

# **OPERATIONS MANUAL**

Section Student Activities Committee Chair  
and Student Representatives

**2021-2022**

**IEEERegion10**

Student Activities Committee

<https://sac.ieeer10.org>

## **A MESSAGE FROM REGION 10 DIRECTOR**

Mr Deepak Mathur

Students form a significant part of IEEE membership especially in Region 10. They have a very strong presence in their overall membership including their active participation and contribution. We envision focusing on value-added programs for sustainable membership growth. Thus, our objective is to devise programs for Students and YP collaborations and engagements leading to regular membership.



The "Operations Manual for Section Student Activities Committee Chair and Student Representatives" is a guiding document to perform the envisioned activities. This also keeps us in the direction of our goals and objectives. May this operation manual serves its purpose of providing value-added programs for students to help them grow technically and professionally.

I wish you good luck in the implementation of your plans and activities at the section level accordingly.

## **A MESSAGE FROM REGION 10 STUDENT ACTIVITIES COMMITTEE CHAIR**

Prof. Jennifer C. Dela Cruz

IEEE R10 Graduate and Undergraduate Student membership are growing immensely. The more than 50,000 members spread across 59 sections encompasses 1,600+ Student Branches. Understanding your role as a Section Student Activities Committee Chair and Student Representatives is significant and influential. We value your volunteerism, dedication, and support to IEEE R10. Hence, we continuously update this Operations Manual to adapt to the growing needs of IEEE Student Membership in terms of recognitions and collaborations.



May you continue your vibrance and excellence while adhering to this manual. We welcome your suggestions and recommendations to further enhance the smooth operation of your roles and functions.

## **A MESSAGE FROM REGION 10 STUDENT REPRESENTATIVE**

Ms Warunika Hippola

Region 10 is one of the largest of all IEEE regions, the Region 10 Student Activities Committee (R10 SAC) has a huge responsibility to oversee a large number of student branches under several sections. To make sure the smooth flow of operations of the region as a whole, each and every one of you plays a significant part as the Student Activities Committee Chair or the Sectional Student Representative. As a volunteer, you have committed most of your time and put on a great effort to deliver the best for the students in your section. In order to support your immense endeavours as a leader, this operations manual is presented with systematic guidance on the operational procedures of the region. We believe it will support you in the successful organization of your works.



The manual will guide you on the roles and responsibilities, but, it will be your enthusiasm that drives you through. Thank you for being an amazing volunteer!

## **ACKNOWLEDGEMENT**

As the IEEE Region 10 Student Activities Committee, we believe that this Operations Manual prepared for the Section Student Activities Committee Chairs and Student Representatives within the IEEE Region 10 will assist in streamlining operations of student activities in respective sections.

IEEE Region 10 SAC team would like to acknowledge the 2020 SAC Committee for initiating this operations manual. Furthermore, we thank Director Mr Deepak Mathur and Ms Ewell Tan for the continuous support and guidance.

## **TABLE OF CONTENT**

<b>OPERATIONS MANUAL</b>	<b>0</b>
<b>A MESSAGE FROM REGION 10 DIRECTOR</b>	<b>1</b>
<b>A MESSAGE FROM REGION 10 STUDENT ACTIVITIES COMMITTEE CHAIR</b>	<b>1</b>
<b>A MESSAGE FROM REGION 10 STUDENT REPRESENTATIVE</b>	<b>1</b>
<b>ACKNOWLEDGEMENT</b>	<b>2</b>
<b>TABLE OF CONTENT</b>	<b>3</b>
<b>IMPORTANT CONTACT DETAILS: IEEE REGION 10 SAC</b>	<b>5</b>
<b>ONLINE PRESENCE OF IEEE REGION 10 SAC</b>	<b>5</b>
<b>INTRODUCTION</b>	<b>6</b>
<b>STUDENT ACTIVITIES COMMITTEE (SAC) CHAIR</b>	<b>7</b>
Position	7
Qualification	7
Mission	7
Responsibilities	7
<b>SECTION STUDENT REPRESENTATIVE (SSR)</b>	<b>9</b>
Position	9
Qualification	9
Mission	9
Responsibilities	9
<b>STUDENT BRANCH REPORTING</b>	<b>11</b>
Student Branch Annual Plan (Due February 1st)	11
Student Branch Officer Reporting	11
Student Branch Activity Reporting (Minimum of 4)	11
<b>IEEE MGA &amp; REGION 10 ACTIVITIES</b>	<b>12</b>
Competitions	12
Awards	12
<b>MEMBERSHIP DEVELOPMENT TOOLS/PROGRAMS</b>	<b>13</b>
Membership Development Materials	13
Half Year Membership Program	13
IEEE Member-Get-A-Member (MGM) Referral Program	14
<b>APPENDIX</b>	<b>15</b>
Student Branches	15
Student Branch Chapters	20
Student Branch Affinity Groups	22

## IMPORTANT CONTACT DETAILS: IEEE REGION 10 SAC

---

<b>Mr Deepak Mathur</b>	Region 10 Director	deepakmathur@ieee.org
<b>Prof. Byung-Gook Park</b>	Vice-chair of Membership Activities	bgpark@snu.ac.kr
<b>Prof. Jennifer C. Dela Cruz</b>	Student Activities Committee Chair	jennifer.c.delacruz@ieee.org
<b>Ms Warunika Hippola</b>	Student Representative	waru.hippola@ieee.org
<b>Student Activities Committee</b>		r10sac@ieee.org

---

## ONLINE PRESENCE OF IEEE REGION 10 SAC

- Web  
<https://sac.ieeer10.org>
- Facebook  
<https://www.facebook.com/r10sac>
- Twitter  
<https://twitter.com/ieeer10sac>
- Instagram  
<https://www.instagram.com/ieeer10sac>
- LinkedIn  
<https://www.linkedin.com/company/ieee-region10-student-activities-committee>

## **1. INTRODUCTION**

Institute of Electrical and Electronics Engineers, Inc. (IEEE) Member and Geographic Activities (MGA) in its Operations Manual, has defined the basic protocol related to student activities. This document issued by IEEE Region 10 provides guidelines for Council/Section Student Activities Committee Chair (SAC Chair) and Council/Section Student Representatives (SSR) for conducting student activities, managing Student Branches and streamlining their operations.

In case of a conflict, the latest revision of the MGA Operations Manual takes precedence over this document.

## 2. STUDENT ACTIVITIES COMMITTEE (SAC) CHAIR

### 2.1. Position

Student Activities Committee (SAC) Chair is a member of the Section Executive Committee and the official contact point between the Section Executive Committee (Ex-Com) and all Student Branches belonging to the Section. The minimum term of office is 1 year to a maximum of 2 years, from the date of commencement. Appointment to the position of Section SAC Chair should be according to the Section's constitution or Bylaws. It is recommended that the Section Ex-Com selects a SAC Chair as a voting member of the Section Ex-Com.

### 2.2. Qualification

- Must hold an active IEEE Graduate Student Membership or higher grade during the office term.
- Must reside in the geographic boundaries of the Section.

### 2.3. Mission

To provide undergraduate and graduate students within the Section who have an interest in the IEEE designated fields or related engineering professions with opportunities for educational, technical and professional development, emphasizing the value of continuing IEEE membership.

### 2.4. Responsibilities

Section SAC Chair responsibilities broadly include:

- Ensure that both appointed SAC Chair and SSR are reported to IEEE Operations Center via Officer Reporting.
- Refer to the Action Plan and the Volunteer Role Description of the position provided by the IEEE Center for Leadership Excellence (CLE).
- Be acknowledged about IEEE MGA SAC and R10 SAC policies, programs and resources related to student activities.
- Be well informed regarding regional level projects and events and ensure the Section's participation.
- Coordination with the Section Student Representative (SSR) - Appoint/elect the Section Student Representative, mentor SSR to handle Student Branch related activities/matters effectively.
- Mentor and support all Sectional level student activities, and assist in developing IEEE Student membership development programs and services in the Sectional level.
- Mentor and support initiatives of the Student Branches (including support to Student Branch Counsellors and Student Branch Chairs) within the Section.

- Endorse and provide appropriate recommendations to Section Ex-Com for setting up new Student Branches, Branch Chapters and Affinity Groups.
- Ensure the timely submission of Activity Reports, Officer Reporting and Annual Student Branch Plan of the Student Branches. Reporting should also include any form of subsidies (e.g. MGA annual rebate and any Sectional level rebates/grants/funds) given out to Student Branches are received and verified.
- Ensure that all the Student Branches in the Section are following IEEE Brand Guidelines (Digital Guidelines, Social Media Guidelines and etc.).
- Encourage and enforce succession planning in Student Branches for a successful handover of Student Branch to new volunteers.
- Keep track of Student Branch membership, and make sure the member count of each Student Branch does not drop below 10 members. If any Student Branch holds less than 10 members, take necessary actions to revive the Student Branch before its dissolution process is initiated. Membership data can be accessed using [IEEE OU Analytics](#).
- Prepare the year-end report covering the status of Student Branches, financial position and all relevant records.
- At the end of the term of office, hand over all yearly reports and other relevant records related to Student Branches to the successor for effective takeover by the new Section SAC Chair.
- Support regional student activities and provide endorsement letters for initiatives, awards and nominations.



### **3. SECTION STUDENT REPRESENTATIVE (SSR)**

#### **3.1. Position**

Sectional Student Representative (SSR) serves as the central point of contact for all Student Branches' Ex-Com, student volunteers, Student Branch Chapters and Student Branch Affinity Groups within the geographical boundaries of the Section. SSR should always communicate to the Section Ex-Com through the SAC Chair and keep the SAC Chair updated about all ongoing activities.

Appointment of SSR can be made by the Section Executive Committee or elected by student members depending upon the Section's constitution or Bylaws. The maximum term of office is 2 years, from the date of commencement. It is recommended that the Section Ex-Com select SSR as a voting member of the Section Ex-Com.

An SSR may or may not be a Student Branch Chair. However, if there is more than one Student Branch in the Section then it would be preferable that an SSR is not a Student Branch Chair.

#### **3.2. Qualification**

To qualify as SSR the volunteer must:

- hold an active IEEE Student or Graduate Student Membership during the term in office.
- reside in the geographic boundaries of the Section.

#### **3.3. Mission**

To help bridge Student Branches by keeping IEEE student members informed of current activities and events within the Section and institute-wide so that student members can effectively network, learn and cooperate as one body.

#### **3.4. Responsibilities**

Sectional Student Representative responsibilities broadly cover:

- Refer to the Action Plan and the Volunteer Role Description of the position provided by the IEEE Center for Leadership Excellence (CLE).
- Be acknowledged about IEEE MGA SAC and R10 SAC policies, programs and resources related to student activities.
- Establish and maintain all communication links up-to-date, such as Branch Counsellor mailing lists and Section SAC Chair Social Media channels, and maintain continuous communication with all the Branch Counsellors and Branch Chairpersons.

- Disseminate information from the MGA, region and society levels to the Section student community.
- Through the Section SAC Chair, keep Section Chair and the Ex-Com informed about activity plans of Student Branches, and the support required from the Section for the Student Branches.
- Identify issues faced by the student members and be the bridge between the Section Ex-Com and the student members in seeking support from the Section to resolve them.
- Assist the Section SAC Chair in initiating sectional level projects in achieving the goals set forth by the SAC such as increasing student membership, increasing the retention rate of graduating students and increasing student involvement in IEEE activities.
- Instigate interactive training program and resources at the Section level for volunteer leadership development.
- Guide newly formed student branches and ensure that they understand the purpose, values and benefits of IEEE.
- Ensure that the Student Branch Officers are referring to the Action Plans and the Volunteer Role Description provided by the IEEE Center for Leadership Excellence (CLE) for their respective positions.
- Encouragement and guidance for succession planning by early engagement of student members from junior classes (freshmen year).
- Conduct awareness sessions in Student Branches to support the membership drive of the respective branches.
- Assist Section SAC Chair to ensure student branches are reporting properly (Activity Reports, Officer Reporting and Annual Student Branch Plan) and any form of subsidies (e.g. MGA annual rebate and any Sectional level rebates/grants/funds) given out to Student Branches are received and verified.
- Assist SAC Chair in preparing the year-end activity report and effective pass on to successor all relevant records at the end of the term.
- To be the bridge between the R10 SAC to identify the status of Student Branches, in terms of their activities, and provide accurate information to R10 SAC for continuation/reactivation or dissolution of Student Branches.

## 4. STUDENT BRANCH REPORTING

As mentioned under the responsibility of both the Student Activities Committee (SAC) Chair and the Sectional Student Representative (SSR), it should be made sure that Student Branches are properly reporting their activities, plans and officers. Reportings for Student Branches mentioned in the IEEE Member and Geographic Activities (MGA) Operations Manual 2021, but not limited to, are listed down as follows;

### 4.1. Student Branch Annual Plan (Due February 1st)

All the Student Branches are required to submit the Annual Plan on or before the 1st of February via <https://sbr.vtools.ieee.org>. It will assist to keep track of all activities planned for that year and record the yearly financial statements at the beginning of the year. The timely reporting of the Student Branch Annual Plan is a requirement for the receipt of the funds from IEEE as mentioned in [9.7.H.1](#) in the MGA Operations Manual.

### 4.2. Student Branch Officer Reporting

All the Student Branches are required to notify the IEEE Operations Center, each time a new Executive Committee member or the Branch Counselor is selected to serve at the student branch via <https://officers.vtools.ieee.org/>. The timely reporting of the Student Branch Officers is a requirement for the receipt of the funds from IEEE as mentioned in [9.7.H.1](#) in the MGA Operations Manual.

### 4.3. Student Branch Activity Reporting (Minimum of 4)

All the Student Branches are required to have not less than four activities per year and the activities should be reported to IEEE via <https://events.vtools.ieee.org/>. The timely reporting of the Student Branch Activities is a requirement for the receipt of the rebate from IEEE as mentioned in [9.7.H.2](#) in the MGA Operations Manual.

## 5. IEEE MGA & REGION 10 ACTIVITIES

### 5.1. Competitions

To enhance the technical, professional and personal skills of IEEE student members, IEEE Region 10 conducts a number of competitions. The IEEE Region 10 Student Activities Committee regularly reviews these competitions to maintain their effectiveness by modifying or replacing existing competition, or introducing new competitions.

#### MGA Competitions

Currently, IEEE MGA holds the following competitions each year. However, the competitions are not limited to the following. Therefore, Section SAC Chair, SSR, Student Branch Chair must regularly check IEEE related websites for updated information.

- [IEEEExtreme](#)
- [IEEE Day Competitions](#)
- [IEEE Student Branch Website Contest](#)
- [IEEEmadC | Mobile Application Development Contest](#)

#### [IEEE R10 Competitions](#)

Currently, IEEE R10 holds the following competitions each year and Section SAC Chair, SSR, Student Branch Chair must regularly check the IEEE R10 SAC website for updated information.

- [IEEE R10 Student Research Paper Contest](#)
- [IEEE R10 Undergraduate Project Video Contest](#)

### 5.2. Awards

#### MGA Awards

- [The Darrel Chong Student Activity Award](#)
- [IEEE Regional Exemplary Student Branch Award](#)
- [Larry K. Wilson Regional Student Activities Award](#)
- [IEEE Outstanding Branch Counsellor and Branch Chapter Advisor Award](#)

#### IEEE R10 Awards

- [IEEE R10 SAC Outstanding Volunteer Award](#)
- [IEEE R10 Outstanding Student Branch Award](#)

## 6. MEMBERSHIP DEVELOPMENT TOOLS/PROGRAMS

### 6.1. Membership Development Materials

IEEE makes available various IEEE membership development materials to support volunteer outreaches for recruiting new members, retention of current members, avoid lapse of membership and recovering former members. Materials include membership and student recruitment brochures, information sheets, the MD Manual, promotional posters and giveaways.

Additional materials can be ordered throughout the year, but orders are limited to once per 30 days. Volunteers should not forget to remove and recycle older membership development materials. Electronic versions of these recruitment and promotional material can be downloaded from the [IEEE Promo Library](#) and make copies for distribution at local events.

MD Chairs and Student Branch Counsellors or Advisors may place orders for the MD materials [online](#). If a Section does not have an MD Chair, the kit can be ordered by the Section Chair. Only one order per Section/Student Branch will be fulfilled. Multiple orders will not be accepted.

International orders require 4 weeks for delivery.

### 6.2. Half Year Membership Program

The IEEE membership year runs from the 1st of January through the 31st of December.

NEW applications received between 16th August and 28th February will automatically be processed at the full-year dues rates. Services begin immediately.

NEW applications received between 1st of March and 15th August of the membership year will automatically be processed for half-year membership ending 31st of December of the same year at the half-year dues rates. The exception is when the applicant specifically requests their application be processed for the full year. However, the availability of back issues of all publications for the first half of the calendar year cannot be guaranteed.

For the Asia & Pacific region, IEEE full-year membership fees for member grade and student grade are USD 156.00 \*\* and USD 27.00 respectively, whereas the half-year membership fees are USD 78.00 and USD 13.50 respectively. The membership fee may vary in certain periods due to discounts.

\*\*Except in Japan, where full-year dues are USD 181.00, for renewing members only.

### 6.3. IEEE Member-Get-A-Member (MGM) Referral Program

Active IEEE members that recruit new members during the membership year (from 16th of August of the previous year to 15th of August of the current year), may be eligible to earn an award that can be used toward IEEE dues, IEEE Society fees, or the purchase of books and publications (excludes merchandise and products)

How the program works:

1. Simply submit your referral [online](#) or use [the downloadable referral cards](#) to invite friends and colleagues to join.
2. By using the online form, an invitation to join IEEE can be sent to the referral directly via emails.
3. Request the referral to include your name and 8-digit member number in their application as it is the only way to track your referrals.
4. MGM awards for the membership year will be sent by the 1st of October via emails and they cannot be transferred.
5. With this program, you could earn up to USD 90.00 in awards that can be used for IEEE dues, Society fees, and/or the purchase of books and publications (excludes merchandise and products).

Professional members can earn:

- USD 15.00 for each Professional member recruited.
- USD 5.00 for each Professional member recruited to e-Membership (offered in developing nations only).
- The maximum amount a member can earn during the membership year is USD 90.

Student members can earn:

- USD 2.00 for each Student or Graduate Student member recruited.
- USD 15.00 for each Professional member recruited.
- USD 5.00 for each Professional member recruited to e-Membership (offered in developing nations only).
- The maximum amount a member can earn during the membership year is USD 90.00.  
For more details: <https://www.ieee.org/membership/join/member-get-a-member.html>

## APPENDIX

- Student Branches

The following supporting documentation is extracted from section 9.7 Student Branches of the IEEE Member and Geographic Activities Operations Manual 2021.

### A. DEFINITION

A Student Branch is a basic operating organizational unit of an IEEE Section or Region, constituted by a minimum of twelve (12) IEEE members of Student Member or Graduate Student Member grade at a particular college, university, or technical institute, to represent and fulfil the needs of the members and the missions of IEEE. Each Branch shall conduct its activities within the IEEE Constitution, IEEE Bylaws, IEEE Policies, MGA Operations Manual, and other rules externally imposed, which by law affect the membership and activities of IEEE.

### B. STUDENT BRANCH FORMATION

Based on the recommendation of the Region Student Activities Chair, a Student Branch formation may be approved by the appropriate Section Chair and Region Director and reported to the MGA Board.

1. A petition to form a Student Branch must be signed by twelve (12) or more IEEE members of Student Member or Graduate Student Member grade and by at least three (3) IEEE members of Member, Senior Member, or Fellow grade, of which no less than two are faculty members teaching in IEEE designated fields, who shall endorse the petition. Under special circumstances, in particular, if the faculty does not contain sufficient IEEE members of Member, Senior Member, or Fellow grade, a faculty member of Graduate Student Member grade who is not also one of the petitioners, is acceptable as an endorser of the petition. All signees shall belong to the Section under which the Student Branch will reside.
2. Information on the educational programs offered in IEEE designated fields at the educational institution shall be completed and submitted to IEEE Student Services.
3. In certain instances, where there is assurance that the formation of the Branch will stimulate additional membership, the Section Chair and the Region Director may approve the petition with fewer than twelve (12) signatures.
4. The Section Executive Committee (ExCom) shall be informed of the establishment of a Student Branch, Joint Student Branch, and Section Student Branch.

### C. STUDENT BRANCH COUNSELOR

At each Student Branch, there shall be a Branch Counselor who shall be an IEEE member teaching in IEEE designated fields.

1. The appropriate Section Chair, based upon the recommendation of the Student members of the Branch, and in accordance with the practices for the establishment of other student organizations at the educational institution involved, shall appoint the Counselor.
2. The appointment or reappointment shall normally be for two years.
3. Each Branch Counselor is charged with promoting the welfare of IEEE at the institution, particularly in matters relating to student activities

### D. STUDENT BRANCH CONSTITUTION

Each IEEE Student Branch shall adopt and conform to a Student Branch constitution with a copy submitted to IEEE Headquarters. The Branch constitution shall provide for the management of the Branch affairs by an ExCom consisting of the elected officers and any other members as may be specified.

### E. STUDENT BRANCH OFFICERS

1. Officers of the Branch shall include at least a Chair, a Vice Chair, a Secretary, and a Treasurer, or a Secretary-Treasurer.
2. Each Student Branch Chapter Chair shall serve as an ex officio member of the Branch ExCom

### F. JOINT STUDENT BRANCH

IEEE, by the action of the MGA Board, may join with another engineering or technical Society to co-sponsor a Joint Student Branch upon the recommendation of the Region Student Activities Committee Chair with the approval of the Section Chair and Region Director.

1. The petition for the establishment of the Joint Branch must be signed by the IEEE Counselor, or a representative of the faculty (who must be an IEEE member in good standing) of the educational institution involved, in the event a Counselor has not been appointed, and by twenty (20) or more Student members of IEEE.
2. Each Joint Student Branch shall adopt and conform to a Joint Student Branch constitution, which shall have been submitted to and approved by both the MGA Board and the co-sponsoring Society.



## G. SECTION STUDENT BRANCH

The normal organizational unit for the conduct of IEEE student activities is the Student Branch associated with an educational institution. However, when circumstances do not permit the normal organizational arrangements within the boundary of a Section, the MGA Board may authorize the formation of a Section Student Branch open for membership to those Student Members or Graduate Student Members, attending institutions located within the Section having curricula, which would normally qualify for Student Member or Graduate Student Member status, who are not members of an IEEE Student Branch.

1. Such authorization shall be requested in a petition, signed by not less than twelve (12) such IEEE members of Student Member or Graduate Student Member grade, endorsed by the Section ExCom, and approved by the Section Chair and Region Director.
2. Upon the establishment of the Section Student Branch, the Region Director shall appoint a qualified Section Student Branch Advisor.
3. The Section ExCom shall be responsible for the organization and activities of the Section Student Branch, in accordance with the applicable provisions of the Student Branch constitution.

## H. STUDENT BRANCH REPORTING AND FUNDS

IEEE Student Branches and Joint Student Branches shall have the right to obligate their funds for all purposes necessary to promote their objectives, except that no IEEE Student Branch, Joint Student Branch, or any officer or representative thereof, shall have any authority to contract debts for, pledge the credit of, or in any way bind IEEE for those activities specifically prohibited in the Student Branch constitution or in the Student Branch operations guide. Funds within the geographic unit, from whatever source derived, are the property of IEEE, and should not be used for purposes other than the normal operations of the geographic unit as defined in IEEE Bylaws or published interpretation of policy, without prior authorization of the MGA Board and/or the IEEE Board of Directors, unless otherwise provided.

1. For maintenance of an IEEE Student Branch, Section Student Branch, or Joint Student Branch, upon timely receipt of the Student Branch Officer Reporting Form and the Student Branch Annual Plan, IEEE shall issue to each such Branch, for one calendar year, fifty dollars (US\$50.00) for Branches with fewer than fifty (50) IEEE Student Branch members and one-hundred dollars (US\$100.00) for Branches with fifty (50) or more IEEE Student Branch members.
2. A Student Branch shall be required to hold not less than four (4) activities per year. Upon timely receipt of the required Student Branch Activity reports, IEEE shall rebate to each such Branch, in good standing, US\$2.00 per Student Branch member and an additional US\$1.00 per Student Branch Chapter member based on membership

count as of 31 December each year, this membership count shall include those students who joined and upgraded during the calendar year.

3. The total amount of the rebate plus the allotment is payable by 15 May. In the case of a Section Student Branch, this amount shall be paid to the Section sponsoring the Branch.

#### I. STUDENT BRANCH EXPENSES

An IEEE Student Branch, IEEE Section Student Branch, or Joint Student Branch may defray expenses by assessment of its members as provided in its constitution and, in addition, may accept non-compulsory financial contributions.

1. Nonmember students of the institution where a Student Branch is established may attend the Student Branch meetings under such conditions as may be prescribed by the Student Branch. Within the budgetary conditions established by the IEEE Board of Directors, partial reimbursement of actual and necessary expenses may be authorized by the Region Director for the Counselor of each Student Branch, for the Advisor of each Section Student Branch, for the Student Branch Chair, and the Student paper first prize winner, if any, from any Branch to attend one meeting within the Region each year

#### J. STUDENT BRANCH PROBATION

1. Failure of an IEEE Student Branch or IEEE Section Student Branch to maintain a minimum of ten (10) IEEE members of Student Member or Graduate Student Member grade and to hold at least three (3) meetings each year shall place the Branch on probation.
  - a. The Region Director, the Region Student Activities Committee Chair, the Section Chair, and the Counselor (or in the event a Counselor has not been appointed, a representative of the faculty of the educational institution or other institute involved) shall be informed of the probation by the Managing Director – MGA who shall also call to their attention the requirements for maintaining the Branch.
2. Failure of a Joint Student Branch to maintain a minimum of ten (10) IEEE members of Student Member or Graduate Student Member grade and to hold at least three (3) meetings each year shall be reported by the Managing Director – MGA to the MGA Board, and similar action as for delinquencies of IEEE Student Branches shall be taken following formal notification to the co-sponsoring society.

## K. STUDENT BRANCH DISSOLUTION

The MGA Board may, after consultation with the Region Director, dissolve an IEEE Student Branch or IEEE Section Student Branch or withdraw its sponsorship and support of a Joint Student Branch for any reason deemed sufficient. Any remaining funds in the custody of that Branch, or Joint Branch, attributable to IEEE sponsorship, shall revert to IEEE.

1. If the probation (see Section 9.7.J) continues for a second year, the IEEE sponsorship shall be withdrawn automatically, and the Branch shall be dissolved. This action will be ratified by the MGA Board.
2. The MGA Vice Chair – Member Development or the Managing Director – MGA shall report Branch dissolutions to the MGA Board and notification will be sent to the Region Student Activities Committee Chair, the Section Chair, and the IEEE Counselor of the dissolved Branch.

- Student Branch Chapters

The following supporting documentation is extracted from section 9.8 Student Branch Chapters of the [IEEE Member and Geographic Activities Operations Manual 2021](#).

#### A. DEFINITION

A Student Branch Chapter is a technical subunit of a Student Branch constituted by a minimum of six (6) IEEE members of Student Member or Graduate Student Member grade of a Society and established by petition to the parent Student Branch and Society concerned to represent and fulfil the needs of the members and the missions of IEEE. A Student Branch Chapter functions in a manner similar to a committee of the Student Branch.

#### B. STUDENT BRANCH CHAPTER ESTABLISHMENT

1. A petition to establish a Student Branch Chapter, in the required form supplied by IEEE, must contain at least:
  - a. Name of Student Branch, signatures of its Student Branch officers, and signature of the Counselor.
  - b. Name of the sponsoring Society.
  - c. The signatures of at least six (6) IEEE members of Student Member or Graduate Student Member grade who are members of the Student Branch and of the Society involved, the signature of the Faculty Advisor of the Student Branch Chapter selected by the petitioning Student Member or Graduate Student Member, who shall be a member of the Society, and the name of one Student petitioner who will serve as interim Chair until the establishment of the Student Branch Chapter is authorized.
2. The petition for the Student Branch Chapter shall be submitted to the Manager of Student Services at the IEEE Operations Center. The Region Director and the Society President shall consider the Student Branch Chapter established following approval of the petition. The Region Director, the Society President, the Region Student Activities Chair, and the Region Student Representative shall be informed of the Student Branch Chapter approval.
3. . The Region Student Activities Committee Chair, the Region Director, and the Society President shall consider the Student Branch Chapter established following approval of the petition.

#### C. STUDENT BRANCH CHAPTER MEMBERSHIP

The Student Branch Chapter members shall elect a Student Branch Chapter Chair and any other officers deemed necessary for its successful operation in accordance with the Branch constitution.

#### D. STUDENT BRANCH CHAPTER MANAGEMENT

The responsibility for Student Branch Chapter management rests with the Executive Committee (ExCom) of the Branch. The Student Branch Chapter Chair shall serve as an ex officio member of the Branch ExCom in coordinating and planning activities and programs.

1. All Student Branch members shall be advised of all meetings held under the auspices of the Branch including those organized by a Student Branch Chapter.

#### E. STUDENT BRANCH CHAPTER REQUIREMENTS FOR MEMBERSHIP, MEETINGS, AND ACTIVITY

A Student Branch Chapter is required to maintain a membership of not fewer than five (5) IEEE members of Student Member or Graduate Student Member grade, and to hold not less than two (2) technical meetings per year, and maintain a level of activity acceptable to the Society President, the Region Director, and the Region Student Activities Committee Chair.

#### F. STUDENT BRANCH CHAPTER DISSOLUTION

The MGA Board may, after consultation with the Region Director and the Society President, dissolve an IEEE Student Branch Chapter or withdraw its sponsorship and support of a Joint Student Branch Chapter for any reason deemed sufficient. The MGA Board, with the concurrence of the Advisor, the Society President, the Region Director, and the Region Student Activities Committee Chair, a Student Branch Chapter may be dissolved. All Student Branch Chapter dissolutions will be reported to and ratified by the MGA Board.

#### G. JOINT STUDENT BRANCH CHAPTER

A Joint Student Branch Chapter comprising the members of more than one Society or Student Branch may be established, provided that the petition to establish a Joint Student Branch Chapter shall contain at least six (6) signatures and that each Society or Student Branch involved shall be represented by at least three (3) signatures.

- Student Branch Affinity Groups

The following supporting documentation is extracted from section 9.10 Student Branch Affinity Groups of the IEEE Member and Geographic Activities Operations Manual 2021.

An Affinity Group, as a unit of an IEEE Student Branch, is permitted. The administration of such Affinity Groups shall follow the process for Student Branch Chapters, Section 9.8. Signatures of at least six (6) IEEE members of Student Member or Graduate Student Member grade are required to establish a Student Branch Affinity Group. The Region Director, the Affinity Group Chair, the Region Student Activities Chair, and the Region Student Representative shall be informed of the Student Branch Chapter approval. Each Student Branch Affinity Group shall have an advisor who shall be:

- a. A faculty member of IEEE Graduate Student Member grade or higher, not necessarily an Affinity Group member but with a strong commitment for its goals, or;
- b. An Affinity Group member of the Section.