

Once you have Started your MTT-S SBC...

- Two activities per year are necessary to continue being considered an “**active chapter**”
- Do not forget to **report your SBC activities via vTools**, and to keep your Officer Reporting and contact information updated (also in vTools)

People to contact:

- Erin Kiley, MTT-S Student Branch Chapter Development volunteer: emkiley@mcla.edu
- Others as appropriate (names?)



Start a new MTT-S Student Branch Chapter!

An MTT-S Student Branch Chapter would be a good fit for your institution if...

- There is an **active group of students** at your institution studying microwaves
- You want **support** for hosting local events and/or travelling to major microwave meetings and conferences (annually \$1,000 for MTT-only chapters, or \$500 for joint chapters, e.g., with AP or ED Societies)
- You could use additional financial support to attend yearly Chapter Chairs meetings (usually held in conjunction with IMS, EuMW, or related major conferences), up to \$1,500
- You want to invite **esteemed speakers** in the DMI, DML, and Speakers' Bureau programs to speak to audiences (physical or virtual) at your institution
- Activities you already organize could benefit from the **organizational stamp of IEEE** at no cost to your Chapter
- You need additional funding and **collaboration among MTT-S members** to see your ideas through
- You have ideas for activities that are related to MTT-S fields of interest and could use the help of an **umbrella organization** to push them forward
- You want to **make an impact** in your local IEEE Section, and to be recognized at the MTT-S level for having active volunteers

What is a Student Branch Chapter?

A Student Branch Chapter (SBC) is a technical sub-unit of a Student Branch made up of a minimum of 6 IEEE Student Members or Graduate Student Members of an IEEE Society (like MTT-S). SBCs are established by a petition to the parent Student Branch and Society connected to represent and fulfill the needs of the members and IEEE's missions. They can only be established at a particular college, university, or technical institute that has a Student Branch.

A joint SBC comprising members from more than one Society or Student branch can be established, provided that the petition to establish a joint SBC contains at least 6 signatures and that each Society or Student branch involved will be represented by at least 3 signatures. When creating a petition for a joint SBC, please select the "Section Chapter/Affinity Group Status Change" petition.

Current and complete information on creating a SBC or joint SBC can always be found in the IEEE Member and Geographic Activities Operations Manual: https://mga.ieee.org/images/files/MGA_Operations_Manual.pdf.

Resources Available for MTT-S SBCs

- Through the **Distinguished Microwave Lecturer Program**, can request experts to present to your institution; MTT-S helps cover travel, and your chapter makes local arrangements
- Through the **Distinguished Microwave Instructor Program**, can request to host a workshop or panel event, including an online event, with the current-year DMIs, who will introduce the history and state of the art in microwave and radio frequency technologies
- Eligible to apply for **IEEE MTT-S Outstanding Chapter Award** (includes a plaque plus travel support for a Chapter representative to IMS, EuMW, or APMC to receive the award)
- Eligible for funding to attend annual **Chapter Chairs Meeting**, usually held in conjunction with IMS (funding limit \$1,500)
- Access to **educational kits** supporting teaching of RF and microwave engineering courses, including a set of funda-

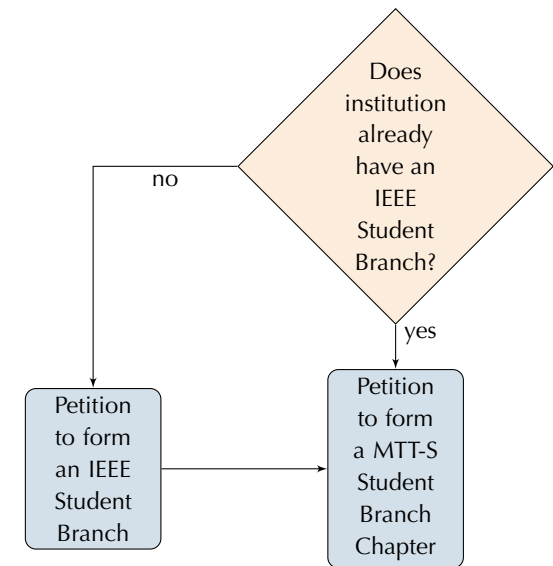
mental microstrip components enclosed in robust packaging structures with coaxial connectors, among them transmission lines, filters, directional couplers, power dividers, resonators, and planar antennas

- Access MTT-S **"Tabletop Booth in a Box"**, a portable table with MTT-S branded swag and materials inviting new student members (request it here: <https://app.smartsheet.com/b/form/c20a5277f17f40508037c97b1fb08482>)
- Free **WordPress web hosting** for your own SB Chapter's web page (apply here: <https://site.ieee.org/web-hosting-request/>)
- Use of IEEE eNotice, an **electronic newsletter** subscription service to facilitate e-mail distribution of newsletters, meeting notices, social events, and IEEE conference materials
- Use of vTools Events, an IEEE-specific **tool for managing local meetings**, including facilitation of websites, Collaboratec, an IEEE Event Finder Mobile App, and a platform for attendee registration (with or without payment)

Requirements to Establish an MTT-S SBC

Establishing your MTT-S Student Branch Chapter is likely easier than you think!

- An IEEE Student Branch must already exist at your institution; you may create one with 12 student signatures and 4 faculty signatures on a petition
- Once an IEEE Student Branch exists at your institution, you may submit a petition to the Branch to start your MTT-S Student Branch Chapter. For this, you need signatures of 6 student members of the IEEE who are also members of MTT-S; you also need the signature of your institution's IEEE Student Branch Counselor as well as a faculty member to be a Chapter Advisor
- Both procedures are outlined: <https://mga.ieee.org/volunteer-hub/geographic-unit-operations/formations-and-petitions>



Lifecycle of an IEEE Petition

The lifecycle of an online petition is as follows:



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

- The petition to form the **IEEE Student Branch**: https://petition.ieee.org/bpmsignin/geopetitionshttps://live.runmyprocess.com/live/2215365968/appli/233967?P_mode=LIVE&P_version=
- The petition to form the **MTT-S SBC**: https://petition.ieee.org/bpmsignin/geopetitionshttps://live.runmyprocess.com/live/2215365968/appli/233967?P_mode=LIVE&P_version=
- In both cases above, the person who signs in with their IEEE credentials and files the petition should be **the student who is proposed to be the Chair**
- Please ask the petition-signers and endorsers to **watch their e-mail carefully** during the time following the petition submission, as their signatures will be requested electronically