<u>IEEE Nuclear & Plasma Science Society Chapters Policy</u>

Revised, S. Gold, 7/10/2023

1.0   Introduction

The policy of the IEEE Nuclear and Plasma Sciences Society is to foster local activities in the technical areas of interest of the Society by promoting the formation of Chapters and Student Branch Chapters affiliated with the Society, and by providing financial and technical support to those chapters, as outlined in this document.

2.0   Assignment of Responsibility

The management of the Society Chapters program is the responsibility of the Society Chapter Coordinator, who also serves as chair of the Functional Committee on Chapters and Local Activities.   In addition, the Chapter Coordinator is responsible for the maintenance of the Society's Chapters webpage, and also advises the President on official actions related to the chapters program, including the approval of new chapters and the provision of financial assistance to existing chapters.

3.0   Creation of Chapters

The formation of new Society chapters and student chapters is governed by IEEE rules that require a petition signed by Society members from the Sections involved, or by student or graduate student members of the educational institution, followed by approval by the regional parent bodies, including Sections, Regions, and, for student chapters, the university student branch.   In addition, in all cases, approval by the Society is also required.   Up-to-date information on the IEEE Chapters program is available at:

https://www.ieee.org/societies_communities/geo_activities/forms_petitions/index.html

Society members are encouraged to pursue the creation of new Chapters to promote local activities in the technical areas of interest of the Society.

4.0   Chapter Officers

Chapter Chairpersons and other chapter officers who serve in formal positions (Vice Chair, Secretary, Treasurer) shall be members of the Society in good standing. Changes in chapter leadership shall be reported to the Society Chapter Coordinator as soon as they take effect, as well as to the IEEE using vTools.

5.0   Financial Support for Chapters

Society Chapters may request up to $500 in funds per annum by contacting the Society Chapter Coordinator. Such requests must be accompanied by a budget indicating how the requested funds will be used. The Chapter Coordinator shall forward the request to the Society President, along with a recommendation for approval, and then to the Treasurer for action. Funds will only be awarded if the Chapter's reports are current.

New Chapters may apply to the Chapter Coordinator for a first-year award of up to $1000 to assist in the start-up of Chapter activities. The Chapter Coordinator shall forward the request to the Society President, along with a recommendation for approval, and then to the Society Treasurer for action. Such requests must be accompanied by a budget indicating how the funds will be used.

All funds supplied by the Society to the Chapters shall be used for legitimate chapter purposes. Such purposes include:

- Fees for use of meeting space
- Advertising
- Refreshments at meetings

6.0   Chapter Responsibility and Accounting

The Chapter Chairperson, or a delegate, shall be responsible for holding and disbursing funds, and shall maintain a record of funds received and funds expended. This record shall be made available for auditing, upon request.

7.0   Chapter Reporting

Chapter Chairpersons shall respond to requests by the Chapter Coordinator for periodic status updates for reporting at Society administrative meetings. Chapter Chairpersons shall also submit reports to the IEEE, as required. In addition, Chapter Chairpersons shall submit annual reports to the Society at the end of each calendar year which:

- Provide updated information about all Chapter committee persons, including names, positions, and contact information
- Provide a summary of the activities during the past year
- Provide an accounting for expenditure of funds supplied by the Society

8.0   Distinguished Lecturers Program

The Society supports a Distinguished Lecturers Program (DLP) that can provide lecturers for Chapter meetings. The Society will provide all lecturer expenses for up to two lectures per chapter per year, subject to the discretion of the Society Distinguished Lecturers Coordinator. The procedures to be followed, and the list of available lecturers can be found at the Society website:

https://ieee-npss.org/distinguished-lecturers/

9.0   Society Chapters Page

a.   The Society Chapters page is located at:

https://ieee-npss.org/chapters/

b.   The Chapter Coordinator shall maintain an up-to-date list of Chapters, Chapter chairs, and Chapter contact information on the Chapters page. Changes in Chapter Chair contact information should be forwarded to the Chapter Coordinator, who shall communicate those changes to the Society Webmaster for posting.

c.   This Chapter Policy document as well as the Chapter Annual Report form shall be downloadable from the Society's Chapters webpage.

10.0 Use of the Society Name and Logo

Society chapters and joint chapters may use the Society's name and logo on their webpage and on chapter documents, as evidence of their affiliation with the Society. However, they may not use either the Society's name or logo on the webpage or literature for conferences, workshops, or other external events that they sponsor, without the permission of the Society, unless the Society has itself agreed to sponsor those event.