



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.).