



REQUIREMENTS TO FORM A CHAPTER OF AN IEEE SOCIETY

A Chapter is a technical sub-unit 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. (1) A Chapter functions in a manner similar to that of a committee of the Section. (2) In instances where Section territorial geography may warrant and Society member interests are sufficient to support multiple Chapters of a Society, additional Technical Chapters, suitably identified, may be formed and operate under the current applicable procedures. (IEEE RAB Operations Manual 5.6)

A petition, signed by not less than twelve (12) Section members, above Student grade, who are members of the Society, 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 is included to ensure that all petitioners qualify, thus speeding the processing of the petition.

The petition shall also contain the following:

- 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.

Regional Activities staff will review the petition and work with the organizer to resolve any discrepancies. The Chapter shall 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 (PE-31) and Industry Applications (IA-34) Society Chapter, might be formed with eight petitioners belonging to PE-31 and four petitioners to IA-34. It is not required, though it 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 is included to ensure that all petitioners qualify, thus speeding the processing of the petition.

TO FORM A JOINT CHAPTER COVERING TWO 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 is included to assure that all petitioners qualify, thus speeding the process of the petition.

The petition shall contain the following:

- 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 the 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. A 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 Chairman, and be faxed or mailed to the above address.
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.

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Please send all petitions to the attention of Peg Kovacs via fax to (732) 463-9359 or mail to:

**IEEE REGIONAL ACTIVITIES
445 Hoes Lane
P.O. Box 1331
Piscataway, New Jersey 08855-1331**

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, hereby petition for approval to form a Chapter in the Section indicated above.

Signature of Petitioner	Member Number	Printed Name
1.		
2.		
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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:

Note: The Organizer of the Chapter must hold grade of Member, Senior Member or Fellow

Name: _____ Member #: _____

Address: _____

City: _____ State/Province: _____

Postal Code: _____ Country: _____

Phone: _____ Fax: _____ E-mail: _____

Section Officer's Signature: _____

Office Held: _____ Date: _____