IEEE AUSTRALIA COUNCIL
OUTSTANDING STUDENT BRANCH AWARD
The Administrative Arrangements for the Award

Introduction

A draft outline for the AC Outstanding Student Branch Award competition was circulated in June 2005 among all AC members for comments. Since no objection was raised by any AC member against the proposed rules for governing the award, it is deemed that all members agree with the circulated outline for the competition.

At its July 2006 teleconference, the Australia Council tasked the North Queensland and South Australia Sections' chairs to come up with a scheme and schedule for administrating the award. This two-member panel met on 25 July, 2006 in Adelaide and established the following road map for the award.

Administrative Arrangements

For successful and impartial running of the competition it is necessary that each year three IEEE Sections in Australia will involve in the organization of the award. These three Sections will be responsible for nominating one judge each and one of those three Sections will be responsible for providing the following administrative arrangements:

  (a) Produce a competition flyer and distribute to all AC members who will then forward it to all Student Branches in their States.

  (b) Provide a Point-of-Contact for all inquiries and collecting the entries.

  (c) Collect names of judges from the other two Sections and forward them to AC Chair. AC Chair will then call a teleconference to introduce all judges to each other and brief the judging panel about the rules for the competition.

  (d) After the competition closing date, forward all the received entries without any scrutiny to all the members of the judging panel.

Arrangements for 2006 and Beyond

For the opening year, the two largest Sections (NSW and VIC) and SA Section will take the task of running the competition in 2006. From 2007, the award's responsibility will pass to other Section in a sliding window manner as shown in Table 1 below.

TABLE 1

YEAR	SECTIONS (Responsible for)
2006	SA (Admin and one Judge) NSW (one Judge), VIC (one Judge)
2007	NSW Section (Admin and one Judge) VIC (one Judge), QLD (one Judge)
2008	VIC (Admin and one Judge) QLD (one Judge), WA (one Judge)
2009	QLD (Admin and one Judge)

	WA (one Judge), SA (one Judge)
2010	WA (Admin and one judge)
	SA (one Judge), ACT (one Judge)
2011	ACT (Admin and one Judge)
	NQL (one Judge), NSW (one Judge)
2012	NQL (Admin and one Judge)
	NSW (one Judge) VIC (one Judge)

General Schedule for the Competition:

1. Competition announced   DD-MM-200?
2. Judges nominated   DD-MM-200?
3. AC Chair and Judges teleconference   DD-MM-200?
4. Nominations close   DD-MM-200?
5. All entries received by Judges   DD-MM-200?
6. Finals decision submitted to the AC Chair   DD-MM-200?
7. Final decision announced by the AC Chair   DD-MM-200?

The above schedule will be according to Terms of Reference (Attachment No. 1) and as modified by Australia Council.

IEEE Australia Council Outstanding Student Branch Award

TERMS OF REFERENCE

This award from the IEEE Australia Council (AC) is to be given to recognize outstanding Student Branch achievements by student members engaged in activities conforming to IEEE objectives and purposes. These would include, for example:

- Significantly improving the vitality of the Branch with regard to activities, membership, or finances.

- Effective interaction of the Branch with the local Section or Region, or IEEE technical societies, e.g. seminars, conferences etc.

- Community involvement that benefits the schools and/or the community, the image of the IEEE, and the image of engineering in general.

All IEEE Student Branches in Australia will be eligible to enter in the competition. The award is to be determined annually and will be presented to the winning Student Branch at an appropriate occasion. The award will consist of commendation certificates for all elected officers of the Student Branch for their leadership and a cash prize of one thousand dollars (A$ 1000) for the Student Branch.

Administrative Arrangements for the Competition

Australia Council shall provide the cash prize of $1000 dollar for the competition. The award will be called "IEEE Australia Council Outstanding Student Branch Award".

Each year the competition will be administrated by one of the Australian IEEE Sections, nominated by the Australia Council on a roster basis.

The nominated Award Administrating Section will perform the following duties:

1. Propose a three-member judging panel for the competition to the Australia Council for approval no later than 30 March. The Section will submit the names of nominated judges with a brief description of their suitability for the panel. Australia Council will have the right to reject any nomination and ask the Section to provide alternate name(s).

2. Appoint a point of contact who will be available throughout the competition for further information about the competition by phone and email.

3. Appoint someone to receive all entries by email, fax or normal post.

4. Prepare and supply an electronic version of a promotional flyer for the AC Outstanding Student Branch Award before the end of April to all Sections for publicity.

5. Collect and process all entries for submission to the judging panel by mid September.

Nominated judges for the competition can be from any state in Australia but shall not be a member of the Executive Committee of any IEEE Section in Australia.

Australia Council Executive Committee will approve the members of the judging panel before end of April; normally at its meeting in conjunction with the R10 meeting in early April.

The Rules Governing the Award:

1. Members of judging panel for the competition can be from any state in Australia but shall not be a member of the Executive Committee of any IEEE Section in Australia.

2. A Student Branch must be nominated for this award, by an officer of the Branch, on the prescribed form. The nomination must be accompanied by supporting documentation to illustrate that the nominated Branch is deserving of the award, and the certifying endorsement of the Chair of the parent Section.

3. Section Chair can also nominate any Student Branch in their Section for the award. The nomination must be accompanied by supporting documentation to illustrate that the nominated Branch is deserving of the award.

4. The nominations shall be made on the prescribed form (available on the Australia Council and all Sections' websites in MS-WORD and PDF format) entitled "Nomination Form for the AC Outstanding Student Branch Award".

5. Nominations must be received by close of business hours (5:30 PM AEST) on 30 August, for consideration in the current year.

6. The selection of the award recipient (if any) shall be made by the Judging Panel before the end of September.

7. AC Chair will be a silent member of the judging panel and, except in the event of a tie, the Australia Council Chair shall not participate or vote in the final decision.

8. **Basis of Selection** - Award will be presented to that Student Branch that is found to be operated in a manner consistent with the goals of the IEEE. A branch will be considered to have met this criterion if it has furnished all items in List 1 and maximum number of items in List 2 below. Verification and/or documentation of the items declared in the two lists should be available upon request.

   - List 1

     – Copy of Branch Annual Plan
     – Copy of Branch Annual Report
     – Copy of Newly Elected Student Officer Reporting Form
     – Details of Branch technical meetings (at least 2)

   - List 2

     – Adoption of Branch Bylaws
     – Existence of an up to date World Wide Web home page
     – Branch e-mail address
     – Realistic Budget
     – Appointment of subcommittees by the Branch officers
     – Timely meeting notices and publication of minutes for all Branch officer meetings
     – Notable Branch activities (e.g. Annual dinner, Engineers Day, Tutorials or distribution of technical notes, Fund raisers)
     – Membership drive(s) and promotional efforts
     – Participation at Section functions

- Newsletter or contribution to Section's newsletter
- Applications by Branch members for other IEEE Awards (e.g. Scholarships)
- Branch entry in the Region 10 Student Paper Competition
- Branch entry in the Region 10 Student Branch Website Contest
- Branch entry in any other Region 10 Contest, if applicable
- One or more student members attending the Region 10 Student Congress
- Appointing and working with a Branch Mentor
- Other IEEE activities (e.g. volunteers from Student Branch helping a local IEEE conference)

9. The final decision is to be made no later than October 15.

10. The Judging Panel's decision will be final and no correspondence will be entered into.

11. The name of the Student Branch recommended by the Judging Panel as the award recipient shall be forwarded to the Australia Council.

12. It shall be the responsibility of the AC Chair to advise the Student Branch of their award.

13. The award will consist of commendation certificates for all elected officers of the Student Branch and a cash prize of one thousand dollars (A$ 1000) for the Student Branch, which can not be utilize for personal benefit by any member of the Student Branch i.e. cash prize will be for the benefit of winning branch.

14. The judging panel may recommend that the name of an unsuccessful Student Branch candidature be considered without re-nomination for the Award in the following year.

Award Presentation

The Award will normally be presented at a meeting of the Section within which the Student Branch is located. However if there is an opportunity to present the award at any other occasion such as a major conference then this opportunity can be availed.

Schedule

Nomination of Judging Panel – No later than 30th March

Approval of the Judging Panel by the AC Executive Committee – mid April

Competition Flyer publicized – 1st week of May

Nominations closing date – 5:30 PM, 30 August

All entries received by the Judging Panel – No later than 15 September

Judging Panel to forward their decision to Australia Council – 15 October

Final decision announcement by the AC Chair – 30 October