



PETITION TO FORM AN IEEE AFFINITY GROUP

Complete instructions and information are found on pages 4 & 5.

Required information is designated with an asterisk (*)

*Name of Geographic Parent(s): _____

- *Please specify type of Affinity Group:
- Consultants Network (CN)
 - Life Member (LM)
 - Women In Engineering (WIE)
 - Young Professionals (YP)

Six (6) qualified petitioners are required for an affinity group formation. It is suggested that more than the specified amount of signatures be included to assure that all petitioners qualify, thus speeding the processing of the petition.

We, the undersigned, who are active IEEE members of the above Region, Section or Geographic Council, and are IEEE members of Graduate Student Member grade or higher, for a minimum of six months, hereby petition for approval to form an affinity group in the geographic parent indicated above.

*Signature of Petitioner	*Member Number	*Printed Name	For WIE affinity group petitioners - are you a member of WIE? Yes/No www.ieee.org/wie
*1.			
*2.			
*3.			
*4.			
*5.			
*6.			
7.			
8.			
9.			
10.			

*REQUIRED INFORMATION

IEEE MEMBER AND GEOGRAPHIC ACTIVITIES

***PLAN OF ACTIVITIES FOR PROPOSED _____**

****This document must accompany petitions for new Sections, Subsections, Chapters and Affinity Groups.***

*Please provide the following information for the proposed geographic unit.

***1. What was the motivating factor that led to forming this geographic unit? What member needs will be fulfilled as a result of forming this unit?**

***2. List the activities the unit will focus on for the first six months. What activities will engage the members of the unit with one another?**

***3. What accomplishments will this unit strive to meet in its first year?**

***4. What level of local support is engaged in support of the unit activities?**

***5. Approvals for geographic unit plan
(signatures required)**

***Organizer of Proposed Unit**

Printed Name

Signature

***Chair of Geo Parent Unit**

Printed Name

Signature

Form V4
Aug 2015

***Interim Affinity Group Chair**

The following individual is serving as the organizer of the affinity group and will serve as interim chair pending election at a later time. **The organizer must hold IEEE membership grade of Graduate Student Member, or higher, and have been a member of IEEE for a minimum of six months.**

***Name:** _____ ***Member#:** _____

***Address:** _____

***City:** _____

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

***Email:** _____ ***Phone:** _____ **Fax:** _____

****THIS SECTION TO BE COMPLETED BY THE GEOGRAPHIC PARENT EXECUTIVE COMMITTEE***

*This action has the approval of the _____ (Region/Section/Geographic Council) Executive Committee. *The _____ Executive Committee has reviewed and confirmed the information provided on the petition and that the proposed geographic unit's business plan has been submitted as required.

***Printed Geographic Parent ExCom Member's Name and Member Number above this line.**

Chair: _____ Vice Chair: _____ Secretary: _____ Treasurer: _____ Secretary/Treasurer: _____

***Please check which Geographic Unit ExCom position you currently hold**

***Signature, Geographic Unit ExCom Member** _____ ***Date** _____

REQUIREMENTS TO FORM AN IEEE AFFINITY GROUP

An Affinity Group is a non-technical subunit of an IEEE Region, Section, or Geographic Council. Affinity Groups are your local link to the valuable resources available from IEEE and one, or more, of its four affinities - Young Professionals (YP), Women in Engineering (WIE), Consultants Network (CN) and Life Member (LM). Affinity group activities may include guest speakers, workshops, and seminars, as well as social functions. These activities provide members with valuable opportunities to network at a local level - enabling both personal and professional growth. To form an Affinity Group, please read the requirements below. For a simple view of the petition process, a workflow is provided on page 5.

The petition to establish an Affinity Group shall contain the following:

1. Name of the geographic parent

2. Name of the **organizational parent (Consultants Network (CN), Young Professionals (YP), Life Member (LM), Women in Engineering (WIE)).**

3. **Name of the organizer (who will serve as interim Chair pending election at a later time).** The organizer shall be of an IEEE Graduate Student Member or of higher grade and must be an IEEE member for a minimum of six months.

4. **Signatures of at least six (6) IEEE Graduate Student Members or of higher grade, and must be an IEEE member for a minimum of six months.**

a. In lieu of their signatures on the petition, **IEEE will accept an email message from an eligible IEEE member stating their agreement to the formation.** These emails must include the name of the member, IEEE membership number, and a brief statement of support of the petition. These messages are to be sent to the petition organizer who is requested to cut and paste these emails, preserving the email header information, into one document.

5. **A business plan that** includes mission/goals, planned meetings and activities for first 6 months. (See pg. 2)

6. **Written approval of the Geographic parent Executive committee.** (See pg. 3) The completed petition shall be submitted to the Geographic parent Executive Committee for approval, prior to submission to the Member and Geographic Activities (MGA) staff.

MGA staff will review the petition and work with the organizer to resolve any discrepancies. The Affinity Group will be considered established after the IEEE Member and Geographic Activities Managing Director has ascertained that the Regional Director and the IEEE organizational parent have no objection to its formation. The IEEE Member and Geographic Activities Managing Director shall notify the Member and Geographic Activities Board, the IEEE organizational parent, and the geographic parent.

TO FORM A JOINT GROUP

The requirements are the same as for a single Affinity Group. The status of an Affinity Group 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 request for change by the Regional Director(s), Affinity Group Chair, Geographic parent Executive Committee, and other entities involved.

TO FORM A JOINT GROUP COMPRISING TWO OR MORE CONTIGUOUS SECTIONS

An Affinity Group or Joint Affinity Group may be established by the procedures defined herein to cover the territory of two or more contiguous Sections, or a Geographic Council, provided the necessary approval is obtained by all concerned. The petition shall identify the entity assuming responsibility for the Affinity Group management (managing parent).

SUBMIT COMPLETED PETITION, BUSINESS PLAN, AND REQUIRED SIGNATURES VIA:

Email petition@ieee.org

Fax +1 732 463 3657

Mail IEEE Member and Geographic Activities
445 Hoes Lane
Piscataway, NJ 08854-4141
USA

For additional information, you may also visit the [Geographic Units FAQs](#) at the [IEEE Support Center](#). If you have any questions, please contact the petition processing team at petition@ieee.org or +1 732 562 5548.

To learn more information regarding the many benefits of joining IEEE Women in Engineering, please visit www.ieee.org/wie!



Forming an IEEE Affinity Group

Organizer:

Complete Petition Form & Business Plan

- Name of proposed affinity group
- Name of geographic parent unit
- Organizer's name
- Signatures of at least 6 eligible IEEE members
- Completed business plan signed by geographic parent unit chair
- Submit documents to MGA staff

MGA Staff:

- Validates all required information is received and eligible
- Communicates with organizer to correct
- Seek approvals from region director and affinity chair
- Organizer is notified once approvals are received
- If the approval request is negative, organizer is notified of the issues

MGA Staff final steps:

- Create unit in IEEE database
- Final notice & welcome letter sent to organizer