IEEE China Council 关于签署成立 Chapter/Subsection 申请的基本要求

(2012年2月通过,请各 Section参照执行)

根据 IEEE 有关章程,Chapter/Subsection 是同一地域专业相同的 IEEE 会员联合申请成立的组织形式,非某一单位所有。凡在 Section 辖属范围内申请成立 Chapter/Subsection 者除需提供有效会员 签署的 Petition Form 外(必须提供英文版),还需提供以下函件和信息:

- 1. 拟申请成立的 Chapter 所属 IEEE Society 的主席或副主席签署的同意函件
- 2. 拟申请成立的 Chapter/Subsection 牵头人简历和学术背景(须有证明人签名,并提供证明人工作单位和联系方式)
- 3. 拟申请成立的 Chapter/Subsection 牵头人签名的下列全部申请会员的中文信息明细表

全部申请会员中文信息明细表

序号	姓名及会员号码	工作单位	加入 society 日期	当年会费交否	Email-固话-手机	

- 4. 拟申请成立 Chapter/Subsection 同一单位签名人数原则上不得超过签名总人数的三分之一。
- 5. 根据 IEEE 相关规定,签署成立 chapter 的会员至少要有 6 个月以上 IEEE 的会龄。
- 6. 提供一个工作计划说明成立后前6个月的会议和活动,并鼓励提供更长时间的计划。
- 7. 上表只需牵头人签字。
- 8. Section 在接到以上所要求的信息后将由 Section 相关委员会对申请进行评估,并对其中任一成员或相关单位进行适当形式的问卷了解情况。凡在问卷信函发出后十个工作日内没有收

到被问卷人的回应时则按申请不成立处理,并在同一年度内不得再次申请。

9. Section 在评估后是否签署申请表	还将与 IEEE 相	关组织协调而定	Ξ.		
拟申请成立的 Chapter/Subsection 牵头人如	生名:	工作单位:			
牵头人 IEEE 会员号码:	加入 IEEE Socie	ty 时间:	年	月	日
通信地址:					

Email:

注:

固定电话:

1. 请将此表连同会员签署的 Petition Form (英文)和 IEEE Society 主席签署的同意函件—同发送

签字:

- 到:受理人的 Email (各 Section 自己确定并告知申请人)
- 2. 申请牵头人认为有必要说明的问题:

手机:

Requirement of IEEE Chapter / Subsection Formation in China (Approved by IEEE China Council in Feb, 2012, for Sections' Reference)

According to IEEE rules and regulations, chapter/subsection is a geographic unit established by IEEE members in one geographic area and same technical field, not exclusive to any organization or company. When applying to form new Chapter / Subsection within IEEE China Sections, the following documents and information should be provided in addition to submitting Petition Form(must be provided in English) signed by effective members:

- 1) Approval letter from chair or vice chair of IEEE Society which chapter belongs to.
- 2) Resume and academic background of organizer of the chapter/subsection (must be signed by endorser, endorser's organization and contact information is required)
- 3) Fill in the following Chapter / Subsection application form in Chinese.

全部申请会员中文信息明细表(Petitioners' Information in Chinese)

序号	姓名及会员号码	工作单位	加入 society 日期	当年会费交否	Email-固话-手机
No.	Name & Member Number	Organization/Company	Society Join date	Membership Active or Not	Email-Phone-Mobile

- 4) The number of petitioners who are in same organization/company shouldn't exceed one-third of the total petitioners in principal.
- 5) According to IEEE regulations, petitioners who sign on the chapter petition form must have been a IEEE member for a minimum of six months.
- 6) Provide summary sheet to indicate the planned meetings and activities for the initial six months, the longer work plan will be encouraged.
- 7) The above Chinese application form should be signed by organizer of the chapter/subsection.
- 8) Section Committee will evaluate the related required information when section receives them, and the committee will send a questionnaire to any member or related organization/company to check. The application will be refused if a reply is not received within ten working days after the questionnaire letter was sent out. The application cannot be submitted again in the same year.
- letter was sent out. The application cannot be submitted again in the same year.

 9) Assessment result by Section will be coordinated with the related IEEE organizational unit.

 The Organizer of the chapter/subsection

 Name: Organization/Company:

 Member Number: Society Join date: Month/Year

 Address:

 Phone: Mobile: Email: Signature:

Note:

- 1) Please return this form together with Petition Form (English) and IEEE Society approval letter by the chair or vice chair and send to: [contact person appointed by section].
- 2) Other information if petitioners consider its necessary.