



All You Need to Know About IEEE Student Branch Establishment Information, Procedure and Best Practices

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Branch Information and Establishment Procedure

*Please note that text in **RED** is hyperlinked.

Branch Information

▪ What is IEEE Student Branch?

Student Branches provide IEEE Student members a networking opportunity to meet and learn from fellow students, as well as faculty members and professionals in the field to share their interests, future professions and ideas. In addition to improving their soft and hard skills. An active IEEE Student Branch can be one of the most positive elements in a department, offering programs in IEEE designated fields of Engineering, Computer Science and Information Technology, as well as similarly related fields of interest.

There are over 3,000 Student Branches in over 100 countries, globally. To locate a Student Branches in your region, please contact Student Services: student-services@ieee.org.
Region 8: Europe , Middle East and Africa.

For more information about student branches see:

https://www.ieee.org/membership_services/membership/students/index.html

▪ Why IEEE Student Branch is Advantageous?

A Student Branch gives students the opportunity to meet and learn from fellow students, as well as faculty members and professionals in the field. An active IEEE Student Branch can be one of the most positive elements in a department offering programs in IEEE designated fields of Engineering, Computer Science and Information Technology and others as listed at <http://www.ieee.org/web/membership/qualifications/qualifications.html>. IEEE Student Branches are established at over 1,500 universities and colleges throughout the world. Student Branch activities offer numerous educational, technical, and professional **advantages of IEEE membership** through special projects, activities, meetings, tours and field trips. Listed below are some programs and projects that keep students interested in the Branch and its activities and their chosen profession:

- Participation in regional conferences, workshops and competitions
- Development of leadership, interpersonal and team building skills
- Participation in awards, scholarships and project/design programs and student paper contests
- Establishment of a Student Branch Library with IEEE's publications
- Access IEEE online services and resources
- Establish a web site

Seminars with guest speakers, who are professionals working in the field, enable students to enhance their knowledge outside the classroom. Joint seminars let students meet and talk with other interested students. Student Professional Awareness Conferences (S-PACs) help increase awareness of professional issues such as ethics, continuing education, and communication skills. The Student Professional Awareness Venture (S-PAVe) program gives teams of IEEE Student members the opportunity to develop project proposals to increase professional awareness and receive funding to implement the project. The IEEE also sponsors Regional Student Paper contests with cash awards in each of the ten Regions and promotes outstanding student and

faculty counselor recognition award programs. The IEEE offers rebates and allotments to help Student Branches with operating costs based on their timely submission of their Annual Report and Annual Plan. Upon submission of their Annual Report, Student Branches receive a \$2.00 per member rebate. Upon submission of their Annual Plan, Branches receive \$50.00 if they have less than 49 members, and \$100.00 if they have 50 or more members, based on membership statistics as of 31 December each year.

The IEEE Student Concourse web site at www.ieee.org/students provides valuable information on IEEE Student membership benefits and Student Branch programs. **The Student Services Department provides the following materials to support Student Branches:**

- Guidelines to form a Branch, petitions, bylaws, membership applications and posters
- Branch leadership training power point
- Membership development manual – Student Branch edition
- Information on scholarships and awards;
- Supplies (posters, benefit flyers, stationery, envelopes, etc.).

▪ How to Start a Student Branch?

Establishing an IEEE Student Branch requires the signatures of 12 IEEE Student members on a petition. The petition must specify the name of the Branch, and the names of the Interim Student Chair and faculty member who will serve as Counselor of the Branch. The petition must also be approved by the Department Chair and two faculty members, who are also IEEE members above student grade. Submit the petition to IEEE MGA Administration to begin the approval process, which includes verification of the IEEE membership of the students and the faculty members on the petition, review of the programs offered at the educational institution, review and approval by the IEEE Regional Director and the Regional Student Activities Committee Chair. **If further information is required, please contact:**

Female Student Branches inquires:

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Male Student Branches inquires:

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Establishment Procedure

Branch Organizational Structure

Suggested Organizational Structure of The Branch*

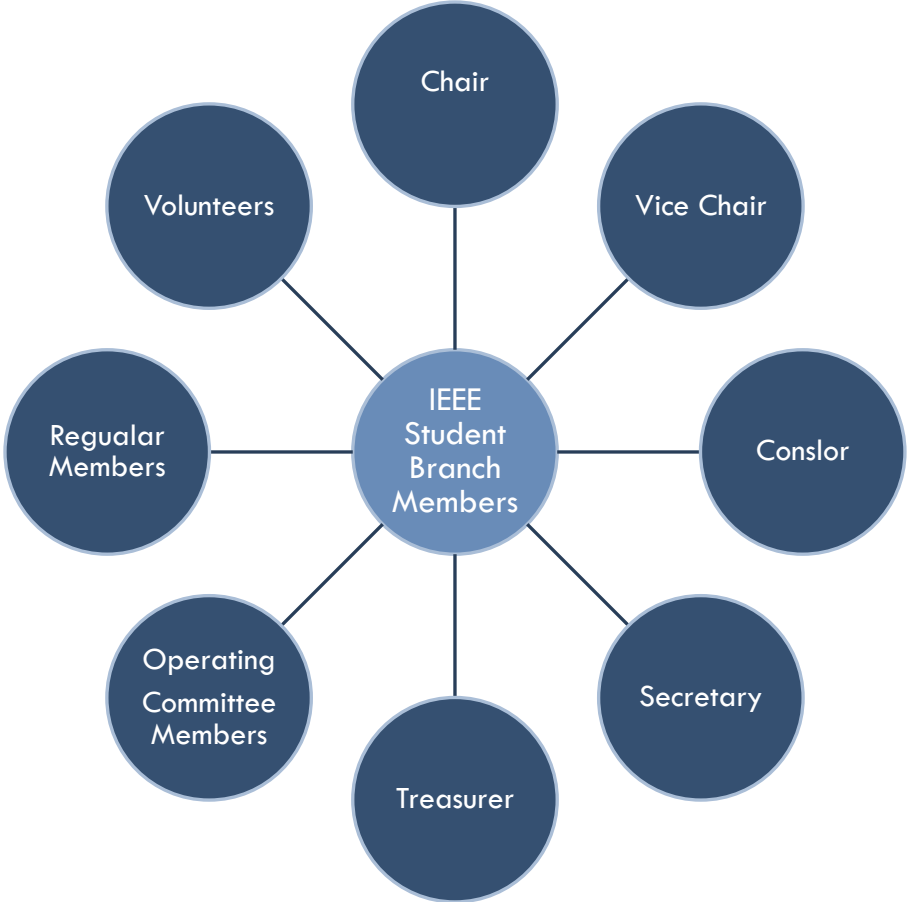


Figure 1: IEEE Student Branch Members

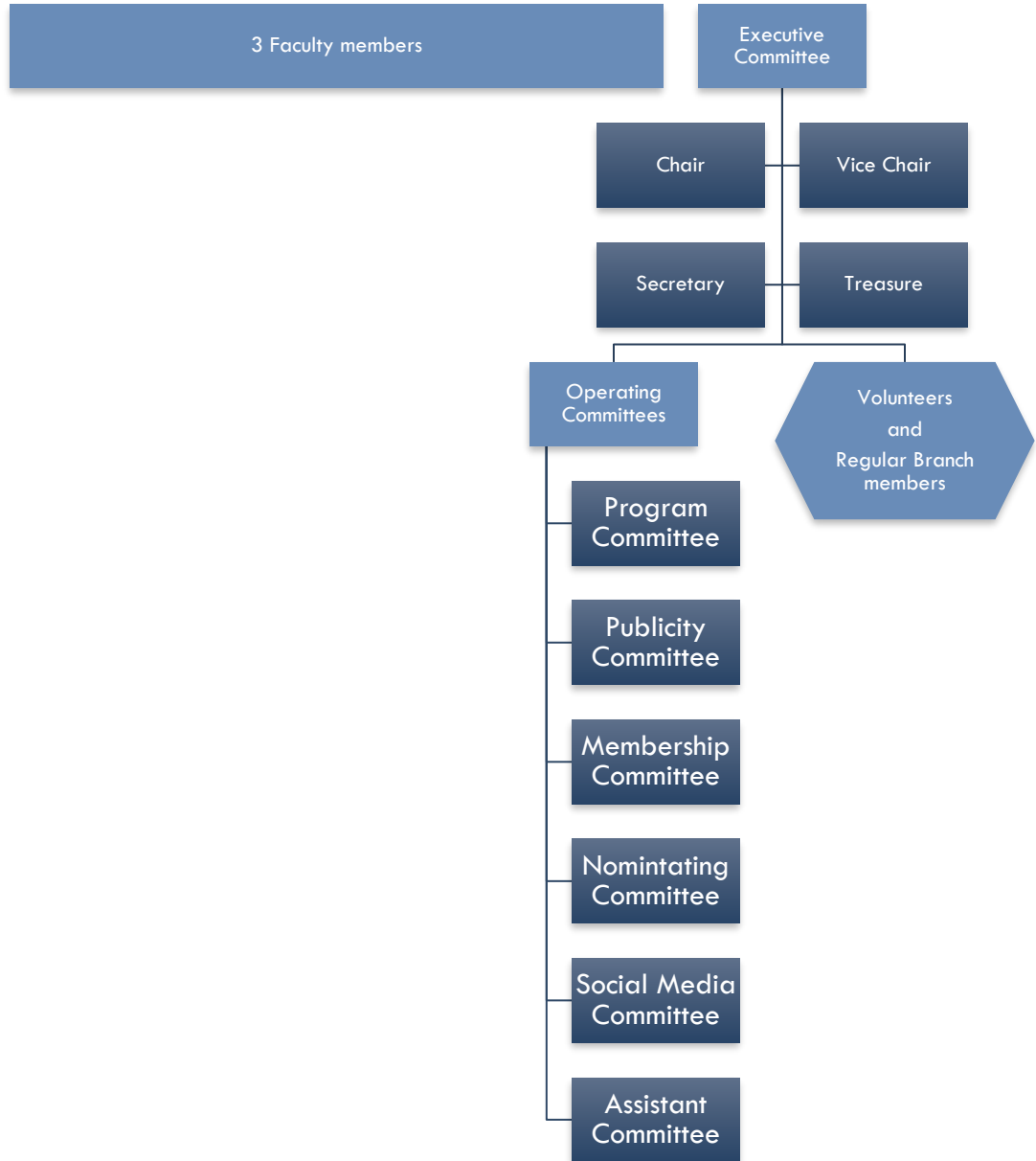


Figure 2: Suggested Branch Structure

*The Organizational Structure of operating committees can be modified based on the branch needs.

Branch Positions Description and Duties

Executive Committee

The Branch Executive Committee is responsible for administering Branch operations and traditionally consists of the Chair, Vice-Chair, Secretary, and Treasurer. However, you can increase your support by including as many people as possible in your team, including your Counselor. The Executive Committee should meet regularly to develop programs plans, review progress, and maintain good communication. Two requirements of the Committee are to ensure that the Annual Activity Report and Officer Reporting are completed.

Annual Activity Report - Due 1 November annually

The Annual Activity report can be found at: <https://sbr.vtools.ieee.org/>.

Officer Reporting

Each time a new Chair or Counselor is elected, IEEE Headquarters must be notified. The report can be found at: <https://officers.vtools.ieee.org/>.

Reporting Requirements

To help you keep track of your yearly activities, your Student Branch is required to **submit the Student Branch Activity Report**. It also serves as a valuable historical document to aid future executives in their planning and records financial statements so it is important that the Student Branch Treasurer is involved in the preparation of the report. To encourage you to submit this plan and to meet IEEE Bylaw requirements, an incentive allotment of US\$100 is given if your Branch has 50 or more members or US\$50 if your Student Branch has fewer than 50 members. The due date for filing this report is on or before 1 November annually. In addition, IEEE provides an incentive rebate of US\$2 per Student or Graduate Student member at your Branch (based on membership statistics as of 31 December of the previous year).

Completing the Student Branch Activity Report should help you evaluate the success of your program and to provide some continuity for future years. IEEE requires that Student Branches report their activities and maintain a minimum of 10 Student or Graduate Student members.

Student Branch Chair

The Student Branch Chair is the key to effective student leadership. He/she is responsible for the overall management of all Branch affairs. Some specific duties of the Branch Chair include:

1. Preside at all meetings of the Student Branch.
2. Hold regular meetings of the Branch Executive Committee.
3. Appoint Program, Publicity, and Membership committee Chairs promptly.
4. Complete the annual Activity Report - **due no later than 1 November** (<https://sbr.vtools.ieee.org/>).

5. Arrange for the election of new Officers annually and report via vTools Officer Reporting (<https://officers.vtools.ieee.org/>).
6. Ensure smooth transition of information and materials to newly elected Officers and arrange an orderly transfer of Student Branch records.
7. Coordinate activities with local Section and Region volunteers.
8. Communicate frequently with local University IEEE Student Branches.

Student Branch Vice-Chair

The Student Branch Vice-Chair is the junior Executive Officer. He/she should help the Branch Chair with the workload, oversee some of the subcommittees, and manage some of the activities throughout the semester.

Some of the suggested duties include:

1. Chair the Program and Membership Committees.
2. Organize field trips or special events beyond regular program efforts.
3. Assist the Branch Chair in following up on assigned committee responsibilities.
4. Perform all functions of the Branch Chair in his/her absence or upon request.

Student Branch Secretary

The Student Branch Secretary serves as the record keeper and historian of the Student Branch. He/she is responsible for maintaining all records.

Some of the specific duties include:

1. Keep detailed minutes of each meeting.
2. Maintain the membership roster and committee assignments on the Branch website (<http://sites.ieee.org/hosting/>)
3. Be responsible for all correspondence.
4. Post a calendar of events.
5. Ensure that the Branch Constitution and Bylaws are adhered to.
6. Arrange for an orderly transfer of all records to the incoming Secretary.
7. Meet regular members for suggestions.

Student Branch Treasurer

The Student Branch Treasurer is responsible for maintaining the financial accounts. It is imperative that all records be kept current and as accurate as possible.

The specific duties include:

1. Maintain the appropriate financial accounts. Your bank account should be interest bearing and require two signatures; the faculty counselor should always be one of those signatures.
2. Prepare an annual budget for inclusion in the Annual Activity Report (due 1 November annually - <https://sbr.vtools.ieee.org/>).
3. Prepare the final Financial Statement for inclusion in the Annual Activity Report.

4. Oversee all fundraising efforts.
5. Arrange for an orderly transfer of all financial records to the incoming Treasurer.

Student Branch Counselor

The Student Branch Counselor is a University or College faculty member, and active IEEE Member, who serves as an adviser to the Branch. The Counselor lends a sense of continuity and is a key individual whose participation is vital to the success of a Branch.

The Branch Counselor is appointed by the local Section Chair, upon the recommendation of the Student Members and the Regional SAC Chair (RSAC), and serves with the approval of the Department Head. **The appointment (or re-appointment) is normally for two years, commencing July 1. Once a new Counselor is elected, report via <https://officers.vtools.ieee.org/>.**

In addition to a vibrant and good working rapport with the student Officers, the Counselor should be in frequent contact with the Section SAC Chair. He/she should act as a liaison with the Section, the Region, and IEEE Headquarters, and should be familiar with all aspects of Branch operations.

Some specific duties include:

1. Ensure that information (via email generally) from IEEE Headquarters is transmitted to the student Officers.
2. Attend Executive Committee meetings and assist the committees.
3. Participate in Regional Activities Committee meetings.
4. Consult with the *Section SAC Chair*, *Regional SAC Chair*, or Region Director about activities or problems.
5. Promote IEEE Student Membership (www.ieee.org/join).
6. Foster good relations with the local Section and encourage students to establish regular liaison with the *Section SAC Chair*.
7. Promote student awareness of awards, contests, and benefits of IEEE Membership.
8. Establish industrial contacts for programs and activities.
9. Assist with promoting activities to other faculty members.

Operating Committees

Having different operating committees can help sustain a balanced, broad-reaching program of activities. By having several committees, you can also involve more of your student members in the planning and leadership responsibilities.

Some recommended committees are:

- **Program Committee:** responsible for planning activities for the year.
- **Publicity Committee:** responsible for advertising activities.
- **Membership Committee:** responsible for recruiting activities.
- **Finance Committee:** responsible for helping the Treasurer plan fundraising activities.
- **Nominating Committee:** responsible for all elections. This committee must ensure that all candidates are active IEEE Student Members in good standing at the time of their declaration.

- **Social Media Committee:** responsible for posting branch activities and advertisements on IEEE twitter account, manage the branch website and WhatsApp group.
- **Assistant Committee:** responsible for helping all committees as needed and managing the emailing list (sending activities announcements, IEEE regional events, contests, conferences, magazines, tech and skill building articles)

Volunteers and Branch Regular Members

The Student Branch volunteers are invited occasionally to help in event organization. Branch members are those who have full access to all IEEE benefits, branch events, activities and meetings.

Branch Program and Planning

Branch operations

An effective Student Branch operation comes from knowing how to develop a varied and interesting program of activities for members. The intent of this section is to provide you with some ideas on how to keep your Student Branch vibrant and how to provide new services to your members.

Branch program

In planning your Branch programs for the year, it is important to keep in mind that events where students are highly engaged are critical to your Branch's success. Ask your members what their interests are and invite them to participate in a subcommittee that interests them. When choosing an event, you should ask several questions to evaluate the potential of that event:

1. Will this event attract new members?
2. Do we have the resources to carry it through (e.g., time, people, funding)?
3. How will it satisfy the needs of existing members?
4. Does it meet a specific need for your Branch?
5. Will you need to undertake a fundraising effort to hold this event?

Once you have decided on Branch programs for the year, you need to organize the subcommittees and ensure the commitment is there. These committees will gain valuable leadership experience. Be sure to involve as many members (and non-members) as possible in order to ensure the growth of your Branch.

The following is a list of some activities that Student Branches have undertaken in the recent years:

- Host an annual "Welcome Back" or "End of School" event to welcome and farewell your members

- Collaborate with other IEEE Student Branches, Young Professionals, IEEE-Eta Kappa Nu (IEEE-HKN), and Women in Engineering groups
- Schedule speakers on technical or professional subjects. **See SPAX for more information**
- Enter design competitions
- Design a Student Branch website and enter the Global Student Website and Social Media Competition
- Organize field trips to industry
- Give tutorials to non-members
- Raise funds for charity or Student Branch projects
- Participate in IEEE conferences
- Publish a Student Branch newsletter
- Participate in engineering awareness programs

Branch planning

To ensure success of any Branch program, careful planning is crucial: assess the state of your Branch; identify major goals and objectives for the year; identify activities that will allow you to meet these goals and objectives. For each activity, develop an action plan.

Branch Meetings

Executive committee and faculty Meetings should be assigned by the branch at the beginning of each semester. In addition to meeting regular members for ideas, feedback and suggestions.

Memberships and Elections

Membership

Attracting and retaining new Student and Graduate Student members is an opportunity and a challenge for most Student Branches. Student Branches have natural attrition, through graduation and to members letting their membership lapse.

It is important for Student members to see the value of their membership at the Student Branch level and the value of becoming an IEEE Young Professional. **Find more information about IEEE Young Professionals.** These experiences as a higher IEEE Grade member will allow opportunities for professional development, mentorship, and personal growth.

When recruiting new members, it is important to consider students who may not necessarily be in your immediate academic department. Students in the IEEE designated fields of interest can also benefit from membership. The professional, technical, and social activities that a Student Branch can offer are beyond just the campus and local experience.

Elections

You can hold elections at any time. All active IEEE Student and Graduate Student members should participate in your elections. Be sure to provide incoming officers the Branch records and transferring any accounts to the new leadership. Assist the new leadership by developing the Branch program for the upcoming academic year and arranging for new committees to meet and begin planning. **Be sure to record the newly elected Chair and Counselor information.**

Fees

Prices for a 1-year membership:

Professional (\$163)

Student (\$27)

Useful Links

- ⇒ **Training webinars**
- ⇒ **IEEE web hosting**
- ⇒ **Order Membership Development materials (Chairs only)**
- ⇒ **Student Activities Committee (SAC)**
- ⇒ **IEEE Student Branch Calendar**
- ⇒ **IEEE Student Branch Best Practices Flyer**
- ⇒ **IEEE Student Member Benefits Flyer**
- ⇒ **SAMIEEE Access**
- ⇒ **Brand Identity Toolkit**
- ⇒ **Center for Leadership Excellence**
- ⇒ **Open a bank account for your Student Branch**
- ⇒ **Functional alias form**
- ⇒ **Templates**



REFERENCES

1. IEEE Student Activities. (2014). Retrieved January 01, 2018, from https://www.ieee.org/membership_services/membership/students/index.html
2. All About IEEE: The Student Branch Program. (2013). Retrieved January 3, 2018, from https://www.ieee.org/membership_services/membership/students/branches/student_branch_program.html