

IEEE Student Branch **Officer Training 2019**

For Executive Committee Members

23rd of June 2019

IEEE STUDENT BRANCH OFFICER MANUAL

Prepared by: **Mr. Pasan Pethiyagode**
IEEE R10 Regional Student Representative – 2017/18

Prepared for: **Student Activities Committee - IEEE Sri Lanka Section**

Reviewed by: **IEEE Sri Lanka Section**

Revisions:

1 st Edition	23 rd April 2017	Mr. Pasan Pethiyagode
2 nd Edition	25 th March 2018	Mr. Peshan Sampath
3 rd Edition	18 th June 2019	Mr. Chanaka Hettige

CONTENT

Content.....	3
1. Introduction	4
2. Extracted Clauses From MGA Manual	4
3. Annex to Clause D.....	5
4. Annex to Clause E.....	5
4.1. Executive Committee	5
4.2. Student Branch Chair	6
4.3. Student Branch Vice-Chair	7
4.4. Student Branch Secretary	7
4.5. Student Branch Treasurer.....	8
4.6. Student Branch Counsellor.....	9
4.7. Operating Committees.....	9
5. Officer Reporting.....	10
5.1. Process of officer reporting	10
5.2. Officer Reporting Guidelines	10
5.3. V-tools tutorials for Officer Reporting.....	11
6. Activity and Financial Reporting	11
7. Attachments	i
7.1. Sample Constitution	i

1. INTRODUCTION

IEEE MEMBERSHIP AND GEOGRAPHIC ACTIVITIES (MGA) in its Operations Manual, has defined the basic protocol for a Student Branch to operate. This document is a simplified addendum issued by the section to assist Student Branches in streamlining its operations. Whenever a conflict is identified, the latest revision of MGA Operations Manual takes precedence over this document.

2. EXTRACTED CLAUSES FROM MGA MANUAL

Following clauses are extracted from IEEE MGA Operations manual, on which the SBs are expected to operate.

Section 9.7 – Student Branches

A. DEFINITION

A Student Branch is a basic operating organizational unit of an IEEE Section or Region, constituted by a minimum of twelve (12) IEEE members of Student Member or Graduate Student Member grade at a particular college, university, or technical institute, to represent and fulfil the needs of the members and the missions of IEEE. Each Branch shall conduct its activities within the IEEE Constitution, IEEE Bylaws, IEEE Polices, MGA Operations Manual, and other rules externally imposed, which by law affect the membership and activities of IEEE.

D. STUDENT BRANCH CONSTITUTION

Each IEEE Student Branch shall adopt and conform to a Student Branch constitution with a copy submitted to IEEE Headquarters. The Branch constitution shall provide for the management of the Branch affairs by an ExCom consisting of the elected officers and any other members as may be specified.

E. STUDENT BRANCH OFFICERS

Officers of the Branch shall include at least a Chair, a Vice Chair, a Secretary, and a Treasurer, or a Secretary-Treasurer.

J. STUDENT BRANCH PROBATION

Failure of an IEEE Student Branch or IEEE Section Student Branch to maintain a minimum of ten (10) IEEE members of Student Member or Graduate Student Member grade and to hold at least three (3) meetings each year shall place the Branch on probation.

K. STUDENT BRANCH DISSOLUTION

The MGA Board may, after consultation with the Region Director, dissolve an IEEE Student Branch for any reason deemed sufficient. Any remaining funds in the custody of that Branch

shall revert to IEEE. If the probation (see Section 9.7.J) continues for a second year, the IEEE sponsorship shall be withdrawn automatically, and the Branch shall be dissolved.

3. ANNEX TO CLAUSE D

Every student branch need to possess a constitution, approved by the majority of the membership at the inauguration. If not available, the SB shall immediately form a petition, circulate among the members and get approved at the earliest AGM held. Refer to Attachment 7.1 for sample constitution.

4. ANNEX TO CLAUSE E

Specific responsibilities of Student Branches, Branch Officers, and Counselors are described on the following pages. However, it is important to note that an Officer's responsibility is not limited to points outlined below. If your Branch is to succeed, it requires that you be willing to reach beyond the customary roles defined here.

4.1. Executive Committee

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

- Annual Plan - Due 1st of February annually - <https://sbr.vtools.ieee.org/>
- Meeting/Activity/Event Reporting – Due whenever an activity is conducted - <https://events.vtools.ieee.org/>

By working toward defined goals, your Branch is able to measure and evaluate its effectiveness during the course of the year. To encourage you to complete the Annual Plan, IEEE Headquarters provides an incentive allotment of US\$100.00 (if your Branch has more than 50 members), or US\$50.00 (if your Branch has less than 49 members). Additionally, IEEE provides an incentive rebate of US\$2.00 per student member at your Branch (based on your membership on 31 December of the previous year)

4.2. Student Branch Chair

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

1. Preside at all meetings of the Student Branch.
2. Hold regular meetings of the Branch Executive Committee.
3. Appoint Program, Publicity, and Membership Committee Chairs promptly.
 - 3.1. Chair shall appoint Committee Chairs or Project Chairs depending on the requirement. It is always encouraged to appoint such positions, considering the future leadership of the Student Branch.
4. Complete the Annual Plan – **due no later than 1st of February**. (<https://sbr.vtools.ieee.org/>).
 - 4.1. It is always encouraged to submit this plan with at least basic annual plan as it acts as the proof for the active existence of the SB, on which the rebate is calculated. IEEE Sri Lanka Section SAC will evaluate and forward recommendations to the IEEE Sri Lanka Section Executive Committee to re-consider disbursement of funds to SBs which do not submit their annual plans and the follow-up event reports.
5. Arrange for the election of new Officers annually and report via vTools Officer Reporting (<https://officers.vtools.ieee.org/>).
 - 5.1. It is mandatory to make the process of appointments transparent. The outgoing Chair, jointly as a member in executive committee and severally as an officer, is always accountable for the appointment process.
 - 5.2. The Chair could be inquired at any given time by IEEE Sri Lanka Section SAC, with approval of the IEEE Sri Lanka Section Executive Committee, to clarify appointment of officers.
6. Ensure smooth transition of information and materials to newly elected Officers and arrange an orderly transfer of Student Branch records.
 - 6.1. All the documents related to SB shall be uploaded to a cloud drive, with access permission for the chair of each year.
7. Coordinate activities with local Section and Region volunteers.
 - 7.1. Contact points from section are Section Student representative (SSR) and Section Student Activities Chair (SAC). Communication with Regional officers should be through the two aforementioned officers, or with them in Carbon Copy.
8. Communicate frequently with local university IEEE Student Branches.
 - 8.1. Section always encourage SBs to work collaboratively. Please communicate to SSR and SAC for details.

4.3. Student Branch Vice-Chair

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

Some of the suggested duties include:

1. Chair the Membership Committee.
 - 1.1. Vice chair is responsible for the membership growth. IEEE MGA and Region 10 is in a strict process of evaluating and dissolve SBs with low membership. It is encouraged to organize at least one Member Recruitment Programme per year.
2. Assist the Branch Chair in following up on assigned committee responsibilities.
3. Perform all functions of the Branch Chair in his/her absence or upon request.

4.4. Student Branch Secretary

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

Some of the specific duties include:

1. Keep detailed minutes of each meeting.
 - 1.1. All records should be uploaded to the common cloud space.
2. Maintain the membership roster and committee assignments on the Branch website (<http://sites.ieee.org/hosting/>).
 - 2.1. Secretary should access IEEE OU Analytics and extract membership data whenever required, especially for reporting to IEEE Sri Lanka Section SAC. (<https://mga.ieee.org/resources-operations/volunteer-tools/samieee>)
3. Be responsible for all correspondence.
4. Report events to IEEE Sri Lanka Section Event Calendar (<https://form.jotform.me/ieeesac/event-submission>)
5. Ensure that the Branch Constitution and Bylaws are adhered to.
6. Arrange for an orderly transfer of all records to the incoming Secretary.
7. Prepare activity reports and submit on time to IEEE Sri Lanka Section SAC and IEEE Sri Lanka Section Executive Committee for evaluation
 - 7.1. IEEE Sri Lanka Section SAC will make the announcement **biannually** calling proposals/reports of projects, which will be considered as the basis on which rebate will be distributed.

4.5. Student Branch Treasurer

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

The specific duties include:

1. Maintain the appropriate financial accounts. Your bank account should be interest bearing and require two signatures; the faculty counsellor should always be one of those signatures.
2. Prepare an annual budget for inclusion in the Annual Plan (due 1st February annually - <https://sbr.vtools.ieee.org/>).
3. Prepare the final Financial Statement for inclusion in the Annual Activity Report.
 - 3.1. Treasurer, in conjunction with Project Chairs, shall prepare the budget for each activity.
 - 3.2. All expenses should be recorded with proof and included in the Annual Report. Project Chairs should hand over bills for all expenses to the treasurer for this purpose.
4. Oversee all fundraising efforts.
 - 4.1. Contact details of treasurer should be mentioned in all sponsorship related material. Treasurer is responsible for issuing invoices to companies for all sponsorships, and maintaining a record for Annual Report.
5. Arrange for an orderly transfer of all financial records to the incoming Treasurer.
 - 5.1. All records should be uploaded to the common cloud space.

4.6. Student Branch Counsellor

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

The Branch Counsellor is appointed by the local Section Chair, upon the recommendation of the Student Members and the Regional SAC Chair (RSAC), and serves with the approval of the Department Head.

The appointment (or re-appointment) is normally for two years, commencing July 1. Once a new Counsellor is elected, report via <https://officers.vtools.ieee.org/>.

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

Some specific duties include:

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

4.7. Operating Committees

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

Some recommended committees are:

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

5. OFFICER REPORTING

vTools is the online platform for all sorts of reporting. It is mandatory for all officers to ensure that the reports are duly submitted through vTools, and on time.

5.1. Process of officer reporting

IEEE geographic unit officer reporting may be submitted to IEEE **at any time.**

New officers or officer changes are submitted via the vTools Officer Reporting (<https://officers.vtools.ieee.org/>) tool. Access to this tool requires use of an [IEEE Account](#).

vTools Officer Reporting enables current geographic unit volunteers to submit officer reporting online. Volunteers can enter new officers and view, remove, or replace existing officers. Officer names are automatically validated and then updated to the IEEE database. Please note that validation is based on business rules per geographic unit type.

5.2. Officer Reporting Guidelines

1. [Verify that all officers are eligible to hold office](#) before submitting. This applies to all positions except Newsletter Editor and Webmaster.
 - 1.1. Its mandatory for Chair, Vice chair, Secretary and Treasurer to have membership more than 1 year to the date of appointment. The chairman should be a project chair in at least one project, and have actively contributed in fund raising and membership development.
2. IEEE Membership numbers of unit officers must be included when entering data to vTools Officer Reporting.
3. Electronically submitted forms are sufficient for reporting requirements to IEEE Member and Geographic Activities (MGA). There is no need to mail hard copy with the same information.
4. The names of newly elected officers must be reported to IEEE MGA within **20 days following the election.**
 - 4.1. *Chair* should inform changes in student branch executive committee to the SAC chair and SSR with their complete details within 7 days from the date of such change, by completing the information form [here](#).
5. Use IEEE e-mail aliases when available.
6. If a newly elected officer does not meet eligibility requirements, or if officers are not reported, the position will be listed as vacant until reporting of an eligible officer is received.
7. Remember to print a copy for your records in order to verify against the most recent Geographic Activities Roster (<https://corporate.ieee.org/contact/rosters>).

5.3. V-tools tutorials for Officer Reporting

Following tutorials provide a comprehensive understanding on how to report officers via v-tools

1. Select OU to manage ([PDF](#))
2. View Officer Roster for Organizational Unit ([PDF](#))
3. Add Officer to Organizational Unit ([PDF](#))
4. End Term of Officer for Organizational Unit ([PDF](#))
5. Request New Officer Position ([PDF](#))
6. View Officer Logs ([PDF](#))
7. Manage URL for Organizational Unit ([PDF](#))

6. ACTIVITY AND FINANCIAL REPORTING

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

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

IEEE Sri Lanka Section and IEEE Sri Lanka Section SAC shall request reports from SBs on requirement, to which the secretary shall prepare reports as required. It is important to understand that the report submitted to vTools is the only report sent to IEEE HQ, which is recorded for the existence of SB. IEEE Sri Lanka Section is not responsible for that report. However, if v-tools reporting procedure has not been followed, the rebate for such SB will not be sent from HQ to IEEE Sri Lanka Section. Subsequently, IEEE Sri Lanka Section SAC shall recommend IEEE Sri Lanka Section to either reduce or block disbursement of rebate to such SBs, even though they have submitted all reports to IEEE Sri Lanka Section on time.

7. ATTACHMENTS

7.1. Sample Constitution

Constitution for the IEEE Student Branch – [NAME OF SB]

Name and Purpose

Sec. 1.

This organization shall be known as the IEEE [*Name of University*] Student Branch, referred to in this document as the branch.

Sec. 2.

The primary purpose of the Branch is to promote the international organization called the Institute of Electrical and Electronics Engineers, which is abbreviated as IEEE.

This includes promoting the dissemination of knowledge of the theory and practice of all aspects of electrical engineering, electronic engineering, computer science and engineering, mechanical engineering, allied branches of engineering and the related arts and sciences, as well as the furtherance of the professional development of members.

Sec. 3.

The mandate of the Executive Committee of the Branch is to serve the best interest of the Branch members. If any unforeseen circumstances arise and the best interest of the branch members are not met by this constitution, a motion to break constitutional rule shall be made by the Chairperson and tabled for one week. To be accepted, the motion must be passed unanimously by the Executive Committee.

Membership

Sec. 4.

Membership shall be limited to undergraduate and graduate students of University of [*Name of University*].

Sec. 5.

Membership and participation in the Branch activities shall be free from discrimination based on gender, race, religion or disability.

Dues

Sec. 6.

The Executive Committee of the Branch shall have the power to levy special assessments upon endorsement by a majority vote of the Executive Committee of the Branch.

Sec. 7.

Annual IEEE membership fees are set by the IEEE headquarters.

Sec. 8.

Non-payment of transnational dues will automatically result in suspension of membership in IEEE. However, non-payment of transnational dues will not result in suspension of membership in the IEEE University of [*Name of University*] Student Branch

Officers

Sec. 9.

The officers of the Branch shall be a President, a Vice-President, a Treasurer, a Secretary, and a Student Branch Councillor.

Sec. 10.

To be eligible for office, a candidate must be enrolled as a Student member of the IEEE, a member in good standing in the local Branch, and a Student of good standing in his/her faculty of study. Only one office position can be held.

Sec. 11.

The term of office shall ordinarily be one year.

Sec. 12.

Election of officers for the following year shall be held no later than the last meeting of each year.

Sec. 13.

Due consideration of predicted vacancies shall be kept to assign election dates such that the previous year's officer is still available to mentor his/her successor for a period of no less than two weeks.

Executive Committee

Sec. 14.

The management of the affairs of the Branch shall be in the hands of the Executive Committee, consisting of the duly elected officers of the Branch and the Counselor appointed by the IEEE. The Chair of the Branch shall be Chair of the Executive Committee.

Sec. 15.

The Executive Committee shall be the governing body of the Branch and shall transact all business it deems advisable, including the filling of vacancies in offices, authorization of expenditure, etc.

Duties of Officers

Sec. 16.

The Chair is the key to effective student leadership. As Chair, he is responsible for the overall management of all Branch affairs. The Chair should take every opportunity to promote the benefits of IEEE membership to fellow students. Some specific duties of the Branch Chair include:

1. Preside at all meetings of the Branch.
2. Hold regular meetings of the Branch Executive Committee and serve as Chair.
3. Appoint Director Board and Committee members promptly.
4. Arrange for the election of new Officers annually.
5. Ensure smooth transition of information and materials to newly elected Officers and arrange an orderly transfer of Branch records.
6. Work with and coordinate some activities with Section and Region Officers.
7. Communicate frequently with other Branch Officers

Sec. 17.

The Student Branch Vice-Chair should help the Branch Chair with the workload, oversee some of the subcommittees, and manage the annual program of activities. Some specific duties of the Branch Vice-Chair include:

1. Organize field trips or special events beyond regular program efforts.
2. Arrange for refreshments at Branch meetings.
3. Assist the Chair in following up on assigned committee responsibilities.
4. Perform all functions of Chair in the latter's absence or upon request.

Sec. 18.

The Student Branch Secretary should maintain all Branch records and supplies. Some specific duties of the Branch Secretary include:

1. Report new officers online as elections are held.
2. Keep detailed records of each Branch meeting.
3. Maintain the Branch membership roster and committee assignments on the Branch web site.
4. Be responsible for all Branch correspondence.
5. Post a calendar of events.
6. Assist the Chair to ensure that Branch activities are conducted under the provisions of the current Branch Constitution and Bylaws.
7. Arrange for an orderly transfer of all Branch records to the incoming Secretary.

Sec. 19.

The Treasurer is responsible for maintaining the financial accounts of the Branch. Since final approval of a project may depend on the finances available, it is imperative that all records be kept current and as accurate as possible. The specific duties of the Treasurer include:

1. Maintain the appropriate Branch accounts. Bank account should be an interest bearing requiring two signatures; the Branch counselor should always be one of those signatures.
2. Prepare an annual budget for inclusion in the Annual Plan of Activities report.
3. Prepare the final Financial Statement for inclusion in the Annual Report of Activities.
4. Oversee all fundraising efforts.
5. Arrange for an orderly transfer of all Branch financial records to the incoming Treasurer.

Sec. 20

A past member of the Executive committee who has some firsthand experience in Student Branch operations and Section activities is an ideal candidate for a Branch Mentor. He or she will provide guidance, serve as a liaison between the Student members and Section Executive, and encourage new graduates to stay active in the IEEE. The specific duties of the Branch Mentor include:

1. Meet with Student Branch members regularly.
2. Participate in all Section Executive Committee meetings.
3. Assist the Student Branch in developing effective programs.
4. Provide a dependable bridge between the Student Branch and local Section.
5. Work closely with the Student Branch Counselor and the *Section SAC Chair*.

Standing Director Board

Sec. 21.

The following Directors or their equivalent shall be appointed by the President:

- Activity Director
- Organizing Director
- Educational Director
- Editor
- Web Admin

Sec. 22.

In addition to the above standing Director Board, the President may appoint other directors which he or she may deem necessary.

Meetings

Sec. 23.

The Branch shall hold regular and special meetings at such places and times as designated by the Executive Committee, with a minimum of one meeting per month.

Affinity Groups

Sec. 24

Student Branch shall have affinity groups only declared by IEEE Headquarters as eligible entities under the Student Branch, serving the needs of a specific group of members. However, incorporation of any such affinity group should be under the approval of the Branch Counselor.

Sec. 25

Once incorporated, the affinity groups are eligible to operate under their own constitution approved by the Student Branch Counselor. Such affinity group shall also maintain their own bank account.

Sec. 26

In a situation where an affinity group fails to meet the expected outcomes or acts without due responsibility, the Branch Counselor is eligible to intervene and take necessary steps to ensure the goodwill of IEEE as an entity inside the university.

Amendments

Sec. 27

The Branch is empowered to adopt Bylaws which are consistent with this Constitution.

Sec. 28.

This Constitution may be amended by two-thirds of the members of the Branch present and voting, provided the amendment has been proposed at least one duly publicized meeting previous to the time of voting. Such amendments become effective only upon the approval of the Executive Committee of the Branch.