

**REQUIREMENTS FOR ESTABLISHING AN IEEE STUDENT BRANCH CHAPTER  
OF AN IEEE TECHNICAL SOCIETY**

- A petition, signed by not less than six (6), preferably more, IEEE Student Branch members, who are members of the technical Society, must be submitted to IEEE MGA Administration
- The petition must specify the name of the Student Branch, the name of the technical Society with which the Student Branch Chapter will be affiliated, the name of the interim Branch Chapter Chair and the name of the faculty Advisor, who must also be a member of IEEE and the technical Society
- After the Advisor and the Student Branch Executive Committee have approved the petition, it should be emailed to IEEE Member and Geographic Activities Administration Department or email <petition@ieee.org>. A Student Branch is required to establish a Student Branch Chapter.
- Upon receipt of the petition, staff will verify the membership of the individuals who signed the petition. If the petition is in order, staff will take the necessary action to obtain formal approval of the petition by the Society President, the Regional Director and the Regional Student Activities Committee Chair
- Send completed petition to:

IEEE Member and Geographic Activities Department Petitions  
445 Hoes Lane  
Piscataway, NJ 08854  
Fax: +1 732 463 9359

PETITION FOR THE ESTABLISHMENT OF AN IEEE SOCIETY STUDENT BRANCH CHAPTER

Name of IEEE Society \_\_\_\_\_

Name of IEEE Student Branch \_\_\_\_\_ School Code \_\_\_\_\_

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

Signature	IEEE Membership Number*	Printed Name
1)		

(Interim Branch Chapter Chairman)

2)		
3)		
4)		
5)		
6)		
7)		
8)		
9)		
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12)		
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14)		
15)		
16)		
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18)		
19)		
20)		
21)		
22)		

(Minimum of 6 signatures required)

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

This action has the approval of the Student Branch Executive Committee	
Signature of Branch Counselor	Date
Printed Name	
Address	
Zip Code ( )	Telephone Number

The following individual is serving as the Branch Chapter Advisor, who is a member of both the IEEE and the designated Society.	
Signature of Branch Chapter Advisor	Date
Printed Name	Membership Number
Address	
Zip Code ( )	Telephone Number
E-mail address ( )	Fax Number