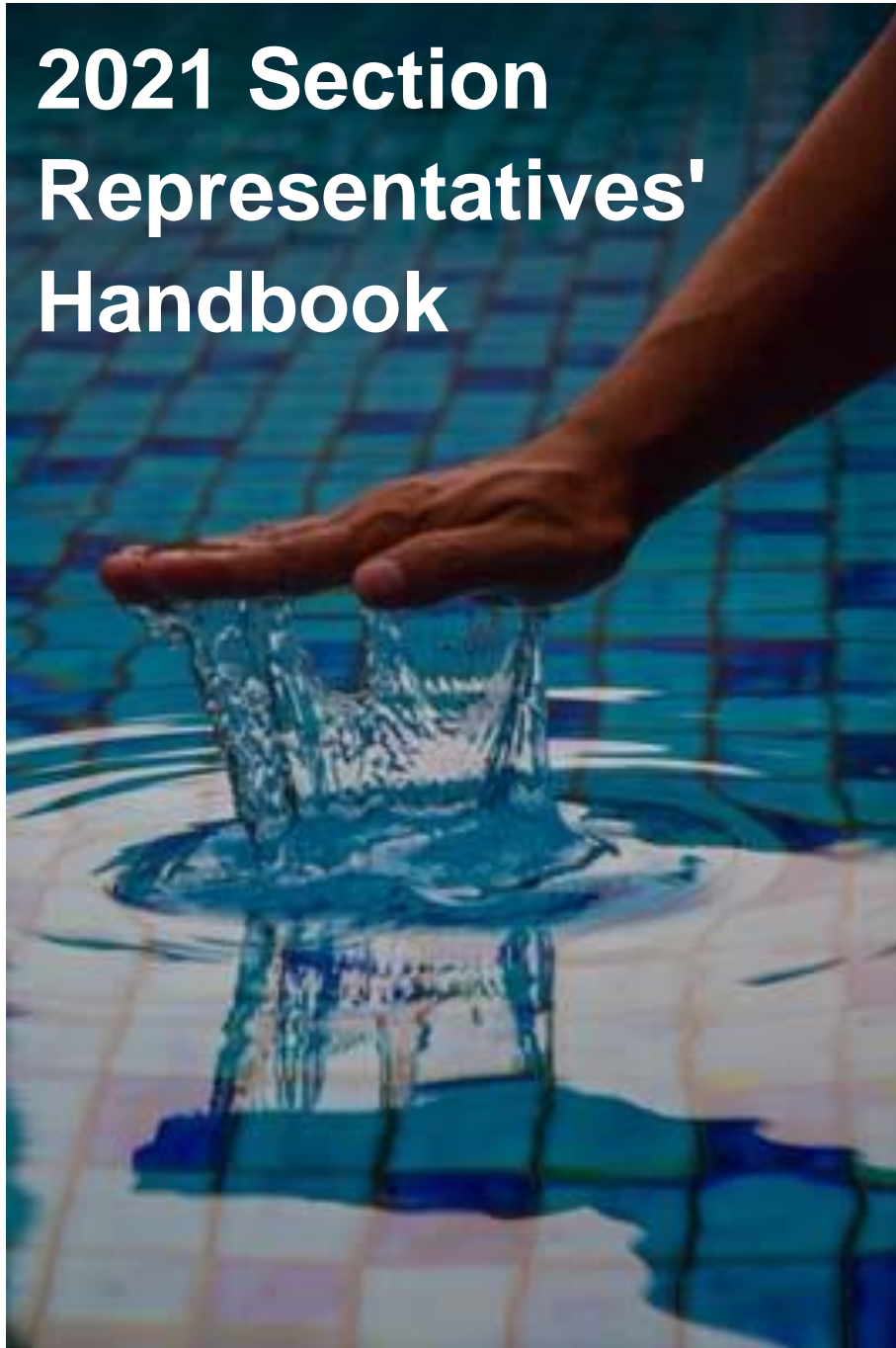
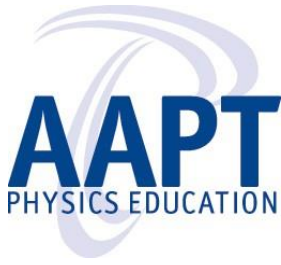


American Association of Physics Teachers  
One Physics Ellipse  
College Park, MD 20740  
(301) 209-3311

# 2021 Section Representatives' Handbook



“Water Adhesion”  
by Yang Jiang  
Jakarta Intercultural School  
Indonesia  
Teacher: Scott Graham



## FROM THE 2019 AAPT HIGH SCHOOL PHYSICS PHOTO CONTEST

3rd Place – Natural Category

Student: Yang Jiang

School: Jakarta Intercultural School

Teacher: Scott Graham

Water a common thing but also indispensable for every living creature, it is inevitable for the human to interact with water, but have we discovered the interactions in detail? One of the cool phenomena between water and human is that water sticks with our skin for a short period when we withdraw our hand from the water. This phenomenon appears because of surface tension and adhesion, which are two common physics phenomena. Water has strong surface tension, and the reason why water has this property is that of cohesion. Cohesion bonds the water molecules on the surface, which creates a layer of connected water. Furthermore, when we put our hand into the water, water will bond with our skin and is called adhesion. With these two physics properties, while the hand withdraws from the water, the water molecules will be carried by the hand, and also the cohesion between water molecules will carry even more water from the hand's withdrawal.... – *Yang Jiang, student.*

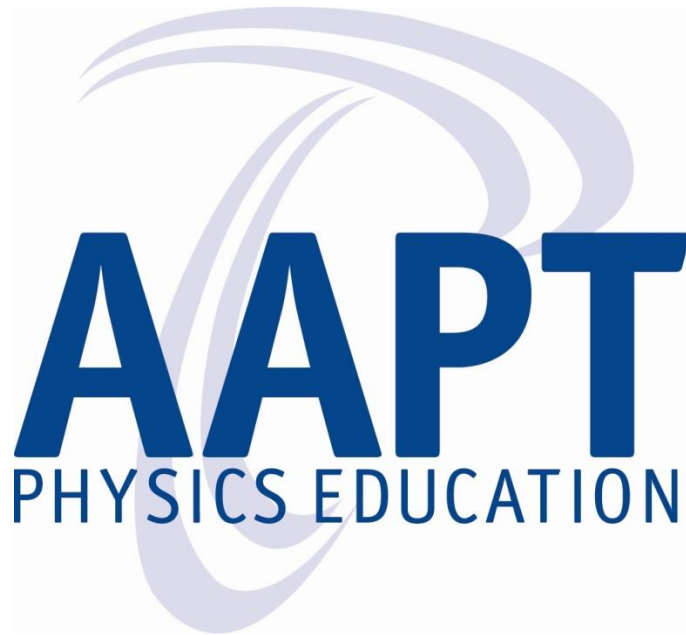
See more of the 2019 winners at:

<https://www.aapt.org/Programs/contests/winners.cfm?theyear=2019>

We all look forward to the resumption of the Photo Contest.

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# INTRODUCTION

The Mission of the American Association of Physics Teachers (AAPT) is enhancing the understanding and appreciation of physics through teaching. Local sections acting as independent affiliates represent a vital extension of the fulfillment of AAPT's mission at regional and local levels. This document is provided by AAPT to Section Officers to assist them in their relationships with AAPT's Executive Office and with other local sections.

Local sections vary considerably in geographic location and size, membership, and activities. However, all sections are recognized by AAPT through the pursuit of common objectives and through the provision that two of the Section Representatives serve on the Board of Directors. These two representatives participate in the governance and constitutionally mandated activities of AAPT. Furthermore, Section Representatives are invited to the Annual Section Representatives' Meeting and the Meeting of the Members during the Winter Meeting in which an annual review of the Association is presented.

On behalf of the members of AAPT, I thank you for your service. As a Section Representative, you provide the Association knowledge of physics programs and physics educators in your geographic region. Section Representatives are always encouraged to work with other Sections, area committees, and the national office on projects of broader interest that benefit the common good. Your role of providing advice and input to the Executive Office and the Board of Directors on matters of concern to you and your section is integral to our success.

One of the unique features of AAPT is the interaction between volunteers like you who are committed to physics education, and members of the Board of Directors and the staff at the Executive Office who are responsible for ensuring that AAPT programs, services, and publications are of the highest quality possible. The AAPT Executive Office staff provides logistical support and leadership in specialized areas from developing publications and designing websites to managing marketing efforts and organizing meetings, topical conferences, and workshops. We are all committed to our Association being successful and you can count on the Executive Office and Board of Directors to support you in the common goal of improving physics education.

Past New Jersey Section Representative Joe Spaccavento, North Arlington High School, NJ, nicely summarized the role of the Executive Office and sections. "The AAPT is the backbone which supports all of the various sections of AAPT which in turn service those teachers who might not have the opportunity to attend a national meeting. I served as the New Jersey Section Representative and wore my title proudly. To truly see all of the contributions of the AAPT one must look at the work being done by the sections as well."

On behalf of the Executive Office and the Board of Directors,

Beth A. Cunningham, Executive Officer

# AAPT PROGRAMS

## NATIONAL MEETINGS TWICE A YEAR

These meetings give you a chance to:

- Attend physics workshops
- Meet and greet other physics teachers
- Form networks internationally, nationally, and locally
- Meet exhibitors who provide the most current and up-to-date physics resources

## PHYSICS TEACHING RESOURCE AGENTS (PTRA) PROGRAM

Established in 1985, this program seeks to provide sustained professional development to teachers of physics and physical science. By maintaining a cadre of over 100 accomplished teacher leaders focused on the teaching of physics in high schools trained and updated yearly, this program produces teachers who go out to meet the specific professional development needs of teachers in their local area. Importantly, PTRA agents can offer professional workshops at your Section Meetings!

## AAPT PHYSICS BOWL

Each year, approximately 10,000 high school students take a 40-question, 45-minute long, multiple-choice test under their school's supervision. Students compete against one another as well as against other schools, and geographical regions. AAPT awards certificates of participation to all competing teachers and students.

## THE PHYSICS TEAM

The U.S. Physics Team Program promotes and demonstrates academic excellence by preparing outstanding high school students to participate in the International Physics Olympiad. The U.S. Physics Team fulfills its mission by:

- Expanding awareness of and participation in the program
- Providing a meaningful scientific and cultural experience for team members, including opportunities to network and meet new people
- Learning in intellectual and experiential ways
- Gaining international exposure

## NEW FACULTY WORKSHOPS

The American Association of Physics Teachers (AAPT), in conjunction with the American Astronomical Society (AAS) and the American Physical Society (APS), holds workshops for new physics and astronomy faculty members twice each year at the American Center for Physics.

These workshops are led by internationally renowned physics and astronomy educators. The goals of the conference are: helping new faculty understand how students learn physics and astronomy; learn about new educational technologies in the field; become aware of new ways of promoting student learning through active engagement and impacting a new professor's teaching methods.

## [ComPADRE](#) (COMMUNITIES FOR PHYSICS AND ASTRONOMY DIGITAL RESOURCES IN EDUCATION)

ComPADRE is a well-organized network of digital collections of high-quality educational materials in physics and astronomy. These collections connect to a wide range of digital resources, including curricular materials, digital libraries, and online journals. All materials are vetted before being added to the ComPADRE network.

## [PhySTEC](#) (PHYSICS TEACHER EDUCATION COALITION)

PhySTEC is a joint project of AAPT and APS whose mission is to improve and promote the education of future physics and physical science teachers. Specifically, the project aims to

- Demonstrate successful models for
  - Increasing the number of highly qualified high school physics teachers
  - Improving the quality of K-8 physical science teacher education
- Spread best-practice ideas throughout the physics teacher preparation community
- Transform physics departments to engage in preparing physics teachers

## [PEER-REVIEWED JOURNALS](#)

AAPT publishes two peer-reviewed journals and many other publications in both print and online. *The American Journal of Physics* is aimed at college and university faculty. *The Physics Teacher* focuses on teaching introductory physics at all levels.

## [GRANTS, COMPETITIONS & AWARDS](#)

AAPT sponsors many competitions, grants, awards, and other programs designed to foster enthusiasm for physics, a desire to excel in the study and instruction of physics, and a sense of community and teamwork within the physics education community. The Apparatus Competition and the High School Physics Photo Contest are a few examples. The AAPT Awards Committee invites [nominations](#) for the association's various awards:

- [The John David Jackson Award for Excellence in Graduate Physics Education](#)
- [Homer L. Dodge Citation for Distinguished Service to AAPT](#)
- [David Halliday and Robert Resnik Award for Excellence in Undergraduate Physics Teaching](#)
- [Paul W. Zitzewitz Award for Excellence in K-12 Physics Teaching](#)
- [“Doc” Brown Futures Award for Early Career Excellence](#)
- [Outstanding Learning Assistant Awards](#)
- [Klopsteg Memorial Lecture Award](#)
- [Melba Newell Phillips Medal](#)
- [Oersted Medal](#)
- [Richtmyer Memorial Lecture Award](#)
- [AAPT Medal](#) recognizing notable and intellectually creative contributions to the teaching of physics, the former *Millikan Medal*
- [AAPT-ALPhA Award](#)
- [AAPT Fellowships](#)

## SECTIONS AND SECTION REPRESENTATIVES

### Sections of the American Association of Physics Teachers are defined in Article VII of the AAPT By-Laws (2015):

**Section 7.01. Section Recognition.** Sections of the Association are geographical areas with members consisting of teachers of physics and others interested in promoting the objectives of the Association. Sections are not subsidiaries of the Association, but are recognized by the Association as an advisory body. Each Section elects a Section Representative who serves the Association in an advisory capacity. Sections have their own governing documents that must not contravene the By-Laws of the Association. Section boundaries must be defined by postal codes and such boundaries cannot overlap those of other Sections. Changes in Section boundaries must be approved by the Board.

**(a) Section Membership.** Section members may but need not be members of the Association. Members of the Association may join one or more Sections but shall vote for a Section Representative in one Section only. All Section meetings shall be open to any member of the Association. Each Section shall elect one of its members, who must be a member of the Association, to serve as its Section Representative.

**(b) Section Recognition.** Ten or more members of the Association, in an area deemed appropriate by the Board, may petition the Board through the Secretary to be authorized by the Board to form a Section. A Section shall not be formed that includes part of the territory of any existing Section unless either (i) that Section expressly releases such territory, or (ii) the Board, by affirmative vote of two-thirds of those members present at a meeting, declares that such territory be released. Any Section not providing evidence of Section activity for a period of two years may be declared inactive by the Board. Recognition as a Section may be withdrawn by the Board for cause.

**Section 7.02. Section Representatives.** Section Representatives are elected by individual Sections to be their representatives at meetings of the Section Representatives and are required to attend meetings of the members. Section Representatives must be members of the Association and of the Section they represent. Section Representatives serve as advisors to the Association, and the Chair and a Vice Chair of the Section Representatives serve as ex officio voting members of the Board. The body of Section Representatives shall have its own governing documents that must not contravene the By-Laws of the Association.

**(a) Chair and Vice Chair of the Section Representatives.** The Section Representatives, at a meeting coincident with the annual meeting of the Association, shall elect a Vice Chair, who must be a Section Representative at the time of election. The Vice Chair shall hold office from the close of that annual meeting until the close of the second annual meeting after assuming office. The Vice Chair of the Section Representatives shall become Chair of the Section Representatives following the two-year term as Vice Chair and shall serve a two-year term as Chair. The Chair and Vice Chair of the Section Representatives must be members of the Association throughout their terms. A vacancy in the office of Chair of the Section Representatives shall be filled by the automatic succession of the Vice Chair, who shall also serve the normal two-year term as Chair of the Section Representatives. A vacancy in the office of Vice Chair of the Section Representatives shall be filled by election from among the Section Representatives at the next annual meeting. This may lead to a vacancy in the office for part of a year.



**(b) Annual Reports.** The Chair of the Section Representatives and the Association Secretary shall receive annual reports of the activities of Sections and shall be notified of changes in Section constitutions. The Board may request changes in Section constitutions where these are inconsistent with policies of the Association.

**(c) Alternate.** A Section Representative unable to attend a meeting of the Section Representatives may be represented by an alternate if this is not prohibited by the applicable Section constitution. The Secretary of the Section Representatives must be informed in writing by the Section Representative or other Section Officer of the name of the alternate before the meeting is called to order. The alternate shall be a member of the Association and the Section being represented.

#### Proposed amendment for 2022, to amend Section 7.02 (b):

**(b) Annual Reports.** The Chair of the Section Representatives, **the Secretary of Section Representatives, and the AAPT Membership Department** ~~and the Association Secretary~~ shall receive annual reports of the activities of Sections and shall be notified of changes in Section constitutions. The Board may request changes in Section constitutions where these are inconsistent with policies of the Association.

*The Bylaws of the Section Representatives of the AAPT are in addition to the AAPT By-Laws, and relate to duties specific to the operation of the Section Representatives, their meeting, and their elections.*

## **BYLAWS OF THE SECTION REPRESENTATIVES OF THE AAPT**

(Last revised January 2021 at the Section Representatives Annual Meeting)

### **1. OFFICERS**

#### **A. Chair of the Section Representatives**

The Chair shall serve as the presiding officer at meetings of the Section Representatives. The Chair shall serve for a two-year term.

**Duties.** The Chair shall propose the agenda for the meetings of the Section Representatives. The Chair shall be responsible for the collection of Annual (Winter) Meeting travel expense claims from the Section Representatives and the submission of those claims to the AAPT Treasurer in accordance with the rules adopted by the Section Representatives. The Chair shall receive annual reports of activities of Sections and shall be notified of changes in Sections' constitutions. The Chair shall also fulfill the associated responsibilities of their position on the AAPT Board of Directors. (*\*Refer to the Board of Directors Handbook.*)

#### **B. Vice Chair of the Section Representatives**

The Vice Chair shall serve as the presiding officer at meetings of the Section Representatives when the Chair is unable to serve. The Vice Chair shall serve for a two-year term and then become the Chair of the Section Representatives.

**Duties.** The Vice Chair shall also fulfill the associated responsibilities of their position on the AAPT Board of Directors. (*\*Refer to the Board of Directors Handbook.*)

### **C. Secretary of the Section Representatives**

The Secretary of the Section Representatives [SSR] beginning with the election at the Annual Meeting WM22 will serve a two-year term. At the conclusion of the term, the Secretary may stand for re-election. The SSR may stand for election to VCSR while holding the SSR position, and if elected, a special election at the annual meeting would then proceed to fill the vacancy (or any vacancy in the SSR position) for the remainder of the term. Re-election, up to a total of four (4) consecutive years is allowed.

**General Duties.** The Secretary shall record and maintain the minutes of the Section Representatives. Minutes shall be distributed electronically, before the next meeting of the Section Representatives.

**Liaison Duty.** For the purpose of maintaining a clear list of Section Representatives and Alternates, the Secretary of the Section Representatives [SSR] will serve as an additional liaison to the AAPT Director of Membership and the Membership Department.

**Proxy Duty.** The Secretary of the Section Representatives in the absence of the Chair and Vice Chair of Section Representatives may preside at any meeting for or of the Section Representatives.

### **D. Past Chair of the Section Representatives**

The Chair of Section Representatives [CSR] at the end of their term will be recognized as, and serve as Past Chair of Section Representatives [PCSR] for the purpose of providing additional continuity in information and leadership until the subsequent chair ending term.

**Duties.** The Past Chair of Section Representatives at the conclusion of the Annual Meeting will work with the incoming Chair of Section Representatives to provide a proper accounting of reimbursements, publication of the new Section Representatives Handbook for the year, and provide consultative support to the VCSR, CSR, and SSR as requested.

## **2. SECTION REPRESENTATIVES' NOMINATIONS COMMITTEE**

(From Section Representative Bylaws, separate from the national Nominating Committee)

### **A. Composition**

The Section Representatives' Nominations Committee shall consist of a **chair** and at least two, but not more than four, members from among the Section Representatives. They shall be elected at the Annual (Winter) Meeting with the term of office to extend until the end of the next Annual (Winter) Meeting. Committee members should not serve more than three consecutive terms. The committee will select a chair.

## **B. Duties**

The Section Representatives' Nominations Committee shall be responsible for choosing nominees and presenting the names to the Section Representatives at the Annual (Winter) Meeting after receiving an agreement to be nominated from the individual. They shall be responsible for nominating persons to fill the following positions: Vice Chair of the Section Representatives, Secretary of the Section Representatives, the Nominations Committee of Section Representatives, and nominees for two positions on the AAPT National Nominating Committee. The Section Representatives' Nominating Committee may also recommend to the board, but not elect, people who are interested in membership on the AAPT Membership and Benefits Committee.

### 1) Nominations for Vice Chair of the Section Representatives.

The usual practice shall be to present at least two nominees both of whom must be Section Representatives at the time of the election. The slate of nominees should be distributed at least two weeks prior to the election at the annual (winter) meeting.

### 2) Nominations for AAPT Nominating Committee.

The Nominating Committee shall present at least one more nominee than the number of vacancies. (*\* See also the AAPT By-Laws, Section VI.2. Nominating Committee.*)

## **3. LEADERSHIP TEAM**

The officers of the Section Representatives consisting of the CSR, VCSR, SSR, PCSR, and chair of the Section Representatives' Nominations Committee together will comprise a Section Representatives' Leadership Team. They will meet at least twice per year outside of the Annual Winter and Summer AAPT meetings by electronic means, preferably in advance of the Annual Spring and Fall AAPT Board of Directors meetings. They will be responsible for organizing meetings of the Section Representatives.

## **4. ELECTIONS**

Nominations from the floor shall be permitted in addition to the nominations from the Nominating Committee for all elections conducted by the Section Representatives. The elections for Vice Chair and Secretary shall be conducted by paper ballot whenever there are two or more persons nominated for the offices. All nominees shall be on the first ballot. In the event that no one receives a majority of the ballots cast, a runoff shall be conducted between the two nominees with the largest number of votes. In the case of tie(s), the runoff shall include the names of all those involved in the tie(s). The Chair shall appoint two or more Section Representatives who are not on the ballot to tabulate the ballots and report the results to the Section Representatives or the Secretary of the Section Representatives.

## 5. ADOPTION AND AMENDMENTS TO THE BYLAWS

Adoption or amendments to the Bylaws shall require a simple majority vote of those present at the next regular meeting of the Section Representatives. Amendments will be distributed at least two weeks prior to the meeting. If necessary, an electronic vote may be conducted between regular meetings. In this case, adoption or amendments require a simple majority vote with at least a quorum (at least 50%) of section representatives responding.

*Notes: "Chair" and "Vice Chair" is in alignment with the 2015 AAPT By-Laws in place of previous references to "Chairperson" and "Vice Chairperson". "All instances of Chairman or Chairperson replaced with Chair." Bylaws Amendment 0, approved 1/9/2021*

### *Additional notes on Elections.*

- *The election of Vice Chair is always held in odd-numbered years, and whenever there might be a vacancy. The election of Secretary is held in even-numbered years, and whenever there might be a vacancy.*
- *The election for Vice Chair when held is conducted first, then the election for Secretary, then any subsequent elections for the National Nominating Committee, then the Section Representatives' Nominating Committee*
- *Currently the responsibility is for electing (as opposed to only nominating) two positions on the AAPT National Nominating Committee.*
- *The Section Representatives' Nominating Committee should have three to five members, which is slightly unclear as written – this can be cleared up in a future Amendment.*
- *Nominees are announced via the AAPT Mailing List and/or Community for Section Representatives – It is the responsibility of each Section Representative to maintain their Mailing List options and contact the AAPT Membership Department, and to inform the Section Representatives Leadership Team.*

# DUTIES OF A SECTION REPRESENTATIVE

## ATTEND SECTION REPRESENTATIVE MEETINGS

Attend the Annual Section Representatives' Meeting at Winter AAPT Meetings. There is also a Section Representatives' and Officers Exchange at Summer AAPT Meetings. If attendance is impossible, please send a substitute who is a member of both AAPT and your section. Notify the Secretary of the Section Representatives (Mario Belloni through WM22.) before the meeting. There is partial travel reimbursement (two nights for a single room or three nights for half of a double room in the conference hotel, and travel fares) for the Winter Meeting only. You will need to fill out an AAPT [travel reimbursement form](#), and follow the procedure and requirements for Reimbursements listed in the later section following in a timely manner.

## UPDATE YOUR LIST OF SECTION OFFICERS

Go to the [AAPT Local Sections](#) webpage and check your section information. Please send corrections and updates to [membership@aapt.org](mailto:membership@aapt.org) so that Mike Hall and/or Rogers Fuller can help keep information timely. You must supply an end term month/date/year for each officer. If you have a webpage for your section, please provide the link. *(Depending on the current AAPT website you can sign in at the bottom of the page where it says "Staff, Section Rep, and Board Sign In." The page will change to one listing additional links below your section name. If you cannot sign in, please contact AAPT [Membership Department](#). Click on "Update Local Section Officers" to access a list of your section's officers. Then click on "edit" to change officers. You must supply a term for each officer. If you do not, they will be removed on December 31 and your listing will go blank.)*

## SUBMIT EVIDENCE OF SECTION ACTIVITY.

Submit at least a brief (where, when, how many) report of section meetings. Submit an article to Section News by sending it to AAPT Membership Department ([Mike Hall](#)). Guidelines for submission are on a following page. Section news appears twice a year in January and July. Past issues can be found by going to the [AAPT Local Sections](#) page and clicking on the issue you want to view.

## SERVE AS AN INFORMATION CONDUIT BETWEEN AAPT AND YOUR SECTION.

You are encouraged to report on current AAPT news and initiatives at each meeting of your section. You should also bring local issues and concerns to the attention of the appropriate person in either the [AAPT Executive Office](#) or the [Board of Directors](#). If you would like to have a Board of Directors member, Executive Officer or Associate Executive Officer to attend by internet video conference, contact the Executive Office at [eo@aapt.org](mailto:eo@aapt.org)

You can post notices of future section meetings on the AAPT calendar by contacting the AAPT Director of Membership ([Mike Hall](#)).

## SERVE AS A LINK TO YOUR NEIGHBORING AAPT SECTIONS.

You are encouraged to correspond with your neighboring sections, keeping members aware of nearby section meetings, or even organizing joint or regional section meetings. If you cannot find a means of contacting a neighboring section online at the AAPT site, reach out to the AAPT Director of Membership ([Mike Hall](#)).

## PROMOTE AAPT MEMBERSHIP IN YOUR SECTION.

The Marketing Department provides AAPT material and giveaways to assist Sections in their recruitment efforts. The box includes: Journals, Membership brochures and applications, Programs and Conference information, Posters, Teacher Guidelines, Pens/Pencils, Giveaways, etc. Each section may request one “Section Box” free of charge each year. Additional orders will require the Section to reimburse the association for the shipping fees. If rush shipping is required, the Section must cover the total shipping fee.

To order your “Section Box” of AAPT resources, email AAPT’s Marketing Coordinator Jerri Anderson, [jbanderson@aapt.org](mailto:jbanderson@aapt.org). \*Note: Please order the “Section Box” at least **three** weeks prior to your event to ensure you receive the AAPT resources on time. You can also obtain membership recruitment resources and membership applications at <http://aapt.org/Membership/recruitment.cfm>.

## REIMBURSEMENTS

In order to maintain equitable reimbursement for Section Representatives to attend the AAPT Winter meeting, we have the following guidelines:

- The attendee must be an AAPT member and be registered for the meeting. The National Office does not reimburse the cost of registration.
- The attendee must stay in a designated conference hotel. Hotel costs will be reimbursed for either 2 nights at full cost or 3 nights at half-cost.
- The attendee must travel economically to the meeting. For flights, this means purchasing a ticket in advance, in “coach” or the equivalent flight class. If driving, the maximum distance for reimbursement is 300 miles each way.

In the event that the requested travel exceeds the amount budgeted by the National Office, the following guidelines for reimbursement will be used:

- Each attendee will be reimbursed the full amount allotted for hotel stays (according to the specifications above)
- The ratio of remaining requests to budgeted funds will be calculated. This ratio will then be used to determine the percent each requester receives. To protect those who must travel from far away, the AAPT National Office will also establish a maximum out-of-pocket expense of \$250 per person.

To be eligible for reimbursement for attending the Winter meeting, the following responsibilities must be fulfilled:

Section Representatives must:

- submit an annual Section Report (due in the fall prior to the winter meeting)
- attend the Meeting of the Members, checking in with the Chair, Vice Chair, or Secretary.
- attend the Section Representatives meeting(s), checking in with the Secretary.

If a Section Representative also is serving as an Area Committee Chair then they must:

- attend Programs I and II meetings
- submit the Area Committee's Annual Report (due in the fall prior to the winter meeting)

## SECTION REQUESTS FOR E-MAIL COMMUNICATION

The AAPT National Office is happy to assist local sections in communicating section events, meetings and recruitment efforts. The National Office will, upon request of the Section Representative, send out e-mails blasts on behalf of their section. A limit of 2 blasts, per section, per year will apply with reasonable exceptions.

Section representatives should submit copy of the communication to the attention of the Director of Membership, along with a request for the target audience. A completed [Section E-Mail Request Form](#), is helpful as well. The National Office staff will create an e-mail list, based on the selection criterion provided on the form. Please allow 3 to 5 business days for your request.

**Please note that Sections are responsible for defining their own borders and boundaries by zip code.** The National office can accommodate requests based on state borders or combinations of states, but cannot easily accommodate requests which include references to general areas or regions.

The list will only include active members, and can incorporate all members in the requested zip code range, including those who have clearly identified with that Section.

## SECTION NEWS SUBMISSION

"Section News," a regular feature in AAPT's eNNOUNCER newsletter, highlights the events and activities of AAPT Sections. Section Reports for the "Section News" in the eNNOUNCER are taken from the AAPT Calendar of Events. Your Section's listing on the Calendar can include an E-mail contact and the url of your section's website. Keeping your website current will help current and prospective members find out more about your meetings.

The full Section Report will appear in the *AAPT Section News*, published twice annually (January and July). A typical section report is 250-700 words long and details important and interesting information

from recent section meetings such as election of new officers, physics-related achievements, contributions of AAPT section members and photos of your event.

## GUIDELINES

Review a recent issue of the AAPT Section News. Reports should be written in past tense, lead with the most significant news, and focus on information of interest to the entire AAPT membership.

Write clearly and concisely. Note that submissions may be edited to conform to AAPT style and/or for length. Use Microsoft Word (or compatible software) and save the file as text only (i.e., a .txt file). Use only one typeface, such as Courier or Times New Roman. Do NOT embed artwork (photos, clip art, etc.) or use any special formatting (bold, italics, bullets, indents, etc.).

Reproduction quality photos accompanying a section report are welcomed. Please send only hi-resolution (i.e., 300 dpi or greater) images in TIFF or JPEG form. Include a brief description (no more than three sentences) of what the photo shows. (If three or fewer people are featured, include the full name of each person.)

Email the file and any images as attachments to [pubs@aapt.org](mailto:pubs@aapt.org). Submissions will be acknowledged.

## DEADLINE

Section Representatives will receive a reminder email, via the Sections' listserv, approximately two to three weeks before the deadline for Section News copy. The deadlines are:

January issue – December 31

July issue – June 30

For more information you may contact the Director of Communications via mail One Physics Ellipse, College Park, MD 20740 or at [pubs@aapt.org](mailto:pubs@aapt.org).

## OTHER RESOURCES

### [BOARD OF DIRECTORS](#)

List of the Board of Directors and their contact information.

### [THE SECTION REPRESENTATIVE LISTSERV](#)

You should be receiving messages from this listserv. If you are not receiving messages or if you are no longer a section representative and wish to be removed from the listserv, please contact the Associate Director of Membership ([Rogers Fuller](#)). As a courtesy to your successor, you might also want to give Rogers the name and contact information of the new section representative.

### [THE PHYSICS STORE](#)

We carry exclusive AAPT products and publications in addition to some popular physics education books, resources, gifts, and supplies. The Physics Store is a perfect place to shop for thank you gifts



for your outgoing officers, welcome gifts for incoming officers and door prizes for meeting attendees. Members can purchase products from the store, using their member discount, and sell them at the retail price, using the Physics Store as a fundraiser for your section. Contact the Physics Store Manager at [store@aapt.org](mailto:store@aapt.org) to learn more.

### [LISTSERV](#)

For information about AAPT lists in general.

### [SECTION REPRESENTATIVE & AREA COMMITTEE CHAIR DOCUMENTS & INFORMATION](#)

This page has links to the October 2013 Strategic Plan and reports from earlier retreats.

### [AAPT LOCAL SECTIONS WEBSITE](#)

The website contains links to section news and upcoming section events. The [Find a Local Section](#) link can be used information about each local section, including a list of its officers and its website.

### [CALENDAR OF EVENTS](#)

This site lists AAPT and section events. Please consider posting an announcement of your future section meeting on this site by contacting the AAPT Director of Membership ([Mike Hall](#)).

### [AAPT By-Laws](#)

## **AAPT EXECUTIVE OFFICE**

The AAPT Executive Office works closely with the Board of Directors and member volunteers to manage the operations, carry out directives, and create and uphold general association policies. The Executive Office represents the Association at public venues. It provides leadership and services for all AAPT activities and programs. The Executive Office further manages all external grant projects on behalf of AAPT.

Contact the Executive Office if you have questions about any of the Association's programs and services.

**Executive Office** (301) 209-3311 [eo@aapt.org](mailto:eo@aapt.org)

The Executive Office oversees and leads the AAPT operations. Contact the Executive Office about:

- All Grant-related projects
- Awards, scholarships and grants
- K-12 Programs
- The AAPT Board of Directors
- Fund Development
- General questions or concerns about physics education

- Questions about AAPT and its role in "improving physics education and supporting physics educators"

[Beth Cunningham](#), Executive Officer  
[Robert Hilborn](#), Associate Executive Officer  
[Lutrina Jackson](#), Executive Assistant

**Communications Department** (301) 209-3322 [pubs@aapt.org](mailto:pubs@aapt.org)

The Communications Department oversees the production of journals, magazines, publications, websites and all other online presence. Contact this department if you have questions about:

- The file format of your submission of abstracts to National Meetings
- Purchasing reprints, obtaining copyright permission
- How to include a product in our catalog
- Whether AAPT would be interested in producing your product, or
- Press releases

If you have questions about your subscription, including how to file a claim for missing issues or how to change your name or mailing address, contact the Membership Department. Editorial and Publishing Services are not able to answer questions about journal submission. Please contact the Journal Editor directly regarding unpublished articles.

[Dave Wolfe](#), Director of Communications  
[Jane Chambers](#), Senior Production Editor  
[Ashauni Lennox](#), Graphics Designer

**Programs and Conferences Department** (301) 209-3340 [meetings@aapt.org](mailto:meetings@aapt.org) or [programs@aapt.org](mailto:programs@aapt.org)

The Programs and Conferences Department works closely with the Program Chair and the Area Committees to plan all aspects of the two annual AAPT National Meetings. The department also organizes and manages the physics exhibit shows.

The department also coordinates the following programs for the Association:

- [PTRA Program](#)
- [Physics and Astronomy New Faculty Workshop](#)
- [The United States Physics Team](#)
- [Physics Bowl](#)
- [High School Grants for Innovative Teaching Programs](#)

Contact this department if you have questions regarding

- Abstract submission
- Session or workshop request form submission
- Invited speakers
- Hosting a Summer Meeting
- Exhibiting

[Tiffany Hayes](#), Director of Programs and Conferences  
[Cerena Cantrell](#), Associate Director of Programs and Conferences  
[Janet Lane](#), Programs Administrator  
[Leticia Marquez](#), Logistics & Registration Coordinator

**Membership Department** (301) 209-3333 [membership@aapt.org](mailto:membership@aapt.org)

The Membership Department is responsible for the recruitment and retention of AAPT members and institutional subscribers to the AJP and TPT journals. This department is also responsible for expanding AAPT's visibility within the scientific community, and assisting the local sections in dissemination of AAPT resources. Product order fulfillment (AAPT Physics Store) and inventory control are also responsibilities of this department.

[Mike Hall](#), Director of Membership  
[Rogers Fuller](#), Assoc. Director of Membership  
[Jerri Anderson](#), Marketing Coordinator

**Finance and Administration Department** (301) 209-3330 [accounting@aapt.org](mailto:accounting@aapt.org)

The Finance and Administration Department manages the fiscal aspects of the operation, information technology, and human resources. The Department prepares budget reports and all financial statements. Budget reports are provided monthly, showing year-to-date comparisons of actual expenses to the budget by cost center.

The department provides General Ledger maintenance, Accounts Receivable, Accounts Payable, Payroll Processing, Cash Receipts, Grant Accounting and Budgeting services, and also manages rental income and expenses.

The Department maintains the important papers and records of the Association and monitors the Association's investments. All tax and insurance (except health) issues are handled through the Department.

The annual audit report process to attest to the accuracy of the financial statements and the government grant submissions is a joint effort of the Finance Department and the independent auditors.

Contact this Department with any issues relating to reimbursements.

[Michael Brosnan](#), Chief Financial Officer

[Sylvia Sandiford](#), Senior Accountant

[Tania Hayes](#), Accounts Payable/Receivable Coordinator

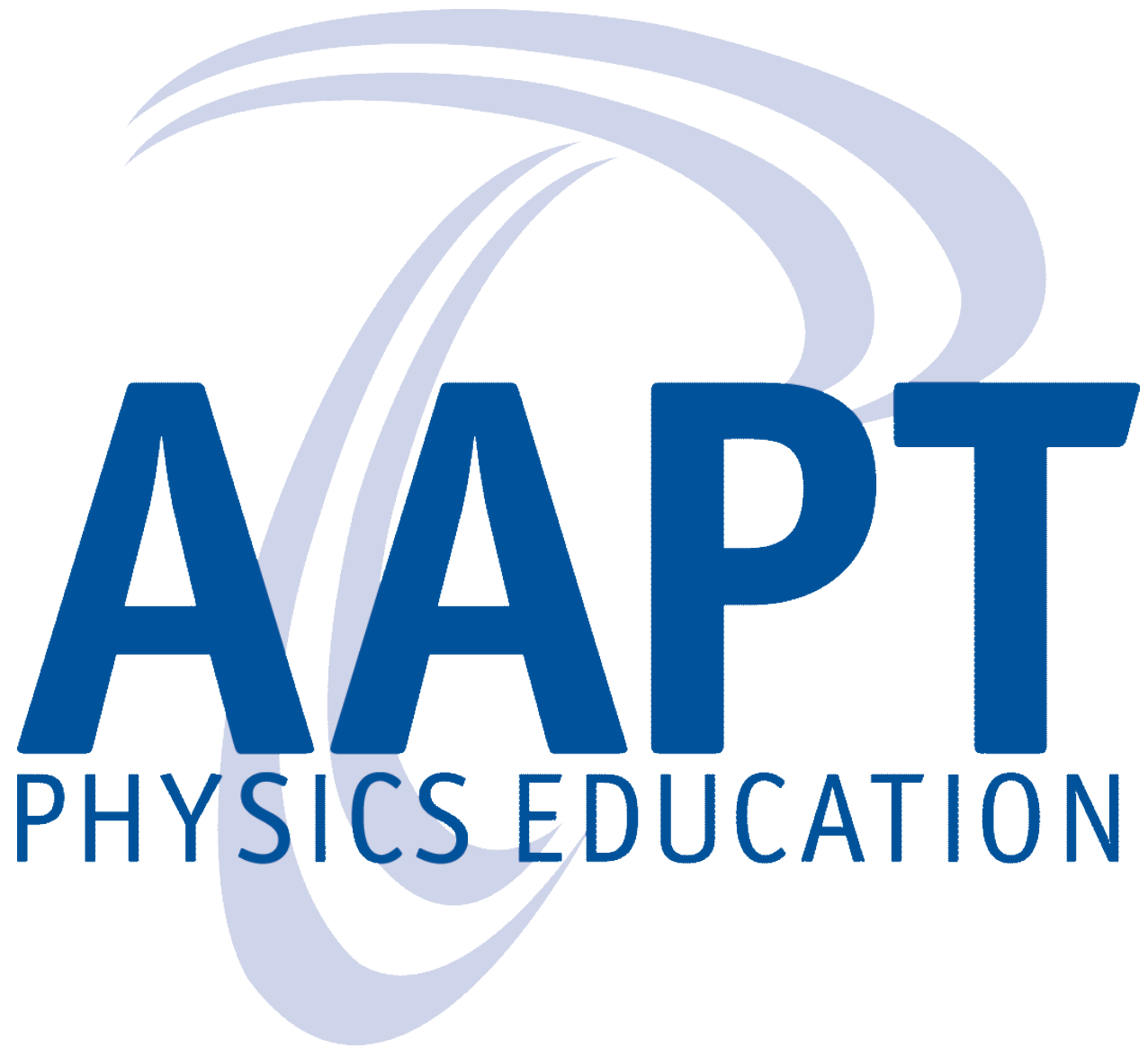
**Technology and Information Services** (301) 209-3337 [tech@aapt.org](mailto:tech@aapt.org)

Contact this department with any issues relating to the web, listservs and computer-related problems.

[Erwin Campbell](#), Director of Technology and Information Systems

[Terrence Hunt](#), Web Developer

[Terrance Samm](#), Database Administrator



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