



SOCIETY CHAPTER PETITION

REQUIREMENTS TO FORM A CHAPTER OF AN IEEE SOCIETY

*A **Chapter** is a technical subunit of one or more Sections, or a Council, constituted by a minimum of twelve (12) members of a Society and established by petition to the parent unit(s) and Societies concerned to represent and fulfill the technical needs of the members and the missions of IEEE. A Chapter functions in a manner similar to that of a committee of the Section/Council. (RAB Operations Manual 9.6.A)*

The petition must include:

- ◆ The name of the Section
- ◆ The name of the Society
- ◆ The name and address of the Chapter organizer
- ◆ Written approval of the Section Executive Committee.
- ◆ Signatures of 12 Section members, above Student grade, who are members of the Society.

The completed petition shall be submitted to the Section Executive Committee, via the Section Secretary, for approval. It is suggested that more than the specified amount of names and signatures be included to ensure that all petitioners qualify, thus speeding the petition's processing.

Regional Activities staff will review the petition and work with the organizer to resolve any discrepancies. The Chapter will be considered established after Regional Activities has ascertained that the Regional Director and the Society President(s) have no objections to the formation of the Chapter.

Following approval, the Section Chair, the Chapter Organizer, the Regional Director and the President of the Society will be notified. The Chapter formation will be noted in the Report of the Managing Director at the next meeting of the Regional Activities Board.

TO FORM A JOINT CHAPTER COVERING TWO OR MORE SOCIETIES

The requirements are the same as for a single Society Chapter, except that not less than three of the 12 signatures on the petition shall be members of each of the Societies involved.

For example, a joint Power Engineering (PE31) and Industry Applications (IA34) Society Chapter, might be formed with eight petitioners belonging to PE31 and four petitioners to IA34. It is not required, but may be useful, that Chapter members or officers maintain membership in both Societies. It is suggested that more than the specified amount of names and signatures be included to ensure that all petitioners qualify, thus speeding the process of the petition.

TO FORM A JOINT CHAPTER OF 2 OR MORE CONTIGUOUS SECTIONS

A petition must be signed by not less than twelve (12) members, other than Students, of the Sections involved, who are members of the Society or Societies, and submitted for approval by the pertinent Sections Executive Committees. It is suggested that more than the specified amount of names and signatures be included to assure that all petitioners qualify, thus speeding the process of the petition.

The petition must include:

- ◆ The names of the Sections involved
- ◆ The name(s) of the Society or Societies
- ◆ The name and address of the Chapter Organizer
- ◆ The organizational unit (administrative parent Section) which shall be responsible for Chapter management. (In joint Chapters, administrative matters relate to the parent Section.)
- ◆ Written approval of the entities involved.

The Joint Chapter shall be considered established after Regional Activities has ascertained that all entities involved have no objections to the formation of the Chapter.

Following approval, the Sections and Societies involved, the Chapter organizer and the Regional Director will be notified. The Chapter formation will be noted in the Report of the Managing Director at the next meeting of the Regional Activities Board.

TO CHANGE THE STATUS OF AN EXISTING CHAPTER

The status of an existing Chapter may be changed from single to joint, or vice-versa, or from one joint combination to another without submission of a petition. The change in status will become effective following approval of the change by the Regional Director, the Society Presidents and the involved Section Executive Committee(s).

1. The written request, with full details on the proposed change in Chapter status, shall be submitted by the Section Executive Committee. This request should include the name and address of the Organizer of the restructured Chapter who will act as its Chair, and be faxed or mailed to the address below.
2. Action will be taken by Regional Activities staff to obtain approval of the change in status by those concerned.
3. When the necessary approvals have been received, the Section Chair, the Chapter Organizer, the Regional Director and the Presidents of the Societies concerned will be notified.
4. The Chapter formation will be noted in the Report of the Managing Director at the next meeting of the Regional Activities Board.
5. Send the completed petition to:

IEEE REGIONAL ACTIVITIES
Section/Chapter Support
445 Hoes Lane
Piscataway, NJ 08855

OR

fax: +1 732 463 9359
email: petition@ieee.org

PETITION TO FORM AN IEEE CHAPTER

Name of IEEE Society/ies: _____

Name of IEEE Section/s: _____

We, the undersigned, who are members of the above Society and Section, and are IEEE members above Student grade, hereby petition for approval to form a Chapter in the Section indicated above.

Signature of Petitioner	Member Number	Printed Name
1.		
2.		
3.		
4.		
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15.		
16.		
17.		

****12 PETITIONERS ARE REQUIRED FOR A TECHNICAL CHAPTER FORMATION****

The action has the approval of the Section Executive Committee. The following individual is serving as the Organizer of the Chapter (the Organizer of the Chapter must hold grade of Member, Senior Member or Fellow and also be a member of the Society).

Name: _____ Member #: _____

Address: _____

City: _____ State/Province: _____

Postal Code: _____ Country: _____

Phone: _____ Fax: _____ Email: _____

Section Officer's Signature: _____

Office Held: _____ Date: _____