SPS CHAPTER OFFICERS' HANDBOOK

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I. INTRODUCTION

This handbook is intended to help make your job as a Chapter Officer easier. This handbook explains your responsibilities as a Chapter Officer, and how the Society can assist you to perform an excellent job in that role.

IEEE provides a website oriented to Chapter Chairs. This handbook complements the information found at: http://www.ieee.org/societies_communities/geo_activities/chapters/index.html and http://www.ieee.org/documents/47291_ccrefguide.pdf.

We also recognize that you are a busy professional. For that reason, the Society has developed this handbook in a manner that reduces the time required to obtain answers.

Your contacts, which may be available at the associated web pages, are:

At Society level:

- Your Regional Committee Representative
- Your SPS Regional Director-at-Large
- SPS Chapter Committee Chair (also DL Program Coordinator)

More information is available at Regional Directors-at-Large homepage*:* http://www.signalprocessingsociety.org/community/RDaL/.

At IEEE MGA level:

- Your Section Chair
- Your MGA Regional Director

II. YOUR RESPONSIBILITIES AS CHAPTER OFFICER

A. Creating a new Chapter

Two types of Chapters are possible.

1. A Society Chapter is affiliated with a single technical Society, such as the IEEE Signal Processing (SP) Society.

> In order to create a Society Chapter, the Chapter Organizer must gather 12 or more signatures from IEEE SP Society members on a special Society Chapter petition, which can be found at http://www.ieee.org/societies_communities/geo_activities/forms_petitions/forms_petitions_index.html.

Signers must be members, in good standing, of the Society at the grade of IEEE Graduate Student Member, Member, Senior Member or Fellow grade (no Students or Affiliates). The petition shall be submitted to the Section Executive Committee through the Section Secretary for approval. It is suggested that more than the specified amount of names and signatures be included to ensure that all petitioners qualify, thus speeding the petition's processing.

2. A Joint Society/Section Chapter

It is a helpful option when the member population of a single Society is too small in a Section to support a Chapter of a single Society to create a joint Society/Section Chapter. The Chapter organizer can either expand the Chapter's geographical boundaries to include a neighboring Section, or expand the technical focus of the Chapter to include another Society's (or Societies') field of interest.

Joint Society Chapters contain two or more technical Societies within a Section. Typically, joint Chapters are for related Societies, or those Societies that have a mutual interest, to achieve a common goal of being an IEEE Chapter.

Joint Section Chapters are those for which the membership is across the boundaries of two or more Sections, and are affiliated to one or more technical Societies. Only one section becomes the administrative parent, responsible for reporting the Chapter's activities and which receives the rebate to be passed along the Chapter.

The requirements to form a Joint Society Chapter are the same as for a single Society Chapter, except that not less than three (3) of the twelve (12) signatures on the petition shall be members of each of the Societies involved.

In case of creating a Joint Section Chapter, the petition must be signed by not less than twelve (12) members of the Society and submitted for approval by the pertinent Sections Executive Committees. The petition must include:

- the names of the Sections involved
- the name of the Societies
- the name and address of the Chapter Organizer
- the organizational unit (administrative parent Section) that shall be responsible for Chapter management.

The completed petition shall be submitted to the Geographic parent Executive Committee for approval, prior to submission to the Member and Geographic Activities (MGA) staff.

MGA staff will review the petition and work with the organizer to resolve any discrepancies. The Chapter will be considered established after Member and Geographic Activities has ascertained that the Regional Director and the Society/Technical Council President(s) have no objections to the formation of the Chapter.

Following approval, the Section Chair, the Chapter Organizer, the Regional Director and the President of the Society/Technical Council will be notified. The Chapter formation will be noted in the Report of the Managing Director at the next meeting of the Member and Geographic Activities Board.

Details about new Chapter formation can also be found at:
http://www.ieee.org/about/volunteers/tab/creating_a_chapter.html.

B. Planning Successful Meetings

Chapter meetings are extremely important to develop your Chapter. Here you can interact with colleagues, network with academics and industry leaders, contribute your own knowledge, and benefit from the experience and expertise of others.

Putting together a successful meeting involves:

- **Selecting a subject:** The obvious choice of subject for a group of SPS engineers is SPS engineering. However, many topics may be of greater interest than others. In choosing the topic, you should consider the mission of local industrial groups, university programs and government laboratories. It may also be useful to scan articles in the most recent copies of IEEE SPS Publications for ideas of timely subjects at:
  http://www.signalprocessingsociety.org/publications/publications-home/.

- **Selecting a format:** Formats that you might consider include:
  - formal lectures
  - dinner meetings with an after dinner speaker
  - breakfast or lunch meetings with a speaker
  - tutorial sessions
  - social events (picnics, pizza parties, etc.)
  - workshops, mini symposia (table top events/colloquia)
  - joint sessions with chapters of other societies
  - Conferences and Symposia

The amount of effort required to organize each of these various types of meetings varies significantly. A formal lecture requires only that a speaker and room be found and that the meeting be publicized. In contrast, an all-day workshop or mini symposia can involve months or of planning. A major Conference may take years of work.

Typically, the meeting format that requires the greatest effort also stimulates the most professional interest. A mix of meetings using different formats is suggested.

- **Finding a good speaker:** There are a number of sources of good speakers for an SPS chapter meeting. You might consider:
    - Local industry leaders speaking on their view of future trends within the engineering industry.
    - Local engineers, faculty or graduate students discussing recently published outstanding works, or explaining some engineering tool; i.e. Matlab SP Tools or DSP technology.
    - Co-workers who are working on or have completed a major research project.
    - Visiting engineers/consultants who are experts on any important topic.
    - One source of outstanding speakers available to your chapter is the SP Society Distinguished Lecturers (DLs) Program.
    Refer to http://www.signalprocessingsociety.org/community/lectures/ for a current list of DLs.
    - Members of the SPS Boards, who travel often and are encouraged to visit chapters in their destinations. Refer to http://www.signalprocessingsociety.org/about-sps/boards-committees/ for a current list of members.

- **Publicizing the meeting:** Without appropriate publicity, your meetings cannot be successful. A significant portion of your chapter's efforts (and possibly budget) should be directed at providing publicity for your meetings. Some ways of publicizing meetings in advance include:
    - Make use of vTools: https://meetings.vtools.ieee.org/main.
    - Printed flyers circulated and posted wherever interested individuals might see them.
    - Announcements in your local IEEE Section Newsletter .
    - Letters or announcements sent directly to local IEEE members by Society affiliation through a local mailing list developed by previous meeting attendance sign-in sheet.
    - Advertising in local newspapers .
    - Web pages announcements and postings .
    - The SP Society Newsletter http://signalprocessingsociety.org/newsletter/ will also publicize your table top and mini conference/colloquium.

To create a mailing list among your membership, you must access the **SAMIEEE** tool: http://www.ieee.org/about/volunteers/samieee/index.html, which will get you into the system: https://analytics.ieee.org/analytics/saw.dll?answers. Your IEEE Web Account login information will be required.

Alternatively, mailing lists can be obtained from the following address:

IEEE Service Center
Sections/Chapters Label Orders
445 Hoes Lane
Piscataway, NJ 08854-4150, USA
(732)-562-5518 or 1 (800) 678-4333

It is recommended that Chapter meetings be open to non-IEEE SP Society and non-IEEE members. These "outside" attendees are a potential source of new members for both IEEE and the SP Society and may significantly contribute to the continuing success of your Chapter.

C. Reporting Meetings to IEEE Section

It is **absolutely essential** that you report your Chapter's activities to both IEEE and your Section. A **minimum of two technical meetings** per calendar year must be reported each year to keep your Chapter in an active status. To report activities, you have three alternatives:

1. Complete an L-31 form using vTools. You may submit the form on-line at:
http://sites.ieee.org/vtools/ using your IEEE Web Account information.

2. Mail a copy to your IEEE Section if not using the on-line form.

3. Mail a copy to the IEEE staff. More information at:
http://www.ieee.org/societies_communities/geo_activities/required_reporting/meeting_form.html

Without your meeting reports, IEEE and the Society cannot provide the full spectrum of support that is available to your chapter. In addition, failure to submit the L31 forms can result in the termination of your Chapter by the IEEE Member & Geographical Activities Board.

It is a good practice, when you have finished your meeting to send information and pictures from the event to the Chapter Chatter editor for the IEEE SPS Newsletter at:
http://signalprocessingsociety.org/newsletter/contribute/.

D. IEEE Reporting Chapter Officer Changes

It is also important that you notify the IEEE SPS staff at: sp.info@ieee.org or
http://www.signalprocessingsociety.org/about-sps/contact/ and the local IEEE Section whenever there is a change in Chapter officers.

To do this, there is a special form http://officers.vtools.ieee.org/, where you will need your IEEE Web Account login information.

E. Chapter Chair Good practices

- Develop a working knowledge of Chapter operations from manuals, guidelines, questions and the experiences of others.

- Involve yourself in all facets of Chapter operations to prepare for leadership positions.
- Develop a rapport with members and the other officers and utilize the IEEE organization as a resource.
- Endeavor to present your leadership in a professional, business-like manner at all times.
- Develop teamwork; don't operate as a one-person show.
- Develop a resource network for counsel and advice outside the Chapter to assist you in your leadership role.
- Keep the Section and Society leadership advised of Chapter accomplishments; give credit where credit is due.
- Be fair and equitable in handling problems.
- Find ways of publicizing Chapter accomplishments, giving credit where it is due.
- Become a part of the Section and Society operations to enhance the Chapter reputation as well as provide direct linkage with the organizations to which the Chapter reports.
- Pay close attention to the fiscal aspects of Chapter operation; employ thorough planning and budget adherence.
- Find examples of excellence on the part of Chapter members and provide a means for recognizing these.
- Develop a consistent leadership succession and offer your successor assistance, experience, and insight.
- Promote and advise SP Student Branches in Universities around your location.

F. SPS Chapter Certification Program

The overall objective of this program is to diagnose and improve the state of Chapters within SPS to address the actual condition in interest, activity level, membership, rate of recruiting, and general activities of SPS Chapters.

Chapters which apply for the certificate must submit a report to the SPS Chapters Committee, describing the following items:

Major items:
- Actual Chapter Organization and Management
- Contextual operational situation
- Chapter initial objectives
- List of activities in the previous year
- Chapter policies (e.g. local geographical synergies with other chapters)
- Revised objectives for following year
- Speakers (DLs and other technical talks)
- Networking Meetings
- Administrative meetings
- Member Recruitment activities and analysis
- Technical courses

Additional items
- Workshops and Conferences organization
- Recognitions granted
- SP Student Branches development
- Joint Chapters management
- Assisting authors not publishing in SPS publications to join SPS
- Chapter Authorities Leadership outstanding remarks
- Give-aways to attract attendance
- Notes/Suggestions

Chapters willing to compete for Chapter-of-the-Year Award (CoYA) should indicate it in their form. Fully approved chapters maintain its status for four years.

Certificate Benefits

Chapters which are granted with the Certification will receive in the following year:
- A certificate of merit plaque to the Chair
- An appreciation certificate to each officer of the Chapter
- Once they have their Certificate, the Chair (or his/her representative) can apply for a travel support grant (up to $1,000 per Chapter) to attend one Chapter Chairs Meetings during the four year certification period.

Chapters which are granted with the Certification will receive in the following four years during which the Certificate is valid:
- Visibility at the SPS Webpage
- More weight for IEEE SPS conferences offering a travel grant.
- Membership growth reward: Ability to request $50 per new member (up to $500) in additional funding for things such as networking events, poster awards, and food for seminars. The more new members they have the more likely it is that they can get the maximum amount. (Item subject to budget approval)

For information about procedures and benefits, please refer to:
http://www.signalprocessingsociety.org/community/RDaL/chapter-certification/.

It should be noted that although this reporting is not mandated by IEEE policies, it is intended for the benefit of the Chapters, since it will enable us to better support you and your Chapter.

III. SUPPORT FROM THE SPS SOCIETY

A. Financial Support for Your Chapter

A Chapter's first source of funding is your local IEEE Section. Each IEEE Section receives funds based on the number of meetings held per year and number of attendees per meeting. At the beginning of each meeting year, contact with your local Section Treasurer is necessary to establish a budget. Reimbursement of expenses may be made through the Section Treasurer based on the approved budget.

The SPS Board of Governors is authorized to provide Chapters with additional support for several activities under certain circumstances.

- **Seasonal Schools in Signal Processing (S3P) Program**
  S3P are geared towards providing graduate students, early stage researchers, and practitioners with background on selected topics in signal processing. SPS may cosponsor the initiative both technically and financially. Organizers may include in the budget proposal up to US $5,000 sponsorship. For successful proposals, the SPS Membership Board will determine the actual limit. See: http://www.signalprocessingsociety.org/community/seasonal-schools/.

- **Workshop/Conference Sponsorship**
  SPS may contribute to the organization of an SP related event. IEEE symposia are expected to be high level technical opportunities to meet with peers.

  If your event is new, you may consider initially technical sponsorship. Please fill the application in advance and wait for approval. Technical Co-sponsorship application can be found at: http://www.ieee.org/conferences_events/conferences/organizers/conf_app.html.

  In case you request funds, IEEE SPS may provide full or partial Sponsorship, depending on the status of the event. Please be advised that you need a robust Technical Program Team as well as a precise financial program. Resources for such an endeavor may be found at: http://www.signalprocessingsociety.org/conferences/conference-resources/.

- **Travel Grants**
  To attend mayor Conferences, SPS provides travel grants on a highly competitive basis to student authors and non-student authors in developing countries. The grants will be awarded to a limited number of applicants who have a genuine need for support, and the paper quality will be taken into consideration. More information at: http://www.signalprocessingsociety.org/membership/sps-travel-grants/.

- **Additional Chapter Support**
  The Society also provides support for coffee breaks and other small social gathering in conjunction with meetings up to $500 per SPS Chapter annually. Please note that funding will be done on a reimbursement basis and funds must be pre-approved by the SPS Chapters Coordinator.

If your Chapter is affiliated with other IEEE Societies, those Societies (joint Chapter) can also provide support for Chapter activities. We encourage you to apply to these other Societies, in addition to the SP Society. Please contact Member Development Board at your MGA Region.

B. SP Society Distinguished Lecturers Program

In addition to the outstanding speakers residing in your local area, speakers from other parts of the country, or in the world will often agree to lecture in your location if your meetings can be arranged to coincide with their schedule.

Each year, ten technically diverse and geographically dispersed members of our profession serve as SPS Distinguished Lecturers (DLs).The SP Society selects five new DLs each year to serve for two years. The candidates are chosen on the basis of the high distinction gleaned from their work within the field of SPS.

The Distinguished Lecturer Program provides a special opportunity for Chapters to come into contact with leading authorities in the SPS field. The hosting chapter must make all private arrangements with the lecturer regarding the time and location of the presentation. The order in which the speaking engagements are accepted and scheduled is at the discretion of the lecturer.

Details of the program and actual Distinguished Lecturer list are described at:
http://www.signalprocessingsociety.org/community/lectures/.

C. Chapter of the Year Award Program (CoYA)

CoYA will be presented annually to a Chapter that has provided their membership with the highest quality of programs, activities and services. The award will be presented annually in conjunction with the International Conference on Acoustics, Speech and Signal Processing (ICASSP) to the Chapter's representative. The award will consist of a certificate and a check in the amount of $1,000 to support local chapter activities.

You will find the nomination and selection process at:
http://www.signalprocessingsociety.org/community/chapters/chapter-of-the-year-award/.

D. Chapter Chairs Meetings

Chapter Chairs Meetings are provided as a service to benefit SPS Chapters; their purpose is to facilitate and encourage sharing, feedback, and networking among chapter chairs and SPS officers.

There are several benefits associated to Chapter Chairs Meetings. Eligibility conditions and travel grants are detailed at: http://www.signalprocessingsociety.org/community/RDaL/chapter-certification/.

Specific characteristics of these meetings depend on yearly changes. More information is available at:
SPS Chapter Chairs Meetings web page will be available soon.

IV. IEEE SECTION SUPPORT AND FINANCIAL MANAGEMENT

A. Section Financial Support

IEEE Sections are responsible for the formation of Chapters and Chapter support. Your Chapter may receive some funding from the Section:

- $200 for Chapters in compliance (minimum of 2 technical meetings held per year)
- Section receives $1.50 for affiliate members
- $75 bonus for 6 or more technical/educational/professional meetings

IEEE may change this policy on regular basis. Please check with your local Section officers.

Payment is combined with Section's rebate. Chapters should contact their Section Treasurer for information about funds.

This money may be transferred or budgeted for various Chapters within each respective IEEE Section. Please report all meetings to your IEEE Section Secretary, so the rebates will be as high as possible, allowing your Chapter to receive the highest funding possible from the rebates received by the Section office.

B. Bank Accounts

Chapters are encouraged to utilize the Section's financial management structure for handling funds. A separate bank account should not be necessary. If the Chapter has a lot of independent financial activity, they may wish to request permission from the Section to open a Chapter bank account. Most local IEEE Sections will allow Chapters to establish bank accounts. This allows the Chapter to have some independence and a motivation to schedule seminars and meetings. Where government and banking regulations permit, all geographic unit bank accounts must provide for the signature authority of the IEEE Staff Director of Financial Services, or an exemption requested.

C. Reporting Financial Activity

All financial activity within the Chapter should be reported to the Section for inclusion in a consolidated Section Financial Report (L-50). In the event that it is determined it would be best to file a separate L-50 for the Chapter, this is an acceptable (although discouraged) practice. Whether filing separately or via a consolidated report, the method must be adhered to. It is not acceptable to file a consolidated report one year, a separate report the next year, and a consolidated again the following year.

V. FURTHER SERVICES

A. Membership Development

One successful way of developing your Chapter is paying attention to Membership growth. There are many tools IEEE has designed to be used by volunteers. You may find resources and contacts at:
http://www.ieee.org/about/volunteers/membership_development/index.html.

Tips on recruiting new members:

- Invite a prospective colleague/student to attend an IEEE Section/Chapter/Branch meeting to experience first-hand the professional benefits of IEEE membership.
- Start a discussion about IEEE membership, emphasizing the benefits and value – be sure to provide a brochure and/or application information of our Society.
- Keep issues of *IEEE Spectrum*, *IEEE Potentials* and IEEE SP Society publications on display to attract the eyes of potential new members.
- Publish an article in your company or university publications explaining how IEEE and our Society helped you.
- Post announcements of IEEE Chapter meetings/conferences.
- Welcome your company/university's newly hired or enrolled individuals - use the opportunity to discuss IEEE.
- When discussing membership with a prospect, listen for clues as to what they look for in a professional society. Stress those member benefits that meet their needs.
- Coordinate an event at your place of employment.

If you are in a developing country, you may take into account the e-Membership:
http://www.ieee.org/membership_services/membership/join/emember.html.

SPS can contribute to your task of developing membership, if you remind your community of these benefits:
http://www.signalprocessingsociety.org/membership/membership-benefits/.

B. Senior Member Promotion

We encourage all chapters to enhance membership opportunities by encouraging them to become IEEE Senior Members. The forms to use to become a Senior Member can be found at: http://www.ieee.org/membership_services/membership/senior/DF_IEEE_MIG_MCT_91350.

C. SPS Technical Committees

SPS Technical Committees (TCs) provide functional arenas; in this way, individuals with similar technical interests can network and participate in developing strong community ties based on common technical interests. Technical Committees are actively involved in awards, conferences, publications, and educational activities, and provide technical advice to the Society's leadership.

People of your community can participate in Technical Committees as an Affiliate membership (http://www.signalprocessingsociety.org/technical-committees/tcaffiliate/), which is open to:

- IEEE SPS members (any grade) and IEEE student members interested in the scope of a given Technical Committee.
- Non-IEEE members of professional organizations in interdisciplinary fields within the Technical Committee's scope.

There are Technical Committees members who are responsible for Regional representation. If you are interesting in developing a technical subject in your area, find the appropriate TC and ask for your appointed liaison.

Learn more about the Signal Processing Society Technical Committees by visiting: http://www.signalprocessingsociety.org/technical-committees/list/.

D. Hosting IEEE International Conferences and Symposia

One of the highlights for a Chapter is to host one of the annual IEEE International SPS Conferences:

- IEEE International Conference on Acoustics, Speech and Signal Processing (ICASSP)
- IEEE International Conference on Image Processing (ICIP)
- IEEE International Symposium on Biomedical Imaging (ISBI)
- IEEE International Conference on Multimedia and Expo (ICME).

Proposals are solicited five years in advance with the award being made four to five years prior the event. The solicitation for proposals is found on the Society's homepage at: http://www.signalprocessingsociety.org/conferences/conference-resources/. The Society is always looking forward to proposals for hosting a Conference and providing a different local flavor for each conference.

E. Recognition and Awards

The SP Society has an active awards program. Information on these awards is found on the Society's web site at: http://www.signalprocessingsociety.org/awards-fellows/awardspage/.

Chapters are encouraged to recommend prestigious individuals for these awards to the IEEE SP Society Awards Board or to Technical Committees. Awards are typically presented during the Awards Ceremony at the annual IEEE ICASSP Conference. The SP Society will solicit nominations around May of each year with a deadline in September. The award recipients will be finalized in December.

F. Connexions Project

SPS has worked towards its mission of expanding visibility and outreach to students, instructors, practitioners in industry, and the global developing world through high-quality open-access education. Embracing the principles of open access, the IEEE-SPS has partnered with Connexions [http://cnx.org/], one of the world's leading open education resource repositories, to develop and disseminate a critical mass of high-quality, peer-evaluated content and to make it available to anyone, anywhere, at any time, for free on the web as well as in a variety of other formats.

Materials submitted to this project pass through a careful Society quality evaluation, ensuring that the content is deserving of the imprimatur of the IEEE brand for quality.

The SPS lensed information can be found at http://cnx.org/lenses/ieeesps/endorsements.

To learn more and get involved, please visit http://ieeecnx.org.

G. Further Information for Chapters

The SPS Webpage hosts Job Opportunities in Signal Processing. Your community may post a job or access to diverse offers from around the world.

See: http://www.signalprocessingsociety.org/community/sps-jobs/.