

## IEEE Nuclear & Plasma Science Society (NPSS) Chapter Policy

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### 1.0 Purpose

The purpose of this document is to state the policy of the IEEE Nuclear and Plasma Sciences Society (NPSS) (hereinafter the “Society”) with respect to its relationship with its Chapters (hereinafter the “Chapters”).

### 2.0 Scope

IEEE publishes a reference guide (hereinafter referred to as the “IEEE Guide” which provides a foundation for the NPSS chapter policy. The IEEE Guide can be accessed at web address...

<http://www.ieee.org/portal/pages/tab/cha/index.html>

...then click on “Chapter Chair Reference Guide”.

To supplement the IEEE Guide, this policy document provides additional information specific to the NPSS, including:

- a. Creation of Chapters and Appointment of Chapter Officers
- b. Financial support from the Society to its Chapters
- c. Communication between Society and its Chapters
- d. Distinguished Lecturer Program
- e. Chapter page of NPSS web site

### 3.0 Creation of Chapters

#### 3.1 Existing Chapters

Chapters existing prior to the issue date of the first version of this document are exempted from the following section related to the creation of new Chapters after that date.

#### 3.2 New Chapters

NPSS members are encouraged to pursue the creation new Chapters to foster the objectives of the NPSS. To create a new Chapter, the procedure outlined in the IEEE Guide shall be followed.

#### 3.3 Chapter Officers

All Chapter Chairs, and Chapter Officers who serve in formal Chapter positions (Treasurer, Secretary, etc.) shall be members of the IEEE NPSS in good standing. Changes in Chapter Chairs shall be reported to the NPSS Chapter Coordinator as soon as they take effect.

#### 4.0 Financial Support of Chapters

##### 4.1 Request for Support—existing chapters

Existing chapters may request up to \$500 in funds per annum by contacting the NPSS Chapter Coordinator. The NPSS Chapter Coordinator shall forward the request to the NPSS President for approval, and then to the Treasurer for action. Such requests must be accompanied by a budget indicating how the requested funds will be used. Funds will only be awarded if the Chapter reports are current.

##### 4.2 Request for Support—new chapters

New Chapters may apply to the NPSS Chapter Coordinator for a one-time award of up to \$1000 to assist in the start up of the Chapter. The NPSS Chapter Coordinator shall forward the request to the NPSS President for approval, and then to the Treasurer for action. Such requests must be accompanied by a budget indicating how the funds will be used.

##### 4.3 Use of Funds

All funds supplied by the NPSS to the Chapters shall be used for legitimate purposes. Such purposes include:

- fees for use of meeting space
- advertising
- refreshments at meetings

##### 4.4 Responsibility and Accounting

The Chapter Chairperson, or a delegate, shall be responsible for holding and disbursing funds and shall maintain a record of funds received and funds expended. This record shall be made available for auditing, upon request.

#### 5.0 Chapter Reporting

5.1 NPSS Chapter Chairpersons shall respond to requests by the NPSS Chapter Coordinator for periodic status updates for reporting at NPSS AdCom meetings.

5.2 NPSS Chapter Chairpersons shall submit annual reports prior to the end of each calendar year which:

- Provide updated information about all Chapter committee persons, including names, positions, and contact information
- Provide a summary of the activities during the year
- Provide an accounting for expenditure of funds supplied by the NPSS

5.3 NPSS Chapter Chairpersons shall submit an annual report on meeting activities using the L-31 form as outlined in the IEEE Guide.

## 6.0 Distinguished Lecturer Program

The NPSS supports a Distinguished Lecturer Program (DLP) which aims to motivate Chapter meetings. The NPSS will provide all lecturer expenses for two lectures per chapter per year. The DLP procedures and list of lecturers is given at the NPSS DLP website...

[http://ewh.ieee.org/soc/nps/NPSS\\_DLP.html](http://ewh.ieee.org/soc/nps/NPSS_DLP.html)

## 7.0 Chapter Page of NPSS Web Site

a. The NPSS chapter page is located at...

<http://ewh.ieee.org/soc/nps/chapters.htm>

b. Changes in NPSS Chapter Chair contact information should be forwarded to the NPSS Chapter Coordinator who shall communicate those changes to the NPSS webmaster.

c. This NPSS Chapter Policy statement shall be downloadable from the NPSS website chapter page.

## 8.0 Use of the NPSS Name and Logo

As a result of their affiliation with the NPSS, chapters and joint chapters are entitled to use the NPSS name and logo on their webpage and on chapter documents. However, they may not use either the NPSS name or logo on the webpage or literature for conferences, workshops, or other events that they sponsor or cosponsor unless the NPSS has itself agreed to sponsor or cosponsor those event.