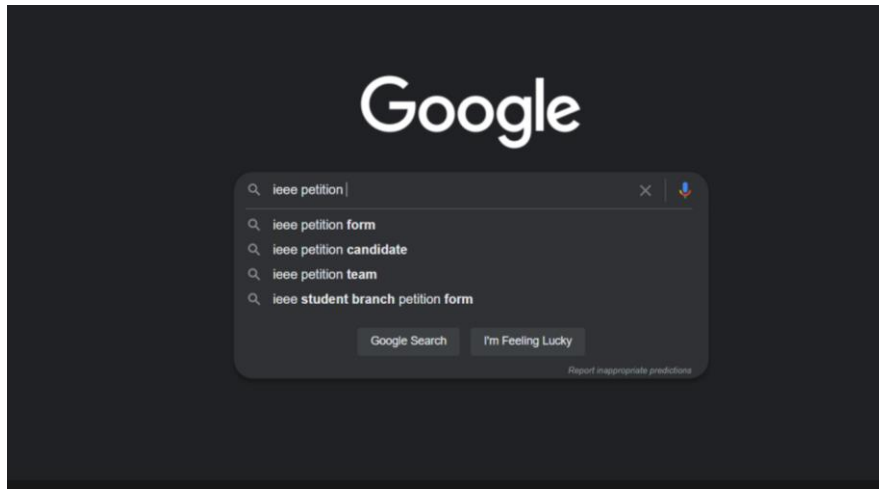
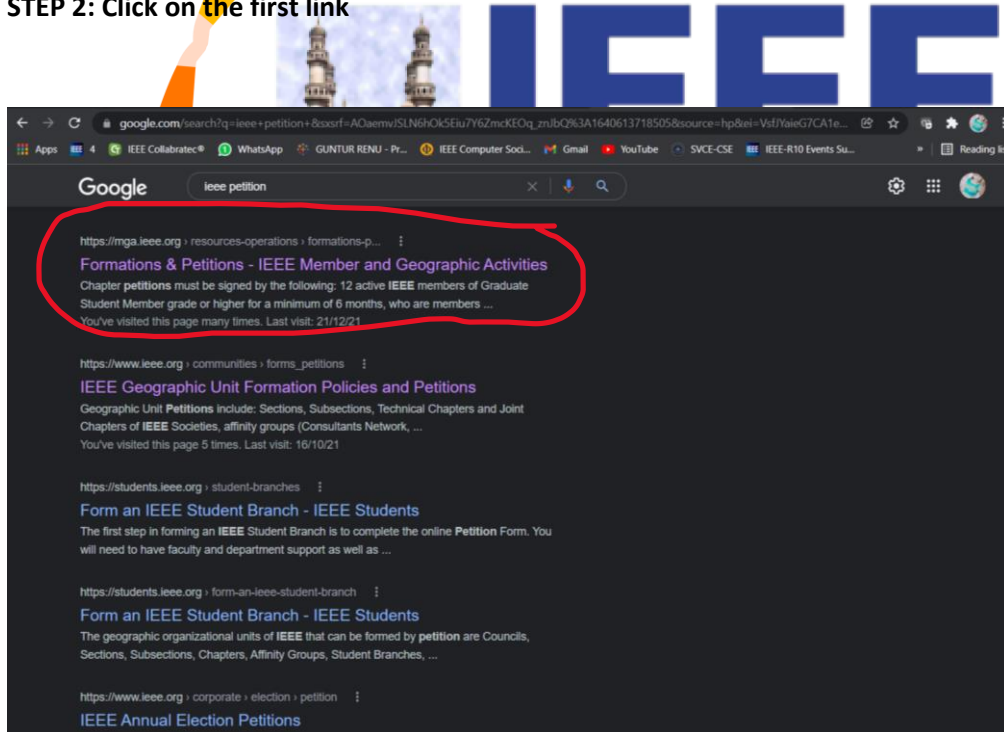


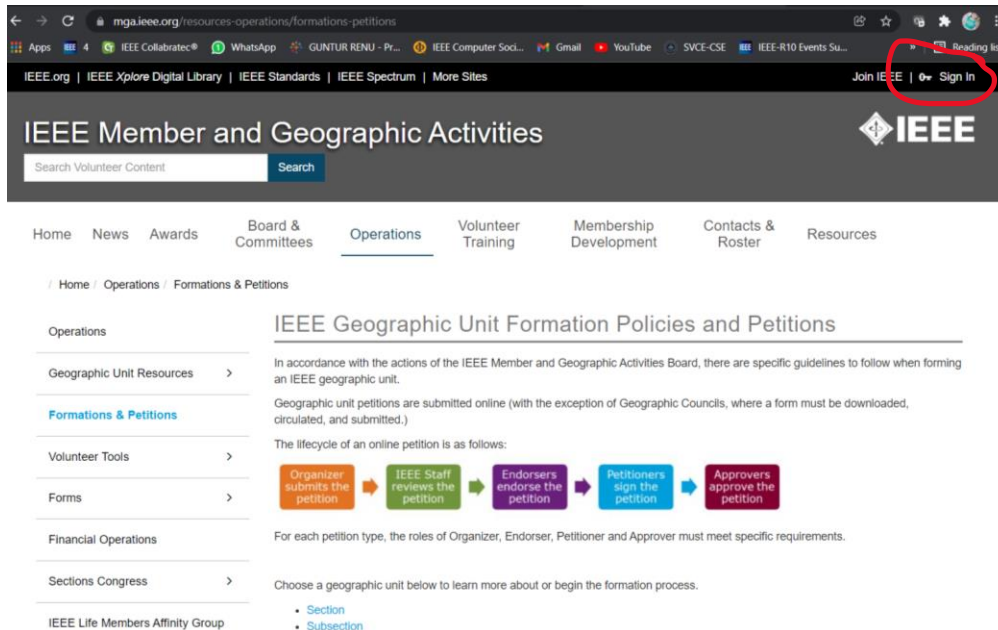
## STEP 1: Search IEEE Petition in Google.com



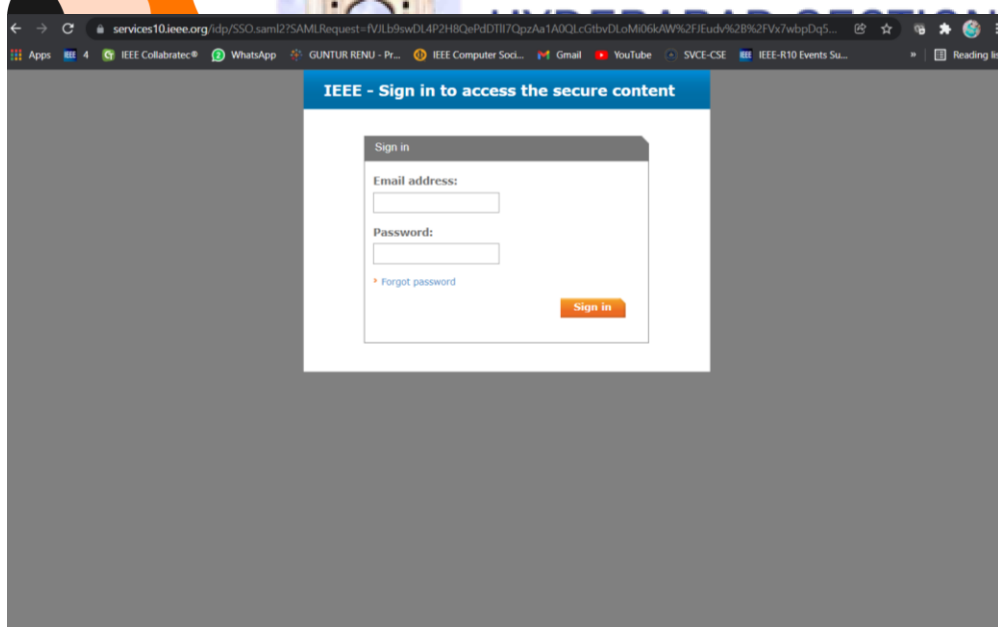
## STEP 2: Click on the first link



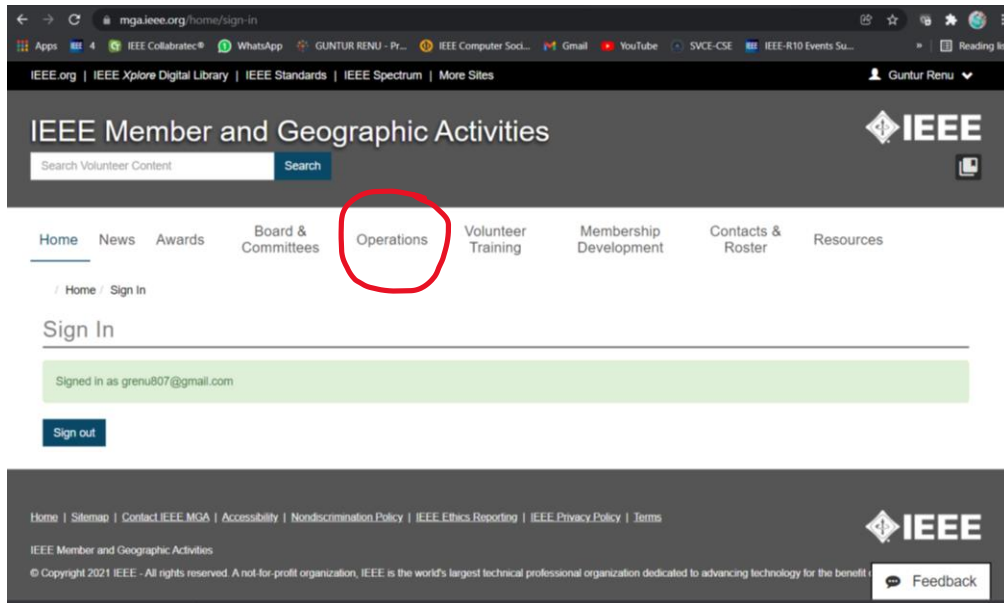
### STEP 3: Click on Sign in on the top right corner



### STEP 4: Give your Email address and password and click sign in

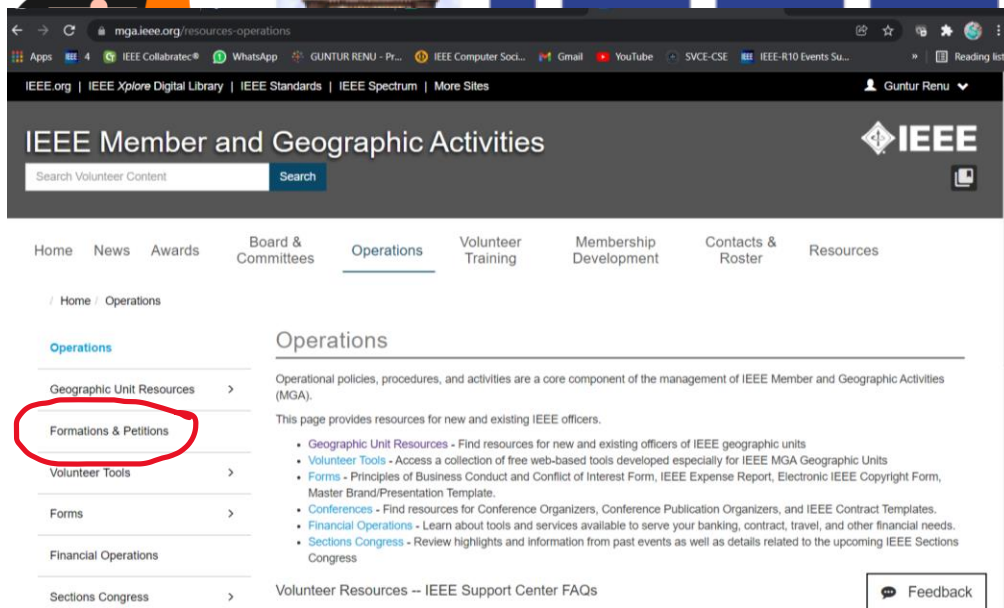


## STEP 5: Click on the operations



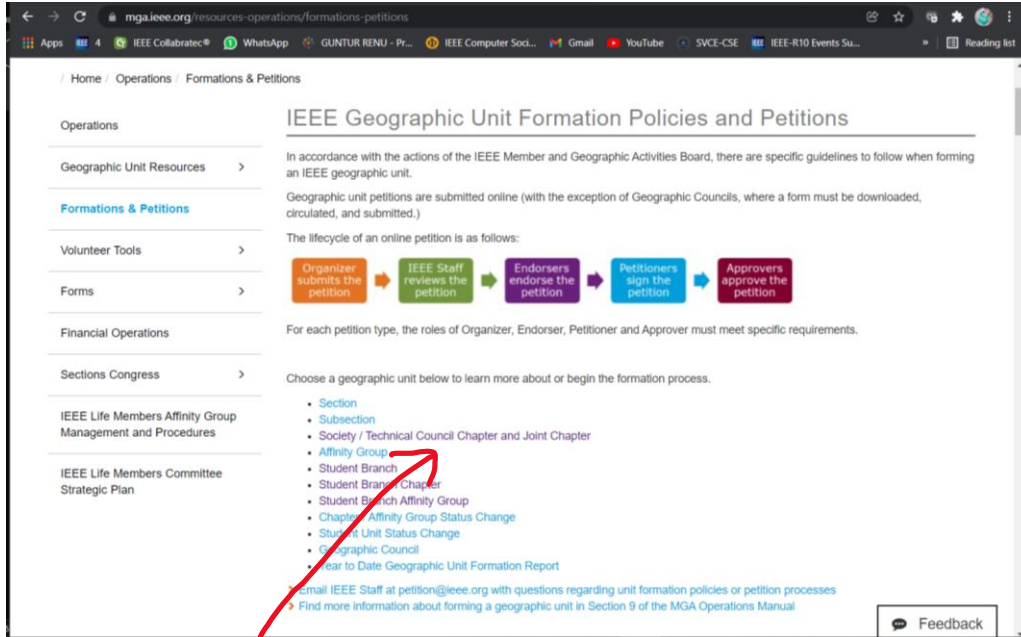
The screenshot shows the IEEE Member and Geographic Activities website. The navigation menu includes Home, News, Awards, Board & Committees, **Operations** (circled in red), Volunteer Training, Membership Development, Contacts & Roster, and Resources. Below the menu, there is a 'Sign In' section with a login status: 'Signed in as grenu807@gmail.com' and a 'Sign out' button. The footer contains links for Home, Sitemap, Contact IEEE MGA, Accessibility, Nondiscrimination Policy, IEEE Ethics Reporting, IEEE Privacy Policy, and Terms, along with a Feedback button.

## STEP 6: Click on the Formations & Petitions



The screenshot shows the IEEE Member and Geographic Activities website with the 'Operations' page selected. The left sidebar menu includes Geographic Unit Resources, **Formations & Petitions** (circled in red), Volunteer Tools, Forms, Financial Operations, and Sections Congress. The main content area displays the 'Operations' page, which includes a description of operational policies and a list of resources: Geographic Unit Resources, Volunteer Tools, Forms, Conferences, Financial Operations, and Sections Congress. A 'Feedback' button is visible at the bottom right.

## STEP 7: Click on Society / Technical Council Chapter and Joint Chapter.



Home / Operations / Formations & Petitions

### IEEE Geographic Unit Formation Policies and Petitions

In accordance with the actions of the IEEE Member and Geographic Activities Board, there are specific guidelines to follow when forming an IEEE geographic unit.

Geographic unit petitions are submitted online (with the exception of Geographic Councils, where a form must be downloaded, circulated, and submitted.)

The lifecycle of an online petition is as follows:

- Organizer submits the petition
- IEEE Staff reviews the petition
- Endorsers endorse the petition
- Petitioners sign the petition
- Approvers approve the petition

For each petition type, the roles of Organizer, Endorser, Petitioner and Approver must meet specific requirements.

Choose a geographic unit below to learn more about or begin the formation process.

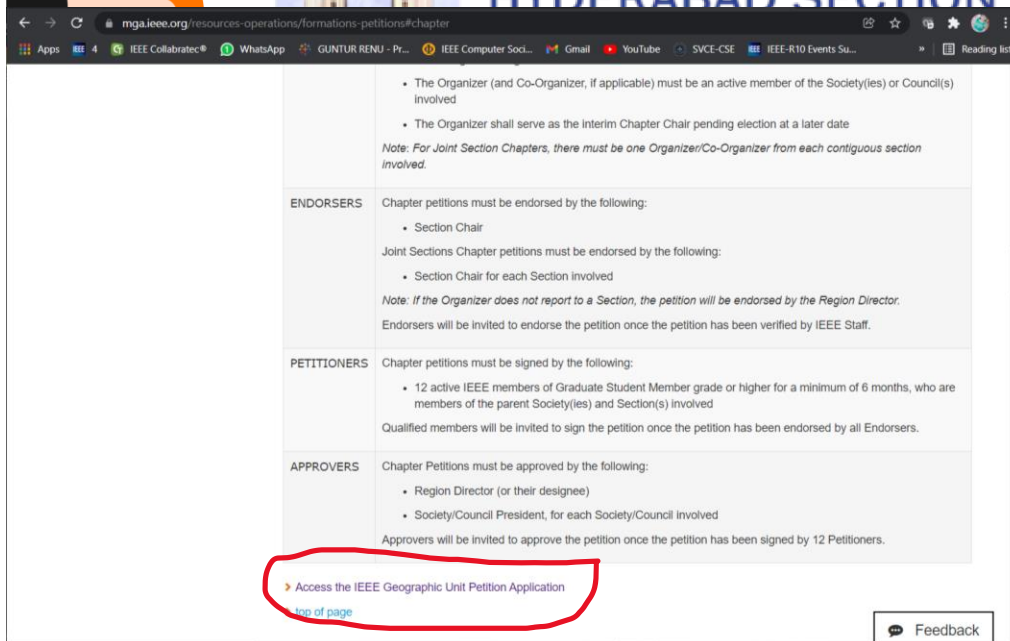
- Section
- Subsection
- Society / Technical Council Chapter and Joint Chapter**
- Affinity Group
- Student Branch
- Student Branch Chapter
- Student Branch Affinity Group
- Chapter Affinity Group Status Change
- Student Unit Status Change
- Geographic Council
- Year to Date Geographic Unit Formation Report

Email IEEE Staff at [petition@ieee.org](mailto:petition@ieee.org) with questions regarding unit formation policies or petition processes

Find more information about forming a geographic unit in Section 9 of the MGA Operations Manual

Feedback

## STEP 8: Click Access the IEEE Geographic Unit Petition Application.



Home / Operations / Formations & Petitions / Chapter

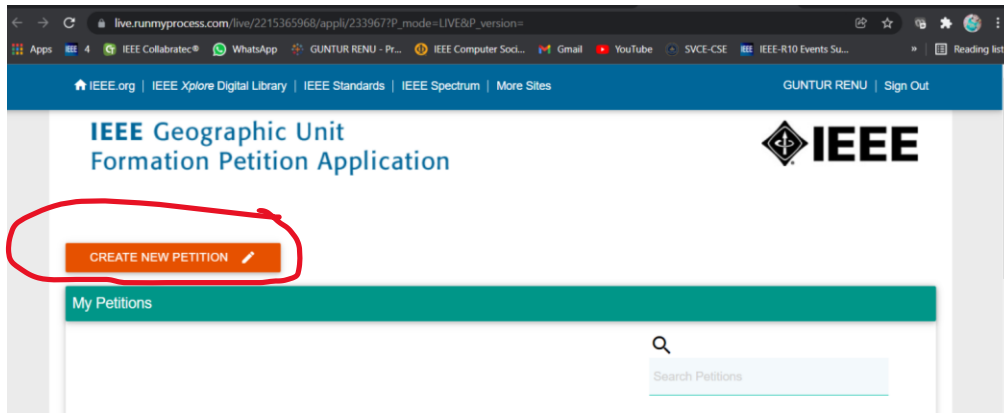
	<ul style="list-style-type: none"><li>The Organizer (and Co-Organizer, if applicable) must be an active member of the Society(ies) or Council(s) involved</li><li>The Organizer shall serve as the Interim Chapter Chair pending election at a later date</li></ul> <p><i>Note: For Joint Section Chapters, there must be one Organizer/Co-Organizer from each contiguous section involved.</i></p>
ENDORSERS	Chapter petitions must be endorsed by the following: <ul style="list-style-type: none"><li>Section Chair</li></ul> Joint Sections Chapter petitions must be endorsed by the following: <ul style="list-style-type: none"><li>Section Chair for each Section involved</li></ul> <p><i>Note: If the Organizer does not report to a Section, the petition will be endorsed by the Region Director.</i></p> Endorsers will be invited to endorse the petition once the petition has been verified by IEEE Staff.
PETITIONERS	Chapter petitions must be signed by the following: <ul style="list-style-type: none"><li>12 active IEEE members of Graduate Student Member grade or higher for a minimum of 6 months, who are members of the parent Society(ies) and Section(s) involved</li></ul> Qualified members will be invited to sign the petition once the petition has been endorsed by all Endorsers.
APPROVERS	Chapter Petitions must be approved by the following: <ul style="list-style-type: none"><li>Region Director (or their designee)</li><li>Society/Council President, for each Society/Council involved</li></ul> Approvers will be invited to approve the petition once the petition has been signed by 12 Petitioners.

[Access the IEEE Geographic Unit Petition Application](#)

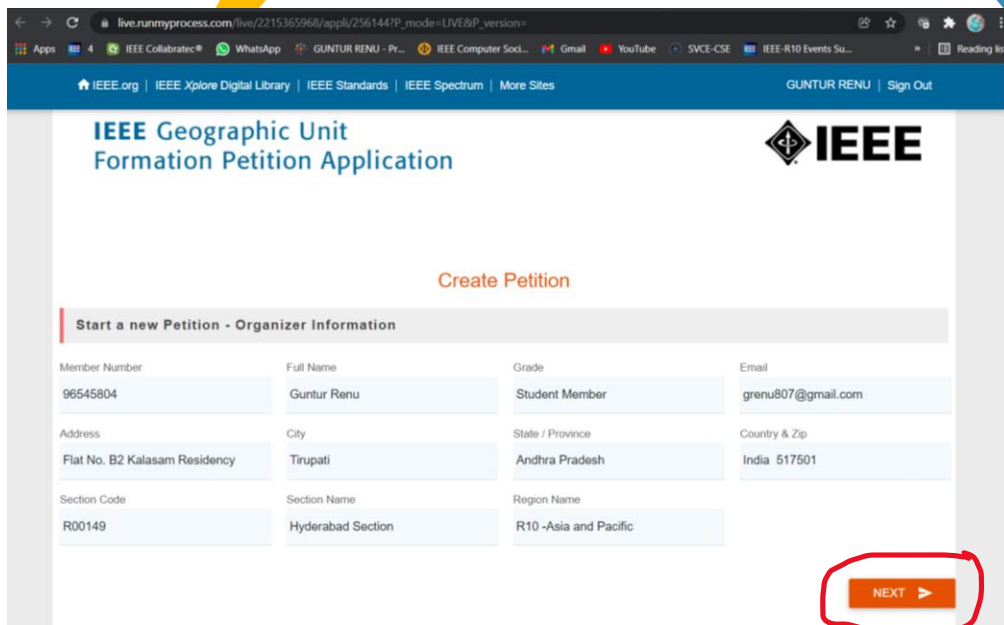
[top of page](#)

Feedback

**STEP 9: Click on create new petition**



**STEP 10: Click on "Next"**



**STEP 11: Select Student Branch chapter for society chapters and Affinity group for WIE AG**

**After selecting Student branch chapter / student branch affinity group**

**Click on Start Petition.**

**STEP 12: Click on the chapter you wish to start the petition and click save & Continue**

**Note: the person filing the petition becomes the chair of the SB chapter being formed**

**The person filing the petition must have that membership**

**STEP 13: Sample Answers for the Questionnaire of IEEE Women in Engineering Affinity Group**

- a. **If the Student Branch Affinity Group is approved, how and when will the election take place to complete the branch committee (vice-chair, treasurer and secretary)? \***

From the Core-Team of IEEE Hyderabad Section Student Activities Committee 2021.

If the Student Branch is approved, the election of the Branch Committee will be selected based on the voting process and active participation of the student members in previous events. The Chapter Executive Committee elections would be held immediately after the chapter formation for the new initiations in the computer society chapter. we will try to initiate the new key events after the chapter formation.

Awareness of IEEE, Introduction to new technologies, and mostly based on student requirements. We will try to organise workshops as well as panel discussions with our eminent female faculty and inspire many girl students towards IEEE and also organise flagship events and the student chapter initiatives in our student branch. we will also try to organise faculty development programs, student training programs and try to initiate the outcome-based programs.

Sharing work to the members equally based on their interests such as registrations, content, design, promotions, the success of the event, feedback of the particular event from the resource person and participants, suggestions and improvements for upcoming events from students. we try to initiate new hands-on training and learning experiences, IEEE membership drives in our institution and motivate the students to join IEEE.WIE.

The funding for activities and events will be managed with the help of our department. If the events are more then we would request the section/SAC to help with our student branch. Funding includes various things. so, we better get involved with the main team with accurate events.

Creating awareness about IEEE, letting them know each and every opportunity provided by IEEE, students interacting with speakers and experts of advanced technologies. Making students get involved in IEEE's technical and non-technical activities, letting students discover new things and people, taking everyone's ideas into consideration and working them out as a team.

Here, the section and the Student Branch conducts different events and activities which might face a common problem while planning to develop and collaborate. but, in our Student Branch Chapter, we would like to conduct events with various topics from the scratch which also helps other departments

- b. What activities (seminars, competitions, etc.) do you have planned for your Student Branch Affinity Group (if approved). Have you already had any activities in your Institute that you would like to continue under your Technical Society? \*

Introduction to Importance of Women in Engineering, and mostly based on student requirements. We will try to organise various activities that engage girl students such as competitions or panel discussions on trending topics such as women in computing etc . Organise flagship events and the

student branch affinity group initiatives in our student branch. we will also try to organise faculty development programs, student training programs and try to initiate the outcome-based programs.

- c. What plans are in place to keep the Student Branch Affinity Group active, and the members and committee officers involved? \*

Sharing work to the members equally based on their interests such as registrations, content, design, promotions, the success of the event, feedback of the particular event from the resource person and participants, suggestions and improvements for upcoming events from students. we try to initiate new learning experiences, IEEE membership drives in our institution and motivate the students to join IEEE WIE.

- d. What plans are in place to keep the Student Branch Affinity Group self-sustaining? How will the funding for activities and events be managed? \*

The funding for activities and events will be managed with the help of our college management. If the events are more then we would request the section/SAC to help with our student branch. Funding includes various things. so, we better get involved with the main team with accurate events.

- e. What are your plans to increase the Student Branch Affinity Group membership within the first year, following approval? \*

Letting them know each and every opportunity provided by IEEE through women in engineering, students interacting with speakers and eminent female leaders. Making students get involved in IEEE's technical and non-technical activities, letting students discover new things and people, taking everyone's ideas into consideration and working them out as a team.

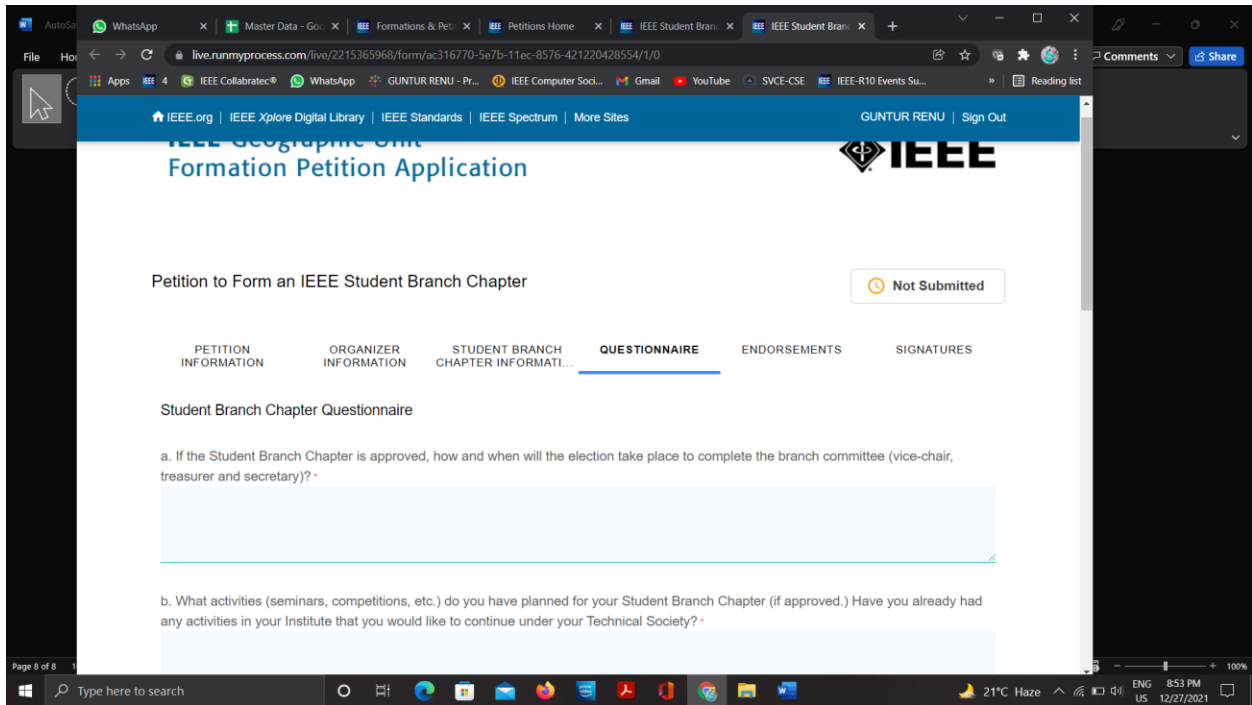
- f. Please describe how your Institution plans to support the Student Branch Affinity Group? \*

Our institution will support the student branch affinity group by giving the freedom to conduct any activities such as competitions or seminars or talks from the eminent speakers and mainly focus on the topics such as women in higher technologies and inspiring life stories of great women etc. They also help us with minimal funding if required.

- g. One of the common challenges a Student Branch Affinity Group faces is its relationship with its two "Parents": The Section and the Society. How do you plan to develop and maintain a collaboration with these parental units? \*

Here, the section and the Student Branch Affinity group conducts different events and activities which might face a common problem while planning to develop and collaborate. but, in our Student Branch Affinity group, we would like to conduct events with various topics from the scratch which also helps other departments.

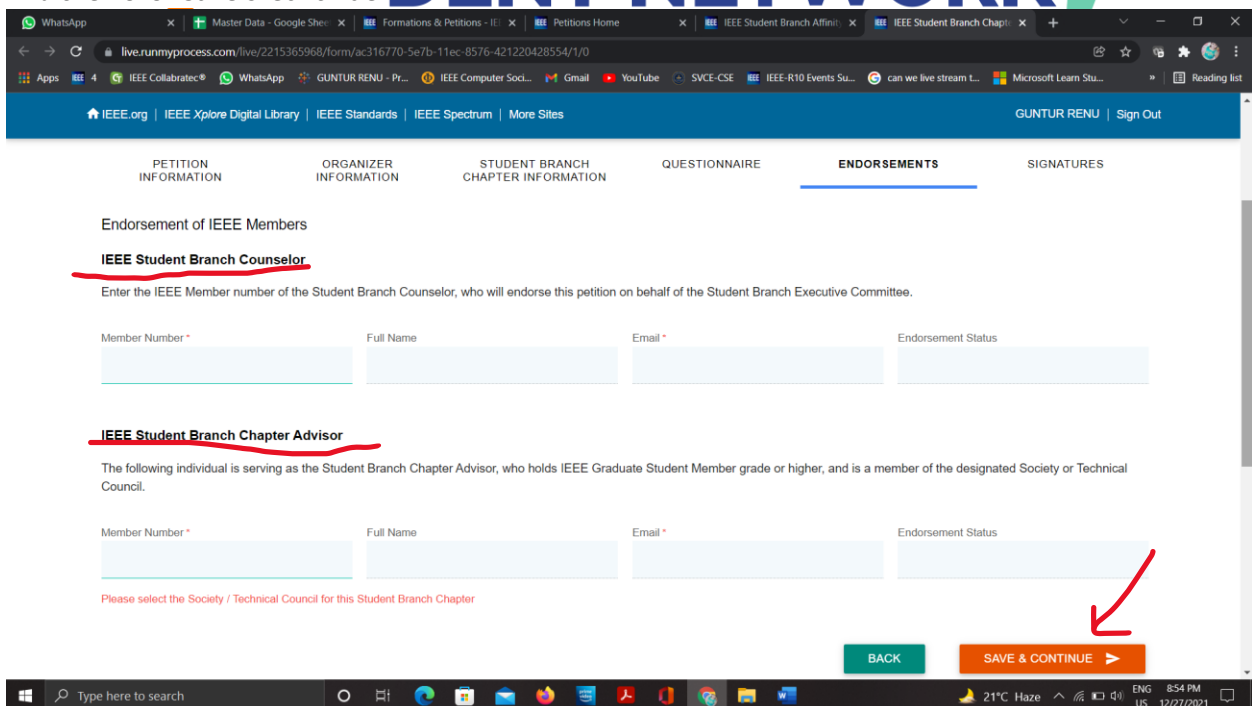




Complete the Questions part with appropriate answers above answers are need to be considered as sample for reference.

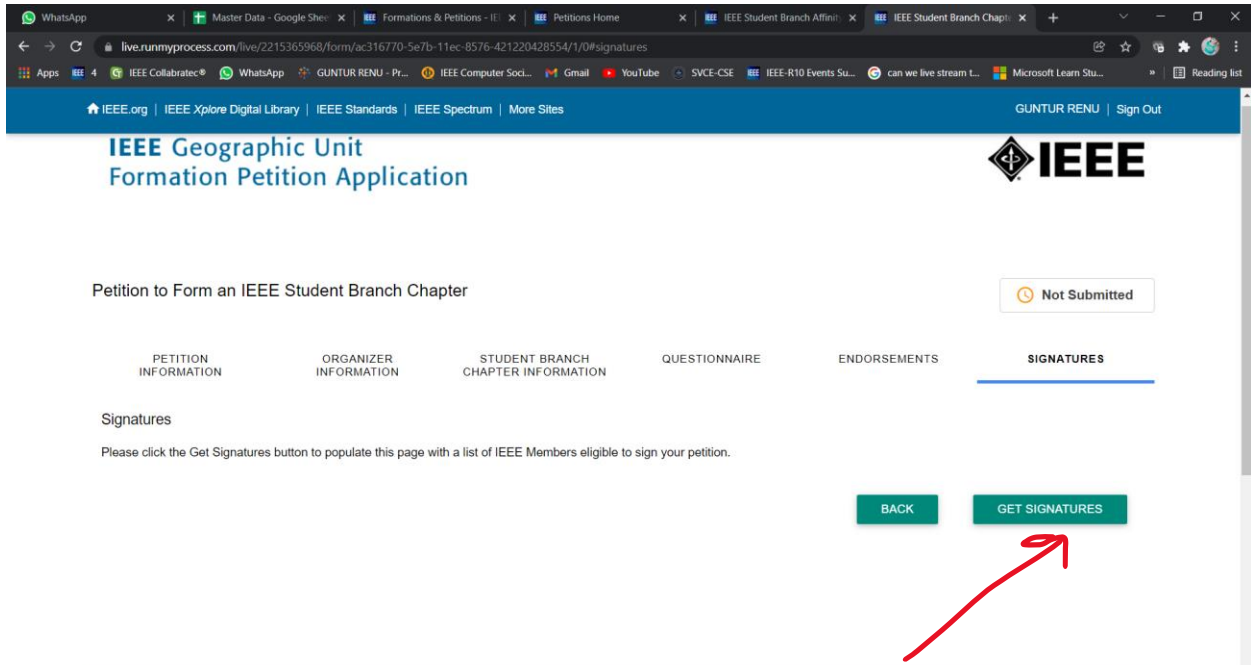
**STEP 14: In the endorsements please provide the membership Number of the SB Counselor and the SB Advisor for the Respective SB Chapter / SB Affinity Group**

And then click Save & Continue

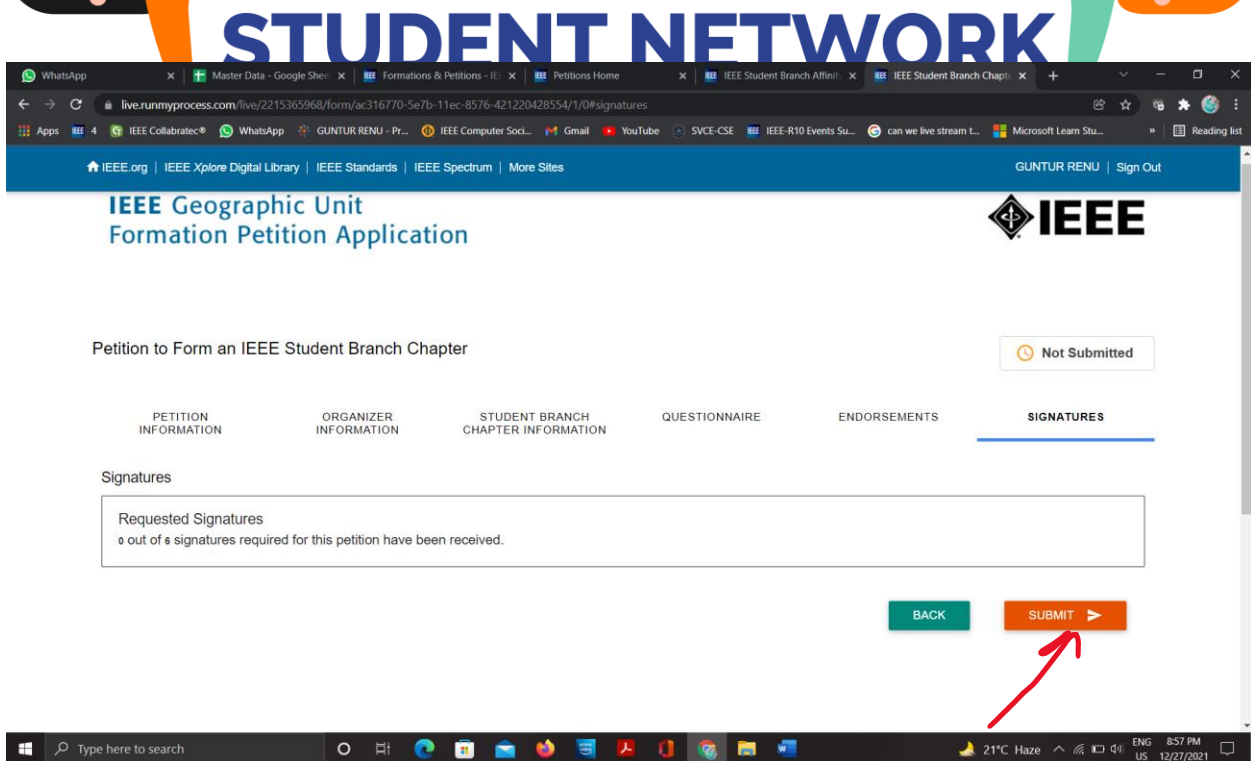


From the Core-Team of IEEE Hyderabad Section Student Activities Committee 2021.

**STEP 15: Click on the GET SIGNATURES**



**STEP 16: Once your SB is having required number of student signatures to receive that is 6 members it shows as below and then you can proceed to submit the petition**



From the Core-Team of IEEE Hyderabad Section Student Activities Committee 2021.

**POINTS TO BE REMEMBERED AFTER SUBMITTING THE PETITION:**

1. After the petition is filed please have a check on your mail inbox as well as the Spam for the endorsement signatures from SB Counselor and SB Advisor .
2. After the endorsements done please inform the students to have a similar check on their mail inbox and spam for the signatures of the petition filed.
3. Once the endorsement is done and 6/6 signatures are received from the students , there comes a mail to the person who filed petition as all the signatures are received and no action needs to be taken.
4. After that please do wait for 7 - 10 working days for the petition to be accepted from IEEE.

