

IEEE Maine Section Student Group Reporting Instructions

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Introduction

The IEEE Board of Governors, at its January 2018 meeting, revised the reporting structure for student branches, student technical society chapters, student affinity group chapters, and Eta Kappa Nu honor society chapters. Previously, student organizations reported independently to IEEE Headquarters or the Eta Kappa Nu Operations Center, as applicable. As of January 2018, all student organizations report through their respective IEEE Section, as defined by the IEEE Member and Geographical Activities organization.

This reporting instruction has been developed to define the minimum information that the IEEE Maine Section wishes to receive from each student group within its defined geographical area. Questions and comments regarding this reporting instruction are welcome and should be addressed to the IEEE Maine Section chair.

Reporting Instructions

1. A report detailing the below defined information shall be submitted to the IEEE Maine Section by May 30 of each academic year. This report shall be submitted by the student group chair and acknowledged via signature by the student group faculty advisor. The report may be submitted as a "Word" document in any format convenient for the student group chair.
2. The student group report shall contain the following information
 - a. The names and IEEE membership numbers of all student group officers and the student group faculty advisor.
 - b. The names and IEEE membership numbers of all IEEE student members who are members of the subject student group.
 - c. A list of all bank accounts, their description, authorized signatories, and balance at the end of the academic year. *It is recognized that IEEE student groups may conduct financial activities using banking facilities other than those provided by the IEEE. This is acceptable if the respective IEEE Section is aware of the activity. Further, if the subject student group is interested in receiving project and rebate funding from the respective IEEE Section, it is recommended that the subject student group establish an IEEE CBRS bank account and regularly report their financial activity via Netsuite.*
 - d. A general description of student group activities during the past academic year: special events, student group meetings, and participation in IEEE activities such as the IEEE Region 1 Student Conference