

CREATE A STUDENT ORGANIZATIONAL UNIT

IEEE Geographic Unit Formation Policies and Petitions

R9 STUDENT ACTIVITIES COMMITTEE
IEEE REGION 9



Agenda

1. IEEE Geographic Unit Formation Policies and Petitions
 - i. ¿What is it?
2. Choose a geographic unit below to learn more about it
3. How to prepare the formation process and begin it
4. Some tips

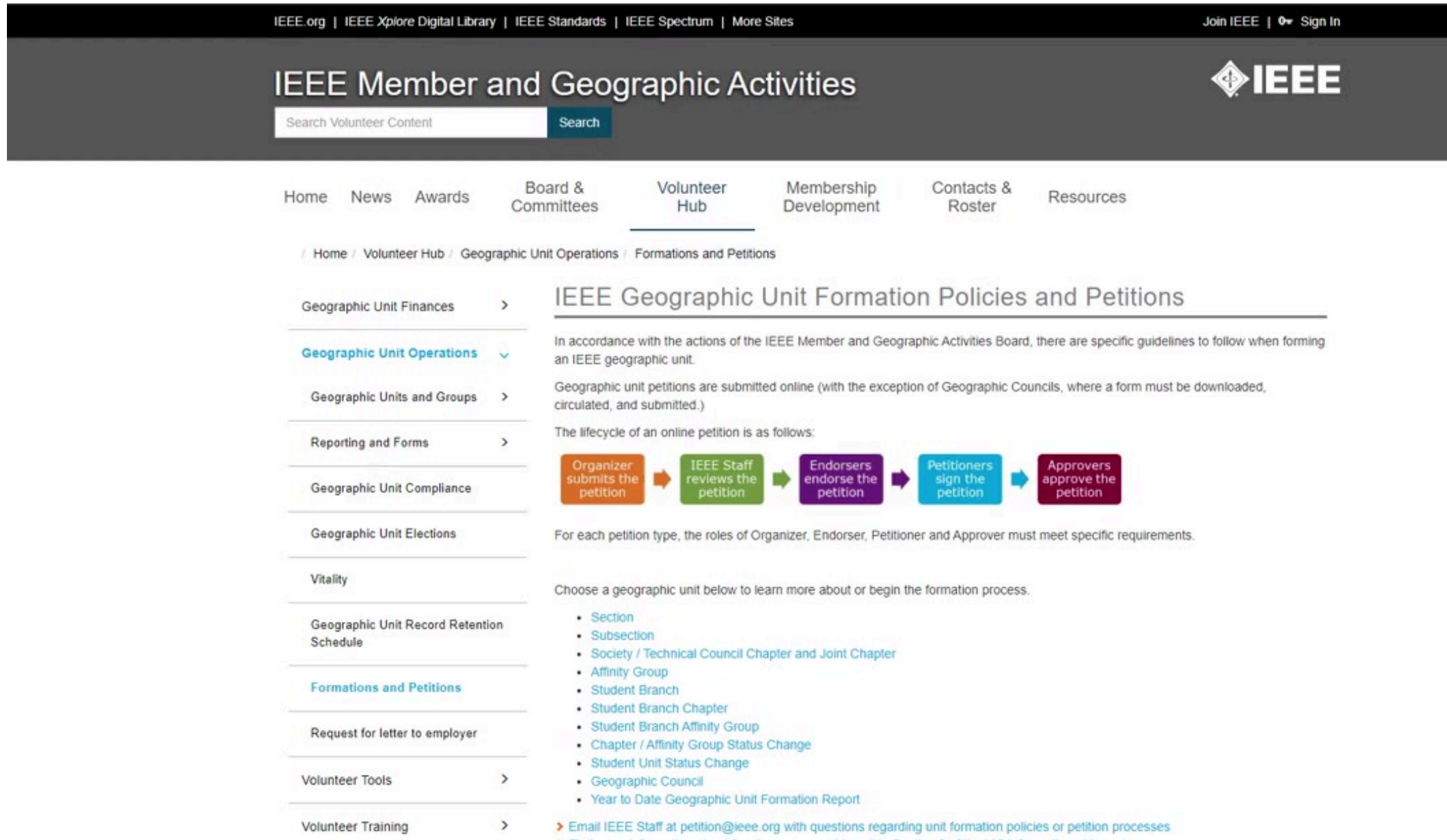
IEEE Geographic Unit Formation Policies and Petitions

¿What is it?



IEEE Geographic Unit Formation Policies and Petitions

¿What is it?



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IEEE Member and Geographic Activities

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IEEE Geographic Unit Formation Policies and Petitions

In accordance with the actions of the IEEE Member and Geographic Activities Board, there are specific guidelines to follow when forming an IEEE geographic unit.

Geographic unit petitions are submitted online (with the exception of Geographic Councils, where a form must be downloaded, circulated, and submitted.)

The lifecycle of an online petition is as follows:

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graph LR; A[Organizer submits the petition] --> B[IEEE Staff reviews the petition]; B --> C[Endorsers endorse the petition]; C --> D[Petitioners sign the petition]; D --> E[Approvers approve the petition];
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For each petition type, the roles of Organizer, Endorser, Petitioner and Approver must meet specific requirements.

Choose a geographic unit below to learn more about or begin the formation process.

- [Section](#)
- [Subsection](#)
- [Society / Technical Council Chapter and Joint Chapter](#)
- [Affinity Group](#)
- [Student Branch](#)
- [Student Branch Chapter](#)
- [Student Branch Affinity Group](#)
- [Chapter / Affinity Group Status Change](#)
- [Student Unit Status Change](#)
- [Geographic Council](#)
- [Year to Date Geographic Unit Formation Report](#)

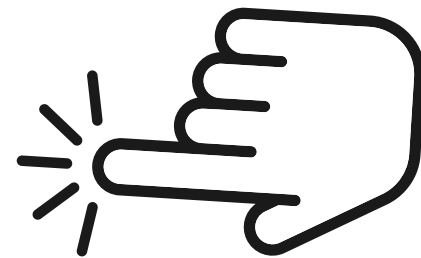
➤ [Email IEEE Staff at petition@ieee.org](mailto:petition@ieee.org) with questions regarding unit formation policies or petition processes



<https://mga.ieee.org/volunteer-hub/geographic-unit-operations/formations-and-petitions>

Choose a geographic unit below to learn more about it

- Section
- Subsection
- Society / Technical Council Chapter and Joint Chapter
- Affinity Group
- **Student Branch**
- **Student Branch Chapter**
- **Student Branch Affinity Group**
- Chapter / Affinity Group Status Change
- Student Unit Status Change
- Geographic Council



IEEE
students

How to prepare the formation process and begin it



How to prepare the formation process and begin it

The lifecycle of an online petition is as follows:



**For each petition type, the roles of Organizer, Endorser, Petitioner and Approver must meet specific requirements.*



	STUDENT BRANCH	STUDENT BRANCH CHAPTER	STUDENT BRANCH AFINITY GROUP
ORGANIZERS	<ul style="list-style-type: none"> The Organizer must be an active IEEE member of Student or Graduate Student Member grade and attend the school The Organizer shall serve as the interim Student Branch Chair pending election at a later date 	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> The Organizer must be an active IEEE member of Student or Graduate Student Member grade and attend the school The Organizer shall serve as the interim Student Branch Affinity Group Chair pending election at a later date
ENDORSERS	<p>Student Branch petitions must be endorsed by the following:</p> <ul style="list-style-type: none"> 1 Institutional Department Head (need not be an IEEE member, but must create an IEEE Web Account to Endorse.) 1 Faculty Counselor, who must be an active IEEE member of Graduate Student Member grade or higher, teaching in the IEEE designated fields of interest 2 Faculty Members, who must be an active IEEE member of Graduate Student Member grade or higher, teaching in the IEEE designated fields of interest <p>Endorsers will be invited to endorse the petition once the petition has been verified by IEEE Staff.</p>	<p>Student Branch petitions must be endorsed by the following:</p> <ul style="list-style-type: none"> 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 <p>Endorsers will be invited to endorse the petition once the petition has been verified by IEEE Staff.</p>	<p>Student Branch Affinity Group petitions must be endorsed by the following:</p> <ul style="list-style-type: none"> Student Branch Affinity Group Advisor, who must be an active IEEE member of Graduate Student Member grade or higher and a Faculty Member of the school, teaching in the IEEE designated fields of interest <p>Endorsers will be invited to endorse the petition once the petition has been verified by IEEE Staff.</p>

	STUDENT BRANCH	STUDENT BRANCH CHAPTER	STUDENT BRANCH AFFINITY GROUP
PETITIONERS	<p>Student Branch petitions must be signed by the following:</p> <ul style="list-style-type: none"> • 12 active IEEE members of Student or Graduate Student Member grade who attend the school <p>Qualified members will be invited to sign the petition once the petition has been endorsed by all Endorsers.</p>	<p>Student Branch Chapter petitions must be signed by the following:</p> <ul style="list-style-type: none"> • 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 <p>Qualified members will be invited to sign the petition once the petition has been endorsed by all Endorsers.</p>	<p>Student Branch Affinity Group petitions must be signed by the following:</p> <ul style="list-style-type: none"> • 6 active IEEE members of Student or Graduate Student Member grade who attend the school • The Petitioners must be active members of Women in Engineering <p>Qualified members will be invited to sign the petition once the petition has been endorsed by all Endorsers.</p>
APPROVERS	<p>Student Branch petitions must be approved by the following:</p> <ul style="list-style-type: none"> • Region Director (or their designee) • Regional Student Activities Chair • Section Chair <p>Approvers will be invited to approve the petition once the petition has been signed by 12 Petitioners.</p>	<p>Student Branch Chapter petitions must be approved by the following:</p> <ul style="list-style-type: none"> • Region Director (or their designee) • Regional Student Activities Chair • Society/Council President, for each Society/Council involved <p>Approvers will be invited to approve the petition once the petition has been signed by 6 Petitioners.</p>	<p>Student Branch Affinity Group petitions must be approved by the following:</p> <ul style="list-style-type: none"> • Region Director (or their designee) • Regional Student Activities Chair • Chair of the Sponsoring Entity (or their designee) <p>Approvers will be invited to approve the petition once the petition has been signed by 6 Petitioners.</p>

Create New Petition

IEEE.org | IEEE Xplore Digital Library | IEEE Standards | IEEE Spectrum | More Sites Yesica Giraldo Tique | Sign Out

IEEE Geographic Unit Formation Petition Application



[CREATE NEW PETITION](#)

My Petitions



PETITION INFORMATION	ORGANIZER INFORMATION	STUDENT BRANCH CHAPTER INFORMATION	QUESTIONNAIRE	ENDORSEMENTS	SIGNATURES	APPROVALS
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Petition Information

Petition to Form an IEEE Student Branch

✔ Approved

- PETITION INFORMATION**
- ORGANIZER INFORMATION
- STUDENT BRANCH INFORMATION
- ADDITIONAL INFORMATION
- ENDORSEMENTS
- SIGNATURES
- APPROVALS

Petition Information

A **Student Branch** provides opportunities to meet and learn from fellow IEEE student members and engage with professional IEEE members locally. An active IEEE Student Branch can be one of the most positive elements at a college or university offering programs, activities, and professional networking opportunities.

The first step in **forming an IEEE Student Branch** is to complete and submit petition. You will need to have faculty and department support, as well as signatures of at least 12 active IEEE student members. The required information is indicated by an asterisk(*).

As the leader of your student branch, you will have the opportunities to develop new opportunities that engage the student body at your university or college. Being an IEEE Volunteer can help you do just that.

Here are some of the programs and resources that we offer to assist our leaders: [Managing an IEEE Student Branch](#)

Organizer

- PETITION INFORMATION
- ORGANIZER INFORMATION**
- STUDENT BRANCH INFORMATION
- ADDITIONAL INFORMATION
- ENDORSEMENTS
- SIGNATURES
- APPROVALS

Interim Student Branch Chair

The following individual, holding IEEE Student or Graduate Student Member grade, is serving as the Organizer of the Student Branch, who will serve as interim Student Branch Chair pending election at a later time. An election should be held once the Student Branch has received confirmation of official formation by IEEE.

Member Number	Full Name
<input type="text"/>	<input type="text"/>
Grade	Email
<input type="text"/>	<input type="text"/>

As the Organizer of this Petition, some of your personal information (name, email, grade) will be viewable by the individuals who will Endorse, Sign and Approve this Petition.



Student branch information

Student Branch Information

Name of the Institution

School Code

This action has the approval of the Department of: *

and the College of: *

IEEE Region

IEEE Section

Address

City

State/Province

Country

Postal code

Institution Website *

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Additional information /Questionarie (SBC y SBA)

1. In the following discussion, a “license” is an authority to operate, whereas “accreditation” refers to evaluation against appropriate quality standards. The licensing agent may be a Board or a government agency, such as a ministry of education. The accreditation agent may be a government agency, such as a ministry of higher education, or a non-government organization, such as ABET, CEAB, IEE, CACEI, JABEE, etc.
2. What are the degree titles for disciplines of study that fall within the IEEE designated fields?
3. Confirm that your university/college has produced at least one graduating class.

Additional information /Questionarie (SBC y SBA)

1. If the Student Branch is approved, how and when will the election take place to complete the branch committee (vice-chair, treasurer and secretary)?
2. What activities (seminars, competitions, etc.) do you have planned for your Student Branch (if approved.) Have you already had any activities in your Institute that you would like to continue under your Student Branch?
3. What are plans are in place to keep the Student Branch active, and the branch members and committee officers involved?
4. What plans are in place keep the Student Branch self-sustaining? How will the funding for activities and events be managed?
5. What are your plans to increase the Student Branch membership within the first year, following approval?
6. Please describe how your Institute plans to support the Student Branch.

Endorsements

PETITION
INFORMATION

ORGANIZER
INFORMATION

STUDENT BRANCH
INFORMATION

ADDITIONAL
INFORMATION

ENDORSEMENTS

SIGNATURES

APPROVALS

Endorsement of the Institution and IEEE Members

Institution Department Head

Enter the Department head's name and email who will provide the institution's endorsement for the Student Branch formation

Full Name	Email	Status
<hr/>	<hr/>	<hr/>

IEEE Member Endorsement

The petition must include the endorsement of at least three active IEEE members, Graduate Student Member or higher, of which no less than two are faculty members teaching in IEEE designated fields of interest.

Student Branch Counselor

Full Name	Email	Status
<hr/>	<hr/>	<hr/>

Endorsing Faculty Members (At least 2 faculty endorsements are required)

Full Name	Email	Status
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>



Approvals

Petition to Form an IEEE Student Branch

 **Approved**

PETITION INFORMATION

ORGANIZER INFORMATION

STUDENT BRANCH INFORMATION

ADDITIONAL INFORMATION

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Signatures

12 out of 12 signatures required for this petition have been received.

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PETITION INFORMATION

ORGANIZER INFORMATION

STUDENT BRANCH INFORMATION



ADDITIONAL INFORMATION

ENDORSEMENTS

SIGNATURES

APPROVALS

Approvers

Full Name	Email	Alternate Email	Status
			Regional Director  Approved
			Student Activities  Approved

**Regional Director 2024-2025: Jenifer Castillo – Jenifer Castillo Rodriguez*

**Student Activities 2024 - 2025: Yesica Giraldo – yagiraldot@ieee.org*



Some tips for a good petition





Some Tips for a good petition

- Check that professionals such as student members and GSMs have active membership at the time of application submission.
- If a student branch is to be created, it is important that all students have added the same university name.
- IEEE Staff will review each application and if it finds inconsistencies, it may return any process.

Some Tips for a good petition

- The questionnaire should be as clear and complete as possible!
 - If you will be holding fundraising activities and events, describe how much they will be and the impact you expect to have.
 - Example Activities:

Month	Activity
March	Internal Activity: Initial branch propagation
April	Contest: Hackaton
May	Seminar for Women in Engineering Day
May	Internal Activity:Welding course
June	Internal Activity: Conference about artificial intelligence and its impact on the world
July	Contest:Hackaton 2
September	Contest: Robotics
October	Contest: Hidrotalent
November	Internal Activity:Night of Stars
December	Internal Activity : Branch Party



IEEE
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Thank you

If you have any question:
sac-r9@ieee.org
yagiraldot@ieee.org

