



**IEEE-Eta Kappa Nu**

**(IEEE-HKN)**

**Faculty Advisor Handbook**

**Revised December 2018**

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## **Preface**

While the current document should be of use to all chapters, advisors, and others interested in the operation of a successful IEEE-HKN chapter, it is primarily designed to help train new advisors into their roles and help existing chapters identify and recruit new Faculty Advisors as needed. For current Faculty Advisors looking for details on annual tasks, deadlines, etc., you may find the [\*\*IEEE-HKN Faculty Advisor Checklist\*\*](#) will more quickly give you the information you need. For departments wishing to [create a new chapter](#), you should first look to the appropriate section of the IEEE-HKN website, though this document will also be of use as you get further in your plans.

Note that wherever possible, *it is highly suggested to have multiple Faculty Advisors*. This helps divide the tasks, ensure continuity (during sabbaticals, etc.), and increase the resources available to your chapter. Additionally, it can be useful to develop of a team of advisors including graduate students and industrial advisors. While this document is specifically aimed at Faculty Advisors, much of the information would be of use to others in the advisory team as well.

## **I. Overview of the IEEE-HKN Faculty Advisor Role**

### **A. Faculty Advisor Mission Statement**

The IEEE-Eta Kappa Nu (IEEE-HKN) Faculty Advisor is the vital link between the college chapter, the Department leadership and faculty, and the national IEEE-HKN Headquarters and Board of Governors—with the challenge of reflecting the best interests of all three of those parties in the guidance and counseling of the college chapter and its officers. The success of the college chapter in its activities and of individual members in their leadership and professional development is dependent on an active Faculty Advisor. An effective Advisor must be involved enough to maintain the long-term health of the organization and to facilitate appropriate chapter activities, while encouraging the chapter officers to truly make their own decisions and to see the resulting successes or failures. Also, this role provides valuable educational, organizational, and leadership experience that lay a strong foundation for leadership advancement for ones' academic or professional career.

### **B. Summary of a Faculty Advisor's Roles**

Put very simply, the goal of an IEEE-HKN Faculty Advisor is to **ensure that the Chapter Officers maintain a vibrant, active chapter** which promotes the values of IEEE-HKN with its membership, department, and beyond.

*To be officially recognized as an active chapter, it is required that the chapter holds inductions (at least annually) and submits the information to IEEE-HKN headquarters; holds officer elections (at least annually) and submits the information to headquarters; and submits an annual report to headquarters.* An active chapter has the rights to:

- Nominate candidates for consideration of an [IEEE-HKN award](#)
- Submit candidates to be considered for the slate of the [Board of Governors](#), including Student Governor
- Vote in the election of the Board of Governors

While details on Faculty Advisor duties and timelines can be found in the [IEEE-HKN Faculty Advisor Checklist](#), a summary of some of the specific ways in which the Faculty Advisor can directly work toward this goal are:

- Ensure that new members are inducted each year (or each semester, as decided by your chapter). This is clearly the most important activity, as without new members, there will not be a chapter. While the Chapter Officers are responsible for overseeing the initiation and induction process (a sample [induction ritual script](#) can be found on the IEEE-HKN website), due to issues of grade privacy, the Faculty Advisor (either personally, or through a designated departmental employee) is generally responsible for determining the list of eligible students. The detailed requirements for membership eligibility can be found in the [IEEE-HKN Operations Manual](#). It is also critical that the [new members are reported](#) to the National Office, which may require your assistance.

- Ensure that Chapter Officer elections are held annually (or every semester, as decided by your Chapter). Having a responsible group of officers is of great benefit to the Faculty Advisor and the Chapter. If your chapter is having problems getting candidates, then you should consider encouraging students to run. The Chapter is responsible for [reporting new officers](#).
- Assisting with new officer training. Ideally, this process would be led by the outgoing officers, and can be greatly aided if each officer is responsible for keeping a detailed record of their duties and activities. Information on chapter [officer duties](#) can be found on the IEEE-HKN website, as well as Appendix C of this Handbook.
- Assuring that the chapter has an annual plan of IEEE-HKN activities (including inductions and participation in organization-wide activities such as the annual [Student Leadership Conference](#) and [Founders Day](#)). Assessing the chapter activities as a whole to ensure that the chapter is fulfilling its mission, is contributing to student life, and is satisfying its obligations. Chapter activities should be consistent with the purposes of IEEE-HKN and the highest ideals of the profession. The chapter should be in compliance with college and IEEE-HKN requirements (such as approved Chapter Operations Manual), must submit an [Annual Chapter Report](#) and should facilitate individual nominations for IEEE-HKN awards programs.
- Serving as the liaison between the Chapter and the Department. You should keep the Department Chair informed of Chapter activities, and promote the chapter among departmental faculty. Faculty members need to enthuse students about IEEE-HKN and to create an environment that nurtures student interest in the affairs of IEEE-HKN.
- Maintaining contacts with alumni members of the chapter and inviting them to help the chapter by serving as mentor, speaker or in other appropriate ways.

Note that for some chapter financial business, it may be necessary to have an Employer Identification Number (EIN, also known as a Federal Tax Identification Number). You can use the IEEE number: EIN 13-1656633. The legal name associated with this EIN is "Institute of Electrical and Electronics Engineers Incorporated." The chapter should use this name followed by the name of the Chapter.

## **II. Recruiting an IEEE-HKN Faculty Advisor**

### **A. Eligibility**

According to the IEEE-HKN constitution, the faculty advisor shall be a member of IEEE-HKN and a faculty member in a department that relates to one or more of the IEEE fields of interest for the school in which the chapter is located. If a desired candidate for faculty advisor was not previously inducted, they may be inducted by the chapter and then be eligible.

## **B. Selection and Appointment**

While the appointment of a new IEEE-HKN is ultimately the responsibility of the Department Chair (or equivalent), it is desirable to identify a faculty member that has a genuine interest in IEEE-HKN and is willing to dedicate appropriate time to serving in the role. Thus, when a new advisor is needed, the outgoing advisor and/or chapter officers should make an effort to identify possible candidates, see if they are interested, and share their recommendations with the Department Chair. The new Faculty Advisor should be reported to the National Office.

## **III. Information and Resources for an IEEE-HKN Faculty Advisor**

### **A. About IEEE-HKN**

Whether you have been an HKN member since you were an undergraduate or were inducted to become Faculty Advisor, it is worth reviewing what IEEE-HKN is, what its programs are, and what its benefits are. All of this and more can be found in an informative [presentation](#) that would also be worth showing at a chapter meeting each year to inform the newly inducted members. A wide variety of information is available on the [IEEE-HKN website](#), and in particular the [chapter operations page](#) has a wealth of documents and information relevant to successfully guide a chapter. If you ever need the definitive word on IEEE-HKN policies and procedures, you can refer to the two primary governing documents: the [IEEE-HKN Operations Manual](#) and the [IEEEHKN Process Manual](#). Additional details about IEEE-HKN can be found in Appendix A at the end of this document.

### **B. Key Contacts and Sources of Information**

Headquarters: IEEE-HKN, 445 Hoes Lane, Piscataway, NJ 08854, 1-800-406-2590, [info@hkn.org](mailto:info@hkn.org)

IEEE-HKN Director: Nancy Ostin, 732-465-6611, [n.ostin@ieee.org](mailto:n.ostin@ieee.org)

More information is available on IEEE-HKN's [website](#) and social media accounts, including the IEEE-HKN [Facebook page](#), [Twitter account](#), and [LinkedIn group](#).

IEEE-HKN's publication is [The Bridge](#). Faculty Advisors, Chapter Officers, and members should look to *The Bridge* for the latest news from IEEE-HKN.

Multiple Faculty Advisor conference calls will be held each year to communicate important information. You will be notified of these through an email from IEEE-HKN headquarters.

If you know your region number (the IEEE-HKN regions correspond directly to the IEEE regions) and want to directly contact your IEEE-HKN Regional Governor, you can find their contact

information through the [IEEE Roster Search](#) (login required). Just search for “Eta Kappa Nu” with “Organizational Unit” selected, and you can access the contact information for the entire IEEE-HKN Board of Governors. Alternatively, you can contact headquarters by emailing [info@hkn.org](mailto:info@hkn.org) and they can put you in touch with your Regional Governor.

## **Appendix A: Details about IEEE-HKN**

**Mission:** IEEE-Eta Kappa Nu (IEEE-HKN) is the honor society in the IEEE technical fields of interest whose primary mission is to encourage educational excellence for the benefit of the public by:

- Offering international accepted honor recognition to junior, senior and graduate students in accredited institutions representing the IEEE technical fields of interest. Offering such recognition opportunity enhances the attractiveness of the profession and the institution to new students, rewards the achievements of current students, encourages educational excellence, and affords an additional channel for industry and professional exposure and recognition of the school.
- Providing a network of local chapters that support the leadership and professional development of IEEE-HKN students and the professional activities of the host institution.
- Conducting a wide range of recognition activities to encourage educational excellence and serve as role models of excellence:
  - Annual recognition of the most outstanding IEEE-HKN students.
  - Annual recognition of IEEE-HKN chapters' outstanding achievements, that benefits other students, their Engineering Department and college, the engineering profession, and the public.
  - Annual recognition of the most outstanding IEEE-HKN college teachers.
  - Annual recognition of the most outstanding young professional.
  - Recognition via the Distinguished Service Award for long and distinguished volunteer contribution to IEEE-HKN.
  - Eminent Member status for those individuals who, by their technical attainments and contributions to society, have shown themselves to be outstanding leaders in the field of electrical or computer engineering, and great benefactors to society.

**Guiding Principles:** To enroll men and women with exceptional intellectual, character and leadership qualities, and to foster a diverse and supportive community of students, faculty, alumni, and business partners.

**Guiding Theme:** People of excellence in the IEEE field of interest working together for the benefit of the public and the profession.

**Founding of the Organization:** On September 23, 1904, two students at the University of Illinois met on the steps of the campus engineering building to discuss forming what is then named Eta Kappa Nu (now IEEE-HKN), the national electrical and computer engineering honor society. The primary founding student, Maurice L. Carr, later recalled the enthusiastic agreement that such a society was needed; although their views on exactly what the organization would achieve would vary widely. A total of 10 students created the Alpha chapter at the University of Illinois on October 24, 1904. **IEEE-HKN celebrates “Founders Day” each year on October 28, with chapters encouraged to host a local activity to promote the mission and vision of IEEE-HKN.**

**HKN and IEEE:** Eta Kappa Nu and IEEE merged in September 2010, forming IEEE-HKN. Under the auspices of IEEE, IEEE-Eta Kappa Nu is a non-profit charitable [IRS 501(c)(3)]. It is governed by a [Board of Governors](#) that is elected by the student chapters. Alumni chapters provide assistance with IEEE-HKN activities, in particular the various awards programs, on other standing committees of IEEE-HKN, and mentoring and assistance to college chapters. The daily and strategic operations of IEEE-HKN is primarily guided by the IEEE-HKN staff ([info@hkn.org](mailto:info@hkn.org)), led by Director Nancy Ostin ([n.ostin@ieee.org](mailto:n.ostin@ieee.org) , 732-465-6611). Organizationally, IEEE-HKN is part of the Educational Activities (EA) Operating Unit of IEEE. Headquarters is located at 445 Hoes Lane, Piscataway, NJ 08856 USA.



## **Appendix B: Examples of Popular and Effective Chapter Activities**

The following are several ideas to help your chapter officers develop a plan of activities. Some, however, should be a part of every chapter's activities, such as the annual IEEE-HKN Board of Governors Elections. We will try to regularly update listed best practices for chapters on the IEEE-HKN website based on ideas from chapters' annual reports.

**Awards.** Chapters may set criteria for, and select recipients of awards made for: outstanding sophomore, junior or senior student, outstanding teacher, outstanding initiate (pledge), or outstanding high school student. Chapters also offer awards to participants in local science fairs for entries and exhibits in the IEEE technical fields of interest.

**Tutoring Services.** Services can range from individual tutoring to class or seminar instruction. Tutoring off campus can also extend to pre-college students. Many programs offer peer mentoring to freshmen and sophomores to assist them in the transition to the demands of university studies, in this way, encouraging and creating a desire to achieve an invitation to join IEEE-HKN.

**Fundraising and Scholarships.** Chapters may make gifts, including financial donations, to deserving charitable institutions. Chapters may also provide modest scholarships to outstanding high school or college students pursuing courses related to electrical and computer engineering. Here are some of the methods chapters have used to obtain funds:

- One chapter provided insurance against breakage of laboratory equipment. A small fee covered students for up to several hundred dollars' accidental damage to lab equipment.
- A chapter obtained, cleaned, and painted a number of used gym lockers, and rented them to students. Another built and rented mailboxes to students.
- Several chapters raise funds from the sale of coffee and doughnuts in campus study rooms; one chapter sold hot dogs in the foyer of the engineering building.
- Several chapters have 'hired out' their services to faculty members, at a nominal rate, for such jobs as yard-work and gardening.
- Some chapters have received industry support for career fairs where sponsoring companies have access to resume books of chapter members. Typically, the industry sponsor places an ad in the resume book for a fee which is a contribution to the IEEE-HKN Chapter.

For large-scale fundraising, chapters have successfully solicited donations from industry and businesses. In many cases the donation was equivalent to the full amount of a scholarship or cash award.

Chapters may also organize fundraising activities to support Chapter activities such as: Attending the annual Student Leadership Conference, organizing social events for the student body and their annual operations.

**Engineering School Guidance.** Chapter members have provided guidance to high school students on careers in engineering. On campus the members can arrange for freshman orientation courses in engineering. Chapters have organized and set up vocational and job-counseling seminars and symposiums. With the help of graduates, faculty members, and professional personnel representatives, they have presented forums on employment, the interview process, and the role of

academic studies. Using a computer and nearby publishing services, many chapters have prepared a printed volume containing a uniform resume' for each job-seeking senior, and sold the volume to job interviewers as a recruiting aid.

Many Chapters meet with and meet with the first and second year classes and provide peer mentoring and assistance with the transition to the rigors of University curriculum and to encourage and increase awareness of the IEEE-HKN Chapter and services.

**Engineering and Career Days.** Most campuses have functions of this type. IEEE-HKN members are often asked to participate as tour guides, and to demonstrate electrical or electronic equipment and displays. Some members have been asked to construct "state-of-the-art" exhibits related to electrical or computer engineering.

**Faculty and Course Evaluations.** Several chapters conduct student surveys to evaluate courses and instructors. The chapter prepares questionnaires and compiles the results. In every case, the faculty earnestly sought this kind of feedback. This is an excellent signature activity of an IEEE-HKN chapter.

**Exam Prep** Many chapters organize electrical and computer engineering test files: collections of past tests grouped by instructor, subject, or title. The files are kept up to date by the chapter, and are open for the student body to use. Often IEEE-HKN Chapters run exam prep labs or workshops to prepare and help all students of the discipline.

*Note that copyright and ethical protocols must be followed, especially for web postings. Please check with your University; their policy should be the guiding source for this activity.*

**Sponsoring "TechTalks"** Chapters may arrange for interesting speakers, often from outside of the field of electrical and computer engineering. Business people, industry spokespersons, and scholars can make presentations on topics that cover a broad range of interests. Such presentations can take place at open meetings or at the induction banquet.

**Faculty and Graduate Directory** The chapter sets up and maintains an up-to-date directory of department faculty members or graduating seniors. IEEE-HKN members take photos for each. The faculty directory is of assistance to new students, and visiting alumni appreciate seeing photos from year's back.

**Study Rooms** Chapters may convert a seldom-used classroom or office into a year-round study room for electrical and computer engineering students. They provide it with furniture, suitable engineering texts, reference books and industry magazines.

**Award Nominations** All chapters are encouraged to nominate their candidates for the IEEE-HKN Outstanding Student Award, the Outstanding Teaching Award, and your Chapter for the Outstanding Chapter Award. Nominating forms, schedules, and information are available from the headquarters website, <https://hkn.ieee.org/get-involved/awards/>

**Participate in the IEEE-HKN Board of Governors Elections** Each IEEE-HKN active chapter receives one vote in the election. To achieve "active" status, a chapter must have submitted inductee documentation and payment, or an annual report, to IEEE-HKN Headquarters at least in the past two academic years.

The election will run from October 1 through November 1 each year. Each active chapter will receive an e-mail link to the ballot. Each active chapter is asked to hold an IEEE-HKN meeting during this timeframe to explain the ballot and election process, distribute/review information on the candidates, and take a vote on each item as indicated on the ballot. If no regular meetings of the chapter are scheduled during this timeframe, a special meeting should be called.

It is critical that all active chapters participate in the election process. Every active chapter should make every effort to participate in this activity. If more than one ballot is sent from a chapter, the first one received will be the ballot that is counted and considered valid.

**Community Activities** Activities of service to the surrounding community are very popular with IEEE-HKN chapters. Here are some that chapters have done:

- Rewired electrical systems for low-income families.
- Played Santa Claus, and provided Christmas gifts for underprivileged children.
- Built electrical aids for handicapped individuals (one chapter donated a closed-circuit TV reading aid that it had designed and built for the visually handicapped).
- Obtained electronic and other test equipment for use in local vocational high school courses.
- Gave holiday parties for children at a local hospital.
- Visited patients in nursing homes or hospitals.
- Helped fix up a local nature center, or a handicap facility.
- Adopted a highway, picking up litter.
- Food Collection drives to help local foodbanks or social service organizations
- Recruited blood-drive donors for the Red Cross.

**Social Activities** The induction banquet and initiate mixers are included in this category. However, the most popular social activities are those that include the faculty, such as student-faculty sports, picnics, barbecues, and the like.

**Cooperative Activities** Many activities can be more successful through cooperation with other professional and student organizations. Some chapters share social and service activities with interested organizations such as the local IEEE Student Branch.

**Student Laboratory** A few chapters have converted a room into a projects laboratory. Individual students can work on projects for honors programs, undergraduate research, and personal interests. The room included work areas, networked computers, various electronics stations, soldering equipment, stocks of parts and components, and donated or surplus laboratory equipment.

**Chapter Websites** Typical sites contain the latest chapter news, pledging info, meeting announcements, chapter membership, chapter bylaws, and the like.

**Merit Badge “University”** A chapter set up an electronics-training center for area Boy Scouts and Girl Scouts to help them earn their electrical merit badge. The coordinated set of activities enabled the Scouts to complete the needed tasks in a fraction of the time it would normally take.

**Virtual Tour** As a college recruitment aid, a chapter produced a tour of their ECE building and its facilities for use on the Web.

**Job Fair** A chapter organized, advertised, recruited and ran a job fair for electrical and computer engineering students. Forty companies participated and 700-1000 students attended.

**Student Guidebook** A chapter developed an Engineering Student Guidebook to help sophomores select electives in their junior and senior years.

**Active Recognition** Some chapters encourage their undergraduate members to remain active in chapter activities through a participation points system. Members earn points for attending meetings, serving on committees, and participating in activities. Active members are given a special honors cord to wear at graduation and are listed in the graduation program.

## Appendix C: Chapter Officers

As both the annual planning as well as the day-to-day operations of the chapter should be the responsibility of the Chapter Officers, it is important for a Faculty Advisor to be familiar with the duties of each officer as described below.

### **President**

- Provide enthusiastic and professional leadership to members of the chapter.
- Plan for the year – set a schedule of important dates, meetings, inductions, graduation and other important activities. Keep in mind: *Plan your work and work your plan.*
- Set up a planning conference call with HKN headquarters, email [info@hkn.org](mailto:info@hkn.org) to schedule.
- Carry out the initiation of new members from the junior and senior classes to keep the chapter viable. Graduate students and faculty should also be considered. Faculty candidate considerations should be reviewed with the FA and the Department Chair for approval before election by the chapter. The president presides at the election of members and should see to it that each candidate receives every consideration due. The president personally should notify successful candidates of their election and send formal invitations to each candidate.
- During recruitment, the president should work with IEEE-HKN Headquarters to provide a database of successful candidates in a timely manner. IEEE-HKN Headquarters will send further information to the candidates encouraging them to join. The president and the officers should personally meet with each candidate and encourage them to become a member.

The president should preside at the induction ceremony and should sign all membership certificates. It is essential that the president learns about the ceremony and ensures that it is professionally conducted. Contact IEEE-HKN Headquarters at [info@hkn.org](mailto:info@hkn.org).

- **IMPORTANT: You must file the “New Member” forms** via the online submission system on the IEEE-HKN website. You can receive your certificates in advance as long as HQ has received fully executed forms and payment. Visit: <https://hkn.ieee.org/ieee-hkninduction-form/>
- Prepare meeting agendas and preside at the meetings.
- Assure that both the Faculty Adviser and Director are kept informed and that all records and correspondence are carried out in a professional and timely manner. Either you must file the required paperwork (online forms can be found on <https://hkn.ieee.org/ieeekhnduction-form/> ) or it must be assigned to another officer. No inductee will be considered an IEEE-HKN member until the proper paperwork and payment have been submitted.
- Implement programs that apprise students about IEEE-HKN -- its purpose, activities, and value to members.
- Plan, schedule and delegate specific assignments to members.
- Hold members accountable for carrying out the activities that were delegated to them. Check their progress often and take necessary action to get the job done.

- Meet with Faculty Adviser, other officers, and chapter members frequently to discuss the affairs and activities of the chapter and to seek their input and guidance.
- File the Annual Chapter Report (June 30) and the Notice of Election of Officers form. Forms are submitted online via the website: <https://hkn.ieee.org/ieee-hkn-election-of-officers-form/>. In order to be considered an active Chapter, you must file your paperwork in a timely manner
- Review the Historian's records of important chapter events and make sure that a continuing record is kept of the chapter's history.
- Review THE BRIDGE Correspondent's chapter news and photo submissions to THE BRIDGE, and articles for THE BRIDGE from among faculty members. (submit to: [info@hkn.org](mailto:info@hkn.org)) Photo release form in the resource section of this manual.
- Assign THE BRIDGE correspondent the responsibility to maintain a file of all published issues of THE BRIDGE. NOTE: THE BRIDGE is distributed in digital format to all current students, via email to all HKN members and alumni. The current and past issues can be accessed on our website: [www.hkn.org](http://www.hkn.org)
- Review the Secretary's minutes of meetings and correspondence on behalf of the chapter.
- Assure that the chapter is functioning as well as possible.
- Assure that the chapter has in force a set of chapter bylaws that were approved by the chapter members and the IEEE-HKN Executive Council, as required by the IEEE-HKN Operations Manual.

### **Vice President**

This officer should be prepared to perform the responsibilities of the president in the event of some emergency and to carry out tasks, which are delegated specifically to him/her. Often the VP is the program chairperson for the Chapter.

### **Secretary**

- Record minutes of chapter meetings.
- Carry out correspondence for chapter.
- Communicate important dates and deadline on headquarters activities (ie: FOUNDERS DAY, Student Leadership Conferences, scholarships, grants, benefits, and special programs for students)
- Carry out any other delegated tasks.
- Submit induction and chapter paperwork to IEEE-HKN Headquarters (in collaboration with president).

### **THE BRIDGE Correspondent**

- Write chapter news articles and photos to submit to THE BRIDGE editorial board. (release form in the resource section of this manual)
- Solicit appropriate articles from faculty and other sources for consideration by THE BRIDGE editorial board.

- Share new issues of THE BRIDGE with chapter members and interested communities. THE BRIDGE is distributed electronically three times a year. Current and past issues can be accessed on our website: [www.hkn.org](http://www.hkn.org)

### **Treasurer**

- Keep complete financial records for the Chapter.
- Arrange for checking account establishment and check signature authorizations.
- Counsel the Chapter officers and members regarding Chapter financial status.
- Note: IEEE-HKN Chapters no longer need to file individually with the IRS unless:
  - *The chapter has annual sales in excess of \$25,000 (and/or)*
  - *The chapter does business under any other name*

***IF you receive a notice from the IRS, please scan and send it to [info@hkn.org](mailto:info@hkn.org)***

To assure you are properly filing the necessary information for IEEE to file on the chapter's behalf, the chapter MUST file their [Annual Chapter Report](#) no later than June 30 of each year.

- Should you need an EIN number, you can use the IEEE number: EIN 13-1656633. The legal name associated with this EIN is "Institute of Electrical and Electronics Engineers Incorporated." The chapter should use this name followed by the name of the Chapter.
- The treasurer may also at times need IEEE's W-9. This form is filed annually. Follow [this link to the form](#) on the IEEE website.

The Chapter can establish other officer positions as appropriate for the chapter operations. Be sure to have a job description for each position including what position is responsible for what functions of the Chapter. Be sure to include deadlines if appropriate.

## **IEEE-HKN**

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