





# Forming your Young Professionals Affinity Group

Formation petition guidelines



### The IEEE Young Professionals



The IEEE Young Professionals (YP for short) is an international community of innovative members and volunteers. We are a group of young engineers at early stage of our careers who share knowledge, enthusiasm and collaboration readiness on events and conferences around the globe.

Young Professionals are all the IEEE members who have graduated from their first university degree within the past 15 years.



### We look forward to welcome you

- ► Currently, there are over 150 Young Professionals Affinity Groups worldwide, and more than 120,000 members globally. We look forward to welcome you in our familly!
- ► The document is a step-by-step guideline through the petition completion process, which will form your Young Professionals Affinity Group (YP AG)
- Petition pre-requisites:
  - at least 6 young professional members in your section ready to sign the petition (by e-mail invitation) while the recommended number is 12
  - YP AG Interrim Chair, most often the person who fills the petition
  - approval of your Section Chair



## Before you start, please check if AG in your Section exists already!

You can check the map on the home page of :

http://yp.ieee.org/





### Are your ready?

Prepare the list, make yourself a coffee, relax and enjoy the beginning of your great story!

This one will inspire generations of young, enthusiastic volunteers and transform them into amazing leaders!



#### Let's begin!

- ► Go to: https://www.ieee.org/societies communities/geo activities/forms petition
- Follow the slides

#### Forming an IEEE geographic unit

In accordance with the actions of the IEEE Member and Geographic Activities Board, there are specific guidelines to follow when forming an IEEE geographic unit. More information about forming a geographic unit can be found in Section 9 of the MGA Operations Manual.

Petitions for Student Branches, Student Branch Chapters, Student Affinity Groups, Technical Chapters, Joint Chapters, and Affinity Groups can be submitted online.

#### Access Petition Form

If you are interested in forming Councils, Sections, or Subsections, see the appropriate area and petition form on this page. Each form includes complete directions, requirements, and a simple workflow of the unit petition processing activity.

Please email IEEE Staff at petition@ieee.org with questions regarding unit formation policies or unit formation processes.

t top of page

- Scroll down until you see the Forming an IEEE geographic unit
- Read the text then click the orange button Access Petition Form or go directly <u>here</u>
- Fill in your IEEE login details to access the intranet



#### **Create new petition**

**IEEE** Geographic Unit **Formation Petition Application** 



#### Create Petition

Start a new Petition

Are you the Organizer of the petition?

An Organizer serves as the Interim Chair of the Geographic Unit you are petitioning to form. An election should be held once the Geographic Unit has received confirmation of official formation by IEEE.









**IEEE GeoPetitions** 

Overview User Guide Contact and Support

**FAQs** 

Support Center

Email: petition@ieee.org

Phone: +1 732 562 5548

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### Now we need some information about you!

**IEEE** Geographic Unit **IEEE Formation Petition Application** Create Petition Start a new Petition - Organizer Information Member Number Full Name Grade Email Address State / Province Country & Zip Section Code Section Name Region Name NEXT > IEEE GeoPetitions Contact and Support Legal Overview Nondiscrimination Policy User Guide Support Center Privacy & Opting Out of Cookies

Accessibility

Email: petition@ieee.org

Phone: +1 732 562 5548





#### **Choose "Affinity Group/Joint Affinity Group"**

**IEEE** Geographic Unit Formation Petition Application



#### Create Petition

Please select the organizational unit that you are trying to form. If you do not see the type of petition you need, please contact petition@ieee.org for further assistance.

Start a new Petition - Choose a petition type

Affinity Group/Joint Affinity Group

O Chapter/Joint Chapter

BACK

START PETITION 🗲

IEEE GeoPetitions

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A not-for-profit organization, IEEE is the world's largest technical professional organization dedicated to advancing technology for the benefit of humanity.



### Now we finally start with petition!

Petition to Form an IEEE Affinity / Joint Affinity Group



PETITION INFORMATION ORGANIZER INFORMATION AFFINITY GROUP INFORMATION

BUSINESS PLAN

**ENDORSEMENTS** 

SIGNATURES

#### Petition Information

An Affinity Group is a non-technical subunit of an IEEE Region, Section, or Geographic Council. Affinity Groups are your local link to the valuable resources available from IEEE and one, or more, of its four affinities - Young Professionals (YP), Women in Engineering (WIE), Consultants Network (CN) and Life Member (LM). Affinity group activities may include guest speakers, workshops, and seminars, as well as social functions. These activities provide members with valuable opportunities to network at a local level - enabling both personal and professional growth. To form an Affinity Group, please read the requirements below.

The petition to establish an Affinity Group shall contain the following:

- . Name of the geographic parent
- . Name of the organizational parent (Consultants Network (CN), Young Professionals (YP), Life Member (LM), Women in Engineering (WIE).
- Name of the organizer (who will serve as interim Chair pending election at a later time). The organizer shall be of an IEEE Graduate Student Member or of higher grade and must be an IEEE member for a minimum of six months.
- Signatures of at least six (six) IEEE Graduate Student Members or of higher grade, and must be an IEEE member for a minimum of six months.
- . A business plan that includes mission/goals, planned meetings and activities for first six months.
- Endorsement of the Geographic parent Executive committee. The completed petition shall be endorsed by the Geographic parent Executive Committee.
- The Affinity Group will be considered established after the Regional Director and the IEEE organizational parent have approved its formation. The IEEE Member and Geographic Activities Managing Director shall notify the Member and Geographic Activities Board, the IEEE organizational parent, and the geographic parent.

#### TO FORM A JOINT GROUP COMPRISING TWO OR MORE CONTIGUOUS SECTIONS

An Affinity Group or Joint Affinity Group may be established by the procedures defined herein to cover the territory of two or more contiguous Sections, or a Geographic Council, provided the necessary approval is obtained by all concerned. The petition shall identify the entity assuming responsibility for the Affinity Group management (managing parent).

#### TO CHANGE STATUS OF AN AFFINITY GROUP

The status of an Affinity Group may be changed from single to joint, or vice versa, or from one joint combination to another, without submission of a petition. The change in status will become effective following approval of the request for change by the Regional Director(s), Affinity Group Chair, Geographic parent Executive Committee, and other entities involved.





### Tell us about yourself as an Interrim Chair

Petition to Form an IEEE Affinity / Joint Affinity Group										
PETITION INFORMATION	ORGANIZER INFORMATION	AFFINITY GROUP INFORMATION	BUSINESS PLAN	ENDORSEMENTS	SIGNATURES					
Organizer/Interim Affinity Group C	Chair									
The following individual is serving as the Organizer of the Affinity Group, who will serve as interim Affinity Group Chair pending an election at a later time. Eligible candidates must hold grade of Graduate Student Member, or higher, as well as a member of IEEE for a minimum of six months. An election should be held once the Affinity Group has received confirmation of official formation by IEEE.										
If you are forming a Joint Affinity Group comprised of two or more contiguous sections, please use the (+ Add Co-Organizer) button to add Co-Organizers by entering their IEEE Member number.										
Member Number	Full Name		Grade	Email						
Email Incorrect? Update your Use	er Profile									
					ADD CO-ORGANIZER					
				BACK	SAVE & CONTINUE >					



## State your Section name as the Geographic parent

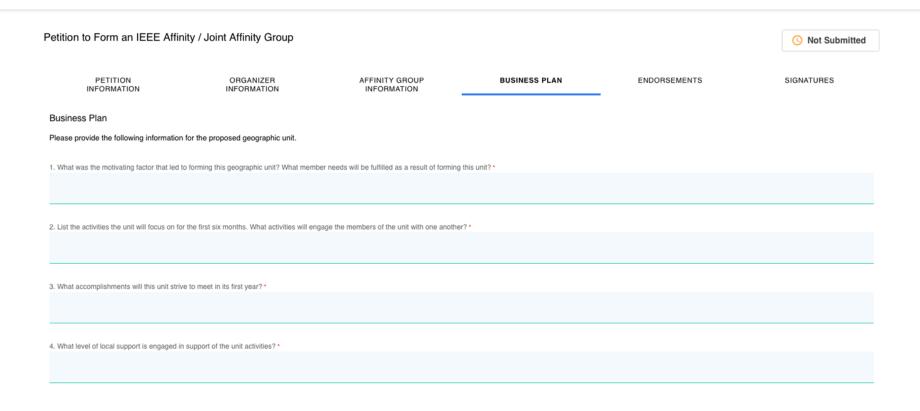
IEEE Geographic Unit Formation Petition Application



Formation Petition	Application				<b>*</b>		
Petition to Form an IEEE Affinity / Joint Affinity Group							
PETITION INFORMATION	ORGANIZER INFORMATION	AFFINITY GROUP INFORMATION	BUSINESS PLAN	ENDORSEMENTS	SIGNATURES		
Affinity Group Information							
Please select the Sponsoring Entity for wh	nich you are forming an Affinity Group.						
Name of the Geographic Parent							
Please Select the Type of Affinity (	Group: •						
<ul> <li>Consultants Network</li> <li>Life Member</li> <li>Women In Engineering</li> <li>✓ Young Professionals</li> </ul>							
				BACK	SAVE & CONTINUE >		



### **Share your vision with us**



Make it good and elaborated, in accordance to YP program vision.
 Your AG approval greatly depends on this part.

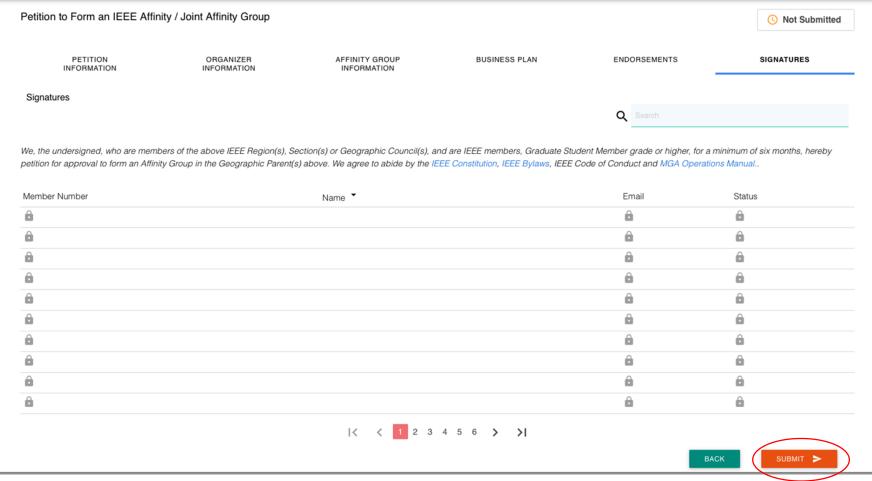
SAVE & CONTINUE >

### **Get support from your Section Chair**

**IEEE** Geographic Unit **IEEE Formation Petition Application** Petition to Form an IEEE Affinity / Joint Affinity Group ( Not Submitted PETITION ORGANIZER AFFINITY GROUP **BUSINESS PLAN ENDORSEMENTS** SIGNATURES INFORMATION INFORMATION INFORMATION **Endorsement of IEEE Members** Geographic Parent Executive Committee Endorsement An email will automatically go out to the Chair(s) of all Geographic Parent Unit(s), asking for them to endorse your petition\*. \*If you do not report to a Section, the endorsement request will go to your Region Director. Status Member Number Full Name Email New SAVE & CONTINUE > **BACK** 



### Fill in your petitioners details



#### Congratulations for submitting the petition!

#### **Next steps:**

- ▶ Your petitioners will get an e-mail invitation to confirm the petition once you have six digital signatures, it takes up to two weeks to get your organizational unit approved
- After the IEEE has approved it, you will serve as an Interrim Chair with a first task to organize elections for the YP AG Chair
- ▶ Your official contact in Region 8 is <a href="ma-yp@ieeer8.org">ma-yp@ieeer8.org</a>. Let us know if you need any help about the process or just to say 'hi'.
- Visit <a href="http://yp.ieee.org">http://yp.ieeer8.org</a> to check our programs, news, communities
- Get your own ideas and build up your team
- Check volunteers resources
   <a href="http://yp.ieee.org/volunteers/manuals">http://yp.ieee.org/volunteers/manuals</a> for manuals, promo kits, getting your members list and many more

#### Welcome to our family!



