Guide on Forming a New EPS Student Branch Chapter

A new EPS Student Branch Chapter (SBC) at a university is formed by the submission and subsequent approval of an online petition to the Petitions Department of the IEEE Members and Geographic Activities (MGA) Board. Prior to petitioning for the formation of a Student Branch Chapter (SBC) there must already be an IEEE Student Branch (STB) at the university. If there is no STB, a separate petition to form one must be done first. To form an SBC, there should be at least 6 students who are IEEE and EPS members at the university. Also, a faculty member of the university who is also a member of IEEE and EPS must be willing to serve as the Advisor to the SBC.

The following people will be involved in the petition to form a new SBC:

| ORGANIZERS | • The Organizer must be an active IEEE member of Student or Graduate Student Member grade and attend the school  
• The Organizer must be an active member of the Society(ies) or Council(s) involved  
• The Organizer shall serve as the interim Student Branch Chapter Chair pending election at a later date |
| ENDORSERS | Student Branch petitions must be endorsed by the following:  
• The current IEEE Student Branch Counselor, who will endorse the petition on behalf of the IEEE Student Branch Executive Committee  
• Student Branch Chapter Advisor, who must be an active IEEE member of Graduate Student Member grade or higher, Faculty Member of the school, and an active member of the Society(ies) or Council(s) involved  
Endorsers will be invited to endorse the petition once the petition has been verified by IEEE Staff. |
| PETITIONERS | Student Branch Chapter petitions must be signed by the following:  
• 6 active IEEE members of Student or Graduate Student Member grade who attend the school, and are members of the Society(ies) or Council(s) involved  
Qualified members will be invited to sign the petition once the petition has been endorsed by all Endorsers. |
| APPROVERS | Student Branch Chapter petitions must be approved by the following:  
• Region Director (or their designee)  
• Regional Student Activities Chair  
• Society/Council President, for each Society/Council involved  
Approvers will be invited to approve the petition once the petition has been signed by 6 Petitioners. |

The online petition should be submitted by a student IEEE and EPS member (called the Organizer) who would serve as the Interim SBC Chair and subsequently the SBC Chair. The following information will be required to be entered in the online form and the Organizer should have it ready beforehand.
1. Name of the geographic parent. (Section Name or IEEE Region Number if there is no Section)

2. Name of the sponsoring technical parent society(ies)/technical council. (Electronics Packaging Society)

3. Name, IEEE membership number and email address of the Organizer.

4. Name, IEEE membership number and email address of the SBC Advisor.

5. Name, IEEE membership number and email address of the SB Counselor.

6. A plan that includes mission/goals, planned meetings and activities for the first year.

For this, the following questions will be asked in the petition:

(a) If the Student Branch Chapter is approved, how and when will the election take place to complete the chapter executive committee (vice-chair, treasurer and secretary)?

(b) What activities (seminars, competitions, etc.) have you planned for your Student Branch Chapter (if approved)? Have you already had any activities in your Institute that you would like to continue under your Technical Society?

(c) What plans are in place to keep the Student Branch Chapter active, and the chapter members and committee officers involved?

(d) What plans are in place to keep the Student Branch Chapter self-sustaining? How will the funding for activities and events be managed?

(e) What are your plans to increase the Student Branch Chapter membership within the first year, following approval? Please describe how your Institute plans to support the Student Branch Chapter.

(f) One of the common challenges a Student Branch Chapter faces is its relationship with its two "Parents": The Section and the Society. How do you plan to develop and maintain a collaboration with these parental units?

The petition needs to be signed by at least 6 student members but this will be handled by the system automatically. There will be a signatures section in the online form where the Organizer just needs to click on a "Get Signatures" button to populate the page with a list of IEEE student members eligible to sign the petition. Thereafter, the system will email all the members in the list for their signatures.

All the subsequent endorsements and approvals required for the petition will be automatically handled by the online system. After submitting the online petition, the Organizer simply waits for an email from IEEE informing him of the result.

To submit the online petition, click [Access the IEEE Geographic Unit Petition Application](#)

(Compiled by Andrew Tay, 31 December 2021.)