



IEEE
Electromagnetic Compatibility Society

CHAPTER OFFICERS'
HANDBOOK

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Message from the EMC Society

On behalf of the Board of Directors (BoD) and the Directors of the Technical and Standing Committees of the IEEE EMC Society, I would like to offer my congratulations on your election to your new position and welcome you to the group who are responsible for the operation of the IEEE EMC Society and its Chapters.

Chapters form the foundation of the Society, and without active viable Chapters, the Society cannot flourish or even survive. Chapters provide the principle point of contact with the Society and the IEEE. Chapters also act as liaison between individual members and their local IEEE Section in many instances. Thus, you have an important role in the success of your Chapter and the IEEE EMC Society.

The BoD recognizes the importance of Chapter activities and supports Chapters through the “Bob Haislmaier Angel” program. This program, described later, is designed to help Chapters with specific needs without tying up the Chapter in the dealing with IEEE directly. The BoD also supports a Distinguished Lecturer Program designed to help Chapters in obtaining internationally recognized speakers on selected topics.

For the IEEE EMC Society to continue to grow, the Board cannot function in a vacuum. Fresh input on all aspects of this profession from Chapters is necessary. I encourage all Chapter Officers to consider becoming active in both the national and international arena of the EMC Society after completing their Chapter service. The Newsletter, the Transactions, and technical committees devoted to EMC subspecialties are always open to more volunteers. Our annual International Symposium and other regional meetings offer other opportunities to serve the EMC Society. There are also annual elections for members to the BoD. Chapter participation has been a traditional stepping-stone to election to the BoD.

Although participation in Chapter activities involves time and effort, the individual also grows professionally as a result of that time and effort. The current members of the BoD have served in many other capacities before joining the Board, and appreciate the time and effort that you will be devoting to your Chapter activities. We are here to serve and would be happy to hear from you. Please let us know if there is anything that we can do to help with your chapter responsibilities.

Caroline Chan
IEEE EMC-S Chapter Coordinator
(2016-2018)



I. INTRODUCTION

This handbook is intended to help make your job as a Chapter Officer easier. We explain your responsibilities as a Chapter Officer, and how we can assist you to performing an excellent job in that role. We also recognize that you are a busy professional. For that reason we developed this handbook in a manner that reduces the time required to obtain answers.

Call, write or e-mail us if you need help. You will find a listing of the Member Services Director on the Society's website at <http://www.emcs.org/directors.html>

Good Luck !

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IEEE EMC-S Chapter
Coordinator
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IEEE EMCS Vice President Member Services
vignesh@ieee.org

II. YOUR RESPONSIBILITIES AS CHAPTER OFFICER

A. Creating a new Chapter

Two types of Chapters are possible.

1. A Society Chapter is affiliated with a single technical Society, such as the IEEE EMC Society.

In order to create a Society Chapter, the Chapter Organizer must gather 12 or more signatures from IEEE EMC Society Members on a special Society Chapter petition (Appendix A). Signers must be members of the Society at the grade of IEEE member or higher (no students or Affiliates). The petition shall be submitted to the Section Executive Committee through the Section Secretary for approval. It is suggested that more than the specified amount of names and signatures be included to ensure that all petitioners qualify, thus speeding the petition's processing.

2. A Joint Society/Section Chapter is a helpful option when the member population of a single Society is too small in a Section to support a Chapter of a single Society. The Chapter organizer can either expand the Chapter's geographical boundaries to include a neighboring Section, or expand the technical focus of the Chapter to include another Society's (or Societies') field of interest.

- Joint Society Chapters contain two or more technical Societies within a Section. Typically, joint Chapters are for related Societies, or those Societies that have a mutual interest, to achieve a common goal of being an IEEE Chapter.
- Joint Section Chapters are those for which the membership is across the boundaries of two or more Sections, and are affiliated to one or more technical Societies. Only one section becomes the administrative parent, responsible for reporting the Chapter's activities and which receives the rebate to be passed along the Chapter.

The requirements to form a Joint Society Chapter are the same as for a single Society Chapter, except that not less than three (3) of the twelve (12) signatures on the petition shall be members of each of the Societies involved.

In case of creating a Joint Section Chapter, the petition must be signed by not less than twelve (12) members of the Society and submitted for approval by the pertinent Sections Executive Committees. The petition must include:

- ◆ the names of the Sections involved
- ◆ the name of the Societies
- ◆ the name and address of the Chapter Organizer

-
- ♦ The organizational unit (administrative parent Section) that shall be responsible for Chapter management.

The Chapter will be considered established after the IEEE Regional Activities Director has ascertained that the Regional Director and the Society President(s) have no objections to the formation of the joint Chapter. Following approval by the Director, the Section Chairman, the Chapter Organizer, the Regional Director, and President(s) of the Society will be notified. The Chapter formation will be noted in the Report of the IEEE Managing Director at the next meeting of the IEEE Regional Activities Board (RAB).

The Society Chapter petition can be found in Appendix A. Details about new Chapter formation can also be found at:
http://www.ieee.org/societies_communities/geo_activities/chapters/creating_a_chapter.html

B. Planning Successful Meetings

Chapter meetings are where everything happens within your Chapter. Here you can interact with colleagues, network with academics and industry leaders, contribute your own knowledge, and benefit from the experience and expertise of others.

Putting together a successful meeting involves:

- Selecting a subject
 - Selecting a format
 - Finding a good speaker
 - Publicizing the meeting
1. **Selecting a subject:** The obvious choice of subject for a group of EMC engineers is EMC engineering. Within this broad field however, many topics may be of greater interest than others. In choosing the topic, you should consider the mission of local industrial groups, university programs and government laboratories. It may also be useful to scan articles in the most recent copies of IEEE Transactions on Electromagnetic Compatibility for ideas of timely subjects.
 2. **Selecting a format:** Formats that you might consider include:
 - formal lectures
 - dinner meetings with an after dinner speaker
 - breakfast or lunch meetings with a speaker
 - tutorial sessions
 - social events (picnics, pizza parties, etc.)
 - workshops, mini symposia (table top events/colloquia) and

symposia/conferences

- joint sessions with chapters of other societies

The amount of effort required to organize each of these various types of meetings varies significantly. A formal lecture requires only that a speaker and room be found and that the meeting be publicized. In contrast, an all-day workshop or symposia can involve months of planning. Typically, the meeting format that requires the greatest effort also stimulates the most professional interest. A mix of meetings using different formats is suggested.

3. **Finding a good speaker:** There are a number of sources of good speakers for an EMC chapter meeting. You might consider:

- Local industry leaders speaking on their view of future trends within the engineering industry.
- Local engineers, faculty or graduate students discussing recently published outstanding works, or explaining some engineering tool; i.e. Method of Moments Modeling or simulation technology.
- Co-workers who are working on or have completed a major research project.
- Visiting engineers/consultants who are experts on any important topic.
- One source of outstanding speakers available to your chapter is the EMC Society Distinguished Lecturers (DLs) Program. Refer to <http://www.emcs.org/dl-main.html> for a correct list of DLs or Appendix B.
- Another source of good speakers are manufacturers of EMC related products or providers of EMC services.
- Members of the EMC Society Board of Directors who travel often and are encouraged to visit chapters in their destinations. Refer to <http://www.emcs.org/directors.html> for a correct list.

4. **Publicizing the meeting:** Without appropriate publicity, your meetings cannot be successful. A significant portion of your chapter's efforts (and possibly budget) should be directed at providing publicity for your meetings. Some ways of publicizing meetings in advance include:

- Electronic mail by "e-Notice" and "ListServe". Information of these services is available on the IEEE web site.
- Printed flyers circulated and posted wherever interested individuals might see them.
- Announcements in your local IEEE Section Newsletter
- Letters or announcements sent directly to local IEEE members by Society affiliation through a local mailing list

developed by previous meeting attendance sign-in sheet. Names of potential attendees may also be obtained from local sales representatives of EMC equipment. These names are an excellent source of future IEEE EMC Society members.

- Advertising in local newspapers
- Web pages announcements and postings
- The EMC Society Newsletter will also publicize your table top and mini conference/colloquium.

Mailing lists can be obtained from the following address:

IEEE Service Center
Sections/Chapters Label Orders
445 Hoes Lane
Piscataway, NJ 08854-4150
USA
(201)-562-5518 or
1 (800) 678-4333

It is recommended that Chapter meetings be open to non-IEEE EMC Society and non-IEEE members. These “outside” attendees are a potential source of new members for both IEEE and the EMC Society and may significantly contribute to the continuing success of your Chapter.

C. Reporting Meetings to IEEE Section

It is **absolutely essential** that you report your Chapter's activities to both your IEEE Section. A **minimum of two meetings** per calendar year must be reported each year to keep your Chapter in an active status. To report activities:

1. Submit your meetings in the L-31 form on-line at <https://meetings.vtools.ieee.org/main> and click on “Events Reporting” then login using your IEEE login or use the form in Appendix C.
2. Make a copy of the completed form for your files as proof of completion in case the submitted copy gets lost.
3. Mail a copy to your IEEE Section if not using the on-line form.

Without your meeting reports, we cannot provide a full spectrum of support we offer to your chapter. In addition, failure to submit the L31 forms can result in the termination of your Chapter by the IEEE Regional Activities Board.

When you have finished your meeting, send information and pictures from the meeting to Dennis Lewis, Chapter Chatter editor for the IEEE EMC Society Newsletter. Dennis may be reached via e-mail at dennis.m.lewis@boeing.com.

D. Reporting Yearly Activities to EMC Society

Chapter Chairs are required to report Chapter's activities to the EMC Society through the Chapter Reporting Form available on-line at http://www.emcs.org/chapters/chapter_reporting.html (Appendix D). This report is intended to establish a database whose main objectives are:

- to select the Chapter of the Year and the Most Improved Chapter to be awarded at the annual IEEE EMC Society Symposium;
- to allow us to better focus on Chapter's needs;
- to keep close track on our chapters;
- to prevent Chapters from being dissolved due to lack of meetings or activities.

It should be noted that although this reporting is not mandated by IEEE policies, it is intended for the benefit of the Chapters, since it will enable us to better support you and your Chapters.

E. Reporting Chapter Activities to Chapter Chatter Editor

Planning and coordinating activities for an EMC Society Chapter is a significant effort. Participants deserve recognition. In addition, you have probably had to develop some creative solutions to organizational problems from which Chapter Officers from other EMC Chapters could benefit. You should publicize your Chapter activities in the IEEE EMC Society Newsletter – especially when you have spent time organizing a major event such as a workshop, trade show or symposium. The EMC Magazine is distributed free of charge to every member of the EMC Society four times a year. The Newsletter is also available on-line at: http://www.emcs.org/publications_main.html

Much of the editorial content of the newsletter is devoted to membership services. Send your report to the EMC Magazine Chapter Chatter Associate Editor. This person presently is Dennis Lewis, dennis.m.lewis@boeing.com.

An elaborate write-up is not needed. A photograph of just about any size and color is a plus for illustrating your activities. Avoid pictures of large crowds or large groups unless the purpose is to show a large group in attendance (heads smaller than a dime, as printed, are generally not recognizable). Pictures with a curiosity factor that cause a reader to pause and perhaps read the article are great! A snapshot of planning committee members and one or two photos of the event with an accompanying explanation of the pictures makes for a great article.



F. IEEE Reporting Chapter Officer Changes

It is also important that you notify the IEEE EMC Society Membership Services Director and the local IEEE Section whenever there is a change in Chapter officers. To do this, there is a special form (Appendix E). The form should be mailed to IEEE Headquarters and to the Secretary of your local Section. The IEEE HQ address to mail the form to is:

IEEE REGIONAL ACTIVITIES
445 Hoes Lane
P.O. Box 1331
Piscataway, NJ 08855-1331, USA
FAX: + 1 732 463 9359
EMAIL: scs-officer-report@ieee.org

This form reported in Appendix E may be obtained, or completed and submitted to IEEE on-line from http://www.ieee.org/web/geo_activities/units/Required_Reporting/Officerforms.html.

In addition, please notify the EMC Society Chapter Coordinator and the Webmaster of the change (old and new names and contact information) so that we can keep the Chapter Chair e-mail reflector and web page up to date. The e-mail reflector is emc-chapter-chairs@ieee.org. You must be subscribed to this email reflector in order to send messages.

III. SUPPORT FROM THE EMC SOCIETY

A. Financial Support for Your Chapter

A Chapter's first source of funding is your local IEEE Section. Each IEEE Section receives funds based on the number of meetings held per year and number of attendees per meeting. At the beginning of each meeting year, contact with your local Section Treasurer is necessary to establish a budget. Reimbursement of expenses may be made through the Section Treasurer based on the approved budget.

The EMC Society Board of Directors is authorized to provide Chapters with additional support for activities under certain circumstances. This program, which falls under the auspices of the VP Member Services, is called the "Bob Haislmaier Angel Program". The following guidance is provided for Chapters submitting a request for additional funding from the "Bob Haislmaier Angel Fund".

Purpose - The "Bob Haislmaier Angel Fund" is intended to provide additional financial support to enable chapters to host programs for their members that they would otherwise have difficulty in funding. Activities or expenses intended to be funded by other means (e.g., speaker travel funded under the Distinguished Lecturer Program) are not eligible for Angel Fund financing. Angel Fund financing may be used to offset other costs in an activity, such as food, venue or program materials.

Request -

1. A maximum of \$600 per Chapter per year is available from the Fund
2. A maximum of \$600 per activity per year is available from the Fund.
3. Chapters may submit multiple requests per year to receive funding from the Fund, as long as the total sum received per year does not exceed the yearly maximum.
4. Chapters shall not submit more than one request for a single activity. Multiple Chapters shall not combine requests to obtain more than \$600 for a single activity. Each request shall be submitted, justified and considered separately.
5. Chapters shall submit requests using the Angel Request Form. Sufficient information should be provided to allow the Chapter Angel to evaluate the request.
6. Chapters should submit requests in advance of the planned activity to ensure that funding is approved and available.
7. Requests should be submitted by November 1 of the year prior

to the planned activity. Received requests will be evaluated and approved/denied by December 1 of the year prior to the planned activity. Chapters may submit requests after the above deadline; however, funds may no longer be available.

8. Requests submitted by Chapters that have not received Angel funds within the last 2 years will be prioritized over other requests.
9. Requests submitted by Chapters that have submitted a meeting summary to the EMC Magazine describing the use of the Angel Funds for the most recently funded event will be prioritized over other requests.

Payment -

1. Payments shall only be made to a Chapter (or its Section). The Chapter or Section shall have an authorized bank account to receive funds. No check shall be made payable to an individual.
2. Funding shall be in accordance with the EMC Financial Policy available on the EMCS website.
3. The financial year of the Fund is the calendar year. New funds are made available to the Fund on January 1 of the year. No funds will be distributed in December to allow the Treasurer to comply with the IEEE's end-of-year financial requirements.

Process -

1. The Chapter Chair submits a completed Angel Request Form to the Chapter Angel.
2. The Chapter Angel evaluates the request. The Chapter Angel may seek additional information from the Chapter. Upon approval of the request, the Angel will forward the request to the VP for Member Services. If the request is not approved, the Chapter Angel will inform the Chapter of the reason why approval was not granted.
3. The VP for Member Services evaluates the request, prioritizes the request against other received requests, and determines funds available to support the activity. The VP for Member Services may seek additional information from the Chapter and/or the Chapter Angel. Upon approval of the request, the VP for Member Services will forward the request to the EMCS Treasurer for funding. If the request is not approved, the VP for Member Services will inform the Chapter Angel and the Chapter of the reason why approval was not granted.
4. The EMCS Treasurer will have IEEE headquarters issue a check or bank transfer for the approved amount to the Chapter.

B. EMC Society Distinguished Lecturers Program

In addition to the outstanding speakers residing in your local area, speakers from other parts of the country, or in the world will often agree to lecture in your location if your meetings can be arranged to coincide with their schedule.

Each year the EMC Society selects members of our profession as Distinguished EMC Lecturers for the Society. The candidates are chosen on the basis of the high distinction gleaned from their work within the field of EMC. The Distinguished Lecturer Program provides a special opportunity for Chapters and Sections to come into contact with leading authorities in the EMC field. Each lecturer will serve a multi-year appointment. The hosting chapter must make all private arrangements with the lecturer regarding the time and location of the presentation. The order in which the speaking engagements are accepted and scheduled is at the discretion of the lecturer. Within the United States the cost of travel and expenses are co-sponsored by the EMC Society and Lecturer's affiliation. For international travel, the hosting IEEE Chapter assumes the responsibility for local transportation and lodging costs while the EMC Society Lecturer's affiliation share the round-trip transportation costs. The list of Distinguished Lecturers is given in Appendix B. A current list is also available at <http://www.emcs.org/dl-main.html>. For questions concerning the Distinguished EMC Society Lecturer Program, contact the Distinguished Lecturer Committee Chair listed in Appendix B under Member Services.

C. EMC Society Respected Speakers Bureau

The EMC Society has established the Respected Speakers Bureau to provide local chapters with a list of speakers that are well respected and are recommended to the Chapters as possible speakers (in addition to the Distinguished Lecturer program). These speakers may be past Distinguished Lecturers or other well-known and respected EMC professionals.

Travel for these speakers is not funded by the society but may be funded by local chapters or may be in conjunction with other travel by the speaker (resulting in no extra travel costs). Angel funds may also be possible to help support this activity.

The Respected Speaker Bureau information may be found in the Distinguished Lecturer section of the IEEE EMC Society web site.

D. Chapter Chatter Column

The Chapter Chatter Column is a section of the IEEE EMC Society Newsletter devoted to chapters. This section provides the reports of



chapters' activities promoting information exchange among chapters, and highlighting good practices that may be helpful for stimulating less active chapters.

E. Chapter Recognition/Awards Programs

The EMC Society gives two awards to deserving Chapters at the annual International Symposium on EMC. These are Chapter of the Year and Most Improved Chapter. Both awards consist of a plaque and a prize of \$250. Selection for these awards is based on scores derived from the activity reported as in Sec. II.D. A point system is used to determine the winners. Points are awarded based on attendance, sponsorship of local and international symposia (note - the Chapter hosting the International Symposium each year is not the automatic winner of Chapter of the Year!), publishing Chapter newsletters and other factors.

The Most Improved Chapter typically is that Chapter which has the highest point increase from one year to the next. Thus, even if your Chapter has not had a spectacular year, fill in the on-line chapter reporting from anyway. If next year is great, you may win Most Improved Chapter. If one does not provide a report in a calendar year will receive no points. No points from a previous year means you will not be eligible to earn the Most Improved Chapter award.

IV. IEEE SECTION SUPPORT

A. Meeting Publicity

Your IEEE Section can publicize your Chapter's meetings and events in its newsletter or other publication. Mailing lists for your chapter can also be obtained through your section. If you need help locating your Section office, you should contact the IEEE Service Center:

IEEE Service Center
Section/Chapter Support
445 Hoes Ln.
Piscataway, NJ 08854
USA
+1 732 562-5564 (phone)
+1 732 463-9359 (fax)
sec-chap-support@ieee.org

B. Section Financial Support

IEEE Sections are responsible for the formation of Chapters and Chapter support. Your Chapter may receive some funding from the Section. To find out whom your local Section Officers are, contact IEEE headquarters at the address listed above.

For additional information on how much your Section receives from the IEEE rebate program and how much your Chapter gets, refer to:

https://www.ieee.org/societies_communities/geo_activities/required_reporting/rebate_schedule.html

This money may be transferred or budgeted for various Chapters within each respective IEEE Section. Please report all meetings to your IEEE Section Secretary so the rebates will be as high as possible, allowing your Chapter to receive the highest funding possible from the rebates received by the Section office.

V. FINANCIAL MANAGEMENT

A. Bank Accounts

Chapters are encouraged to utilize the Section's financial management structure for handling funds. A separate bank account should not be necessary. If the Chapter has a lot of independent financial activity, they may wish to request permission from the Section to open a Chapter bank account. Most local IEEE Sections will allow Chapters to establish bank accounts. This allows the Chapter to have some independence and a motivation to schedule seminars and meetings. A convenient option available to Chapters in the US is the IEEE Concentration Banking Program. Information is available at: (<http://www.ieee.org/concentration>). Where government & banking regulations permit, all geographic unit bank accounts must provide for the signature authority of the IEEE Staff Director of Financial Services, or an exemption requested.

B. Reporting Financial Activity

All financial activity within the Chapter should be reported to the Section for inclusion in a consolidated Section Financial Report (L-50). In the event that it is determined it would be best to file a separate L-50 for the Chapter, this is an acceptable (although discouraged) practice. Whether filing separately or via a consolidated report, the method must be adhered to. It is not acceptable to file a consolidated report one year, a separate report the next year, and a consolidated again the following year. For more information about financial reporting, contact: financial-report@ieee.org.

VI. FURTHER SERVICES

C. Membership Development

Attracting new members will bring growth and vitality to your Chapter. To encourage and stimulate this growth, an EMC Chapter of the Year Award is given each year at the annual IEEE EMC Society Symposium. An important element in winning this award is increased membership from the previous year. Membership development material and applications is available from the IEEE Membership Development Coordinator. Using mailing lists from EMC equipment manufacturer representatives is one way to increase membership. Addresses are listed at <http://www.emcs.org/directors.html>

D. Chapter Angels

The Chapter Angels serve as liaisons between the EMC Society Board of Directors and the Chapters on all matters relating to Chapter Activities. When a Chapter is encountering problems either with their own organization or with other parts of the EMC organization, the Chapter Angel might be able to help. You can determine who your Chapter Angel is by looking at the listing of Chapters and Chapter Chairs at http://www.emcs.org/chapters/chapter_list.html

All IEEE EMC Chapters internationally have been assigned an Angel member as a liaison to communicate with on any and all issues that require attention.

E. Senior Member Promotion

We encourage all chapters to enhance membership opportunities by encouraging them to become IEEE Senior Members. The forms to use to become a Senior Member can be found at: <http://www.ieee.org/organizations/rab/md/smelev.htm>.

F. EMC Society Committees

The EMC Society has five Vice Presidents. Each Vice President has committees reporting to them. These committees are a wonderful opportunity for members to volunteer and become involved in the activities of the Society. A list of the committees reporting to each Vice President can be found at: <http://www.emcs.org/directors.html>

E. Hosting IEEE International Conferences and Symposia

One of the highlights for a Chapter is to host the annual IEEE International Symposium on EMC. Proposals are solicited six years in advance with the award being made five years in advance. The solicitation for proposals is found on the home page for the Society at: <http://www.emcs.org/index.html>

We always look forward to proposals for hosting the symposium, providing a different local flavor to each.

F. Recognition and Awards

The EMC Society has an active awards program. Information on these awards is found on the Society's web site at http://www.emcs.org/awards_main.html Chapters are encouraged to recommend members for these awards to the IEEE EMC Society Board of Directors. These awards are typically presented during the Awards Luncheon at the annual IEEE International Symposium on EMC. The EMC Society will solicit nominations around February of each year and will vote on the nominations at the May meeting of the Board of Directors.

G. Further Information for Sections and Chapters

The IEEE web site has numerous resources for Chapters and Sections at: http://www.ieee.org/web/geo_activities/units/index.html.

Included in this document is a section specifically written for new Chapter officers. In addition to this Handbook, the IEEE has established an IEEE Chapter Chairs' Reference Guide. This Guide may be obtained from the IEEE web site at: http://cms.ieee.org/IEEE_Edit/IEEE/tab/cha/ccrefguide.pdf.



APPENDIX A

PETITION TO FORM AN IEEE CHAPTER ¹

Name of IEEE Society/ies: _____

Name of IEEE Section/s: _____

We, the undersigned, who are members of the above Society and Section, hereby petition for approval to form a Chapter in the Section indicated above.

Signature of Petitioner	Member Number	Printed Name
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		

****12 PETITIONERS ARE REQUIRED FOR A TECHNICAL CHAPTER FORMATION****

The action has the approval of the Section Executive Committee.

The following individual is serving as the Organizer of the Chapter:

Note: The Organizer of the Chapter must hold grade of Member, Senior Member or Fellow and also be a member of the Society.

Name: _____ Member #: _____

Address: _____

City: _____ State/Province: _____

Postal Code: _____ Country: _____

Phone: _____ Fax: _____ Email: _____

Section Officer's _____ Signature: _____

Office Held: _____ Date: _____

¹ The form can be found at http://www.ieee.org/web/geo_activities/units/forms_petitions/socchap_form.html.

Distinguished Lecturer Program

Distinguished EMC Society Lecturers: Each year the EMC Society selects members of our profession as Distinguished EMC Lecturers for the Society. The candidates are chosen on the basis of the high distinction earned from their work. The Distinguished Lecturer Program provides a special opportunity for EMC-S chapters and sections to come into contact with leading authorities in the EMC field. Each lecturer will serve a two-year appointment, with approximately six (6) trips per year. Any requests for talks beyond 6 shall be coordinated in advance with the VP of Member Services and the DL Program Chair, and will be considered on a case-by-case basis. The hosting chapter must make all arrangements with the lecturer regarding the time and location of the presentation. The order in which the speaking engagements are accepted and scheduled is at the discretion of the lecturer. Within the United States, the cost of travel is co-sponsored by the EMC Society and Lecturer's affiliation. For international travel, the hosting IEEE Chapters assume the responsibility for local transportation and lodging costs while the EMC Society Lecturer's affiliation share the round-trip transportation costs to the landing point. The Distinguished Lecturers are listed on the EMC-S Web Site (www.emcs.org). For questions concerning the Distinguished EMC Society Lecturers, contact the Distinguished Lecturer Committee Chair listed at <http://www.emcs.org/directors.html> under Member Services.

TERMS & CONDITIONS (DL PROGRAM)

Target audience(s) (EMC Chapters, other IEEE society/entity chapters, non-IEEE organizations, other)

The DL Program is a benefit primarily intended to serve existing EMC Chapters. However, non-EMC Chapters may request an EMC-S DL presentation. For instance, DL engagements may be arranged from time to time for the benefit of EMC Chapters that are in the process of formation or affinity groups that clearly demonstrate an expressed interest in forming an EMC chapter, other IEEE Society Chapters, or when significant interest in EMC is expressed by a non-IEEE entity (e.g., an outside professional organization or some other materially-interested group). The decision to support such interests or engagements outside of existing EMC Chapters shall be made at the discretion of the VP of Member Services and the DL Program Chair on a case-by-case basis, and shall be contingent upon the availability of funds to support such activities.



Mixed travel consisting of a combination of DL and non-DL (affiliation business, personal) activities

Preferably, DL travel arrangements shall be for the purpose of conducting a DL presentation, but this may be combined with business on behalf of the DL's company affiliation. In the case of the former, the IEEE EMC Society shall sponsor the DL activity and reimburse the DL in accordance with the official reimbursement policy, which may include cost sharing by the hosting Chapter. If the DL assignment was coordinated in conjunction with a scheduled business trip, then the cost of the trip will be covered by the DL's company. However, if, during a DL assignment, a business meeting occurs or the DL's employer requests that the DL take the opportunity to attend a company-related business meeting at/near the location of the DL engagement, then the DL Program will cover the expenses. In cases where travel is intended and requested in advance both for the distinct purposes of a DL speaking engagement and for business purposes, the DLs travel costs shall be prorated or shared proportionally by the EMC Society and Lecturer's affiliation when travel is within the US or abroad (see item 2 below). The EMC Society shall make only partial reimbursement for prorated expenses when any outside business or other activity is involved as part of the travel. Furthermore, non-traditional travel costs or expenses incurred and claimed during the conduct of the DL speaking engagement (e.g., use of someone else's personal mode of transportation to support the conduct of DL business) are prohibited and will not be reimbursed. DL speaking engagements that involve travel for personal reasons is discouraged and may result in the DL engagement being delayed or disapproved. Reasonable exceptions to this may be granted on a case-by-case basis.

The apportionment of airfare and other transportation or lodging costs for intentional "mixed" travel itineraries shall be in accordance with the IEEE general reimbursement guidance as follows:

1. If travel is for the purpose of a DL engagement and a DL adds a few personal days at the lecture site, the EMC-S will reimburse per IEEE general guidance for two (2) nights without apportioning (prorating) airfare and other related travel costs.
2. If a DL accomplishes the planned lecture during or in conjunction with a planned business trip, the EMC-S will reimburse for two (2) nights, but only pay transportation expenses associated with travel between the business and DL sites.
3. For cases not covered by (1) and (2), the DL shall obtain the approval of the VP for Member Services and DL Program Chair prior to finalizing lecture arrangements.

Any exceptions to the above policy shall be coordinated in advance with the VP of Member Services and the DL Program Chair. For example, in certain instances or for logistical and schedule reasons, next-day travel costs immediately following the DL speaking engagement or in-between "back-to-back" engagements may be



considered on a case-by-case basis. This may include travel arrangements made with advance approval that result in significant cost savings to the EMC-S and which are reasonable.

Marketing of DLs and commercialism

Normally, the DL Committee advertises the speakers to the Chapters. Hence, it is not advised that DLs actively solicit lecture opportunities; rather, the request for a DL presentation should be initiated by a Chapter. The DL Program is first and foremost a service and resource to a Chapter, and the DLs are advised to avoid opportunities to directly and actively market their expertise in order to preclude any perceived conflict of interest. After the contact is initiated by a Chapter and when preliminary arrangements have been made, the DL may feel free to disclose more information about his/her expertise and topic areas to be addressed.

Commercial marketing or promotional presentations including handout materials containing commercial content shall be strictly prohibited in order to preclude any potential or perceived "conflicts of interest." The DL Program Chair reserves the right to request electronic copies of presentation materials in advance in order to independently review content.

To Learn More:

For more information, contact the program chairman:

Chris Holloway

National Institute of standards and Technology

christopher.holloway@nist.gov

An up to date list of DLs is available at:

<http://www.emcs.org/dl-listing.html>



APPENDIX C

L-31 Meeting Report Form¹

This report form is for the permanent records of the Section Secretary who will forward all copies to the IEEE Regional Activities Department in one annual reporting package at the end of each calendar year.

Section Secretary – complete and file this form following each meeting of the Section.

Subsection Secretary – complete and forward this report to the Section Secretary following each Subsection meeting.

Chapter or Affinity Group Officer – complete and forward this report to the Section Secretary within ten days following each Chapter or Affinity Group meeting.

SPONSOR OF MEETING (fill in name):

Section: _____
Subsection: _____
Chapter: _____
Affinity
Group: _____

MEETING DATE: _____ **WAS THERE AN ADMISSION CHARGE? YES NO**
(Optional food or facility expenses with a meeting not considered an admission charge)

MEETING CATEGORY: (CIRCLE ONE)

1 Technical 2 Educational 3 Professional 4 Administrative 5 Social

ATTENDANCE: IEEE Members: _____ Guests: _____ Total: _____

WAS THIS MEETING JOINT WITH STUDENT BRANCH(ES)? YES NO
DID STUDENT MEMBERS ATTEND THIS MEETING? YES NO

Title of Paper: _____
Speaker: _____ Organization _____ Phone: _____
Address: _____
Speaker Rating: Would you recommend this speaker to other IEEE audiences?
(circle) NOT RECOMMENDED 1 2 3 4 5 STRONGLY RECOMMENDED

Title of Paper: _____
Speaker: _____ Organization _____ Phone: _____
Address: _____
Speaker Rating: Would you recommend this speaker to other IEEE audiences?
(circle) NOT RECOMMENDED 1 2 3 4 5 STRONGLY RECOMMENDED

Presiding Officer: _____ Title: _____ Date: _____
_____ L-31 8/98

¹ The L-31 meeting report form can be filled in on line at <https://meetings.vtools.ieee.org/main> -> [Event](#) Reporting



APPENDIX D



Chapter Reporting Form



Fill out the information online OR fill out the form, and send it as PDF to Caroline Chan, caroline.chan.us@ieee.org

Chapter Name:
 Chapter web address (if any):
 Is this a Joint Chater: Yes/No
 If Yes, please identify other affiliations by Society/ies name:
 Number of Chapter Members:

	First Semester	Second Semester
Reporting Period		

Chapter Basic Information (To be filled in, only in case of changes)

Chairman Contact Information	
Name	
Address	
Phone	
Email	

CHAPTER ACTIVITY DESCRIPTION

	Type of Meeting				
	Technical Meeting	Educational (workshop, short courses)	Administrative	Professional	Social
Number of Meetings in Reporting Period					
Average number of attendees per meeting					

BOB HAISLMAIER ANGEL FUND USAGE

	Meeting Date	Sum of Angel Funds Provided	Purpose and Usage
1			
2			
3			



Chapter Reporting Form



TECHNICAL MEETING INFORMATION

	Date	Title of Presentation/Name of Speaker (add more rows to the table as necessary)	Attendance			Category ¹
			IEEE	Other	Total	
1						
2						
3						
4						

¹ For Category, please use the following:

S: Speaker is a student member of the chapter

M: Speaker is a non-student member of the chapter (but do not include IEEE Distinguished Lecturers)

O: Speaker is from outside of the Chapter (but do not include IEEE Distinguished Lecturers)

D: Speaker is an IEEE Distinguished Lecturer

OTHER ACTIVITIES	Number	Information
Conferences/Colloquia/Mini-Symposia organized or Sponsorship or co-sponsorship of technical symposium		

OTHER INFORMATION	Yes	No
Do your Chapter sponsor the IEEE EMC Society Symposium this year?		
Does a Chapter award program exist?		
Does your Chapter have Chapter newsletters?		
Was an EMCS Newsletter report submitted to the Chapter Chatter section?		

SUGGESTIONS AND COMMENTS

Please suggest how the EMC-S Board of Directors can support the Chapters to meet desired goals:

Signed: _____

Date: _____

Return to: Caroline Chan (caroline.chan.us@ieee.org), EMC-S Chapter Coordinator



APPENDIX E



OFFICER CONFIRMATION

For Sections, Subsections, Councils, Chapters, Affinity Groups

To assist the Regional Activities Department in an effort to maintain the most up-to-date officer records, please complete this form when reporting newly elected or current officers and forward to:

IEEE REGIONAL ACTIVITIES
445 Hoes Lane P.O. Box 1331
Piscataway, NJ 08855-1331, USA

FAX: +1 732 463 9359
EMAIL: scs-officer-report@ieee.org

The Officer Confirmation form is used to report officers of the IEEE Geographic Units: Sections, Subsections, Councils, Chapters and/or Affinity Groups. Please specify the entity for which you report. Any questions should be directed to IEEE Regional Activities Department at +1 732 562 5511.

Prepared by: _____

Title: _____

Geographic Unit: _____

Geocode: _____

Officers' Term End Date: _____

QUALIFICATIONS to HOLD OFFICE are as follows:

Eligible Grades

LF Life Fellow
F Fellow
LS Life Senior Member
SM Senior Member
LM Life Member
M Member

a) Current IEEE Membership

b) Membership Grade of "Member" or above

G. Membership in Geographic Unit in which office is to be held (e.g., Section)

H. Chapter Officers must be CURRENT members of the Society in which they hold office, as well as being current members of IEEE. In the case of JOINT CHAPTERS, membership in any (1) of the Societies is sufficient.

Please note the following:

1. 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.
2. Contact information provided (telephones, fax number, email, etc.) will become a part of the officer's record and will appear in the Geographical Organization Roster (available to officers for viewing on the web site <http://www.ieee.org/web/volunteers/rosters/index.html>). Always use IEEE email aliases when available.



3. Please include member numbers.
4. Any additional information may be included if pertinent. Attach additional pages if necessary.
5. Remember to make a copy for your records in order to verify your Officer Confirmation copy against the most recent Geographical Organization Roster.
6. You may wish to provide a copy of your officer report to your Region Secretary and Newsletter Editor.
7. Please forward this form to the incoming Secretary (or responsible officer) if the current term is near expiration.
8. The names of newly elected officers must be reported to IEEE Headquarters within 20 days following the election.



*Bob Haislmaier Angel Fund
Request Form*



- Instructions:
1. Fill in the required information
 2. Save as an RTF document
 3. E-mail the document to the Chapter's Angel

CHAPTER BASIC INFORMATION	
Name / location of local chapter:	
Name / title of chapter officer:	
Address:	
Telephone number:	
E-mail address	
Is the Chapter associated with IEEE Societies other than EMC ?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Society/ies that your chapter is affiliated with other than EMC:	

EVENT INFORMATION	
Calendar year:	
Requested Angel Fund support:	\$
Event description	
Purpose and usage of Angel funds	

ESTIMATED CHAPTER INCOME DURING EVENT CALENDAR YEAR	
Support from IEEE Section:	
Support from other affiliated IEEE Societies (please list):	
Other money generating activities (please list):	

HAVE YOU RECEIVED OTHER FUNDING FOR THIS EVENT FROM ANY OTHER IEEE ORGANIZATION (i.e., Section, other society, etc.)	
Yes <input type="checkbox"/>	No <input type="checkbox"/>



**Bob Haislmaier Angel Fund
Request Form**



ANGEL FUNDS RECEIVED FOR EVENT CALENDAR YEAR AND PREVIOUS TWO YEARS (IF ANY)		
Meeting Date	Sum of Angel Funds Provided	Purpose and Usage
	\$	
	\$	
<i>Add more lines if required</i>		

FUNDING RECEIVED FOR CALENDAR YEAR PRIOR TO THE PLANNED EVENT CALENDAR YEAR	
from IEEE Section:	\$
from Bob Haislmaier Angel Program:	\$
from other affiliated IEEE Societies (please list):	\$
Other money generating activities (please list):	\$

METHOD OF FUNDING	
Bank transfer <input type="checkbox"/>	Bank Account information
Check <input type="checkbox"/>	Bank name:
	Branch Name and number:
	Address:
	Bank account number:
	Bank account owner name:
	Swift #:

Field reserved to the Angel

Angel	Approved Funding	Date
	\$	

Field reserved to the VP for Member Services

Signature	Approved Funding	Date
	\$	

Useful Links

EMC Society: <http://www.emcs.org/index.html>

EMC Society Officers: <http://www.emcs.org/directors.html>

EMC Chapters: http://www.emcs.org/chapters/chapter_list.html

EMC Society Distinguished Lecturer Program:
<http://www.emcs.org/dl-main.html>

EMC Society Magazine: http://www.emcs.org/publications_main.html

Society Chapter Petition:
http://www.ieee.org/web/geo_activities/units/forms_petitions/socchap_form.html

L-31 Meeting Report Form:
http://www.ieee.org/web/geo_activities/units/Required_Reporting/Meetforms.html

IEEE Reporting Chapter Officer Changes:
http://www.ieee.org/web/geo_activities/units/Required_Reporting/Officerforms.html