



## FORMING A STUDENT BRANCH CHAPTER OF AN IEEE SOCIETY OR TECHNICAL COUNCIL

### REQUIREMENTS TO FORM A STUDENT BRANCH CHAPTER OF AN IEEE SOCIETY OR TECHNICAL COUNCIL

*A Student Branch Chapter is a technical sub-unit of a Student Branch constituted by a minimum of six (6) Student Members or Graduate Student Members of a Society or group of Societies (in the case of a Technical Council Chapter, a minimum of any six (6) Student Members or Graduate Student Members of Council Member Societies) and established by petition to the parent Student Branch and Society/Technical Council concerned to fulfill the mission of IEEE. (IEEE Bylaw I-402.8)*

A Student Branch is required to establish a Student Branch Chapter. The petition must include:

- ◆ The name of the Student Branch.
- ◆ The school code.
- ◆ The name of the Society/Technical Council.
- ◆ The name and address of the Student Branch Chapter organizer (who will serve as interim Chair pending election of a regular Chair at a later organization meeting).
- ◆ Name of the Faculty Advisor, who is also a member of IEEE and the Society or a member of one of the Technical Council Member Societies.
- ◆ Written approval of the Student Branch Executive Committee.
- ◆ Signatures of at least six (6) IEEE Student Branch members, who are members of the Society or Technical Council.

The completed petition shall be submitted to the IEEE Member and Geographic Activities Administration Department.

Upon receipt of the petition, staff will verify the membership of the individuals who signed the petition. If the petition is in order, staff will take the necessary action to obtain formal approval of the petition by the Society President, the Region Director, and the Regional Student Activities Committee Chair.

### SUBMIT COMPLETED PETITION VIA:

**Email [petition@ieee.org](mailto:petition@ieee.org)**

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