IEEE Chapter Connections

IEEE communication containing relevant information based on your IEEE position.

Welcome to the second issue of the IEEE Chapter Connections newsletter.

This newsletter provides information and resources to Chapter Officers, Chapter Coordinators, and other volunteers and staff supporting IEEE Society and Technical Council Chapters.

Please email questions or feedback about the newsletter to chapter-support@ieee.org.

In This Issue

- **Tip of the Month**
- **Resource Links for Chapter Support and Training**
- **Action: Submit Your 2023 Chapter Meeting Activity to Qualify for Annual Rebate (deadline 15 March)**
- **Action: Add Your Chapter Officers to Receive Important Communications**
- **Chapter Spotlight - IEEE Industrial Electronics Society (IES) Egypt Chapter Supports Sustainable Smart Projects and Increases Membership**
- **Share Your Best Practices and Challenges for Chapter Management**

Tip of the Month

Contact Your Chapter Members Who Have Not Renewed Their Membership

Annual Service Deactivation – 29 February

All members who did not renew for 2024 by 31 December have a two-month grace period in which to renew without losing access to their benefits. On 29 February, that grace period ends, and any member who has not yet renewed will have their benefits and services deactivated. Multiple communications are sent to alert these members, and all Chapters are encouraged to reach out to this audience as well.

After 29 February, using IEEE OU Analytics, Chapter Chairs can view those members who were deactivated (placed into Arrears), or who have canceled (deleted) their Society membership.

View **written instructions with screenshots** (PDF, 910 KB) to get this information.

Resource Links

- **IEEE Technical Chapters**
- **Society and Technical Council Chapter Coordinators**
- **Volunteer Tools** (including **IEEE vTools**)
- **IEEE OU Analytics User Guides** (for Chapter data)
- **Additional OU Analytics Training Materials**
- **IEEE Center for Leadership Excellence** (Chapter officer training)
- **Volunteer Development**
- **Membership Development**
- **Past Issues of IEEE Chapter Connections**
- **IEEE Member and Geographic Activities (MGA) Operations Manual**

To Do This Month

Action: Submit Your 2023 Chapter Meeting Activity to Qualify for Annual Rebate (Deadline 15 March 2024)

The 2024 IEEE Geographic Unit Rebate process has begun. To qualify for the annual MGA dues rebate, units are required to submit financial, officer, and meeting reporting:

- **Meeting reports** - 15 March
- **Annual officer report** - 15 March
- Annual financial report
    - Geographic unit Treasurers are responsible for recording the financial activity of their unit and any subunits (Subsections, Chapters, and/or Affinity Groups) using NextGen.

The geographic Section/Council is eligible to receive US$200 for each Chapter that meets the meeting minimum requirements in accordance with the **MGA Operations Manual**, Section 9.7.J - Chapter Requirements for Membership and Meeting Activity. A Chapter shall be required to hold not less than two (2) technical meetings per year. In accordance with Section 3.4.D - Geographic Unit Activity Bonus, all Chapters reporting (6) or more meetings shall receive an additional US$75; at least (6) of the reported meetings shall be in the technical category.

In accordance with the MGA Operations Manual, Sections 9.7.G, Chapters are entitled to receive the funds generated by their own activities, including dues rebates (earned during the preceding year as computed by the dues rebate formula). In accordance with the MGA Operations Manual, Section 9.5.I, Chapter and Affinity Group funds provided to the Section through the annual rebate are intended for the support of those subunits. Chapters and Affinity Groups shall be funded at a minimum at the level of the annual rebate.

To file meeting reports for your Chapter's 2023 events, go to **vTools Events**.

More information about the 2024 Geographic Unit Rebate Schedule is available on the **MGA website** and in the **MGA Operations Manual**. Email **mga@ieee.org** with questions.

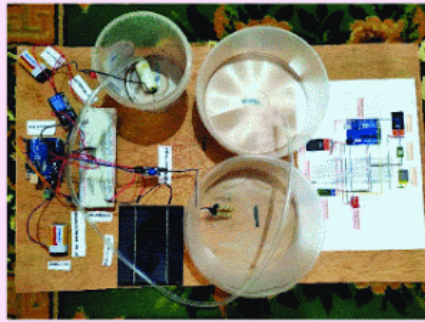## Action: Officer Reporting - Add Your Chapter Officers to Receive Important Communications

Many Chapter officer volunteers ended their terms at the end of 2023. Please report new officers starting in 2024, as well as those who will be continuing!

This Chapter support newsletter and other important officer communications are sent to Chapter officers listed in the IEEE database. Reporting your Chapter officers facilitates communications and ensures both the Section and Society/Technical Council have appropriate information to contact you regarding Chapter benefits and available support. These may include volunteer training sessions, event invitations, funding opportunities, Distinguished Lecturer programs, and more.

You can submit new officers or officer changes at any time via the **vTools Officer Reporting tool**.

Learn more about **IEEE Geographic Unit Reporting for New Officers and Officer Changes**.

Email MGA staff with questions: **scs-officer-report@ieee.org**.

IEEE Industrial Electronics Society (IES) Egypt Chapter Supports Sustainable Smart Projects and Increases Membership

The **IEEE Industrial Electronics Society (IES) Egypt Chapter**, recipient of the 2023 IEEE IES Best Chapter Award, has established numerous engaging programs, including the "Sustainable smARt Applications (SARA)" initiative, which connects University students developing sustainable smart projects with the market as startups. The SARA initiative also aims to educate low-income students from primary schools in Egypt about robotics and artificial intelligence. Through the initiative, over 100 University students' projects were developed, one of them achieving third position in an inter-student branch competition for manufacturing a 1kW wind turbine. Another project achieved seventh worldwide from an IEEE standards competition among 800 submissions for manufacturing a sustainable smart irrigation system.

The IES Egypt Chapter taught primary schools Robotics and participated in two competitions with those students. The Chapter has also collaborated with other IES Chapters, e.g. with the IES Guadalajara Chapter, and with the IES/PELS Austria and Romania Chapters to host a Marine Energy Technologies (MET) online conference.

The Chapter started with 35 members and now has 69, as a result of Chapter activities. The Chapter also opened two IES Student Branch Chapters in Egypt last year, for the first time.

What can your Chapter do now?

- Reach out to your Society/Council's Student Branch Chapters in your area or **Form new Student Branch Chapters** if they don't currently exist in your area
- Reach out to your Society/Council's Chapters in other parts of the world to discuss virtual collaboration
- Reach out to Chapters of other Societies/Councils in your area to discuss collaboration (check the **IEEE Rosters** for contact information)

Submit Your Chapter to be Highlighted in a Future Newsletter

Would you like your Chapter to be spotlighted in a future newsletter to recognize your efforts in the areas of vitality, membership, outreach, and engagement, and also help Chapter volunteers around the world learn from your examples?

Please submit a brief write-up of your activities to **chapter-support@ieee.org**. If you have documentation that would help other volunteers, e.g., a timeline that you used to plan your event, or a checklist of considerations to think about when establishing your program, please include a link to this documentation, to assist other Chapters in implementing or refining their initiatives. Photos are also encouraged!

Support Resources

Share Your Best Practices and Challenges for Chapter Management

Did you know IEEE Technical Chapters are supported by both IEEE Member and Geographic Activities (MGA) and IEEE Technical Activities (TA)?

Your IEEE Technical Chapter is supported by your Section/Region and Technical Society/Council. Both have assigned Chapter Coordinators. You are also supported by both the MGA Chapter Operations Support Committee and the TAB Technical Community Outreach, Engagement, and Society Membership (TCOES) Committee. The committees need your feedback to prioritize their joint activities and provide valuable resources to Chapter volunteers.

Please email **chapter-support@ieee.org** with both your best practices and challenges you face with Chapter management, membership, and engagement, and identify what types of resources would help you with these efforts going forward.

The best practices will be documented and shared in future training materials for all volunteers supporting Chapters to reference. The challenges will be documented and used to define the committees' priorities moving forward.

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