industry and government (if applicable) if petitioner is located in academics
 - b. Recruit from academics if petitioner from industry or government

Note: Recruitment from areas outside of the major work environment of the petitioner is **strongly** encouraged to ensure diversity of the chapter membership, to have greater networking and mentoring opportunities (especially if the petitioner is a student and the location is in an academic institution), and to increase the future success of the chapter through chapter stability and sustainability.

4. Signed petition
In addition to students and post-doctoral fellows/assistants, professional members who hold more permanent positions in their areas of employment, e.g., faculty, staff, and industry or government employee, should also be included. This is especially important if the acting chapter liaison is a student.

PETITION FOR NEW CHAPTER

We, the undersigned, wish to start a new chapter of IOTA SIGMA PI. The new chapter will invite qualified students and professional women to join. We have included supporting paperwork as stated in the guidelines: (1) General information on the region from which the members will come, (2) Description of the element chosen and why it was chosen, (3) Proposed plan to reach out to other institutions and chemists in the area if the chapter is headquartered at a specific academic or industrial institution, (4) Letters of recommendation from Department Chairs and Deans of local area university or colleges and Industrial Department Leaders and/or Managers.

Signed _____
Acting Chapter Liaison Date

Signed _____
Sponsor, if Acting Chapter
Liaison is a Student Date

Current Iota Sigma Pi Members

Name (Print)	Name (Signature)	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Prospective Professional Members

Name (Print)	Name (Signature)	Date	Affiliation
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Prospective Professional Members (cont)

Name (Print)	Name (Signature)	Date	Affiliation
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Prospective Student Members

Name (Print)	Name (Signature)	Date	Affiliation
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

If necessary, continue on separate sheet.

3. Propose a clear descriptive plan of how the group will reach out to other institutions and chemists in the area if the chapter is headquartered at a specific academic or industrial institution. Provide at least three specific activities.
 - a. If the petition originates from an academic location, the plan should include procedures in place to recruit members from outside the academic area.
 - b. If the petition originates from a nonacademic location, the plan should include procedures to recruit potential members from academics.

4. Include letters of recommendation from Department Chairs and Deans of local area university or colleges and Industrial Department Leaders and/or Managers (attach to the end of this document)