



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

Complete instructions and information are found on page 3.

Required information is designated with an asterisk (*).

*Name of IEEE Society: _____

*Name of IEEE Student Branch: _____

*School Code: _____

We, the undersigned, who are members of the above IEEE Society and Student Branch, hereby petition to form a Student Branch Chapter in the Student Branch indicated above. We agree to adopt and conform to the recommended Constitution previously approved for the IEEE Student Branch.

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

*REQUIRED INFORMATION

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

***Interim Student Branch Chapter Chair**

The following individual, holding IEEE Student or Graduate Student Member grade, is serving as the Organizer of the Student Branch Chapter, who will serve as interim Chair pending a unit election of a Chair at a later time.

*Name: _____ *Member #: _____
*Address: _____
*City: _____ *State/Province: _____ *Postal Code: _____
*Country: _____ *Email: _____
*Phone: _____ Fax: _____
*Branch Chapter Chair's Signature: _____ *Date: _____

***Branch Counselor**

The action has the approval of the Student Branch Executive Committee.

*Name: _____ *Member #: _____
*Address: _____
*City: _____ *State/Province: _____ *Postal Code: _____
*Country: _____ *Email: _____
*Phone: _____ Fax: _____
*Branch Counselor's Signature: _____ *Date: _____

***Branch Chapter Advisor**

The following individual is serving as the Branch Chapter Advisor, who holds IEEE Graduate Student Member grade, or higher, and is a member of the designated Society.

*Name: _____ *Member #: _____
*Address: _____
*City: _____ *State/Province: _____ *Postal Code: _____
*Country: _____ *Email: _____
*Phone: _____ Fax: _____
*Branch Chapter Advisor's Signature: _____ *Date: _____

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

A **Student Branch Chapter** is a technical subunit of an IEEE Student Branch, and of one or more Societies/Technical Councils. **Student Branch Chapters** are your local link to the valuable resources available from IEEE and its [40+](#) Societies and Technical Councils. To form a Student Branch Chapter, please read the requirements below. For more information on how a petition is processed once it is submitted to MGA staff, a simple workflow is provided on page 5. Please direct any questions to petition@ieee.org.

A Student Branch is required to establish a Student Branch Chapter. The petition must include:

- The name of the Student Branch.
- The school code.
- The name of the Society/Technical Council.
- The name and address of the Student Branch Chapter organizer (who will serve as interim Chair pending election at a later time).
- Name of the Faculty Advisor, who is also a member of IEEE and the Society or a member of one of the Technical Council Member Societies.
- Written approval of the Student Branch Executive Committee.
- Signatures of at least six (6) IEEE Student Branch members, who are members of the Society or Technical Council.

The completed petition shall be submitted to the IEEE Member and Geographic Activities Department (MGA).

Upon receipt of the petition, MGA staff will verify the membership of the individuals who signed the petition. If the petition is in order, MGA staff will take the necessary action to obtain formal approval of the petition by the Society President, the Region Director, and the Regional Student Activities Committee Chair.

SUBMIT COMPLETED PETITION AND REQUIRED SIGNATURES VIA:

Email 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 or +1 732 562 5548.



Organizer:

Completes Petition Packet

- Name of Institution
- Signatures of 6 eligible IEEE student members that also hold the society membership
- Name of interim branch chair who is an IEEE member and also holds the society membership
- Approval of branch counselor
- Name of the branch chapter's advisor who also holds the society membership
- Submit completed packet to MGA staff

MGA Staff:

- Validates all required information is received and eligible
- Communicates with organizer if there are any issues
- Seek approvals from Region Director, Regional Student Representative, and Society President
- Organizer is notified once approvals are received

MGA Staff Final Steps:

- Create unit in IEEE database
- Final notice & welcome letter sent to organizer