

*N.Y. Section*  
EXECUTIVE  
FILE

December 9, 1919

SUBJECT: By-laws of New York Section.

Mr: H. H. Barnes  
General Electric Company  
120 Broadway, New York City

Dear Mr. Barnes:-

In accordance with my conversation with you by telephone yesterday, I am sending you herewith two copies of a draft of proposed by-laws for the New York Section, prepared by selecting what appeared to be the best features of the by-laws of various Sections of the Institute, and containing only such matters as appeared to be essential and regarding which there is not likely to be very much difference of opinion - provision being made for amendments, so that other topics may be covered at any time in the future by a vote of the Section.

I may explain further that I inserted a special section providing that there shall be no election at the regular time in June 1920, but that the terms of officers elected at the organization meeting should be extended to include the following year. Of course, there may be some question as to whether it is desirable to adopt this special section; my thought was that it would not be necessary to have another election so soon after the Section is organized.

Very truly yours

Secretary

H:H

December 10, 1919.

SUGGESTED BY-LAWS  
FOR  
NEW YORK SECTION OF A.I.E.E.

FOR CONSIDERATION AT ORGANIZATION MEETING

NAME AND OBJECTS

Sec. 1. This organization shall be known as the New York Section of the American Institute of Electrical Engineers.

Sec. 2. The objects of this Section are identical with the objects of the Institute as defined in its Constitution, namely, "the advancement of the theory and practice of Electrical Engineering and of the allied Arts and Sciences and the maintenance of a high professional standing among its members".

MEMBERSHIP

Sec. 3. All Fellows, Members, and Associates of the Institute residing within the territory of the Section, shall be considered as members of this Section, and shall be entitled to all the privileges of the Section, including the right to vote and to hold office.

Sec. 4. Enrolled Students of the Institute shall be entitled to the privilege of receiving notices of and attending meetings; but they shall not have the right to vote or to hold office. Such Students shall be required to enroll with the Section's Secretary in order to be placed on the mailing list.

*Copies sent Dec 16  
to Messrs. Buck, Pratt,  
Crane, Linsley, & Deppol.*



## OFFICERS

Sec. 5. The officers of the Section shall be a Chairman, a Secretary-Treasurer, and an Executive Committee, all of whom shall hold office for one year beginning on August first, with the exception of the Chairman, who at the expiration of the term for which he is elected shall, as Junior Past-Chairman, be a member, ex-officio, of the Executive Committee for the following year. All officers shall be eligible for re-election.

Special Section. There shall be no election in June 1920, but the terms of officers elected at the organization meeting of the Section shall be extended to expire August 1, 1921.

Sec. 6. The Executive Committee shall consist of the Chairman, the Secretary<sup>Treasurer</sup>, the Junior Past-Chairman (ex-officio), and two additional members. The Chairman and the Secretary of the Section shall occupy the same offices in the Executive Committee.

Sec. 7. The Chairman shall have general supervision of the affairs of the Section, under the Executive Committee. He shall preside at meetings, and shall perform such other duties and have such other powers as may be provided for in these by-laws, or as may be delegated to him by the vote of the Section. In his absence his duties may be performed by any other member of the Executive Committee.

Sec. 8. The Executive Committee shall be the governing body of the Section, and shall direct the management of its affairs. It shall meet at such times as may be found necessary. Meetings may

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be called at any time upon the request of the Chairman or of two members of the committee.

Sec. 9. The Secretary-Treasurer shall perform the duties usually devolving upon the offices of Secretary and Treasurer of an organisation. He shall report to the Secretary of the Institute the proceedings at all meetings, within a reasonable time after each meeting. He shall also render to the Secretary of the Institute, monthly or as otherwise called for, an account of such expenses as are chargeable to the Institute treasury. He shall have such other duties as may be assigned to him by the Executive Committee.

Sec. 10. Any vacancy occurring during the year shall be filled by the Executive Committee for the remainder of the unexpired term.

#### ELECTION OF OFFICERS

Sec. 11. Officers shall be elected by letter ballot. Not later than May first of each year the Executive Committee of the Section shall appoint a Nominating Committee of five members of the Section, which committee shall receive and consider any suggestions that may be offered by any member of the Section, and shall place a list of their nominees in the hands of the Secretary not later than May 20. The Secretary shall prepare and forward to each member of the Section, not later than May 25, a ballot containing the nominations made by the committee and, in addition, any other names nominated by petition or by separate endorsement of not less than ten members, received by the Nominating Committee or by the Secretary.



in writing, prior to May 20.

Sec. 12. The ballots, in order to be counted, must be returned to the Secretary not later than June first.

Sec. 13. The ballots will be counted and canvassed by a committee of Tellers appointed by the Chairman, consisting of three members of the Section who are not members of the Executive Committee; and this committee shall file a copy of their report with the Secretary for presentation at the Annual Meeting in case the Chairman or other members of the Tellers Committee are unable to present the report in person at that meeting.

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MEETINGS

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Sec. 14. Meetings shall be held as determined by the Executive Committee.

Sec. 15. Special meetings may be called at any time by the Executive Committee upon written notice thereof being sent out in advance of the meeting.

Sec. 16. The Annual Meeting shall be held during the month of June. At this meeting the result of the vote for officers for the ensuing year shall be announced, and such other business transacted as should properly come before the Annual Meeting or as the Executive Committee may refer to it.

COMMITTEES

Sec. 17. The Chairman shall appoint such standing and special committees as may be considered desirable, subject to the approval

of the Executive Committee. The Executive Committee may change the personnel of standing and special committees at any time at its discretion.

Sec. 18. The standing committees shall include the following:

A Meetings and Program Committee, which shall arrange ~~a~~ suitable programs for all meetings of the Section;  
*An Entertainment*  
~~A Reception~~ Committee, which shall arrange for such entertainments, including smokers and other social meetings, as the Section may hold from time to time for the purpose of promoting good fellowship within the Section;

A Membership Committee, charged with the duty of bringing the advantages of Institute membership to the attention of desirable candidates.

Sec. 19. The terms of all committees shall coincide with those of the Section officers.

#### DUES

Sec. 20. A portion of the annual dues paid to the Institute by all members is, under the By-laws of the Institute, available for the activities of the Section. Therefore, there will be no annual Section dues.

Sec. 21. The expense of social features shall be paid for from local funds raised through subscription or otherwise, such expenses not being chargeable to the Institute.



PAPERS

Sec. 22. The Section Secretary shall forward to the Secretary of the Institute the manuscripts of the papers presented at meetings of the Section, whenever available.

GENERAL

Sec. 23. Five per cent of the voting members shall constitute a quorum for the transaction of business at all meetings.

Sec. 24. A majority shall constitute a quorum at all committee meetings.

Sec. 25. The Chairman in office at the time the Annual Convention of the Institute is held shall be the official delegate of the Section to the convention held during his term of office. In the event of the Chairman's absence or inability to attend, his place shall be filled by an alternate delegate previously designated by the vote of the Section or the Executive Committee.

Sec. 26. In order to provide for the proper handling of the Section's routine work and the management of its affairs, the Executive Committee may adopt in connection with these by-laws such rules and regulations as may be found necessary; but no rule or regulation shall be adopted which will conflict with these by-laws or with the Constitution and By-laws of the Institute.

Sec. 27. This Section has power to enter into a cooperative agreement with any other local engineering society or any local section of a national engineering society, or with any such local socie-

ties or local sections jointly, not contrary to the Constitution or By-laws of the Institute. Before such an agreement is, however, entered into, it shall be recommended to the Section by the Executive Committee, and a majority vote of all the members present at an individual meeting shall be required for its approval. In such a case, notice of such action shall be mailed to each member at least one week prior to such meeting.

#### ORDER OF BUSINESS

Sec. 28. The order of business for all meetings shall be as follows:

1. Reading of minutes of last meeting.
2. Report of Executive Committee.
3. Report of committees.
4. Unfinished business.
5. New business.
6. Adjournment.

But this order may be temporarily suspended by two-thirds vote of the members present at any meeting.

#### PARLIAMENTARY STANDARD

Sec. 29. Cushing's Manual shall be the parliamentary standard on all points not covered by the Constitution and By-laws of the Institute, or by the by-laws of this Section.

#### AMENDMENTS

Sec. 30. These by-laws are subject to the Constitution and By-laws of the American Institute of Electrical Engineers and any amendments of the Constitution and By-laws of the Institute resulting



in conflict with these by-laws, shall, ipso facto, amend these by-laws to the extent necessary to eliminate the conflict.

Sec. 51. These by-laws may be amended by a two-thirds vote of the members present at any meeting, provided that notice of the proposed amendment has been sent to all members of the Section at least one week in advance of the meeting and, further provided, that the proposed amendment or amendments have received the approval of the Institute's Sections Committee in advance of their submission to the membership.

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