



# MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE

(UGC-AUTONOMOUS INSTITUTION)

Affiliated to JNTUA, Ananthapuramu & Approved by AICTE, New Delhi

NAAC Accredited with A+ Grade, NIRF India Rankings 2024 - Band: 201-300 (Engg.)

NBA Accredited - B.Tech. (CIVIL, CSE, CST, ECE, EEE, MECH), MBA & MCA



**MITS IEEE Student Branch (STB 64791)**

---

## **Standard Operating Procedure (SOP) for MITS IEEE Student Branch as per IEEE MGA Operation Manual**

Institution Registration ID: **STB64791**

Established: Year 2006

MITS IEEE Student Branch Standard operating procedure / Policy formulated under IEEE MGA (Member Geo Graphical Activity) Operation Manual (Changes as per updated IEEE MGA Operational manual time to time)

### **STUDENT BRANCH**

#### **A. DEFINITION**

A Student Branch is a basic operating organizational unit of an IEEE Section or Region, constituted by a minimum of twelve (12) IEEE members of Student Member or Graduate Student Member grade at a particular college, university, or technical institute, to represent and fulfill the needs of the members and the missions of IEEE. Each Branch shall conduct its activities within the IEEE Constitution, IEEE Bylaws, IEEE Polices, MGA Operations Manual, and other rules externally imposed, which by law affect the membership and activities of IEEE.

#### **B. STUDENT BRANCH FORMATION**

Based on the recommendation of the Region Student Activities Chair, a Student Branch formation may be approved by the appropriate Section Chair and Region



# MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE

(UGC-AUTONOMOUS INSTITUTION)

Affiliated to JNTUA, Ananthapuramu & Approved by AICTE, New Delhi

NAAC Accredited with A+ Grade, NIRF India Rankings 2024 - Band: 201-300 (Engg.)

NBA Accredited - B.Tech. (CIVIL, CSE, CST, ECE, EEE, MECH), MBA & MCA



## MITS IEEE Student Branch (STB 64791)

---

Director and reported to the MGA Board.

A petition to form a Student Branch must be signed by twelve (12) or more IEEE members of Student Member or Graduate Student Member grade and by at least three (3) IEEE members of Member, Senior Member, or Fellow grade, of which no less than two are faculty members teaching in IEEE designated fields, who shall endorse the petition. Under special circumstances, in particular if the faculty does not contain sufficient IEEE members of Member, Senior Member, or Fellow grade, a faculty member of Graduate Student Member grade who is not also one of the petitioners, is acceptable as an endorser of the petition. All signees shall belong to the Section under which the Student Branch will reside.

Information on the educational programs offered in IEEE designated fields at the educational institution shall be completed and submitted to IEEE Student Services.

In certain instances, where there is assurance that formation of the Branch will stimulate additional membership, the Section Chair and the Region Director may approve the petition with fewer than twelve (12) signatures.

The Section Executive Committee (ExCom) shall be informed of the establishment of a Student Branch, Joint Student Branch, and Section Student Branch.

### C. STUDENT BRANCH COUNSELOR

At each Student Branch there shall be a Branch Counselor who shall be an IEEE member teaching in IEEE designated fields.

1. MGA Operations Manual, Section 9 page 116
2. The appropriate Section Chair, based upon the recommendation of the Student members of the Branch, and in accordance with the practices for the establishment of other student organizations at the educational institution involved, shall appoint the Counselor.



# MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE

(UGC-AUTONOMOUS INSTITUTION)

Affiliated to JNTUA, Ananthapuramu & Approved by AICTE, New Delhi

NAAC Accredited with A+ Grade, NIRF India Rankings 2024 - Band: 201-300 (Engg.)

NBA Accredited - B.Tech. (CIVIL, CSE, CST, ECE, EEE, MECH), MBA & MCA



## **MITS IEEE Student Branch (STB 64791)**

---

3. The appointment or reappointment shall normally be for two years.
4. Each Branch Counselor is charged with promoting the welfare of IEEE at the institution, particularly in matters relating to student activities.

### **D. STUDENT BRANCH CONSTITUTION**

Each IEEE Student Branch shall adopt and conform to a Student Branch constitution with a copy submitted to IEEE Headquarters. The Branch constitution shall provide for the management of the Branch affairs by an ExCom consisting of the elected officers and any other members as may be specified.

### **E. STUDENT BRANCH OFFICERS**

1. Officers of the Branch shall include at least a Chair, a Vice Chair, a Secretary, and a Treasurer, or a Secretary-Treasurer.
2. Each Student Branch Chapter Chair shall serve as an ex officio member of the Branch ExCom.

### **E. STUDENT BRANCH REPORTING AND FUNDS**

IEEE Student Branches and Joint Student Branches shall have the right to obligate their funds for all purposes necessary to promote their objectives, except that no IEEE Student Branch, Joint Student Branch, or any officer or representative thereof, shall have any authority to contract debts for, pledge the credit of, or in any way bind IEEE for those activities specifically prohibited in the Student Branch constitution or in the Student Branch operations guide. Funds within the geographic unit, from whatever source derived, are the property of IEEE, and should not be used for purposes other than the normal operations of the geographic unit as defined in IEEE Bylaws or published interpretation of policy, without prior authorization of the MGA Board and/or the IEEE Board of Directors, unless otherwise provided.

A Student Branch is required to submit the Student Branch Officer Reporting



# MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE

(UGC-AUTONOMOUS INSTITUTION)

Affiliated to JNTUA, Ananthapuramu & Approved by AICTE, New Delhi

NAAC Accredited with A+ Grade, NIRF India Rankings 2024 - Band: 201-300 (Engg.)

NBA Accredited - B.Tech. (CIVIL, CSE, CST, ECE, EEE, MECH), MBA & MCA



## MITS IEEE Student Branch (STB 64791)

---

Form, the Student Branch Annual Plan, and hold not less than four (4) activities per year for IEEE to issue each such Branch the applicable rebate(s) as outlined within Section 3.4.I.

### **F. MANAGEMENT OF IEEE STUDENT BRANCH FUNDS**

Section/Councils shall be responsible for distributing funds to its IEEE Student Branches in accordance with a stated set of objectives and a plan of distribution, which shall be in consonance with the missions of the IEEE and MGA. IEEE Student Branches are entitled to receive the funds generated by their own activities, including dues rebates (earned during the preceding year as computed by the dues rebate formula). Such funds shall remain the designated assets of the IEEE Student Branch.

1. Funds within the IEEE Student Branch, from whatever source derived, are the property of IEEE, and shall not be used for purposes other than the normal operations of the IEEE Student Branch as defined in IEEE Bylaws or published interpretation of policy.

2. Funds derived from member dues shall not be used for membership dues, scholarships, fellowships, and other education awards. The awards activities shall be supported by funds from activities all or in part specifically directed to such usage. Contributions may be accepted for such use and donorship should be encouraged by the use of tax-exempt mechanisms. All funds derived from whatever permitted source designated for these purposes shall be deposited in properly authorized accounts, foundations, or other approved depositories under agreement, direction, or control of the organizational unit, with adequate provisions for ensuring the proper use of the funds or proceeds there from. A properly executed agreement will include provisions for disposition of residual funds should any approved program be discontinued.



# MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE

(UGC-AUTONOMOUS INSTITUTION)

Affiliated to JNTUA, Ananthapuramu & Approved by AICTE, New Delhi

NAAC Accredited with A+ Grade, NIRF India Rankings 2024 - Band: 201-300 (Engg.)

NBA Accredited - B.Tech. (CIVIL, CSE, CST, ECE, EEE, MECH), MBA & MCA



## **MITS IEEE Student Branch (STB 64791)**

---

3. IEEE Student Branches shall have the right to obligate their funds for all purposes necessary to promote their objectives, except that no IEEE Student Branch or any officer or representative thereof shall have any authority to contract debts for, pledge the credit of, or in any way bind IEEE for those activities specifically prohibited in the governing documents of IEEE or published interpretation of policy.
4. The IEEE Student Branch may serve non-members or groups wishing to receive meeting announcements and other IEEE Student Branch publications.
5. IEEE Student Branches may accept local voluntary financial contributions, subject to consultation with the parent OU and IEEE Legal & Compliance where such contributions originate in OFAC sanctioned countries.
6. IEEE Student Branches may establish appropriate concentration bank accounts for accounting of IEEE Student Branch funds if approved by its parent OU.
7. The parent OU will have fiduciary responsibility of the Student Branch account.
  - a. Accounts established in the name of IEEE must be reserved for the purpose for which they are established, without commingling of funds.
  - b. All Student Branch accounts shall have signature cards with at least two volunteer signatures, one volunteer as the primary signatory and one additional volunteer as an alternate. In addition, all IEEE geographic units accounts must have the IEEE Senior Director – Financial Services as a signatory thereon (IEEE Policies, Section 11.3.A.3). If a student volunteer serves as a signatory, when their term



# MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE

(UGC-AUTONOMOUS INSTITUTION)

Affiliated to JNTUA, Ananthapuramu & Approved by AICTE, New Delhi

NAAC Accredited with A+ Grade, NIRF India Rankings 2024 - Band: 201-300 (Engg.)

NBA Accredited - B.Tech. (CIVIL, CSE, CST, ECE, EEE, MECH), MBA & MCA



## **MITS IEEE Student Branch (STB 64791)**

---

as an officer ends, they must be removed as a signatory.

- c. IEEE Student Branches are encouraged to utilize the IEEE Concentration Banking Program as a depository for all IEEE funds, if possible.
- d. All unit funds management must adhere to a fiscal year 1 January - 31 December.
- e. If the Student Branch account becomes overdrawn, the Section shall be responsible to cover the overdrawn balance of the account per their fiduciary responsibility.
- f. If an IEEE Student Branch concentration account remains dormant for two fiscal years, its parent OU may close the account. If an IEEE Student Branch concentration banking account is closed, all residual funds shall be transferred into its parent OU account.

### **G. STUDENT BRANCH PROBATION**

Failure of an IEEE Student Branch or IEEE Section Student Branch to maintain a minimum of ten (10) IEEE members of Student Member or Graduate Student Member grade and to hold at least three (3) meetings each year shall place the Branch on probation.

a. The Region Director, the Region Student Activities Committee Chair, the Section Chair, and the Counselor (or in the event a Counselor has not been appointed, a representative of the faculty of the educational institution or other institute involved) shall be informed of the probation by the Managing Director – MGA who shall also call to their attention the requirements for maintaining the Branch.

2. MGA Operations Manual, Section 9 page 119

Failure of a Joint Student Branch to maintain a minimum of ten (10) IEEE members of Student Member or Graduate Student Member grade and to hold at



# MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE

(UGC-AUTONOMOUS INSTITUTION)

Affiliated to JNTUA, Ananthapuramu & Approved by AICTE, New Delhi

NAAC Accredited with A+ Grade, NIRF India Rankings 2024 - Band: 201-300 (Engg.)

NBA Accredited - B.Tech. (CIVIL, CSE, CST, ECE, EEE, MECH), MBA & MCA



## **MITS IEEE Student Branch (STB 64791)**

---

least three (3) meetings each year shall be reported by the Managing Director – MGA to the MGA Board, and similar action as for delinquencies of IEEE Student Branches shall be taken following formal notification to the co-sponsoring society.

3. Funds in the possession of a Student Branch that was under probation for more than one (1) year will be transferred into its parent organizational unit custody account.

### **H. STUDENT BRANCH DISSOLUTION**

The MGA Board may, after consultation with the Region Director, dissolve an IEEE Student Branch or IEEE Section Student Branch or withdraw its sponsorship and support of a Joint Student Branch for any reason deemed sufficient. Any remaining funds in the custody of that Branch, or Joint Branch, attributable to IEEE sponsorship, shall revert to IEEE.

- 1 If the probation (see Section 9.7.J) continues for a second year, the IEEE sponsorship shall be withdrawn automatically, and the Branch shall be dissolved. This action will be ratified by the MGA Board.
- 2 The MGA Vice Chair – Member Development or the Managing Director – MGA shall report Branch dissolutions to the MGA Board and notification will be sent to the Region Student Activities Committee Chair, the Section Chair, and the IEEE Counselor of the dissolved Branch.
- 3 If an IEEE Student Branch is dissolved and a concentration bank account is opened, MGA shall close the account and the residual funds will be transferred into its parent organizational unit Concentration Banking (CB) account.

### **STUDENT BRANCH CHAPTERS**



# MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE

(UGC-AUTONOMOUS INSTITUTION)

Affiliated to JNTUA, Ananthapuramu & Approved by AICTE, New Delhi

NAAC Accredited with A+ Grade, NIRF India Rankings 2024 - Band: 201-300 (Engg.)

NBA Accredited - B.Tech. (CIVIL, CSE, CST, ECE, EEE, MECH), MBA & MCA



## MITS IEEE Student Branch (STB 64791)

---

### **A. DEFINITION**

A Student Branch Chapter is a technical subunit of a Student Branch constituted by a minimum of six (6) IEEE members of Student Member or Graduate Student Member grade of a Society and established by petition to the parent Student Branch and Society concerned to represent and fulfill the needs of the members and the missions of IEEE. A Student Branch Chapter functions in a manner similar to a committee of the Student Branch.

### **B. STUDENT BRANCH CHAPTER ESTABLISHMENT**

1. A petition to establish a Student Branch Chapter, in the required form supplied by IEEE, must contain at least:

- a. Name of Student Branch, signatures of its Student Branch officers, and signature of the Counselor.
- b. Name of the sponsoring Society.
- c. The signatures of at least six (6) IEEE members of Student Member or Graduate Student Member grade who are members of the Student Branch and of the Society involved, the signature of the Faculty Advisor of the Student Branch Chapter selected by the petitioning Student Member or Graduate Student Member, who shall be a member of the Society, and the name of one Student petitioner who will serve as interim Chair until establishment of the Student Branch Chapter is authorized.

2. The petition for the Student Branch Chapter shall be submitted to the Manager of Student Services at the IEEE Operations Center. The Region Director and the Society President shall consider the Student Branch Chapter established following approval of the petition. The Region Director, the Society President, the Region Student Activities Chair, and the Region Student Representative shall be informed of the Student Branch Chapter approval.

3. The Region Student Activities Committee Chair, the Region Director, and the Society President shall consider the Student Branch Chapter established





# MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE

(UGC-AUTONOMOUS INSTITUTION)

Affiliated to JNTUA, Ananthapuramu & Approved by AICTE, New Delhi

NAAC Accredited with A+ Grade, NIRF India Rankings 2024 - Band: 201-300 (Engg.)

NBA Accredited - B.Tech. (CIVIL, CSE, CST, ECE, EEE, MECH), MBA & MCA



## **MITS IEEE Student Branch (STB 64791)**

---

following approval of the petition.

### **C. STUDENT BRANCH CHAPTER MEMBERSHIP**

The Student Branch Chapter members shall elect a Student Branch Chapter Chair and any other officers deemed necessary for its successful operation in accordance with the Branch constitution.

### **D. STUDENT BRANCH CHAPTER MANAGEMENT**

The responsibility for Student Branch Chapter management rests with the Executive Committee (ExCom) of the Branch. The Student Branch Chapter Chair shall serve as an ex officio member of the Branch ExCom in coordinating and planning activities and programs.

1. All Student Branch members shall be advised of all meetings held under the auspices of the Branch including those organized by a Student Branch Chapter.

### **E. STUDENT BRANCH CHAPTER REQUIREMENTS FOR MEMBERSHIP, MEETINGS, AND ACTIVITY**

A Student Branch Chapter is required to maintain a membership of not fewer than five (5) IEEE members of Student Member or Graduate Student Member grade, and to hold not less than two (2) technical meetings per year, and maintain a level of activity acceptable to the Society President, the Region Director, and the Region Student Activities Committee Chair.

### **F. STUDENT BRANCH CHAPTER DISSOLUTION**

The MGA Board may, after consultation with the Region Director and the Society President, dissolve an IEEE Student Branch Chapter or withdraw its sponsorship and support of a Joint Student Branch Chapter for any reason deemed sufficient. The MGA Board, with the concurrence of the Advisor, the Society President, the Region Director, and the Region Student Activities Committee Chair, a Student Branch Chapter may be dissolved. All Student



# MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE

(UGC-AUTONOMOUS INSTITUTION)

Affiliated to JNTUA, Ananthapuramu & Approved by AICTE, New Delhi

NAAC Accredited with A+ Grade, NIRF India Rankings 2024 - Band: 201-300 (Engg.)

NBA Accredited - B.Tech. (CIVIL, CSE, CST, ECE, EEE, MECH), MBA & MCA



## MITS IEEE Student Branch (STB 64791)

---

Branch Chapter dissolutions will be reported to and ratified by the MGA Board.

### **G. FINANCIAL MANAGEMENT OF IEEE STUDENT BRANCH CHAPTER FUNDS**

MGA Operations Manual, Section 9 page 121

Section/Councils can distribute funds to the IEEE Student Branch Chapters in accordance with a stated set of objectives and a plan of distribution which shall be in consonance with the missions of the IEEE, MGA, and Technical Activities. IEEE Student Branch Chapters are entitled to receive the funds generated by their own activities. Such funds shall remain the designated assets of the IEEE Student Branch Chapter.

1. Funds within the IEEE Student Branch Chapter, from whatever source derived, are the property of IEEE, and shall not be used for purposes other than the normal operations of the IEEE Student Branch Chapter as defined in IEEE Bylaws or published interpretation of policy., without prior authorization of the MGA Board and TAB, unless otherwise provided.

2. The awards activities shall be supported by funds from activities all or in part specifically directed to such usage. Contributions may be accepted for such use and donorship should be encouraged by the use of tax-exempt mechanisms. All funds derived from whatever permitted source designated for these purposes shall be deposited in properly authorized accounts, foundations, or other approved depositories under agreement, direction, or control of the organizational unit, with adequate provisions for ensuring the proper use of the funds or proceeds there from. A properly executed agreement will include provisions for disposition of residual funds should any approved program be discontinued.

3. IEEE Student Branch Chapter shall have the right to obligate their funds for all purposes necessary to promote their objectives, except that no IEEE Student Branch Chapter or any officer or representative thereof shall have any authority



# MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE

(UGC-AUTONOMOUS INSTITUTION)

Affiliated to JNTUA, Ananthapuramu & Approved by AICTE, New Delhi

NAAC Accredited with A+ Grade, NIRF India Rankings 2024 - Band: 201-300 (Engg.)

NBA Accredited - B.Tech. (CIVIL, CSE, CST, ECE, EEE, MECH), MBA & MCA



## **MITS IEEE Student Branch (STB 64791)**

---

to contract debts for, pledge the credit of, or in any way bind IEEE for those activities specifically prohibited in the governing documents of IEEE or published interpretation of policy.

4. The IEEE Student Branch Chapter may serve nonmembers or groups wishing to receive meeting announcements and other IEEE Student Branch Chapter publications.

5. IEEE Student Branch Chapter may accept local voluntary financial contributions, subject to consultation with the parent OU and IEEE Legal & Compliance where such contributions originate in OFAC sanctioned countries.

6. IEEE Student Branch Chapter may establish appropriate concentration bank accounts for accounting of IEEE Student Branch Chapter funds if approved by the parent Section of the Student Branch.

a. The parent OU (Society or Student Branch Chapter) will have fiduciary responsibility of the Student Branch Chapter account.

b. Accounts established in the name of IEEE must be reserved for the purpose for which they are established, without commingling of funds.

c. All Student Branch Chapter accounts shall have signature cards with at least two volunteer signatures, one volunteer as the primary signatory and one additional volunteer as an alternate. In addition, all IEEE geographic units accounts must have the IEEE Senior Director – Financial Services as a signatory thereon (IEEE Policies, Section 11.3.A.3). If a student volunteer serves as a signatory, when their term as an officer ends, they must be removed as a signatory.

d. All unit funds management must adhere to a fiscal year 1 January - 31 December.

e. If the Student Branch Chapter account becomes overdrawn, the parent OU shall be responsible to cover the overdrawn balance of the account per their



# MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE

(UGC-AUTONOMOUS INSTITUTION)

Affiliated to JNTUA, Ananthapuramu & Approved by AICTE, New Delhi

NAAC Accredited with A+ Grade, NIRF India Rankings 2024 - Band: 201-300 (Engg.)

NBA Accredited - B.Tech. (CIVIL, CSE, CST, ECE, EEE, MECH), MBA & MCA



## MITS IEEE Student Branch (STB 64791)

---

fiduciary responsibility.

f. If an IEEE Student Branch Chapter concentration account remains dormant for two fiscal years, its parent OU may close the account. If an IEEE Student Branch Chapter concentration banking account is closed, all residual funds shall be transferred into its parent OU account.

### **GEOGRAPHIC UNIT ELECTIONS**

An orderly and regular turnover of officers should be a routine feature of IEEE volunteerism to ensure a healthy flow of new ideas and invigoration of geographic units. This Section of the Operations Manual defines the processes and procedures for IEEE Geographic Units (Councils, Sections, Chapters, Affinity Groups) to follow for their elections.

All elections must be conducted with the utmost integrity. The responsibility of maintaining fair and transparent election practices falls upon the candidates, the organizational units conducting the elections, officers, staff, volunteers, and all committees involved in managing and overseeing the election process. It is necessary that all candidates nominated for office be highly qualified, and it is therefore essential that all IEEE geographic unit nominating committees show great diligence and exercise judgment in making nominations.

The MGA Nominations Tool within vTools is available for Section use, and it is recommended that all Sections utilize the tool to conduct their elections. The tool assists with the entire election process in an automated manner. MGA also has templates available to assist with the election process, which can be found at <https://mga.ieee.org/volunteer-hub/geographic-unit-operations/geographic-unit-elections>.

A sample election timeline is provided

All individuals involved with the election process shall be familiar with the following sections of the IEEE Policies: Section 13.3 Elections and Electioneering,



# MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE

(UGC-AUTONOMOUS INSTITUTION)

Affiliated to JNTUA, Ananthapuramu & Approved by AICTE, New Delhi

NAAC Accredited with A+ Grade, NIRF India Rankings 2024 - Band: 201-300 (Engg.)

NBA Accredited - B.Tech. (CIVIL, CSE, CST, ECE, EEE, MECH), MBA & MCA



## MITS IEEE Student Branch (STB 64791)

Section 13.3.A.2 Candidate's Code of Principles and Section 7.8 IEEE Code of Ethics.

Critical dates related to elections:

- a. All Geographic Units are encouraged to begin elections as early in the calendar year as possible. All elections shall be underway no later than 1 August and be completed no later than 15 December annually.
- b. To be eligible to be a candidate or to vote in an election, a member
  - I. must be Graduate Student Member, Member, Senior Member, or Fellow grade.
  - II. must be active as of 30 June and remain active through the election closing with no gaps in membership.
- c. The election date is equivalent to the first day the ballot is open for voting, and election close is equivalent to the day the ballot is closed for voting.

### Sample Timeline

A sample timeline is included below for reference. Please note, certain steps have required timeframes such as the call for nominations and voting, while the petition process has a recommended timeframe. The remainder of the steps provide an average amount of time that it may take a Geographic Unit to complete for planning purposes only.

<b>Task:</b>	<b>Sample Date:</b>	<b>Duration:</b>
Appoint Elections Committee	01-Aug	Start no later than 1 August
Call for Nominations Issued	05-Aug	Open 30 days minimum - required
Call for Nominations Closed	05-Sep	
Candidates Reviewed	9/6-9/12	On average 7 days
Slate Approved by ExCom	9/13-9/19	On average 7 days



# MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE

(UGC-AUTONOMOUS INSTITUTION)

Affiliated to JNTUA, Ananthapuramu & Approved by AICTE, New Delhi

NAAC Accredited with A+ Grade, NIRF India Rankings 2024 - Band: 201-300 (Engg.)

NBA Accredited - B.Tech. (CIVIL, CSE, CST, ECE, EEE, MECH), MBA & MCA



## MITS IEEE Student Branch (STB 64791)

<b>Task:</b>	<b>Sample Date:</b>	<b>Duration:</b>
Region Director Approval <i>(if necessary for single candidate slate)</i>	9/20-9/26	On average 7 days
Slate Announced and Petition Opens	27-Sep	Open 30 days minimum - recommended
Petition Closed	27-Oct	
Petition Candidates Reviewed	10/28-11/3	On average 7 days
Final Slate Approved by ExCom	11/4-11/10	On average 7 days
Final Slate Announced	11-Nov	
Voting Opens	11-Nov	
Voting Closes	25-Nov	Open a minimum of 2 weeks - required
Final Results Announced and Officers Recorded	15-Dec	Announce results no later than 15 December

Note : The conduction of Election is upto the decision of Student Branch Counsellor.