



## PETITION TO FORM A CHAPTER OF AN IEEE SOCIETY/TECHNICAL COUNCIL

Complete instructions and information are found on pages 3 through 5.

Required information is designated with an asterisk (\*).

\*Name of IEEE Society/ies,

Technical Council: \_\_\_\_\_

\*Name of Geographic Parent: \_\_\_\_\_

**Twelve (12) qualified petitioners are required for a chapter formation (see page 4, #4). 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 members of the above Society and Geographic Parent, and are IEEE members, Graduate Student Member grade or higher, for a minimum of six months, hereby petition for approval to form a Chapter in the Geographic Parent indicated above.***

*Signature of Petitioner	*IEEE Member Number	*Printed Name
*1.		
*2.		
*3.		
*4.		
*5.		
*6.		
*7.		
*8.		
*9.		
*10.		
*11.		
*12.		
13.		
14.		
15.		
16.		

**\*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

**\*REQUIRED INFORMATION**

**\*Interim Chapter Chair**

The following individual is serving as the Organizer of the Chapter, who will serve as interim Chair pending an election at a later time. **Eligible candidates must hold grade of Graduate Student Member, or higher and also be a member of the Society, as well as 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.

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

Chair: \_\_\_\_\_ Vice Chair: \_\_\_\_\_ Secretary: \_\_\_\_\_ Treasurer: \_\_\_\_\_ Secretary/Treasurer: \_\_\_\_\_

**\*Please check which Geographic Parent ExCom position you currently hold.**

\_\_\_\_\_  
**\*Signature, Geographic Parent ExCom Member    \*Date**

**\*REQUIRED INFORMATION**

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

A Technical **Chapter** is the technical subunit of one or more geographic units, and one or more Societies/Technical Councils. **Technical Chapters** are your local link to the valuable resources available from IEEE and its [40+](#) Societies and Technical Councils. To form a Chapter, please read the requirements below. For more information on how a petition is processed, a simple workflow is provided on page 6. This petition form also provides the requirements to form a joint chapter of two or more societies; to form a joint chapter of two or more contiguous Sections; or how to change the status of an existing chapter. Any questions should be submitted to [petition@ieee.org](mailto:petition@ieee.org).

This petition to establish a Technical Chapter shall contain the following:

1. **Name of the geographic parent**
2. Name of the **sponsoring technical parent society(ies)/technical council**
3. **Name of the organizer must be of IEEE Graduate Student Member or of higher-grade status and must be an IEEE member for a minimum of six months.** The organizer shall serve as the interim Chair pending election at a later date.
4. **Signatures of at least twelve (12) IEEE members, in good standing, of Graduate Student Member grade or higher, who are members of the parent society(ies) and geographic unit involved, and are IEEE members for a minimum of six months.**
5. Each petition to form a **Technical Council Chapter will be signed by at least twelve (12) IEEE voting members of a Society which is a Member Society of the Technical Council.** It is suggested that more than the specified amount of names and written signatures be included to ensure that all petitioners qualify, thus speeding the petition's processing.
  - a. In lieu of their signatures on the petition, **IEEE will accept an email message from IEEE members 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.
6. **A business plan** that includes mission/goals, planned meetings and activities for first 6 months. (See page 2)
7. **Written approval of the geographic parent executive committee.** (See page 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 Chapter will be considered established after Member and Geographic Activities has ascertained that the Regional Director and the Society/Technical Council President(s) have approved to the formation of the Chapter.

Following approval, the Geographic parent Chair, the Chapter Organizer, the Regional Director and the President of the Society/Technical Council will be notified. The Chapter formation will be noted in the Report of the Managing Director at the next meeting of the Member and Geographic 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 voting members of each of the Societies involved.

For example, a joint Power & Energy (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) voting members 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.

In addition to the items required for forming a single Section chapter, the petition must include:

- ◆ The names of the Sections involved
- ◆ The name(s) of the Society or Societies/Technical Council
- ◆ The name and address of the Chapter Organizer
- ◆ The organizational unit (administrative parent Section) which shall be responsible for the Chapter's 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 MGA has ascertained that all entities involved have approved to the formation of the Chapter.

Following approval, the Sections and Societies/Technical Council 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 MGA 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/Technical Council Presidents, and the involved Geographic Parent Executive Committee(s).

1. The written request, with full details on the proposed change in Chapter status, shall be submitted by the Geographic Parent 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 MGA staff to obtain approval of the change in status by those concerned.
3. When the necessary approvals have been received, the Geographic Parent Chair, the Chapter Organizer, the Regional Director and the Presidents of the Societies/Technical Council concerned will be notified.
4. The Chapter formation will be noted in the Report of the Managing Director at the next meeting of the MGA Board.

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

**Email** [petition@ieee.org](mailto: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](mailto:petition@ieee.org) or +1 732 562 5548.**

## Organizer:

### Complete Petition Form & Business Plan

- Name of proposed chapter
- Name of parent region, section, or geographic council
- Name of parent society(ies)
- Organizer's name
- Signatures of 12 eligible IEEE members, who are members of the parent society(ies)
- Completed business plan signed by geographic parent
- 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 Society President(s)
- 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