



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. A good IEEE Student Branch can be one of the most positive elements in an Electrical Engineering or Engineering Technology department. IEEE Student Branches are established at over 900 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 a some programs and projects that keep students interested in the Branch and its activities and their chosen profession:

- participation in regional conferences, leadership training workshops and develop leadership, interpersonal and team building skills
- participation in awards, scholarships and project/design programs and student paper contests
- establishment of a Student Branch Library in the student lounge with IEEE's publication
- access IEEE on line resources and merchandise
- establish a World Wide Web home page

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 \$1.10 per member rebate. Upon submission of their Annual Plan, Branches receive \$25.00 if they have less than 49 members, and \$50.00 if they have 50 or more members, based on membership statistics as of 31 December each year.

The Student Services Department provides the following materials to support Student Branches:

- guidelines to form a Branch, petitions, bylaws, membership applications and posters
- leadership training manual
- information on scholarships and awards;
- supplies (membership pins, benefit flyers, stationery, envelopes, etc.).

Establishing an IEEE Student Branch requires the signatures of 20 IEEE Student members on a petition. The petition must specify the name of the Branch, and the names of the Interim Student Chair and faculty member who will serve as Counselor of the Branch. The petition must also be approved by the Department Chair and two faculty members who are also IEEE members above student grade. Submit the petition to IEEE Student Services to begin the approval process, which includes review and approval by the IEEE Regional Director, Regional Student Activities Committee Chair and the IEEE Regional Activities Board (RAB). If further information is required, please contact: IEEE Student Services, Phone (732) 562-5527/5392, Fax (732) 463-3657 or e-mail: student-services@ieee.org



REQUIREMENTS FOR THE ESTABLISHMENT OF AN IEEE STUDENT BRANCH

1. A petition by twenty, preferably more, IEEE Student members and at least three IEEE members above Student member grade who are faculty members teaching in IEEE designated fields of interest must be submitted to IEEE Student Services. The petition must specify the names of the educational institution involved and the names of the Interim Chairman and the faculty Counselor. Please note that completed student membership applications and payments may be sent with the Branch petition.
2. Three school catalogs outlining accreditation, course curriculum and listing engineering faculty must be submitted to Student Services with the petition.
3. A Branch constitution must be adopted and submitted to Student Services. A sample constitution is attached.
4. If the petition is in order, Student Services will take the necessary action to obtain formal approval of the petition for the Regional Director, the Regional Student Activities Committee Chairman and the Regional Activities Board. Once RAB approves the request, the Branch, Section and Region officers will be notified.
5. Send the completed petition, adopted constitution and catalogs to:

IEEE Student Services Manager
445 Hoes Lane
PO Box 1331
Piscataway, NJ 08855-1331



PETITION FOR THE ESTABLISHMENT OF AN IEEE STUDENT BRANCH

IEEE MEMBERS ABOVE STUDENT GRADE ENDORSEMENTS:

I endorse the formation of an IEEE Student Branch at _____

Signature

Printed Name

IEEE Member Number

Signature

Printed Name

IEEE Member Number

Note: The above endorsements must be from faculty members who are also IEEE members above student grade, other than the Interim IEEE Counselor.

Please attach this form to the Student Branch Petition and return to:

Manager
IEEE Student Services
445 Hoes Lane/PO Box 1331
Piscataway, NJ 08855-1331
Phone: (732) 562-5527

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SAMPLE CONSTITUTION for IEEE STUDENT BRANCHES

Name and Purpose

- Sec. 1 This organization shall be known as the _____ Branch of the IEEE.
- Sec. 2 The purpose shall be the dissemination of knowledge of the theory and practice of all aspects of electrical engineering, electronics, radio, allied branches of engineering or the related arts and sciences, as well as the furtherance of the professional development of the Students.
- Sec. 3 The organization and operation of the Branch shall be in accordance with the Constitution and Bylaws of the IEEE.

Membership

- Sec. 4 Membership shall be limited to undergraduate and graduate students of _____ (indicate school).
- Sec. 5 The membership shall consist of Student members of the IEEE.

Dues

- Sec. 6 The Executive Committee of the Branch shall have the power to levy special assessments upon endorsement by a two-thirds vote of the membership of the Branch.
- Sec. 7 Nonpayment of transnational dues will automatically result in suspension of membership in IEEE and in the local Branch. Nonpayment of local dues may result in suspension of membership in the local Branch, but will not result in suspension of membership in IEEE.
- Sec. 8 The local dues per semester for members are payable at the beginning of the semester.

Officers

- Sec. 9. The officers of the Branch shall be a Chairman, a Vice-Chairman, a Treasurer, and a Secretary.
- Sec. 10 To be eligible for office, a candidate must be enrolled as a Student member of the IEEE and a member in good standing in the local Branch.
- Sec. 11 The term of office shall ordinarily be one year.
- Sec. 12 Election of officers for the following year shall be held not later than the last meeting of each year.

Executive Committee

- Sec. 13 The management of the affairs of the Branch shall be in the hands of the Executive Committee, consisting of the duly elected officers of the Branch and the Counselor appointed by the IEEE. The Chairman of the Branch shall be Chairman of the Executive Committee.
- Sec. 14 The Executive Committee shall be the governing body of the Branch and shall transact all business it deems advisable, including the filling of vacancies in offices, authorization of expenditures, etc.

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SAMPLE CONSTITUTION for
IEEE STUDENT BRANCHES

Duties of Officers

- Sec. 15 The Chairperson shall preside at all meetings of the Branch. He/she shall appoint all committees, subject to the approval of the Executive Committee, and shall assume all other executive duties not otherwise delegated.
- Sec. 16 The Vice-Chairman shall perform all functions of the Chairman in the latter's absence or at his/her request.
- Sec. 17 The Branch Secretary shall keep a record of all activities of the Branch and shall report same to IEEE Headquarters, together with any special reports required by IEEE Headquarters, within a reasonable time after each meeting. The secretary shall carry on all other communications necessary to the activities of the Branch. The secretary shall keep a record of the names of members in attendance at the meetings.
- Sec. 18 The Treasurer shall receive all money and pay all debts of the Branch authorized by the Executive Committee, and shall keep an exact account of all receipts and expenditures.
- Sec. 19 A complete annual report shall be submitted by the Chairman and the Treasurer at the last regular meeting of the year, and shall be forwarded by the Branch Secretary to the IEEE Manager of Student Services, upon certification by the Counselor.

Standing Committees

- Sec. 20 The following Standing Committees or their equivalent shall be appointed by the Chairman:
- a) Program Committee
 - b) Publicity Committee
 - c) Membership Committee
- Sec. 21 The Program Committee shall prepare the programs for all meetings and shall be responsible for all arrangements for these meetings.
- Sec. 22 The Publicity Committee shall be responsible for proper advisement of each meeting.
- Sec. 23 The Membership Committee shall bring the advantages of membership in the Branch, and in the IEEE, to the attention of all potential Student members.
- Sec. 24 In addition to the above standing committees, the Chairman may appoint other committees which he may deem necessary.

Meetings

- Sec. 25 The Branch shall hold regular and special meetings at such places and time as designated by the Executive Committee, with a minimum of three meetings a year.

Amendments

- Sec. 26 The Branch is empowered to adopt Bylaws which are consistent with this Constitution.
- Sec. 27 The Constitution may be amended by a two-thirds of the members of the Branch present and voting, provided the amendment shall have been proposed at least one duly publicized meeting previous to the time of voting. Such amendments become effective only upon the approval of the Executive Committee of the IEEE.

PETITION FOR THE ESTABLISHMENT OF AN IEEE STUDENT BRANCH

Name of Institution _____

School Code _____

We, the undersigned, members of the IEEE and students at the above named institution, hereby petition for approval to form a Branch at the school indicated above. We agree to adopt and conform to the recommended Constitution for IEEE Student Branches, a copy of which is attached.

Signature

IEEE Membership Number*

Printed Name

1)		
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(Interim Branch Chairman)

2)		
3)		
4)		
5)		
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15)		
16)		
17)		
18)		
19)		
20)		
21)		
22)		

(Minimum of 20 signatures required)

*If a petitioner is a new member of the IEEE and has not yet had a membership number assigned, please give the date the application was mailed as well as the Zip Code (if U.S.) or City, Country to which IEEE was instructed to send mail.

This action has the approval of the Electrical Engineering/ Engineering Technology Department and the College of Engineering

Signature of Branch Counselor

Date

Signature of EE Department Head Date

Printed Name Membership Number

Printed Name

Address

Address

Zip Code Telephone Number

Zip Code Telephone Number

E-mail address Fax Number

Address Fax Number
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