

IEEE R10 Requirements and Guide for new Section/ Subsection/Chapter Formation

Prepared by:

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http://www.ieee.org/societies_communities/geo_activities/forms_petitions/

[DF_IEEE_MIG_MCT_63099](#);

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Chapter

- Minimum petitioners: **12** IEEE members.
- Please see **note 1** for the complete process to follow.

Subsection

- Minimum petitioners: **20** IEEE members.
- Please see **note 1** for the complete process to follow.

Subsection Elevation to Section

- Active Subsection for three consecutive years.
- Minimum petitioners: **100** IEEE members.
- At least three times larger than the membership when the subsection was formed.
- Please see **note 2** for the complete process to follow.

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Note 1 – Additional information and process to follow.

1. Prepare the appropriate petition documents by following the Basic MGA Approval Process shown in the MGA Website: https://www.ieee.org/societies_communities/geo_activities/forms_petitions/forms_petitions_index.html.
2. Prepare Business plan indicating the detail activities to be conducted within three years to insure sustainable growth of the proposed new OU. (See Note 3 for details)
3. The plan should be endorsed and approved by the Chair of Parent OU.

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Note 2 – Additional information and process to follow

1. The subsection petitioner must show proof that it had complied the following.
 - A. Active Subsection for three consecutive years.
 - B. Minimum petitioners: 100 IEEE members as well as at least three times larger than the membership when the subsection was formed.
 - C. Threefold growth in their activities over the period.
2. Subsection must seek internal consent and approval from its current parent Section EXCOM.
In this regard the subsection must comply the following:
 - A. Business plan of the new Section petitioner for the first 3 years. **See note 3.**
The plan is to be prepared by the petition organizer, endorsed by the Current parent Section Chair.
3. Prepare the appropriate petition documents by following the Basic MGA Approval Process shown in the MGA Website: https://www.ieee.org/societies_communities/geo_activities/forms_petitions/forms_petitions_index.html.
4. The petitioner should submit all relevant petition documents to the IEEE R10 Section and Chapter coordinator, copy furnished the IEEE R10 secretariat

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Note 2 – Additional information and process to follow

5. The IEEE R10 Section and Chapter Coordinator will verify the validity of the petition documents by asking the petitioners Parent Section Chair to give comments.
6. The SEC team will evaluate all the information presented pertaining to the petition.
7. If all the information validated are alright, the SEC team through the SEC coordinator will recommend to the IEEE R10 Director to sign and indorse the petition for R10 to become the parent OU of the petitioner.
8. When the IEEE R10 Director signed the petition or give the approval via email, the Section and Chapter Coordinator will send the approved petition form to the petitioner.
9. The petitioner can now submit its petition request (with the IEEE R10 Director approved document that R10 will be the parent of the petitioner) to the MGA.
10. MGA give final approval of the petition.

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Note 3 – Additional information in the business plan

- 1) Activities planned for the first three years.
- 2) How will you keep your OU active, and add the members?
- 3) How will you retain the members?
- 4) How will you make your OU self-sustaining and manage funding for activities/ events?
- 5) How will you enhance member benefits & make IEEE preferred professional platform?
- 6) How will you create deeper IEEE connectivity with Industry, Research & Academia to enhance value for members?
- 7) Any other input/information.

Target Processing Time for R10 New Subsection/ Chapter Petition formations

Required Time[days]	----	1-15	----
Submission of petition to HQ			
Processing in HQ			
Approval request sent to R10			
Processing in R10 (Note)			
Approval sent to HQ			
Processing in HQ			
Approval sent to the petitioner			

(Note) Processing in R10:

- Review of petition document by R10 Committee lead by the R10 Section and Chapter Coordinator: 1-7 days
- R10 Section and Chapter Coordinator recommendation to R10 Director and confirm the R10 Decision: 1-8 days