



FORMING AN IEEE STUDENT BRANCH

REQUIREMENTS TO FORM AN IEEE STUDENT BRANCH

A Student Branch shall be an operating organizational unit of IEEE constituted by a minimum of twelve (12) IEEE Student Members or Graduate Student Members at a particular college, university, technical institute, or, in unusual circumstances attached to a Section, and established with approval of the IEEE Member and Geographic Activities Board by petition to the Region concerned to fulfill the mission of IEEE. (IEEE Bylaw I-402.7) Each Branch shall conduct its activities within the Constitution, IEEE Bylaws, and other rules externally imposed, which by law affect the membership and activities of IEEE.

The petition must include:

- ◆ Name of the Student Branch.
- ◆ Name of the organizer (who will serve as interim Student Chair pending election of a regular Chair at a later organization meeting).
- ◆ Name of the faculty member who will serve as Counselor of the Branch.
- ◆ Approval of the Department Chair and two faculty members, who are also IEEE members above Student grade.
- ◆ Signatures of at least twelve (12) IEEE Student members.
- ◆ Institution Web site URL outlining accreditation, course curriculum, and listing engineering faculty.
- ◆ Information about the educational programs and degrees offered (form is attached).
- ◆ A Branch constitution must be adopted (sample constitution is attached).

The petition shall be submitted to the IEEE Meeting and Geographic Activities (MGA) Department to begin the approval process, which includes verification of the IEEE membership of the students and the faculty members on the petition, review of the programs offered at the educational institution, review and approval by the IEEE Regional Director and the Regional Student Activities Committee Chair.

If the petition is in order, the Member and Geographic Activities Department staff will take the necessary action to obtain formal approval of the petition by the Region Director and the Regional Student Activities Committee Chair. Once the Region Director approves the request, the MGA Board, the Branch, Section, and Region Officers will be notified.

SUBMIT COMPLETED PETITION AND SUPPORTING DOCUMENTATION VIA:

Email petition@ieee.org

Fax +1 732 463 3657

Mail IEEE Member and Geographic Activities
Geographic Unit Operations
445 Hoes Lane
Piscataway, NJ 08854-4141
USA
Phone: +1 732 562 5511

Why is an IEEE Student Branch Beneficial?

A Student Branch gives students the opportunity to meet and learn from fellow students, as well as faculty members and professionals in the field. An active IEEE Student Branch can be one of the most positive elements in a department offering programs in IEEE designated fields of Engineering, Computer Science and Information Technology and others as listed at

<http://www.ieee.org/web/membership/qualifications/qualifications.html>.

IEEE Student Branches are established at over 1,500 universities and colleges throughout the world. Student Branch activities offer numerous educational, technical, and professional advantages of IEEE membership through special projects, activities, meetings, tours and field trips. Listed below are some programs and projects that keep students interested in the Branch and its activities and their chosen profession:

- participation in regional conferences, workshops and competitions
- development of leadership, interpersonal and team building skills
- participation in awards, scholarships and project/design programs and student paper contests
- establishment of a Student Branch Library with IEEE's publications
- access IEEE online services and resources
- establish a Web site

Seminars with guest speakers, who are professionals working in the field, enable students to enhance their knowledge outside the classroom. Joint seminars let students meet and talk with other interested students. Student Professional Awareness Conferences (S-PACs) help increase awareness of professional issues such as ethics, continuing education, and communication skills. The Student Professional Awareness Venture (S-PAVe) program gives teams of IEEE Student members the opportunity to develop project proposals to increase professional awareness and receive funding to implement the project. The IEEE also sponsors Regional Student Paper contests with cash awards in each of the ten Regions and promotes outstanding student and faculty counselor recognition award programs. The IEEE offers rebates and allotments to help Student Branches with operating costs based on their timely submission of their Annual Report and Annual Plan. Upon submission of their Annual Report, Student Branches receive a US\$2.00 per member rebate. Upon submission of their Annual Plan, Branches receive US\$50.00 if they have less than 49 members, and US\$100.00 if they have 50 or more members, based on membership statistics as of 31 December each year.

The IEEE Student Concourse web site at <http://www.ieee.org/students> provides valuable information on IEEE Student membership benefits and Student Branch programs. The Student Services Department provides the following materials to support Student Branches:

- guidelines to form a Branch, petitions, bylaws, membership applications and posters
- branch leadership training power point
- membership development manual – Student Branch edition
- information on scholarships and awards;
- supplies (posters, benefit flyers, stationery, envelopes, etc.).

PETITION TO FORM AN IEEE STUDENT BRANCH

Name of Institution: _____

We, the undersigned, members of IEEE and students at the above named institution, hereby petition for approval to form a Branch at the school indicated above. We agree to adopt and conform to the recommended Constitution for IEEE Student Branches, a copy of which is attached.

Signature of Petitioner	Member Number	Printed Name
1.		
2.		
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**** 12 QUALIFIED PETITIONERS ARE REQUIRED FOR A STUDENT BRANCH FORMATION ****

* If a petitioner is a new member of IEEE and has not yet had a membership number assigned, please give the date the application was mailed or joined online and the Zip Code (if U.S.) or City, Country to which IEEE was instructed to send mail. Please note that completed online Student membership applications and payments may be sent with the Student Branch petition. IEEE accepts credit cards for joining online. If this form of payment is not convenient, there is also an option called "print and mail with payment" for paying with a check, bank draft, or other form of payment. Join online at <http://www.ieee.org/join> and follow the instructions at check out.

The following individual is serving as the Organizer of the Student Branch, who will serve as interim Chair pending election of a regular Chair at a later organization meeting (must hold grade of Graduate Student or Student Member).

Interim Branch Chair

Name: _____ **Member #:** _____

Address: _____

City: _____ **State/Province:** _____ **Postal Code:** _____

Country: _____ **Email:** _____

Phone: _____ **Fax:** _____

APPROVAL OF THE INSTITUTION AND ENDORSEMENTS OF IEEE MEMBERS

Name of Institution: _____

School Code: _____

This action has the approval of
the Department of: _____

and the College of: _____

Department Head

Department Head's Signature: _____

Name: _____ Date: _____

Address: _____

City: _____ State/Province: _____ Postal Code: _____

Country: _____ Email: _____

Phone: _____ Fax: _____

University Web site: _____

The petition must include the endorsement of at least three (3) IEEE members above Student member grade who are faculty members teaching in IEEE designated fields of interest.

Branch Counselor

Branch Counselor's Signature: _____

IEEE Member Number: _____

Name: _____ Date: _____

Address: _____

City: _____ State/Province: _____ Postal Code: _____

Country: _____ Email: _____

Phone: _____ Fax: _____

University Web site: _____

We, the undersigned faculty members, who are also IEEE members above Student grade, endorse the formation of an IEEE Student Branch as indicated above.

Signature of Petitioner	Member Number	Printed Name
1.		
2.		

IEEE Educational Program Data - Establishing an IEEE Student Branch Supplement

1. What is the official name of the institution in its native language?

2. What is the usual translation of the name into English?

3. Where is the institution located?

IEEE Region

IEEE Section

Please give the complete postal address.

Address:

City:

State/Province:

Postal Code:

Country:

4. What is the web site (URL) for the university or educational institution?

5. In the following discussion, a "license" is an authority to operate, whereas "accreditation" refers to evaluation against appropriate quality standards. The licensing agent may be a Board or a government agency, such as a ministry of education. The accreditation agent may be a government agency, such as a ministry of higher education, or a non-government organization, such as ABET, CEAB, IEE, CACEI, JABEE, etc.

a. What agency has authorized—that is, licensed—the university or educational institution to admit students and to grant degrees?

b. On what date was this authority granted?

c. When will the license expire, or when is it due to be renewed?

d. What are the degree titles for disciplines of study that fall within the IEEE designated fields*?

Engineering

Computer Science and
Information Technology

Physical Sciences

**Biological and Medical
Sciences**

Mathematics

**Technical Communications,
Management, Law, and Policy**

e. Have any of the programs identified in "d" above received professional accreditation, in contrast with institutional accreditation?

If so, by whom?

**If so, when was the evaluation
conducted?**

What was the result?

**When does the accreditation
expire?**

f. In what year did the educational institution have its first graduates? To form an IEEE Student Branch, the university/college should have produced at least one graduating class.

SAMPLE CONSTITUTION for IEEE STUDENT BRANCHES

Name and Purpose

- Sec. 1 This organization shall be known as the _____ Branch of IEEE.
- Sec. 2 The purpose shall be the dissemination of knowledge of the theory and practice of all aspects of electrical engineering, electronics, radio, allied branches of engineering or the related arts and sciences, as well as the furtherance of the professional development of the Students.
- Sec. 3 The organization and operation of the Branch shall be in accordance with the Constitution and Bylaws of the IEEE.

Membership

- Sec. 4 Membership shall be limited to undergraduate and graduate students of _____ (indicate school).
- Sec. 5 The membership shall consist of Student members of the IEEE.

Dues

- Sec. 6 The Executive Committee of the Branch shall have the power to levy special assessments upon endorsement by a two-thirds vote of the membership of the Branch.
- Sec. 7 Nonpayment of transnational dues will automatically result in suspension of membership in IEEE and in the local Branch. Nonpayment of local dues may result in suspension of membership in the local Branch, but will not result in suspension of membership in IEEE.
- Sec. 8 The local dues per semester for members are payable at the beginning of the semester.

Officers

- Sec. 9 The officers of the Branch shall be a Chairman, a Vice-Chairman, a Treasurer, and a Secretary.
- Sec. 10 To be eligible for office, a candidate must be enrolled as a Student member of the IEEE and a member in good standing in the local Branch.
- Sec. 11 The term of office shall ordinarily be one year.
- Sec. 12 Election of officers for the following year shall be held not later than the last meeting of each year.

Executive Committee

- Sec. 13 The management of the affairs of the Branch shall be in the hands of the Executive Committee, consisting of the duly elected officers of the Branch and the Counselor appointed by the IEEE. The Chairman of the Branch shall be Chairman of the Executive Committee.
- Sec. 14 The Executive Committee shall be the governing body of the Branch and shall transact all business it deems advisable, including the filling of vacancies in offices, authorization of expenditures, etc.

Duties of Officers

- Sec. 15 The Chairperson shall preside at all meetings of the Branch. He/she shall appoint all committees, subject to the approval of the Executive Committee, and shall assume all other executive duties not otherwise delegated.
- Sec. 16 The Vice-Chairman shall perform all functions of the Chairman in the latter's absence or at his/her request.

- Sec. 17 The Branch Secretary shall keep a record of all activities of the Branch and shall report same to IEEE Headquarters, together with any special reports required by IEEE Headquarters, within a reasonable time after each meeting. The secretary shall carry on all other communications necessary to the activities of the Branch. The secretary shall keep a record of the names of members in attendance at the meetings.
- Sec. 18 The Treasurer shall receive all money and pay all debts of the Branch authorized by the Executive Committee, and shall keep an exact account of all receipts and expenditures.
- Sec. 19 A complete annual report shall be submitted by the Chairman and the Treasurer at the last regular meeting of the year, and shall be forwarded by the Branch Secretary to the IEEE Manager of Student Services, upon certification by the Counselor.

Standing Committees

- Sec. 20 The following Standing Committees or their equivalent shall be appointed by the Chairman:
- a) Program Committee
 - b) Publicity Committee
 - c) Membership Committee
- Sec. 21 The Program Committee shall prepare the programs for all meetings and shall be responsible for all arrangements for these meetings.
- Sec. 22 The Publicity Committee shall be responsible for proper advisement of each meeting.
- Sec. 23 The Membership Committee shall bring the advantages of membership in the Branch, and in the IEEE, to the attention of all potential Student members.
- Sec. 24 In addition to the above standing committees, the Chairman may appoint other committees which he may deem necessary.

Meetings

- Sec. 25 The Branch shall hold regular and special meetings at such places and time as designated by the Executive Committee, with a minimum of three meetings a year.

Amendments

- Sec. 26 The Branch is empowered to adopt Bylaws which are consistent with this Constitution.
- Sec. 27 The Constitution may be amended by a two-thirds of the members of the Branch present and voting, provided the amendment shall have been proposed at least one duly publicized meeting previous to the time of voting. Such amendments become effective only upon the approval of the Executive Committee of the IEEE.