

Chapter Briefs

March 2006

A bi-monthly newsletter dedicated to sharing information of interest to IEEE Chapters to assist them in their communications and support efforts to their Chapters.

Some articles may have been compiled from internal IEEE communications, as well as Society newsletters.

In this month's issue:

Concentration Bank Accounts for US Chapters

Chapter Reporting

Key Contacts for Chapter Information

Concentration Banking

What is the Concentration Banking Program? This program offers IEEE Geographic Units and Conferences a bank account with unlimited check writing privileges, which pays a higher rate of interest than traditional business checking accounts. For more information click on the following link: <http://www.ieee.org/portal/pages/services/financial/treasury/concentration.html>

Technical Chapter & Affinity Group Required Reports

Technical Chapters and Affinity Groups are required to annually report: 1) [meeting activity](#), 2) [financial activity](#) and 3) [current Chair](#). These reports are necessary for the Chapter/Affinity Group to maintain viability. A Chapter/Affinity Group may be dissolved if reports are not submitted.

1. Meeting Activity Reports:

Meeting reports should be submitted after each meeting is held.

Submit via the web form at www.ieee.org/L31. The Section secretary should be copied using the "Email CC list" field on the bottom of the form. Once submitted from the web, there is no need to send hard copy or re-submit the forms at the end of the year.

Chapters must hold a minimum of two technical meetings per year and maintain a membership of at least ten members, other than Students.

Affinity Groups are required to maintain a membership at least six members, other than Students, and to submit an annual roster of members, including names and member numbers. They should hold not less than two group technical, professional, or educational meetings per year.

For details on rebate funding and earning an activity bonus, see the [Rebate Schedule](#).

2. Financial Activity Report:

Income and expense information, and year end bank statements (if applicable) should be submitted to your Section's treasurer for consolidation into the Section Financial report (L50).

When? The information described above should be give to your Section's treasurer as soon as possible after 31 December. The Section treasurer has to have the consolidated report to IEEE by the third week in February.

Chapters and Affinity Groups maintaining a separate bank account and involved in a lot of financial activity may submit a separate L50 [financial report](#). A copy of this report should go to the Section treasurer. Consistency **must** be maintained from year to year regarding the way the financial report is submitted (consolidated or separate).

3. Officer Report:

The Chapter Chair's name, member number and email address should be sent to the Section secretary for Section records and submission with the Section's reports.

When? Within 21 days of an election. If the same officer is going to be in place for an upcoming year, send that information to the Section secretary in December, along with updated contact information if applicable.

NOTE: Chapters also have a Technical Society "Parent." Each Society has different reporting requirements (or may have no requirements at all). Please see the [Society Chapter Funding Guide](#) or contact your Society officers for more information.

Who can I contact for information regarding my Chapter?

When you need:	Position Title	Who is it?
--Information regarding Technical programs and activities available to Chapters. --Direct contact with the Society	-- IEEE Society Chapter Coordinator (Volunteer)	--Varies by Society. Check your Society's Web page for contact information.
--Information on IEEE programs available for Chapters. --Help contacting Volunteer Society Chapter Coordinator --Membership contact information if it is not readily available via the SAMIEEE program (see IEEE SAMIEEE Recipient) --Information regarding Chapter Formation.	-- IEEE Society Chapter Coordinator (Staff)	-- Jo-Ellen Snyder tad-chap-dev@ieee.org -- www.ieee.org/chapters
-- Information regarding Society Distinguished Lecturer Programs	--Your Society's Distinguished Lecture Program Coordinator	--Varies by Society, for general information on all programs send an e-mail to: Info.distlec@ieee.org
--Contact information for all current Members of your Chapter.	--IEEE SAMIEEE Recipient (volunteer)	-- Varies by Section – See the organization roster Part III http://www.ieee.org/roster for contact information, or contact your Section Chair for the recipient's name and contact information.
--Information on Local Section or Region representatives.	--IEEE Regional Activities Department Staff	-- http://www.ieee.org/scs

--Information on Local Section or Region Activities	--Your Section Chair	-- Varies by Section – See the Organization roster Part III http://www.ieee.org/roster for contact information.
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