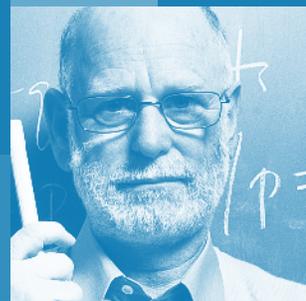




IEEE Student Branch Counselor Guide



IEEE Mission

To foster technological innovation and excellence for the benefit of humanity.

IEEE Vision

Be essential to the global technical community and to technical professionals everywhere, and be universally recognized for the contributions of technology and of technical professionals in improving global conditions.

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Introduction to IEEE

IEEE Member & Geographic Activities Mission and Vision

IEEE Member & Geographic Activities Vision

Ensure Quality Member Opportunities for Continuous Engagement

Guiding Principles

- Membership is a core value of IEEE
- Members shape IEEE's future
- Members collaborate to create IEEE's future
- IEEE enhances members' futures

IEEE Member & Geographic Activities Mission

Inspire, Enable, Empower and Engage Members of IEEE

For the purposes of

- Fulfilling the mission of IEEE
- Enhancing member growth and development through their life cycle
- Providing a professional home

IEEE Member & Geographic Activities Board

The IEEE Member & Geographic Activities (IEEE MGA) Board serves the interests of IEEE and the members through the following:

Strategies

- Increase the value of IEEE membership
- Utilize member life cycle concept
- Provide a simple, consistent interface to members and prospective members
- Track member involvement and development
- Make the process of joining and maintaining membership simple and straightforward
- Facilitate member collaboration
- Become more transnational in look, feel and language, consistent with the IEEE bylaws
- Strengthen the relevancy of IEEE membership to industry

Goals

- Increase member engagement
- Improve relationships with and between members
- Increase operational efficiency and effectiveness within MGA and its interfaces
- Enhance collaboration with other organization units. (MGA recognizes the intimate relationship between Sections and Societies and their Chapters and will work with other organizational units of the IEEE to foster improved interaction.)
- Increase membership
- Increase the collaboration and cooperation between Geographic Units
- Enhance the membership-related information available to the member and the geographic units

If IEEE MGA is Successful...

- IEEE member satisfaction & relevance is growing and reflected in improved retention and total membership
- The MGA is a data-driven organization that proactively anticipates and reacts to the needs of the member and the profession
- The MGA facilitates recruitment, training, development of IEEE volunteer leaders
- The MGA facilitates successful regions, sections, chapters, affinity groups, student branches, student branch chapters
- The MGA is responsible for all aspects of member and membership activities with the IEEE
- The MGA ensures a "home(s)" for every member
- Technology professionals will understand IEEE membership's importance in their careers
- The MGA will develop sections and regions, and reward them based on their measured success
- The MGA facilitates communications and engagement opportunities for IEEE members in multiple ways
- IEEE and its members' achievements are universally recognized

IEEE Student Activities— Mission, Strategy & Organization

Mission

Deliver a common, high-quality IEEE Student member experience globally for lifelong professional success through IEEE membership.

Vision

IEEE Student Activities Committee will be recognized as the global platform to inspire, enable, develop and support students as the future leaders of our profession.

IEEE MGA Student Activities Committee Charter

A. General

The Committee shall report to the IEEE MGA Board through the IEEE MGA Member Engagement and Life Cycle Committee. Revisions to the charter must be endorsed by the IEEE Member Engagement & Life Cycle Committee and approved by the IEEE MGA Board.

B. Scope

To provide opportunities to undergraduate and graduate students who have an interest in the IEEE Designated Fields or related professions for educational, technical and professional development, emphasizing the value of continuing IEEE membership.

C. Functions

1. To provide recommendations on overall policy and procedures regarding the IEEE Student Program, Student Services and other activities, and Student members in accordance with the IEEE Bylaws and Policy Manual.
2. To continuously improve the quality of student membership activities, benefits and services.
3. To make current and prospective IEEE Student members aware of the nature and responsibilities of the engineering profession and to provide and promote opportunities for educational, technical and professional development.

4. To represent within IEEE the interests and concerns of students worldwide and facilitate interaction between Student Branches and IEEE organizational units.
5. To promote networking and the importance of relationship building to students.
6. To increase synergy between IEEE, IEEE MGA, IEEE Student Activities Committee (IEEE SAC), the IEEE GOLD (Young Professionals) Committee and IEEE Societies to promote the value of continued membership after graduation.
7. To foster and support IEEE Student Branch development and outreach to prospective student members.
8. To provide vehicles for efficient communication of student activities to the individual region committees.

D. Composition

The Committee shall have the following members:

Voting Members:

- Chair (*Appointed by Vice Chair—Member Development*)
- Vice Chair and Branch Leadership Training Subcommittee Chair (*Appointed by Committee Chair*)
- Past Chair
- Student Professional Awareness Activities (SPAA) Subcommittee Chair (*Appointed by Committee Chair*)
- Ten Regional Student Activities Committee (RSAC) Chairs from Regions 1-10 (*Appointed by Region Directors*)
- Ten Regional Student Representatives (RSR) from Regions 1-10 (*Appointed by Region Directors*)
- Up to Six Industrial Representatives (*Appointed by the Committee Chair*)
- Branch Chapter Representative (*Appointed by the Committee Chair in consultation with the TAB Chair*)
- Branch Chapter Student Representative (*Appointed by the Committee Chair in consultation with the TAB Chair*)
- IEEE Potentials Editor (Publications, Products & Services Board Liaison) (*Appointed by the Committee Chair and the MGA Chair*)
- IEEE Potentials Student Editor (*Appointed by the Committee Chair—Student Activities, IEEE Potentials Editor, and the MGA Chair*)

IEEE Student Activities— Mission, Strategy & Organization (continued)

- Technical Activities Board Representative (*Appointed by the TAB Chair*)
- IEEE-USA SPAC Committee Chair (*Appointed by IEEE-USA*)
- GOLD Committee Representative (*Appointed by the GOLD Chair*)

The IEEE MGA Chair, IEEE MGA Secretary and IEEE MGA Vice Chair—Member Development shall receive all announcements and other documentation that is distributed to the Committee, but their participation in committee activities is not required.

Corresponding Members—may serve as appropriate by appointment of committee chair

E. Committees/subcommittees/ad hoc committees

Reporting to the committee shall be the following standing Subcommittees:

- **IEEE Regional Student Representative (RSR) Steering Subcommittee**—Comprised of the 10 Regional Student Representatives. The function of this subcommittee is to provide recommendations for SAC approval of motions addressing policy, procedures, services and activities concerning SAC functions emphasizing the point of view of the RSRs.
- **IEEE Regional Student Activities Chair (RSAC) Steering Subcommittee**—Comprised of the 10 Regional Student Activities Chairs. The function of this subcommittee is to provide recommendations for SAC approval of motions addressing policy, procedures, services and activities concerning SAC functions emphasizing the point of view of the RSACs.
- **Awards and Recognition Subcommittee**—The function of this subcommittee is to provide recommendations for SAC approval of motions addressing policy, content and issues regarding IEEE student awards and recognition programs.
- **Branch Leadership Training Subcommittee**—The function of this subcommittee is to provide recommendations for SAC approval of motions addressing relevancy, content and policy issues regarding the Student Branch Leadership Training program.
- **Student Professional Awareness Activities Subcommittee**—The function of this committee is to provide recommendations for SAC approval of motions addressing relevancy, content and policy issues regarding the Student Professional Awareness programs and to coordinate, approve and fund, as needed, student professional awareness activities, including technical awareness, with emphasis on Regions 7-10.

- **Potentials Magazine Subcommittee**—The function of this subcommittee is to provide recommendations for SAC approval of motions addressing content, relevancy and policy issues concerning the Potentials magazine.
- **Electronic Communications Subcommittee**—The function of this subcommittee is to facilitate SAC in fulfilling its functions, as stated in the SAC charter, in the most effective way possible via electronic communications. This subcommittee will also provide recommendations on content, policy, procedures and services associated with the IEEE Web site contest and the IEEE Student Concourse.

F. Financial and Administrative Support

Funding shall be provided to the Chair, Past Chair, Vice Chair, Student Professional Awareness Activities (SPAA) Subcommittee Chair and GOLD Representative for attendance at the two IEEE SAC meetings annually. The Regions shall fund their respective Region Student Representatives and Regional Student Activities Committee Chairs for expenses incurred by attending the Committee meeting.

Connecting—IEEE Regional, Section & Student Branch Development

When students join IEEE, they automatically become members of the IEEE Student Branch at their university or college. Students, like professional members, automatically become members of their local IEEE Section and Region, allowing them to share technical, professional and personal interests with others in IEEE's worldwide member community. The member's postal mailing address determines the Section assigned. The IEEE is divided into ten geographic regions worldwide:

- **IEEE Region 1**—Northeast United States
- **IEEE Region 2**—Eastern United States
- **IEEE Region 3**—Southeastern United States
- **IEEE Region 4**—Central United States
- **IEEE Region 5**—Southwestern United States
- **IEEE Region 6**—Western United States
- **IEEE Region 7**—Canada
- **IEEE Region 8**—Europe, Middle East, Africa
- **IEEE Region 9**—Latin America
- **IEEE Region 10**—Asia & Pacific

The Local Structure of IEEE

IEEE has over 1,700 IEEE Student Branches established at leading universities and colleges around the world. There are Student Branches in every Region and nearly every Section of IEEE.

For a list of Student Branches by Region, visit www.ieee.org/go/studentregions.

For a map of the Regions, visit www.ieee.org/go/regionmap.

There are over 300 local IEEE Sections and 1,700 IEEE Chapters that unite local members with similar technical interests. An IEEE Chapter is a technical subunit of one or more IEEE societies. Both the local IEEE Section and an IEEE Society are your local link to the valuable resources available from the IEEE and its 38 technical societies. Chapter activities may include guest speakers, workshops, and seminars as well as social functions. IEEE Chapters provide IEEE Society members with valuable opportunities to network at a local level—enabling both personal and professional growth.

Like an IEEE Section, an IEEE Student Branch can also have IEEE Student Branch Chapters affiliated with any IEEE Society. The goal is to provide activities geared toward students and graduate students interested in that specific technical area.

Each IEEE Region has a Regional Student Activities Chair (RSAC) and a Regional Student Representative (RSR). These are the primary contacts for information and assistance on regional student activities. To find your local RSAC and RSR, visit www.ieee.org/go/saccontacts.

Regional student activities may include conferences, student paper or design contests and other events—all things you can share when recruiting prospective student members and reminding existing members of the value of being actively involved in IEEE student activities, as well as the benefits of membership.

Each IEEE Region has a Membership Development Chair. Responsibilities of the Region Chairs include coordinating activities between IEEE HQ and the Sections, as well as facilitating Region-wide membership development initiatives involving many Sections. It is imperative that every IEEE Section have a membership development officer with whom the Region Chair can make contact and support.

To find information on these officers, you can use the geographic organization roster at www.ieee.org/go/roster.

Roles & Responsibilities: IEEE Student Branch Counselor

As an IEEE Student Branch Counselor, you have a valuable position in the IEEE as the faculty person with direct contact with students. Many IEEE members envy the opportunities you have to influence and shape the minds of young, bright and energetic professionals around the world. It is you, who can help develop the enthusiasm and professional awareness of thousands of students.

Specific Duties

- Ensure that information from IEEE Headquarters is shared with the student officers
- Attend Executive Committee meetings and assist IEEE Student Branch Committees
- Participate in Branch Counselor events, webcasts or other programs sponsored by IEEE MGA—coming in 2010
- Participate in committee meetings sponsored by IEEE MGA Sections and Regions
- Consult with IEEE Section Student Activities Committee (SAC), Regional SAC Chair or the Regional Director about Branch activities and problems
- Foster good relations with the local Sections and encourage students to establish regular liaison with the Section SAC Chair or GOLD Affinity Group Chair
- Promote student awareness of awards, contests and benefits of membership—visit www.ieee.org/benefits or www.ieee.org/scholarships
- Establish industry contacts for Branch programs and activities
- Involve other faculty members in the activities of the Branch

Who is eligible to be an IEEE Student Branch Counselor?

A faculty member, who is an active IEEE member, serves as an advisor to the branch and its student officers. Since student officers change annually, and sometimes more frequently, the Branch Counselor lends a sense of continuity to branch affairs. He is also a liaison with IEEE Headquarters, familiar with all aspects of branch operations, and a source of information and guidance about the IEEE. As Branch Counselor, you should be interested in and promote the professional and academic welfare of IEEE Student members and have the desire and time to work closely with them. Branches with energetic and enthusiastic Branch Counselors consistently maintain a high level of activity and membership.

A Branch Counselor is appointed by the IEEE Section Chair upon the recommendation of the Student members of the Branch and the Regional Student Activities Committee Chair, and serves with the approval of the Department Head. The appointment or reappointment shall normally be for two years. The Branch should feel free either to re-nominate the current Branch Counselor or to submit a new recommendation. Branch Counselors and new officers can be reported online at www.ieee.org/go/officerreport. The Branch Counselor is sent the fall promotional package and other correspondence from IEEE. It is your responsibility to pass

such materials, correspondence, and supplies along to the student officers. A special postal box for the Branch might be advisable to allow officers easy access to IEEE mail. A good working rapport should exist between the counselor and student officers. By attending Executive Committee meetings and helping Branch committees, you share your experience and make the Branch operate more effectively and efficiently.

Other duties of the Branch Counselor include:

1. Participating in annual or semiannual meetings of the activities in the Region or Section to help guide students.
2. Consulting with the Section Student Activities Committee (SAC), the Regional SAC Chair, or the Regional Director about Branch problems and activities.
3. Fostering good relations with the local Section and encouraging students to establish regular liaison with the Section SAC Chair. Also encourage students to attend Section meetings and seek appointment of a student as a voting member of the Section Executive Committee (Section Student Representative). Often Sections will offer discounts for students attending evening dinner meetings.
4. Promoting student awareness of awards, contests, and benefits of membership. You should particularly promote the IEEE Student Paper Contest and provide assistance to students interested in entering the contest. A "Why Join IEEE?" talk in class or at an early fall Branch meeting helps make students aware of the scope and purpose of IEEE. You should ask working professionals from the local Section to assist in your membership promotion.
5. Establishing industrial contacts for Branch programs and activities including speakers and tutors. Often recruiting personnel from companies or local Section professionals can assist you in this area.
6. Involving other faculty members in the activities of the Branch and seeking their assistance in promoting meetings, discussing benefits of memberships, and supporting IEEE programs.
7. Knowing in detail the IEEE organization and its policies and conducting an IEEE training session for Branch Officers in matters pertaining to the Branch Operations, as outlined in the MGA Operations Manual.

Student Branch Administration and officer descriptions are in the Resources Section at the back of this guide.

IEEE Student Member Development

An IEEE Student Branch provides a great opportunity for student officers to develop leadership, communication, networking, negotiation and team-building skills. You as the faculty counselor have an important task in guiding the students when they ask for your help, being visible but not taking over meetings. Like the students you promote IEEE membership to, you are also a member of IEEE. You enjoy teaching students, watching them learn new concepts and applying that knowledge to their work and future.

Membership development is an important function of an IEEE Student Branch—including recruiting new members and retaining existing Student or Graduate Student members. There is a connection between the activities of the IEEE Student Branch and the benefits students receive from their membership to IEEE. The combined effect is increased membership development and increased awareness of the benefits and services that the students can take into their professional lives.

IEEE benefits are in three main categories of Trusted Voice, Global Community and Profession. For details, see www.ieee.org/benefits.

Professional Development

Talk to your students about organizations at your classes, like IEEE. Decide what IEEE membership means to you and then let them know how it can help their careers.

IEEE Membership:

- Informs
- Provides status
- Provides leadership opportunities
- Network with the profession, its colleagues and leaders
- Helps develop interpersonal and communication skills
- Education for the profession
- A forum for technical discussion
- Recognition

Students who are members of IEEE build a personal and professional career network of contacts. This is one of the main reasons why students join IEEE. A resource to find IEEE Members with similar interests is IEEE memberNet, the online membership directory. Find out more at www.ieee.org/memberNet.

Humanitarian Development

IEEE offers student members opportunities to be involved in humanitarian efforts. IEEE has announced the new IEEE Humanitarian Technology Network (HTN)—a platform that enables IEEE members to connect and collaborate with others doing similar humanitarian work, while gaining visibility and recognition for their efforts. In addition to sharing details of their project(s), IEEE members may also post their needs for advice, funding or assistance from others. The ability to post articles in the IEEE HTN is one of the benefits of IEEE membership. Anyone can browse or view the HTN content, including humanitarians, Non-Governmental Organizations (NGOs), and others who may wish to partner with or fund member humanitarian efforts.

For more information, visit www.ieeehtn.org.

Quick Reference Guide to IEEE Student Membership Development

	Student Branch Activities	IEEE Benefits
Technical Development	Technical Student Paper Contests, Write articles for Potentials magazine, Robotic/ Design Contests, IEEEExtreme programming challenge	Technical Society memberships www.ieee.org/societies IEEE Spectrum www.ieee.org/spectrumonline IEEE Potentials www.ieee.org/potentials
Professional Development	Professional Activities Workshops, Student Professional Awareness Conference (S-PAC), Student Professional Awareness Venture (S-PAVe), IEEE.tv programs focus for Student Branch Seminars (transcript program in 2010)	myIEEE www.ieee.org/myieee IEEE memberNet www.ieee.org/memberNet IEEE.tv programs www.ieee.tv
Humanitarian Development	Special projects, community awareness activities, get involved with Student Branch activities on campus	Awards and recognition www.ieee.org/scholarships Humanitarian Technology Challenge www.ieeehtc.org

Graduation & the Transition to Young Professional

Staying actively involved in IEEE activities after graduation is key to a successful career. It can help with sharpening professional development and technical skills, networking with top professionals in a chosen field, and receiving the latest news on cutting-edge technology.

Generally more students join IEEE when they are juniors and seniors or graduate students. Once an IEEE Student member reaches his or her graduation date (based on information provided by the student), IEEE elevates them to the next grade of IEEE membership for which they qualify.

Approximately 20,000 IEEE Student members graduate each year. The first elevation occurs in June (Student members with graduation dates between 1 January and 30 June). Those individuals elevated to member grade will receive a ballot to vote in IEEE elections in September. The second elevation occurs in August (Student members with graduation dates between 1 July and 31 December) in time for the next membership renewal.

The student elevation program is the best way to fill the pipeline with active and energetic professional members, who are automatically enrolled in **IEEE Graduates of the Last Decade (GOLD)** (www.ieee.org/gold). **IEEE GOLD** focuses on the needs of recent graduates and young professionals. Whether it's pursuing post-graduate studies or becoming part of the workforce, IEEE GOLD provides special services focusing on both *Graduate Student Members (GSM)* and *Full Members* respectively. Find out more about **local IEEE GOLD activities** and identify professional activities of interest in your area for your Student Branch members who are moving to the next level of IEEE membership. www.ieee.org/go/goldgroups

IEEE Works to Engage After Graduation

A key strategy for the IEEE MGA Board is to engage members throughout their membership life cycle, and foster seamless transitions as members' careers advance and change. Every August, graduating IEEE Student members receive a kit to reinforce the message that IEEE is there for them beyond graduation. The graduating students receive a letter from the IEEE GOLD Chair welcoming them into the next phase of their career. Information on networking, interviewing and the IEEE services and products (IEEE Job Site, IEEE Mentoring Connection, IEEE memberNet) help to showcase how IEEE can enable a young professional's career. The kit incorporates a "guide to member discounts" to accentuate the savings membership provides and reinforce the value of IEEE membership by showing how the cost of membership pays for itself.

STEP: Student Transition and Elevation Partnership

To foster an interest in the engineering and technology profession, IEEE serves a vibrant student membership. Making the transition from student to young professional is often full of anxiety because of changes in lifestyle, location (a new job or home) and independence. The network of IEEE members found within local IEEE Sections is key to helping make the transition

a successful one. The STEP mission is to provide a standardized, yet localized, program to facilitate the transition from Student member to young professional. For more information, visit www.ieee.org/go/STEP.

Transitional Dues: Students Becoming Professionals

IEEE Student members who graduate and are elevated to professional IEEE membership **will automatically receive a one-year discount with 50% off full IEEE and Society membership dues rates with their renewal**. The offer is available once in a member's lifetime. The discount is available to all IEEE Student members graduating with an undergraduate or graduate degree.

IEEE Student Member & IEEE Graduate Student Member Definition

An IEEE **Student member** must carry at least 50% of a normal full-time academic program as a registered undergraduate or graduate student, be enrolled in a regular course of study in IEEE-designated fields, and not yet qualify for member grade. The total cumulative period for a member to hold the Student member grade shall be limited to 8 years.

IEEE Student members, upon graduation or upon reaching the 8-year limit (whichever occurs first), with at least a baccalaureate or higher degree (or its equivalent) from an accredited institution in an IEEE-designated field shall be transferred to member grade. All other IEEE Student members upon graduation or upon reaching the 8-year limit (whichever occurs first) will be transferred to Associate member grade.

An IEEE **Graduate Student member** must qualify for IEEE member grade and carry at least 50% of a normal full-time academic program as a registered graduate student in a regular course of study in IEEE-designated fields. The total cumulative period for a member to hold IEEE Student member grade and/or IEEE Graduate Student member grade shall be limited to 8 years.

IEEE Graduate Student members, upon graduation or upon reaching the total cumulative 8-year limit as a IEEE Student member and/or IEEE Graduate Student member (whichever occurs first), shall be transferred to IEEE member grade.

Successful Branch Building

IEEE publishes a Membership Development manual, Student Branch edition. Included below are best practices to help recruit new Student members, retain existing Student members and promote IEEE activities on campus.

Student Branch Development Best Practices

1. Make sure you make committee appointments

This is a crucial first step. At one of the first business meetings of your Student Branch, have food and beverages available and ask for volunteers for committee appointments. Membership development and public relations are two key positions. This person does not have to be experienced in Membership Development but they should be willing to learn and have time available to develop and implement membership goals and plans.

2. Develop a Membership Plan

An effective membership plan is driven by data and integrates multiple membership development tactics. Be sure to familiarize yourself with these data sources and tactics.

Analytics (SAMIEEE)

Most membership development decisions have both a qualitative and quantitative component. Judgment, experience and creativity play strong roles, as do data, models and analysis. IEEE Student Branch Counselors and Chairs are automatically provided access to the SAMIEEE database. The data is updated three times a week, pulled directly from the IEEE's membership database, reflecting the most current information. Specific data access is based on the reporting of the current IEEE Student Branch officers.

www.ieee.org/organizations/vols/samieee

IEEE Member-Get-a-Member Program

The IEEE Member-Get-a-Member Program encourages members to recruit fellow students to become IEEE Student members. As a reward for their efforts, they receive credit that can be used toward the following year's IEEE dues, IEEE Society fees or the purchase of IEEE products and services. Alternatively, IEEE members can donate the value of their credit to the IEEE Foundation. This program runs from 1 September to 15 August each year.

www.ieee.org/mgm

3. Using the IEEE Online Application

Students are required to join IEEE and renew membership online. Paper application forms and renewal forms for students are not available. A brochure highlighting the benefits of Student membership is available and is distributed to IEEE Sections and IEEE Student Branches in September. Check with your IEEE Student Branch Counselor for the membership development kit mailed in September.

Using the IEEE application and renewal system allows students from any school in the world to join IEEE online. Features include:

- Join IEEE online with a credit card
- Students self-certify that they qualify for IEEE student membership
- Undergraduate or graduate students taking at least 50% of a normal full-time course of study in IEEE designated fields are eligible for student membership in IEEE
- Improved data integrity since the student enters his/her information directly. No re-keying of data is required.
- Print and mail with payment option for those that do not have a credit card

IEEE is aware that there are many students who do not have a credit card. Students who wish to pay by check or other means can still make use of the online application form. Once the online application or renewal form has been completed, the user will be presented with an option to “Continue to Checkout”, or “Print and Mail with Payment.” By choosing the “Print and Mail” option, the information that has been entered is temporarily stored and matched with the form when it arrives at the IEEE Operations Center with payment.

Running a membership recruitment campaign on campus

Student Branches can set up a computer in the IEEE office or conference room to enable the prospective students to join online right there and pay the dues with cash or other form of payment. The students can then select the “print and mail” option and pay the IEEE Student Branch in local currency. The IEEE Student Branch membership committee can then send the group of applications, a list of the member names and IEEE member numbers, and send with one payment to the IEEE Operations Center for processing (for example, a check, demand draft, or wire transfer). The IEEE Student Branch officers should let the students know about some of their upcoming activities and how to find out more information, connecting them to the local IEEE quickly.

4. Searching for your School in the IEEE Online Application

When students join or renew, they need to provide their school information. In the online application system, the school search uses key words. For example, if you enter *Texas*, using the asterisk as a wild card, any school with the name Texas in it will appear. We do not use acronyms in the IEEE database. With over 1,700 IEEE Student Branches at universities and colleges worldwide, an acronym like MIT could apply to several different educational institutions (e.g., Massachusetts Institute of Technology, Manipal Institute of Technology, Macau Institute of Technology, Madras Institute of Technology). In most cases, we also use standard abbreviations such as:

Univ university, universidad, universitatInst
Inst institute, instituto
Eng engineering
Tech technology, technical

The school search is important because that is how we track Student members. If the correct school is not selected by the new student or renewing student, then your Student Branch may not be credited with the recruiting efforts.

Successful Branch Building (continued)

5. Establish realistic membership goals

Whether the goal is to increase membership retention by 3% or grow new member recruitment by 5%, an effective membership development plan needs to have quantifiable metrics. Your IEEE Student Branch recruiting efforts help IEEE meet its membership development goals. Remember, that the IEEE Student Branch rebate is based on membership statistics as of 31 December each year. The better the recruiting efforts, the higher the \$2 per member rebate will be when reports are submitted next year. To increase recruitment, you may want to plan activities with other student organizations on campus.

6. The Student Membership Development Officer Will Need Assistance

Invite other students, IEEE GOLD Affinity group members (recent graduates), faculty members and others with some available time to help share the work. Something as simple as designating an individual the “brochure person” will ensure a membership recruitment presence for non-members in attendance. This person could be responsible for bringing membership brochures and arranging for a computer with internet access to take online applications. Designating an individual as a “greeter” at an event will establish a welcoming environment. These tasks can yield profound results.

7. Promote IEEE Membership

Does your IEEE Student Branch have a Web site? This is one of the best ways to introduce IEEE to prospective members, inform existing members about activities and give the public a great impression of your Student Branch. Host your IEEE Student Branch Web site on Entity Web Hosting (EWH)(www.ewh.ieee.org). Display member benefits on all IEEE Student Branch Web pages and provide a link to the online membership application and how existing members can renew. Have a staffed membership table with brochures and related membership development materials at all IEEE Student Branch meetings. Recognize the local companies who support IEEE activities and membership.

Important Note: IEEE Membership Promotional Supplies—IEEE membership brochures and other promotional supplies are available for *free* to Student Branches. Please keep the quantities reasonable and give us at least three weeks to ship materials. There are over 1,700 Student Branches worldwide. Membership development kits are sent to all IEEE Student Branch Counselors in August. Additional supplies can be ordered online at www.ieee.org/mdsupplies and you will need your IEEE Web account to access the data.

8. Communicate Value and Benefits

Communicate the benefits and services offered by IEEE at all meetings and activities. Before you can communicate the value of IEEE membership, you need to first know the benefits of membership. A list of IEEE member benefits can be found within this manual, and are also available at www.ieee.org/benefits. Plan activities to retain existing members and remind

members and value of the benefits of IEEE membership. Students receive all the benefits of membership that professional members do, at a fraction of the cost. Technical information is still one of the main reasons members join IEEE, so remind members that they have online access to both IEEE Spectrum and IEEE Potentials magazines. In the U.S. and Canada, a print subscription to Potentials magazine is included with membership dues. All other students can subscribe to Potentials magazine for only US\$5. Professional IEEE members can subscribe for US\$15.

9. Reward your MD volunteers

Acknowledge the volunteers who help advance your membership development activities and plans. Present them with certificates of accomplishment, buy them lunch.

10. IEEE Merchandise

There is IEEE merchandise for purchase. This is a great way to promote awareness of IEEE on campus. Display your IEEE membership proudly by purchasing IEEE merchandise, such as apparel, shirts, hats, lanyards, luggage identifiers, mugs and more. Visit www.ieee.org/merchandise.

11. Use SAMIEEE

IEEE Student Branch Counselors and Chairs have access to SAMIEEE, Section/Society Access to Membership Information. SAMIEEE is a Web-enabled query tool that allows ad hoc querying, reporting and downloading of IEEE's membership data using analytics. IEEE Branch Counselors are able to generate a list of the current Student Branch members at anytime, including the officers reported to IEEE. For details, please visit www.ieee.org/samieee.

An IEEE Web account (www.ieee.org/web/accounts) is needed to access SAMIEEE. The IEEE Branch membership list can be used to check new students who joined IEEE or to contact current, active members to send them information about activities. It can also be used to run a list of students who have not renewed their current year's membership (called "arrears"). Sending your annual reporting with current Branch Counselors and Chairs is very important. Only those officers reported to IEEE will have access to SAMIEEE.

12. Advertise IEEE

Promote awareness about IEEE membership and activities by advertising in the campus newspaper or Web site. There are Web ads available in the IEEE online promotional library: www.ieee.org/promolibrary.

IEEE Member Benefits

Knowing how IEEE can benefit others requires an understanding of all the benefits IEEE offers. IEEE is the world's largest professional technical society, bringing members access to the industry's most essential technical information, networking opportunities, career development tools, and many other exclusive benefits. IEEE membership benefits break down into two categories: (1) Core Benefits received by all individuals who join IEEE, and (2) Premium Benefits, which are available exclusively to IEEE members at an additional cost.

Additional memberships are also available—Society, Standards and Women in Engineering memberships enrich the IEEE experience.

1. Benefits

Trusted Voice—Staying current with the fast-changing world of technology...

myIEEE—a one-stop personalized Web portal providing IEEE members with convenient access to IEEE's member benefits and account management

IEEE.tv™—Internet television offering exclusive programming about technology and engineering to IEEE members, and accessible from myIEEE

IEEE memberNet—an online search and networking tool that enables members to connect with technical and engineering experts worldwide

IEEE Spectrum Magazine—the IEEE flagship magazine, 12 monthly issues (print) and online, digital delivery

The Institute Newspaper—12 monthly issues (4 print, 8 online)

IEEE Potentials Magazine—6 issues (online). Print editions for student members in U.S. and Canada, optional for US\$5 for all other countries. Members can subscribe for US\$15.

IEEE Xplore®—table-of-content and abstract access to over 2 million documents

Microsoft® software—The IEEE, in conjunction with Microsoft, offers a wide selection of development software to IEEE Student members. All new IEEE Student members and those students that renew will qualify for free Microsoft software.

Global Community—Belong to the network and buying power of 382,000 members in 150 countries...

IEEE Sections—network with others in the local member community and participate in local educational events

Technical Chapters—engage with others through informative technical meetings

Student Branches—opportunities to network with student members at universities and colleges

IEEE e-mail alias—with virus protection and spam filtering

ShopIEEE discounts—membership can pay for itself, with as much as 50% off IEEE products

IEEE Conference—registration discounts

Volunteering—opportunities that build leadership skills and networking opportunities

Profession—Empowering members to build and own their careers, and venues to give back to society...

IEEE Job Site—locate career opportunities easily and confidentially

IEEE Mentoring Connection—available to members after graduation, this online tool matches young IEEE members seeking professional guidance and counseling with veteran IEEE members willing to share their knowledge and life experiences

Career Alert—a weekly e-mail newsletter containing career advice plus the job of the week from the IEEE Job Site

Awards—recognize the accomplishments of technologists and engineers worldwide

Scholarships—enhance your resume with an IEEE scholarship

Consultants Database—a service available for matching technical consultants with clients

Today's Engineer—monthly webzine devoted to the issues affecting IEEE members' careers

2. Additional Benefits (require an additional fee)

IEEE Expert Now™—short courses and workshops delivered online in one-hour learning modules, offering Professional Development Hours (PDH) or Continuing Education Units (CEUs) to help maintain licensing or certification

IEEE Member Digital Library—access up to 25 articles a month from any IEEE publication or conference proceeding

Proceedings of the IEEE—the IEEE flagship journal, a leading authoritative resource for in-depth research coverage, tutorial information and reviews

IEEE Continuing Education Partners Program—up to a 10% discount on online degree programs

Insurance Services—customized selection of insurance products, designed for the professional technologist and engineer

Financial Services—receive discounts on financial services from IEEE's partnering companies

Home & Office Services—substantial discounts on products and services for your home and office

Travel Services—enhancing the overall travel experience for IEEE members and their families

Student Branch Chair & Officers

Branch Administration

Executive Committee

Chair

Vice Chair

Secretary

Treasurer

Executive Committee

An IEEE Student Branch is guided by its student officers, committee Chairs and the faculty counselor. The responsibility of this core of leaders is to assure that a viable and meaningful program is carried out. If the leadership is dynamic, innovative and motivating, a successful program is certain to result.

The Branch Executive Committee is responsible for administering Branch operations. It traditionally consists of the Chair, Vice Chair, Secretary and Treasurer. However, it will increase your support to extend the opportunity to participate to as many people as possible. Since the Executive Committee is the core of the Branch, inclusion of your counselor and committee chairs is an excellent idea. Remember, good communication is a necessity for a successful operation. You might also consider having representatives from the freshmen and sophomore classes on your committee, as well as graduate students.

The Executive Committee should meet regularly to develop programs plans, review progress, and maintain the necessary continuity of operation.

The Annual Plan is a report due at IEEE by 1 November. It assists the Branch in setting its goals and objectives. Developed in a series of meetings involving the Executive Committee, committee chairmen, and the counselor, it considers the needs and interests of the Branch members and sets down specific programs and goals. By working toward defined goals, the Branch is able to measure and evaluate its effectiveness during the course of the year, and again at the end of the year when writing the Annual Report. The Annual Plan, if developed before current officers leave and new officers assume their duties, provides an excellent means of establishing officer continuity.

Your responsibilities to IEEE (such as the Annual Plan, the Annual Report, and reporting new officers, etc.) are noted in the Branch Calendar. Specific responsibilities of Branch officers and the counselor are described on the following pages. It is important to note, however, that an officer's responsibility is not limited to points outlined in this reference guide. If a Branch is to succeed, it requires from its leadership a willingness to reach beyond the customary roles defined here.

Chair

As the executive officer of the Branch, the Chair is the key to effective student leadership. As Chair, you are responsible for the overall management of all Branch affairs. However, in order to be effective, you must learn and utilize the art of delegating responsibility to your officers and to certain selected members as required by your Branch's size and range of activities and programs. Your own specific duties include:

1. Preside at all meetings of the Branch. The Chair must be familiar with parliamentary procedure and the proper etiquette required to conduct a businesslike session. A guide such as Robert's Rules of Order can be a useful reference. Regardless of how formal or informal a meeting is, it is absolutely essential that the Chair be organized, professional and concise. The quickest way to lose attention (and prospective members) is to conduct a disorganized, lengthy and wasteful meeting. At a business meeting, conduct yourself in a businesslike manner, stand up, address your audience clearly and directly, be courteous and precise in introducing guests, close the meeting by thanking those in attendance and by announcing the next scheduled IEEE function.
2. Holding regular meetings of the Branch Executive Committee is necessary to operate the Branch effectively. The Chair assures that actions of the Committee are handled properly and in the best interest of the IEEE. Also recognize that the Chair's attitude during these committee meetings can set the tone for the meeting. If you are enthusiastic, open and receptive to new ideas, the meeting will be more productive and the members will be personally committed to the final plan of action.
3. Appoint program, publicity, and membership committee Chairs promptly. The importance of these principal committee positions cannot be over-emphasized.
4. Prepare the necessary reports for IEEE headquarters. Reports such as the Annual Plan discussed earlier and the Annual Report are vital to maintaining good records as well as informing IEEE Headquarters of your Branch program. Without prompt and accurate submission of these reports, rebate checks and Branch mailings may be delayed or withheld. Whether you personally handle the reports or delegate the responsibility to the Secretary (under your supervision), it is the Chair's responsibility to ensure that the filing of these reports is accomplished.
5. Arrange for the election of Officers on a calendar year basis or several months before graduation to assure adequate continuity from one administration to the next. Consult the section on Nominating Committees for ideas on how to handle elections at your Branch.
6. Communicate frequently with other Officers. Particularly during the summer months before the fall program schedule is underway, stay in touch with your Officers by e-mail if they are away from campus. Continuing to exchange ideas, make plans and build a personal rapport with each officer will strengthen your Student Branch and interaction.

Student Branch Chair & Officers (continued)

Vice Chair

As the junior executive Officer of the Branch, the Vice Chair frequently oversees committee responsibilities and always shares the work load of the Chair. Since you are an important member of the Executive Committee, you can do much to motivate Branch activity. Because the duties of the Vice Chair are not as well defined as in other officers, it is imperative that you take the initiative to seek out areas where you may be of assistance or where a new project under your guidance might serve a need previously unmet.

You should continue to offer your assistance to the Chair. He/she may not need your help each time that you ask, but you can be assured that your willingness to help will be noticed. If you find the Vice Chair position to be an easy one, you are not contributing to the Branch as you should be!

Some suggested duties for the Vice Chair include:

1. Being Chair of the Program of Membership Committee and review member benefits. Effort put into these committees is always of tremendous benefit to the Branch.
2. Organizing field trips, special events or speakers which involve additional coordination beyond regular programming efforts.
3. Being responsible for refreshments at Branch meetings. Often sharing a “common table” is a good way to increase meeting attendance.
4. Assisting the Chair in following up on assigned committee responsibilities.

Secretary

Since many Student Branches date back a number of years, it is easy to waste time and effort on projects previously proven unsuccessful when accurate and informative records are not kept. For this reason, the Secretary has an important and exacting task. A larger Branch may wish to divide the workload between a corresponding and recording Secretary. The duties of the Secretary include:

1. Notify IEEE Headquarters of the names of newly elected Officers immediately upon election. Since all of the supplies and mailing from Headquarters go to the counselor or Chair, it is imperative that correct names and addresses be available to prevent delay in delivery. Report officers online www.ieee.org/go/officerreport.
2. Keep detailed records of each Branch meeting in order to complete the Annual Report each year. Although it is not necessary to send individual meeting reports to IEEE Headquarters, these records greatly aid in proper preparation of the Annual Report at the end of the year. For more information, go to www.ieee.org/students.
3. Maintain supplies as required by the Branch. Every August, a membership development kit is mailed to each branch counselor. When those supplies are used, order online at www.ieee.org/mdsupplies and allow at least three weeks for delivery. Please keep quantities ordered within reason. Please remember there are over 1,700 Student Branches when ordering. Many of these supplies, when properly utilized, can greatly aid in effective recruitment of new members and retention of existing members. Both efforts are equally important.

4. Carry out the necessary communications of the Branch and serve as custodian of all records of the Branch, including all e-mail and correspondence. The Branch membership roster and committee assignments list should be kept by the Secretary. At the end of your term, you should arrange for the orderly transfer of all records to the incoming Secretary.
5. Maintain and update a Student Branch Web site. IEEE has an Entity Web Hosting (EWH) program, to host your Web site. More information at www.ewh.ieee.org. Include a calendar of events, links to joining IEEE www.ieee.org/join and renewing membership www.ieee.org/renewal and other suggestions on EWH. This is an excellent way to keep members aware of meetings and Branch activities, as well as the university, the IEEE Section and the local community.
6. Ascertain that Branch activities are conducted under the provisions of the current Branch Constitution and Bylaws. Use of the IEEE Master Brand is permitted for IEEE activities. Complete details www.ieee.org/masterbrand.
7. Record the full names and addresses of all speakers and their respective companies, as well as titles and sources of films. Remember to always send a short note of appreciation to your speakers and to special guests.

Treasurer

The Treasurer must see that the Branch's finances are in order and accounted for. Often the final approval of a project will depend on the finances available, so it is imperative that all records be kept up-to-date and as accurate as possible. The duties of the treasurer include:

1. Deposit all monies received in the name of the Branch in an appropriate depository authorized by the Executive Committee and maintain an exact accounting of all receipts and expenditures.
2. Prepare a budget at the start of the year and an end-of-the-year Financial Statement for the Branch Executive Committee and Counselor. The budget can be included as part of the Annual Plan submitted by 1 November (or two months after your academic year starts) each year. Remember, once the budget is established only disbursements authorized by the Executive Committee should be made. The Financial Statement is submitted with the Annual Report to IEEE by 1 May (or two months after your academic year ends) each year.
3. Receive and deposit the annual rebate check from Headquarters. Each Branch receives two dollars (US\$2.00) per Student member recorded at IEEE Headquarters as of 31 December of that academic year. Checks are mailed in December each year. A US\$50 or US\$100 allotment is also available (see MGA Operations Manual Section 9).
4. Arrange for an orderly transfer of all financial records of the Branch to the incoming Treasurer and oversee all fund raising efforts.

Quick Reference Guide

For up to date IEEE resources, visit the IEEE Student concourse

www.ieee.org/students

To report change in IEEE Student Branch officers online

www.ewh.ieee.org/forms/scs/interactofficer.php

To get a membership list for your IEEE Student Branch

IEEE Student Branch Counselors and IEEE Student Branch Chairs have access to membership information through SAMIEEE.

www.ieee.org/samieee

To order supplies

IEEE Student Branch supplies are sent every August to IEEE Student Branch Counselors.

Order additional supplies online

www.ieee.org/mdsupplies

To host your IEEE Student Branch Web site

Entity Web hosting (EWH) is available to Student Branches
Visit **www.ewh.ieee.org**

To manage your membership

www.ieee.org/myieee

To join

www.ieee.org/join

To renew

www.ieee.org/renewal

To update your address

The best way is through myIEEE

www.ieee.org/myieee or

www.ieee.org/web/membership/join/update_profile.html

Frequently Asked Questions

I joined as a new member but I am not receiving my publications

www.ieee.org/publicationdelivery

I joined as a new member but I have not received my membership card

www.ieee.org/contactcenter

My name is not spelled correctly, how do I correct it?

www.ieee.org/contactcenter

Are there travel grants for individual students to attend conferences?

IEEE does not have a formal travel grant program. However, many conferences do offer programs for students. Check with the conference organizers for IEEE-sponsored and co-sponsored conferences by using the Conference search at **www.ieee.org/conferencesearch** or check with the Society sponsoring the conference.

Student Membership Processing Tips

While students are required to join IEEE online and the quickest way to activate a membership is by using a credit card, there is also a process called “print and mail” for students who need alternate ways to pay the membership dues. IEEE also offers a group process for branches that collect multiple student applications.

Recent enhancements were made to the online application process to enhance your recruiting efforts:

- Keyword search for school name is case insensitive, making searches much more successful.
- Students self-certify that they qualify for IEEE student membership, cutting down on the time it takes to process a new application.
- Undergraduate or graduate students taking at least 50% of a normal full-time course of study in IEEE designated fields are now eligible for student membership in IEEE. This is especially welcome for our graduate student members who are eligible for student membership rates.

Print and Mail Option for Students Without a Credit Card

Once the online application is completed, the prospective member will be presented with an option to “Continue to Checkout”, or “Print and Mail with Payment”. By choosing the “Print and Mail” option, the information that has been entered is temporarily stored in our system. When the form and payment arrive at the IEEE Operations Center they are matched to the student’s electronic record. IEEE encourages this process because it allows students to enter their information directly into their membership record, resulting in improved data integrity and faster processing. No re-keying of data is required.

Handling a Large Volume of New Student Member Applications

When running a new membership recruitment campaign on campus, Student Branches are encouraged to set up a computer on-site to enable the prospective student members to join online. Branch officers can then let the students know about their upcoming activities and how to find out more information, connecting them to the local IEEE quickly. Student Branch officers can collect the dues in the local currency or other forms of payment. Create a list of the new applicants’ names and IEEE member numbers (or print their applications onsite), then send the list (or applications) with the batch payment to the IEEE Operations Center for processing.

Below are **wire transfer details**. Payment needs to be made to the following account:

Bank Name: Wachovia Bank

Address: 301 South Tryon St, Charlotte, NC USA 28288

Account Name: IEEE

Account Number: 201130673841-6

ABA or R/T NO: 031201467

SWIFT Number: PNBUS33 (for Int'l WT only)

Please add \$15.00 to the total amount of payment to cover bank fees. To ensure proper credit to your account, always reference your member/customer account number, the name of the university or college and the number of applicants on the list you are sending to be paid by the wire transfer.

Updating Education Information for IEEE Student Members

Updating your education profile on your member record is important to continue qualifying for IEEE student membership.

Follow these 6 steps:

1. Visit www.ieee.org
2. Under "What Do You Want To Do" header
 - a. Click on "Log into My Account"
3. Enter your IEEE Web Account username and password and log in
4. Under "My Information" header
 - a. Click on Education / Certification Profile
 - b. Click on "New" to enter new school information or Click on pencil below "Edit" to update school information listed
 - See Tips below for School Name search
5. Click on "Save"
6. Repeat steps 1, 4 and 5 for each degree you are pursuing (full or part time)
7. Log out (grey bar at top of page)

*Tips for using the School Name search

1. Click on drop down arrow
2. School search window appears
3. Enter school name in blank search field, top of page, hit Go (do not hit Enter)
4. Select attending school by clicking on the arrow to the left of the school name
5. Scroll to bottom right and click "Select" button

Student Membership Processing Tips (continued)

Tips for using the Advanced School Name search

1. Follow steps 1 & 2 above
2. Hit “Advanced Search” button—right of Go button
3. Enter country
4. Hit Search button
5. Follow steps 4 & 5 above

For questions regarding the education profile or your IEEE Web Account, please visit the IEEE Contact Center at www.ieee.org/contactcenter.

Tips for using the School Name search

1. Click on drop down arrow
2. School search window appears
3. Enter school name in blank search field, top of page, hit Go (do not hit Enter)
4. Hint: it is a key word search and is not case sensitive; if you are looking for schools that contain “California”, enter California* or Brazil, enter brazil*, etc.
5. Select attending school by clicking on the arrow to the left of the school name
6. Scroll to bottom right and click “Select” button

Calendar—IEEE Student Membership Development

Membership development is a function of recruiting new members as well as retaining existing members. As a Student Branch, IEEE will support you with both activities. The calendar below outlines the significant programs and processes that IEEE headquarters (HQ) facilitates during the year

Month	Recruitment	Retention	Recovery
JAN	Student Branch Meetings —Opportunities to disseminate membership information	Overdue Notification —HQ mails print notification to non-renewed members informing them their IEEE membership is overdue. Local MD officers to receive pre-termination report Contest deadline —IEEE President's change the World Competition proposals due 31 January	
FEB	Student Branch Meetings —Opportunities to disseminate membership information. Try visiting classes.	Termination Warning —Beginning of February—HQ mails non-renewed members reminder to renew their membership prior to month's end to avoid termination. Membership Terminates —End of February—Annual refresh of the IEEE membership database to determine which members have not paid their membership dues for the current year. Awards deadline —Outstanding Counselor Award deadline	
MAR Your recruiting efforts help IEEE meet goals.	Half-Year Dues Cycle —IEEE HQ begins accepting half price dues for present year of service for new members only. Over 8 months of services for half price.	Participate in regional conferences and student events, student paper contests, design contests.	Arrears Recovery / HQ (US and Canada only) — Recovery outreach begins for those members whose membership has elapsed. E-mail message to recover arrears members in Regions 8, 9 & 10 / HQ Region, Section and Student Branch recovery efforts should also commence.
APR	Student Branches and GOLD Affinity Groups should plan STEP graduation events with the local Section. Important to leave activities, plans and ideas for new, incoming officers.	Student Graduation Notice —IEEE e-mails to graduating, student members reminder to update their mailing address information. Conducted several times throughout the year.	Arrears Recovery / Local —Region and Section recovery efforts commence. Arrears Recovery / HQ —IEEE Outreach continues
MAY	Student Branch Meetings —Hold meetings with new officers	Student Graduation Notice —IEEE e-mails to graduating, student members reminder to update their mailing address information. Conducted several times throughout the year.	Arrears Recovery / HQ —IEEE Outreach continues
JUN			Arrears Recovery / HQ —IEEE Outreach concludes at end of month.

Continued on next page

Calendar—IEEE Student Membership Development (continued)

Month	Recruitment	Retention	Recovery
JUL			
AUG	<p>Recruitment Materials—Materials for new membership year sent to all Student Branches and Sections.</p> <p>15 August—end of half-year dues period.</p>	<p>Contest: Be the top Student Branch for new members this year—Begin a contest for recruiting new members.</p>	
<p>SEP</p> <p>Your recruiting efforts can help IEEE meet year end goals.</p> <p>New IEEE membership year begins.</p>	<p>Recruitment Kick-Off—HQ mails membership recruitment kits to all Regional MD Chairs containing upgraded brochures (pricing, design) for new membership year.</p> <p>New members begin receiving acknowledgement pack/ welcome kit for subsequent year.</p> <p>Student Branch Meetings—Opportunities to disseminate membership information</p>	<p>New Membership Year Begins—IEEE HQ activates online renewal form for subsequent membership year.</p> <p>Graduation kit mailed—IEEE mails a graduation kit to all student members & graduate student members, whose record shows graduating during the current year. Reminders of discounts they receive and importance of retaining membership after graduation –GOLD is the next step.</p>	
<p>OCT</p> <p>Students are required to renew online.</p>	<p>Student Branch Meetings—Opportunities to disseminate membership information.</p> <p>Student Branches and GOLD Affinity Groups should plan STEP graduation events with the local Section.</p>	<p>Membership Renewal—1st Notice—IEEE HQ sends e-mail renewal reminder, with incentive to renew online before 15 November.</p> <p>Contest—IEEEExtreme 24 hour programming challenge date to be announced</p>	
<p>NOV</p> <p>Students are required to join online.</p>	<p>Student Branch Meetings—Opportunities to disseminate membership information</p>	<p>Membership Renewal—2nd Notice—IEEE HQ sends e-mail renewal reminder to non-renewed, members, with incentive to renew online before 15 November.</p> <p>Award Deadline—IEEE Student Enterprise Award proposal deadline is 15 November</p>	<p>Extended Arrears Recovery—IEEE HQ coordinates recovery of memberships, 18 months elapsed. Asked to reinstate for the following year.</p>
<p>DEC</p> <p>Begin building your MD team for the next year—identify volunteers.</p>	<p>Student Branch Meetings—Opportunities to disseminate membership information</p>	<p>Membership Renewal—3rd Notice—IEEE HQ mails print invoice and annual benefits update to non-renewed, members.</p> <p>Remind current members to renew.</p>	

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