



**IEEE Aerospace & Electronic Systems Society**

# **Chapter Handbook**

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<http://www.ieee-aess.org/>

**November 2020**

## **Scope of the document**

This handbook is intended to provide guidance to Chapter Officers in order to make their job easier. It explains the responsibilities and the opportunities of Chapter Officers, and how the AES Society and IEEE can assist them to perform an excellent job in that role. The document is organized in a logical and concise way so that the time required to obtain answers is minimized.

IEEE provides webpages dedicated to Chapter Chairs. This handbook complements the information found at: <https://mga.ieee.org/resources-operations/geographic-unit/chapters> by taking a Society oriented perspective. Please refer to the IEEE website for any issue not explicitly covered by this document.

This handbook is intended to be a living document where new information is regularly added to reflect changes in the IEEE regulations and/or the AESS governance as well as to include new opportunities for Chapter Chairs. In this regard, we kindly ask all readers to contribute to this document by reporting errors and or suggestions for improvements.

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## I. Chapter Officer Responsibilities

### A. Creating a New Chapter

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In order to create a chapter, the Chapter Organizer must gather 12 or more signatures (along with IEEE membership numbers) from AESS Members on a Society Chapter petition. Signers must be members of the Society, and must have membership at Member, Senior Member, Fellow or Life Member grade. Student, graduate student or affiliate grade members cannot be counted among the 12. Approval is required from the Section and Society that will be represented.

The Society Chapter petition and details about new Chapter formation can be found at: <https://mga.ieee.org/resources-operations/formations-petitions>.

### B. Joint Society/Section Chapters

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Joint Chapters are a helpful option when trying to form a Chapter where there are not enough members of a single Technical Society in a particular Section. As a result, the Chapter organizer can either expand the Chapter's geographical boundaries to include a neighbouring Section or expand the technical focus of the Chapter to include another Society's (or Societies') field of interest. Detailed information on expanding a Chapter to a Joint Chapter can be found at: <https://mga.ieee.org/resources-operations/formations-petitions>

*Joint Section Chapters* are those for which the membership crosses the boundaries of two or more Sections (example: Long Island/New York Section AP Chapter). Joint Section Chapters must invite the Chapter members from all member Sections to all meetings, and should develop positive working relationships with the leadership of all member Sections. Only one Section is the "administrative parent". The administrative parent Section is responsible for reporting all Joint Section Chapter activities, and will receive all rebates to be passed along to the relevant party within the Joint Section Chapter.

*Joint Society Chapters* are those comprised of two or more Societies (example: France ED/AP/AES01 Chapter). Existing Chapters often become Joint Society Chapters when they find that some of their members are involved in technology related to another Society's field of interest. Joint Society Chapters have a broader scope of interest, and thus have a wider variety of opportunities for potential events and information-sharing between members. Joint Society Chapter Chairs should ensure that Chapter activities reflect the interests of both (or all) Societies, and all members from each participating Society(s) should be invited to all Chapter events. Joint Society Chapters may receive support from each of the Societies represented in the Chapter. For more information, refer to the section on financial management in the **IEEE Member and Geographic Activities Operations Manual**.

If Chapters are looking for ways to better serve their members by broadening their membership and/or scope, the Joint Society Chapter option may offer a better solution than the Joint Section Chapter option. Joint Section Chapters are frequently under-utilized, as they rarely involve the members of both Sections as intended. A Joint Society Chapter is more likely to serve all its members and function as intended.

### **C. Chapter Requirements**

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The job of a Chapter Chair includes the successful completion of a few requirements to satisfy IEEE regulations and maintain “active” status.

- Chapter must maintain a minimum of 12 Members.
- Chapter must report officer (Chapter Chair) changes annually to the IEEE headquarters.
- Chapter must hold a minimum of two (2) technical meetings annually and report both to IEEE headquarters and to your Section using the L-31 form. For more information on required reporting, go to:

<https://mga.ieee.org/resources-operations/geographic-unit/reporting-rebates>

- Chapter Chair must fulfil the duties and responsibilities outlined in the **Chapter Chair job description**.

### **D. Planning Successful Meetings**

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Successful meetings may take multiple forms, including lectures, short courses, tours, and/or social events, or some combination of the above. Putting together a successful meeting involves:

- Selecting a subject
- Selecting a format
- Finding a good speaker, securing a good tour and/or establishing a social event
- Publicizing the meeting

Suggestions for successfully implementing the points above are provided later in this document, in a dedicated section: Guidance for Planning a Successful Meeting.

### **E. Leading an AESS Chapter**

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The IEEE is one of the world’s largest volunteer organizations with over 400,000 members worldwide as of June 2019. It is through the work of the local chapter officers that the work of both the IEEE and the

AESS is accomplished. To accomplish its goals, the AESS is dependent on the involvement of its members through local chapter leadership. Your ability to motivate volunteers to help with events such as meetings, seminars and community work is crucial to the chapter's success, and in turn to the AESS membership development. This section offers tips from your peers on leading a successful AESS Chapter.

## **Recruiting Volunteers**

Try to involve new members in Chapter activities and do not always rely on the same people year after year. Asking for volunteers at the meeting may not be effective. They often are too shy to volunteer, or you may end up getting the same people all the time. A one-on-one request is usually more effective, particularly if the Chapter Chair comments on why the volunteer is the best person for the task. Surveys of our membership indicate that our most loyal members are those that become involved as volunteers.

## **Spread the Work Around**

Putting on a meeting or seminar may appear to be a daunting task to a single volunteer. The Chapter Chair can instead form a committee to perform the task. The work should be equally divided among the members, such as: lining up speakers, publicity, registration, local arrangements for the meeting place, and hotel accommodations for an out-of-town speaker. While it may be simpler for a Chapter Chair to take care of all these items, recruiting help from the membership will help strengthen the local organization and encourage participation. It is important that each event has an established leader, whether it be the Chapter Chair or a designated (experienced) volunteer.

## **Motivate the Volunteers**

Motivating volunteers is not always intuitive. What works in business does not always work for volunteers; there is no pay check or possibility of financial gain in a volunteer organization. AESS Chapter Chairs report that an effective strategy is empowering volunteers to take ownership of a project and offering advice when asked. Encouraging volunteers to use their creativity and individual skills in solving problems builds trust and strengthens relationships within the Chapter. Although some volunteers may need more guidance than others, Chapter Chairs should take care to allow for as much autonomy as possible and avoid micromanaging their volunteers. Try to work towards a consensus among the volunteers rather than passing down a decision. Recognize that if volunteers quit, the Chapter Chair becomes responsible for their work, and the organization has lost a potential future leader.

## **Diversify the Organization**

The AESS serves a diverse group of professional and academic interest. Try to involve people from the different industry and educational organizations in your area. Potential volunteers often feel excluded because they may see the local chapter as run by a single interest or a small group of people.

AESS is committed to actively engaging and empowering women at all levels of the Society. An active engagement in local Chapter activities is extremely welcome.

Chapters should also try to expand the representation of Students and Young Professionals, as they represent a powerful force today and an invaluable resource for the future.

## **Recognize Time Conflicts**

AESS members have responsibilities beyond AESS. Family, work and community activities will compete for the time of an AESS member. A good question to ask when planning an activity is: "Will this be worth an evening or a Saturday to my members?". AESS members are often confronted with either going to hear an expert on a topic they are very interested in or coaching their child's soccer team, and the member will generally choose the soccer team.

With this in mind, Chapter Officers may choose to schedule meetings to help accommodate members by moving the meeting start time or by changing an evening meeting to a lunch meeting. Scheduling events during business hours is not advised, as this may cause conflict with members' business' management. Surveys of members at meetings will give a good feel for the flexibility of the membership. Talking to members who have stopped coming to meetings or who have expressed interest but consistently have conflicts may also be helpful in determining a start time for an event.

Additionally, consider varying the location of events to ensure that the time commitments in commuting to and from events do not disproportionately tax some members more than others. Varying locations should help entice a broader group of members to attend and increase overall participation.

## **Recognize the Work of Volunteers**

Volunteering in a local chapter can involve a lot of hard work in an already busy schedule. Recognition of that work by Chapter leadership is important. This can be as simple as public recognition at a meeting, or could be the gift of a wall plaque, certificates or inexpensive gift item with the local chapter's logo. These all show appreciation of the volunteer and will help motivate other members to participate in Chapter activities. The local print shop or trophy shop has some excellent inexpensive ideas for gifts.

An array of IEEE merchandise is available for gifts or recognition awards at:  
<https://mga.ieee.org/resources-operations/geographic-unit/products>.

## **Design a succession plan**

Chapter Officers will not stay in their roles forever; therefore, succession planning is a key part of ensuring the Chapter's success. This process cannot be left to chance and should be started in advance by appropriately engaging active members of the Chapter in leadership duties. The aim is to identify and nurture a successor that will successfully lead the Chapter in the future.

### **F. Gathering Membership Data**

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Your Section leadership has all contact information for the members of your Chapters. Contact your Section representative for a list of your members, or you can use the [OU Analytics](#) program yourself.

The OU Analytics IEEE Member database is available to all Chapter Chairs. You may access contact information including addresses, phone numbers, and e-mails for any person in your Chapter. Instructions, access information, and a schedule of online courses for using OU Analytics are available online at the <https://mga.ieee.org/resources-operations/volunteer-tools/samiee>

### **G. Identifying your Society and Section Leadership**

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All IEEE volunteers can view the IEEE Organization Rosters for information on Society and Section leadership. Society information is in "Part II: Technical Activities Roster", Section and Chapter information can be found in "Part III: Geo-geographic Roster". Rosters can be found on the [IEEE Organization Rosters page](#) and can be accessed using your IEEE web account user name and password.

Participation in Society and/or Section events dedicated to Chapters is essential for maintaining meaningful connections and for receiving guidance from Society and Section leadership.

### **H. Reporting Meetings**

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To be considered an active AESS Chapter, and therefore qualify for funding from the AESS, a minimum of two meetings must be held over a one-year period. To get credit for holding a meeting with the AESS, it is necessary that Chapter Chairs report the Chapter's activities to both their IEEE Section and the AESS. Without Chapter reports, AESS cannot provide the full spectrum of support we offer to chapters.



Chapters that have not reported any meetings for a minimum of three consecutive years will be put on probation to be dissolved. Once a Chapter has been dissolved, the process to form a new Chapter must be utilized to reinstate the Chapter.

For the appropriate procedures to report Chapter events and meetings, go to:

<https://mga.ieee.org/resources-operations/geographic-unit/reporting-rebates>

Once logged in to the IEEE web site with your membership account, use Form (L31). For more information, see [VTools Events](#).

AESS provides Chapter Operational Funding for its Chapters. For more information, click [here](#).

## **I. Establish a Bank Account**

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Most local IEEE sections will allow chapters to establish bank accounts. A convenient option available to Chapters is concentration banking. Information on this IEEE program is available at the [IEEE Concentration Banking page](#).

Where government & banking regulations permit, all geographic unit bank accounts must provide for the signature authority of the IEEE Staff Director of Financial Services.

## **J. Reporting Chapter Officer Changes**

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The AESS needs to be able communicate with the current Chapter Officers. To communicate important information between the AESS and your chapter, AESS needs the correct names, addresses, phone numbers, fax numbers and emails of current Chapter Officers. It is extremely important to update all Chapter Officer information and make changes as necessary at: <https://mga.ieee.org/resources-operations/geographic-unit/reporting-rebates/officer-forms>.

## **II. Guidance for Planning Successful Meetings**

As previously mentioned, successful meetings may take multiple forms, including lectures, short courses, tours, and/or social events, or some combination of the above. Below, some suggestions are provided for successfully implementing a Chapter Meeting.

## **A. Selecting a subject**

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The obvious choice of subject for a group of aerospace engineers is aerospace engineering. Within that broad field, however, some topics may be of greater interest than others. In choosing the subject you should consider the mission of local industrial groups, university programs and government laboratories. It may also be useful to browse articles in the most recent issues of AESS Publications for ideas on timely subjects.

## **B. Selecting a format**

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Formats to consider include:

- Formal lectures
- Short courses
- Dinner meetings with an after-dinner speaker
- Breakfast meetings with a speaker
- Tutorial sessions
- Tour of a technical facility
- Social events (picnics, pizza parties, etc.)
- Technical reading group mixed with social event
- Workshops or symposia

The amount of effort required to organize each of these different types of meetings varies significantly. A formal lecture requires only that a speaker and room be found and that the meeting be publicized. In contrast, an all-day workshop or symposia, or a multi-day short course can involve more careful planning. Typically, the meeting format which requires the greatest effort also stimulates the most professional interest. A mix of meetings using different formats is suggested.

## **C. Finding a good speaker**

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### **AESS Distinguished Lecturer Program**

The AESS Distinguished Lecturer Program is an extremely valuable source of outstanding speakers available to Chapters. An explanation of how to use this program is provided at: <http://www.ieee-aess.org/education/distinguished-lecturers/distinguished-lecturer-and-tutorial-program>.

Please note that for planning purposes, IEEE Policy prohibits payment of more than a speaker's travel expense, honoraria, and stipend payments (this may limit access to some speakers).

## **AESS Short Course Program**

The AESS Short Course Program provides an avenue to access training provided by high-impact presenters from the international community, meeting a significant demand from industry members. The short course format provides greater benefit to participants than a distinguished lecturer and can provide both the impetus for and funding for chapters to bring in international presenters. Further information on the Short Course Program can be found at:

<http://ieee-aess.org/aess-short-course>.

## **Additional Sources for Technical Speakers**

There are a number of other sources of good speakers for an AESS chapter meeting. Chapters may consider:

- Local industrial leaders speaking on their view of future trends in the aerospace industry
- Local engineers, faculty or graduate students discussing recently published work
- University administrators discussing the future of aerospace education
- Co-workers working on, or having recently completed, a major study
- Visiting engineers/consultants who are experts on an important topic

### **D. Publicizing the meeting**

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Without appropriate publicity, Chapter meetings cannot be successful. A significant portion of the chapter's efforts (and possibly budget) should be directed at providing publicity for meetings. Some ways of publicizing meetings in advance include:

- Printed flyers circulated and posted wherever interested individuals might see them
- Advertising in local newspapers
- Announcements in your IEEE Section Newsletter
- Email, letters, or announcements sent directly to local IEEE members by Society affiliation
- Advertising meetings in local companies' magazine(s), digital newspaper(s), etc.
- Announcement through email lists of relevant local university departments

More information about media contacts and other forms of outreach are available from the IEEE Publicity Guide at <http://ewh.ieee.org/reg/3/publicinfo/publicguide.doc>

Mailing lists can be obtained from the online OU Analytics. [Access OU Analytics for more information.](#) Training for OU Analytics can be found [here](#).

### **III. Financial Support and Other Services from AESS**

AESS provides support to its Chapters via several initiative and activities. Chapter Officers may find useful information and detailed guidelines in the subsequent sub-sections and at the following link: <https://ieee-aess.org/member-services/chapter-chair-toolbox>.

#### **A. Funding opportunities**

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AESS provides annual support to its chapters that support AESS chapter activities.

#### **Chapter Annual Support**

Chapters can apply each year for financial support of up to \$500 USD to fund local AESS chapter activities and small initiatives. These requests are reviewed by AESS Member Services. Chapters are encouraged to make these requests every year.

Requests for Chapter Annual Support should use the short online form, [found at this link](#).

#### **Major Chapter Initiatives**

Proposals are invited for major initiatives to increase the local impact of AESS, recruit new members, and provide additional benefits to existing members, particularly to young members. The relationship to AESS activities and technical interests, including the number of AESS members being impacted, are considered in the evaluation of these proposals. Possible ideas include, but are not limited to, support to significant local events involving AESS fields of interest, locally-coordinated activities related to an AESS-sponsored conference, regional conferences, student-focused competitions, local workshops, and short courses on AESS-related topics. Proposals can be joint initiatives with local companies and universities. Typical funding levels are \$1500-\$2000 USD, and generally cannot exceed \$5000 USD. The number of proposals accepted for funding each year, and the amount of a proposal funded varies each year depending upon budget surpluses, and funding decisions must be approved by the AESS Board of Governors.

Requests for Major Chapter Initiative funding should use the detailed online form, [found at this link](#).

## **B. Additional Support**

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In addition to the opportunities above, AESS provides its Chapters with additional support through a number of initiatives and programs as detailed below:

- Annual recognition to the Best Chapter of the Year
- Travel support for Distinguished Lecturers for chapter activities
- Travel support for Chapter Chairs to attend Regional Chapter Summits
- Support through the AESS Short Course Initiative

### **Best Chapter of the Year Award**

The society annually provides award recognition to the AESS Chapter whose performance was particularly noteworthy during the previous year. The selection process is based upon: membership, governance, events, publicity, and engagement in AESS initiatives. The award includes a prize of \$5000 USD and a certificate. The prize is not intended for individuals. Prize money will be at the disposal of the Chapter for any initiative(s) involving its members. Nominations are made by the chapter officers and are due December 1 of each year. See <http://ieeaeess.org/membership/awards/chapter-year-award> for application and information.

### **AESS Distinguished Lecturer Program**

The primary purpose of this program is to provide local chapters and sections with access to high-quality speakers in AESS technical fields of interest. To this purpose, the Aerospace & Electronic Systems Society, through the VP of Education and Board of Governors, each year carefully selects a group of Distinguished Lecturers who are recognized experts in their fields.

The lecturers are available to present talks to local AESS chapters world-wide. This program is administered on a cost-sharing basis, where the local chapter and the society share the expenses, typically with the Society covering air travel and the local chapter covering local travel expenses. The Society will pay reasonable speaker's expenses for economy-class travel, lodging and meals, with the inviting IEEE organization expected to cover 50% of the speaker's expenses. As a general guideline, speaker's expenses involving travel wholly within North America or within the European Union will be approved to be covered up to \$1,000 USD. Expenses involving extensive international travel will be approved to be covered up to \$2,000 USD.

Local chapters are invited to, and strongly encouraged to, take full advantage of this unique resource. Speakers often give six to seven talks per year, so it is prudent to schedule well in advance. See <http://ieee-aess.org/education/distinguished-lecturer-and-tutorial-program> for applications and information.

## **AESS Chapter Summits**

The Society organizes regional meetings to develop chapter leadership by sharing best practices in interactive meetings organized by the Society for the purpose of improving chapter ties to the Society and strengthen and revitalize local activities in AESS fields of interest. In addition to organizing these meetings, AESS provides travel grants and shares costs with local sections to enable chapter participation.

## **AESS Short Courses Initiative**

This program provides AESS Chapters with an effective mechanism to raise revenue by empowering renowned AESS experts to offer fee-paying AESS short courses. These courses can be offered to industry, government, and academia, and are often paid for through training budgets for staff professional development. Event planning for the course is expected to be done by the local AESS Chapter. In most cases, funds for the course are to be raised via registration fees or through the training budget(s) of supporting organizations. The society will advance reasonable seed funds to support travel costs of the lecturer and will provide guidance throughout the organization of the event. Course revenues are expected to cover lecturer costs, the lecturer honorarium, venue, and related course expenses. The surplus will generally be split 80/20 between the local AESS Chapter and AESS. See <https://ieee-aess.org/short-courses> for additional information.

## **C. Other Services from AESS**

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### **Publicity: AESS Quarterly Email Blast and AESS Web Site**

Planning and coordinating activities for an AESS chapter is a significant effort. You and the members who have helped you deserve recognition. In addition, you have probably had to develop some creative solutions to organizational problems from which Chapter Officers of other AESS Chapters could benefit. You should publicize your chapter activities in the AESS Quarterly Email Blast and also on the AESS web site, especially when you have spent time organizing a major event such as a workshop, trade show, or symposium. The AESS Quarterly Email Blast is distributed free of charge quarterly to every member of the Aerospace & Electronic Systems Society. Much of the editorial content of the Email Blast is devoted to society news, announcements and upcoming events. Send your inputs to the AESS Executive

Assistant, [Judy Scharmann](#). Photographs are desirable for publicizing your activities. A snapshot of your planning committee members and one or two photos of the event with a short accompanying explanation of the pictures makes a great article.

## **AESS Chapter Chair Coordinator**

The AESS has established a volunteer Chapter Chair Coordinator. It is important to maintain contact with this volunteer. They can offer valuable advice, serve as a resource, and provide a voice to Chapter concerns. You can find the AESS Chapter Coordinator in the [AESS Board of Governors Organization Directory](#) at <http://ieee-aess.org/about-aess/aess-standing-committee-chairs-2019>.

## **AESS Board of Governors Volunteer Directories**

One of the greatest advantages of AES Society membership is the opportunity to network with other professionals in your field of interest and to work with other volunteers. The AESS provides you with several directories that allow you to identify and contact other volunteers within the Society.

The committees that support the Board of Governors of the AES Society and the volunteers serving on those committees are listed in the Board of Governors Committees Organization Directory at <http://ieee-aess.org/about-aess/aess-standing-committee-chairs-2019>.

## **Technical Panels**

The AES Society maintains six technical panels covering various areas of specialization within AESS.

- [Gyro and Accelerometer](#)
- [Radar Systems](#)
- [Cyber Security Panel](#)
- [Avionics Systems Panel \(ASP\)](#)
- [Navigation Systems Panel](#)
- [Glue Technologies for Space Systems Technical Panel](#)

The various panels service member needs in a particular technical area. A listing of these panels, contact information for their officers, and links to their web pages can be found on the Technical Operations section of the AESS Web Site at <http://ieee-aess.org/technical-operations/home>.

## IV. IEEE Section Support

### A. Meeting Publicity

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Your IEEE Section can publicize your Chapter's meetings and events in its newsletter or other publication. Mailing and email lists for your chapter can also be obtained through your Section or on their web page. Your Chapter can develop and maintain its own web page with up to 30MB of space, hosted for free on the IEEE Entity Web Hosting server. To learn more about this service, go to the IEEE Entity Web Hosting page at: <http://sites.ieee.org/>. To obtain Chapter members' contact information, access the OU Analytics online database. For more information, go to OU Analytics at:

[https://tblanalytics.ieee.org/#/site/IEEE/views/LandingPage\\_0/LandingPage?:iid=1&:usingOldHashUrl=true](https://tblanalytics.ieee.org/#/site/IEEE/views/LandingPage_0/LandingPage?:iid=1&:usingOldHashUrl=true)

### B. Section Financial Support

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IEEE is divided into ten geographic Regions worldwide. Within those Regions are more than 330 local Sections and over 2,000 Technical Chapters that unite local members with similar technical interests. IEEE Sections are responsible for both the formation of local Chapters and for Chapter support. Your IEEE Section receives a Section rebate from IEEE of \$200 for every active Chapter that has submitted all of their required reporting and held at least two (2) technical meetings in the previous year. The Section receives additional rebates for every member and for other organization situations and activities. IEEE Section rebate requirements and procedures are described on the [IEEE MGA Geographic Unit Rebate Schedule page](#).

It is important to report all of Chapter meetings and events to ensure that your Chapter is able to receive these resources. Refer to the IEEE Meeting Reporting page at: <https://mga.ieee.org/resources-operations/geographic-unit/reporting-rebates>. To find out the names of your local Section Officers, check the online geographic roster at <https://rosters.ieee.org/>. You will need to indicate your Region and login to your IEEE account to view the Section roster. If you are a current Chapter Chair, you can access the roster using your IEEE web account.

Your IEEE Section receives rebates from the Membership & Geographic Activities organization based upon a formula considering total Section membership and member grade. AESS Chapters are encouraged to promote Senior Member upgrades and encourage application for Fellows Grade.

Additional IEEE contact information for Society Chapter Coordinators is published on the IEEE Society Chapter Coordinator page at: <https://mga.ieee.org/resources-operations/geographic->



[unit/chapters/ieee-society-chapter-coordinators](#). IEEE Chapter information is also available at the IEEE Chapter page at: <https://mga.ieee.org/resources-operations/geographic-unit/chapters>.

## **V. Support from Other Societies and IEEE**

### **A. Other IEEE Societies and Support of Chapters**

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IEEE Society support of local Chapters is important, both to benefit Chapters and the sponsoring Societies and to ensure their future leadership. Joint Society Chapters should benefit from all of their Society sponsors, but each Society will have different requirements for and different levels of support. It is important for your chapter to become familiar with the guidelines and support available from all of your Society affiliations.

### **The Relationship between Societies and Chapters**

Chapters are important to IEEE Societies in the following ways:

- Chapters provide a diversity of perspective from different geographical regions and organizations.
- Chapters introduce potential new members to Societies.
- Chapters assist in promoting member upgrades to Senior and Fellow membership levels.
- Chapters provide training opportunities for potential new leaders in Societies.
- Chapters enable Societies to personalize their technology to local members.
- Chapters identify and satisfy needs of local Society members.
- Chapters encourage local members to participate in Society activities.

Chapters and Societies operate largely independently of each other. They have similar but different goals. Your chapter can benefit significantly by building a strong relationship with your affiliated Societies. Understanding how those Societies do support chapter activities and staying in contact with the members of their Administrative Committee responsible for Chapter activities is to your advantage.

### **IEEE Society Programs and Services**

Many IEEE Societies offer financial support and services similar to those described in this handbook. Contact your affiliate IEEE Societies or check the Society web sites to learn more about what other IEEE Societies can offer you.

## **B. IEEE Support of Chapters and Volunteers**

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### **Membership Development**

Attracting new members will bring growth and vitality to your Chapter. IEEE Membership Development Staff can be consulted on issues concerning effective ways to attract new members. Membership development material is also available from the IEEE Membership Development Staff. Contact info:

#### [IEEE Membership Development](#)

IEEE Regional Activities  
445 Hoes Lane  
Piscataway, NJ 08854  
Phone: +1 732 562 5507  
Fax: +1 732 981 0225

[http://www.ieee.org/about/volunteers/membership\\_development/index.html](http://www.ieee.org/about/volunteers/membership_development/index.html)  
[membership.development@ieee.org](mailto:membership.development@ieee.org)

### **IEEE Functional Email Aliases**

To help facilitate communication between members and geographic units, the IEEE has established a functional email alias option. With this service, a Chapter can maintain one email address no matter how often it changes officers. Example: [chicago.pes@ieee.org](mailto:chicago.pes@ieee.org) or [france.ems@ieee.org](mailto:france.ems@ieee.org) . For more information, visit the IEEE functional alias registration page at:

<https://www.ieee.org/about/volunteers/functional-alias-form.html>

### **IEEE Volunteer Resources**

General resources that pertain to most IEEE volunteer roles, as well as links to other resource collections are available on the [IEEE Volunteer Resources Page](#) at: <http://www.ieee.org/about/volunteers/index.html>.

### **IEEE Chapter Officer Training**

Chapter Officer Training can be found in the [IEEE Center for Leadership Excellence](#). Chapter Chair training can be found here: <https://ieee-elearning.org/CLE/totara/program/view.php?id=6>.

A number of topics have been identified that are important to address in your first 30 days. This training is designed to help you get a technical meeting set up in your first 30 days as Chapter Chair.

## **IEEE OU Analytics Membership Database**

OU Analytics is a Web based ad hoc query tool that provides volunteers access to member data. It allows ad hoc querying, reporting, and downloading of IEEE's membership data.

Access to this system is limited to registered users with designated or automatic access: IEEE OU Analytics at

[https://tblanalytics.ieee.org/#/site/IEEE/views/LandingPage\\_0/LandingPage?:iid=1&:usingOldHashUrl=true](https://tblanalytics.ieee.org/#/site/IEEE/views/LandingPage_0/LandingPage?:iid=1&:usingOldHashUrl=true)

## **IEEE Organization Rosters**

Access to IEEE committee and board membership rosters throughout the IEEE organization is provided here: <https://rosters.ieee.org/home.html>.

## **IEEE Conferences and Events**

IEEE sponsors more than 1,100 annual conferences and meetings worldwide. IEEE is also highly involved in the technical program development of numerous events including trade events, training workshops, job fairs, and other programs.

For more information about an IEEE conference, search the IEEE conference database: [IEEE Conferences and Events](http://www.ieee.org/conferences_events/index.html) at: [http://www.ieee.org/conferences\\_events/index.html](http://www.ieee.org/conferences_events/index.html).

## **IEEE Membership and Geographical Activities**

IEEE Member and Geographic Activities (MGA) is focused on supporting and meeting the members' needs and IEEE membership recruitment and retention strategies and implementation. At the [IEEE Membership and Geographical Activities](#) page you can find current announcements of interest to local volunteers, read highlights of MGA activities, find a Section or Chapter near you, and learn more about the MGA vision and mission.

## **IEEE Publicity Guide**

As the liaison between the IEEE and your local media, you can make a difference by building relationships with the public or various constituencies and presenting a positive image for the IEEE. Using some basic communications tools, you can enhance the visibility of the organization and ensure that the IEEE

maintains a positive image in your community or area. Download the [IEEE Publicity Guide](#) to learn more.

## **VI. Quick Access to Key Links and Documents**

**A. Petition to form a New Chapter**

<https://mga.ieee.org/resources-operations/formations-petitions>

**B. Link to L31 Meeting Reporting through VTools**

<https://events.vtools.ieee.org/>

**C. Chapter Officer Reporting**

<https://mga.ieee.org/resources-operations/geographic-unit/reporting-rebates>

**D. Contact the AESS Society President or Chapter Administrator at <http://www.ieee-aess.org>.**

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