

Basic Operating Procedures of Sigma Xi Chapter at Fairfield University

Created 02/10/08; Updated 9/18/18

This a first draft of this document that whoever serves as president should update and pass along to the new officers and committee members each year.

CONTENTS

I. Background Information on Sigma Xi

II. Elected Officers

- A. Election Procedures
- B. Responsibilities of Officers

III. Committees

- A. Lecture and Events Committee
- B. Nominations and Membership Committee
- C. Refreshments Committee

Appendix A. List of Officers 2000-present

Appendix B. Number of Members 2000-present

I. Background Information on Sigma Xi

Sigma Xi, The Scientific Research Society, is an honor society of scientists and engineers that recognizes scientific achievement. The Fairfield University chapter was formed in 2000 and has members in biology, chemistry, engineering, math, psychology, and physics. Membership is open to any eligible scientists and engineers who identify Fairfield as their chapter (thus we have several members that are at other universities that do not have their own chapters as well as individuals in the community).

Each year, our chapter hosts talks on scientific topics, has an annual poster session where students present their research findings, and has an induction ceremony where new faculty and student members are initiated into the Society.

Other activities vary from year to year, such as co-sponsoring relevant events on campus, supporting science-related activities and initiatives, and developing new programs such as Science Cafes.

II. Elected Officers

A. Election Procedures: Elections are formally held for that academic year in the first meeting we have in the fall. The first meeting should be called by the outgoing president within the first

2-3 weeks of the start of classes. Thus far we have been using a rotating system where the current Secretary/Treasurer becomes President-Elect (Vice President), the President-Elect becomes President, and the President becomes Past-President. This requires getting a new person to start this 3-year cycle by being secretary/treasurer, though because the Annual Report to the national Sigma Xi organization requires a listing of officers for the upcoming year, people interested in becoming officers express their interest in May.

B. Responsibilities of Elected Officers

President: Solicit volunteers for committees at the first meeting in September; Ensure that committees understand their responsibilities and deadlines and maintain communication with them throughout the year; Send out fund raising letter to various Fairfield departments and programs in early Fall; Submit lectureship subsidy application (due 3/1); Write letters of support on behalf of Sigma Xi when requested for science-related activities and initiatives on campus; Write the annual report for the national headquarters (due in June); Plan and promote any new initiatives; Enlist an officer to attend the annual meeting of Sigma Xi at least once every 3 years and submit a report (Kraig Steffen attended the conference in Orlando in 2007)

President-Elect (Vice President): Assist the President in various activities; Develop future plans for ways to maintain and further develop the Chapter's activities

Secretary/Treasurer: Approve funding requests (for talks, for inductions, etc.); Keep notes of meetings and activities to be used in the President's annual report

Past President: Maintain communication with current officers to ensure that they understand their responsibilities and that the chapter continues to function smoothly

Executive Administrator: Since 2000, Laura Dancho has generously donated her time and energy to maintain records of the Chapter's activities, paperwork, and website. She also is deeply involved in many of the behind-the-scenes elements (arranging rooms for the events, sending out announcements of activities, ordering and setting up tables and boards for the poster session, ordering membership certificates from Sigma Xi, and a million other things). She keeps an email distribution list of members as well. Please keep in mind that this position is purely voluntary and is uncompensated.

III. Committees

There are three main committees that are necessary for the smooth running of this chapter. Volunteers are solicited at the start of the academic year from the Sigma Xi members.

A. Lecture and Events Committee

This committee plans and organizes several of our major events.

(a) Talks by Fairfield Faculty Sigma Xi Members: We typically have a talk given by a faculty member who was inducted in the recent year. Often this committee selects someone in the spring to induct, with the understanding that the individual will give a talk in the fall or following spring. This is often a relatively new faculty member (e.g., in their 2nd or 3rd year here), though targeting people who have been around longer than that is a good idea to get them active in our organization as well.

(b) Talks by Outside Speakers: There are two avenues for this. 1. To host a talk by someone listed on the national lecture circuit listed at the national Sigma Xi website. These talks need to be planned in advance, because the Lectureship Subsidy Application is due March 1st each year for the following academic year. Therefore, this committee should meet in late January to discuss amongst themselves as to particular talks of interest (they may also seek the advice of the general membership), and then pass this information along to the president so that he or she can submit the subsidy application in a timely fashion. 2. The other avenue is to review the membership list and invite members who are from the community or other local universities to give a talk.

(c) The Annual Poster Session

The annual poster session is generally held the last Thursday of April. It is important to have this as late in the semester as possible so that students have time to complete collecting and analyzing their data. The committee needs to select a date for this event and a date when submissions are due for review and communicate this information to the university (not just to Sigma Xi members; this event is open to all). The submissions should be due at least one week before the event, to allow time to have the abstracts printed and bound in a program.

(d) The Annual Induction Brunch

This event is typically held on the Tuesday of Senior Week. The Lecture and Events Committee needs to plan for the event by selecting and publicizing a date, reserving a room, and ensuring that facilities are in order for this event.

Nominations and Membership Committee

The committee is responsible for nominations to membership and reviewing and implementing means to maintain members. The committee sends out a call in early March for nominations for students and faculty alike that will be due in late March. The committee needs to review these applications, and then the Executive Administrator sends them to the national headquarters for

processing and printing up of certificates. The committee should be thinking about ways to get more faculty as members in our chapter (perhaps by invitations for talks – work with the Lectures and Events committee on this). Because attrition of student members is an ongoing constant, maintaining a solid group of dedicated faculty members is essential. Any ideas of how to do this should be discussed.

Refreshments Committee

This committee is responsible for arranging food and drinks for the various Sigma Xi activities (lectures, poster session, and brunch). Arrangements can be made directly through Sodexo or through other sources. In addition to ordering the refreshments, this committee needs to ensure that the refreshments are set up and cleaned up.

Appendix A

List of Officers 2000-present

	2000-2001	2001-2002	2002-2003
President	Malcolm Hill, Biology	Ronald Salafia, Psychology	Shelley Phelan, Biology
President-Elect (Vice President)	Ronald Salafia, Psychology	Shelley Phelan, Biology	L. Kraig Steffen, Chemistry
Treasurer	L. Kraig Steffen, Chemistry	L. Kraig Steffen, Chemistry	Matt Kubasik, Chemistry
Secretary	Matt Coleman, MACS	Matt Coleman, MACS	April Hill, Biology
Past-President		Malcolm Hill, Biology	Ron Salafia, Psychology

	2003-2004	2004-2005	2005-2006
President	L. Kraig Steffen, Chemistry	Matt Kubasik, Chemistry	Adam King, MACS
President-Elect (Vice President)	Matt Kubasik, Chemistry	Adam King, MACS	Tod Osier, Biology
Treasurer/Secretary	April Hill, Biology	Tod Osier, Biology	Linda Henkel, Psychology
Past-President	Shelley Phelan, Biology	L. Kraig Steffen, Chemistry	Matt Kubasik, Chemistry

	2006-2007	2007-2008	2008-2009
President	Tod Osier, Biology	Linda Henkel, Psychology	L. Kraig Steffen, Chemistry
President-Elect (Vice President)	Linda Henkel, Psychology	L. Kraig Steffen, Chemistry	Joan Weiss, MACS
Treasurer/Secretary	L. Kraig Steffen, Chemistry	Joan Weiss, MACS	John Miecznikowski, Chemistry
Past-President	Adam King, MACS	Tod Osier, Biology	Linda Henkel, Psychology

	2009-2010	2010-2011	2011-2012
President	Joan Weiss, MACS	John Miecznikowski, Chemistry	James Biardi, Biology
President-Elect (Vice President)	John Miecznikowski, Chemistry	James Biardi, Biology	Jessica M. Davis, Chemistry
Treasurer/Secretary	James Biardi, Biology	Jessica M. Davis, Chemistry	L. Kraig Steffen, Chemistry
Past-President	L. Kraig Steffen, Chemistry	Joan Weiss, MACS	John Miecznikowski, Chemistry

	2012-2013	2013-2014	2014-2015
President	James Biardi, Biology	L. Kraig Steffen, Chemistry	Shannon Gerry, Biology
President-Elect (Vice President)	L. Kraig Steffen, Chemistry	Shannon Gerry, Biology	John Miecznikowski, Chemistry
Treasurer/Secretary	Shannon Gerry, Biology	John Miecznikowski, Chemistry	Anita Fernandez Biology
Past-President	John Miecznikowski, Chemistry	James Biardi, Biology	L. Kraig Steffen, Chemistry

	2015-2016	2016-2017	2017-2018
President	Shannon Gerry, Biology	John Miecznikowski, Chemistry	Anita Fernandez, Biology
President-Elect (Vice President)	John Miecznikowski, Chemistry	Anita Fernandez, Biology	Margaret McClure, Psychology
Treasurer/Secretary	Anita Fernandez, Biology	Margaret McClure, Psychology	Jillian Smith- Carpenter
Past-President	L. Kraig Steffen, Chemistry	Shannon Gerry, Biology	John Miecznikowski, Chemistry

	2018-2019	2019-2020	2020-2021
President	Margaret McClure, Psychology		
President-Elect (Vice President)	Jillian Smith- Carpenter		
Treasurer/Secretary	L. Kraig Steffen, Chemistry		
Past-President	Anita Fernandez, Biology		

Appendix B

Number of Members 2000-Present

	2000-01	2001-02	2002-03	2003-04	2004-05	2005-06	2006-07
Members	22	21	27	24	22	20	22
Students	0	18	15	25	30	34	39
Total	22	39	42	49	52	54	61

	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14
Members	28	34	27		25	25	
Students	35	40	25		17	14	
Total	63	74	52		42	39	

	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
Members	24			21			
Students	19			15			
Total	43			36			