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IEEE ANTENNAS AND PROPAGATION SOCIETY CHAPTER OFFICERS HANDBOOK 2010

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1) INTRODUCTION

The Chapters of the IEEE Antennas and Propagation Society (AP-S) play an important role in advancing the theory and practice for the technical fields of interest to our Society, and for encouraging the maintenance of the high professional standards of our Society. The Society has about 100 active chapters, in cities and countries around the world. A list of active AP-S chapters may be found on the AP-S web page at <http://www.ieeeaps.org>.

AP-S Chapters are key to providing a rich technical program to advance the knowledge of Society engineers and researchers at the IEEE Section level. As chapter officers you have a unique opportunity, as well as an obligation, to provide your fellow Society members with a regular program of varied technical presentations by expert engineers and researchers. Chapter meetings provide our members with the opportunity to meet colleagues holding similar interests in an informal atmosphere conducive to the friendly discussion of common ideas. Some Chapters sponsor workshops and focused on an emerging area of technology likely to be of interest to a wide variety of engineers. Others sponsor symposia that have become traditions, such as the MMET conference co-organized by the East Ukraine Chapter.

Chapters may be either AP-S only or “joint” chapters, meaning that the chapter is joint between AP-S and one or more other IEEE societies. A minimum of 12 members is necessary to form an AP-S only chapter. The choice to be an AP-S only chapter or a joint chapter depends on the number of AP-S members in the section and the interests of the members.

This Handbook has been prepared to provide you with information that may be helpful in the running on your chapter. For example, the Handbook describes support, financial and otherwise, that your chapter can obtain from the Antennas and Propagation Society. Other help can come from your local Section. Get to know your Section organization and the resources they provide. Other assistance can come directly from the IEEE.

2) WEB PAGE INFORMATION

IEEE: <http://www.ieee.org>

AP-S: <http://www.ieeeaps.org>

AP-S Chapters: Go to the AP-S web page above, and then click on “Chapters”.

The AP-S Chapter Web page has an updated list of all active AP-S chapters, including contact information for the Chapter Chairs, and Web addresses for the chapters (if available).

Also on the IEEE Web page there is a lot of useful information about chapters and sections, and the types of assistance that the IEEE can provide to the chapters. The following links may of interest for your chapter.

IEEE Chapter Support

http://www.ieee.org/web/geo_activities/units/Chapters/index.html. This webpage also includes a

Chapter Chairs' Reference Guide.

Technical Chapter Chair Quick Start Training

http://www.ieee.org/web/geo_activities/units/officer_training/chapter_chair/index.html

Setting up a Chapter Webpage

<http://ewh.ieee.org/soc/es/chapter-website.html>

Please notify the AP-S Chapter Activities Coordinator of any changes needed to the contact information on the AP-S Web page for your chapter. The AP-S society would like to be able to provide links from the AP-S Web page to chapter Web pages. If your chapter does not have a Web page, you are encouraged to create one. If your chapter has a Web page but it is not listed on the AP-S Web page, please provide this information to the AP-S Chapter Activities Coordinator.

3) USEFUL CONTACT INFORMATION

AP-S Chapter Activities Coordinator:

Prof. Zhongxiang Shen
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Web: http://www.ieee.org/web/geo_activities/units/index.html

4) REQUIREMENTS TO REMAIN AN ACTIVE CHAPTER

Only active chapters are listed on the AP-S Web page. In order for your chapter to remain active (for AP-S listing purposes), your chapter must make contact at least once during the year with the AP-S Chapter Activities Coordinator (e.g., by emailing a notice of a recent technical meeting that has been held). In addition, the IEEE imposes limitations on your chapter activity in order to remain in good standing. The IEEE requires that your chapter must hold at least two technical meetings per year.

Ideally, each chapter sends an email to the AP-S Chapter Activities Coordinator immediately after each technical meeting, giving a brief summary of the pertinent speaker information (this is compiled and sent to the AP-S Magazine). This is discussed in more detail in Section 8.

An annual chapter activities report is submitted to the AP-S Chapter Activities Coordinator early in the year, to report on the activities of the preceding year. The annual reporting form that is used for this will be sent to the Chapter Chairs by the beginning of each year. Completion of this report is a prerequisite to receiving any type of financial support from the AP-S Society. These reporting activities are discussed in more detail below.

5) FAQ'S AND OTHER INFORMATION ABOUT CHAPTERS

(Taken from IEEE Web pages. For more information, please visit the IEEE Web page at http://www.ieee.org/web/geo_activities/units/index.html.)

1. What is the difference between a Region, a Section and a Chapter?

The membership of the IEEE is divided geographically into three administrative Units. The first division is that of Regions of which there are 10 worldwide. They are: Regions 1-6 which consist of the IEEE membership in the United States; Region 7 is Canadian members; Region 8 is Europe, Africa and the Middle East; Region 9 is Latin America and the Caribbean; and Region 10 is Asia, Australia and the Pacific Rim countries. To see a list of the regions, and web links to the sections that are within each region, go to

http://www.ieee.org/web/geo_activities/home/index.html

The second division is Sections. There are 324 Sections, which are subunits of Regions, divided geographically to facilitate administration and local activities (a section often corresponds to a city).

The third division is Chapters. Chapters are technical subunits of one or more Sections. There are 39 different Technical Societies in the IEEE, which are represented by the Chapters in each Section. At present, there are over 1,784 technical chapters in the IEEE.

2. What are chapters and why are they so important?

A Chapter is a technical subunit of one or more Sections, or a Council, constituted by a minimum of twelve (12) members of a society and established by petition to the parent unit(s) and Societies concerned to represent and fulfill the needs of the members and the missions of IEEE. Chapters provide the opportunity for Societies and their members to network at a local level. Chapter activities may include guest speakers, workshops and seminars. Society members should be encouraged to join and participate in their local Chapter activities to promote growth within their Society.

3. Why should Society members form a Chapter?

Chapters are ideal vehicles for informative technical meetings and for networking. Chapters can receive funding from both the parent technical Society and the parent Section. For Chapter opportunities within your section see the following webpage:

http://www.ieee.org/web/geo_activities/home/index.html

4. Who can form an IEEE Chapter?

To form a chapter, you must be an active member of the IEEE holding the grade of Member, Senior Member or Fellow. You must also be a member of the Section, and the Society. If it is a joint Chapter, membership in only one of the Sections is required.

5. My area has the required criteria for chapter development. What is the next step?

To pursue a new chapter opportunity, please contact the Section Chair to inquire if they are interested in starting a chapter. For expansions of existing chapters, please contact the Chapter Chair to inquire if they are interested in expanding their chapter. You will also need to request a contact list of the Society members that hold the grades of Associate, Member, Senior Member, and Fellow. This list may be requested by sending your request to: tad-chap-dev@ieee.org, whose role is to provide guidance and support in these Chapter growth efforts. Once the members have been identified and contacted, you may initiate the process to petition the formation of a chapter.

6. How do I form a Chapter?

By requesting the Chapter formation kit from the Officer Services Specialist in Regional Activities, or by downloading the Chapter Petition form from the web site at <http://www.ieee.org/portal/pages/tab/cha/newchap.html>. The Society Chapter petition must be signed by at least 12 qualified members and be approved by the Section Chair.

7. Who is eligible to hold office in a Chapter?

To be eligible to hold office in an IEEE Section you must be an active member of the IEEE. You must hold the grade of Member, Senior Member, or Fellow, or Life Member, Life Senior, or Life Fellow. You must also be a member of the Section. Society Chapter Officers must be members

of the Society (if it is a joint Society Chapter, membership in only one of the Societies is required).

Partial Listing of Complimentary Services Offered by the IEEE in Support of Chapter Development and Growth:

1) Chapter Development Tools

- Chapter Opportunity Analysis (print or electronic). Identification of new and joint chapter development opportunities, as well as expansion of existing chapters
- Member Contact Listings for Chapter Formations (print or electronic). Listing for members name and contact information can be provided for locations identified as new and joint chapter opportunities. These can be customized for specific Society, Region, and Section.
- Lists for Targeting Membership Growth & Activities (print or electronic). Lists of IEEE members with technical interest profiles (TIPs) that closely match your Society's technical interest area can be used for membership development to increase chapter activities and increase Society membership.

2) Miscellaneous Chapter Services

- Lists for Speaker Solicitations (print or electronic). Lists of IEEE members with technical interest profiles (TIPs) that closely match your Society's technical interest area can be used for solicitation of speakers for participation in your speaker programs.
- Chapter Membership Listings (print or electronic). Lists of members in existing Society Chapters and their contact information.
- Chapter Membership Mailing Labels. Mailing labels for use in coordinating chapter activities and special events.
- Subsidy Processing Services. Approval announcements, payment requests.
- Miscellaneous Chapter Mailings. Coordination of chapter meeting mailings, invitations, announcements, special events, etc.

To request these services, or for more information on these and other services offered, please forward your inquiries to: tad-chap-dev@ieee.org.

**6) CHAPTER TECHNICAL PROGRAM AND THE AP-S
DISTINGUISHED LECTURER PROGRAM**

One key to a successful year for your chapter is planning and organizing a program of technical

presentations of outstanding quality and diversity. You, your other chapter officers, and members of your chapter are sources of suggested speakers for your meetings. Often, speakers from other parts of the world will present a talk in your area if you are willing to adjust the time and location of your meetings to correspond with other business these individuals may have in your area. Another source of potential speakers is the list of presentations that other chapters have sponsored. A list of speakers who have given talks at other chapter meetings is published regularly in the AP-S Magazine, in the Chapter News section.

There is an important source of speakers that you should know about. The Antennas and Propagation Society sponsors a Distinguished Lecturer Program. Under this program, internationally known experts are invited to prepare special lectures on topics of interest to our profession. A list of the AP-S Distinguished Lecturers may be found on the Chapter Web page.

It is easy to arrange for a visit by an AP-S Distinguished Lecturer. Here are the steps:

- 1) Contact the Distinguished Lecturer to agree on a tentative date for the visit.
- 2) Send an email to the AP-S Distinguished Lecturer Program Coordinator (see below) to get official AP-S approval for the visit.
- 3) Notify the Distinguished Lecturer after approval has been obtained, so the Distinguished Lecturer can make final travel plans.

The AP-S Distinguished Lecturer Program Coordinator is:

Prof. J (Yiannis) C Vardaxoglou

Department of Electrical and Electronic Engineering
Loughborough University
Leicestershire LE11 3TY
United Kingdom
Phone: +44 (0) 1509-227089
Email: j.c.Vardaxoglou@lboro.ac.uk

Requests are routinely approved for designated Distinguished Lecturers, up to a maximum of 2 per year per chapter, funds permitting.

The IEEE AP-S Distinguished Lecturer Program will reimburse approved speakers for their travel expenses in the USA, including airfare, lodging, rental car, meals, and other incidental expenses. Lecturers will make their own travel arrangements and will be reimbursed after the visit, upon submission of travel expense receipts.

The principal function of the Distinguished Lecturer Program is to support local Chapter activities, including those in the U.S. and in other countries. The AP-S Society will reimburse current Distinguished Lecturers up to \$1,250 for presentations to AP-S Chapters located inside

the DL's home continent. Travelling outside the DL's continent is currently reimbursable at up to \$2,500. The local expenses are expected to be covered by the host chapter; so it is best for the distinguished lecturers to give talks at typically three different chapters in the same or different countries in one trip. Arrangements for such coordinated lecture visits may be made through the AP-S Chapter Chairs and the Chair of the Distinguished Lecturer Program.

The IEEE has a webpage that explains the program and lists the speakers available for all of the IEEE Societies. Some of the speakers from outside AP-S may be of interest to your Chapter.
<http://www.ieee.org/portal/pages/tab/cha/lectweb2.html>

7) AP-S FINANCIAL SUPPORT FOR CHAPTER ACTIVITIES

7.1 Annual support

The Antennas and Propagation Society has a fund to assist individual Chapters with legitimate Chapter expenses over and above the financial aid rendered by the local IEEE Section. The reimbursable activities must be specifically AP-S related. Examples of appropriate costs might be expenses for food and drink, printing and mailing, special travel expenses for a speaker, etc. The maximum amount per chapter per year that is allowed depends on whether the chapter is AP-S only, or joint with other Societies. For AP-S-only chapters the maximum amount of support available is \$1,300. For joint Chapters with more than one Society affiliation (for example AP/MTT/ED), the maximum amount is \$650.

Please check with your local section first to see what funds they can provide your chapter. If they have already given you the maximum support permitted and you still have further planned expenses, then send a request describing your request for funds to the AP-S Chapter Activities Coordinator. Annual funding is prioritized both by the time of request and by the explanation of need. If approved, your request will be forwarded to the AP-S Treasurer who will process your request and send the Chapter Chair a check (unless some other arrangements have been made for transferring the funds).

The AP-S annual support is not used to support travel or lodging of Distinguished Lecturers. These visits are funded directly by AP-S and authorized by the Distinguished Lecturer Program Coordinator.

7.2 Special-Purpose Funding

A special purpose fund also exists, for the purpose of supporting special chapter projects that are not ordinarily covered by the annual funding. Examples might include the organization of a local workshop or conference that benefits Chapter members, a special field trip, a chapter-oriented research project, etc. The special-purpose funding is limited to \$650 per chapter annually, and is available on a first-come basis (the present total funding is limited by AdCom to \$3,250 annually). Chapters can apply for such funding through the Chapter Activities Coordinator. A short proposal clearly explaining the intended project must be provided. Awards are prioritized

based on value to the AP-S chapter and the AP-S society.

For even larger projects, chapters may submit proposals directly to the AP-S AdCom for support of up to \$5,000. The proposals should contain, at a minimum, a detailed description of the project and a budget. Upon recommendation of the Treasurer and the Chapter Activities Coordinator, the request will be submitted to the AdCom for approval. A mail ballot will be conducted, if required, for timely action.

7.3 Chapter Chair Travel Awards

Chapter Chairs may contact the AP-S Chapter Activities Coordinator to apply for a travel grant to attend one of the IEEE AP-S/URSI International Symposiums. The award is for \$1,950, and in addition entitles the Chapter Chair to have free registration at the Symposium. The award may be used to cover all or part of the travel and hotel expenses. Awardees are responsible for any expenses that exceed the award limit. A maximum of five awards per year will be granted. Each Chapter Chair is limited to one award for the duration of their term in office. Requests for this award should be sent to the AP-S Chapter Activities Coordinator by email. The requesting letter should explain clearly the planned level of AP-S activities of the Chapter Chair at the conference, and what financial circumstances exist that makes this travel grant necessary. Awards are prioritized based on financial need and the level of involvement of the Chapter Chair with the Symposium and AP-S Chapter activities.

7.4 Best Chapter Award

Every year, the Antennas and Propagation Society honors one of its Chapters with the AP-S Best Chapter Award. This award is based on the level of activity of the Chapter and the service of the Chapter to its members. The selection of the Best Chapter Award is coordinated by the AP-S Chapter Activities Coordinator, and the selection process is mainly based on the AP-S annual reports that are submitted to the AP-S Chapter Activities Coordinator. The Best Chapter Award carries a prize of \$1,300. The award presentation is made at the IEEE AP-S/URSI International Symposium in the summer of the following year. This award may be used to cover travel expenses for the Chapter Chair (or designated chapter officer) to attend the symposium, or to cover any other legitimate Chapter expenses.

A list of past winners of the Best Chapter Award is given in Appendix I. Appendix II gives a summary of all AP-S financial support to Chapters during 2009, as well as a summary of the Chapter statistics.

8) REPORTING OF TECHNICAL MEETINGS

It is important that your Chapter's activities are publicized at both the section and society levels. Local section announcement of your meetings is important so that chapter members can plan to participate in your technical program and to ensure proper insurance coverage. Your section

should be able to help with publicizing your meetings through their section newsletter or other publications. In addition, your section or the IEEE should be able to help you obtain chapter membership lists and mailing labels from the IEEE Service Center in Piscataway, New Jersey USA (see the information about chapters above).

Some chapters maintain industrial and/or university liaison programs. Society members in key groups within these organizations agree to publicize chapter meetings and encourage participation by co-workers in chapter activities.

A list of AP-S technical meetings held by the chapters is published regularly in the IEEE AP-S Magazine, in the Chapter News section. It is very important to send information about your technical meetings to the Chapter Activities Coordinator immediately after each meeting is held, so that this information can be appear in the Magazine in a timely fashion, so that your chapter can get proper recognition for its activities.

You should email the following information to the AP-S Chapter Activities Coordinator immediately after each technical meeting:

- The name of your chapter
- The date of the meeting
- The title of the presentation
- The name, affiliation, and address of the speaker

The preferred format is as shown below:

Boston

November 14, 2002, “Antennas for the 21st Century: Reconfigurable Radiating Systems,” Prof. Jennifer Bernhard, University of Illinois, Urbana-Champaign, Urbana-Champaign, Illinois, USA.

The Chapter Activities Coordinator will compile this information and send it to the Editor of the AP-S Magazine every two months (the publication schedule of the AP-S magazine).

In addition, you are required to report your meetings to the IEEE headquarters on IEEE Form L-31.

9) ANNUAL CHAPTER ACTIVITY REPORT AND BEST CHAPTER AWARD

An annual report form is normally sent to the chapters each year at the end of the year by the AP-S Chapter Activities Coordinator. The Chapter Chairs then fill out the form and submit it back by email to the AP-S Chapter Activities Coordinator. The report form is important for several reasons:

- It provides an updated list of important information about your chapter.

- It is used to select the Best Chapter Award.
- It is necessary in order to apply for any type of financial support from the AP-S Society (this includes annual support, special-project support, Chapter Chair Travel Grant support, and the Best Chapter Award).

In order to accurately fill out the annual report, please make sure that you keep track of the following information for each of your meetings:

- Date and time of the meeting.
- Classification of the meeting as social, technical, or administrative.
- Title of the presentation (if it is a technical meeting).
- Speaker's name, affiliation, and address (if it is a technical meeting).
- Category of the speaker (if it is a technical meeting): student member of chapter, non-student member of chapter, outside speaker, or Distinguished Lecturer.
- Number of attendees, both AP-S and non AP-S.

Your chapter will be automatically considered for the Best Chapter Award if your chapter submits an annual report with the necessary information, in the proper format.

For your information, a list of past winners of the AP-S Best Chapter Award is included in Appendix I.

10) CHAPTER ELECTIONS

The IEEE has decreed that all chapter officer terms of office will run for a calendar year, from January 1 through December 31. Normally, each chapter will have a Chair, a Vice-Chair, and a Secretary/Treasurer. To comply with this policy you should plan to hold chapter elections in late November or Early December, and have the new officers take office on January 1 of the New Year. Note that you do not have to change officers. Also, the same people may hold office for multiple terms. However, IEEE policy limits the number of consecutive terms in any one office to two years. That is, the same person cannot hold the same position of office more than two years in a row. If you do change officers the change must take place at the end of the year. In your annual report you will be asked to list the officers for the coming year.

If the Chapter Chair changes during an election, please notify the AP-S Chapter Activities Coordinator immediately after the election by a separate email message, so the email and address lists maintained by AP-S Chapter Activities Coordinator as well as on the AP-S Chapter Web page, can be kept up to date.

11) MEMBERSHIP DEVELOPMENT AND STUDENT INTERACTION

You should attempt to recruit new IEEE and Society members at each of your Chapter meetings, as non-members may be in attendance. You should provide a prominent display of IEEE membership and AP-S society membership forms at each meeting. More information about membership development may be obtained from your Section Membership Development Chairperson or from the following webpage.

http://www.ieee.org/web/volunteers/membership_dev/index.html

The Antennas and Propagation Society recommends that each chapter hold a special meeting every year to attract university students by showing them the interesting work of the Society. Use your imagination to get maximum attendance and to foster real interaction between regular members and the students at the meeting. The objective of this meeting is to enhance student interest in AP-S technical areas and to recruit new members for the AP-S society.

12) SUMMARY

Your efforts and those of the other Chapter officers are vital in planning and executing a quality technical and social program for your members. Your chapter meetings, the AP-S Intl. Symposium, the Society Transactions, and the AP-S Magazine are the principal ways in which the AP-S Society provides the latest technical information to its members for the purposes of maintaining their high professional standards.

The AP-S Society appreciates your efforts and, along with your Section officers, stands ready to help you this coming year. If you have any questions, please contact the AP-S Chapter Activities Coordinator.

Good luck and best wishes for a successful year!

APPENDIX I: AP-S Best Chapter Award Winners

1978/1979	Washington
1979/1980	Baltimore
1980/1981	Albuquerque
1981/1982	Boston
1982/1983	Boston
1983/1984	Dallas
1984/1985	Columbus
1985/1986	Columbus
1986/1987	Dallas
1987/1988	Dallas
1988/1989	Los Angeles
1989/1990	Sweden
1990/1991	Dallas
1991/1992	Tokyo
1992/1993	Ottawa
1993/1994	Winnipeg

The period of performance for choosing the Best Chapter Award changed to the Calendar year in 1994.

1994	Poland
1995	Nanjing
1996	Los Angeles
1997	Moscow
1998	Moscow
1999	Moscow
2000	Nanjing
2001	Moscow
2002	Hong Kong
2003	Singapore
2004	Taipei
2005	Nanjing
2006	Tainan
2007	East Ukraine
2008	Singapore

APPENDIX II: Summary of Information for 2009

Chapter Statistics

A total of 98 active chapters at the end of the year:

U.S. chapters: 36

Canada chapters: 6

Region 8 (Europe, Middle East, and Africa): 30

Region 9 (South America): 2

Region 10 (Asia Pacific): 24

2009 Financial Summary

Budget for 2009: \$30,000

Expenses for 2009: \$25,250

Annual Chapter support (19 chapters):	\$13,150
Special Project support (4 chapters):	\$4,950
Travel Grants (3 chapters):	\$5,850
Best Chapter Award (1 chapter):	\$1,300
TOTAL:	\$25,250

Annual Support:

Chapter	Support
Albuquerque	650
Argentina	650
Cleveland	650
Czechoslovakia	650
East Ukraine	550
Hong Kong	650
Kharkov	100
Moscow	1300
Nanjing	650
New Jersey Coast	600
Orlando	650
Ottawa	650
Saratov	650
SE Michigan	650
Southern Alberta	650
Tainan	1300
Taipei	1000
Turkey	500
West Ukraine	650
Total:	13,150

Special Project Support:

Calcutta:	\$3,000	<i>Applied Electromagnetics Conference</i> in Kolkata, India
Kharkov:	\$650	<i>VI International Conference on Antenna Theory and Techniques (ICATT'09)</i> in Lviv City
Lithuania:	\$650	Joint Workshop on “ <i>Microwave and Antenna Measurement</i> ” in Nov. 2009
West Ukraine:	\$650	<i>XIVth International Seminar/Workshop on the Direct and Inverse Problems of Electromagnetic and Acoustic Wave Theory (DIPED-2009)</i>
Total:	\$4,950	

Chapter Chair Travel Grants:

Chicago: \$1,950

Cleveland: \$1,950

Poland: \$1,950

Total: \$5,850